

# Using an Access database to increase the efficiency of a county early intervention program

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# Early Intervention

- Identify and address developmental delays as early as possible in infants and toddlers in order to make the most impact
- Developmental areas:
  - Physical
  - Cognition
  - Communication
  - Social/Emotional
  - Adaptive Skills



## Early Intervention of Camden County

- Part of New Jersey's statewide system
- Coordinated by NJ Department of Health and Senior Services (NJDHSS) as well as the Southern NJ Regional Early Intervention Collaborative (REIC)
- Operated by the Southern New Jersey Perinatal Cooperative (SNJPC)



# Early Intervention of Camden County

- Serve children birth to age three
- Guide families through state infrastructure
- Support and advice

# Need for Data Management Tool



- Timely services requirements
- Extensive paperwork
- Coordination between Therapy Providers, State and Regional agencies, and families



# Database Goals

- Reduce user error due to repetitive paperwork and standardize program documentation
- Provide real-time access to client records
- Enhance communication between involved parties
- Simplify management of multiple timelines
- Give program administrators tools for supervision and planning



# Database Development

- Observed current work flow and operating patterns
- Reviewed client charts and other required paperwork
- Considered data reporting requirements at all levels
- Held staff input meetings and ran usability testing sessions

# EI Database in Practice

## Service Coordination



early intervention database - [main menu]

File Edit View Insert Format Records Tools Window Help

hello carol smith!

intake  
evaluation  
service coordination  
...  
search records  
chart library  
reports  
administration  
exit

Form View

FLTR

select client

Open Cases for:  
Carol Smith  
61 open cases

100002017	Appleton, Joyce
100004238	Armstrong, Bobby
100003144	Boyle, Justin
1000027	...
1000019	...
100003	...
100003	...
1000045	...
1000043	...
100002	...
1000036	...
100004	...
1000030	...

No IFSP MD 67 3 YEARS  
1 - 1 Manual Number State  
67 day summary

service coordination

client: JUSTIN BOYLE

CS99 SPOE #: 100003144 EIID: JB2006-02160 DOB: 11/11/2006

client information | tasks/letters | progress notes | IFSP | therapy

general

Parent/Primary Contact:  
Roberta Boyle  
789 State Street  
Camden, NJ 08104

Primary: (123) 456-7890  
Phone 2:  
Phone 3:

Gender: Male  
Race: White/NH  
Language Preferred:  
Language Other:  
Translation Needed   
School District:  
Primary Agency: OLL  
Transferred in:

important dates

Referral CCDHSS: 3/10/2006  
Referral Rec'd: 4/10/2006  
Consent date: 3/10/2006  
C4S day: 4/24/2006  
TPC: 9/1/2008  
3 years: 11/11/2009  
PIM: 4/15/2006

High Risk  DYFS?  
 ASD  DYFS Case Worker  
 Foster Care  Self Employed  DYFS CW Phone  
 Presumptively Eligible  
 Birth Defects Registry

Primary DX:  
DX Notes:

monitor date:

close case

Record: 14 of 1 (Filtered)





# Service Coordination Individualized Family Service Plan (IFSP)

- IFSP meetings are required every 3 or 6 months.
- Monitor date alerts coordinator of the next upcoming date.

client: **BOBBY ARMSTRONG**

CS99 ■ SPOE #: 100004238 ■ EIID: BA2005-00757 ■ DOB: 4/25/2005

client information tasks/letters progress notes **IFSP** therapy

IFSP #1: 3/22/2007

	Scheduled Date	Actual Date	Extension
IFSP 6 months	9/21/2007	9/6/2007	No Change ▾
IFSP 1 year	3/21/2008		▾
3rd Birthday	5/25/2008		▾
IFSP 1 yr 6 months	9/21/2008		▾
IFSP 2 years	3/21/2009		▾
IFSP 2 yr 6 months	9/21/2009		▾

Add Home Visit1 date:  Add Home Visit1 reason:

Add Home Visit2 date:  Add Home Visit2 reason:

monitor date: **3/21/2008** **close case**

Record:   1 of 1 (Filtered)

# EI Database in Practice

## Service Coordination



early intervention database - [main menu]

File Edit View Insert Format Records Tools Window Help

hello carol smith!

intake  
evaluation  
service coordination  
...  
search records  
chart library  
reports  
administration  
exit

Open Cases for:  
Carol Smith  
61 open cases

100002017	Appleton, Joyce
100004238	Armstrong, Bobby
100003144	Boyle, Justin
1000028	
10000195	
1000031	
100003	
1000045	
1000043	
100002	
1000036	
100004	
100004	
100003010	

No IFSP MD 67 3 YEARS  
67 day summary

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FLTR

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important dates

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Referral Rec'd: 4/18/2006  
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TPC: 9/1/2008  
3 years: 11/11/2009  
FIM: 4/15/2006

High Risk  DYFSP  
 ASD  DYF5 Case Worker  
 Foster Care   
 Self Employed  DYF5 CW Phone  
 Presumptively Eligible  
 Birth Defects Registry

Primary DX:   
DX Notes:

monitor date:

close case

Record: 1 of 1 (Filtered)



# Service Coordination Progress Notes & Encounter Logs

progress note/scev

\*\*\*\*\*ALL FIELDS ARE REQUIRED\*\*\*\*\*

## Bobby Armstrong

EIID: BA2005-00757  
Entry Date: 10/30/2007  
SCID: CS99

Activity Date: 10/30/2007

Service Setting: Service Provider (Clinic/Center/Office)

Service Type: IFSP

Start Time: 2:00 PM

End Time: 3:00 PM

Total Minutes: 60

SCEV: IFSP meeting #1

Progress Note:  
Attended initial IFSP meeting with Bobby's family and therapists. Bobby will receive

Waive 10 Day Notice

[view face sheet](#)

service coordination

client: **BOBBY ARMSTRONG**

CS99 SPOE #: 100004238 EIID: BA2005-00757 DOB: 4/25/2005

client information tasks/letters progress notes IFSP therapy

From date:  To date:

date	sc	SCEV
10/2/2007	SK02	spoke with mom
10/2/2007	SK02	2 V/M's from mom
10/2/2007	SK02	checked Covansys
10/1/2007	SK02	L/M mom home & cell
9/19/2007	SK02	spoke with A. Bramble, L/M T. DiCesare
9/19/2007	SK02	fax IFSP conf OLOL, mail mmom
9/19/2007	SK02	spoke with P. Rivell
9/19/2007	SK02	spoke with mom
9/19/2007	SK02	spoke with P. Rivell
9/6/2007	SK02	IFSP extension

monitor date: **3/21/2008**

Record:   1 of 1 (Filtered)

# Service Coordination Progress Notes



service coordination

client: **BOBBY ARMSTRONG**

CS99 ■ SPOE #: 100004238 ■ EIID: BA2005-00757 ■ DOB: 4/25/2005

client information | tasks/letters | progress notes | IFSP | therapy

New Progress Note/SCEV

From date:

To date:

View/Print Progress Notes

date	sc	SCEV
10/2/2007	SK02	<u>spoke with mom</u>
10/2/2007	SK02	<u>2 V/M's from mom</u>
10/2/2007	SK02	<u>checked Covansys</u>
10/1/2007	SK02	<u>L/M mom home &amp; cell</u>
9/19/2007	SK02	<u>spoke with mom</u>
9/19/2007	SK02	<u>fax IFSI</u>
9/19/2007	SK02	<u>spoke with mom</u>
9/19/2007	SK02	<u>spoke with mom</u>
9/19/2007	SK02	<u>spoke with mom</u>
9/6/2007	SK02	<u>IFSP ex</u>

monitor date: **3/21/2008**

close case

Record: 1 of 1 (Filtered)

view progress note

1230pm- L/M mom home & cell returning her call. SC in meetings rest of afternoon and will try to talk later or in the morning.

SNJPC EARLY INTERVENTION SERVICES  
PROGRESS NOTES

CLIENT'S NAME: Bobby Armstrong

Page 1 of 1

ACTIVITY DATE	SERVICE COORDINATOR	NOTES	Show ID	Day Status
2/19/2007	SC1	completed eval prep with mom and scheduled eval for march 7th at 2:00pm. Sent welcome pk with confirmation letter and family rights book. Placed confirmation letter with initials to OLLOL.		<input type="checkbox"/>
3/8/2007	SC2	eligible for EI. Once file to SCA to assign.		<input type="checkbox"/>
3/8/2007	SC1	assign to SK		<input type="checkbox"/>
3/8/2007	SC1	0100pm: received chart.		<input type="checkbox"/>
3/8/2007	SC1	0200pm: spoke with <del>Maryann</del> <del>at Covansys</del> possible IFSP dates 3/16/7, 3/22, 3/23 all at 2:00pm. Will call Maryann back after conf training with mom.		<input type="checkbox"/>
3/8/2007	SC2	0300pm: L/M mom: re: scheduling FIM & IFSP meetings, awaiting return call.		<input type="checkbox"/>
3/9/2007	SC2	1130am: spoke with mom, explained EI process and FCS, scheduled FIM 3/13/07 2:00pm and IFSP 3/16/07 2:00pm.		<input type="checkbox"/>
3/9/2007	SC1	0100pm: spoke with <del>Maryann</del> <del>at Covansys</del> , confirmed IFSP 3/16/07 2:00pm.		<input type="checkbox"/>
3/9/2007	SC1	0100pm: fax IFSP confirmation letter OLLOL, mail mom.		<input type="checkbox"/>
3/16/2007	SC1	0200pm: completed FIM with mom & dad. Reviewed packet of information given to mom including EI policies, FCS, and family rights. Obtained consents for pediatrician, and financial information. Obtained information on FIM pg for IFSP. No questions or concerns at this time.		<input type="checkbox"/>
3/16/2007	SC1	1145am: fax pediatrician consent, UCHRP, instructions, cover letter. Fax FIM pg FISC.		<input type="checkbox"/>
3/16/2007	SC1	1245pm: spoke with <del>Maryann</del> <del>at Covansys</del> . SC offices closed for eve other, need to reschedule today's IFSP. Possible dates 3/22/07 3:00pm or 3/23/07 1:00pm.		<input type="checkbox"/>
3/16/2007	SC1	1230pm: L/M mom: re: scheduling IFSP possibly next week 3/22/07 3:00pm or 3/23/07 1:00pm. Asked mom to call back and leave V/M for SC which day works best.		<input type="checkbox"/>



# Service Coordination Provider Involvement

- Track all therapies that the client is currently receiving
- Request additional services

service coordination

client: JUSTIN BOYLE

CS99 ■ SPOE #: 100003144 ■ EIID: JB2006-02160 ■ DOB: 11/11/2006

client information | tasks/letters | progress notes | IFSP | therapy

[add therapy](#) | [request for services](#)

Therapy:	ST	Accept:	1/1/2007	Frequency:	1xweek
Agency:	OLL	Start:	2/1/2007	Session:	1hr
		End:		Therapist:	Abby Rhodes
				Phone:	
Therapy:	PT	Accept:		Frequency:	1xweek
Agency:	OLL	Start:		Session:	1hr
		End:		Therapist:	Alissa Diamond
				Phone:	

monitor date:

Record: 1 of 1 (Filtered)

[close case](#)

# EI Database in Practice Administration



administration and maintenance

users	providers	therapists	zip codes	RFS	PDF documents
snapshot	assign SCs	missing SPOE #s	duplicate records	full records	
08032	Gloucester City/Grenlach				
08018	Cedarbrook				
08045	Lawnside	1			
08026	Gibbsboro	3			
08049	Magnolia	4			
08089	Waterford Works	5			
08029	Glendora	6			
08059	Mt. Ephraim	6			
08091	West Berlin	7			
08083	Somerdale 2	8			
08106	Audubon	8			
08007	Barrington	9			
08031	Bellmawr	9			
08103	Camden1	10			
08084	Somerdale 1	10			
08004	Berlin 1	11			
08078	Runnemede	12			
08035	Haddon Heights	12			
08102	Camden 3	17			
08009	Berlin 2	18			
08030	Gloucester City	20			
08034	Cherry Hill 3	21			
08109	Merchantville	21			
08107	Oaklyn	22			
08110	Pennsauken	23			
08108	Collingswood	24			
08033	Haddonfield	25			

Service Coordinator	Count
Service Coordinatr 1	50
Service Coordinatr 2	70
Service Coordinatr 3	60
Service Coordinatr 4	70
Service Coordinatr 5	70
Service Coordinatr 6	70
Service Coordinatr 7	60
Service Coordinatr 8	5
Service Coordinatr 9	70
Service Coordinatr 10	70
Service Coordinatr 11	70
Service Coordinatr 12	5
Service Coordinatr 13	5

Print

# Administration Reports



reports

REPORTS IN GREEN REQUIRE A DATE RANGE! From:  To:

**a s s o c i a t e**

- ifsp delay reason
- scev forms and log
- print mailing labels
- intake packet

**c o o r d i n a t o r**

- upcoming activity
- active case load
- aging out

**d i r e c t o r**

- client activity summary
- case load - summary
- case load - detail
- zip codes
- new referrals
- provider report
- aging out - sc
- aging out - zip code
- closed cases
- encounter summary



# Why is this database successful?

- Valuable for all users
- No data for data's sake
- User input!





# Statewide Implementation Benefits

- Improved staffing management
  - More accurate caseload data
  - Timely closing of cases
  - Position management





# Statewide Implementation Benefits

- Efficient use of resources
  - Centralized information reduces redundant paperwork and data entry
  - Standardized data collection and reporting reduces administrative tasks
  - Better allocation of resources throughout the state



# Statewide Implementation Benefits

- Data sharing/transfer

- Client information to follow children who move within New Jersey, ensuring uninterrupted service
- More complete service for children who live in border areas or areas with limited service availability
- Statewide maintenance of provider agency data for improved accuracy and completeness



# Statewide Implementation Benefits

- Greener

- Less paper – electronic records instead of traditional paper charts
- Less traditional mail – access for providers and families means less paper correspondence, no need to send reports to state and regional offices

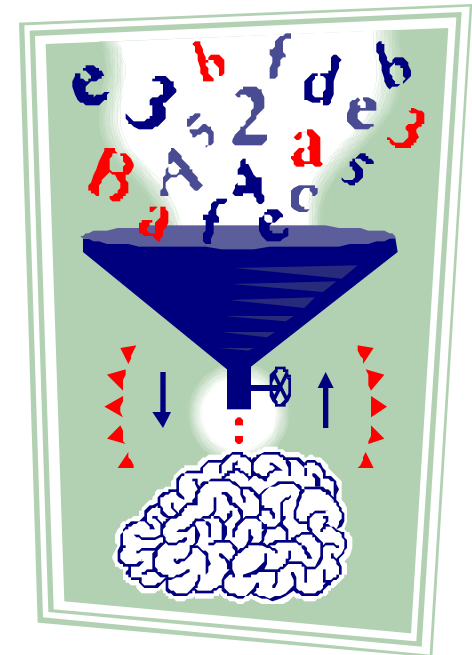


# Statewide Implementation Benefits



- Policy Development

- Best practices for service provision and resource coordination
- Planning for students with special needs





# Improvements

- Web-based
  - Share data with providers and families
- More user-defined reports
  - Create customized output
- Integration with REIC database
  - Complete client record

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