Data Entry Checklist

A quick overview of the specific data you will be entering into the database

<u>Pre-Consultation:</u>

Section A

- ☐ Case information
- ☐ Insurance information
- ☐ Demographic information

Section B

- ☐ Childcare participation agreement
- ☐ Family consent
- ☐ Release of information agreement
- ☐ Site information
- ☐ Current number of children served
- ☐ Expulsion and suspension information
- ☐ PERM survey (CFF) or TOS (Programmatic)

Section C [CFF ONLY]

- ☐ Child history
- ☐ Services enrollment information
- ☐ ACEs questionnaire
- ☐ Family information

Section C/D

- ☐ Needs information
- ☐ DECA I/T or DECA Clinical pre-consultation scores (CFF) or TPITOS, TPOT, or CAREgiving Checklist pre-consultation scores (Programmatic)

<u>During Consultation:</u>

Section D/E

- ☐ Log of all contact sessions with time and dates recorded
- ☐ Action plan information

<u>Post-Consultation:</u>

Section E/F

- ☐ Exit Information
- ☐ DECA I/T or DECA Clinical post-consultation scores (CFF) or TPITOS, TPOT, or CAREgiving Checklist post-consultation scores (Programmatic)
- ☐ Placement information
- ☐ Outsider referral information
- ☐ Expulsion and suspension information
- ☐ PERM survey (CFF) or TOS (Programmatic)
- ☐ Satisfaction survey

On the Childcare Dashboard you can track your completion of fidelity requirements for an individual case by clicking the small “i” in the “Fidelity Steps” column

Orientation to the Database

In order to enter and see data related to IECMHC work you will want to select the green "Dashboard" button in the top right corner of the screen. "Home," "About," and "Contact" are all public facing pages on the site for those interested in the IECMHC work through MDHHS.

Childcare Dashboard

- Showcases all your cases after they have been created
- On the far-right side of each case you will see the "Options" button that will allow you to edit, view, or delete that case
- Some basic and identifying pieces of information will be displayed directly on the database (e.g., "Case Name")
- Case numbers have 3 parts – the first 3 numbers identify the county you work in (e.g., 025 = Ingham), the next 3 identify you as the consultant (e.g., the first consultant in the county will be 001), and the last 3 identify the specific case (e.g., your 1st case should be 001)

Caseload Reports

- Allow you to see how many current and closed CFF and Programmatic cases you have as well as your overall fidelity for these cases

Programmatic and Child & Family Focused Reports

- Include many different visual graphs that showcase your, your county/program, and statewide level data collected on a variety of different measures that you collect (e.g., Programmatic Outcome data compared from pre- to post-consultation)

Tools

- Include several different resources you might need
- *"Shared Documents"* includes all required and supplemental materials (e.g., hardcopies of measures and meeting agendas and notes)
- *"Database Instructions" and "Survey Instructions"* include How To documents on entering data into the database and how to distribute surveys (e.g., Satisfaction Survey) and how to see if these surveys have been completed
- *"Childcare Curriculum" and "Home Visiting Curriculum"* include all documents necessary to complete training
  - Note: When you click on the link it will download the individual document or a folder with a collection of documents (e.g., "Module 1 Handouts" will download as a folder that contains all handouts)
- *"Frequently Asked Questions"* includes common questions related to data entry and unique case situations
  - If you ever have a question, look here to see if your question has already been answered before reaching out to Gillian

* If you are only completing IECMHC in Childcare you can ignore "IECMHC in Home Visiting" and all other documents pertaining to Home Visiting*

Data Entry Instructions

Logging In:

1. You will be added to the database and should receive an email with your login information

2. After logging into your account, you will fill out your personal information
   a. If the pop-up box does not appear, scroll to the bottom of the page and you will see a box with your consultant information, click "Edit Profile"

Beginning a Case:

1. Click the green "Begin a Childcare Case" button in the top left-hand column

2. Fill out all "Case Information" and then save the case by using the orange "Save Case" button
   a. Once you select Child/Family Focused or Programmatic, more boxes will appear
   b. Your county/program ID and consultant ID should be automatically generated but you will have to provide the child ID for CFF cases or the childcare provider ID for programmatic cases. However, if you are serving a case outside of your county make sure to select the county in which the case is being served in the "Serving County" box
   (NOTE: keep track of these numbers as you cannot have multiple CFF or programmatic cases with the same ID)

Editing an Existing Case:

1. Once you have started a case you will then be able to complete the other sections of the case (NOTE: you will have to use the orange "Save Case" button when you complete a section for the next section to appear and to save any changes you make)
   a. Section A = case information
   b. Section B = participation information (i.e., date of consent, etc.)
   c. Section C = family history information [CFF ONLY]
   d. Section C/D = needs information & DECA scores
   e. Section D/E = training and coaching log
   f. Section E/F = data collected post-consultation (i.e., conclusion of services information)

2. After the case has been closed and all data has been recorded click the orange "Submit and Review" button at the top of the page
   a. If you have any sections that are not complete, they will be highlighted in red
      i. Check the fidelity checklist at the bottom of the page to see which required components have not been completed

3. After you officially close a case, you can view all the case information by clicking "Case Details" or editing the case by clicking "Edit Case" under "Options" on the far-right side of the dashboard

4. If you have any questions on how to enter data or if you encounter any difficulties, please look at the Frequently Asked Questions page and then contact Gillian if your situation is not represented