



## Memo # 11-14

**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 August 2011 Updates  
**Date:** 11 October 2011

Updates/changes were made to ET 3.0 on 5 October. 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 that this memo can be accessed under "ET Info" in Early Track.*

## Summary of Updates and Changes

### Early Track Report Changes

- *Prematurity data entry*
  - Rules surrounding due dates have been loosened, making it easier for users to enter a wider variety of due dates as well as due dates to existing records. This will be particularly helpful for cases where an adjusted age is needed for the ASQ.
  - The rules governing the entry of due dates are as follows:
    - For existing records with birth dates, due dates may be added as long as the due date is not more than six months after the birth date or 30 days before the birth date.
    - For records that do not have a birth date, a due date can be entered if it is no more than nine months after the date of data entry or more than six days before the date of data entry.
  - Once entered, due dates can be updated but not deleted by county users.
  - Consistent with ASQ publisher guidelines, prematurity for the ASQ will be considered only in Early Track for cases where the child is born more than 21 days premature. Also consistent with ASQ guidelines, adjusted ages will not be used for children who are two years of age or older.
- *Display Previous ETID and Link to the Report on History Page*
  - The previous ETID, including a link to the record's report, is now also available on the history page.
- *Exit Questions*
  - Certain questions that were required on the Exit page are now optional. These include questions about primary caregiver's education level, primary caregiver's enrollment in educational programs, primary caregiver's work status, and risks on exit.
- *Transition Preparation Questions*
  - Transition *Preparation* tab questions are now all optional.
- *Ad-hoc Reporting*
  - You may have noticed a grayed out link to "Ad-Hoc Report" under the Reports tab. We are working on creating an interface where users can generate their own customizable reports. It is

partially deployed, but not yet ready for use by users. We hope to have it fully functional for users in the near future.

- *MIECHV*
  - For agencies involved with federal home visiting (MIECHV), users can now enter data in Early Track about children referred to and enrolled in MIECHV. More extensive information will be provided at the MIECHV orientation on 13 October.

## **Bug Fixes**

Several bugs were uncovered by users and reported to ETDS. We appreciate very much your reporting of Early Track bugs. When you report bugs to ETDS, we can make fixes more quickly to the benefit of all users. Of the bugs fixed in this release, one is likely of interest to all counties and users:

- *ASQ 3 – Nine Month screening interval*
  - As previously configured, Early Track accepted *no* dates for the administration of this screening. We have fixed this, and you should be able to enter Nine Month screenings that were administered at the appropriate time.
  - NB: The ASQ 3 – Nine Month screening administration dates differs from other screenings. The proper administration time period for the Nine Month screening is for children of the age 9 months 0 days through 9 months 30 days.

## ***Master Agency and Medical Diagnosis List Additions***

### **Master Agency List Additions**

Access for Youth Inc.  
Amethyst  
Birth to Five  
Center for Child Development - Bowling Green  
Charles County Department of Social Services  
Colbert Family Health and Wellness  
Hops Therapy Services  
Kiddie City Child Care Community  
Kids First Sports Center  
Laugh and Learn Daycare  
National Institutes of Health  
Northeast Indiana Pediatric Specialists  
Pero, Glinka, & Voss, DDS.  
River Valley Medicine and Pediatrics  
Shelby Primary Care, LLC  
Southwest Ohio Development Center

### **Medical Diagnosis List Additions**

None