

FamilyNet ORCHID Release Information

December 14, 2009

Why Did I Receive This Information?

We are releasing a new version of ORCHIDS, in order to make some improvements in the data system. To access the new version, you do not have to do anything. FamilyNet will update itself automatically when you log in for the first time on or after Monday, December 14, 2009.

With each new release of ORCHIDS, you will receive this notice, which describes new features and “bug” fixes in the system. Some of these improvements may have policy and practice implications, and these implications are described under the section called “Policy/Practice Implications of System and Form Improvements.”

How Is This Information Relevant to Me?

Information in these release notes is relevant to all ORCHIDS users, because the information can apply to nursing practice, data entry, and reports.

This document contains the following sections:

- Policy/Practice Implications of System and Form Improvements
This section describes policy/practice implications of any changes to the system and/or forms. This section will be relevant to nurses, staff who enter data, and staff who use reports.
- System Improvements
This section lists improvements in the system that are not related to policy changes. This section will be most relevant to staff who enter data and staff who use reports.
- Form Improvements
This section shows additional improvements to the forms that were not included in the Policy/Practice Implications or System Improvements section. This section will be relevant to nurses and staff who enter data.
- Known Issues in the System
This section describes any known issues in the system, along with solutions and/or workarounds. This section will be relevant to nurses, staff who enter data, and staff who use reports.

Policy/Practice Implications of System and Form Improvements

Babies First! and CaCoon

1. There are four new risk factors and three discontinued risk factors for Babies First! and CaCoon. These new “A codes” are in the “Risk Factors” field on the Babies First! and the CaCoon Case tabs.
 - A. New risk factors
 - **A30 – Parent with developmental disability (DD):** Parent has a disability that is likely to continue, and significantly impact adaptive behavior. DD includes mental retardation, autism, cerebral palsy, epilepsy, or other neurological disabling conditions that require training or support similar to that required by individuals with intellectual impairment.
 - **A31 – Parent with Child Welfare history:** Parent has a history of being abused and/or neglected as a child, or a history of abusing or neglecting a child.
 - **A32 – Parent with domestic violence history:** Parent is impacted by current or past history of domestic violence: a pattern of assaultive and/or coercive behaviors including physical, sexual, and psychological attacks, as well as economic coercion, that adults or adolescents use against their domestic or intimate partners.
 - **A33 – Parent with limited financial resources:** Inadequate financial resources. Struggles to provide basic needs: food, clothing, shelter, utilities.

Policy implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new Risk Factor Codes changes.

- B. Discontinued risk factors
 - **A20 – Parents with disabilities:** History of handicap, mental retardation, sensory impairment or incapacitating physical or developmental disability
 - **A27 – Parent with limited resources:** Parent has limited knowledge, ability and/or resources for basic infant/child care. Limited financial, social support, or limited coping abilities. Lack of permanent housing.
 - **A90 – Other risk factors not listed:** Other medical risk factors, especially where family needs significant assistances accessing medical or other needed services.

Policy implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the discontinued Risk Factor Codes changes.

- C. Discontinued risk factor codes no longer appear in the “Risk Factors” field when you enter new cases, but will continue to display on any cases where you have saved them in the past.
 - D. The new and discontinued risk factors codes will appear on reports and in report filters.
2. There are two new Issues, Outcomes, and Interventions (IOI) fields in Babies First! and CaCoon. In addition, a new intervention was added to an existing IOI. (IOI fields are located on “Visit Tab 2.”)
- A. New or changed Babies First and CaCoon IOIs
 - “Basic Needs”– New IOI field
 - Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new IOI.
 - System/Form Changes: The issue “Basic Needs” is the first IOI on “Visit Tab 2.” In the system, the FastEntry code for “Basic Needs” is “BN.” See Figure 1 and Figure 2.
 - “Nutrition Issues” IOI – New IOI field
 - Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new IOI.
 - System/Form Changes: The “Nutrition Issues” appears as the third IOI on “Visit Tab 2” for both in the system and on the form. In the system, the fast entry code for Nutrition Issues is abbreviated as “NI”. See Figure 1 and Figure 2.
 - “Nutrition” IOI – New intervention “Infant Cues” added to this existing field
 - Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new Intervention.
 - System/Form Changes: “Infant Cues” appears as the last intervention in the field. See Figure 1 and Figure 2.
 - B. The new IOIs will not appear on any of the canned reports. The new intervention in the existing IOI will not appear on any of the canned reports.

ORCHIDS - [FC100 - ORCHIDS Client]

File Edit Window Help

Selected Client

Name: TEST, MARIA O DOB: 08/01/2009 State ID: 3352225 Medicaid #: TE12354T

Client Info Babies First! Case Visit Tab 1 Visit Tab 2 Visit Tab 3

Visit Date: 08/05/2009 Agency: Multnomah CHD Home Visitor: Smith, Jane Visit Closed?*: Date Entered: 11/24/2009

FastEnter: []

Basic Needs (BN)

Met
 Not Met

Nutrition (NU)

Meets body requirements
 Less than body requirements
 More than body requirements

Nutrition Issues (NI)

No nutrition issues
 Potential nutrition issues
 Actual nutrition issues

Injury (IN)

Not at risk for injury
 At risk for injury

Individual Teaching Case Management Shelter
Food \$ Assistance Utilities
Transportation

Individual Teaching Case Management Nutritional Monitoring
Breastfeeding Assistance **Infant Cues**

Individual Teaching Case Management Nutritional Monitoring
Breastfeeding Assistance Infant Cues Feeding Intervention
Nutrition Care Plan

Individual Teaching Case Management Safe Sleep
Safety Checklist

Figure 1 – Babies First! and CaCoon IOI changes on the screen

Issues / Outcomes

Basic Needs (BN)

Met
 Not met

Nutrition (NU)

Meets body requirements
 Less than body requirements
 More than body requirements

Nutrition Issues (NI)

No nutrition issues
 Potential nutrition issues
 Actual nutrition issues

Injury (IN)

Not at risk for injury
 At risk for injury

Individual Teaching Case Management Shelter
Food \$ Assistance Utilities
Transportation

Individual Teaching Case Management Nutritional Monitoring
Breastfeeding Assistance **Infant Cues**

Individual Teaching Case Management Nutritional Monitoring
Breastfeeding Assistance Infant Cues Feeding Intervention
Nutrition Care Plan

Individual Teaching Case Management Safe Sleep
Safety Checklist

Figure 2 –Babies First! and CaCoon IOI changes on the form

3. A new measurement field called “Head Circumference Today” was added to Babies First! and CaCoon. The new field does not appear in MCM or MOP.
 - The “Head Circumference Today” field appears (with the other measurement fields) in the Anthropometric section of “Visit Tab 1.”
 - The field is not a required field. You can save visit information without entering data in this field.
 - You can enter the head circumference in inches or centimeters.

- The new field will not appear on any of the canned reports.

The screenshot shows the ORCHIDS software interface for a client named TEST, MARIA O. The 'Selected Client' section displays Name, DOB (08/01/2009), State ID (3352225), and Medicaid # (TE12354T). The 'Visit Tab 1' section shows Visit Date (08/05/2009), Agency (Multnomah CHD), Home Visitor (Smith, Jane), and Date Entered (11/24/2009). The 'Infant Anthro' section includes fields for Weight (Pounds: 5, Ounces: 8, Grams:) and Length (Inches: 18.00, Cm:). The 'Head Circumference Today' field is circled in red, showing Inches: .00 and Cm: 33.

Figure 3 – The “Head Circumference Today” field on the screen

The screenshot shows the 'Visit Tab 1' form. It includes fields for VISIT DATE, HOME VISITOR, Weight Today (Pounds / Ounces, Grams), Length Today (Inches, Cm), and Head Circumference Today (Inches, Cm). The 'Head Circumference Today' field is circled in red. Below these fields are sections for Client's Immunization Status (Complete or up-to-date, Delayed, None, Declined / Refused) and Breastfeeding started (Yes, No) and Still breastfeeding (Yes, No). The Age when formula or solids first introduced field is also present.

Figure 4 – The “Head Circumference Today” field on the form

Maternity Case Management (MCM)/Maternity–Other Program MOP

1. There is a new Perinatal Risk Factor called “Developmental Disability” in MCM and MOP. The new risk factor code appears in the “Perinatal Risk Factor” field on the MCM/MOP Case Tab.
 - A. **Developmental Disability:** client has a disability that is likely to continue, and significantly impacts adaptive behavior. DD includes mental retardation, autism, cerebral palsy, epilepsy, or other neurological disabling conditions that require training or support similar to that required by individuals with intellectual impairment.
 - Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new Risk Factor Code.
 - System/Form Changes: “Developmental Disability” appears in the “Perinatal Risk Factors” section on the form and in the system.

- B. There are no discontinued risk factors for MCM or MOP.
 - C. The new risk factor, “Developmental Disability,” will appear in reports and in report filters.
2. A new IOI was added to MCM and MOP. The new IOI is on the “Visit Tab”
- A. Basic Needs
 - Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the new IOI.
 - System/Form Changes: The issue “Basic Needs” appears as the first IOI on “Visit Tab 2.” In the system, the FastEntry code for “Basic Needs” is “BN.” See Figure 5 and Figure 6.
 - B. The new IOI does not appear on any of the canned reports.

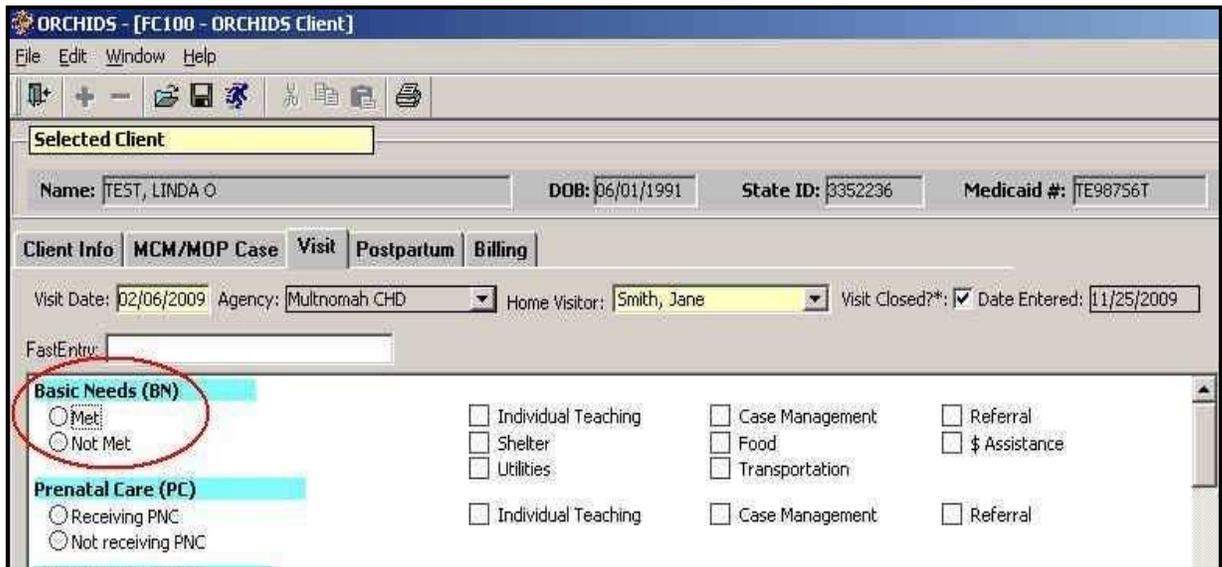


Figure 5 – MCM/MOP “Basic Needs” IOI on the screen

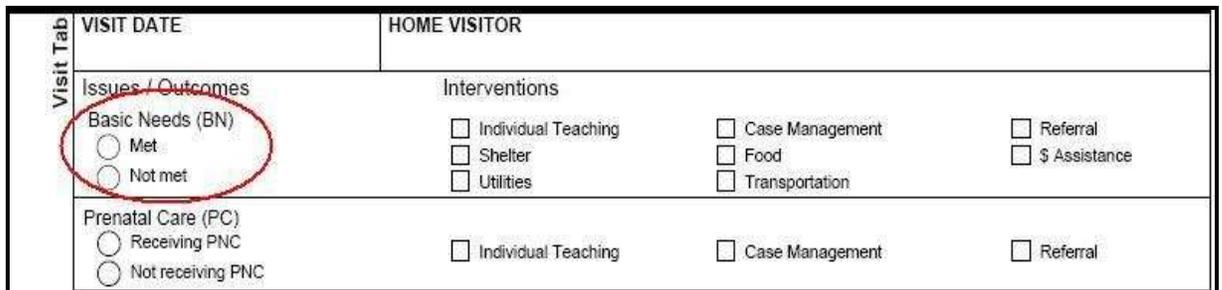


Figure 6 – MCM/MOP “Basic Needs” IOI on the form

3. Changes were made to the Issue “Intimate Partner Violence”.
- A. A new outcome was added to the existing “Intimate Partner Violence–Safety Plan” IOI. It appears on the “Visit” tab.

- Policy Implications: If you were unable to attend the ORCHIDS Webinar Training on December 7th or December 11th, please refer to your Regional Nurse Consultants for more information about the IPV Safety Plan IOI change.
- System/Form Changes: The outcome “Safety plan needed” was added to both the system and on the form. See Figure 7 and Figure 8.

B. The new outcome will appear on the IOI Summary Report and the Client Profile Report.

ORCHIDS - [FC100 - ORCHIDS Client]

File Edit Window Help

Selected Client

Name: TEST, LINDA O DOB: 06/01/1991 State ID: 3352236 Medicaid #: TE98756T

Client Info MCM/MOP Case Visit Postpartum Billing

Visit Date: 02/06/2009 Agency: Multnomah CHD Home Visitor: Smith, Jane Visit Closed?*: Date Entered: 11/25/2009

Fast Entry:

Intimate Partner Violence (IP)

Screened

Not screened

Safety plan not needed (SP)

Client has safety plan

Refused

Safety plan needed

Individual Teaching

Behavior Change

Case Management

Referral

Alcohol Use / Substance Abuse (AS)

No history of alcohol use / substance abuse

Recent history (within last year)

Current alcohol use / substance abuse

Individual Teaching

Behavior Change

Case Management

Referral

Figure 6 – MCM/MOP “IPV–Safety Plan” IOI on the screen

Medical Home* for Non-Pregnancy-Related Health Care (MH)

Has medical home*

No medical home

*Medical home: the client has a partnership with a primary care provider for health care, including prevention services and access to consultation after hours and on weekends.

Intimate Partner Violence (IP)

Screened

Not screened

Safety plan not needed (SP)

Client has safety plan

Refused

Safety plan needed

Individual Teaching

Behavior Change Technique

Case Management

Referral

Alcohol Use / Substance Abuse (AS)

No history of alcohol use / substance abuse

Recent history (within last year)

Current alcohol use / substance abuse

Individual Teaching

Behavior Change Technique

Case Management

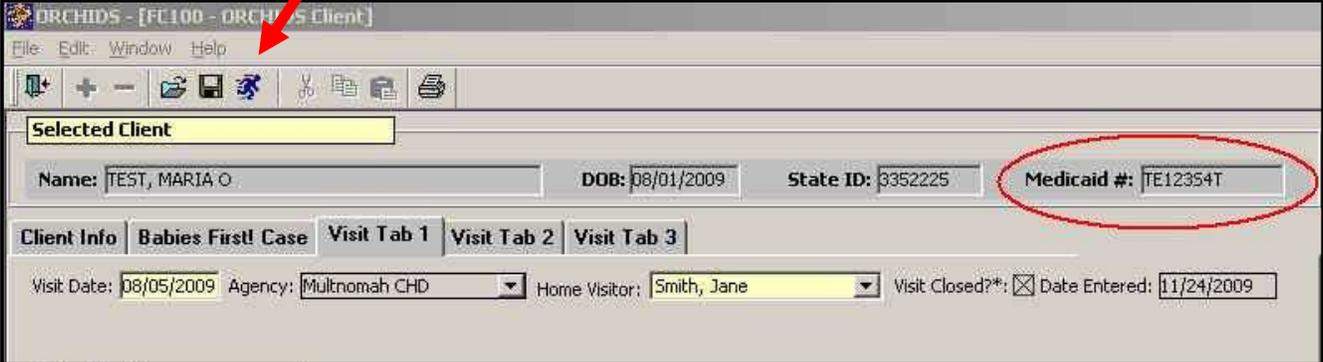
Referral

Figure 7 – MCM/MOP “IPV–Safety Plan” IOI on the form

System Improvements

All Programs

1. You can see the “Medicaid #” field on every ORCHIDS screen now. The field is a read-only field and displays whatever is in the “Medicaid #” field on the Client Primary tab. (See Figure 8.)



The screenshot shows the ORCHIDS software interface for a client named TEST, MARIA O. The 'Selected Client' section displays the following information: Name: TEST, MARIA O; DOB: 08/01/2009; State ID: 3352225; Medicaid #: TE12354T. The 'Medicaid #' field is circled in red. Below this, there are tabs for 'Client Info', 'Babies First! Case', 'Visit Tab 1', 'Visit Tab 2', and 'Visit Tab 3'. The 'Client Info' tab is active, showing 'Visit Date: 08/05/2009', 'Agency: Multnomah CHD', 'Home Visitor: Smith, Jane', 'Visit Closed?': , and 'Date Entered: 11/24/2009'. A red arrow points to the FastPath icon in the toolbar.

Figure 8 – The “Medicaid #” field and the FastPath icon on the screen

If you see that the “Medicaid #” field is blank or the number is incorrect, you will need to enter it on the Client Primary tab.

The easiest way to travel to the Client Primary tab is the FastPath method. When you have the client’s case open on your screen, click on the FastPath icon. (See Figure 8.) Select “Client Master Demographics” from the menu that pops up. The Client Primary tab will appear on your screen. Simply close the screen after you’ve saved your changes in the “Medicaid #” field. After a brief pause, you will be dropped back into the Client Info tab. You will have to re-open the client’s case, but you won’t have to search and return with the client again.

2. A new field called “Estimated Date of Next Visit” was added to Babies First!, CaCoon, and MCM/MOP. The new field appears on “Visit Tab 3” of Babies First! and CaCoon, and on the “Billing” tab of MCM/MOP. (See Figure 9 and Figure 10.)
 - The field is not a required field. You can save visit information with entering anything in this field.
 - The field is formatted as mm/dd/yyyy (12/14/2009).
 - The field does not autogenerate an estimated date of next visit for the client. The nurse or the data entry staff must key in a date.
 - The new field will not appear on any of the ORCHIDS canned reports. There are plans to include this field on a future tickler report.

ORCHIDS - [FC100 - ORCHIDS Client]

Name: TEST, MARIA O DOB: 08/01/2009 State ID: 3352225 Medicaid #: TE12354T

Client Info Babies First! Case Visit Tab 1 Visit Tab 2 Visit Tab 3

Visit Date: 08/05/2009 Agency: Multnomah CHD Home Visitor: Smith, Jane Visit Closed?*: Date Entered: 11/24/2009

Referrals Out Referral Follow-Up

FastEntry: FastEntry:

EI Referred EI Getting Services EI Not eligible
 Immunizations Referred Immunizations Getting Services Immunizations Not eligible
 Primary Provider Referred Primary Provider Getting Services Primary Provider Not eligible
 SSI Referred SSI Getting Services SSI Not eligible
 TANF Referred TANF Getting Services TANF Not eligible
 WIC Referred WIC Getting Services WIC Not eligible

County Codes **Estimated Date of Next Visit** Case Closing

09/01/2009

Reason Case Closed*:
Date Case Closed*:
00/00/0000

Visit

Location: Time:

Figure 9 – The “Estimated Date of Next Visit” field on the screen

Visit Tab 3	Referrals Out (Check all that apply.) 12 - EI <input type="checkbox"/> Referred 53 - Immunizations <input type="checkbox"/> Referred 79 - Primary Provider <input type="checkbox"/> Referred 90 - SSI <input type="checkbox"/> Referred 94 - TANF <input type="checkbox"/> Referred 1 - WIC <input type="checkbox"/> Referred Other _____ (See codes) <input type="checkbox"/> Referred	Referral Follow-Up (Use this "Referral Follow-Up" field to record the outcome of referrals you made.) 12 - EI <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible 53 - Immunizations <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible 79 - Primary Provider <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible 90 - SSI <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible 94 - TANF <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible 1 - WIC <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible Other _____ (See codes) <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible Other _____ (See codes) <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible Other _____ (See codes) <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible Other _____ (See codes) <input type="checkbox"/> Getting Services <input type="checkbox"/> Not eligible	Reason Case Closed * <input type="checkbox"/> 01 - Declined services <input type="checkbox"/> 02 - Unable to locate <input type="checkbox"/> 03 - Family moved out of state <input type="checkbox"/> 04 - Child deceased <input type="checkbox"/> 05 - Child no longer age eligible <input type="checkbox"/> 06 - Child moved out of county <input type="checkbox"/> 07 - Child no longer needs services <input type="checkbox"/> 08 - Passive decline <input type="checkbox"/> 09 - Unable to visit/case load limitations <input type="checkbox"/> 10 - Transfer to CaCoon <input type="checkbox"/> 90 - Other
	County Codes	Estimated Date of Next Visit	Date Case Closed *
	Location Code <input type="checkbox"/> 1 - Home / Field <input type="checkbox"/> 2 - Hospital <input type="checkbox"/> 3 - Health Department <input type="checkbox"/> 4 - School <input type="checkbox"/> 5 - Telephone <input type="checkbox"/> 6 - Tertiary Care Evaluation <input type="checkbox"/> 7 - Group Home / Shelter <input type="checkbox"/> 8 - Client Not Home / Failed Visit <input type="checkbox"/> 9 - Other	Time	<input type="checkbox"/> Submit TCM Claim

Figure 10 – The “Estimated Date of Next Visit” field on the form

3. Changes were made to the Mimic–Client, Mimic–Case, and the Client Profile Reports.
 - A. Client Profile Report (See Figure 11.)

- A new column called “Agency” was added to the case selection area to make it easier to sort out cases for clients that have been seen by more than one county agency. The case selection area displays the agency for each case listed.
- The column “Date Case Initiated” was renamed to “Case Start Date” to match the name of the field where this date is collected. The case selection area displays all the cases for the client, from most recent case to oldest case.
- The report header was expanded to include the client’s State ID #, case agency, and program name. Also, the label “Staff” was renamed to “Case Manager” to match the name of the field in ORCHIDS where that information is collect4ed.



Figure 11 – The case selection area and header on the Client Profile Report

B. Mimic–Case Report (See Figure 12.)

- A new column called “Agency” was added to the case selection area to make it easier to sort out cases for clients that have been seen by more than one county agency.
- The column “Date Case Initiated” was renamed to “Case Start Date” to match the name of the field where this date is collected. The case selection area displays all the cases for the client, from most recent case to oldest case.
- The report title was enlarged.
- The “State ID” field is now the first field on the report to make it easier to see.
- The field “Case Agency” was added to the right of the “State ID” field to make it easier for someone to identify when they’ve printed the wrong report.

The screenshot shows a software window titled "ORCHIDS Reports - [FC070R - Case Form Mimic Report]". It features a menu bar (File, Edit, View, Window, Help) and a toolbar. Below the toolbar is a "Selection" section with a "Client" field and a "State ID" field containing "3352225". To the right is a table with columns: Program, Agency, and Case Start Date. The table has two rows: "Babies First!" with "Clackamas CHD" and "10/15/2009", and "Babies First!" with "Multnomah CHD" and "08/05/2009". The second row is highlighted in blue. Below this is a form titled "Babies First! Form 'Mimic' Report". The form has fields for State ID (3352225), Case Agency (Multnomah CHD), Local ID, Last Name (TEST), First Name (MARIA), Middle Name Suffix (O), Date of Birth (08/01/2009), Sex (Female), and Confidential address / telephone? (N). Red circles highlight the State ID, Case Agency, and the report title.

Program	Agency	Case Start Date
Babies First!	Clackamas CHD	10/15/2009
Babies First!	Multnomah CHD	08/05/2009

Babies First! Form 'Mimic' Report						
State ID	Case Agency	Local ID	Last Name	First Name	Middle Name	Suffix
3352225	Multnomah CHD		TEST	MARIA	O	
Date of Birth	Sex	Confidential address / telephone?				
08/01/2009	Female	N				

Figure 12 – The case selection area and Mimic–Case Report

C. Mimic–Client Report (See Figure 13.)

- The “State ID” field was moved to the top left of the report.
- The report title was enlarged.

The screenshot shows a software window titled "ORCHIDS Reports - [FC075R - Client Form Mimic Report]". It features a menu bar (File, Edit, View, Window, Help) and a toolbar. Below the toolbar is a "Selection" section with a "Client" field and a "State ID" field containing "3352225". Below this is a form titled "Client Form 'Mimic' Report". The form has fields for State ID (3352225), Local ID, Last Name (TEST), First Name (MARIA), Middle Name Suffix (O), Date of Birth (08/01/2009), Sex (Female), and Confidential address / telephone? (N). Red circles highlight the State ID and the report title.

Client Form 'Mimic' Report					
State ID	Local ID	Last Name	First Name	Middle Name	Suffix
3352225		TEST	MARIA	O	
Date of Birth	Sex	Confidential address / telephone?			
08/01/2009	Female	N			

Figure 13 – Mimic–Client Report

Form Improvements

New versions of the Babies First!, CaCoon, and MCM/MOP Encounter/Data forms are available: http://www.oregon.gov/DHS/ph/ch/orchids_train.shtml. Please discard all previous versions of the form and begin using it immediately. The current forms show the date **12/14/2009** in the footers on every page.

Babies First! and CaCoon Encounter/Data Forms

Client Primary Tab: No new fields were added to this section, however, some fields were rearranged to match the screen more closely.

Client Info Tab: No new fields were added to this section.

Babies First! or CaCoon Case Tab: No new fields were added to this section.

Visit Tab 1: A new field called “Head Circumference Today” was added. See the section, “System Improvements,” for more information about this new field.

Visit Tab 2: New IOI called “Basic Needs” was added to this section along with “Nutrition Issues”. A new intervention called “Infant Cues” was added to the issue “Nutrition.” See the section, “Policy/Practice Implications of System and Form Improvements,” for more information about the new changes.

Visit Tab 3: A new field called “Estimated Date of Next Visit” was added. See the section, “System Improvements,” for more information about the new field.

MCM/MOP Encounter/Data Form

Client Primary Tab: No new fields were added to this section, however, some fields were rearranged to match the screen more closely.

Client Info Tab: No changes were made to this section.

MCM/MOP Case Tab: A new perinatal risk factor called, “Developmental Disability,” was added.

Visit Tab: A new IOI called “Basic Needs” was added to this section. Please see the section on Policy/Practice Implications of System and Forms Improvement for more information about the new IOI.

Billing Tab: A new field called “Estimated Date of Next Visit” was added to this section. Please see the section System Improvements for more information about the new field.

Known Issues in the System . . .

Issue 1: On the “Client Search” screen, I entered the first three letters of the client’s Last Name, the first three letters of the client’s First Name, the client’s date of birth, and my agency. When I clicked on the “Search” button, I received the message, “Sorry, no clients were found that match your criteria.”

Solution 1: Do not use the “Agency” field to perform a client search. The “Agency” field does not work correctly if the client is receiving services in multiple agencies. If you use the “Agency” field to perform a client search, you will receive a pop-up message that states “Sorry, no clients were found that match your criteria.” A better way to search for your client is to use the first three letters of the client’s Last Name, the first three letters of the client’s First Name, and the client’s date of birth.

For previous FamilyNet ORCHIDS Release Notes, go to
<http://www.oregon.gov/DHS/ph/ch/orchids.shtml>

For copies of the current forms, manuals, and training documents, go to
http://www.oregon.gov/DHS/ph/ch/orchids_train.shtml

For online ORCHIDS training modules, go to
http://www.oregon.gov/DHS/ph/ch/orchids_train.shtml

Have questions or need more information?

Contact ORCHIDS Application Support, (971) 673-0382 or
orchids.app-support@state.or.us