

MIECHV Data Collection Forms and Manual Question and Answers

General/Overall Questions

1. What is the #secure# system and how secure is it? When a public email domain such as GMAIL, how secure are the documents being sent?

A: Tina is attempting to get further information on the secure email process to post onto the MIECHV websites. We will get back to the group on details of this process as soon as we can. Other options for sending the forms to the state are by fax or postal mail. There is now information included in the online Data Collection Manual, Chapter 2 (Data Reporting Process) - page 7, for sending in forms via Fax or Postal Mail. Each site or home visitor can use whichever process they prefer.

Early Head Start

1. I know the forms can be done and directly uploaded to the secure drive but is there a place for hard copies in the Child and Family Folders as well? Has this place or arrangement been decided at least for OCDC?

A: Each program should follow their own policies and procedures concerning this. For OCDC ONLY: at this time until we can get a new coversheet the forms the hardcopies should be stored within your Child or Family file in the miscellaneous section. We are trying to limit the amount of copies that are on the computer for confidentiality purposes.

2. Can you continue to use a safety checklist if you are already using if it is not on the list?

A: Yes; however, please forward the safety checklist to your state lead or Michelle Leon: michelle.m.leon@state.or.us. They will be able to get it to the right person to make sure it meets the all of the needs around the core components of safety that we want to be sure are included.

5. Is there a checklist for all the forms and tools we are submitting for EHS and HFA?

A: Results for all of the tools to be completed (e.g. PHQ-9, Relationship Assessment, HOME, etc...) are included on the update forms. As requested, we will add these tools to the timeline sheet to tell you exactly what needs to be completed and at what time it needs to be submitted. Tools are to be completed at Enrollment, Baby's Age 1-4 weeks, 6, 12, 18 and 24 months. Tina will have each tool to complete listed under appropriate reporting age section on schedule/timeline.

6. There were many forms in the appendix such as the PHQ-9 and others that are not referenced in our time line? Do we have a set time line for all the forms found in the appendix (the screenings) are these going directly to secure hard drive as well? Is there a place for hard copies as well?

A: The timeline sheet will tell you exactly what needs to be completed and at what time it needs to be submitted. The tools themselves should NOT be sent to the State Data Manager. Only answer the questions on the forms regarding these tools (date tool completed, result of tool, etc.).