

MIECHV Data Collection Manual

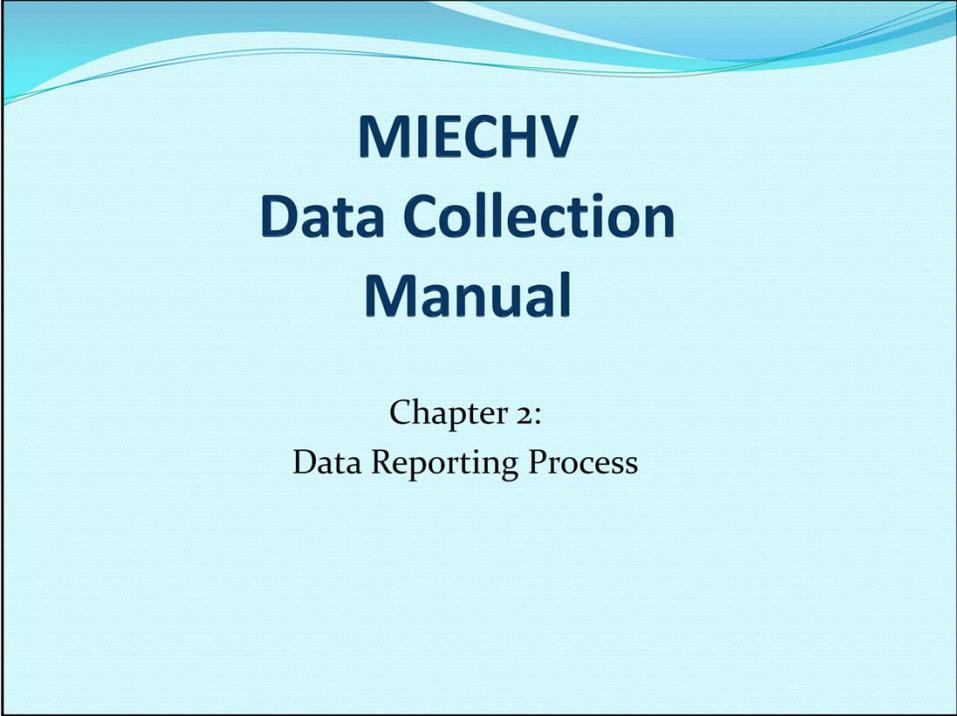
- MIECHV Overview – Nakeshia Knight-Coyle
- Oregon Benchmark Measures – Kathleen Anger
- MIECHV Data Collection Manual – Tina Kent

- Federal Requirements
 - Measures in 6 benchmark areas
 - Measures for several constructs in each benchmark area
 - Must show improvement in at least 4 benchmark areas in at least 50% of the constructs in those areas
 - The document titled [Federal Requirements for Meeting Legislatively-Mandated Benchmarks](#) in your training notebook from the June 12-14 training sessions gives a little more detail about the federal requirements

- States were required to choose their own specific measure and assessment tool for each federally-required construct
- Oregon's team for choosing the measures had a representative from each of the 3 MIECHV-funded home visiting models
 - Early Head Start
 - Healthy Families Oregon
 - Nurse-Family Partnership

- Principles Oregon used to select measures
 - Use valid and reliable tools
 - Minimize program burden
 - Continue use of existing tools where possible
 - Minimize use of multiple tools for the same measure
 - Use outcome measures where possible
- The document titled [Oregon's updated plan for meeting legislatively mandated benchmarks](#) in your training materials from June 12-14 provides this information and more about the plan Oregon submitted to HRSA

- There are two documents in the June 12-14 materials that provide more information about Oregon's MIECHV measures
 - [Oregon MIECHV Measures in Brief](#) gives a brief description of each measure
 - [Oregon MIECHV Measures](#) gives a complete description of each measure

The image shows the cover of the MIECHV Data Collection Manual. The cover has a light blue background with a darker blue wavy pattern at the top. The title 'MIECHV Data Collection Manual' is centered in a bold, dark blue font. Below the title, the chapter title 'Chapter 2: Data Reporting Process' is centered in a smaller, dark blue font.

MIECHV Data Collection Manual

Chapter 2: Data Reporting Process

This process that we are going to review can be found in Chapter 2 of the MIECHV Data Collection Manual online.

Process of Receiving & Sending MIECHV Forms



Downloading Enrollment Forms



Download Forms from MIECHV Website
&
Save Forms to your Computer

Begin the MIECHV Data Collection process by downloading Electronic “fillable” Microsoft Word document Enrollment Forms from the Oregon MIECHV website and save the forms to your local site.

Download Forms from MIECHV Website....

- Go to Oregon MIECHV webpage:
<http://bit.ly/ormiechv>
- Then Select your Program:
 - Early Head Start
 - Healthy Families Oregon
 - Nurse-Family Partnership

Click on your Specific program

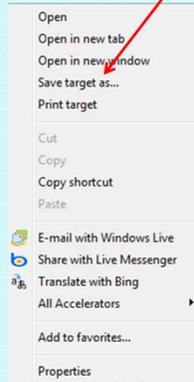
Download Forms from MIECHV Website....

- On your Program's Data Collection Manual Web Page, click on:
 - "Enrollment Forms" Link under Chapter 4
- Select Forms you will need for Enrollment:
 - Enrolling Pregnant Mother
 - OR-
 - Enrolling Parent and Child

Different forms for enrolling Pregnant Mother ONLY without a child already born OR Enrolling a Parent (mother or father) with a CHILD.

Save Forms to your Computer....

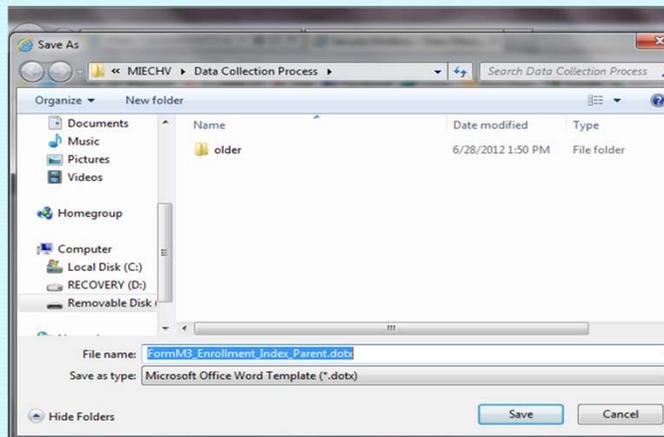
- Right Click on Each Form to Download.
- Select “Save Target As”:



Right click on the link to the form. On the pop-up window, click on “SAVE TARGET AS...”

Save Forms to Your Computer

- Select SECURE drive or location to save the forms:



Just save the Word templates with the names they are already named. (The ENROLLMENT form numbers will begin with an N or M) Be sure to save the forms to a protected and secure drive at your program site.

Completing Enrollment Forms



1. Gather Data to Complete Forms
2. Rename Form Templates
3. Enter Data into Forms

Now you have the forms needed to begin the enrollment process, you will next gather the information you need to complete those forms, rename the forms you saved from the website, enter the data into the forms and then email the completed forms back to the state.

Gather Data to Complete Enrollment Forms

- Forms for *Mother Only (if pregnant)*



-OR-

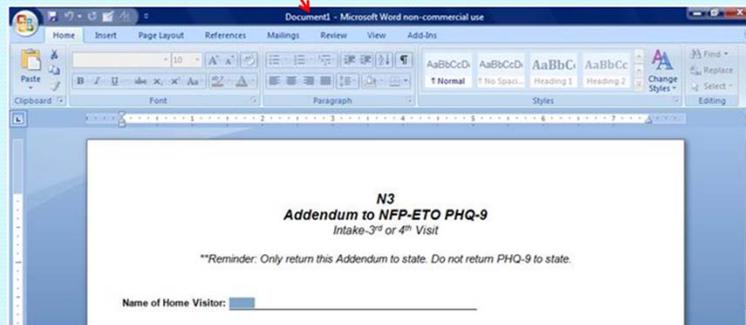
- Additional Forms *with Child:*



As was mentioned earlier, some of you will ONLY be enrolling Mothers who are pregnant, some will be enrolling PARENTS AND their Child.....If ONLY Mother, forms for parent only to complete for enrollment---Again, for PARENT WITH a child, there are additional forms to complete for Child at enrollment---

Rename Form Templates....

- Open the Form Template same as any Word file
- A copy of the form template opens--It is named Document1

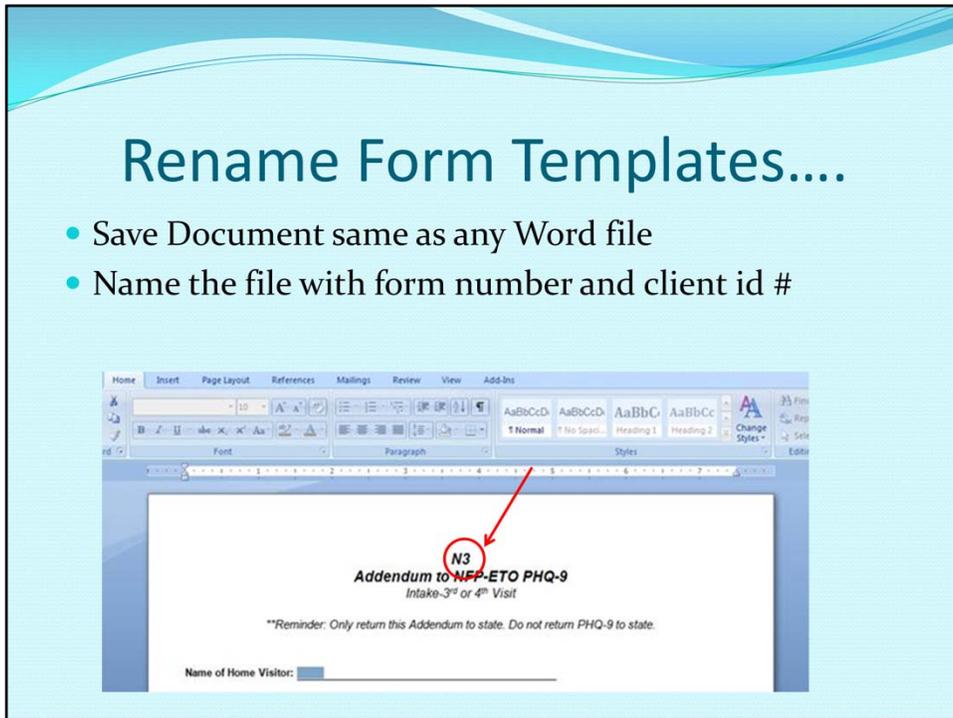


With either way you prefer to gather and enter information—either on a printed out, hard copy of the form, or directly into the form on a laptop, you will enter the information into the form the same way.....

1. Open the form template that you had saved on your computer, the same way that you usually open any Word file.
2. A copy of the form template opens. It automatically changes the file name to "Document1" (or 2 or 3 if more than 1 unnamed document open at the same time), in the top center of your screen.

Rename Form Templates....

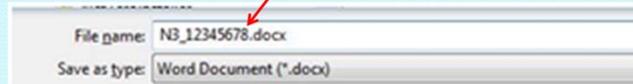
- Save Document same as any Word file
- Name the file with form number and client id #



Next you will save the document with a different name onto your secure drive.... Select SAVE AS....Name the file with the form number and the client ID#. Form # appears in the first top line of the form's title. This file's name will begin with N3...other enrollment file names will begin with M.

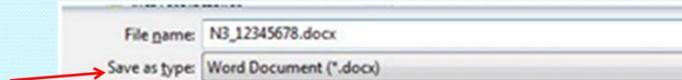
Rename Form Templates

- The file name will be N3_12345678.docx



File name: N3_12345678.docx
Save as type: Word Document (*.docx)

- The file type should be a Word Document (.docx)



File name: N3_12345678.docx
Save as type: Word Document (*.docx)

The form number and the client ID# in the file name should be separated by an underscore symbol. The file name begins with N3 followed by underscore and then client ID#.

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

Enter Data into Forms....

- Enter Data into forms
 - Numbers: Key pad or number row
 - Text: Type
 - Check Boxes: Click on check boxes, or type “X”
 - Next Field: Tab, arrow keys, or click with mouse



Be sure to save the file when finished!

Form M7
MIECHV ENROLLMENT
Index Parent

Enrollment Date: 7/16/2012

Name of Home Visitor: Jane Doe

Home Visiting Program: Early Head Start Healthy Families Oregon Nurse Family Partnership

Program ID #: 0340079

First, Middle, and Last Name of Index Parent:

First	Middle	Last
Jane	Doe	Last

Questions about Family:

1. Which members of your family are currently serving or formerly served in the military - active or reserve?
(Check all that apply.)

<input type="checkbox"/> Self	<input type="checkbox"/> Client's spouse
<input type="checkbox"/> Client's parent(s)	<input checked="" type="checkbox"/> Father of child
<input type="checkbox"/> None	

2. Additional Children in Home? None
(Birth - 18 yrs old, other than Index Child, living in the home)

DOB	DOB	DOB

Now that you have the forms saved on your local secure drive ~ you can Enter data directly into forms.....Check ONLY applicable boxes. If only 1 box should be checked, it will allow 2, so please be sure you only check 1. For guidance on answering questions, please use Ch 4 in the Data Collection Manual—MIECHV Forms & Instructions.

When all questions are answered and entered. Be sure to save the file!

Enter Data into Forms

- Again, the completed forms are confidential, be sure to save them on SECURE storage drives.



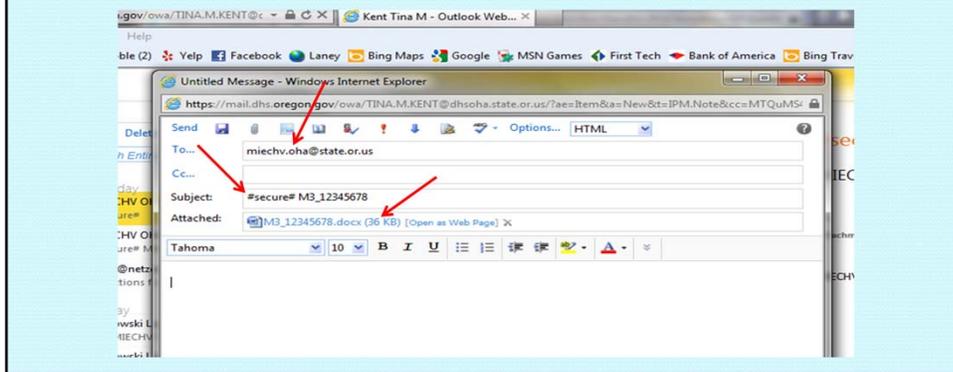
Note: Be sure to save completed confidential forms securely on your program site's restricted storage drive so unauthorized users do not have access to them

Email Forms to State Data Manager



Email Forms to State....

- Attach Form files to email message
- In Email's subject line type: #secure#
- Send to MIECHV.OHA@state.or.us



Open New email message to send as normal, attach completed forms that you saved on your computer, type #secure# (only-not form name as shown in diagram) in the subject line. This causes the email and attachments to be sent through a SECURE web site that is encrypted so it is not accessible or readable by anyone except who the email is sent to.

Receiving Subsequent Forms from State

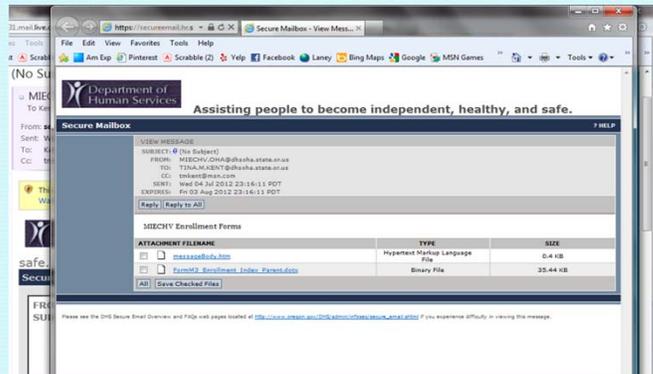
1. Receive Email from MIECHV OHA
2. Save Forms and Schedule to your computer



After the State Data Manager has received the Enrollment forms, a “MIECHV Data Collection & Reporting Schedule” will be generated along with the MIECHV forms specific to the Enrolled Parent or Parent and Child. These Schedule and forms will be prefilled with the specific Program ID# and Names and will be emailed to you from the MIECHV OHA email address.

Receive Email with Schedule & Enrollment Forms

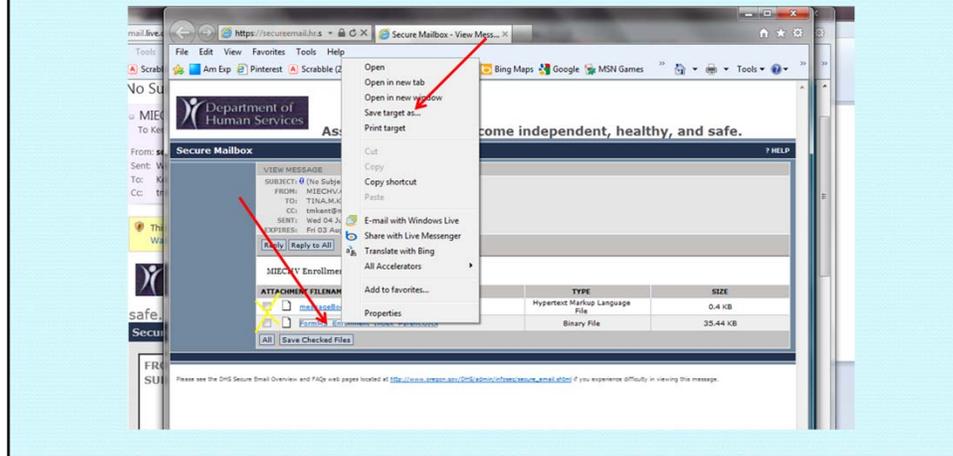
- Receive Secure Email from MIECHV OHA
- Open Email:



You will receive the schedule and forms in a SECURE email from “MIECHV OHA”. When you open the email it will look similar to this:

Save Files to Your Computer...

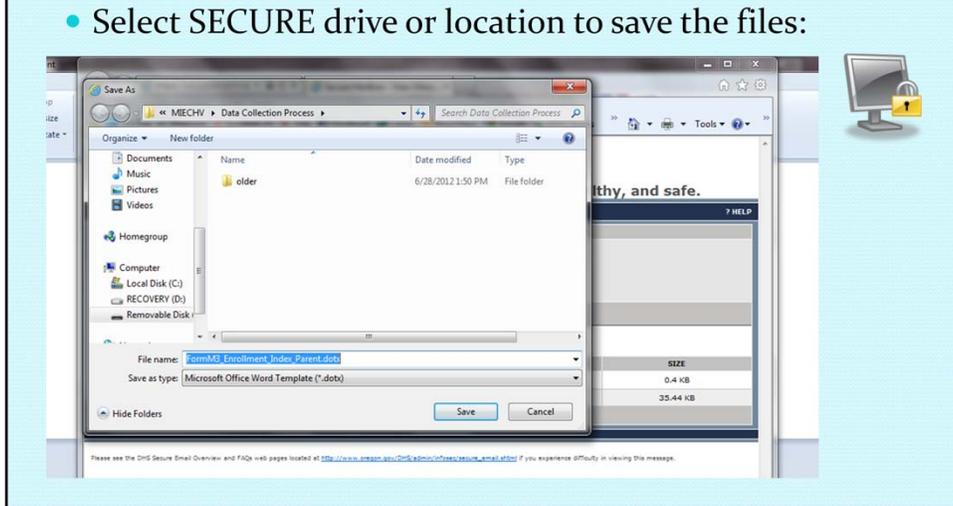
- Save Schedule & Form Files to Your Computer:



At the bottom of the message you will see 1 file named "Message Body.htm"—DO NOT Save this file. Under this file will be the form files, which will be named "Form M#.....name of form.docx". **Now a ZIPPED file will be sent.** Right click on that form. DO NOT check the box in front of the form and click on "Save Checked Files". THE NEXT STEPS ARE VERY SIMILAR TO THE STEPS YOU FOLLOWED WHEN ORIGINALLY DOWNLOADING AND SAVING THE ENROLLMENT FORMS to your local drive. On the pop-up window, click on "SAVE TARGET AS..."

Save Files to Your Computer

- Select SECURE drive or location to save the files:



Again, as a reminder, save the files to a protected and secure local drive at your program. (Then follow instructions in Chapter 2 Data Reporting Process, Page 10)

Process of Receiving & Sending MIECHV Forms....Completed!

- Today we have learned how to:
 1. Download & save Enrollment Forms from MIECHV website
 2. Complete fillable forms electronically with MIECHV data
 3. Email completed forms to State Data Manager
 4. Receive and save your Data Schedule & subsequent Forms emailed from State Data Manager
- Complete Instructions in MIECHV Data Collection Manual:
 - Chapter 2 – Data Reporting Process



So hopefully you are now familiar with the process of downloading the MIECHV forms from the web, completing the fillable forms with data you have gathered and then emailing them back to state Data Manager when completed. Again, reference Ch 2 in the Data Collection Manual.

- Please send your questions to: Michelle Leon
michelle.m.leon@state.or.us

Please continue this training by
clicking on Part 2 of the
MIECHV Training Module