OHIO DEPARTMENT OF HEALTH

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Ted Strickland/Governor

Alvin D. Jackson, M.D./Director of Health

Memo #08-09

May 22, 2008

To: Help Me Grow (HMG) Project Directors and Early Track (ET) System Administrators

From: Jean Myer, Administrator

CC: FCFC Coordinators, BEIS HMG Staff, State Partners

Subj: Early Track May Updates and ET Conference Calls

Updates/changes were made to ET 3.0 May 22, 2008. Whenever this occurs a Memo is sent to county HMG Project Directors and ET System Administrators. Below you will find the changes made for May 2008. ***Please share this Memo with all your county ET users.***

BEIS will be conducting a series of conference calls to review the contents of this memo and to further explain the changes to ET and answer any questions. Below you will find a schedule of the conference calls. Registration for all conference calls is required through OhioTRAIN.

For the Early Track Conference Call that covers the contents of this memo:

1) Go to the OhioTRAIN website: https://oh.train.org and log-on
2) Click on the "Course Search" Tab
3) Click on "Keyword Search"
4) Type "Ohio Help Me Grow Early Track Conference Call," press "Search"
5) Next, Click on "Get more dates and times"
6) Select the date and time you wish to attend and click on the "Register" button to register for the training
7) Once you have registered, an automatic e-mail confirming your registration for the course will be sent to you

Ohio Help Me Grow Early Track Conference call	May 27	1:30 – 2:30pm
Ohio Help Me Grow Early Track Conference call	May 27	3:00- 4:00 pm

These conference calls will focus on reviewing the content of this memo.

For all county users the 45-Day Compliance/Referral Enhancement Follow-up Conference Calls:

1) Go to the OhioTRAIN website: https://oh.train.org and log-on
2) Click on the "Course Search" Tab
3) Click on "Keyword Search"
4) Type "Ohio Help Me Grow 45-Day Timeline – Conference Call," press "Search"
5) Next, Click on "Get more dates and times"
6) Select the date and time you wish to attend and click on the "Register" button to register for the training
7) Once you have registered, an automatic e-mail confirming your registration for the course will be sent to you

Ohio Help Me Grow 45 Day Timeline Conference Call	June 9	9:00-10:30 am
Ohio Help Me Grow 45 Day Timeline Conference Call	June 23	9:00-10:30 am

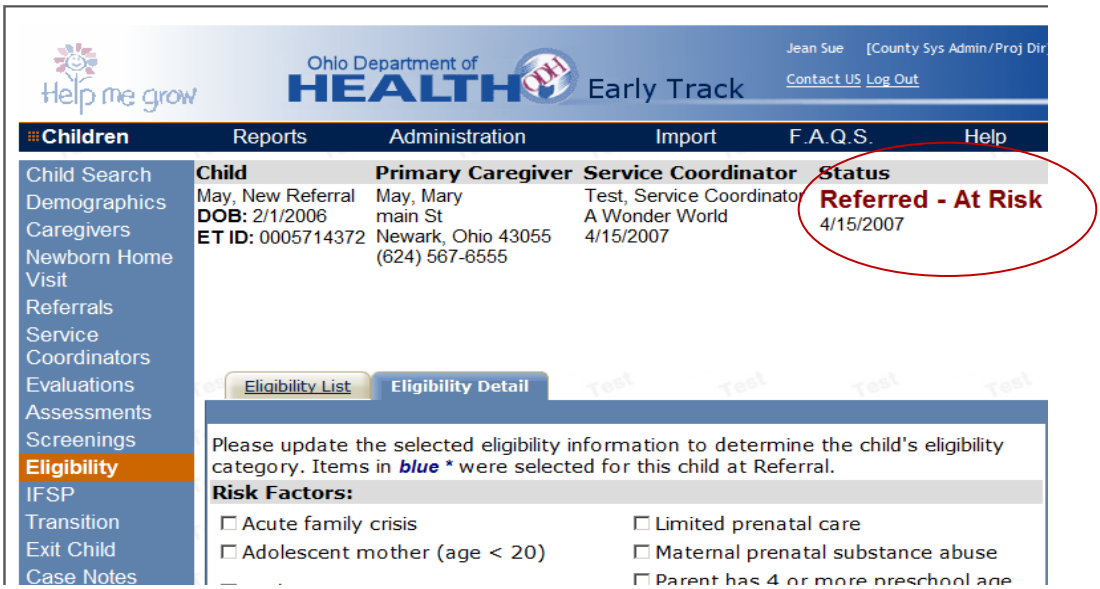
These conference calls will consist of ODH-BEIS staff reviewing questions and answers sent in prior to each call only – There will not be time allotted for Questions DURING the CALLS. FAQs will be distributed with the Conference Call participant information to all registered persons at least thirty (30) minutes prior to each call.

Please encourage ET users to submit 45-Day Compliance/Referral Enhancement questions not addressed in any previous FAQs to ETDS [the Contact Us link in Early Track 3.0] or to Jonathan Thomas [Jonathan.Thomas@odh.ohio.gov] with the E-mail Subject: "45-Day Question for Calls." Each question submitted in this manner will be reviewed and considered in drafting each update to the FAQs.

Summary of Updates/Changes

1. Log in Status is displayed. The user name and user role required to log into ET 3.0 is now displayed in the upper right corner of the page. Please see example below.

2. **Referral Message has changed.** The referral message in the status column will now indicate the Referral to Category. A child can only become At Risk eligible with an At risk referral; Part C eligible with a Part C referral, and no eligibility can be entered with a referral to Unknown or Newborn Home Visit.



3. **Child Header Messages**. The following messages may appear in the Child Header based on the current conditions of the record for meeting 45-Day requirements:

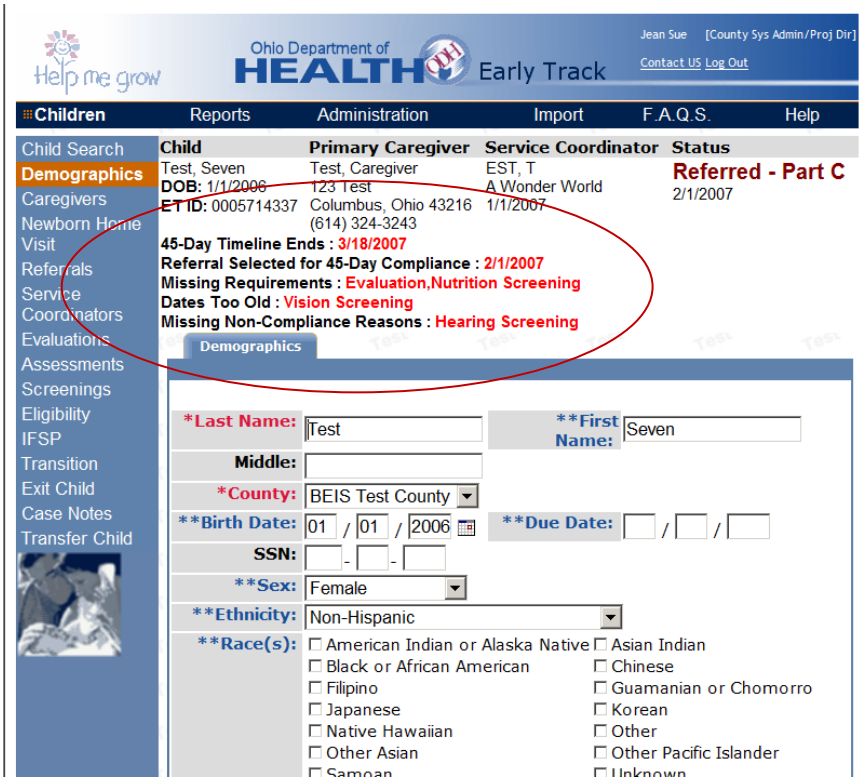
45-Day Timeline Ends: Last date which requirements would be considered to occur in a timely manner

Referral Selected for 45-Day Compliance: Referral being used to determine compliance with 45-Day requirements

Missing Requirements: Requirements (i.e., hearing, nutrition, vision screenings, evaluations, and IFSPs) which have not been entered in the record

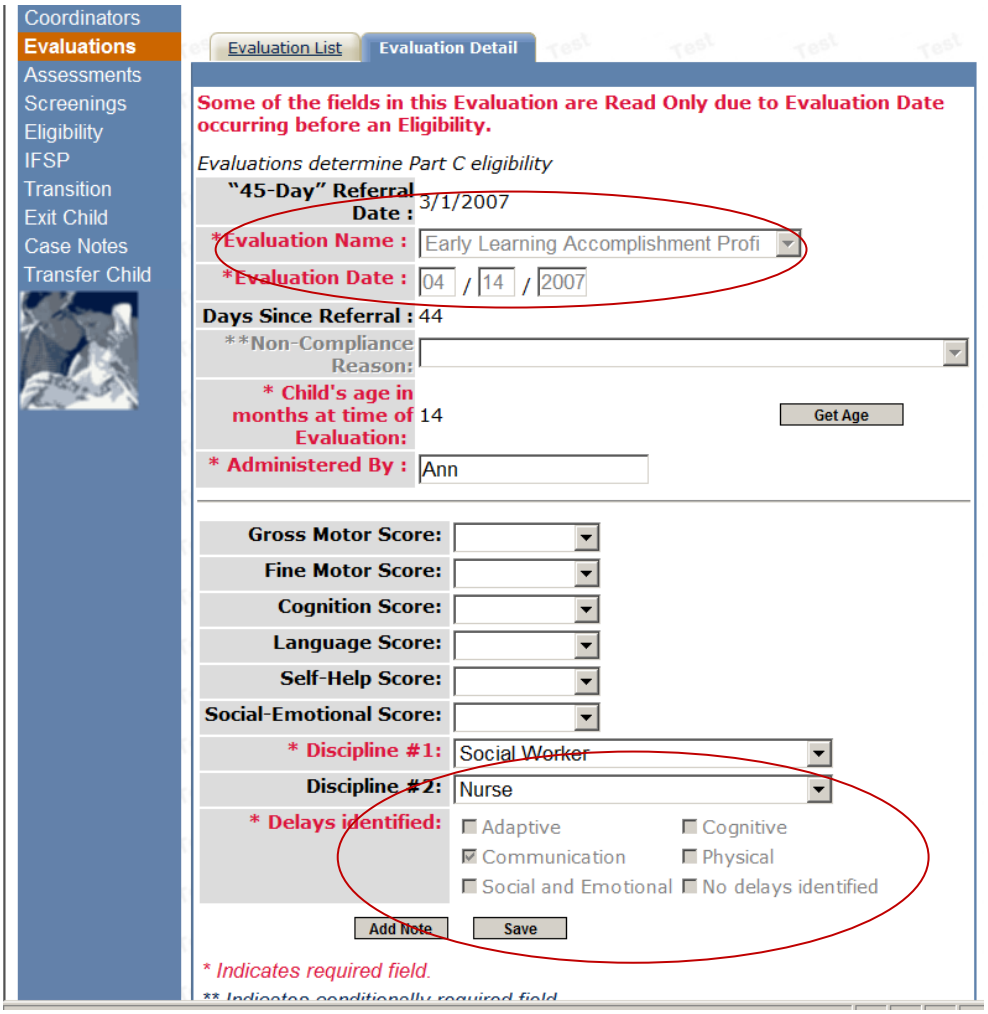
Dates Too Old: Requirements (i.e., hearing, nutrition, vision screenings, evaluations, and IFSPs) which have been entered in the record but are too old to fulfill ODH HMG policy requirement)

Missing Non-Compliance Reasons: Requirements which have been saved, yet do not have a Non-Compliance reason provided to explain the delay in occurrence



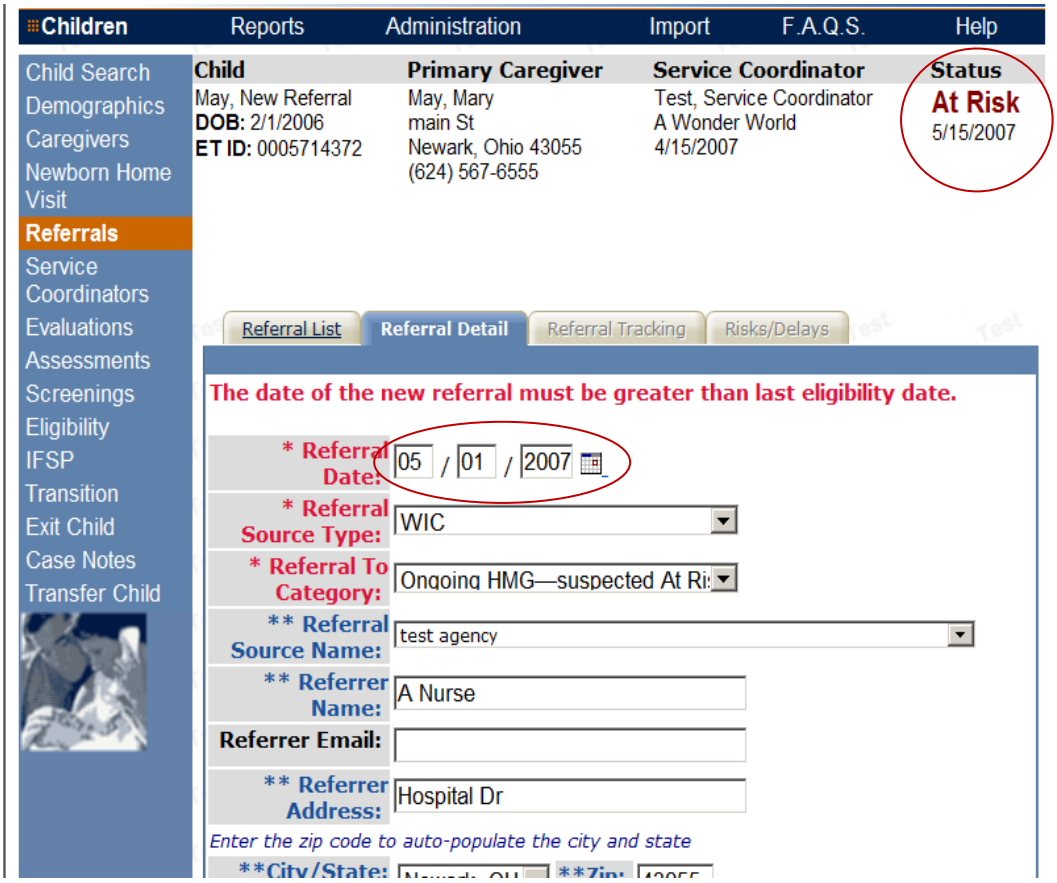
*Please see the "45-Day Training Document_5-22-2008" and the "Early Track 45-Day FAQs_5-22-2008" Word Documents for more information related to the 45-Day Compliance/Referral Enhancements***

4. **Evaluations and Eligibility.** Fields on the evaluation detail are now linked to Part C eligibility and will appear grayed out. A red message appears informing the user that some fields are Read Only due to an evaluation date being linked with Part C eligibility. If an evaluation is entered and occurs before a Part C eligibility date, the Evaluation Name, Evaluation Date, and Delays Identified will be grayed out on the evaluation page.



5. **New referral date cannot be added before current eligibility date**. If the child has a current eligibility, a new referral needs to be added to the record in order to change the eligibility. However, the referral date cannot be before the current eligibility date.

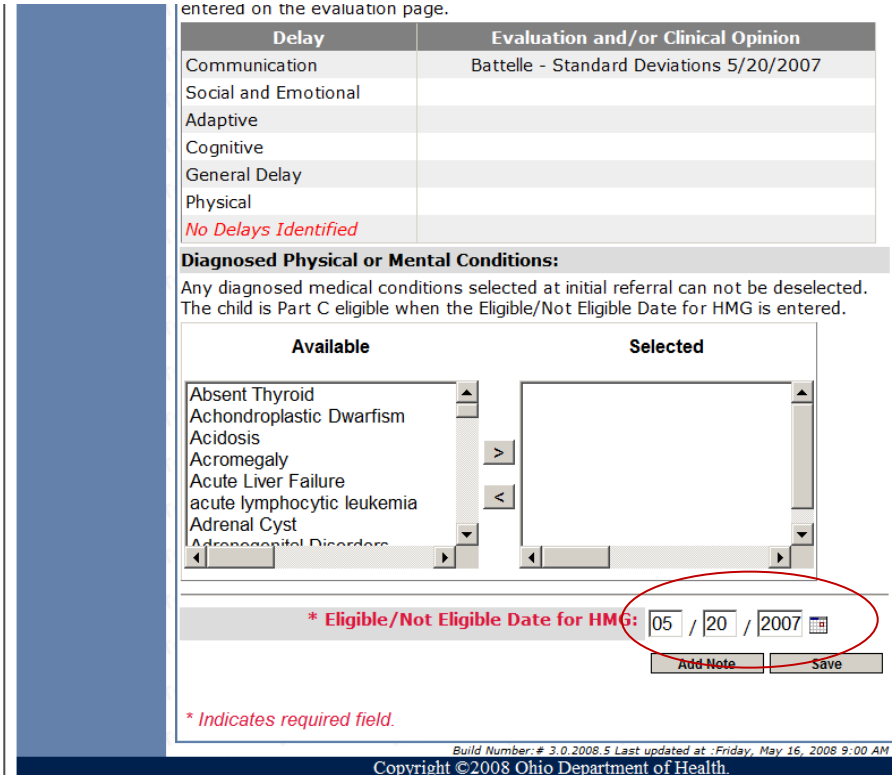
In this screen shot, the At Risk eligibility date is 5/15/07. A new referral can not be added to the record if it is before the 5/15/07 eligibility date.



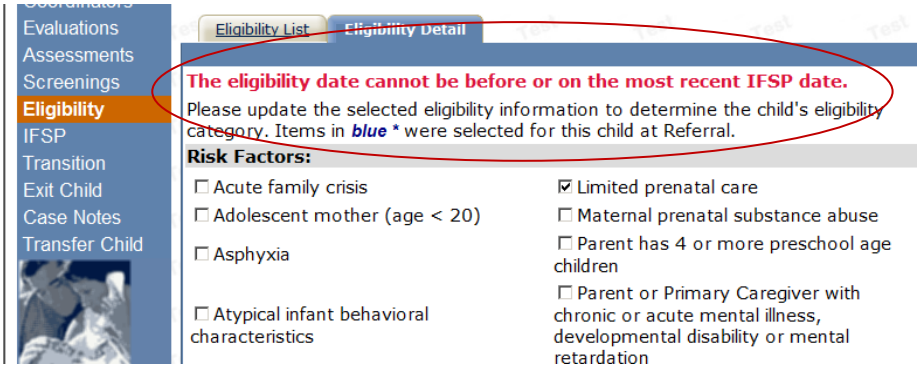
6. **A new eligibility date cannot be added if the date is before or the same day as the current IFSP.** The next three screen shots explain this rule.

*In **Screen Shot 1 ,** the Battelle was administered 5/20/07 and the new Part C eligibility date entered is 5/20/07. In **Screen Shot 2**, the user receives the message "The eligibility date cannot be before or on the most recent IFSP date". This message appears because the current IFSP date is 5/20/07, and the new Part C eligibility date must be on or after the 5/20/07 IFSP date(**Screen Shot 3).** So the user has two options: 1. Up date the evaluation date or 2. Enter an eligibility date after the most recent IFSP Date.*

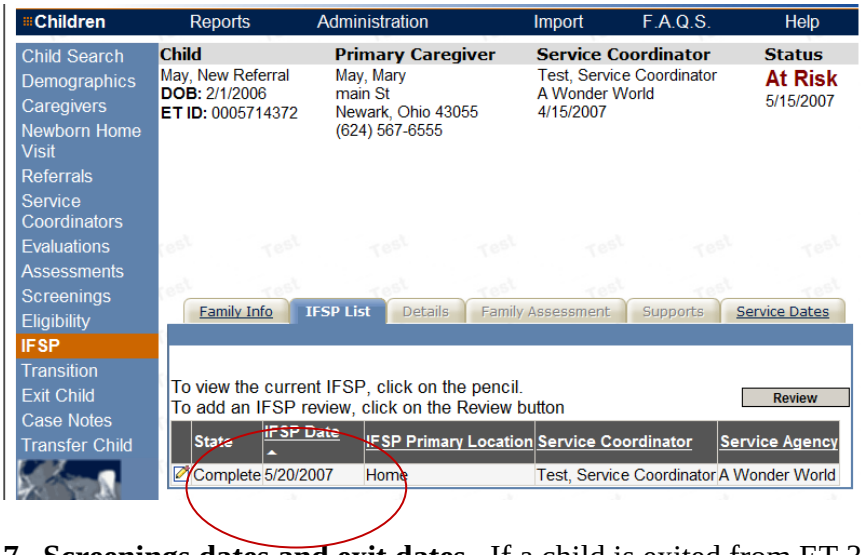
Screen Shot 1



Screen Shot 2

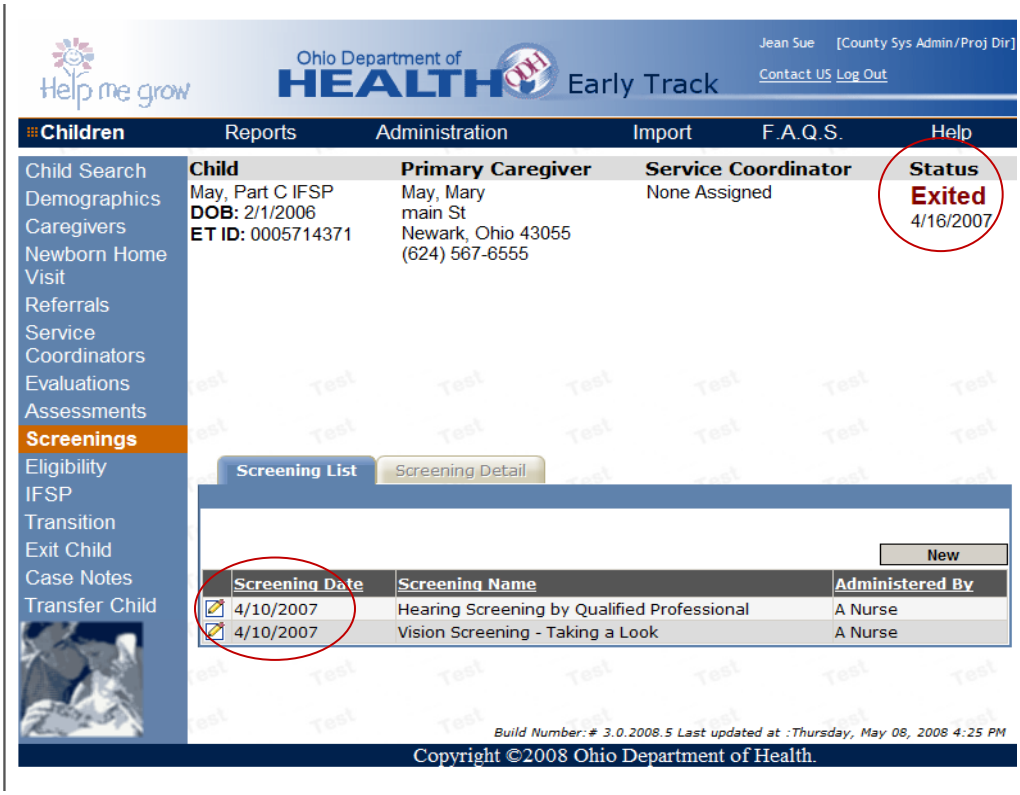


Screen Shot 3



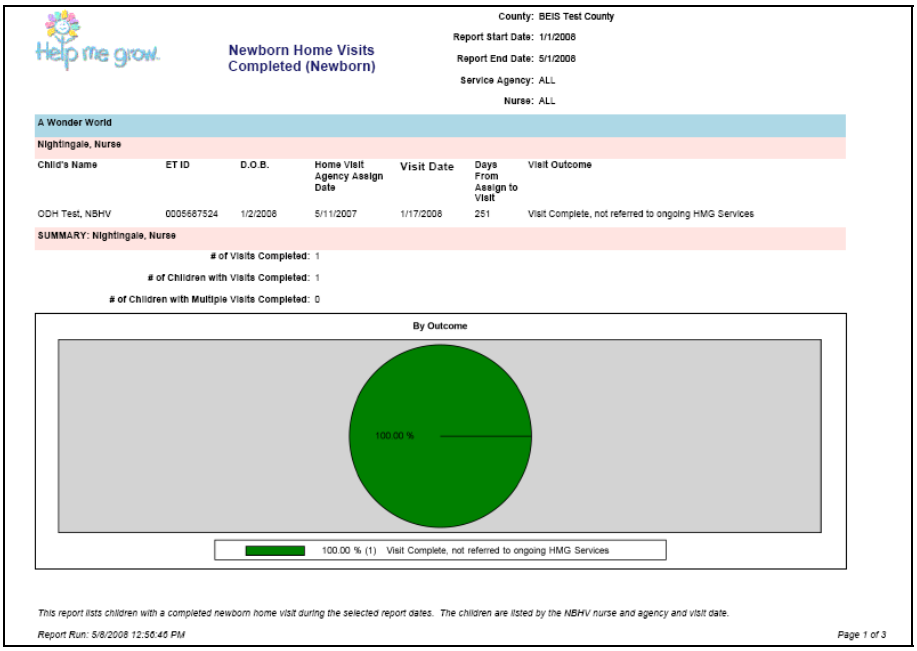
7. Screenings dates and exit dates. If a child is exited from ET 3.0 and a new referral is made for ongoing HMG services, screenings that occurred before the exit date can now be entered on the screenings page

In this screen shot, the exit date is 4/16/07. . The screenings that occurred before the exit date were never entered in the child's record. With the May 2008 update, the screenings can now be added



8. Newborn Home Visit Report- new "newborn home visit" reports are now available for counties to run. Below is the report parameters page. The user may run the report for newborn home visits completed, prenatal home visits completed or newborn home visits not completed.

Newborn Home Visits Completed Report



Help me grow

Newborn Home Visits Completed (Newborn)

County: BEIS Test County
Report Start Date: 1/1/2008
Report End Date: 5/1/2008
Service Agency: ALL
Nurse: ALL

A Wonder World

Nightingale, Nurse

Child's Name	ET ID	D.O.B.	Home Visit Agency Assign Date	Visit Date	Days From Assign to Visit	Visit Outcome
ODH Test, NBHV	0005687524	1/2/2008	5/11/2007	1/17/2008	251	Visit Complete, not referred to ongoing HMG Services

SUMMARY: Nightingale, Nurse

# of Visits Completed: 1
# of Children with Visits Completed: 1
# of Children with Multiple Visits Completed: 0

By Outcome

This report lists children with a completed newborn home visit during the selected report dates. The children are listed by the NBHV nurse and agency and visit date.

Report Run: 5/8/2008 12:56:46 PM

Page 1 of 3

Definition: This report lists children with a completed newborn home visit during the selected dates. The children are listed by the NBHV nurse, agency and visit date.

Newborn Home Visits Completed (Prenatal) Report

Help me grow.

Newborn Home Visits Completed (Prenatal)

County: BEIS Test County
Report Start Date: 1/1/2007
Report End Date: 1/1/2008
Service Agency: ALL
Nurse: ALL

A Wonder World

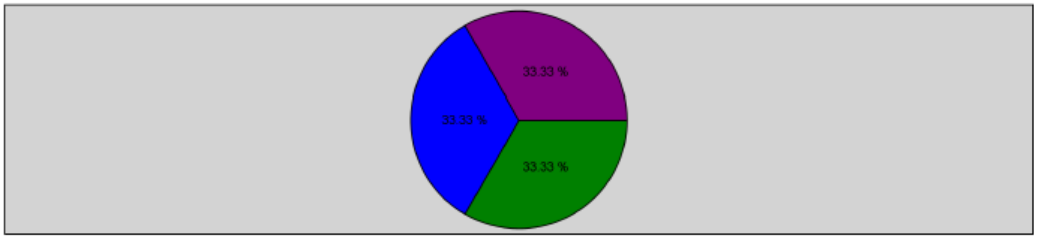
Nightingale, Nurse

Child's Name	ET ID	Due Date	Home Visit Agency Assign Date	Visit Date	Days From Assign to Visit	Visit Outcome
ODH Test, Prenatal	0005692512	12/1/2007	11/20/2007	11/20/2007	0	Visit Complete, referred to ongoing HMG Services

SUMMARY: Nightingale, Nurse

# of Visits Completed: 3
# of Children with Visits Completed: 3
# of Children with Multiple Visits Completed: 0

By Outcome



33.33 % (1) Visit Complete, not referred to ongoing HMG Services
33.33 % (1) Visit Complete, family not interested in ongoing HMG services
33.33 % (1) Visit Complete, referred to ongoing HMG Services

This report lists children with a completed prenatal visit during the selected report dates. The children are listed by the NBHV nurse and agency and visit date.

Definition: The report lists children with a completed prenatal visit during the selected report dates.

Newborn Home Visits Not Completed Report

Help me grow.

Newborn Home Visits Not Completed

County: Lucas
Report Start Date: 1/2/2008
Report End Date: 5/1/2008
Service Agency: ALL
Nurse: ALL

Toledo Lucas County Health Department

McClure, Debbie

Child's Name	ET ID	D.O.B.	Home Visit Agency Assign Date	Outcome Date	Days From Assign to Outcome	Outcome
		12/4/2007	12/5/2007	1/2/2008	28	Visit Not Completed, Family Not Home for Scheduled Visit
			9/20/2007	2/4/2008	137	Visit Not Completed, Family Not Home for Scheduled Visit
		12/14/2007	12/14/2007	2/4/2008	52	Visit Not Completed, Family Not Home for Scheduled Visit
		1/24/2008	1/28/2008	2/5/2008	8	Visit Not Completed, Family Not Home for Scheduled Visit
		2/2/2008	2/8/2008	2/11/2008	3	Visit Not Completed, Family Not Home for Scheduled Visit
			2/1/2008	2/20/2008	19	Visit Not Completed, family no longer interested in NHV
		2/12/2008	2/15/2008	2/25/2008	10	Visit Not Completed, family no longer interested in NHV

This reports lists children with the newborn home visit outcome of "Visit Not Completed" during the selected report dates. The children are listed by the NBHV nurse and agency and outcome date.

Definition: This report lists children with a newborn home visit not completed during the selected report dates.

Additions to Drop Down lists

1. **Master Agency List**. We continue to add agencies to the master agency list. Please use the contact us link to request additions to this list. Generic requests, such as public school and physician, will not be added. You need to submit specific agency/physician names when requesting additions to the master agency list. There is also a report in the report section "Master Agency Report" that lists all the agencies in ET 3.0.

2. **Additions to the Drop Down Lists**

Page Name	Field Name on Page	New Drop Down Option
Eligibility Detail	Diagnosed Physical or Mental Conditions	*Biliary Artesia *Complications of Prematurity *Congenital Brain Disorder *Congenital Chylothorax *Congenital Cystic Adenomatoid Malformation *Congenital Infections *Dextrocardia *GERD with complications *Horner's Syndrome *Hypochondroplasia Dwarfism *Macrocephaly *Nephrotic Syndrome *Respiratory Distress Syndrome (RDS) with criteria (i.e., ventilator, BPD) *Respiratory Failure *Sacrococcygeal Teratoma *Tessier Cleft *Townes-Brock Syndrome
Caregiver Detail	Primary Language	*Amharic *Fulani *Kunama *Urdu
IFSP Detail	Payment Source	*ODH System of Payment
Screening Detail	ASQ	0 has been added to the scoring drop down list