

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.

Healthy Families America

1. For the Healthy Families' staff, do we use these forms in addition to our original ones?

A: At this time you do have to submit the MIECHV forms to the state and continue to do the evaluation forms for Healthy Families Oregon. We will do our best to work on reducing that duplication for you.

2. Are there two reporting timeline forms in our family charts?

A: Yes, you will use the Data Tracking form for the ongoing statewide healthy family's evaluation project and the new MIECHV tracking form.

3. For HFA - we want to verify what ID# to use on the MIECHV forms, child ID or family ID?

A: Child ID#

4. Has the Healthy Start~Healthy Families name officially changed to Healthy Families Oregon?

A: The official statewide system program name is Healthy Start~Healthy Families Oregon. We are in the process of changing the legislation and program name to Healthy Families Oregon. For the MIECHV project, which is not through the state, the name is Healthy Families Oregon.

5. Can you continue to use a safety checklist 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 on safety that we want to be sure are included.

6. Is there a checklist for all the forms and tools you are submitting to EHS and HFA for all?

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. As you are approaching and prepping for next home visit, pull out what needs to be done next for 6 months, 12 months 18 and 24 months. You have a month before and after to get the data. Start thinking at 5 months what you can do next, so that you later don't have to get all that data on one visit. For EHS it is all submitted on one form.

7. 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.