

2014-2015 BIH Data Quality Reminder 4.0
Released 10/27/14
Updated 11/4/14

This is the 4th in a series of Data Quality Reminders that will be coming out throughout the fiscal year.

INDIVIDUAL CLIENT PLAN (ICP)

The ICP should be started after completion of Prenatal Assessment 1 and updated as the client makes progress on her goal. Questions on what is considered “complete” arose during the FY 13-14 Annual Report follow-up calls.

Currently, the only data entered into the MCAH-BIH-MIS from the ICP are the date of initiation, last updated, and date of completion. These data are entered in the Forms Status section of the MIS below.

Here are two examples of how the ICP should look at different time points: Initiation and Completion

- 1) **Initiation:** During the initial meeting with the client the following areas of the ICP should be completed:
 - a. Page 1- Client identified strengths, FHA identified strengths, Prioritized list of concerns (at least 3)
 - b. Page 2- Concerns Worksheet
 - c. Page 3, 4, 5- Identify and record at least 1 goal related for each of the 3 concerns, and enter initial update/plan of action step.

Once the above requirements are completed, enter the “Date Initiated” in the MCAH-BIH-MIS under the Forms Status section for the ICP.

Here’s how the form should look and entry of the initiation date into the MIS:

FORM

Individual Client Plan (ICP)

For the FHA to fill out:

Client Name:	Sasha Fierce
BIH ID #:	1234567
Local ID #:	87654321
FHA Name:	K. Lewis
Date (MM/DD/YY):	10/28/2013

In the box below list the client’s strengths—include those she identified during Assessment 1 and any additional strengths you have identified. (Refer to p.12, in Facilitator’s Handbook for sessions 1-10 if needed.)

Client-identified strengths:

- Support of mom
- Learn easily
- Like to read

FHA-identified strengths:

- Resourceful
- Completed high school
- Has stable housing

Based on the ICP worksheet (p2), help the client choose the **TOP THREE highest-priority concerns she would like to address during her time in BIH.** Add another concern to this list whenever the client successfully resolves one of her original priority concerns.

PRIORITIZED LIST OF CONCERNS

1. Date: 10/28/2013
Go back to college
Date resolved: ___/___/___
2. Date: 10/28/2013
Learn about breastfeeding
Date resolved: ___/___/___
3. Date: 10/28/2013
Prenatal care
Date resolved: ___/___/___
4. Date: ___/___/___
Date resolved: ___/___/___
5. Date: ___/___/___
Date resolved: ___/___/___
6. Date: ___/___/___
Date resolved: ___/___/___

ICP Concerns Worksheet

Client Name: Sasha Fierce
 Date: 10/28/2013

Working with the client, please check boxes for all concerns that apply:

HEALTH

Diabetes
 Hypertension
 Asthma
 Obesity
 Heart problems
 Frequent urinary tract infections
 Sexually transmitted infections
 Other: _____

HEALTH CARE

Inadequate/ no health insurance
 Problem accessing Medi-Cal
 Not receiving prenatal care
 Not receiving postpartum care
 Not receiving oral health care
 Baby not getting well-baby checkups
 Baby not getting immunizations
 Dislikes how treated by provider
 Other: _____

MENTAL HEALTH

Mental problems
 Depression
 History of abuse: physical, sexual, psychological
 Not comfortable with parenting role
 Unresolved psychiatric conditions
 Other: _____

EMPLOYMENT AND FINANCIAL

Unemployed
 Limited finances
 Problems with AFDC/Medi-Cal/Welfare
 No child care
 Other: _____

EDUCATIONAL

Not a high-school graduate
 Special learning problems
 Illiterate
 Poor school attendance
 Poor academic performance
 Not in school
 No clear goals for the future
 Other: want to complete college

LIVING CONDITION

Moves frequently
 Client doesn't feel safe/not safe for baby
 Living with others/lacks own housing
 Children removed from home
 Children living with other family member(s) or friend
 Homeless
 Emergency shelter
 Overcrowded living conditions
 Poor housing conditions
 Neighborhood concerns
 Community violence
 Other: _____

SUPPORT SYSTEM

Unstable relationship with father of baby
 Unstable relationship with other family members
 Limited or no emotional support
 High level conflict in support systems
 Partner abuse
 Family violence
 Child abuse
 Other: _____

NUTRITION

Inadequate/non-nutritional food
 Lacks access to nutritional food
 Not taking prenatal vitamin
 Inadequate facilities/equipment for food storage/prep
 Problems following special diet
 Food/beverage intolerance
 Lack of breastfeeding knowledge
 Feeding method undecided
 Lack of knowledge of perinatal dietary needs
 Weight gain problem/weight loss
 Excessive amounts of caffeinated/ sugary beverages
 Other: _____

SUBSTANCE ABUSE

Smoker
 Alcohol abuse
 Drug use
 Improper use OTC/prescription drugs
 Other: _____

LEGAL

Specify: _____

TRANSPORTATION

Specify: No car

OTHER

Specify: _____

Client name: Sasha Fierce
 Concern #1: Not receiving prenatal care
 Goal: Obtain a new prenatal care provider

Date	Visit Type (circle)	Update and Plan of Action Briefly describe client's progress since last meeting and plans for next steps in addressing this concern (e.g., recommended resources and/or referrals to services, specific tasks to be completed by client and/or FHA, target dates for completion). Please note any specific health education materials shared with client during the encounter.	Disposition (circle)
10/28/13	Office visit	Referred participant to clinic that works closely with BIH and has African-American providers. Follow-up with phone call next week.	1. Ongoing 2. Resolved 3. Worsened
	1. Office visit 2. Phone call 3. Group session 4. Home visit		1. Ongoing 2. Resolved 3. Worsened
	1. Office visit 2. Phone call 3. Group session 4. Home visit		1. Ongoing 2. Resolved 3. Worsened
	1. Office visit 2. Phone call 3. Group session 4. Home visit		1. Ongoing 2. Resolved 3. Worsened
	1. Office visit 2. Phone call 3. Group session 4. Home visit		1. Ongoing 2. Resolved 3. Worsened

MIS

The screenshot shows the 'Form Status' interface with a 'Case:' dropdown menu. Below it is a table with three columns: 'Date Initiated', 'Date Last Updated', and 'Date Completed'. The rows represent different form sections: 'Rights, Responsibilities, and Consent', 'Individual Client Plan', 'Birth Plan', 'Safety Checklist', and 'Life Plan'. A red arrow points to the 'Date Initiated' field for the first row, which currently contains 'Select a date' and a calendar icon. The 'Date Completed' field for the first row contains '10/28/2013' and a calendar icon. A note at the bottom states: 'Fields marked with an asterisk (*) are required.'

	Date Initiated	Date Last Updated	Date Completed
Rights, Responsibilities, and Consent:	Select a date 15	Select a date 15	10/28/2013 15
Individual Client Plan:	10/28/2013 15	Select a date 15	Select a date 15
Birth Plan:	Select a date 15	Select a date 15	Select a date 15
Safety Checklist:	Select a date 15	Select a date 15	Select a date 15
Life Plan:	Select a date 15	Select a date 15	Select a date 15

- 2) **Completion:** As the client progresses throughout the intervention the ICP should be updated via progress made on the goals identified at initiation.

For marking completion, use the most recent of the following

- 1) The date the ICP was initiated

OR

- 2) The date the ICP was last updated

Here's an example of how entry of the ICP completion date should look in the MIS

MIS

The screenshot shows the 'Form Status' interface with a 'Case:' dropdown menu. Below it is a table with three columns: 'Date Initiated', 'Date Last Updated', and 'Date Completed'. The rows represent different form sections: 'Rights, Responsibilities, and Consent' and 'Individual Client Plan'. A red arrow points to the 'Date Completed' field for the 'Individual Client Plan' row, which contains '12/2/2013' and a calendar icon. The 'Date Initiated' field for the 'Individual Client Plan' row contains '10/28/2013' and a calendar icon. The 'Date Last Updated' field for the 'Individual Client Plan' row contains '12/2/2013' and a calendar icon.

	Date Initiated	Date Last Updated	Date Completed
Rights, Responsibilities, and Consent:	Select a date 15	Select a date 15	10/28/2013 15
Individual Client Plan:	10/28/2013 15	12/2/2013 15	12/2/2013 15