

## ***Chapter 3***

**2020**

# **DATA COLLECTION AND REPORTING SCHEDULE**

# 2020 MIECHV Data Collection & Reporting Schedule: Parent & Child Enroll Together

EHS/HFA

Enrollment Date: 2/1/2020

Expected Due Date: --

Child's DOB: 1/15/2020

Index Child Name & ID#:

Index Parent Name & ID#:

		DATE RANGE FOR FORM COMPLETION:	DATE FORM COMPLETED WITH CLIENT:	DATE SURVEY ENTERED IN THEO:
Index Parent Enrollment	M1 - Enrollment Form - Index Parent	2/1/2020 to 2/1/2020		
	M3 - MIECHV Enrollment Tool - Index Parent TOOL: Relationship Assessment - <b>complete within 6 months of enrollment</b>	2/1/2020 to 8/2/2020		
	<b>M2B-Referral Tracking &amp; Follow-up Form - Index Parent (complete as needed)</b>			
Index Child Enrollment	M4 - Enrollment Form - Index Child	2/1/2020 to 2/1/2020		
	M5 - Child's Enrollment Tool - Index Parent TOOL: PHQ-9 - <b>complete within 3 months of enrollment</b>	2/1/2020 to 5/3/2020		
	M6C* - 3 Months Post-Enrollment - Index Parent-Child 30 days or younger at enroll*	4/2/2020 to 6/2/2020		
3 Months	M7 - Baby's Age 3 Months - Index Child	3/16/2020 to 5/16/2020		
6 Months	M8 - Baby's Age 6 Months - Index Parent	6/15/2020 to 8/15/2020		
	M9 - Baby's Age 6 Months - Index Child	6/15/2020 to 8/15/2020		
9 Months	ASQ Screening - Index Child *If applicable* At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	10/14/2020 to 12/14/2020		
12 Months	M11 - Baby's Age 12 Months - Index Parent TOOL: Relationship Assessment	12/15/2020 to 2/15/2021		
	M12 - Baby's Age 12 Months - Index Child TOOL: HOME Inventory	12/15/2020 to 2/15/2021		
18 Months	M13 - Baby's Age 18 Months - Index Parent	6/15/2021 to 8/14/2021		
	M14 - Baby's Age 18 Months - Index Child	6/15/2021 to 8/14/2021		
	ASQ Screening - Index Child *If applicable* At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	6/15/2021 to 8/14/2021		
24 Months	M16 - Baby's Age 24 Months - Index Parent TOOL: Relationship Assessment	12/15/2021 to 2/13/2022		
	M17 - Baby's Age 24 Months - Index Child TOOL: HOME Inventory	12/15/2021 to 2/13/2022		
	ASQ Screening - Index Child *If applicable* At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	12/15/2021 to 2/13/2022		
30 Months	M19 - Baby's Age 30 Months - Index Parent	6/15/2022 to 8/15/2022		
	M20 - Baby's Age 30 Months - Index Child	6/15/2022 to 8/15/2022		
	ASQ Screening - Index Child *If applicable* At Risk Develop Delay-Referral Tracking & Follow-up Form - Index Child	6/15/2022 to 8/15/2022		
36 Months	M22 - Baby's Age 36 Months - Index Parent TOOL: Relationship Assessment	12/15/2022 to 2/15/2023		
	M23 - Baby's Age 36 Months - Index Child	12/15/2022 to 2/15/2023		
Exit	M47 - Program Exit	<b>Date of Exit</b>		

**\*ONLY complete M6C if Child was 30 days or younger at enrollment**

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

**Purpose of this schedule:** To inform agencies of when to complete forms according to MIECHV Measure timelines, and for tracking form completion and data entry of surveys in THEO.

<b>Item</b>	<b>Guidelines</b>
<b>Enrollment Date</b>	<i>LIA ENTER.</i> Date Index Parent was enrolled into the MIECHV program.
<b>Expected Due Date</b>	<i>LIA ENTER.</i> <u>If the Index Parent is pregnant at the time of enrollment</u> , the date that the index parent’s current pregnancy’s baby is estimated to be delivered.
<b>Child’s DOB</b>	<i>LIA ENTER.</i> The Index Child’s Date of Birth. <u>If the Index Parent and Index Child are enrolled into the MIECHV program at the same time</u> , this date will be entered. 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 automatically generated based on enrollment date, EDD, and/or Child’s Date of Birth entered. The corresponding form should be completed within the given range of dates to correctly gather the required MIECHV data elements.
<b>DATE FORM COMPLETED WITH CLIENT</b>	<i>LIA ENTER.</i> The date that the Home Visitor completes form with the client.
<b>DATE SURVEY ENTERED IN THEO</b>	<i>LIA ENTER.</i> The date that the survey was entered into THEO. Per MIECHV Contract terms, <b>surveys are to be entered into THEO within 14 days of the encounter or visit.</b>
<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 <b>At time of Parent’s Enrollment.</b> <i>*M3-MIECHV Enrollment Tool – Index Parent:</i> Tool: Relationship Assessment This form needs to be completed <b>Within 6 months of Enrollment and entered into THEO within 14 days of Completion.</b>  <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i> DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b>

<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 <b>At Child’s Enrollment.</b>  <i>*M5-Child’s Enrollment Tool – Index Parent:</i>  Tool:  PHQ-9  This form needs to be completed <b>Within 3 months of Enrollment and entered into THEO within 14 days of Completion.</b>  <b>If child is enrolled at the same time as parent AND was 30 days or younger at enrollment:</b>  <i>*M6C-3 months Post-Enrollment – Index Parent:</i>  This form needs to be completed <b>After Child’s age of 8 weeks old and Within 3 months of Enrollment and entered into THEO within 14 days of Completion.</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) <b>and entered into THEO within 14 days of Completion:</b>  <b>If mom is enrolled prenatally:</b>  <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>  DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of 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>  DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of Completion:</b>  <i>*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>*At Risk Developmental Delay-Referral Tracking &amp; Follow-up Form – Index Child</i>   <i>*M2B-Referral Tracking &amp; Follow-up Form-Index Parent:</i></p>

	<p>DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M11-Baby's Age 12 Months – Index Parent</i>  Tool:  Relationship Assessment</p> <p><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>  DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M13-Baby's Age 18 Months – Index Parent</i>  <i>*M14-Baby's Age 18 Months – Index Child</i>  <i>*ASQ Screening – Index Child</i></p> <p><u>IF child screens at risk for developmental delay, complete and submit <b>As Needed, and enter into THEO within 14 days of Completion:</b></u></p> <p><i>*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>  DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M16-Baby's Age 24 Months – Index Parent</i>  Tool:  Relationship Assessment</p> <p><i>*M17-Baby's Age 24 Months – Index Child</i>  Tool:  HOME Inventory</p> <p><i>*ASQ Screening – Index Child</i></p> <p><u>IF child screens at risk for developmental delay, complete and submit <b>As Needed, and enter into THEO within 14 days of Completion:</b></u></p> <p><i>*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>

	DEPRESSION & TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b>
<b>When Child is 30 months old</b>	<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) <b>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M19-Baby's Age 30 Months – Index Parent</i>  <i>*M20-Baby's Age 30 Months – Index Child</i>  <i>*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>*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>DEPRESSION &amp; TOBACCO CESSATION REFERRALS: This form needs to be completed with new and updated information <b>As Needed and entered into THEO within 14 days of Completion.</b></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) <b>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M22-Baby's Age 36 Months – Index Parent</i></p> <p>Tool:  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>and entered into THEO within 14 days of Completion:</b></p> <p><i>*M47-Program Exit</i></p>

## CREATING A CLIENT SCHEDULE

### Excel document can be found online:

[https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/BABIES/HOMEVISITING/MIECHV/Documents/EHS\\_HFA\\_MIECHV\\_SCHEDULE\\_2020.xlsx](https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/BABIES/HOMEVISITING/MIECHV/Documents/EHS_HFA_MIECHV_SCHEDULE_2020.xlsx)

### For Prenatal Mom Enrolling:

- Save the Excel file to a secure network drive. Include the Parent's name and/or ID# in file name
- Enter Mom's Enrollment Date and Estimated Due Date – this will then automatically fill all the date ranges below – ONLY the forms due BEFORE baby is born will have realistic dates filled. These dates tell you when to complete the corresponding form
- This should then be printed as a PDF and could then be included with the Client's records or folder to use as a guide as to when to complete each form
- After a form is completed with the client, that date should be written in the appropriate column, so there is a record of what has been completed and what has not
- After a survey is entered into THEO, that date should be written in the last column, so there is a record of what has been entered and what has not – \*All surveys and case visits are to be entered in THEO within 14 days of encounter or visit\*
- When Client disenrolls or completes program, enter M47-Program Exit Survey in THEO within 14 days of exit for both caregiver and baby

### After Baby is Born and Enrolled

- Enter Child's Date of Birth – this will then automatically replace all the current date ranges below, for forms due AFTER baby is born
- It is important to notice that if there are date ranges that END BEFORE the Mom's Enrollment Date, then you would not complete those forms, so they could be crossed off or shaded out on the schedule
- This should then be saved again and printed as a PDF and could then be included with the Client's records or folder to use as a guide as to when to complete each form
- After a form is completed with the client, that date should be written in the appropriate column, so there is a record of what has been completed and what has not
- After a survey is entered into THEO, that date should be written in the last column, so there is a record of what has been entered and what has not – \*All surveys and case visits are to be entered in THEO within 14 days of encounter or visit\*
- When Client disenrolls or completes program, enter M47-Program Exit Survey in THEO within 14 days of exit for both caregiver and baby

## For Parent and Child Enrolling:

- Save to a secure network drive. Include the Parent's and/or Child's name and/or ID# in file name
- Enter Enrollment Date and Child's DOB – this will then automatically fill all the date ranges below
- It is important to notice that if there are date ranges that END BEFORE the Enrollment Date, then you would not complete those forms, so they could be crossed off or shaded out on the schedule
- This should then be saved again and printed as a PDF and could then be included with the Client's records or folder to use as a guide as to when to complete each form
- After a form is completed with the client, that date should be written in the appropriate column, so there is a record of what has been completed and what has not
- After a survey is entered into THEO, that date should be written in the last column, so there is a record of what has been entered and what has not – \*All surveys and case visits are to be entered in THEO within 14 days of encounter or visit\*
- Please notice that the M6C – 3 Months Post-Enrollment – Index Parent form is ONLY completed if child was 30 days or younger at enrollment
- When Client disenrolls or completes program, enter M47-Program Exit Survey in THEO within 14 days of exit for both caregiver and baby

## Example of Process Map for Schedule Completion Process:

