

***Chapter 3***

**2017**

**DATA COLLECTION AND REPORTING SCHEDULE**

# MIECHV Data Collection & Reporting Schedule

## Early Head Start / Healthy Families Oregon

ID#: 778899

Parent Name: Molly Mother

Index Child Name: Charles Child

Enrollment Date: **10/1/2016**

Expected Due Date: **1/20/2017**

Child's DOB: **1/15/2017**

Index Parent Enrollment:		DATE RANGE FOR FORM COMPLETION:	RETURN FORMS TO STATE BY:	FORM SENT TO STATE
<b>Return to State NO LATER than 1 week after completion:</b>				
M1	Enrollment Form - Index Parent	10/1/2016 to 10/1/2016	10/8/2016	
M3	MIECHV Enrollment Tool - Index Parent	10/1/2016 to 4/2/2017	4/16/2017	
	<i>TOOL: Relationship Assessment - complete within 6 months</i>	10/1/2016 to 4/2/2017	--	--
	<b>M2B-Referral Tracking &amp; Follow-up Form - Index Parent (submit only for updates)</b>		MONTHLY	--
Index Child Enrollment:				
<b>Return to State NO LATER than 1 week after completion:</b>				
M4	Enrollment Form - Index Child	1/22/2017 to 2/14/2017	2/21/2017	
M5	Child's Enrollment Tool - Index Parent	1/22/2017 to 4/24/2017	5/8/2017	
	<i>TOOL: PHQ-9 - complete within 3 months</i>	1/22/2017 to 4/24/2017	--	
M6C	3 Months Post-Enrollment - Index Parent <b>*Child 30 days or younger at enroll*</b>	2/14/2017 to 1/1/2017	1/15/2017	
-OR-	<b>When Baby is 3 months old:</b>			
M6P	Baby's Age 3 Months - Index Parent <b>*Mom enrolled prenatally*</b>	3/17/2017 to 5/17/2017	5/31/2017	
M7	Baby's Age 3 Months - Index Child	3/17/2017 to 5/17/2017	5/31/2017	
	<b>When Baby is 6 months old:</b>			
M8	Baby's Age 6 Months - Index Parent	6/16/2017 to 8/16/2017	8/30/2017	
M9	Baby's Age 6 Months - Index Child	6/16/2017 to 8/16/2017	8/30/2017	
	<b>When Baby is 9 months old:</b>			
M10	ASQ Screening - Index Child	10/15/2017 to 12/15/2017	12/29/2017	
M10A	At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	--	MONTHLY	--
	<b>When Child is 12 months old:</b>			
M11	Baby's Age 12 Months - Index Parent	12/16/2017 to 2/16/2018	3/2/2018	
	<i>TOOL: Relationship Assessment</i>	12/16/2017 to 2/16/2018	--	--
M12	Baby's Age 12 Months - Index Child	12/16/2017 to 2/16/2018	3/2/2018	
	<i>TOOL: HOME Inventory</i>	12/16/2017 to 2/16/2018	--	--
	<b>When Child is 18 months old:</b>			
M13	Baby's Age 18 Months - Index Parent	6/16/2018 to 8/15/2018	8/29/2018	
M14	Baby's Age 18 Months - Index Child	6/16/2018 to 8/15/2018	8/29/2018	
M15	ASQ Screening - Index Child	6/16/2018 to 8/15/2018	8/29/2018	
M15A	At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	--	MONTHLY	--
	<b>When Child is 24 months old:</b>			
M16	Baby's Age 24 Months - Index Parent	12/16/2018 to 2/14/2019	2/28/2019	
	<i>TOOL: Relationship Assessment</i>	12/16/2018 to 2/14/2019	--	--
M17	Baby's Age 24 Months - Index Child	12/16/2018 to 2/14/2019	2/28/2019	
	<i>TOOL: HOME Inventory</i>	12/16/2018 to 2/14/2019	--	--
M18	ASQ Screening - Index Child	12/16/2018 to 2/14/2019	2/28/2019	
M18A	At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	--	MONTHLY	--
	<b>When Child is 30 months old:</b>			
M19	Baby's Age 30 Months - Index Parent	6/16/2019 to 8/16/2019	8/30/2019	
M20	Baby's Age 30 Months - Index Child	6/16/2019 to 8/16/2019	8/30/2019	
M21	ASQ Screening - Index Child	6/16/2019 to 8/16/2019	8/30/2019	
M21A	At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	--	MONTHLY	--
	<b>When Child is 36 months old:</b>			
M22	Baby's Age 36 Months - Index Parent	12/16/2019 to 2/16/2020	3/1/2020	
	<i>TOOL: Relationship Assessment</i>	12/16/2019 to 2/16/2020	--	--
M23	Baby's Age 36 Months - Index Child	12/16/2019 to 2/16/2020	3/1/2020	
	<b>At Program Exit</b>			
M47	Program Exit - <b>Submit to state within 1 week of exit date</b>	Date of Exit	1 week after	

**MIECHV**  
**DATA COLLECTION & REPORTING SCHEDULE**

**Purpose of this schedule:** This schedule is generated for the Home Visitor by the state Data Manager after the Enrollment Form is submitted to the state. The schedule will be updated by the state Data Manager when necessary (for example, Index Child is born after Parent’s Enrollment or to remove forms that are no longer applicable to the Index Parent or Index Child) and an updated schedule will be sent, via secure email, to the Home Visitor.

<b>Item</b>	<b>Guidelines</b>
<b>Enrollment Date</b>	<i>Prefilled.</i> Date Index Parent was enrolled into the MIECHV program.
<b>Expected Due Date</b>	The date that the index parent’s current pregnancy’s baby is estimated to be delivered. If the Index Parent is pregnant at the time of enrollment, this date will be <i>prefilled</i> based on the date given at time of enrollment.
<b>Child’s DOB</b>	The Index Child’s Date of Birth. If the Index Parent and Index Child are enrolled into the MIECHV program at the same time, this date will be prefilled based on the date given at time of enrollment. If the Index Parent is pregnant at time of enrollment, this date will be left blank until after the Index Child is born and enrolled into the program.
<b>DATE RANGE FOR FORM COMPLETION</b>	This date range is generated for you by the State Data Manager. The corresponding form should be completed within the given range of dates to correctly gather the required MIECHV data elements.
<b>RETURN FORMS TO STATE BY</b>	The latest date that the state should receive the completed corresponding form.
<b>FORM SENT TO STATE</b>	For Home Visitor’s tracking purposes. To record the date the form was sent to the state.
<b>INDEX PARENT ENROLLMENT</b>	The receipt of the Enrollment forms prompts the generation of the data collection schedule for all clients. <i>*M1-Enrollment Form – Index Parent:</i> This form needs to be completed and submitted <b>No Later than 1 Week After Completion.</b> <i>*M3-MIECHV Enrollment Tool – Index Parent:</i> Tool: Relationship Assessment This form needs to be completed and submitted <b>Within 6 months of Enrollment.</b>  <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i> This form needs to be completed and submitted <b>As Needed</b> , and sent to Data Manager with new and updated information.

<p><b>INDEX CHILD ENROLLMENT</b></p>	<p>At the time of Child’s enrollment into the MIECHV program, either at the same time as the Index Parent or if the Index Parent is pregnant at the time of enrollment, after the Index Baby is born:  <i>*M4-Enrollment Form – Index Child:</i>  This form needs to be completed and submitted <b>No Later than 1 Week After Completion.</b>  <i>*M5-Child’s Enrollment Tool – Index Parent:</i>  Tool:  PHQ-9  This form needs to be completed and submitted <b>Within 3 months of Enrollment.</b>  <u>If child is enrolled at the same time as parent AND was 30 days or younger at enrollment:</u>  <i>*M6C-3 months Post-Enrollment – Index Parent:</i>  This form needs to be completed and submitted <b>After Child’s age of 8 weeks old and Within 3 months of Enrollment.</b></p>
<p><b>When Baby is 3 months old</b></p>	<p>When Index Baby is 3 months old, the following forms will be completed <b>within 1 month before or 1 month after baby’s 3 Month Birthday</b> (2-4 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <u>If mom is enrolled prenatally:</u>  <i>*M6P-Baby’s Age 3 Months – Index Parent</i>   <i>*M7-Baby’s Age 3 Months – Index Parent</i>   <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<p><b>When Baby is 6 months old</b></p>	<p>When Index Baby is 6 months old, the following forms will be completed <b>within 1 month before or 1 month after baby’s 6 Month Birthday</b> (5-7 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*M8-Baby’s Age 6 Months – Index Parent</i>  <i>*M9-Baby’s Age 6 Months – Index Child</i>   <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<p><b>When Baby is 9 months old</b></p>	<p>When Index Baby is 9 months old, the following forms will be completed <b>when baby is 9 Months old to 2 months after baby’s 9 Month Birthday</b> (9-11 months old) and submitted <b>No Later than 2 Weeks After Completion:</b>  <i>*M10-ASQ Screening – Index Child</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*M10A-At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i>   <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>

<p><b>When Child is 12 months old</b></p>	<p>When Index Child is 12 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 12 Month Birthday</b> (11-13 months old) and submitted <b>No Later than 2 Weeks After Completion</b>:  <i>*M11-Baby's Age 12 Months – Index Parent</i>  Tool:  Relationship Assessment  <i>*M12-Baby's Age 12 Months – Index Child</i>  Tool:  HOME Inventory</p> <p><i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<p><b>When Child is 18 months old</b></p>	<p>When Index Child is 18 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 18 Month Birthday</b> (17-19 months old) and submitted <b>No Later than 2 Weeks After Completion</b>:  <i>*M13-Baby's Age 18 Months – Index Parent</i>  <i>*M14-Baby's Age 18 Months – Index Child</i>  <i>*M15-ASQ Screening – Index Child</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*M15A-At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p><i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<p><b>When Child is 24 months old</b></p>	<p>When Index Child is 24 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 24 Month Birthday</b> (23-25 months old) and submitted <b>No Later than 2 Weeks After Completion</b>:  <i>*M16-Baby's Age 24 Months – Index Parent</i>  Tool:  Relationship Assessment  <i>*M17-Baby's Age 24 Months – Index Child</i>  Tool:  HOME Inventory  <i>*M18-ASQ Screening – Index Child</i>  <u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u>  <i>*M18A-At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p><i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i>  This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<p><b>When Child is 30 months old</b></p>	<p>When Index Child is 30 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 30 Month Birthday</b> (29-31 months old) and submitted <b>No Later than 2 Weeks After Completion</b>:</p>

	<p><i>*M19-Baby's Age 30 Months – Index Parent</i></p> <p><i>*M20-Baby's Age 30 Months – Index Child</i></p> <p><i>*M21-ASQ Screening – Index Child</i></p> <p><u>IF child screens at risk for developmental delay, complete and submit <b>As Needed</b>, and send to Data Manager with new and updated information:</u></p> <p><i>*M21A-At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i></p> <p><i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i></p> <p>This form need to be completed and submitted <b>As Needed</b>, and sent to Data Manager with new and updated information.</p>
<b>When Child is 36 months old</b>	<p>When Index Child is 36 months old, the following forms will be completed <b>within 1 month before or 1 month after baby's 36 Month Birthday</b> (35-37 months old) and submitted <b>No Later than 2 Weeks After Completion</b>:</p> <p><i>*M22-Baby's Age 36 Months – Index Parent</i></p> <p>Tool:</p> <p>Relationship Assessment</p> <p><i>*M23-Baby's Age 36 Months – Index Child</i></p>
<b>At Program Exit</b>	<p>At the time that the Index Parent or Parent and Child leave the MIECHV program, the following form will be completed <b>within 1 week of date of exit</b> and submitted <b>No Later than 1 Week After Completion</b>:</p> <p><i>*M47-Program Exit</i></p>