

MATERNAL REPORTING SYSTEM

AGENCY ENTERS DATA INTO WHIS

Maternal Health Database

- Developed by SoftForce Inc. by Karen Osenbaugh in 1999.
- Microsoft Access database, must have MS Access 2007 or 2010.
 - Note a subcontractor should not have more recent version than contractor.
- Local Title V contracted agencies and their subcontractors enter data in the database for each maternal Health client they serve.

WHIS REPORTS

- Database has a number of reports available both at the local level and at the state level
- If information is needed from the database beyond these “pre-generated” reports, a specific query can be run to meet your needs, your agency may need to pay our contractor to develop the query.

DATA SYSTEM RESPONSIBILITY

- Each contractor is responsible for their dataset and the data from their subcontractors, as well as the timely transmission of the data monthly to the State.
 - Subcontractors transmit to state and contractors retrieve via file transfer.
- Contractors transmit by the 28th of the month to the State.
- If you are unable to meet the required deadline send a e-mail to stephanie.trusty@idph.iowa.gov .
- **Monthly reporting of WHIS data is required reporting in your contract.**

ACCESS TO THE DATABASE

- Must be controlled to assure the privacy and confidentiality of the records.
- Each user must have a user ID and password, and indicate on the intake summary form who provided the service and if someone different did the data entry in WHIS.
- Tokens are not required for data entry however they are needed to do the monthly transfer to files to IDPH.
- At the state level Steph Trusty, Brad Hummel, and Ellen Warner , Sarah Mauch and Jennifer Pham are the only staff with access to the database.
- Data reports the state releases do not contain client specific identifying information.

HOW IS WHIS DATA USED?

- Planning of service delivery
- Translator needed status is included in the funding formula to determine funding levels for the MH funding allocation tables in the RFP and RFA.
- Health surveillance
- Evaluation of service provision
- Reports to the federal government
- Local contractors utilize the data for planning, reporting , monitoring and evaluation of activities.
- Supporting documentation for billing.
- WHIS audits

MATERNAL HEALTH FFS BILLING

☐ Maternal Health

- Outreach (presumptive eligibility)
- Title XIX care coordination
- Title XIX home visit for care coordination

WHIS DOCUMENTATION

Required documentation

- Intake
- Outcome Summary
- Care Plan **if high risk on Medicaid Prenatal Risk Assessment**
- Service Delivery Summary
- Medicaid Risk assessment is a required form (you can do it on paper or in WHIS)

WHIS DOCUMENTATION

Optional WHIS Forms

- Pregnancy Tracking Form
- Psycho/Social Assessment
- Postpartum Intake – use this when you see a client for the first time **after delivery**.
- Dental Only – use if the only service the client wants to receive are oral health services.
- Presumptive Only – use if client received this service and then was lost to follow up

DOCUMENTATION OF SERVICES

Service Documentation to support Medicaid billing for the following services is **not** provided in WHIS

- social worker visits
- health education
- nutritional assessments
- postpartum home visits
- nursing assessment
- evaluation and management
- vaccine administration
- transportation
- interpretation
- direct OH services

THE MEDICAL RECORD (WHIS AND PAPER CHART)

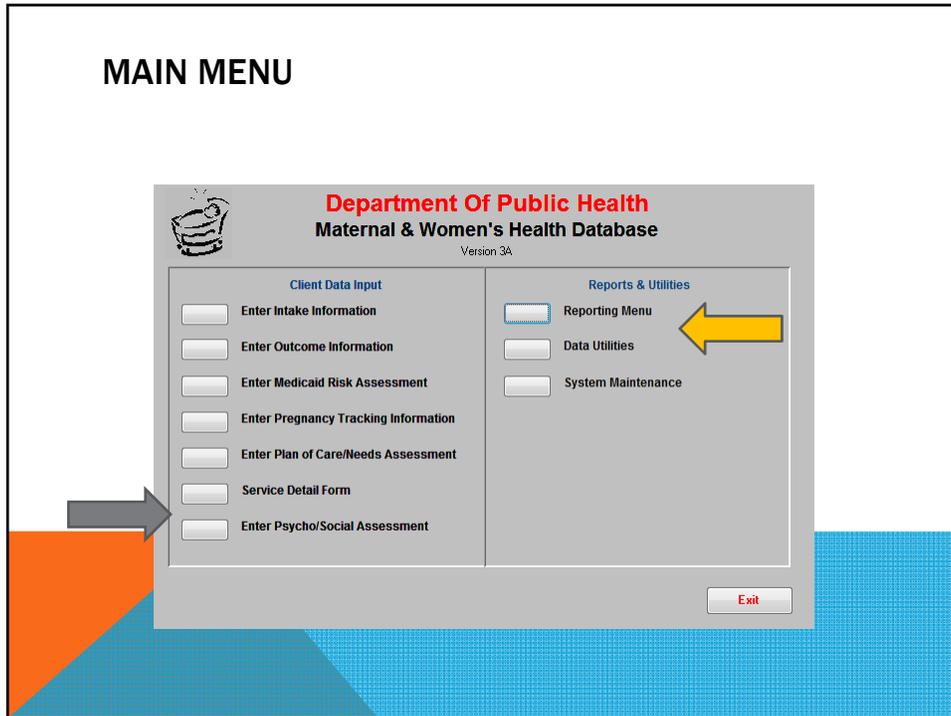
- The medical record is the means for providing continuity of care for the patient. It is a permanent record, which serves to keep health care providers informed of the patient's condition on a concurrent basis.

THE MEDICAL RECORD (WHIS AND PAPER CHART)

Medical Record also serves as:

1. Reflection of the care given according to standards and facilities policy.
2. Basis for quality improvement and peer review.
3. Defense for health care provider in a legal action.
4. Basis for appropriate financial reimbursement.

MAIN MENU



ADDING A NEW CLIENT

When a client initiates service for the first time a new client record will need to be added. To add a new client record click on the Enter Maternal Health Intake button from the main menu. From the intake form click on the ADD CLIENT button and an empty set of screens will appear for you to enter new client information.

Do not add a new client record if this client has received services in the past. If a client record exists for this client, but they are seeking services for a new pregnancy, select the existing client record and add a new referral record.

ADDING A REFERRAL RECORD:

Once you have entered new client information or selected an existing client, you must click on the ADD REFERRAL button. This button is found on the Referral tab of the Maternal Health Intake form. Clicking on this button will create a blank record for entering the referral information for the client.

Each time a client initiates service for a new pregnancy a new referral record must be added. If it is determined that the client does not meet the criteria for service, that client remains a referral only client. If services will be provided you must create an admission record for the client.

Client | Address | Misc. | History | Referral

Add Referral

Referral ID: 122101010

Date of contact:

CHANGES TO THE INTAKE FORM

Select Client: Demo, Ima | 14520-0543 | Search | Add Client | Admission ID: 145200567

Client | Client Info | History | Referral | Dental

Add Referral

Referral ID: 145200567

Date of contact: 1/1/2014

How did client hear of services? Hospital (specify)
 Other (specify)

Will services be provided: yes

Client consent form signed? yes | Date signed: 1/1/2014 | Program: Dental Visit Only

Agency assigned: FAMILY Inc.

Subcontractor assigned: Subcontractor 2 | County assigned:

Maternal Health
Women's Health
Postpartum Visit Only
Dental Visit Only
Presumptive Eligibility Only

DATA ENTRY IS SIMPLIFIED FOR ORAL HEALTH ONLY CLIENTS

The image displays two side-by-side screenshots of a web-based data entry form. The left screenshot shows the 'Dental' tab, and the right screenshot shows the 'Perceptive' tab. Both forms include fields for client information, dental history, and medical home status. The bottom of the image features a decorative graphic with orange and blue geometric shapes.

CHANGES TO DISCHARGE FORM

The image shows a screenshot of a web-based discharge form. At the top, it displays 'Select a Client: Demo, Ima' and 'Admission ID: 145200567'. Below this are tabs for 'Master', 'History', and 'Migc.'. The main form area contains a 'Discharge Date' field and a dropdown menu for 'Were services terminated prior to delivery?'. A cartoon snowman illustration is positioned in the bottom right corner of the form area. The bottom of the image features a decorative graphic with orange and blue geometric shapes.

TRANSFER TO THE STATE

SFTP (secure file transfer protocol)

- The Title V contracted agencies and their subcontractors send data monthly to the state server.
- Uses a separate program from the WHIS database. (*WinSCP, FileZilla, etc.*)
- Allows information from the agency's database to be uploaded to the state server every month via secure connection using the internet.
- Computer must have internet access.
- Staff transferring data files need a token to gain access to the state server.



MONTHLY REPORTING OF WHIS DATA

- Data file is created using the 'Export' function under 'Data Utilities' in WHIS.

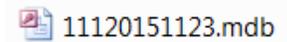


MONTHLY REPORTING OF WHIS DATA

- The data file is saved (by default) in 'DPH/Outbox_state' folder on the drive where your WHIS database is saved.



- The data file is named using the agency # and the export date.
(If your agency # was 111 and you did the export today the file would be named '11120151123.mdb' and would look like the picture below)



MONTHLY REPORTING OF WHIS DATA

- The data file transfer is basically just copying the data file from your server to ours via a secure ftp connection (sftp).
- WinSCP or similar software is required to create this secure connection. WinSCP can be downloaded for free. Instructions and support are available by contacting WHIS tech support. (515) 281-5401
- Agency must designate at least one staff person to be set up to transfer their data files. (Adding additional backup staff is optional)
- A security token is required to connect to state server and a folder must be created for them before they can access.
(send Token Request for sftp)

WHIS USER GETTING A NEW COMPUTER?

It is a requirement of your contract that you contact the Department when you get a new computer. Please contact Steph Trusty

- 515-418-7604
- stephanie.trusty@idph.iowa.gov

Information we will need to know

- Operating system installed on WHIS computer - Windows XP, Windows 95, Windows 98, other
- Type of connection to the internet - Dial up, Cable (broadband), DSL or T1
- What drive or path WHIS is installed on C:\DPH or H:\Shared\DPH, other

Need to install both the database and the file transfer software

WHIS MANUAL

Available online

http://www.idph.iowa.gov/Portals/1/Files/FamilyHealth/womans_health_system_manual.pdf

TECHNICAL ASSISTANCE FOR WHIS

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