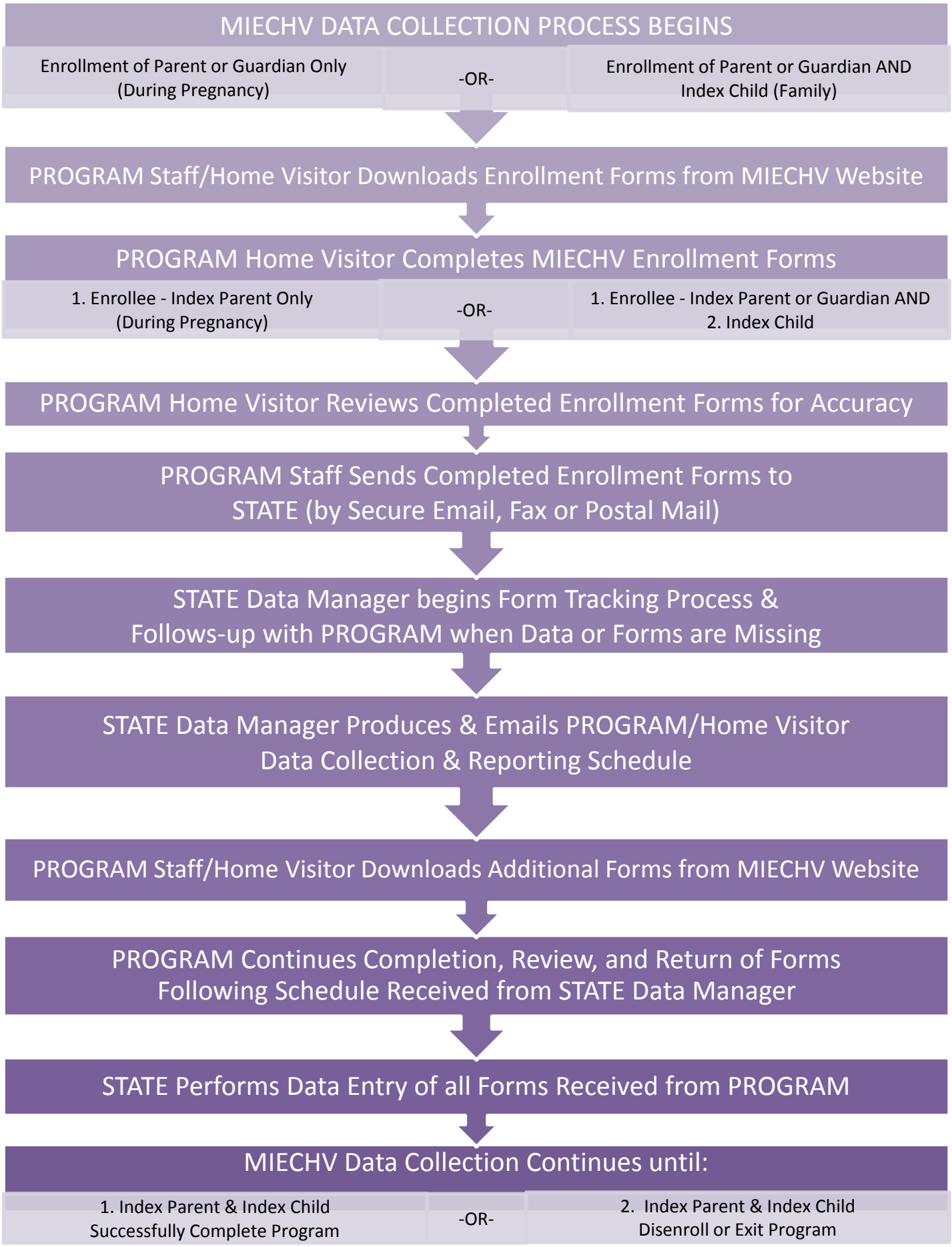
Chapter 2

2017
DATA REPORTING PROCESS
EHS/HFO/NFP


MIECHV DATA COLLECTION PROCESS BEGINS
Enrollment of Parent or Guardian Only (During Pregnancy)
-OR-
Enrollment of Parent or Guardian AND Index Child (Family)
PROGRAM Staff/Home Visitor Downloads Enrollment Forms from MIECHV Website
PROGRAM Home Visitor Completes MIECHV Enrollment Forms
1. Enrollee - Index Parent 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 Enrollment Forms to STATE (by Secure Email, Fax or Postal Mail)
STATE Data Manager begins Form Tracking Process & Follows-up with PROGRAM when Data or Forms are Missing
STATE Data Manager Produces & Emails PROGRAM/Home Visitor Data Collection & Reporting Schedule
PROGRAM Staff/Home Visitor Downloads Additional Forms from MIECHV Website
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
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, Completing & Sending MIECHV Forms

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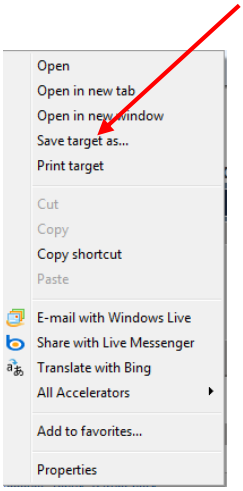
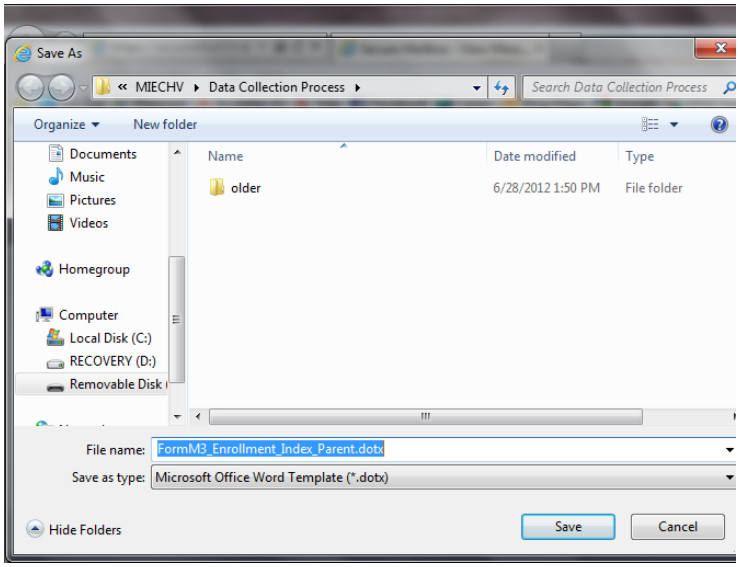
Process for Downloading Forms and Saving Forms to your Local Site

Download Forms--Electronic "fillable" Microsoft Word Templates--from the Oregon MIECHV website and save the forms to your local site:

1. Go to http://healthoregon.org/miechv (all lower case) (or http://bit.ly/ormiechv)
2. Select your Program
3. On your Program's Web Page, In "MIECHV Forms" section, click on either "Enrollment Forms" or "All Forms" link
4. Right Click on each form to download
5. On the pop-up window, Select "Save target as…"



Select the SECURE drive or location to save the forms:



6. Save the Microsoft Office Word Document (*.doc or *.dot) as it is already named (For example, M1.dot, M6C.doc, M8.dot, etc.)

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Process for Completing Downloaded Forms on your Computer

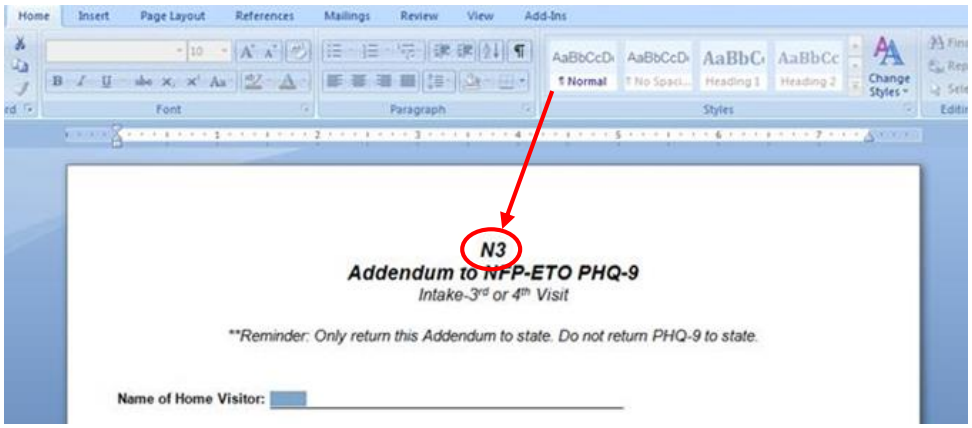
Gather data needed to complete Forms.

Rename the Form Templates saved at your local site:

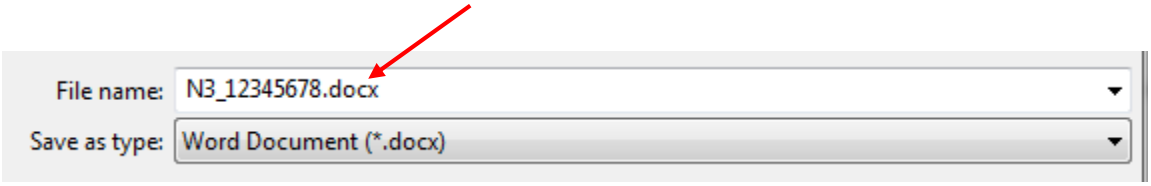
1. Open the form template saved at your local site the same way you would open any MS Word file.

2. Save the document with the client ID# to your local site
   A. Select "Save as"
   B. Name the file: first with the form number, followed by the client ID# (For example: M1_1234567.doc, M6P_12345.doc, M9_123456.doc)

      i. The form # appears in the first top line of the form's title:



      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 #:



Enter Data Collected directly 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 to do not have access to confidential information

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Processes for Returning Completed Forms to State Data Manager

1. By Secure Email:
    See Page 6 for Instructions on Setting up Secure Email Account and Page 10 for attaching documents to secure emails.

2. 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

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

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

<u>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 send the forms to the state in the column titled "FORM SENT TO STATE."</u>

Unlocking secure messages from DHS and OHA

The Oregon Health Authority and Department of Human Services are strongly committed to protecting the privacy and security of the people we serve. It is required by law, it's part of our core values, and it's the right thing to do. That is why we require that all email be sent securely if it contains protected client information.

Due to recent changes in the federal Health Insurance Portability and Accountability Act (HIPAA), **recipients of secure email now have to log in to our system in order to read secure email messages.**

Beginning January 12, 2015, when you receive a secure email from DHS or OHA, you will have to log in with a user name and password in order to read that email. You will also use this system to send a secure email to these agencies.

This is a change in the way DHS and OHA have communicated with you. It is happening because of revised federal rules related to the Health Insurance Portability and Accountability Act (HIPAA).

Setting up your account

The first time you exchange secure email with DHS or OHA on or after January 12, you will be prompted to set up an account with a password. You will be directed to a site called "Proofpoint Encryption" to do this. You will see the following message:

> **First time here**? (*You'll be asked to register*.)
>
> **Already registered**? (*You'll be asked to log in*.)

You will be prompted to create an account. All you need to enter is your email address, name and password. The password must be eight to 20 characters, and contain numbers and upper- and lowercase letters. Please complete all the fields and select "Continue."

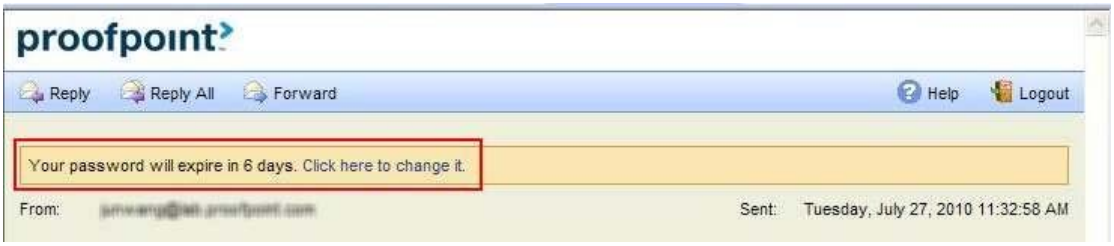
That's it! You can read your secure email.

Using your account

The next time you want to read a secure message, you will be prompted to log in using your password.

Password renewal

Your password will last for 90 days. As the expiration date nears, you will be prompted when you log in to change your password. Follow the link to change it.



If your password expires before you change it, you will be prompted to change it the next time you receive a secure message.

If you forget your password, use the "**Forgot Password**" link.

You will receive an email with a link in it. Follow the link to change your password.

Starting a new secure email conversation with someone at DHS or OHA

To send a secure email to the Department of Human Services or Oregon Health Authority, open a web browser and go to our secure email website at https://secureemail.dhsoha.state.or.us/encrypt. (This site will not be available until January 12, 2015.) It will prompt you to enter your email address.

If you are already registered, you will be asked to enter your password. If you are not registered, you will be asked to create an account. See above for instructions.

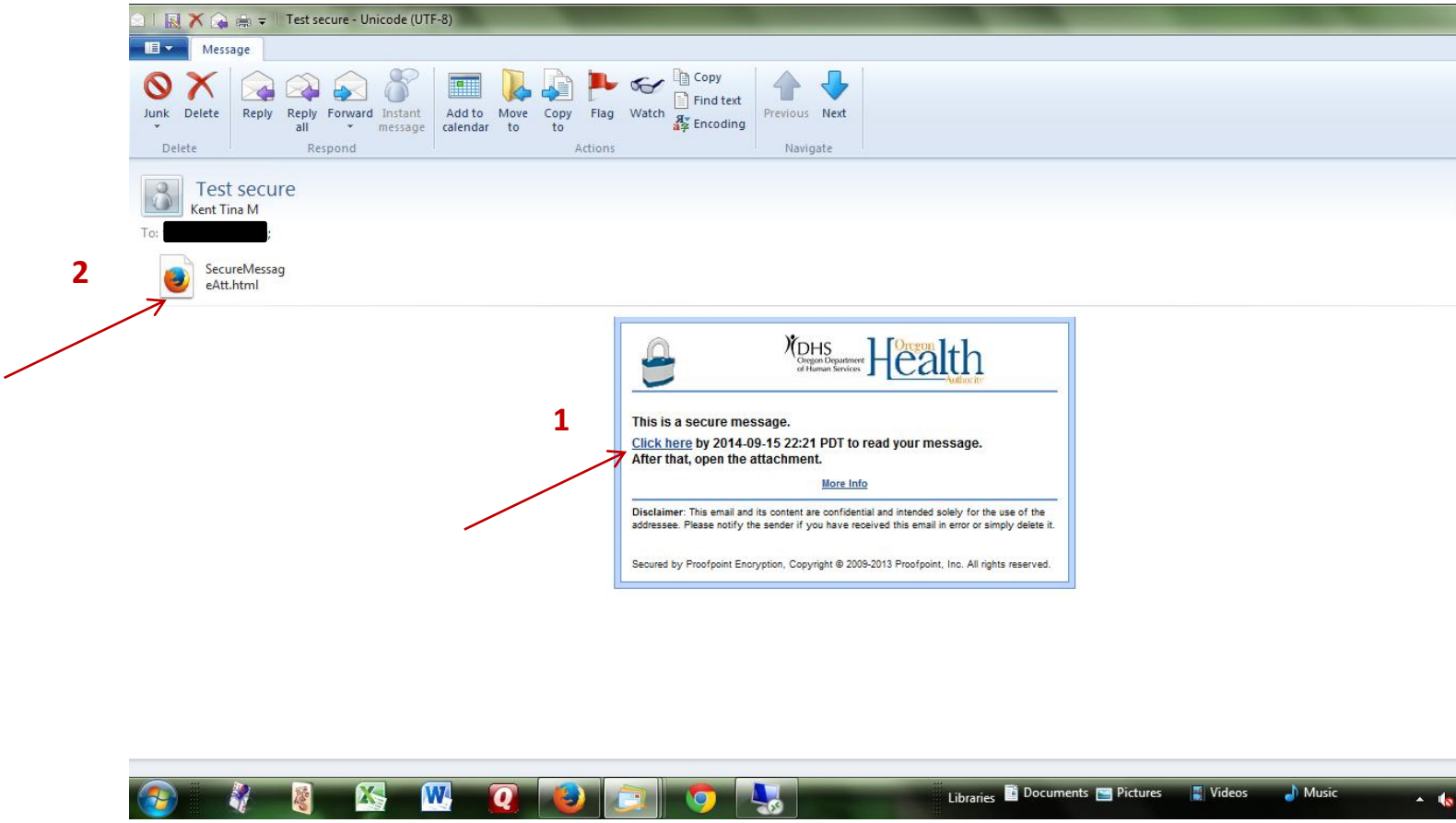
This process will allow you to send mail only to an address that ends with "@dhsoha.state.or.us".

Please note: This entire process – registering, logging in and then composing and sending your secure email – has to be done in the same browser, on the same device, within one 60-minute period.

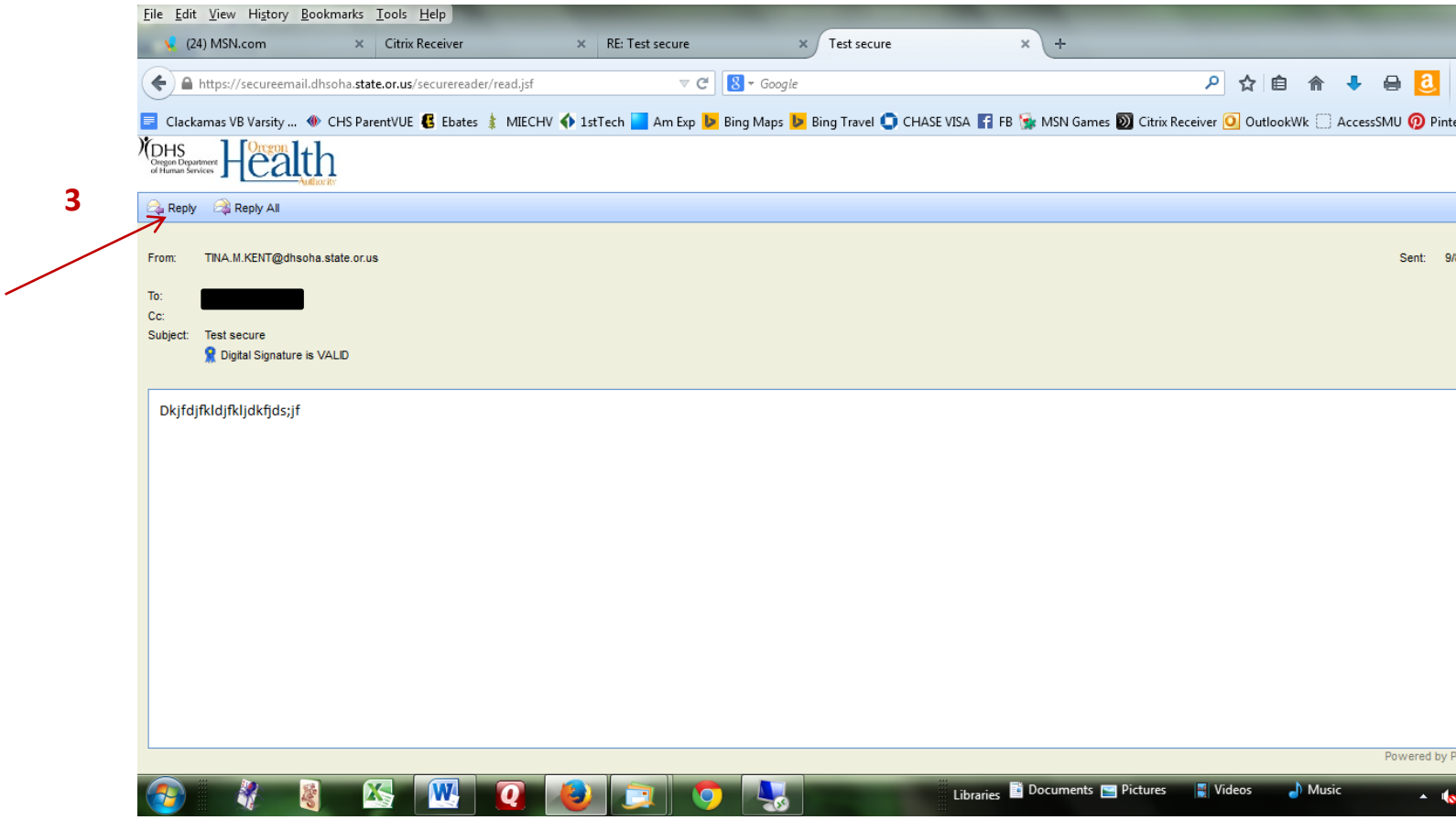
Questions?

If you are having problems with the process or just have a question, please send an email to dhs.servicedesk@state.or.us or call 503-945-5623.

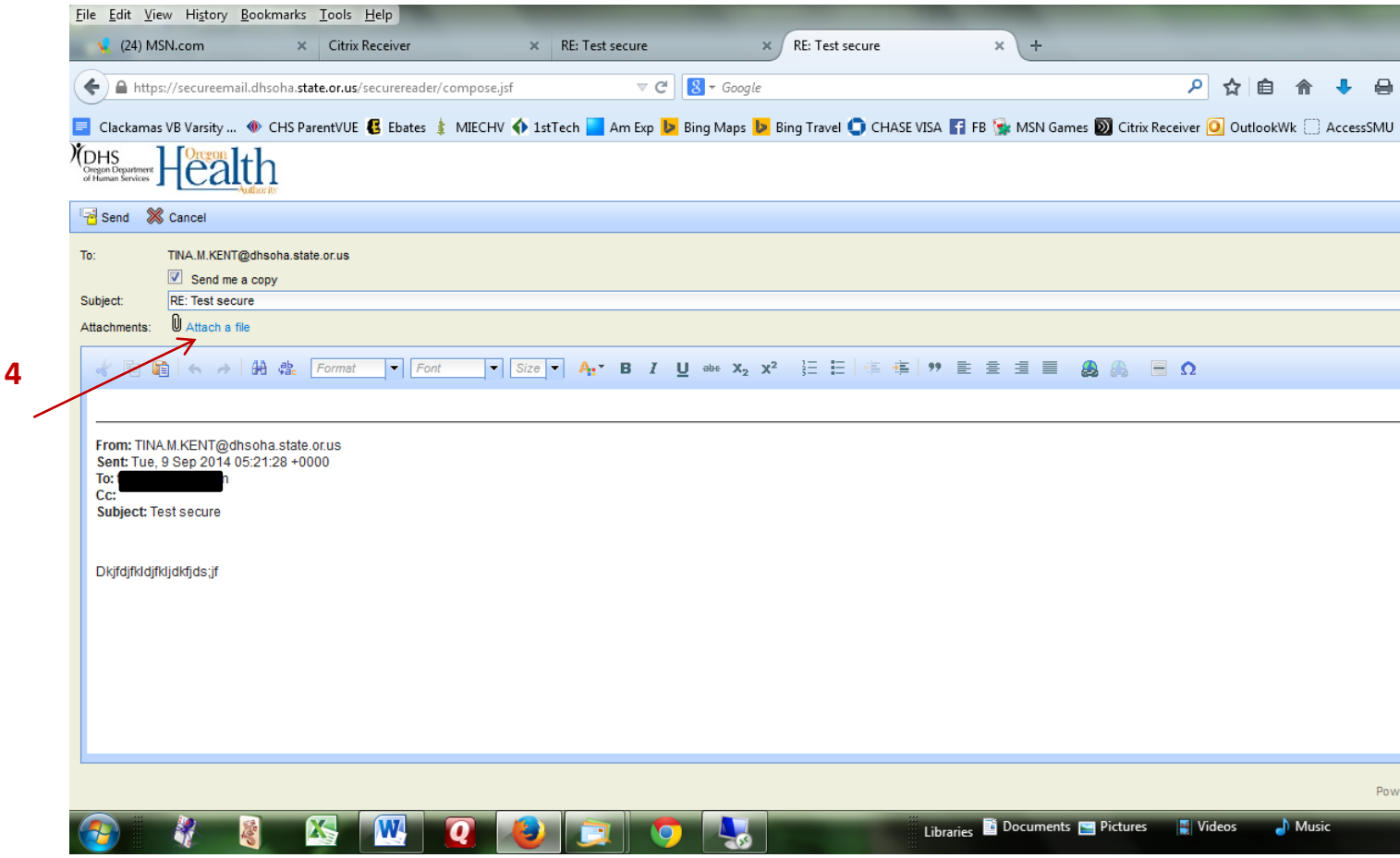
Attaching a File to a Secure Email from Tina



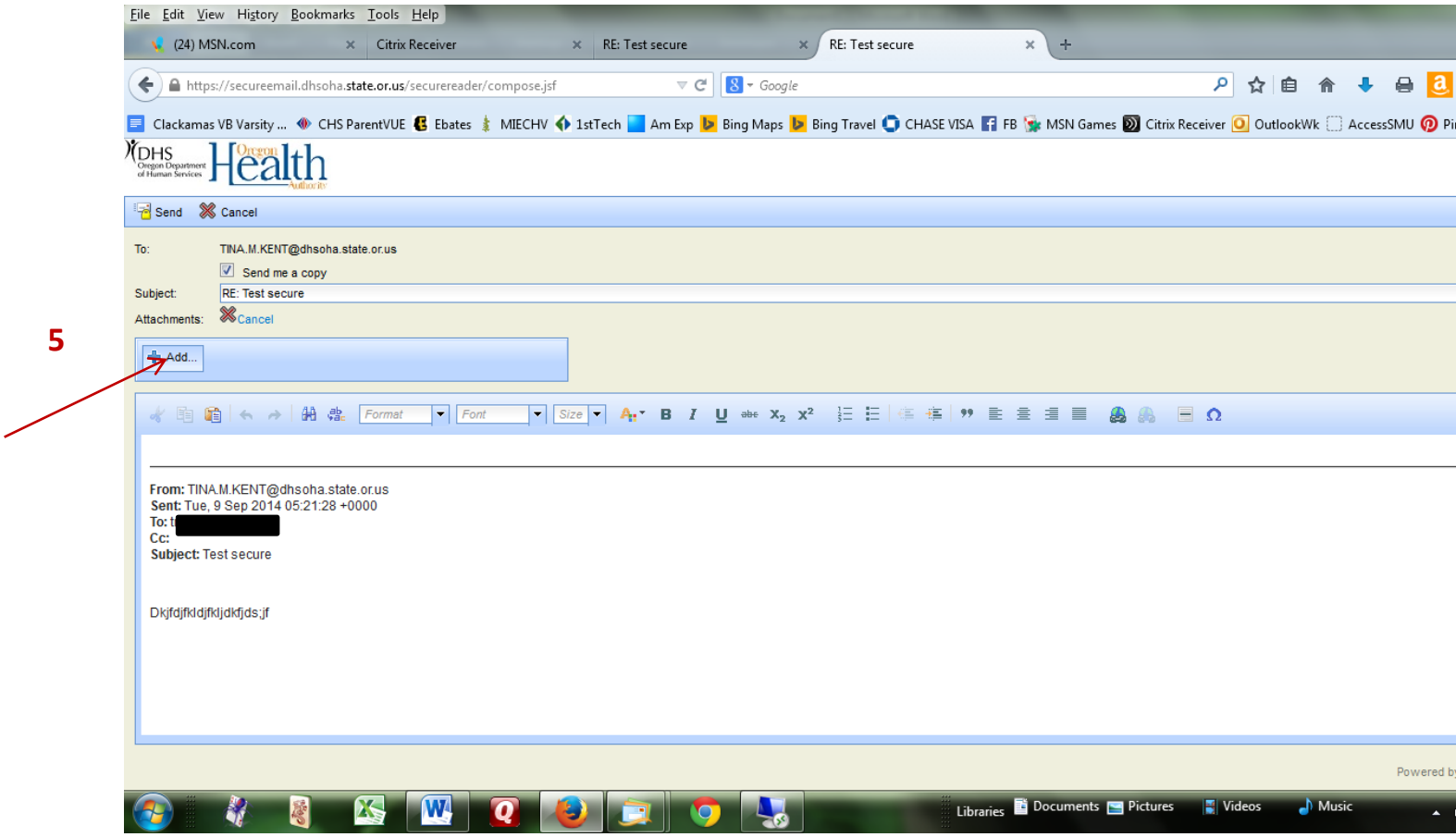
1. Open the Secure Email by Clicking on **"Click here"**
2. OR Open the Secure Email by Double Clicking on "SecureMessageAtt.html" button



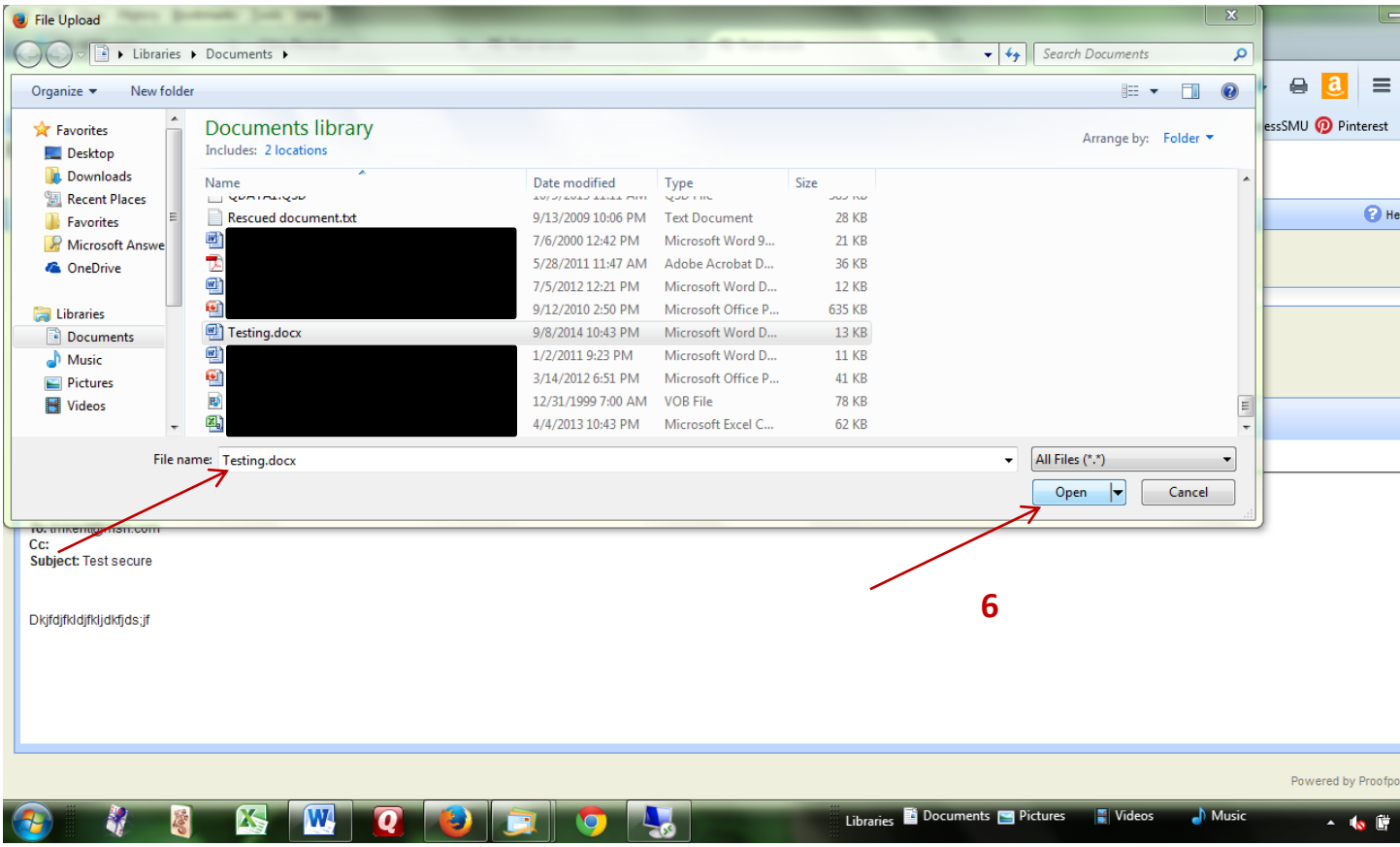
3. Click on “Reply”



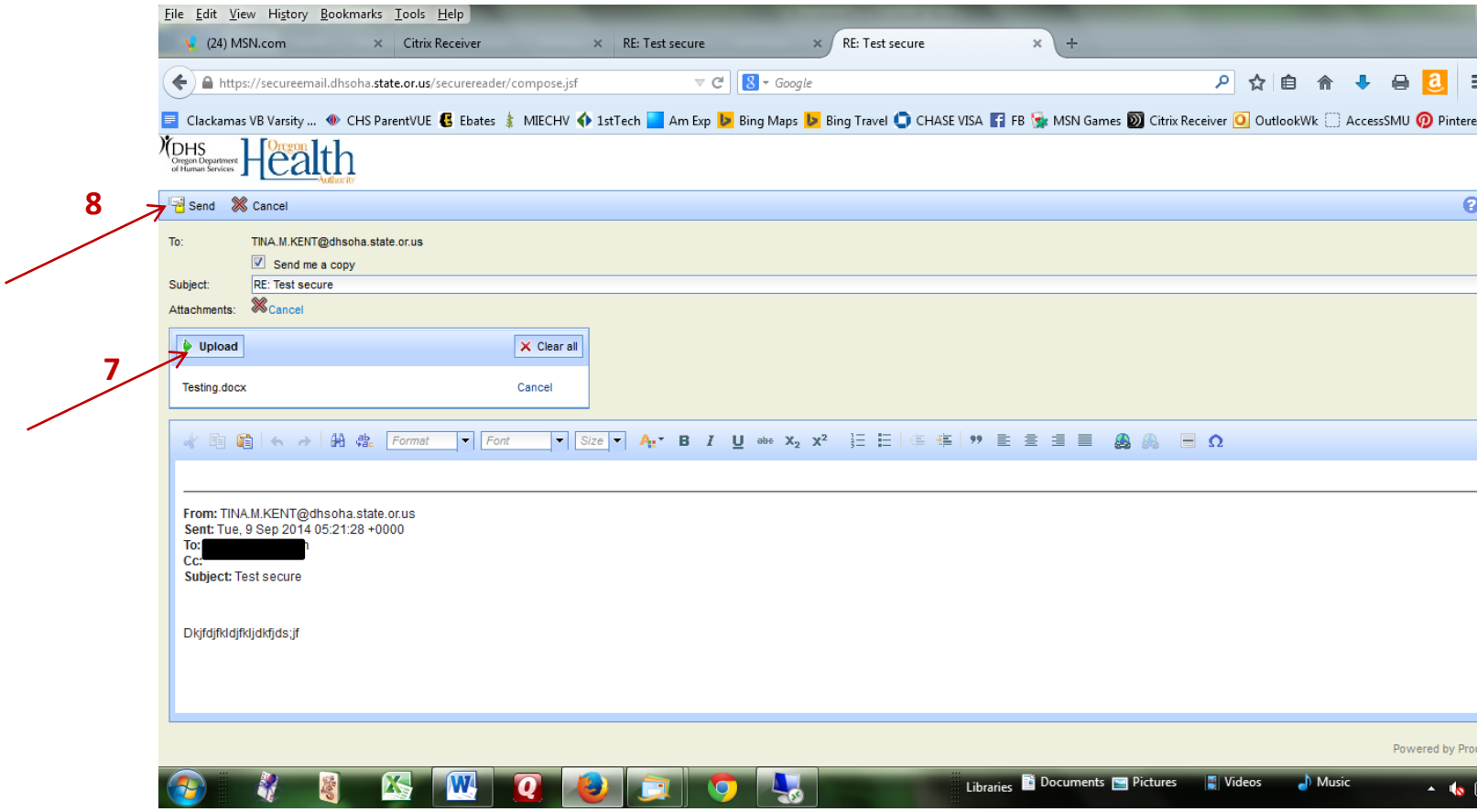
4. Click on "Attach a file"



5. Click on "+Add…" button



6. Select the File to attach from your local directory and click on "Open" button



7. Click on “Upload” button
8. Click on “Send”

(If you DO NOT want a copy of this email sent to you, UNCHECK the “Send me a copy” Box)