Guidelines for Data Collection
Early Childhood Mental Health Consultation
July 2010 through June 2011

These guidelines offer directions for collecting and submitting data related to Child/Family Focused ECMHC services and Center Focused ECMHC services. A few updates have been made to the forms based on feedback from providers and changes in process. There are several elements to the current data collection and reporting process: two different outcome forms—one child/family focused and one center-focused; this Guidelines for Data Collection document; two satisfaction/evaluation surveys for Parent and Early Childhood Staff consultation services; and, evaluation of ECMHC consultant provided trainings. Additional directions for submission of the data are also included.

ECMHC Data Collection Requirements

Child/Family Focused Consultation
- Ohio Child/Family Focused Outcomes Reporting Form
- Devereux Early Childhood Assessment (DECA), pre and post services
- Evaluation of ECMHC Services, Parent/Caregiver Version
- Written intervention/action plan
- Number of face-to-face interactions at center and in home

Ohio Center Focused Consultation
- Ohio Center Focused Outcomes Reporting Form
- Reflective Checklist for the Environment, pre and post services
    - It is recommended that all 5 checklists be used as guidance for a more comprehensive action plan but only the Environment one is required
- Classroom intervention/action plan
- Evaluation of ECMHC Services, Early Childhood Program Version
- Number of center visits and duration of those visits
- Recommended use of DECA for classroom, but it is not required

Training Evaluation
- Evaluations required for all training/workshops provided for early childhood providers, parents and cross-systems
- Evaluations not required for individual modules of multiple sessions – need provide only one completed at the end of all sessions

Directions for submitting Ohio Child/Family Focused Reporting Form Data.

Data point definitions:

Client ID: agency identifier for specific clients served; each reporting Board must adopt mechanism for identifying specific clients served to assure that data is not collected redundantly

Name of center: Choose name from the drop-down menu, or if not on list, enter other, then enter name and license number in box

Type of program: use the drop down menu to select type of program

Client's Date of Birth: month, day and year of birth; permits the tracking of age

County: county where the services are provided

Race and Ethnicity: as family self-identifies

Gender: as family identifies

Referral Source: indicate person or entity that referred client for services; permits tracking of referral sources

Reason for case not opening: indicate, if known, the reason that the referral did not result in client accepting/engaging in services

Service information: indicate dates referred, case opened, and case closed; if client still receiving services at end of fiscal year (July reporting), indicate services are ongoing

<u>Intervention/Action plan status</u>

Written: indicate whether an intervention plan has been written and, if so, date written and approved by center and/or family

Estimation of Plan Implementation: consultant to indicate estimate of percentage of the plan that has been implemented as of reporting date

Total Number of sessions: total number of consultant visits to the center and in the family's home during the time that consultation services were ongoing

Total Duration of sessions: total number of minutes of consultation services provided during the time that consultation services were ongoing

Number of visits in the family's home: number of consultant visits to the family's home during the time that services were ongoing

Total Duration of sessions in the family's home: total number of minutes of consultation services provided in the family's home during the time that consultation services were ongoing

Closure Information - Referrals for further services: list any referrals for linkage to other providers given to the family during services and at case closure.

Status at case closure: use the drop down menu to indicate the specific case status at closure that best fits the case status

DECA/DECA-C/DECA I/T Results: indicate which instrument was used; indicate whether the teacher's and parent's pretest and posttest assessments were collected and dates of administration; list all of the pretest and posttest T-scores and indicate whether categorical change on these scores occurred (for DECA, scores that move across the T-score of 40 or across the T-score of 60 represent categorical change; please review assessment directions for more information)

Data Submission

All data must be entered into the web system and must be submitted as follows:

- Any child/family focused consultation services closed between July 1 and September 30, 2010 must be submitted no later than October 15, 2010.
- Any child/family focused consultation services closed between October 1 and December 31, 2010 must be submitted no later than January 15, 2011.
- Any child/family focused consultation services closed between January 1 and March 31, 2011 must be submitted no later than April 15, 2011.
- Any child/family focused consultation services closed between April 1 and June 30, 2011 or that remain ongoing at the end of the fiscal year must be submitted no later than July 15, 2011.

Directions for submitting Ohio Center Focused Reporting Form Data.

Data point definitions:

Classroom ID: agency identifier for the specific classroom served; each reporting Board must adopt a mechanism for identifying specific classrooms to assure that data is not collected redundantly

Approved Center: approved center housing the classroom; this data point helps track centers served. If a center you want to provide consultation services to is not on the approved drop-down list, contact Marla Himmeger at marla.himmeger@mh.ohio.gov

Date Consultation Partnership Agreement signed: agreement considered signed on the date both center representative and consultant signed

County: county where the services are provided

Type of program: use the drop down menu to select type of program

Numbers of teachers/students: number of teachers participating in this specific classroom consultation and number of students enrolled in the class

Number of students removed from classroom during intervention plan implementation due to behavioral difficulties: number of students transferred or expelled from classroom for behavioral difficulties

Total number of consultant visits: total number of visits made by consultant to the center made during the fiscal year

Total duration of consultant visits: total number of minutes of consultation services provided during the fiscal year

Race and Ethnicity: as family self-identifies

Gender: as family identifies

Intervention/Action plan status

Written: indicate whether an intervention plan has been written and, if so, date written and approved by center

Estimation of Plan Implementation: consultant to indicate estimate of percentage of the plan that has been implemented as of reporting date

Date Consultation Services completed: date consultant services to specific classroom ceased to be provided or end of fiscal year

Reflective Checklist for the Environment Results

Initial date: date first Reflective Checklist completed

Last/closure date: date last Reflective Checklist completed

Individual question results on both initial and last/closure scoring: indicate the specific answers to questions 1-18 on the checklist so that specific responses can be tracked

Data Submission

All data must be entered into the web system and must be submitted as follows:

- Any center based consultation services opened or closed between July 1 and September 30, 2010 must be submitted no later than October 15, 2010.
- Any center based consultation services opened or closed between October 1 and December 31, 2010 must be submitted no later than January 15, 2011.
- Any center based consultation services opened or closed between January 1 and March 31, 2011 must be submitted no later than April 15, 2011.
- Any center based consultation services opened or closed between April 1 and June 30, 2011 or that remain ongoing at the end of the fiscal year must be submitted no later than July 15, 2011.

Training and Evaluations

Evaluations of Consultation Services

Evaluation of ECMHC Services, Parent/Caregiver Version - must be completed at closure of consultation services or end of fiscal year, whichever occurs first

Evaluation of ECMHC Services, Early Childhood Program Version - must be completed at closure of consultation services or end of fiscal year, whichever occurs first

Training Evaluations

Evaluations required for all training/workshops provided for early childhood providers and parents

- Evaluations not required for individual modules of multiple sessions – need provide only one completed at the end of all sessions

Data Submission

All evaluations must be entered into the web system and must be submitted as follows:

- For any child/family or center based consultation services closed and training conducted between July 1 and September 30, 2010, evaluations must be submitted no later than October 15, 2010.
- For any child/family or center based consultation services closed and training conducted between October 1 and December 31, 2010, evaluations must be submitted no later than January 15, 2011.
- For any child/family or center based consultation services closed and training conducted between January 1 and March 31, 2011, evaluations must be submitted no later than April 15, 2011.
- For any child/family or center based consultation services closed and training conducted between April 1 and June 30, 2011, or that remain ongoing at the end of the fiscal year evaluations must be submitted no later than July 15, 2011.

Send any questions regarding the use of the web system or submission of data to lisa.potoma@bchfs.org. Please include your name and contact information in any email correspondence.