

# ATTACHMENT A – LIST OF FORMS AND REPORTS

## LIST OF FORMS

1. ASQ-3 12 Month ASQ-3 Information Summary
2. 12 Month/1 Year ASQ:SE Information Summary
3. Patient Health Questionnaire (PHQ-9)
4. Antepartum Assessment Domains
5. Postpartum/Well-Woman Assessment Domains
6. Infant Birth – 12 Months Assessment Domains
7. Child: 1-5 Years Assessment Domains
8. Abuse Assessment Screen
9. Danger Assessment – Screening & Scoring
10. Edinburgh Postnatal Depression Scale - Screening & Scoring
11. Infant Flowsheet
12. Infant Risk Factor / Instruction Flowsheet
13. Health Education Services Toddler Flowsheet
14. Health Education Services Flowsheet
15. Well Women Assessment / Risk Factor & Instruction Flowsheet
16. Antepartum Flowsheet
17. Antepartum Risk Factor / Instruction Flowsheet
18. Antepartum Risk Factors
19. Postpartum Flowsheet
20. Postpartum Risk Factor / Instruction Flowsheet
21. Infant/Toddler HOME Summary Sheet
22. Interconception Care Tool (Assessment)
23. Growth Chart – Birth to 24 Months: Boys Head Circumference-for-age and Weight-for-length Percentiles
24. Fetal-Infant Growth Chart for Preterm Infants
25. NCAST Feeding Survey Tool
26. PEI Self Chart Audit
27. FFP Program Claiming Time Study
28. Weekly Time Study for Title V 30/30 Earmarking
29. County Auto Mileage Log
30. Private Auto Mileage Log
31. MCAH Babies First MIS Data Collection Demographics, Home Visits, Antepartum, Antepartum Risk Factors, Postpartum/Well Woman, Postpartum Risk Factors, Infant, Infant/Child Risk Factors, Breastfeeding, Referrals/Psychosocial

## SAMPLES OF REPORTS

32. Daily Activity Report
33. MCAH Request for Medical Social Worker Services
34. 2-Week Closure Letter
35. Referral Reply Response
36. FFP Program Claiming Time Study
37. Number of Individuals Served, By Type of Individual & Source of Primary Insurance Coverage
38. Breakdown of Individuals Served, By Type of Individual & Program Participants
39. Division of Healthy Start & Perinatal Services Health Data Sheet – (A) Characteristics of Program Participants, (B) Risk Reduction/Prevention Services, (C) Health Start Major Service Table

## OTHER REPORT TYPES

(Note: Many of these reports should be available for the user to generate, prompted for their desired date range, i.e., may run weekly, monthly, quarterly, annually, etc). Also, these reports should be with the option of generating by single staff member, for all staff members, by single client (mother and/or child), and by all clients, within specified date ranges meeting selection criteria, where applicable.)

- A. Birth Outcomes (includes birth weight, weeks of gestation)
- B. Caseload Count by Nurse and/or Detail by Client
- C. Length of Time per Home Visit by Nurse
- D. Number of Home Visits by Nurse and/or Status
- E. Number of Attempted Home Visits
- F. Number of Telephone Calls
- G. Number of Attempted Telephone Calls
- H. Number of Domestic Clients with Danger Assessment
- I. Number of Visits per Client
- J. Number of Clients Positive on Edinburgh by Score
- K. Number of Outgoing Referrals, To Whom, and Status (Children and Mothers)
- L. Number of Outgoing Referrals as Result of Home Visit Complete, Pending, Refused
- M. Number of Children and Mothers – Detail
- N. Number of Children and Mothers – Open and Closed Dates
- O. Number of Outgoing Referrals on Children for Home Visit
- P. Number of Children and Mothers by Insurance Type
- Q. Number of Children Rehospitalized During Home Visit
- R. Maternal Outcomes (Number of Deaths)
- S. Time Spent on Preconception Health by Nurse
- T. Number of Clients Receiving Preconception Tool
- U. Number of Clients Receiving Preconception Tool with Follow-Up Status Result
- V. Duration of Services per Client by Nurse (i.e., from Open to Closed)
- W. Number of Clients with Positive PHQ9 Score by Date
- X. Number of Clients with PHQ9 Assessment by Score
- Y. Number of Client ER Visits by Reason (Accidental, Non-Accidental, Illness, Injury, Pregnancy-Related (Children and/or Mothers))
- Z. Client Data Sheet (includes client demographics, family members, services provided, contacts, charting and progress notes, follow up actions, etc, for i.e., subpoena of EMR; need printable format)