

# 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.

## **Nurse-Family Partnership**

1. For NFP when you say you need the last page of the Home Visit Encounter form, is that referring only to the Referral Page?

A: We will be using the Home Visiting Encounter form to track referrals as well as the Government Resources form to track referrals. The NFP Efforts to Outcomes Home Visit Encounter form has been edited slightly to include the clients name and date. Only page 3 is submitted when you are making a MIECHV tracked referral. These revised forms are available by contacting Cynthia Ikata: [cynthia.ikata@state.or.us](mailto:cynthia.ikata@state.or.us) .

2. Since ORCHID is already secure, why can't we use that?

A: ORCHIDS does not collect the data we need for MIECHV, therefore we cannot count on it without these other added processes.

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

A: The safety information that you should be using is Nurse Family Partnership Home Visit Facilitators on the different safety topics. For further clarity contact Cynthia Ikata: [cynthia.ikata@state.or.us](mailto:cynthia.ikata@state.or.us) .

4. What specific forms are we sending for NFP safety checklist?

A: The data will be collected utilizing the ORCHIDS Data System. Each time you use an NFP facilitator RIT safety, please check the safety checklist box on your ORCHIDS data form under the issue: Injury.

5. For NFP - on the MIECHV data collection reporting scheduling I don't see H.O.M.E. Inventory, will this still be done?

A: The HOME Inventory information will be gathered for NFP by the Infant Health Care ETO (Efforts to Outcome) form. The HOME Inventory is imbedded in the Infant Health Care form that is on that schedule. You will need to complete this form plus some additional questions on the addendum.

6. When you enroll a client into NFP you will complete the pregnancy intake form and enter it into ETO. You will then add the NFP ID # to the form and forward to the data manager. Will we receive the rest of the MIECHV forms with their # on them?

A: Yes, and you will send us the ORCHIDS ID# on that enrollment form.

At NFP enrollment, you will submit to the State Data Manager:

1. Copy of the Demographics: Pregnancy-Intake NFP/ETO form AND corresponding Addendum;
2. Page 1 only of the Maternal Health Assessment AND corresponding Addendum;
3. Home Visit Encounter (Referral Page 3) – If Applicable to MIECHV Referral; and
4. Use of Government & Community Services.

7. For the Infant/Toddler HOME form, does the scoring from this form go on to the Infant Health Care Form?

A. Yes

8. The answers to all the questions seem to be in the PHQ-9 that is asked in the PHQ-9 addendum. Can't we just send the PHQ-9, instead of filling out an additional form?

A: The PHQ-9 is a form that contains detailed and sensitive information, in the effort to protect the client's privacy; we are only collecting the overall score and the date in which the PHQ-9 was done.