



Memo # 11-10

To: HMG Project Directors and ET System Administrators
From: Sondra Crayton, Assistant Chief, BEIS
CC: FCFC Coordinators, BEIS HMG Staff, State Partners
Subject: Early Track July 2011 Updates
Date: August 4, 2011

Updates/changes were made to ET 3.0 on July 25th. *Please notify all of your county ET users this Memo can be accessed under "ET Info" in Early Track.*

Summary of Updates/Changes

- 1. Corrected error to now allow ET users to run the Child Summary Report 2.1.**
- 2. Corrected error where ET users were being kicked out of Early Track when entering invalid dates for screenings and other HV Tools.**
Each HV Tool's business rules align with Policy and tool-specific requirements. When data are entered into Early Track, the following error message may be displayed **"The Screening Date must be within the allowed range for the Screening."** This indicates that the tool has been completed on a date not permitted by Policy or tool-specific requirements.
- 3. Corrected errors related to ASQ business rules.**
There were errors in the allowable ranges for ASQ screenings. This has been corrected, and this does include appropriate adjustments for prematurity when Early Track has both the child's Due Date and D.O.D. to calculate prematurity.
- 4. Corrected errors related to HV Tools and the Status of Requirements TAB reporting "Past Due."**
For each HV Tool, the initial due date is calculated by Early Track according to Policy. Once the specific HV Tool has been initially completed, Early Track will calculate the next due date, if applicable. Early Track will only count tools which were entered with allowable dates.
- 5. Corrected error to now allow any/all records referred prenatally to access and complete the Prenatal TAB of the Home Visiting Intake Form.**

6. The new Race/Ethnicity reporting question has now been activated and will be required when race and ethnicity data collection is required.

Children	Reports	Administration	ET Info	F.A.Q.S.	Help	System Admin																																												
<ul style="list-style-type: none"> Child Search Demographics Caregivers Newborn Home Visit Referrals PartC/At Risk Service Coordinators Evaluations 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 	<table border="1"> <thead> <tr> <th>Child</th> <th>Primary Caregiver</th> <th>Home Visitor</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>odh, referral DOB: 8/13/2010 ET ID: 0005871886</td> <td>Thomas, Test Jonathan 555 Here Ave. Worthington, Ohio 43085 (No Phone)</td> <td>Test, Robin A Wonder World 1/20/2011</td> <td>Home Visiting 1/20/2011 <input type="checkbox"/> Pending Exit:</td> </tr> </tbody> </table>	Child	Primary Caregiver	Home Visitor	Status	odh, referral DOB: 8/13/2010 ET ID: 0005871886	Thomas, Test Jonathan 555 Here Ave. Worthington, Ohio 43085 (No Phone)	Test, Robin A Wonder World 1/20/2011	Home Visiting 1/20/2011 <input type="checkbox"/> Pending Exit:	<div style="text-align: center;">Demographics</div> <table border="1"> <tr> <td>*Last Name:</td> <td>pdh</td> <td>**First Name:</td> <td>referral</td> </tr> <tr> <td>Middle:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>*County:</td> <td>BEIS Test County</td> <td></td> <td></td> </tr> <tr> <td>**Birth Date:</td> <td>08 / 13 / 2010</td> <td>**Due Date:</td> <td> / /</td> </tr> <tr> <td>SSN:</td> <td>- - -</td> <td></td> <td></td> </tr> <tr> <td>*Sex:</td> <td>Male</td> <td></td> <td></td> </tr> <tr> <td>*Option to collect race and ethnicity:</td> <td colspan="3"> <input checked="" type="radio"/> Unknown <input type="radio"/> Parent Self Report <input type="radio"/> Parent Declined: Observed </td> </tr> <tr> <td>*Ethnicity:</td> <td colspan="3">Non-Hispanic</td> </tr> <tr> <td>*Race(s):</td> <td colspan="3"> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian Indian <input type="checkbox"/> Black or African American <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Guamanian or Chomorro <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Samoan <input type="checkbox"/> Unknown <input type="checkbox"/> Vietnamese <input checked="" type="checkbox"/> White </td> </tr> </table> <p><i>* Indicates required field.</i> <i>** Indicates conditionally required field based on Birth Date.</i></p> <p style="text-align: right;"> <input type="button" value="Add Note"/> <input type="button" value="Save"/> </p>					*Last Name:	pdh	**First Name:	referral	Middle:				*County:	BEIS Test County			**Birth Date:	08 / 13 / 2010	**Due Date:	/ /	SSN:	- - -			*Sex:	Male			*Option to collect race and ethnicity:	<input checked="" type="radio"/> Unknown <input type="radio"/> Parent Self Report <input type="radio"/> Parent Declined: Observed			*Ethnicity:	Non-Hispanic			*Race(s):	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian Indian <input type="checkbox"/> Black or African American <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Guamanian or Chomorro <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Samoan <input type="checkbox"/> Unknown <input type="checkbox"/> Vietnamese <input checked="" type="checkbox"/> White		
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7. **HV Tools.**

The layout of the HV Tools section of Early Track was updated. The Status of Requirements TAB is now the landing, and there has been an additional “NEW” button added.

Children Reports Administration ET Info F.A.Q.S. Help System Admin

Child	Primary Caregiver	Home Visitor	Status
odh, referral DOB: 8/13/2010 ET ID: 0005871886	Thomas, Test Jonathan 555 Here Ave. Worthington, Ohio 43085 (No Phone)	Test, Robin A Wonder World 1/20/2011	Home Visiting
			<input type="checkbox"/> Pending Exit.

Status of Requirements
Home Visiting Tools List
Home Visiting Tools Detail

New

Tool	Initial Due	Initial Completed	Most Recent Completed	Next Due
Developmental	2/28/2011	1/15/2011	1/15/2011	7/15/2011
Hearing	2/28/2011	1/1/2011	1/1/2011	
Nutrition	2/28/2011	Past Due		
Vision	2/28/2011	Past Due		
Environmental	8/28/2011			Awaiting Initial
Social Emotional	2/28/2011	Past Due		Awaiting Initial
Safety	8/28/2011			Awaiting Initial
Maternal Depression				
AAPI	3/15/2011	Past Due		Awaiting Initial
PSI	3/15/2011	Past Due		Awaiting Initial
ISEL	3/15/2011	Past Due		Awaiting Initial

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8. Referral To Category for Transfer referrals.

Whenever a record is transferred, Early Track will automatically select the receiving county's Referral To Category. This selection will be based on the most recent referral in the sending county's record.

9. HV Timelines for Waitlisted Referrals.

Early Track will select the referral to base HV timelines on using the following business rules:

- If there are no Exits in the record, the initial Home Visiting referral after a waitlisted referral (if exists)
 - The waitlisted referral will be selected if there is no subsequent referral.
- If there are Exits in the record, looking only at referrals after the most recent Exit, the initial Home Visiting referral after a waitlisted referral (if exists)
 - The waitlisted referral will be selected if there is no subsequent referral.

10. Other minor bug fixes reported through ETDS.

Please continue to submit issues to ETDS, this is a meaningful tool that allows ODH to identify trends in errors and make ongoing system improvements.

Recent Additions to the Master Agency List

A NEW LEAF
BIEDERMAN EDUCATION CENTER
CHARETTE, DENNIS, DO.
CHILDREN FIRST OF CLEVELAND
COSHOCTON CITY BCMH
COSHOCTON COUNTY BCMH
FAMILY PROMISE OF GREATER CLEVELAND
FRANKE SPEECH SERVICES, LLC
HEARTHSTONE FAMILY PRACTICE
I CARE HOME AND HEALTH SERVICES
KELLY YOUTH SERVICES
KIDZ WATCH
OHIO VALLEY VOICES
PHYSIOTHERAPY ASSOCIATES (ALLIED HEALTHCARE)
PRIMARY CARE NURSING SERVICES
RUGEN, ALDA, MD.
SOUTHWEST PEDIATRICS
UNITED HEALTH CARE
VINTON COUNTY OSU EXTENSION OFFICE
VIRTUAL SCHOOL HOUSE
WEST VIRGINIA DEPT. OF HEALTH AND HUMAN SERVICES