



**Memo #12-9**

**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:** May 29, 2012

Updates/changes were made to ET 3.0 on May 23, 2012. 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.*

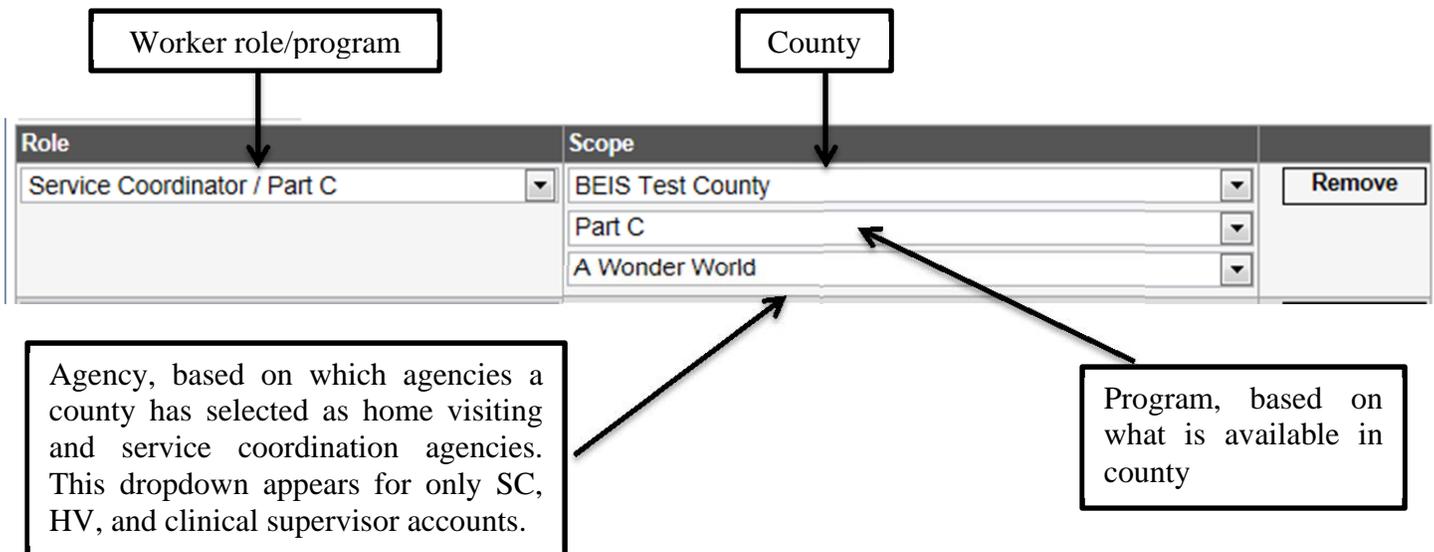
**Summary of Updates and Changes**

**Update: Account Structure**

We had one major update to Early Track. The account structure was altered to accommodate the changes to the Help Me Grow system as it will exist after the new HMG rules take effect in July 2012 (e.g., home visiting contractors that serve children in more than one county or users that have access specific to only one HMG program). Although these are significant changes, users should notice minimal changes in their day-to-day use of Early Track. We also engaged in thorough testing and involved the Early Track users group in the testing. If you find that your account has changed in such a way that you are unable to do things in Early Track that you could do before the release, please contact us.

*Basic Worker Structure*

*Program* is now explicitly incorporated into all user roles in Early Track. *Agency* continues to be relevant for service coordinators, home visitors, and clinical supervisors. Worker access is structured through a variety of interdependent dropdowns. A typical service coordinator’s account would have the following components:



*Adding a Service Coordinator or Home Visitor to an Agency Dropdown:*

Workers are no longer added to agency dropdowns through the Administration: SC/Home Visitor path. Instead, Early Track account access and dropdown management are both managed on the same page.

To add a new worker to *just* the dropdown, *without* creating an Early Track account for the worker, system administrators should do the following:

1. Navigate to Administration: Workers/Users and select the NEW button

The screenshot displays a web application interface for managing workers and users. At the top, a navigation bar includes links for Home, Reports, Administration (highlighted), ET Info, F.A.Q.S., and System Admin. A left sidebar contains links for Master Agency List, Workers/Users, and Rights and Roles, along with a small image of a person. The main content area features two tabs: 'Worker/User List' (active) and 'Worker/User Detail'. Below the tabs is a search form with the following fields: County (dropdown menu), Program (dropdown menu), Agency (dropdown menu), Role (dropdown menu), Status (radio buttons for Active, Inactive, and All), Last Name (text input), and First Name (text input). To the right of the form are 'Search' and 'New' buttons. Below the form, a message states: 'No workers or users were found. Click 'New' to add a new worker/user'.

2. Enter the user's last and first name.
3. Leave the "Early Track User?" question unchecked, otherwise you will also create an Early Track account for the user.
4. Select the appropriate dropdown values:
  - a. User roles are now always linked to program. If adding a service coordinator or home visitor to the dropdown, the relevant choices are Service Coordinator/Part C, Service Coordinator/At Risk, Home Visitor/Home Visiting, and Home Visitor/MIECHV
  - b. The first scope question is county. For most system administrators, there will be only one county in this dropdown.
  - c. The second scope question is program (Part C, At Risk, Home Visiting, and MIECHV).
  - d. The third scope question is agency. These are the agencies that system administrators have selected as home visiting and service coordination agencies in their counties.
5. Repeat this process for *every program-agency* combination with which you want to associate the worker. For example, if a service coordinator works for the Wonder World agency as both a Part C *and* At Risk service coordinator, there will be two role-scope combinations for this worker—one for Part C: Wonder World and one for At Risk: Wonder World.
6. Click SAVE.

Worker/User List

Worker/User Detail

**\*Last Name:**

**\*First Name:**

**Street Address:**

Enter the zip code to auto-populate the city and state

**City/State:**  **Zip:**

**\*\*Phone #:** (  )  -  ext.

**Fax #:** (  )  -  ext.

**\*\*E-mail Address:**

**Early Track User?:**  (Checking this box will add an Early Track user account if one does not already exist)

**Last EarlyTrack Login:**

**Active:**

Role	Scope	
<input type="text" value="Service Coordinator / Part C"/>	<input type="text" value="BEIS Test County"/>	<input type="button" value="Remove"/>
	<input type="text" value="Part C"/>	
	<input type="text" value="A Wonder World"/>	
<input type="text" value=""/>		<input type="button" value="Remove"/>

\* Indicates required field.  
\*\* Indicates conditionally required field

*Creating an Early Track Account for a Worker*

1. Navigate to Administration: Workers/Users and select the NEW button or SEARCH

The screenshot shows a web application interface for managing workers and users. At the top, there is a navigation bar with links for Home, Reports, Administration (highlighted), ET Info, F.A.Q.S., and System Admin. On the left side, there is a sidebar menu with links for Master Agency List, Workers/Users, and Rights and Roles, accompanied by a small image of a person. The main content area is titled 'Worker/User List' and contains a search form with the following fields: County (dropdown menu), Program (dropdown menu), Agency (dropdown menu), Role (dropdown menu), Status (radio buttons for Active, Inactive, and All), Last Name (text input), and First Name (text input). Below the search form are 'Search' and 'New' buttons. A message at the bottom of the form states: 'No workers or users were found. Click 'New' to add a new worker/user'.

2. Ensure that the worker’s phone number and e-mail address are entered and up-to-date.
3. Check the “Early Track User” question box.
4. Specify all role-county-program combinations. *This is a new step!*
  - a. Workers can have multiple roles. For example, a worker could have a centralized data entry account for only the Part C program and a Home Visitor account for the MIECHV program. This worker would have access to all Part C children in the county, but have access only to MIECHV children assigned to the worker.
  - b. In the example below, the system administrator wants to create a centralized data entry account for someone. If the centralized data entry is to have access to all records in the county, the system administrator will need to ensure that all programs in the county are added to the account. In this county, the programs are Part C, Home Visiting, and At Risk; other counties may also have programs such as MIECHV or County Home Visiting.

Worker/User List
Worker/User Detail

**\*Last Name:** Julie

**\*First Name:** Jones

**Street Address:**

Enter the zip code to auto-populate the city and state

**City/State:**

**Zip:**

**\*\*Phone #:** (614 ) 784 - 8066 ext.

**Fax #:** ( ) - ext.

**\*\*E-mail Address:** julie.jones@odh.ohio.gov

**Early Track User?:**  (Checking this box will add an Early Track user account if one does not already exist)  
No users with the specified name were found in the ODH Application Gateway. A new user account will be created for this worker.

**Last Early Track Login:**

**Active:**

Role	Scope	
Centralized Data Entry Staff / Part C	BEIS Test County Part C	Remove
Centralized Data Entry Staff / Home Visiting	BEIS Test County Home Visiting	Remove
Centralized Data Entry Staff / At Risk	BEIS Test County At Risk	Remove
		Remove

\* Indicates required field.  
\*\* Indicates conditionally required field



## **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:

### *Home Visit Log Report Bug*

- After entering parameters to run the report, Early Track never output the report. Instead, the application hung and eventually timed out. This bug has been fixed.

## **Early Track 2.1**

As part of ongoing efforts to secure sensitive data, we will be removing the link in Gateway to Early Track 2.1 in June 2012.

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

### **Master Agency List Additions**

Akron Summit Community Action  
Allied Home Health  
Bedford Family Practice  
Busy Hands Bright Minds, LLC  
Helping Hands Center for Special Needs  
Horner, James M., MD  
Mini University  
Sneider, Kevin L. DPM  
Southview Hospital  
The Cooperative Learning Center  
The Vision Development Team  
Wrap Around Erie County

### **Medical Diagnosis List Additions**

None