

## ***Chapter 3***

**2017**

# **DATA COLLECTION AND REPORTING SCHEDULE**

# 2017 MIECHV Data Collection & Reporting Schedule

## Nurse-Family Partnership

ID#: 123321

Parent Name: Daisy Duck

Index Child Name: Lulu Duck

Enrollment Date: 10/1/2016

Expected Due Date: 1/20/2017

Child's DOB: 1/15/2017

*\*Revised ETO form that includes MIECHV data points*

	DATE RANGE FOR FORM COMPLETION:	RETURN FORMS TO STATE BY:	FORM SENT TO STATE
<b>Index Parent Enrollment:</b>			
<i>Return to State NO LATER than 1 week after completion:</i>			
*MIECHV Demographics: Pregnancy - Intake	10/1/2016 to 10/1/2016	10/8/2016	
N1 Clinical IPV Assessment - Addendum - complete within 6 months	10/1/2016 to 4/2/2017	4/16/2017	
<b>M2B-Referral Tracking &amp; Follow-up Form - Index Parent (submit only for updates)</b>		MONTHLY	--
<b>Index Child Enrollment:</b>			
<i>Return to State NO LATER than 1 week after completion:</i>			
*MIECHV Infant Birth	1/22/2017 to 2/14/2017	2/21/2017	
N2 PHQ-9 - Addendum - complete within 3 months	1/22/2017 to 4/24/2017	5/8/2017	
Home Visit Encounter (after infant's birth) - send ALL to State	--	MONTHLY	--
<b>When Baby is 3 months old:</b>			
N3 Baby's Age 3 Months - Index Child	3/17/2017 to 5/17/2017	5/31/2017	
N4 Clinical IPV Assessment - Addendum - 12 Weeks	3/17/2017 to 5/17/2017	5/31/2017	
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>When Baby is 6 months old:</b>			
*MIECHV Demographics Update	6/16/2017 to 8/16/2017	8/30/2017	
Infant Health Care	6/16/2017 to 8/16/2017	8/30/2017	
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>When Baby is 10 months old:</b>			
ASQ Screening - Index Child - 10 Months	10/15/2017 to 12/17/2017	12/31/2017	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)	--	MONTHLY	--
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>When Child is 12 months old:</b>			
*MIECHV Demographics Update	12/16/2017 to 2/16/2018	3/2/2018	
Infant Health Care	12/16/2017 to 2/16/2018	3/2/2018	
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>When Child is 18 months old:</b>			
*MIECHV Demographics Update	6/16/2018 to 8/15/2018	8/29/2018	
Infant Health Care	6/16/2018 to 8/15/2018	8/29/2018	
ASQ Screening - Index Child - 18 Months	6/16/2018 to 8/15/2018	8/29/2018	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)	--	MONTHLY	--
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>When Child is 24 months old:</b>			
*MIECHV Demographics Update	12/16/2018 to 2/14/2019	2/28/2019	
Infant Health Care	12/16/2018 to 2/14/2019	2/28/2019	
ASQ Screening - Index Child - 24 Months (optional)	12/16/2018 to 2/14/2019	2/28/2019	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)	--	MONTHLY	--
Home Visit Encounter - send ALL to State	--	MONTHLY	--
<b>At Client Discharge</b>			
Client Discharge - <b>Submit to state within 1 week of exit date</b>	Date of Exit	1 week after	

*\*Revised ETO form that includes MIECHV data points*

**NFP MIECHV**  
**DATA COLLECTION & REPORTING SCHEDULE**

**Purpose of this schedule:** This schedule is generated for the Home Visitor by the state Data Manager after the MIECHV Demographics: Pregnancy - Intake Form is submitted to the state. The schedule will be updated by the state Data Manager when necessary (for example, after the Index Child is born or to remove forms that are no longer applicable to the Index Child) and an updated schedule will be sent, via secure email, to the Home Visitor.

Item	Guidelines
<b>Enrollment Date</b>	<i>Prefilled.</i> Date Client was enrolled into the MIECHV program.
<b>Expected Due Date</b>	The date that the index parent’s current pregnancy is estimated to be delivered. This date will be <i>prefilled</i> based on the date given at time of enrollment.
<b>Child’s DOB</b>	The Index Child’s Date of Birth. This date will be left blank until after the Index Child is born and enrolled into the program.
<b>DATE RANGE FOR FORM COMPLETION</b>	This date range is generated for you by the State Data Manager. The corresponding form should be completed within the given range of dates to correctly gather the required MIECHV data elements.
<b>RETURN FORMS TO STATE BY</b>	The latest date that the state should receive the completed corresponding form.
<b>FORM SENT TO STATE</b>	For Home Visitor’s tracking purposes. To record the date the form was sent to the state.
<b>BEFORE BABY’S BIRTH Index Parent Enrollment</b>	<p>The Data Collection &amp; Reporting Schedule will begin prenatally. The receipt of the enrollment form prompts the generation of the data collection schedule for pregnant clients. These forms need to be completed and submitted <b>No Later than 1 Week After Completion:</b>  <i>*MIECHV Demographics: Pregnancy – Intake</i> (Revised ETO form that includes MIECHV data points)</p> <p>This form needs to be completed and submitted <b>Within 6 months of Enrollment:</b>  <i>*N1-Clinical IPV Assessment – ADDENDUM ONLY</i> (<b>do not</b> return assessment to State)</p> <p><i>*M2B Referral Tracking &amp; Follow-up Form—Index Parent:</i>  This form needs to be completed <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>

<p><b>AFTER BABY'S BIRTH</b> <b>Index Child Enrollment</b></p>	<p>After the Index Baby is born, the following form will be completed no later than 4 weeks after baby's birth date and sent to the state <b>No Later than 1 Week After Completion:</b>  <i>*MIECHV Infant Birth</i> (Revised ETO form that includes MIECHV data points)</p> <p>This form needs to be completed and submitted <b>Within 3 months of Baby's Enrollment:</b>  <i>*N2-PHQ-9 - ADDENDUM ONLY</i> (<b>do not</b> return PHQ-9 assessment to State)</p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<p><b>When Baby is 3 months old</b></p>	<p>When Index Baby is 3 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 3 Month Birthday</b> (2-4 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*N3-Baby's Age 3 Months – Index Child</i>  <i>*N4-Clinical IPV Assessment – ADDENDUM ONLY</i> (<b>do not</b> return assessment to State)</p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<p><b>When Baby is 6 months old</b></p>	<p>When Index Baby is 6 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 6 Month Birthday</b> (5-7 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points)  <i>*Infant Health Care</i></p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<p><b>When Baby is 10 months old</b></p>	<p>When Index Baby is 10 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 6 Month Birthday</b> (9-11 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*10 Month ASQ Screening – Index Child</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<p><b>When Child is 12 months old</b></p>	<p>When Index Baby is 12 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 6 Month Birthday</b> (11-13 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points)  <i>*Infant Health Care</i></p>

	<p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<b>When Child is 18 months old</b>	<p>When Index Baby is 18 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 18 Month Birthday</b> (17-19 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points)  <i>*Infant Health Care</i></p> <p><i>*18 Month ASQ Screening – Index Child</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<b>When Child is 24 months old</b>	<p>When Index Baby is 24 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 24 Month Birthday</b> (23-25 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points)  <i>*Infant Health Care</i></p> <p><i>*24 Month ASQ Screening – Index Child (optional)</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p>This form need to be completed and submitted <b>After Every Home Visit:</b>  <i>*Home Visit Encounter</i></p>
<b>At Client Discharge</b>	<p>At the time that the Mother or Mother and Child leave the program, the following form will be completed <b>within 1 week of date of exit</b> and sent to the state <b>No Later than 1 Week After Completion:</b>  <i>*Client Discharge</i></p>