

BIH Data Systems Summary Presentation Question & Answer April 21, 2015

Presentation

- 1. Will this PowerPoint be sent out to the BIH Coordinators?
 - a. Can I get a copy of this presentation?**

Yes. We will be providing a copy of this presentation to BIH coordinators and MCAH directors.

ETO Functionality

- 2. Will ETO be mapped to flag due dates of assessments?**

Yes, however, this will be in the form of a report in ETO.

- 3. Is there a calendar feature, where a supervisor can see the planned activities of the other staff members? Persimmony has this feature.**

There is a calendar feature using ETO's To-Do List. Staff would need to track their forms that are due using this feature and a supervisor can follow up on those items. The To-Do List does not track activities other than forms to be completed. The MACH-BIH team will look into Persimmony's feature and can provide guidance on additional ETO functionality that may serve similar purposes.

- 4. Will ETO be mapped from participant entry to closure?**

Yes. Participants are tracked from recruitment to closure in ETO.

ETO Reporting

- 5. Will program coordinators be able to track staff activities? Pull daily, weekly reports related to the completion of task related to participants?**

Yes. ETO has the capabilities and tools to be able to monitor and track staff activities through various reports that will be made available which can be run at any time. The MCAH-BIH team will periodically incorporate new reports into ETO, prioritizing specific needs of the local staff.

- 6. Will the ETO system be able to look at how long it takes to get women into group? Since we are only looking at how many women participate in the program, when reports are provided, will it have information on the average time and/or contacts per client it takes to get women into services, as each**

jurisdiction will be different. This data could be used to guide programs, including messaging.

Yes. The MCAH-BIH team is working to incorporate custom reports to supplement the built-in reporting capacity of ETO. With the information we gathered from the BIH Data Systems Survey and input from the Program and Policy team, we have comprised a list of reporting needs. The MCAH-BIH team will periodically incorporate new reports into ETO, prioritizing specific needs of the local staff.

7. Will we have a report matrix that will provide us with where the data for the report is being pulled from so that we may be able to do QA on the data entry?

This information will be included in a report manual to be developed by the MCAH-BIH team.

Data Entry

8. Won't the Data Entry person be the main person entering all the forms etc.?

Every BIH staff person will be required to receive training in ETO and will be able to use the system as well as enter data. Based on your site's personnel and staffing, the Data Entry Lead may be the responsible for a large portion of completing entry into ETO, however, you may allocate portions of data entry to other staff members as well. A recommended optimal division of data entry responsibilities/activities for all local staff positions will be made available to BIH sites.

9. Would it be ok for the data person to enter the recruitment/client into the system (enroll them) and then assign it to the FHA to input case management data related to the participant?

Yes. All BIH staff will be trained ETO users. Based on your site's personnel and staffing, you may allocate data entry tasks appropriately. A recommended optimal division of data entry responsibilities/activities for all local staff positions will be made available to BIH sites.

10. Just for clarification, all data collection needs to continue to happen on paper charts?

Correct. This will allow both local BIH sites and MCAH-BIH to conduct quality assurance activities such as chart reviews and data quality report corrections.

ETO Timeline

11. When is the ETO database going to be ready for use?

Once all staff at your site have undergone the training and met all prerequisites as slated in the ETO User Training Logistics.

12. Will a training guide be developed after the conclusion of the WebEx training? When will it be available?

All BIH sites will receive a copy of both the BIH Data Collection Manual and ETO User Manual on June 1st per the ETO Implementation Timeline.

Data Governance

13. Will the data collection manuals include a data dictionary for our statisticians? I am the statistician and I want to make sure I use the data in my SAS programming as seamlessly as possible.

The data collection manuals released at ETO kick-off will not include a data dictionary. The MCAH-BIH team will work with stakeholders to ensure reporting functionality supports local information needs. MCAH-BIH team efforts at this time are focused on building ETO reporting capacity for task management and model fidelity monitoring. The MCAH-BIH team is currently reviewing data governance needs to develop data policies that will ensure BIH data are consistent with the program(s) level of maturity and that data meet quality standards before release.

14. Will raw downloads be available or only the reports – if there are raw data dumps, what format?

Some data may be available for download through ETO reporting features and the MCAH-BIH team will continue to work with stakeholders to ensure reporting functionality supports local information needs. The MCAH-BIH team is currently reviewing data governance needs to develop data policies that will ensure BIH data are consistent with the program(s) level of maturity and that data meet quality standards before release.

15. Can we take part in the data governance meetings?

The MCAH-BIH team has benefited a great deal by engaging BIH Coordinators in Meetings, like this one, which help inform people inside and outside of BIH about the program. The MCAH-BIH team will contact BIH Coordinators and other stakeholders to let them know how they can participate in BIH data governance development.