



Memo # 10-17

To: HMG Project Directors and ET system administrators
From: Sue Scott, Quality Assurance Program Consultant
CC: FCFC Coordinators, BEIS HMG Staff, State Partners
Subject: Early Track September and October 2010 Updates
Date: November 10, 2010

Updates/changes were made to ET 3.0 on September 15th and October 20th. When updates/changes occur, a memo is sent to county HMG Project Directors and ET System Administrators. *Please notify all of your county ET users this memo can be accessed under "ET Info" in Early Track.*

Summary of Updates/Changes

- 1. **PSI-SF, AAPI and ISEL (Home Visit Tools).** The PSI-SF, AAPI and ISEL have been added to the home visit tools section.

Screen shot 1a. Parenting Stress Index—Short Form.

There is a score for each area plus the total score:

The screenshot shows a web application interface for 'Home Visiting Tools Detail'. It features a navigation menu on the left with categories like 'Assessments', 'Screenings', 'Eligibility', 'FSP', 'COSF', 'Transition', 'Home Visiting', 'Home Visitor', 'Eligibility', 'Intake Form', 'Home Visit Tools', 'Ongoing Home Visits', 'Family Plan', 'IV Schedule', 'Exit Child', 'Case Notes', and 'Transfer Child Story'. The main content area has three tabs: 'Home Visiting Tools List', 'Home Visiting Tools Detail' (selected), and 'Status of Requirements'. The form contains several fields with red asterisks indicating required information:

- *Tools:** A dropdown menu with 'PSI' selected.
- *Home Visit Tool Name:** A dropdown menu with 'PSI-SF' selected.
- *Home Visit Tool Date:** Three input boxes for month, day, and year, with a calendar icon.
- * Child's age in months at time of Home Visit Tool:** A text input field and a 'Get Age' button.
- * Administered By:** A text input field.
- * Defensive Responding:** A dropdown menu.
- * Parental Distress:** A dropdown menu.
- * Dysfunctional Interaction:** A dropdown menu.
- * Difficult Child:** A dropdown menu.
- * Total:** A dropdown menu.

 At the bottom of the form are 'Add Note' and 'Save' buttons.

Screen shot 1b. AAPI.

There are five areas:

Assessments
Screenings
Eligibility
IFSP
COSF
Transition
Home Visiting
Home Visitor
Eligibility
Intake Form
Home Visit Tools
Ongoing Home Visits
Family Plan
HV Schedule
Exit Child
Case Notes
Transfer Child
History

Home Visiting Tools List Home Visiting Tools Detail Status of Requirements

*Tools: AAPI

*Home Visit Tool Name: AAPI

*Home Visit Tool Date: / /

* Child's age in months at time of Home Visit Tool: Get Age

* Administered By:

* Expectations of Child (Construct A): 4

* Parental Empathy/Child's Needs (Construct B): 5

* Use/Corporal Punish (Construct C): 4

* Parent/Child Roles (Construct D): 4

* Child's Power/Indep (Construct E): 3

* Was a referral made to another program:

Add Note Save

Please note that if any area on the AAPI has a score 1-3, the question "Was a referral made to another program" must be answered.

Screen shot 1c. ISEL.

The total score is required:

Assessments
Screenings
Eligibility
IFSP
COSF
Transition
Home Visiting
Home Visitor
Eligibility
Intake Form
Home Visit Tools
Ongoing Home Visits
Family Plan
HV Schedule
Exit Child
Case Notes
Transfer Child

Home Visiting Tools List Home Visiting Tools Detail Status of Requirements

*Tools: ISEL

*Home Visit Tool Name: ISEL

*Home Visit Tool Date: / /

* Child's age in months at time of Home Visit Tool: Get Age

* Administered By:

* Total Score:

Add Note Save

- Edinburgh (Home Visit Tools).** For completed Edinburgh's, the response to Q10 must be entered in ET. If the answer to Q10 *The thought of harming myself has occurred to me* is "Yes," "Quite often," or "Sometimes," the following question ***Was a referral made to another program** will appear and must be answered. Also, if the total score for the Edinburgh is >13, the question ***Was a referral made to another program** must be answered.

Parents can opt out of completing the Edinburgh. If this occurs, select “No” in the drop down list of ***Did parents complete*** and enter the ***Parents not complete date*** and save the page. Please note that these data will be monitored regularly by ODH. Even though parents can opt out of completing this tool without consequence of being exited, the tool is desired to be completed for all of those eligible and should be presented in a manner that illustrates the purpose and importance of the tool.

Screen shot 2. Edinburgh.

The screenshot shows a web-based form titled "Home Visiting Tools Detail". On the left is a navigation menu with items like Assessments, Screenings, Eligibility, IFSP, COSF, Transition, Home Visiting, Home Visitor, Eligibility, Intake Form, Home Visit Tools, Ongoing Home Visits, Family Plan, HIV Schedule, Exit Child, Case Notes, Transfer Child, and History. The main form area has three tabs: "Home Visiting Tools List", "Home Visiting Tools Detail" (selected), and "Status of Requirements". The form contains several fields:

- *Tools: A dropdown menu showing "Maternal Depression".
- *Home Visit Tool Name: A dropdown menu showing "Edinburgh".
- *Home Visit Tool Date: A date selection field with a calendar icon.
- *Child's age in months at time of Home Visit Tool: A text input field with a "Get Age" button.
- *Administered By: A text input field.
- *Did parents complete: A dropdown menu.
- ** Question 10: A dropdown menu.
- ** Total Score: A dropdown menu.

 At the bottom of the form are two buttons: "Add Note" and "Save".

3. HMG Safety Checklist (Home Visit Tools). If parents complete the Safety Checklist, all questions must be answered. For each question, such as **“Smoke Detector with working batteries,”** response options are: **“Yes, no assistance needed,” “Don’t know,”** or **“No.”**

Parents can opt out of completing the Safety Checklist. If this occurs, select “No” in the drop down list of ***Did parents complete*** and enter the ***Parents not complete date*** and save the page. Please note that these data will be monitored regularly by ODH. Even though parents can opt out of completing this tool without consequence of being exited, the tool is desired to be completed for all of those eligible and should be presented in a manner that illustrates the purpose and importance of the tool.

From the examples below, you can see that if the answer is **“Don’t know,”** the question **“What action is being taken from here”** must be answered. If the answer is **No,** these 2 questions must be answered: **“No, Please specify” (why the answer is no)** and **“What action is being taken from here.”**

Screen shot 3. HMG Safety Checklist.

Home Visiting Tools List | Home Visiting Tools Detail | Status of Requirements

***Tools** Safety

***Home Visit Tool Name :** HMG Safety

***Home Visit Tool Date :** [] / [] / []

*** Child's age in months at time of Home Visit Tool:** []

*** Administered By :** []

*** Did Parents Complete:** Yes

Smoke detector with working batteries Yes, no assistance needed

Family locks chemicals away from children Don't know

**** What action is being taken from here** []

Family takes precautions to prevent lead poisoning No

**** No, Please specify:** []

**** What action is being taken from here** []

4. Exit page (Current Family Plan at Exit). The field “Current Family Plan Date At Exit” has been added to the exit page so that an appropriate exit reason/destination can be selected when HV eligible children with family plans exit the HMG program.

Screen shot 4. Exit page.

Exit List | Exit Detail

Child's Third Birthday: 4/14/2013

Days Until Child's Third Birthday: 914

Transition Planning Conference Meeting Date:

Eligibility At Exit: Home Visiting

Current IFSP Date At Exit: No Current IFSP

Current Family Plan Date At Exit: 9/1/2010

Latest IFSP Service Date At Exit:

Latest Evaluation or Screening Date At Exit: 9/1/2010

***Exit Date:** [] / [] / []

***Exit Reason:** []

**** Did the child have an IEP in place on his/her 3rd B-day?** Yes No Not Eligible for Part B

***Exit Destination:** []

**** Immunization Status on Exit:** []

**** Healthcare Provider on Exit:** Yes No

**** How many years of education has the primary caregiver completed?** []

**** Is the primary**

Screen shot 7a. Home Visitor Agencies and their Home Visitors.

County Set Up: BEIS Test County	
Home Visitor Agencies	
A Wonder World	
SCHC, Lakshmi	
Test, Robin	
Child Focus Learning Center	
Every Child Succeeds	
Holzer Clinic Athens	

Screen shot 7b. The role of "Service Coordinator & Home Visitor" has been added to this report.

County Set Up: BEIS Test County			
Users			
Full Name	Users Name	Security Role	Last Login Time
ChildFind, Hospital	HChildF1	HBCF	6/29/2009 9:38:20 A
Coordinator, Service	Service.Coordinat or	Service Coordinator & Home Visitor	8/25/2010 10:47:27 A
Crane, Robin	RCrane3	County System Administration \ County Project Director	5/21/2008 7:15:43 P

8. Additions to Drop Down lists.

- **Master Agency List.** We continue to add agencies to the master agency list. Please use the [Contact Us](#) link to request additions to this list. Generic requests, such as public school and physician, will not be added. You need to submit specific agency/physician names when requesting additions to the master agency list. There is also a report in the report section "Master Agency Report" that lists all the agencies in ET 3.0.
- **Eligibility Detail – Diagnosed Physical or Mental Conditions.**
 - Acro-Renal Ocular Syndrome
 - Fetal Alcohol Spectrum Disorder (FASD)