

STATEWIDE CHILDREN'S WRAPAROUND INITIATIVE

PROGRESS REVIEW SYSTEM



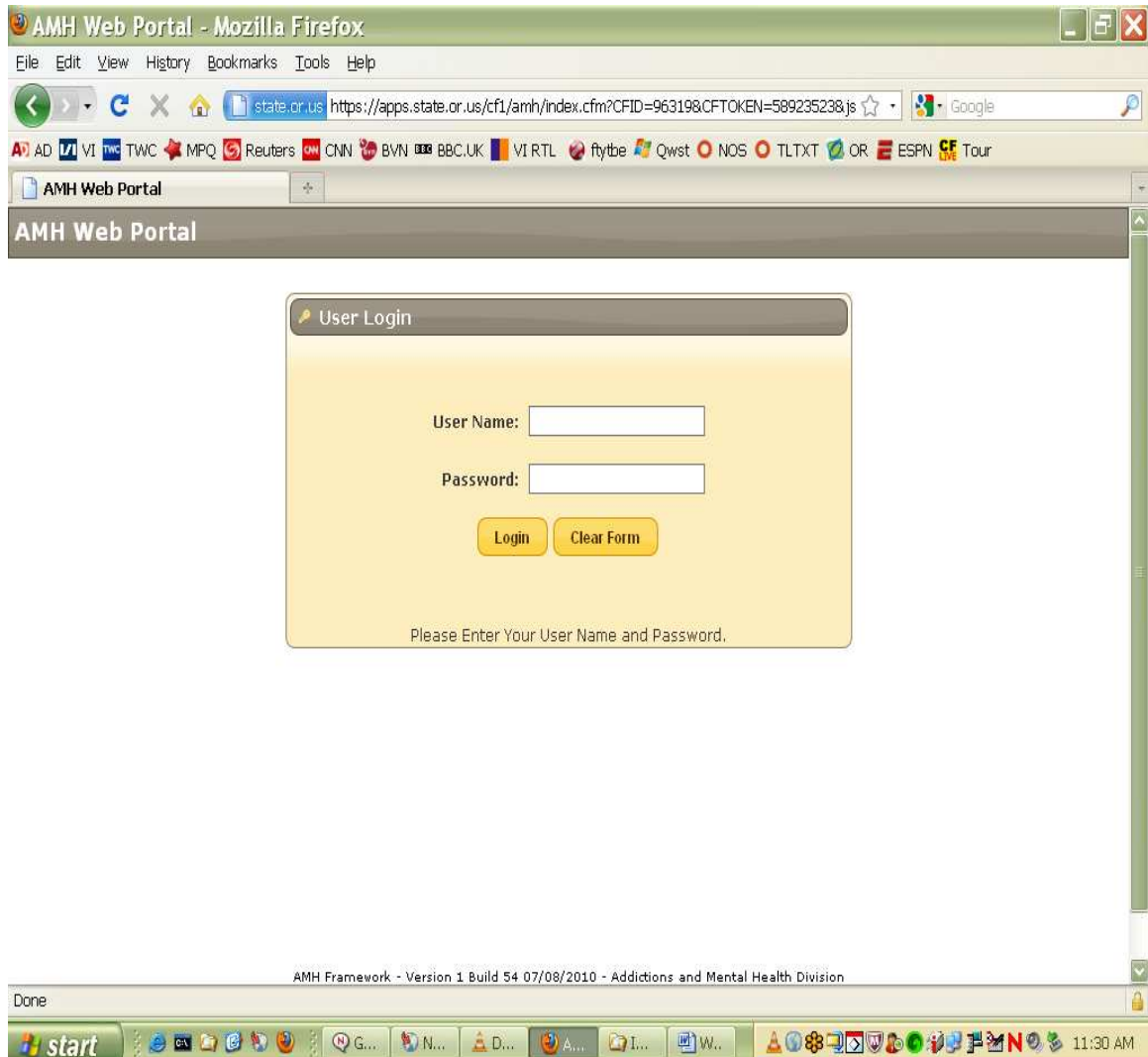
Department of Human Services
Addictions and Mental Health Division
500 Summer Street NE E86
Salem, Oregon

August 2010

SCWI Progress Review System Overview

NOTE: THE E-FORM REQUIRES THAT YOU USE INTERNET EXPLORER VERSION 7 OR HIGHER - OR FIREFOX/MOZILLA - OR SAFARI - OR GOOGLE/CHROME.

URL: <https://apps.state.or.us/cf1/amh/>



Enter Login User Name & Password.

For receiving a Username and Password and technical assistance contact:
DHS/AMH/PAE.

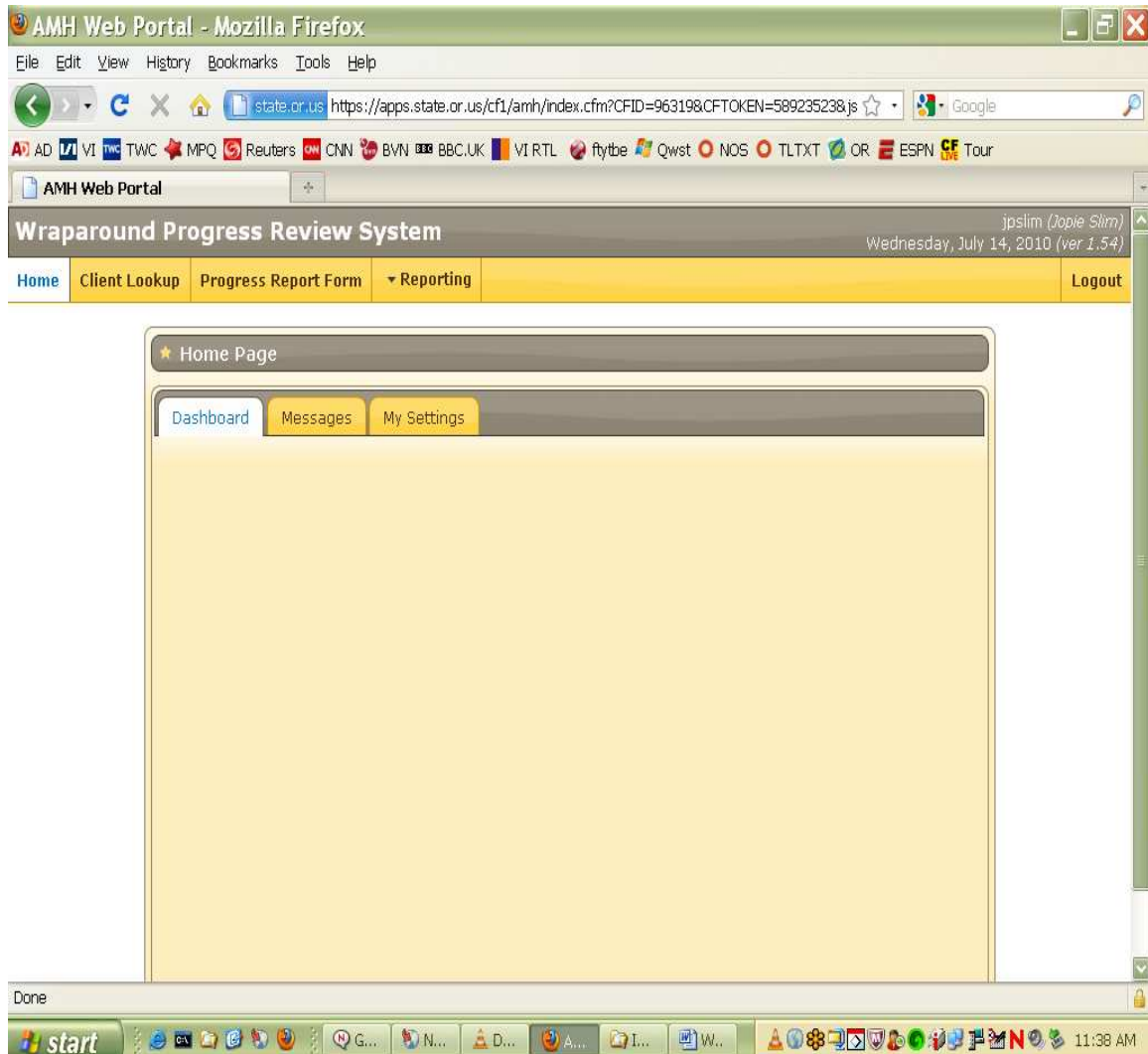
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SCWI Progress Review System Overview

HOME



The first screen shows the main menu bar containing the following options:

- Home (first screen you will see after logging into the system)
- Client Lookup (screen where you can search or add client. See page ...)
- Progress Report Form (screen where you can work on a form. See page ...)
- Reporting (screen where you can build a dashboard report. See page ...)

Below the main menu you see:

- Your homepage containing a Dashboard, Messages and My Settings tab.
- The Dashboard can be filled using your reporting tool.
- Messages will be used by Administrators for General Messages.
- My Settings gives you the option to change the look of the application.

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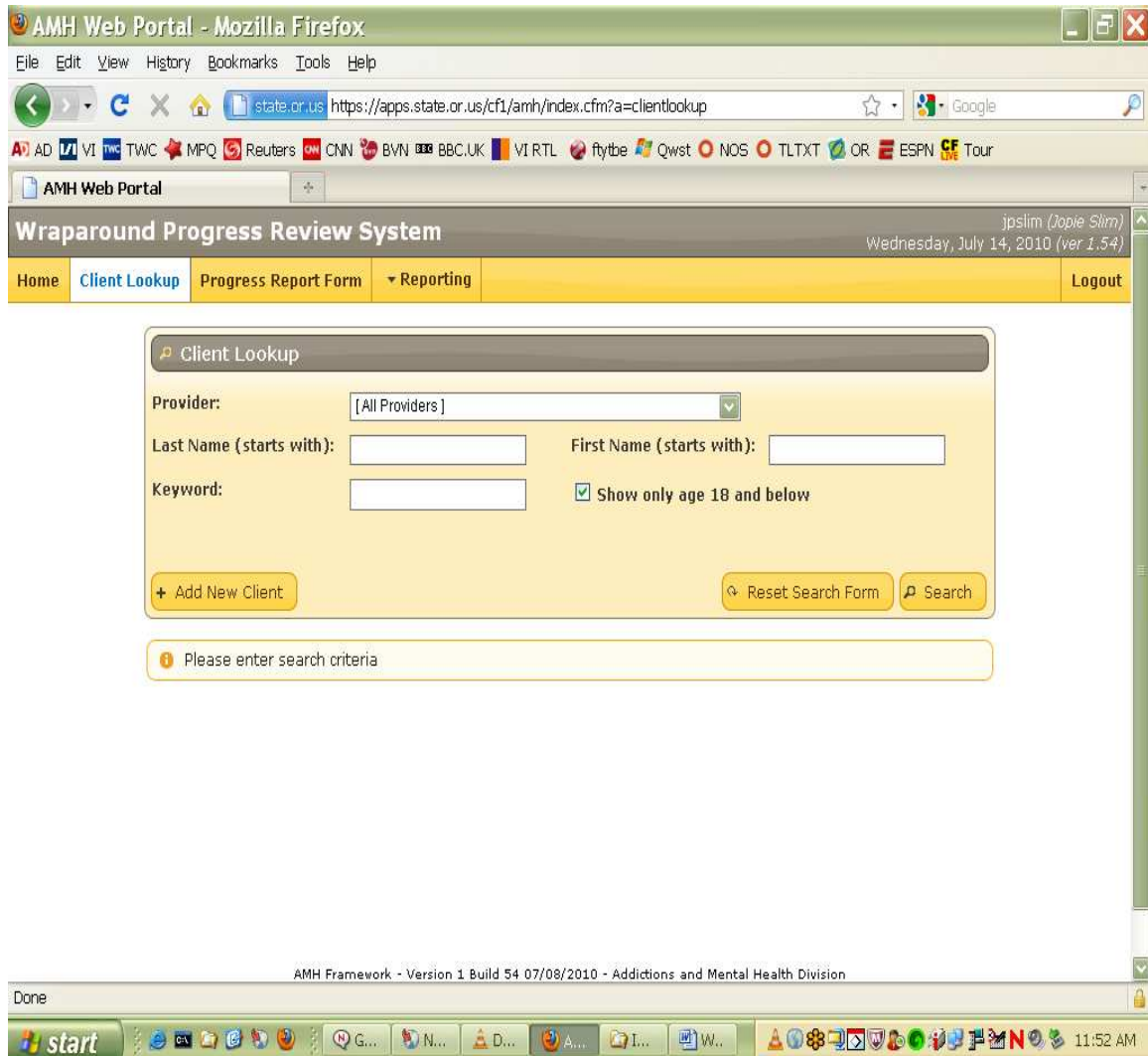
Client Lookup

Client Lookup has the following functions.

-Search for a client by: Last Name, First Name or Keyword.

-Add a new client.

The initial database has no client information. Each client has to be added, but once the information is entered, it will stay permanently available.



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NOTE: YOU MAY BE ABLE, BECAUSE OF THE WAY THE PROGRAM WAS WRITTEN, TO INITIALLY ENTER CLEARLY INCORRECT DATA (E.G., THAT THE CHILD YOU ARE SEEING WAS BORN TOMORROW). THE APPLICATION MAY NOT IMMEDIATELY ALERT YOU TO THE FACT THAT YOU HAVE ENTERED DATA WHICH LOGICALLY CANNOT BE CORRECT. THE ALERT WILL ARISE AT THE TIME THAT YOU ATTEMPT TO SAVE THE DATA, THAT IS, THE PROGRAM WILL ALERT YOU TO WHICH FIELDS ARE POPULATED WITH DATA THAT MAKE NO SENSE. YOU WILL THEN HAVE THE OPPORTUNITY TO RE-ENTER THE DATA SUCH THAT THOSE DATA MAKE SENSE. UNLESS YOU CORRECT NONSENSICAL DATA, THE INFORMATION ON THE CLIENT WILL NOT SAVE.

Under the section “Client Lookup” or “Progress Report Form”, you can either “Look Up Client”/“Search Client” or “Add New Client”. After clicking the button that says “Add New Client.” the following fields need to be populated:

1. Box 1: “**Provider.**” Select provider from the drop down list. This field must be populated to save a draft of the client’s data.
2. Box 2: “**Last Name.**” Enter the full, present legal last name of the child. Only letters, hyphens, and spaces are allowed. The last name can be up to forty characters in length. This field must be populated to save a draft of the client’s data. (Please type name in all caps).
3. Box 3: “**First Name.**” Enter the full, present legal first name of the child (no nicknames). Only letters, hyphens, and spaces are allowed. The first name can be up to forty characters in length. This field must be populated to save a draft of the client’s data. (Please type name in all caps).
4. Box 4: “**Birth Name.**” Full legal last name at time of the child’s birth. Assumed to be the same as Box 2. Unless otherwise indicated. The birth name can be up to forty characters in length. This field need not be populated to save either a draft or final version of the client’s data. (Please type name in all caps).
5. Box 5: **Date of Birth in mm/dd/yyyy format.** This field must be populated to save a draft of the client’s data.
6. Box 6: **Case Number.** This is the 6-digit CPMS case number. This field must be populated to save a draft of the client’s data.
7. Box 7: **Medicaid ID / Recipient ID.** This is the 8-digit alphanumeric Medicaid number. This field must be populated to save a draft of the client’s data.

After boxes 1-7 have been populated, click “SAVE” to save the information on the child.

SCWI Progress Review System Overview

Client Lookup/Search result

When a search criterion is found, the results will be shown in a list. When no criteria are entered all clients entered for you region and or responsibility will be shown

The screenshot displays the AMH Web Portal interface in Mozilla Firefox. The browser address bar shows the URL: <https://apps.state.or.us/cf1/amh/index.cfm?a=clientlookup>. The page title is "AMH Web Portal" and the main heading is "Wraparound Progress Review System". The user is logged in as "jpslim (Jopie Slim)" on Wednesday, July 14, 2010 (ver 1.54).

The navigation menu includes: Home, Client Lookup, Progress Report Form, Reporting, and Logout.

The "Client Lookup" section contains the following search criteria:

- Provider: [All Providers]
- Last Name (starts with): []
- First Name (starts with): []
- Keyword: []
- Show only age 18 and below

Buttons: + Add New Client, Reset Search Form, Search

Table showing search results:

Show 25 entries Quick Search: []

Provider	Case No.	Recipient ID	Last Name	First Name	Age	Last Report
02-069	000233	AB12345C	Slim	Jopie	8	
29-015	959798		Gates	Wil I am	11	
87-037	332211	XY98765Z	Duck	Donald	2	07/12/2010

Showing 1 to 3 of 3 entries First Previous 1 Next Last

AMH Framework - Version 1 Build 54 07/08/2010 - Addictions and Mental Health Division

Selecting a client from the list will result in the client information and an overview of the reports pertaining to the specific client.

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Client Lookup search result selection

- From this form you can:
1. Start New Form
 2. Open to complete or edit a Draft,
 3. Delete a Draft
 4. View/Edit a submitted form

The screenshot shows the AMH Web Portal interface in Mozilla Firefox. The browser address bar shows the URL: <https://apps.state.or.us/cf1/amh/index.cfm?a=clientview&clientid=3>. The page title is "AMH Web Portal".

The main content area is titled "Wraparound Progress Review System" and includes a navigation menu with "Home", "Client Lookup", "Progress Report Form", "Reporting", and "Admin". A "Logout" button is also present.

The "Client Information - DUCK, DONALD" section displays the following details:

Provider:	37-037 THE NEXT DOOR INC		
Last Name:	DUCK	First Name:	DONALD
Birth Name:	DUCK	Date of Birth:	12/12/2007
Case Number:	332211	Recipient ID:	XY98765Z

Below the client information, there are two buttons: "Back to Client Lookup" and "Edit".

The "Saved Progress Reports" section is divided into two tables:

Drafts

ID	SCWI Status	Created By	Last Modified By	
2	Open (Continuing Review)	Piet Vermeer 07/26/2010	Piet Vermeer 07/26/2010	[open] [delete]

Submitted Forms

ID	SCWI Status	Complete Date	Created By	Last Modified By	
1	Entry (First Review)	07/12/2010	Piet Vermeer 07/12/2010	Piet Vermeer 08/10/2010	[view]

At the bottom of the "Saved Progress Reports" section, there is a "+ Start New Form" button.

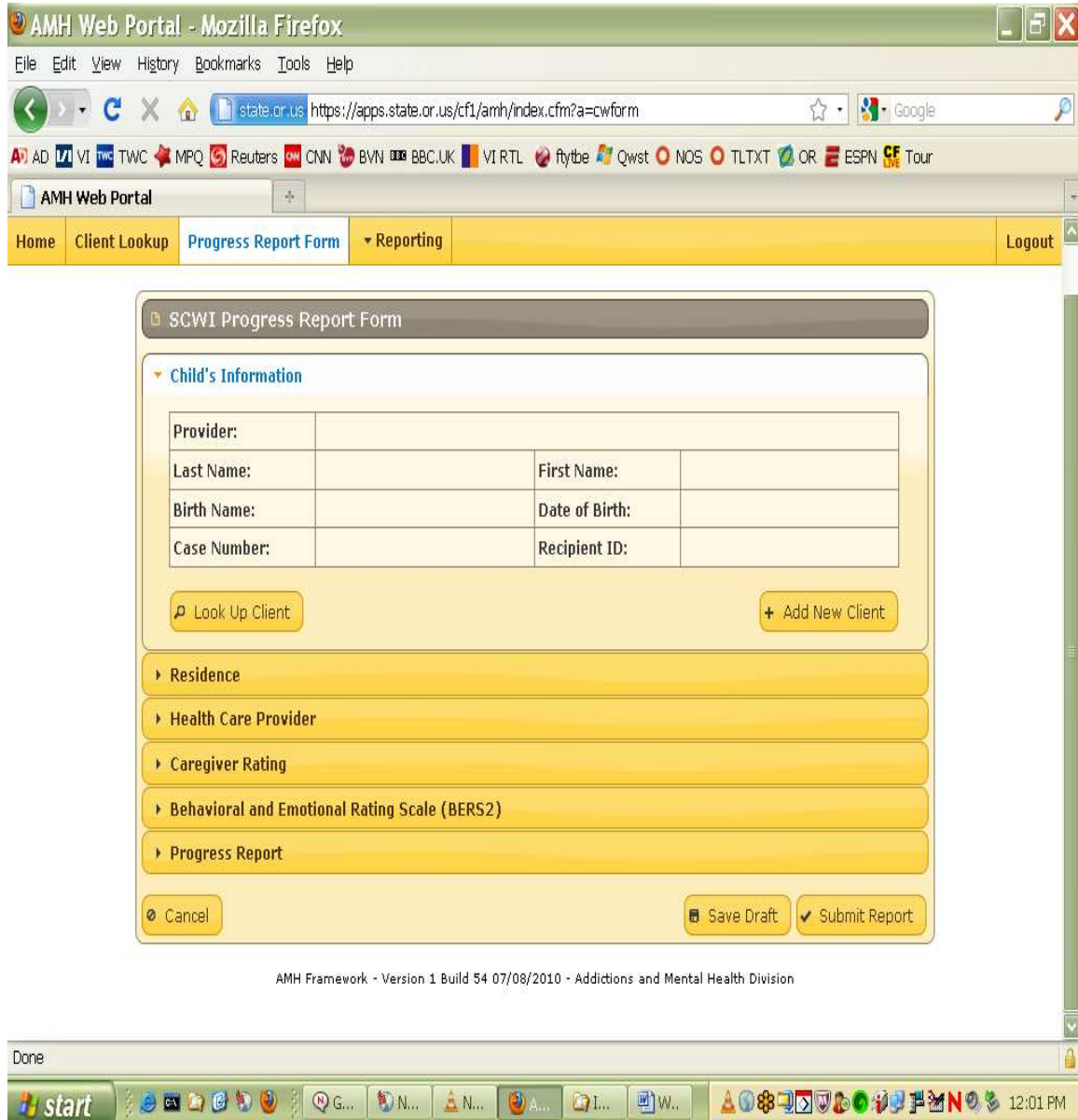
The footer of the page indicates "AMH Framework - Version 1 Build 54 07/08/2010 - Addictions and Mental Health Division".

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Progress Report Form

Progress Report form has the following function.

This form can be accessed using the main tab or via the client search.



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If no data have yet been entered on the client (other than the data described on page 5) then click the button that says “Start New Form”. Otherwise, if a form was already started for this client, but the form was incomplete and hence saved as a draft, then click [open] under “Saved Project Reports” to reopen the draft report on the client and continue entering data.

Click on the Bar marked “Residence”

Box 1. Select child’s **“Current Residence”** from the drop down field. If none of the values of the drop down field describe the child’s current residence, leave this field blank.

Box 1 need not be populated to save a draft of the client’s data. However, data will not be considered complete until either Box 1 or Box 2 has been populated.

Box 2. If child’s “Current Residence” is left blank, then describe child’s residence in the box called **“Residence Statement”**.

Box 2 needs to be populated only if Box 1 is not populated

Box 3. Indicate the **number of times that the client changed residence over the past 90 days**, if known. *Enter “99” if the number of times that the client changes residence over the past 90 days is unknown.*

Box 3 need not be populated to save a draft of the client’s data. However, data will not be considered complete until Box 3 has been populated.

Click on the Bar marked “Health Care Provider”

Box 1. **Click the box if the child is known to have a primary health care provider.** If not known, do not click the box. This field need not be populated to save a draft of the client’s data, nor need it be populated to consider the client data complete. **DO NOT INDICATE THAT THE CHILD HAS A PRIMARY HEALTH CARE PROVIDER IF YOU CANNOT ALSO INDICATE TYPE OF PROVIDER. THAT IS, DO NOT CHECK BOX 1 UNLESS YOU CAN ALSO CHECK BOX 2.**

Box 2. *If the child is known to have a primary health care provider, indicate the “Type of Provider”.* This field need not be populated to save the client’s data. However, if the child is known to have a primary health provider (box 1), then this field must be populated to consider the client data complete.

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Box 3. **Click the box if the child is known to be receiving psychotropic medication.** If not known, do not click the box. This field need not be populated to save the client's data. **DO NOT INDICATE THAT THE CHILD IS TAKING PSYCHOTROPIC MEDICATION IF YOU CANNOT ALSO INDICATE DATE THAT MEDICATION WAS LAST CHECKED. THAT IS, DO NOT CHECK BOX 3 UNLESS YOU CAN ALSO CHECK BOX 4.**

Box 4. *If the child is known to be receiving psychotropic medication, then enter the date of the child's last psychotropic medication check, if known.* This field need not be populated to save the client's data.

Click on the Bar marked "Caregiver Rating"

NOTE: With the exception of the BERS, most items in the "Caregiver Rating" section are best completed with input and collaboration of as many family team members as is possible.

Items 1 through 12 will be rated only for children aged 0 – 5 as of the date of the assessment.

Item 1: "In the past 30 days, when in settings with same-aged peers, how often has the child demonstrated age-appropriate socialization skills?" Select radio button that applies. This field need not be populated to save a draft of the client's data. Furthermore, until a fourth response option "Unknown" is added to the list of response options, this item need not be completed for the final report to be considered complete. Once "Unknown" is added to the list of response options for this item, the final report will not be considered complete unless this field is populated.

Item 2: "In the past 30 days, when in settings with same-aged peers, how often has the child met developmental milestones in the use of language skills?" Select radio button that applies. This field need not be populated to save a draft of the client's data. Furthermore, until a fourth response option "Unknown" is added to the list of response options, this item need not be completed for the final report to be considered complete. Once "Unknown" is added to the list of response options for this item, the final report will not be considered complete unless this field is populated.

Item 3: "In the past 30 days, when in settings with same-aged peers, how often has the child met developmental milestones in the use of motor skills?" Select radio button that applies. This field need not be populated to save a draft of the client's data. Furthermore, until a fourth response option "Unknown" is added to the list of response options, this item need not be completed for the final report to be considered complete. Once "Unknown" is added to the list of response options for this item, the final report will not be considered complete unless this field is populated.

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Item 4: “In the past 30 days, when in settings with same-aged peers, how often has the child met developmental milestones in the use of cognitive skills?” Select radio button that applies. This field need not be populated to save a draft of the client’s data. Furthermore, until a fourth response option “Unknown” is added to the list of response options, this item need not be completed for the final report to be considered complete. Once “Unknown” is added to the list of response options for this item, the final report will not be considered complete unless this field is populated.

Item 5: “In the past 30 days, has the child been excluded from a setting with same-aged peers, outside of the home, due to behavioral challenges?” Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 6: ‘Rate child’s ability to function well and at a developmentally appropriate level, in the past 30 days, with respect to: Sleeping:’ Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 7: ‘Rate child’s ability to function well and at a developmentally appropriate level, in the past 30 days, with respect to: Ability to Self-Soothe:’ Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 8: ‘Rate child’s ability to function well and at a developmentally appropriate level, in the past 30 days, with respect to: Ability to be soothed with adult support or assistance’. Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 9: “In the past 30 days, the child withdraws and appears to be unreachable/numb/frozen.” Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 10: “In the past 30 days, the child acts out indiscriminately. Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

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Item 11: “In the past 30 days, the child seeks adults indiscriminately. Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 12: “In the past 30 days, the child runs out of adult line of sight or leaves contained area intentionally. Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Items 13 through 23 will be rated for children of all ages.

Item 13: “Indicate the frequency with which the following statement is true: “Over the past 20 scheduled school days, the child has been producing school work of acceptable quality for his or her ability level.” Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 14: “Who of the following participated in the current or the most recent Child and Family Team (CFT) meeting? Check all boxes that apply.”
At least one of these 8 fields need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless at least one of the 8 fields is populated.

Item 15: Rate child’s risk of self-harm (includes reckless or intentional risk taking behavior that may endanger the child)
Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 16: Rate child’s risk of harm to others
Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

Item 17: Rate child’s history of / risk for running away
Select radio button that applies. This field need not be populated to save a draft of the client’s data. However, the final report will not be considered complete unless this field is populated.

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Item 18: Rate child's history of / risk for delinquency

Select radio button that applies. This field need not be populated to save a draft of the client's data. However, the final report will not be considered complete unless this field is populated.

Item 19: Rate evidence of substance abuse over past 30 days

Select radio button that applies. This field need not be populated to save a draft of the client's data. However, the final report will not be considered complete unless this field is populated.

Item 20: Describe evidence of other problematic and/or placement-endangering behaviors over the past 30 days

(Open text.) This field need not be populated to save a draft of the client's data. Also, this field does not have to be populated for the final report to be considered complete.

Item 21: Caregiver's rating of their social network over the past thirty (30) Calendar days. Select radio button that applies. This field need not be populated to save a draft of the client's data. However, the final report will not be considered complete unless this field is populated.

Item 22: Caregiver rating of available supports for problematic behavior. Select radio button that applies. This field need not be populated to save a draft of the client's data. However, the final report will not be considered complete unless this field is populated.

Item 23: Summary estimate of child's progress since last review. Select radio button that applies. This field need not be populated to save a draft of the client's data. However, the final report will not be considered complete unless this field is populated.

(For children ages 6 and up) Click on the Bar Marked "Behavioral and Emotional Rating Scale (BERS2). These 52 items should be completed by one of the child's current primary caregivers.

These 52 fields need not be populated to save a draft of the client's data. Also, these fields do not have to be populated for the final report to be considered complete. Nonetheless, the BERS information is critical to assessing client progress, and so Child and Family Teams are strongly encouraged to have the child's primary caregiver complete the BERS.

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NOTE: THE SUBSCALE SCORES AND FULL SCORE ON THE BERS-2 WILL ONLY BE CALCULATED AND SAVED UNLESS ALL 52 ITEMS OF THE BERS-2 ARE POPULATED WITH A VALUE IN THE DOMAIN (0,1,2,3). PLEASE REQUEST THAT CLIENTS PROVIDE AN ANSWER TO ALL 52 ITEMS OF THE BERS-2.

Click on the Bar Marked “Progress Report “.

Box 1: **“SCWI Status** “Indicate whether this is a first, continuing, or final progress review. This field must be populated to save data.

Box 2: **“Review Complete Date”** Indicate the date the review was completed. This field must be populated to save data.

IF ANY OF THE DATA YOU HAVE ENTERED CANNOT LOGICALLY BE VALID (E.G., IF YOU SAY THE CHILD WAS BORN TOMORROW), THEN YOU WILL BE ALERTED TO THE INVALID DATA (AND PROMPTED TO RE-ENTER IT) WHEN YOU TRY TO SAVE THE RECORD – YOU MAY NOT BE PROMPTED TO RE-ENTER INVALID DATA BEFORE THE POINT THAT YOU TRY TO SAVE THE RECORD. YOU CAN SAVE RECORDS THAT ARE INCOMPLETE, AS LONG AS DATA IN STEP 1 AND STEP 7 ARE ENTERED. HOWEVER, THE DATA ON A CLIENT WILL NOT BE CONSIDERED “COMPLETE” UNTIL ALL FIELDS ARE POPULATED.

SCWI Progress Review System Overview

Reporting

The Reporting tab contains 2 options. Dashboard and Bulk Export

-Dashboard gives you the option of picking and choosing the factors you would like to report on. This report can be saved as a standard report on your homepage.

-Bulk export has the option of selecting one or many providers and one or multiple forms related to the clients in the selected providers.

