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Alvin D. Jackson, M.D./Director of Health

Memo # 10-02

To: HMG Project Directors and ET system administrators

From: Jean Myer, Administrator *Jean Myer*

CC: FCFC Coordinators, BEIS HMG Staff, State Partners

Subject: Early Track Feb 2010 Updates

Date: February 22, 2010

Updates/changes were made to ET 3.0 February 18, 2010. When updates/changes occur, a memo is sent to county HMG Project Directors and ET System Administrators. *Please notify all your county ET users this memo can be accessed under ET info in Early Track.*

BEIS will be sending you a link via e-mail to view a pre-recorded webcast related to the ET February Updates. This pre-recorded webcast allows us to talk and demonstrate the new features in ET so you will have a better understanding of the information. With the link to the updates always available, it will allow PDs and ET system administrators the flexibility to view the information anytime during the day and/or repeat at your convenience. Once you have viewed the webcast, our plan is to then conduct a question and answer session conference call a few days after we send the pre-recorded webcast link. We will send out more details on accessing the webcast and question and answer conference call via e-mail.

If you have any questions, please contact Sue Scott at sue.scott@odh.ohio.gov

Summary of Updates/Changes

1. Additional Funding Source for Service Coordination. “Other Community Funder” has been added as a funding source for service coordination.

Screen shot 1. “Other Community Funder” has been added to the funding source drop down list for service coordination.

The screenshot shows the 'Service Coordinator Detail' form. On the left is a navigation menu with 'Coordinators' highlighted. The form fields include: '*Date Assigned:' (calendar icon), '*Service Agency Name:' (dropdown: 'A Wonder World'), '**Service Coordinator:' (dropdown: 'Test, Service Coordinator'), '**Primary Funding Source for Service Coordination for this Child:' (dropdown), 'Secondary Funding Source for Service Coordination for this Child:' (dropdown menu open showing options: GRF, Part C, DODD, BCMH, Local Health Department, Early Head Start, Part C ARRA, Other Community Funder), 'Tertiary Funding Source for Service Coordination for this Child:' (dropdown), 'Service Coordinator's Primary Phone:', 'Service Coordinator's Fax:', 'Service Coordinator's Email Address:', and 'Service Coordinator's Address:'. The 'Other Community Funder' option in the secondary funding source dropdown is circled in red.

2. CAPTA Question added to Referral Detail. In January 2010, a new field was added to the Referral Detail page when a user selects the referral source type, “CAPTA Referral.” If a new CAPTA referral is entered on the referral page, the user will be asked to answer the question “Does PCSA have custody of child?” (see the screen shot below). PCSA stands for Public Children Services Agency.

This question must be answered for CAPTA referrals entered after January 20th, 2010. This question does not need to be answered for previous CAPTA referrals entered before January 20th, 2010, unless the CAPTA referral information is updated in Early Track.

Screen Shot 2. PCSA question needs to be answered when there is a CAPTA referral

The screenshot shows the 'Referral Detail' form. The navigation menu on the left has 'Service Coordinators' selected. The form fields include: '* Referral Date:' (calendar icon: 01 / 12 / 2009), '* Referral Source Type:' (dropdown: 'CAPTA Referral'), '** Does PCSA have custody of child?' (radio buttons: Yes, No), '* Referral To Category:' (dropdown), '** Referral Source Name:' (dropdown), '** Referrer Name:', 'Referrer Email:', '** Referrer Address:', and '** City/State:' (dropdown) and '** Zip:' (text input). The question about PCSA custody is circled in red.

Reports

3. CAPTA report The CAPTA report lists the number of CAPTA referrals during a specific time period. Please see below for the definitions of all the fields. The definitions are also listed on the bottom of the CAPTA report.

Screen shot 3. Example of CAPTA report (page 1 only)

CAPTA Report-BEIS Test County											
Time period 1/1/2009 to 2/18/2010											
Number of CAPTA Referrals	Number of Children with a CAPTA Referral		Of those Referred, Number of Children in custody of PCSA	Of those Referred, Number of Children NOT in custody of PCSA	Of those Referred, Number of Children Screened	Of those Referred, Number of Children Evaluated	Of those Referred, Number Refused	Children determined eligible (needing ongoing services)		Number of those children receiving ongoing services (Elig. & IFSP)	
								Part C	At Risk	Part C	At Risk
3	3		1	1	0	0	0	0	0	0	0
ET ID	Child's Name	Referral Date	In Custody of PCSA	Screening Date	Evaluation Date	Refused	Children determined eligible (needing ongoing services)		Receiving Ongoing Services (Elig & IFSP)		
							Part C	At Risk	Part C	At Risk	
0005833716	ODH, Unborn	1/1/2010	No			No					
0005727478	Squarepants, Spongebob	1/3/2010	Yes			No					

Definitions of the Fields

Number of CAPTA referrals	Total number of CAPTA referrals during a specific time period. If a child has more than one CAPTA referral during the time period selected, they will be listed more than once on the report.
Number of children with a CAPTA referral	Total number of children with a CAPTA referral.
Of those referred, number of children in custody of PCSA (Public Children Service Agency)	The total number equals the number of Yes's entered for the question "Does PCSA have custody of this child". (If the CAPTA referral was added to ET before this question was added to the referral detail page, the term "Not Specified" will show in this field).
Of those referred, number of children NOT in custody of PCSA (Public Children Service Agency)	The total number equals the number of No's entered for the question "Does PCSA have custody of this child". (If the CAPTA referral was added to ET before this question was added to the referral detail page, the term "Not Specified" will show in this field).
Of those referred, number of children screened	Number of children who had an ASQ, Batelle Developmental Inventory 2 Screening, Developmental Screening for Infants under 4 months, or PEDS/PEDS:DM. A blank field means no screening occurred, the "Before Screening" message means the screening occurred before the CAPTA referral, and the screening date is the first screening that occurred after the CAPTA referral.
Of those referred, number of children evaluated	Number of children who had a Batelle, Bayley, Evaluation Out of State, or Evaluation completed within 90 days of initial referral
Of those referred, number refused	Number of children who exited ET with the exit reason "Family not interested in ongoing HMG Services"
Children determined eligible (needing ongoing services)	Number of children with either an At Risk or Part C eligibility
Number of those children receiving ongoing services (Eligibility and IFSP)	Number of children with either an At risk or Part C eligibility and an IFSP

4. Early Track training for ET System Administrators. Each county may have up to 4 system administrators. All new system administrators must attend an ET system administrator training before getting system administrator

access in Early Track. The next scheduled training for system administrators is **April 1st** at the state library in Columbus. Registration is through the Ohio TRAIN, <https://oh.train.org> site called “Early Track Computer Training for System Administrators”.

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.

Additions to the Drop Down Lists

Page Name	Field Name on Page	New Drop Down Option
Eligibility Detail	Diagnosed Physical or Mental Conditions	<i>*Dopa-Responsive Dystonia</i> <i>*Moyamoya Syndrome</i>
Caregiver Detail	Primary Language	<i>*Ibo (Nigeria)</i>