

Chapter 3

2019

DATA COLLECTION AND REPORTING SCHEDULE

2019 MIECHV Data Collection & Reporting Schedule - NFP

Child: Lulu Duck
Child ID: 1234561

Parent: Daisy Duck
Parent ID: 123456

Parent Enrollment Date **10/20/2018**
Expected Due Date **1/5/2019**
Child's DOB **1/1/2019**

Form
* Revised ETO form that includes MIECHV data points

Date Range for Form Completion

Return Forms to State by

Form Sent to State

Index Parent Enrollment

*MIECHV Demographics: Pregnancy - Intake	10/20/2018 - 10/20/2018	10/27/2018	10/26/2018
N1 Clinical IPV Assessment - Addendum	10/20/2018 - 04/21/2019	05/05/2019	01/10/2019
M2B-Depression & Tobacco Referral Tracking & Follow-up Form - Index Parent (submit only for updates)			

Index Child Enrollment

*MIECHV Infant Birth	01/08/2019 - 01/31/2019	02/07/2019	02/01/2019
N2 PHQ-9 - Addendum	01/08/2019 - 04/10/2019	04/24/2019	
M2B-Depression Referral Tracking & Follow-up Form - Index Parent (submit only for updates)			
<i>Encounter-all & Healthcare Services-as needed (after infant's birth) - send ALL to State</i>			

3 Months

N3 Baby's Age 3 Months - Index Child	03/03/2019 - 05/03/2019	05/17/2019	
N4 Clinical IPV Assessment - Addendum - 12 Weeks			
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

6 Months

*MIECHV Demographics Update - 6 months	06/02/2019 - 08/02/2019	08/16/2019	
Infant Health Care - 6 months	06/02/2019 - 08/02/2019	08/16/2019	
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

10 Months

ASQ Screening - Index Child - 10 Months	10/01/2019 - 12/03/2019	12/17/2019	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)			
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

12 Months

*MIECHV Demographics Update - 12 months	12/02/2019 - 02/02/2020	02/16/2020	
Infant Health Care - 12 months	12/02/2019 - 02/02/2020	02/16/2020	
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

18 Months

*MIECHV Demographics Update - 18 months	06/01/2020 - 07/31/2020	08/14/2020	
Infant Health Care - 18 months	06/01/2020 - 07/31/2020	08/14/2020	
ASQ Screening - Index Child - 18 Months	06/01/2020 - 07/31/2020	08/14/2020	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)			
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

24 Months

*MIECHV Demographics Update - 24 months	12/01/2020 - 01/30/2021	02/13/2021	
Infant Health Care - 24 months	12/01/2020 - 01/30/2021	02/13/2021	
ASQ Screening - Index Child - 24 Months (optional)	12/01/2020 - 01/30/2021	02/13/2021	
At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child (as needed)			
<i>Encounter-all & Healthcare Services-as needed - send ALL to State</i>			

Exit

Client Discharge	Submit to state within 1 week of exit date		
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NFP MIECHV
DATA COLLECTION & REPORTING SCHEDULE

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

Item	Guidelines
Enrollment Date	<i>Prefilled.</i> Date Client was enrolled into the MIECHV program.
Expected Due Date	The date that the index parent’s current pregnancy is estimated to be delivered. This date will be <i>prefilled</i> based on the date given at time of enrollment.
Child’s DOB	The Index Child’s Date of Birth. This date will be left blank until after the Index Child is born and enrolled into the program.
DATE RANGE FOR FORM COMPLETION	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.
RETURN FORMS TO STATE BY	The latest date that the state should receive the completed corresponding form.
FORM SENT TO STATE	For Home Visitor’s tracking purposes. To record the date the form was sent to the state.
BEFORE BABY’S BIRTH Index Parent Enrollment	<p>The Data Collection & Reporting Schedule will begin prenatally. The receipt of the enrollment form prompts the generation of the data collection schedule for pregnant clients. These forms need to be completed and submitted No Later than 1 Week After Completion: <i>*MIECHV Demographics: Pregnancy – Intake</i> (Revised ETO form that includes MIECHV data points)</p> <p>This form needs to be completed and submitted Within 6 months of Enrollment: <i>*N1-Clinical IPV Assessment – ADDENDUM ONLY (do not return assessment to State) OR N4-Clinical IPV Assessment</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>

<p>AFTER BABY’S BIRTH Index Child Enrollment</p>	<p>After the Index Baby is born, the following forms will be completed no later than 4 weeks after baby’s birth date and sent to the state No Later than 1 Week After Completion:</p> <p><i>*MIECHV Infant Birth</i> (Revised ETO form that includes MIECHV data points)</p> <p><i>*Healthcare Services</i> (if NOT already completed and sent during Infant Birth form’s completion timeline) – MUST be completed at Infant’s Birth (in order to collect child’s dental care data point for federal reporting).</p> <p>This form needs to be completed and submitted Within 3 months of Baby’s Enrollment:</p> <p><i>*N2-PHQ-9 - ADDENDUM ONLY</i> (do not return PHQ-9 assessment to State)</p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born:</p> <p><i>*Encounter</i></p> <p>This form needs to be submitted As completed:</p> <p><i>*Healthcare Services</i></p>
<p>When Baby is 3 months old</p>	<p>When Index Baby is 3 months old, the following forms will be completed within 1 month before or 1 month after baby’s 3 Month Birthday (2-4 months old) and submitted No Later than 2 Weeks After Completion:</p> <p><i>*N3-Baby’s Age 3 Months – Index Child</i></p> <p><i>*N4-Clinical IPV Assessment – ADDENDUM ONLY</i> (do not return assessment to State) <i>*IF N1-Clinical IPV Assessment NOT Completed*</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born:</p> <p><i>*Encounter</i></p> <p>This form needs to be submitted As completed:</p> <p><i>*Healthcare Services</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>
<p>When Baby is 6 months old</p>	<p>When Index Baby is 6 months old, the following forms will be completed within 1 month before or 1 month after baby’s 6 Month Birthday (5-7 months old) and submitted No Later than 2 Weeks After Completion:</p> <p><i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points)</p> <p><i>*Infant Health Care</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born:</p> <p><i>*Encounter</i></p> <p>This form needs to be submitted As completed:</p> <p><i>*Healthcare Services</i></p>

	<p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>
When Baby is 10 months old	<p>When Index Baby is 10 months old, the following forms will be completed within 1 month before or 1 month after baby’s 6 Month Birthday (9-11 months old) and submitted No Later than 2 Weeks After Completion: <i>*10 Month ASQ Screening – Index Child</i> <u>IF child screens at risk for developmental delay, complete and submit As Needed, and send to Data Manager with new and updated information:</u> <i>*At Risk Developmental Delay-Referral Tracking & Follow-up Form – Index Child</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born: <i>*Encounter</i> This form needs to be submitted As completed: <i>*Healthcare Services</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>
When Child is 12 months old	<p>When Index Baby is 12 months old, the following forms will be completed within 1 month before or 1 month after baby’s 6 Month Birthday (11-13 months old) and submitted No Later than 2 Weeks After Completion: <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points) <i>*Infant Health Care</i> <i>*Healthcare Services (if NOT already completed and sent during Child’s 12 months form’s completion timeline) – MUST be completed at Child’s 12 months old (in order to collect child’s dental care data point for federal reporting).</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born: <i>*Encounter</i> This form needs to be submitted As completed: <i>*Healthcare Services</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>
When Child is 18 months old	<p>When Index Baby is 18 months old, the following forms will be completed within 1 month before or 1 month after baby’s 18 Month Birthday (17-19 months old) and submitted No Later than 2 Weeks After Completion:</p>

	<p><i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points) <i>*Infant Health Care</i></p> <p><i>*18 Month ASQ Screening – Index Child</i> <u>IF child screens at risk for developmental delay, complete and submit As Needed, and send to Data Manager with new and updated information:</u> <i>*At Risk Developmental Delay-Referral Tracking & Follow-up Form – Index Child</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born: <i>*Encounter</i></p> <p>This form needs to be submitted As completed: <i>*Healthcare Services</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>
<p>When Child is 24 months old</p>	<p>When Index Baby is 24 months old, the following forms will be completed within 1 month before or 1 month after baby’s 24 Month Birthday (23-25 months old) and submitted No Later than 2 Weeks After Completion: <i>*MIECHV Demographics Update</i> (Revised ETO form that includes MIECHV data points) <i>*Infant Health Care</i> <i>*Healthcare Services (if NOT already completed and sent during Child’s 24 months form’s completion timeline) – MUST be completed at Child’s 24 months old (in order to collect child’s dental care data point for federal reporting).</i></p> <p><i>*24 Month ASQ Screening – Index Child (optional)</i> <u>IF child screens at risk for developmental delay, complete and submit As Needed, and send to Data Manager with new and updated information:</u> <i>*At Risk Developmental Delay-Referral Tracking & Follow-up Form – Index Child</i></p> <p>This form needs to be completed and submitted After Every Home Visit after baby is born: <i>*Encounter</i></p> <p>This form needs to be submitted As completed: <i>*Healthcare Services</i></p> <p><i>*M2B Referral Tracking & Follow-up Form—Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed and submitted As Needed and sent to Data Manager with new and updated information.</p>

At Client Discharge

At the time that the Mother or Mother and Child leave the program, the following form will be completed **within 1 week of date of exit** and sent to the state **No Later than 1 Week After Completion**:

**Client Discharge*