

vaElonline Workgroup Minutes

October 17, 2017

Participants – Richard, David, Vaishali, Emily Chebetar, Allison, Kyla, Sameen, Kelly, Mary Lou, Lynn Wolfe, Muff, Stacie, Telisha, Adele, Dee, Brandie, Anne, Mirlena, Emily Sales, Catherine, Helyett, Jennifer, Tracy, Angelina, Lynne Blythe, Chesapeake Crew

Review of work reviewed to date:

- Delta Screen, enter user name and password which will take you to your dashboard screen
- SC screen will have widgets, important dates, caseloads
- Depending on role you may have additional features for example the supervisor screen
- Child search screen, intake screen, eligibility screen, ASP screen, IFSP screens so far include outcomes and services. Today we will review transition, activity notes and child outcomes
- You will be able to customize your widgets to fit your role

Review of Today's Screens

- Transition
 - Target date is the same as when they enter the program and you complete the top part of the ifsp and will not change
 - Change "Transition Planning Discussion Date:" to simply say "Information initially discussed:" or something like that so this is not confused with the actual transition plan review?
 - Cancel button is a safety feature to be sure you want to end without saving changes
 - For fields with text boxes you can add additional entries into the text box to create a historical record
 - With TPC approval - parents often change their mind - can there be date/initials - timelines can be impacted if parent approves late?
 - Revisit the required participants list for TPC in case part B does not make the meeting
 - Add a field for parent prior notice form mailed
 - Add prompts that IFSP review must be held for TPM and Transition conference
 - Look at how data system can reflect changes to the transition plan along the way including dates, destination, etc.
 - Add the option of clarifying the review is also for TPM and TC
 - Add transition information to the dashboard based on child's date of birth
 - For supervisors a widget or report for the transition dates would be great as well.
- Discharge/Transfer Screen
 - If a child is discharged and re-enters the system 6 months later it would be a new referral
 - Discussion of different ways to assure a transfer makes it to the receiving system
 - Add a generate email feature for transfers to the receiving system
- Activity Notes
 - Just wanting to be clear - if we will need to continue noting in our EHR system due to billing, we will not enter info in EI Online, correct?
 - Activity type include teaming,

- Have system calculate total time from beginning and end time
- Add field to select a "recipient" for our contact notes (so client vs. client & Family vs. collateral only vs. no recipient etc.)
- How do we include those present such as different providers
- Add procedure code
- Consider how activity note interacts with billing section
- Consider adding pre-populate fields based on activity type
- Appointment Screen
 - Make this optional to prevent extra work on SCs
 - Have system prompt you to the activity note screen if appt. attended
- Child outcomes
 - We will review at next meeting

Homework: Send David discharge lists if you have any.

Next Meeting: November 7th at 10:00