

System of Care (SOC) Epi Info Reporting Interface - Additional Guidance as Referenced in Live Trainings

Tracking Referrals

Aggregate referrals for the month will be tracked under the events section. This is **not** to track individual referrals, but the total number of referrals.

1. Select “other” under the dropdown list for “Program/Event/Activity type”
2. Type “referrals” in the box for “If other, please specify”
3. “Name of Event/Activity” will be “monthly referrals”
4. For the date, select the 1st of the given month
5. Input the number of referrals under “attended participants”

Note: Referrals should be tracked here regardless of if they enroll in the program. If it is known, please put in the “notes” box how many were and were not enrolled. No additional fields on the “events” form is required for referrals.

Example:

BBH System of Care Updated By:
Events and Activities within a Program

Program Information

Program *	Grant Number *	Program Code *
<input type="text" value="SOCFC - System of Care Family Coordinator"/>	<input type="text" value="G210634"/>	<input type="text" value="10001210"/>

General Details

Program/Event/Activity Type *	If other, please specify:	Name of Event/Activity *
<input type="text" value="Other (specify)"/>	<input type="text" value="Referrals"/>	<input type="text" value="Monthly Referrals"/>
Date of Event/Activity *	End Date (if applicable)	Topic
<input type="text" value="10/1/2021"/>	<input type="text" value="M/D/YYYY"/>	<input type="text"/>
Purpose of activity	Target Reach (List by counties, region(s), or statewide reach)	
<input type="text" value="General Services"/>	<input type="text"/>	
Notes		
<input type="text" value="If available: # of individuals enrolled, # of individuals lost to followup, # of individuals not appropriate for enrollment, # of individuals declining enrollment (should total number of referrals for the month as listed below)"/>		
Were event materials disseminated? <input type="text"/>		

Attendees

Name of Program Facilitator(s)	Name of Event Lead(s)			
<input type="text"/>	<input type="text"/>			
Title of person(s) conducting activity (position title)				
<input type="text"/>				
Credentials of person leading event				
<input type="text"/>				
Attended Participants				
Youths and Family Members	School Staff	Program Staff	Others/Non-Staff	Total Attended
<input type="text" value="50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ESMH Activities:

When inputting an ESMH event, **do not** use the “evidence-based practice” (EBP) option. Rather, select either “tier 1 prevention” or “tier 2 prevention”. We are aware that tier programming is evidence-based. You need to be able to fill out the additional ESMH specific page, and the EBP option will not unlock it.

Tracking Doses

We are repurposing the "purpose of activity" field in the Events Form when entering tier 1 and 2 prevention (activity type) Evidence Based Practice (EBP) work. This will allow providers to plug in number of sessions, so encounters occurring over multiple days or weeks may only need to be entered once for the time period to be calculated for tier 1 and 2 prevention EBP work. This prevents the need to provide an entry for each separate encounter for a group of students.

Example: If you are providing an EBP to 85 1st-3rd graders at ABC Elementary 5 days a week for the month of October. You would report 20 sessions (4 weeks X 5 days a week) as 20 in the "purpose of activity" field. Then put in the dates for the Month that was covered. This way we can easily calculate encounters based on number of sessions entered on page 1 and number of students by grade entered on page 2. For the example screenshot below that would make a total of 1700 encounters (85 students X 20 sessions) of the EBP for the month.

Important Note: Please enter a numeric value for the number of sessions for specified EBP over the indicated month (please enter different months separately). If text is entered into this box rather than number of sessions, our system will automatically credit for 1 session only. If you need to further report on purpose of activity please use the notes field. Screenshot of format is provided below, please let us know if you have any questions or concerns.

Enter - [Epi_Info_go_live_db_2\EventData]

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Pages

- EventData
 - Page 1 General
 - Page 2 ESMH
 - Page 3 RYIS
 - Page 4 FC

Linked Records

Exposed From Exposed To

Unlink Add Exposure View SNA Graph

Page 1 General

BBH System of Care

Events and Activities within a Program

Updated By * LNH

Program Information

Program * ESMH - Children's Expanded School Mental Health Grant Number * G200810 Program Code * 10001377

General Details

Program/Event/Activity Type * Tier 2 Prevention If other, please specify: Name of Event/Activity * Evidence Based Practice

Date of Event/Activity * 10/1/2021 End Date (if applicable) 10/31/2021 Topic Example

Purpose of activity 20 Target Reach (List by counties, region(s), or statewide reach)

Notes

We are repurposing the "purpose of activity" field above to plug in number of sessions so doses/encounters may be calculated for tier 1 and 2 prevention EBP work. Please enter a numeric number of sessions for specified EBP over the indicated month (please enter different months separately).

Were event materials disseminated?

Attendees

Name of Program Facilitator(s) Name of Event Lead(s)

Title of person(s) conducting activity (position title)

[Name:EVENTNOTES] [Type:Multiline]

New Record en-US 7.2.4.0 CAPS NUM 1:05 PM 10/20/2021

Enter - [Epi_Info_go_live_db_2\EventData]

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Page 2 ESMH

Children's Expanded School Mental Health (ESMH)

Was this event for Tier 1, 2, or 3 focused participants? *

Children's Expanded School Mental Health (ESMH) - Tier 1 or 2 Preventions

Name of School * ABC Elementary

Participants

Number of students participated in Tier 1 or 2

Pre-K	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
		10	25	50		
Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12

Tier 2 Demographics

Number of participants served by age

0-4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19-21

[Name:EVENTPART02] [Mask:] [Type:Number]

New Record en-US 7.2.4.0 CAPS NUM 1:07 PM 10/20/2021

Client Information

Enrollment:

Generally a client is defined as someone who is enrolled in MH services, receiving screeners at an individual level, or enrolled in active system navigation.

Discharge:

For the majority of programs a client should be discharged once it is agreed that the client has completed, is no longer in need of services, has a need identified greater than what can be offered, is lost to follow up >6 months, or declines future services. For programs with system navigation type services the client should be enrolled until a discharge plan has been agreed upon with the family or services are completed, whichever comes first.

Field Definitions/Clarifications:

- Living situation-select the living situation that occurred for the month that was most restrictive or deemed most severe
- Human trafficking risk- risk includes at least one: foster care, homeless, history of sex abuse, LGBTQ, or history of substance use
- School status- select option the youth spent most of their educational time.
- System involvement- items like ed visits should be MH related only
- Law enforcement encounters: interaction due to behavior includes arrests
- Type of contact (page 5) - select option which required highest level of interaction (f2f, video, phone, then other)
- Page 6 MCRS- Post crisis is within 72 hours and prevention follow-up is >72 hours and up to 8 weeks

Client Social Security Number:

It is important that we collect the last four digits of the SSN in order to track children across the SOC. Please reassure the client or family of the need and safety surrounding collection of this information if questions come up, keep in mind this is a standard requirement across healthcare. If for some reason the SSN is temporarily unknown or unavailable you may enter "0000". This however should not be the standard for all clients as this is an important piece of information that aids in deduplication of client records for reporting purposes.

Updating Grant Numbers:

To add the grant numbers for the new grant cycle, a new package will need to be imported into Epi Info.

1. Download the package file sent to you from BBH and save it to a location you can find easily.
2. In Epi Info within “enter data”, go to the left-hand corner and select “open form”
3. Select the Epi Info Project you have previously created (following the installation guide) by clicking browse and then selecting the .prj file.
4. Select the following form: “ProgramRelatedDataSource”.
5. Next select “file” in the upper left corner.
6. Select “import data”, then “from data package”
7. From the “Import Encrypted Data Package” box, you will browse and locate the file you saved from the BBH email.

Note: There will not be a password

8. For “Type of Import”, make sure you have selected “Update and Append Records”
9. Click “import”
10. After the box says, “import complete”, you can close out of Epi Info completely.
11. To test to make sure the import was successful, reopen Epi Info, within “enter data”, go to the left-hand corner and select “open form”
12. Select the Epi Info Project you have previously created by clicking browse and then selecting the .prj file.
13. Select the following form: “WVSOCData”.
14. Go to the events form, select CMHW-Wraparound as the Program, then select Grant Number. If the dropdown includes: G220202, then your epi info should be fully updated.
15. Close out of Epi Info without saving since this was a test.
16. If the grant number was not there please reach out to our Help Desk email or attend an office hour meeting (times and links on our web page).

Additional Resources:

Updated 10/20/2021

- Email: dhhrbbhepiinfo@wv.gov
- Webpage: <https://dhhr.wv.gov/bbh/data/pages/epi-info.aspx>