

## ***Chapter 2***

# **Data Reporting Process**

July 16, 2012: MIECHV (Interim) DATA COLLECTION PROCESS BEGINS

Enrollment of Parent or Guardian Only  
(During Pregnancy)

-OR-

Enrollment of Parent or Guardian AND  
Index Child (Family)

PROGRAM Home Visitor Downloads Enrollment Forms from MIECHV Website

PROGRAM Home Visitor Completes MIECHV Enrollment Forms

1. Enrollee - Index Parent or Guardian Only  
(During Pregnancy)

-OR-

1. Enrollee - Index Parent or Guardian AND  
2. Index Child

PROGRAM Home Visitor Reviews Completed Enrollment Forms for Accuracy

PROGRAM Staff Sends Completed Electronic Word Enrollment Forms to  
Secure Email Address at STATE

STATE Data Manager Reviews Forms for Completion &  
Follows-up with PROGRAM when Necessary

STATE Data Manager Produces & Emails PROGRAM Home Visitor,  
Index Parent or Index Parent/Index Child-Specific Information:

1. Data Collection and  
Reporting Schedule

-AND-

2. Follow-up Forms for Future Data  
Collection

PROGRAM Continues Completion, Review, and Return of Forms  
Following Schedule Received from STATE Data Manager

STATE Performs Data Entry of all Forms Received from PROGRAM

STATE Returns MIECHV Reports to PROGRAMS

MIECHV Data Collection Continues until:

1. Index Parent & Index Child  
Successfully Complete Program

-OR-

2. Index Parent & Index Child  
Disenroll or Exit Program

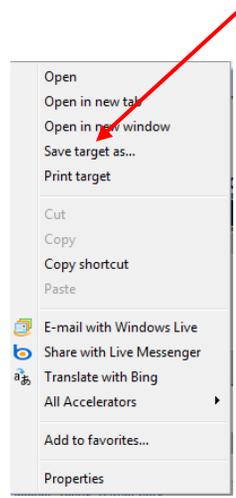
# Processes of Downloading, Sending & Receiving MIECHV Forms

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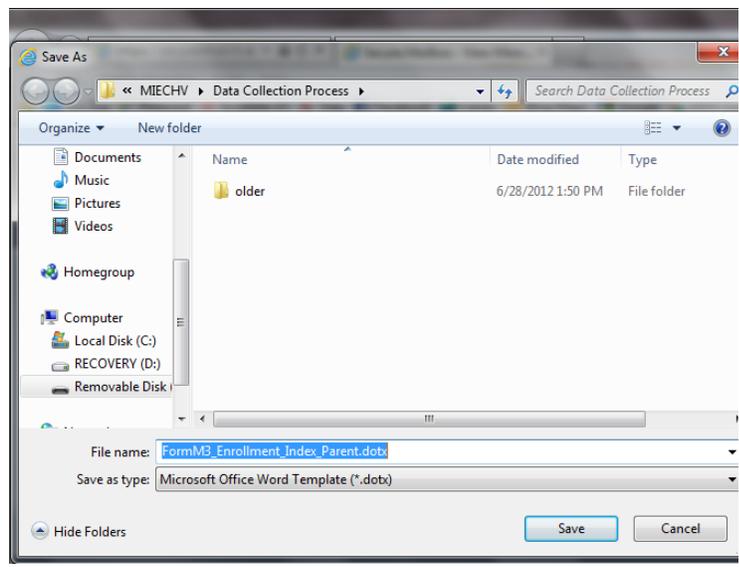
## *Process for Downloading Enrollment Forms and Saving Forms to your Local Site*

Begin MIECHV Data Collection process by downloading Enrollment Forms--Electronic “fillable” Microsoft Word Templates--from the Oregon MIECHV website and saving the forms to your local site:

1. Go to <http://bit.ly/ormiechv>
2. At bottom of page, select your Program
3. On your Program’s Data Collection Manual Web Page, click on the “Enrollment Forms” link under Chapter 4
4. Select the Enrollment Forms you will need for enrollment process
  - A. Forms for Pregnant Mother
- or-
- B. Forms for Parent and Child
5. Right Click on each form to download
6. On the pop-up window, Select “Save target as...”



Select the SECURE drive or location to save the forms:



7. Save the Microsoft Office Word Template (\*.dotx) as it is already named.

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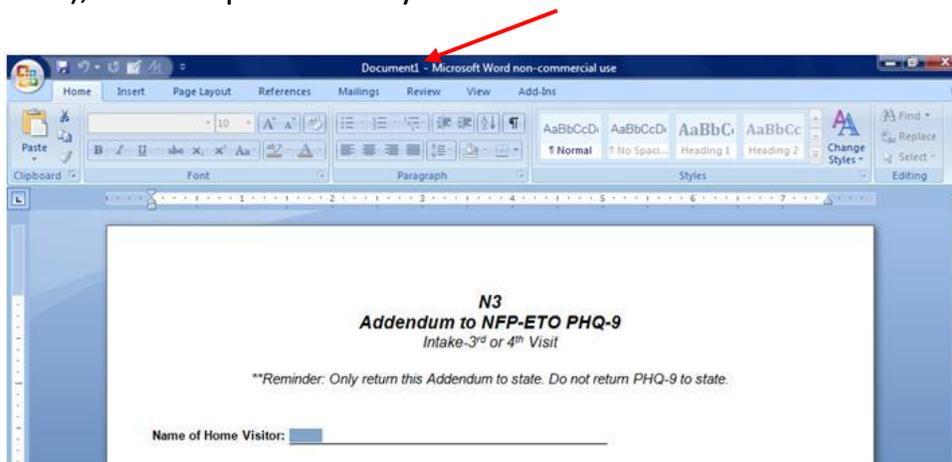
## ***Process for Completing Downloaded Enrollment Forms on your Computer***

### **Gather data needed to complete enrollment Forms:**

1. Complete the Enrollment Forms you necessary for enrollment process
  - A. Pregnant Mother
  - or-
  - B. Parent and Child
2. Gather information either on a printed out hard copy of the enrollment forms or directly into the electronic form on a laptop

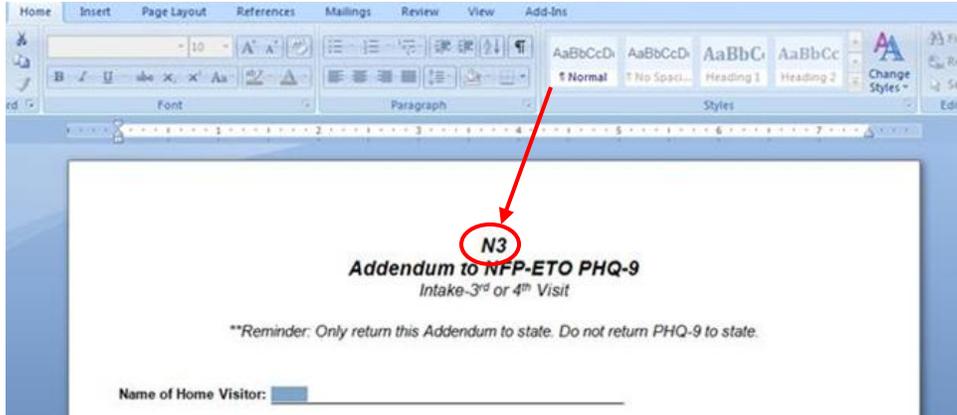
### **Rename the Form Templates saved at your local site:**

1. Open the form template saved at your local site the same way you would open any MS Word file.
2. A copy of the form template opens. It automatically changes the file name to “Document1” (or 2 or 3, etc. if more than 1 unnamed document is open at the same time), in the top center of your screen:



3. Save the document with a different name, to your local site
  - A. Select “Save as”
  - B. Name the file: first with the form number, followed by the client ID#

- i. The form # appears in the first top line of the form's title (NFP's enrollment files begin with an "N", EHS & HFO enrollment files begin with an "M"):



- ii. The form number and the client ID# should be separated by an underscore symbol. This file name begins with "N3" followed by an underscore and then client ID #:



- iii. The "Save as type:" should be a Word Document. Select "Word Document" from the drop-down list:



## Enter Data Collected into Electronic Enrollment Forms:

1. Complete each field or question. Further instructions can be found in Chapter 4 of the Data Collection Manual: MIECHV Forms and Instructions. Enter Data as follows:
  - A. Numbers:
    - i. Key Pad
    - ii. Number row
  - B. Text: Type
  - C. Check Boxes
    - i. Click on Box with Mouse & Pointer
    - ii. Type "X" in Box

D. Advance to Next Field

- i. Tab
- ii. Arrow Keys
- iii. Click with Mouse & Pointer

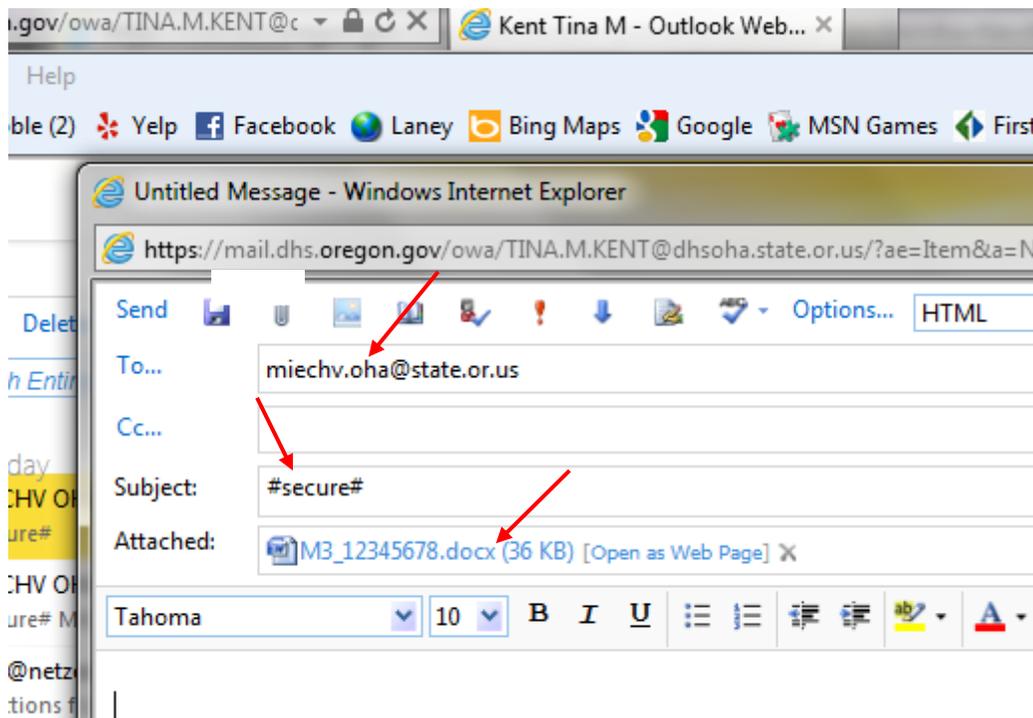
- 2. Save File (use same file name that you saved it as previously)
- 3. Reminder: Be sure to save completed forms securely on your local site's restricted storage drive so unauthorized users do not have access to confidential information

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## ***Process for Emailing Completed Forms to State Data Manager***

### Send Secure Email with Forms Attached:

- 1. Open new email message to send
- 2. Attach completed forms that you have saved at your local site
- 3. In the subject line of email message type: #secure# (this causes the email and attachments to be sent through a SECURE web site that is encrypted so it is not possible for anyone to access or read except who the email is sent to)
- 4. Address email message to: MIECHV.OHA@state.or.us



- 5. For tracking purposes, after you have received the “MIECHV Data Collection & Reporting Schedule” from the State Data Manager, you can then put the date that you sent the form to the state in the column titled “FORM SENT TO STATE.”

## ALTERNATIVE Processes for Sending Completed Forms to State:

1. By Fax: (971) 673-0240

A. Program number into fax machine you will be faxing from in order to minimize possibility of sending to wrong number

B. Send Attention to: Tina Kent, MIECHV Data Manager

2. Postal Mail:

C. Put Hard Copies of Completed Forms into Envelope and Mail to:

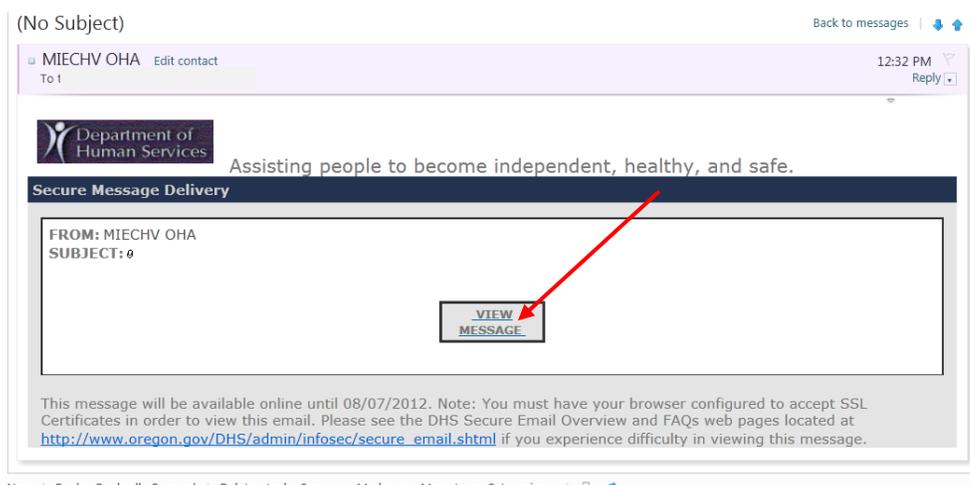
Tina Kent, Data Manager  
Public Health Division  
Maternal & Child Health  
Oregon MIECHV Program  
800 NE Oregon St, Ste 825  
Portland, OR 97232

## ***Process for Receiving Subsequent Forms from State Data Manager***

After the State Data Manager has received the Enrollment Forms, a “MIECHV Data Collection & Reporting Schedule” will be generated and emailed, along with the subsequent MIECHV forms to complete. These schedule and forms will be prefilled with the specific Program ID# and Names and will be “zipped” into a zip file (to make the file smaller and easier to download) and emailed to you from the MIECHV OHA email address.

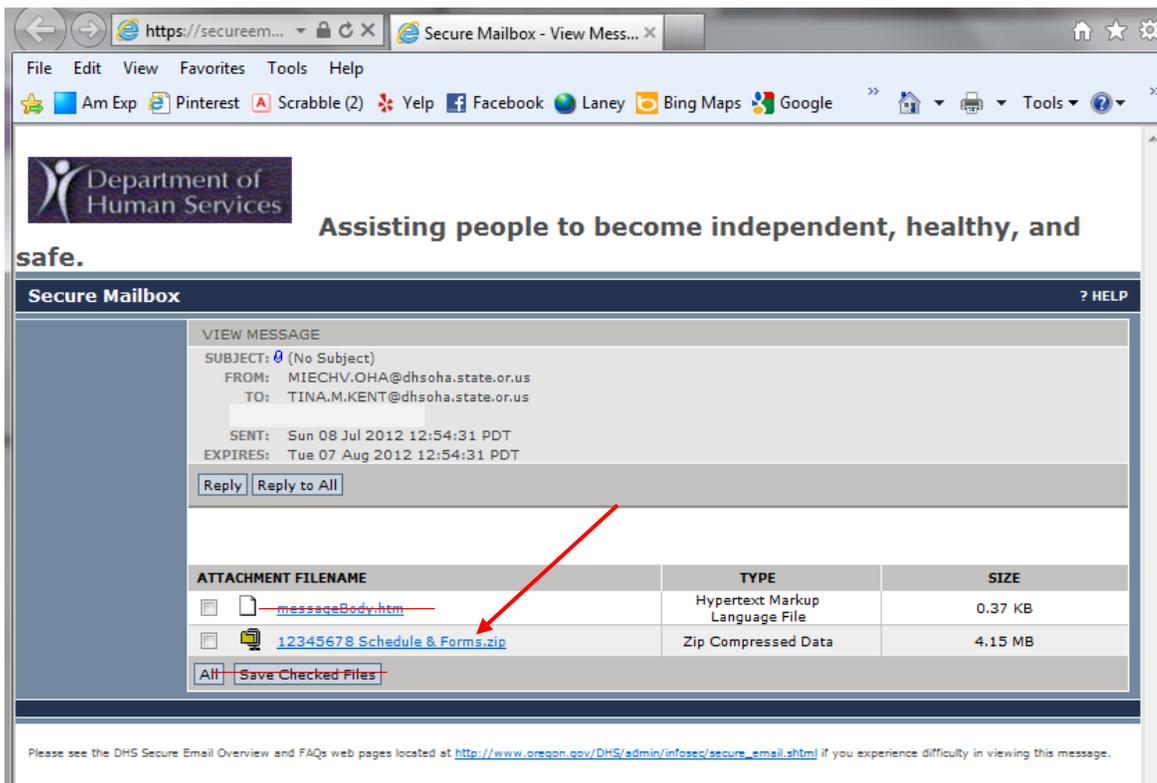
Save zipped file sent in Secure Email from State Data Manager:

1. Open Secure Email, click on “View Message”:

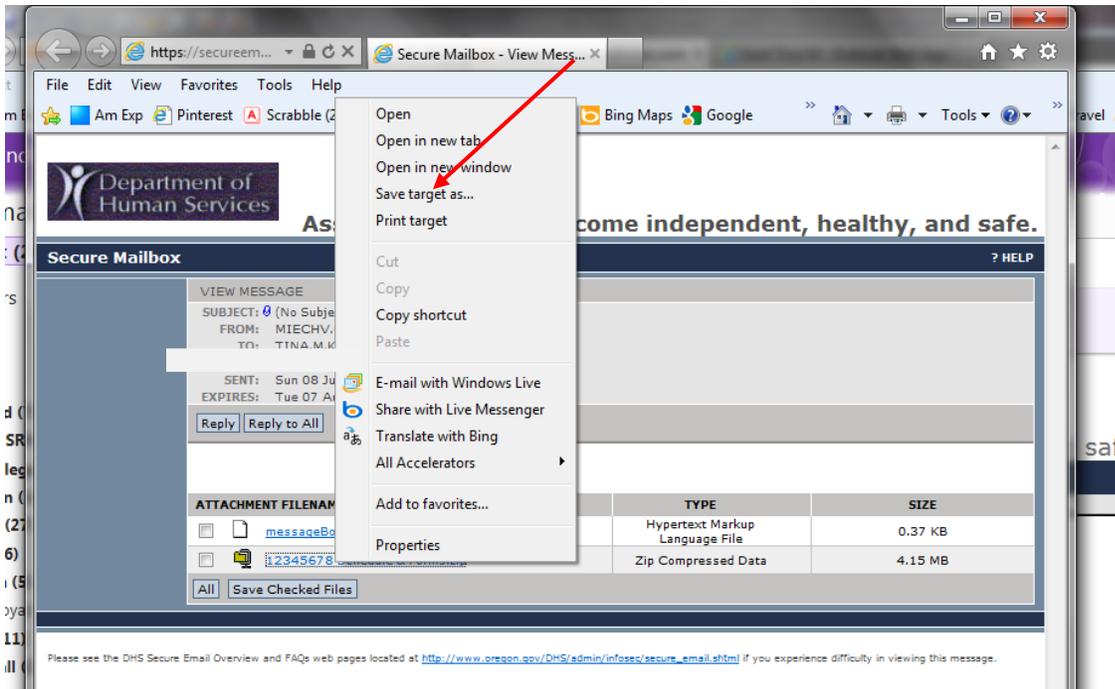


2. Download attached files to your local site

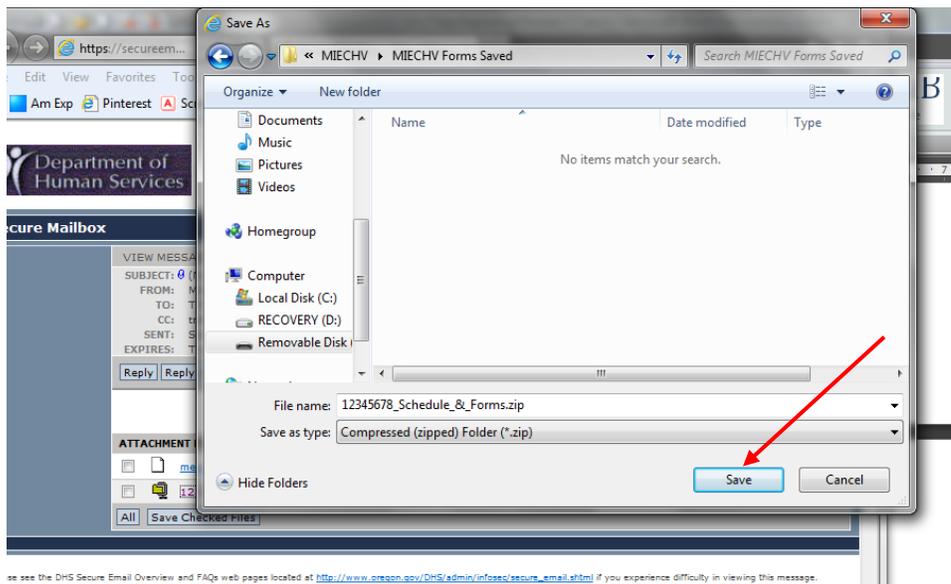
- D. At the bottom of the message is: "ATTACHMENT FILENAME" (DO NOT save "Message Body.htm")
- E. Under that file will be the zipped file to save. File will be saved with Program ID# and what type of files are included
- F. Save Zipped file -- *Same Process as Saving the Blank Enrollment Forms to your local site:*
  - i. **DO NOT** check the box in front of the form and click on "Save Checked Files" – *this requires an additional program to be installed onto your computer*
  - ii. Right Click on file to save



iii. On the pop-up window, Select “Save target as...”



iv. Select the SECURE drive or location to save the file and SAVE:

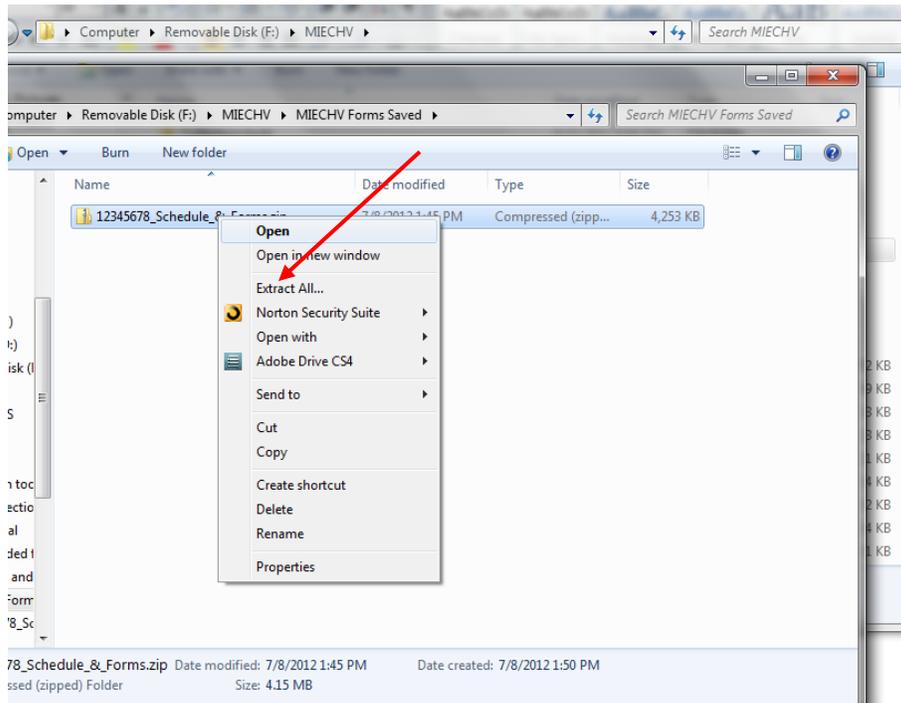


v. Close web page that email is open on and close email in your email program

### 3. Unzip the Zipped file

A. Go to the local drive you saved the file in

B. Right click on file. You will see a pop-up window similar to this:



C. Select “Extract All...”

D. Go through the Extraction Process. File will be unzipped and individual files will be saved in unzipped folder in same location.