

SFY 2022 Consent Processing Instructions – Nurse Family Partnership

The Department of Health (DOH) is implementing a new process for tracking and updating consent status for NFP clients. The central objectives of this change are to increase standardization of responses across NFP programs and to ensure that client consent updates can be joined to client records in the DOH data system, thereby reducing the number of clients missing a consent status.

To this end, DOH will send out a pre-populated spreadsheet each month and request your review and updates. The third tab of the excel document you find in your SFT folder (Client Consent Status – Details) will look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	Model	Program ID	Program Name	Funding	Guardian ID	Guardian Enroll Date	Guardian Exit Date	Consent	Home Visitor ID	Home Visitor Last Name	Notes
2											
3											
4											
5											
6											
7											
8											
9											
10											

The new consent update process will look like this:

- 1- DOH generates a report with a list of your program clients with any enrollment time in the past 12 months and their most recent known consent status (Yes/No/Missing). This report will serve as your new template for updating consent status and will be produced mid-month.
- 2- DOH will share this file with you via the SFT by the 20th of the month
- 3- Using the template provided to you, look at column H (shaded in gray). Update this field for each client who had changes to their consent status (usually this will be a change from “Missing” to “Yes” or “No”)
- 4- All responses in column H must be either “Missing” or “Yes” or “No”. If you have other notes or information you want to convey for specific clients, enter that information into the “Notes” field (column K)
- 5- Please complete this work by the **6th business day** of the following month, save, and upload the resulting file to the SFT site with the following naming convention:
NFP_Consent_*LIA NAME*_2021July_Updated

Looking up Clients in FLO

DOH uses the Guardian ID to link consent status to your client records in our data system. The Guardian ID in column E matches the Individual ID in Flo. Individual ID is the field on which you can search for clients in the Flo system, highlighted in the screenshot of Flo's search screen below. This will aid you in identifying client names and information to determine consent status.

Search Page

back search delete edit

Marques Dotson-Baird
Thu Sep-26-2019

Individual Case Service Worker Event

Search Criteria

Name: _____ Primary Worker: _____ Race: _____
Individual ID: _____ Service: _____ Ethnicity: _____
SSN: _____ Case Status: _____
Phone No.: _____ Participating voluntarily:
Email: _____ Medicaid Number: _____
Gender: _____
Individual Site: _____
Date of Birth: mm/dd/yyyy

More

Include Site Tree

Intake Wiz Go

Once you have searched by Individual ID, the results box will reveal the first and last names of the client:

Individual ID	Last Name	First name	Case ID	Case Name
133150	Cream	Ice	69048	Cream Case

If more verification of the client's identity is needed, you can navigate to the Individual Profile screen by clicking on the client's Individual ID, Last Name, or First Name in the results box:

Individual Profile

back search delete edit

Marques Dotson-Baird
Thu Feb-28-2019

Profile Demographics Messages Message Settings

Ice Cream

ID: 133150
Gender: Female
Date of Birth: Jan-02-2000 (19)
Site: National Service Office
Safety Concern: Yes
Financial Concern: Yes
Aware of Contact: Partner - No; Home - No
Speaks English: Yes
Language: _____
Individual Identifier: _____

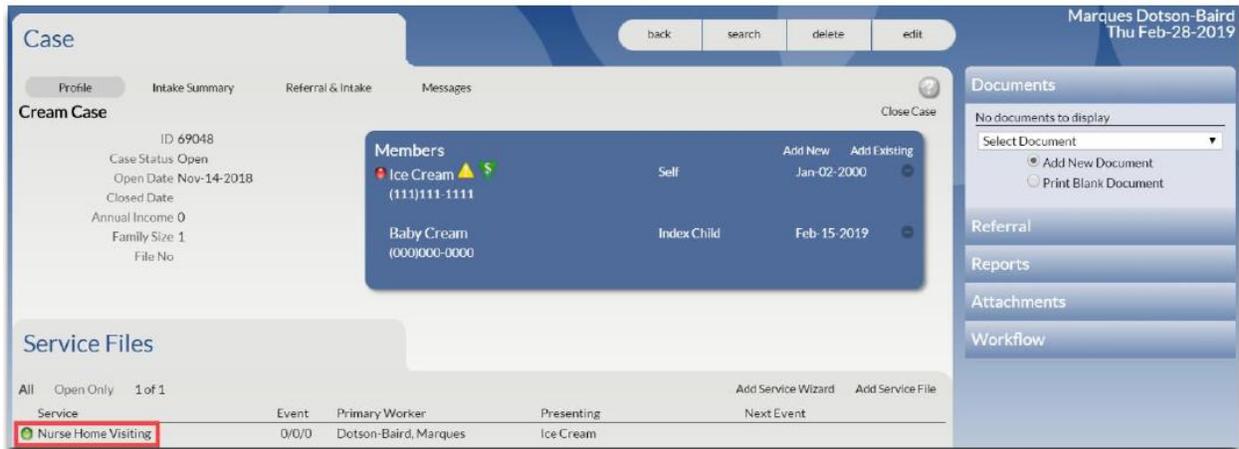
Contact Info
Tel (Cell): (111)111-1111 Add

Address
Main Address
CO
United States 11111
(show map) Edit

Collateral Contacts
No collateral contacts to display Add

Case Information
Cream Case
Add Service Wizard
Nurse Home Visiting
Informal Series
Pre-Enrollment
Reports
Documents
Attachments
Workflow

Or, alternatively, you can access the client's Case File by clicking either Case ID or Case Name:



In the long-term, this process is intended to benefit NFP programs and DOH alike. Programs will benefit from receiving a pre-populated list of clients and their most recent consent status in the DOH data system, thus reducing the amount of manual data entry required. DOH will benefit from all NFP programs using the same template format, and consistent use of a client identifier (Guardian ID / Individual ID).

If you have any immediate questions, you may reach out to Eric Seely of DOH:

eric.seely@doh.wa.gov