

## Documenting Depression Screenings, Referrals, and Follow Up in ETO

### Depression Screening:

#### What are we measuring?



**HVSA Aligned Measure 2:** Percent of primary caregivers enrolled in home visiting who are screened for depression using a validated tool within 3 months of delivery if enrolled pregnant or 3 months of enrollment if enrolled postnatally.

#### Instructions:

Complete a depression screening for primary caregivers using the PHQ-9 form within **90 days of delivery** if enrolled pregnant or **90 days of enrollment** if enrolled postnatally.

#### How do I enter a depression screening into ETO?

**Step 1:** Log into ETO and from your Dashboard, click 'Record/Edit Client Assessments'



**Step 2:** ETO takes you to a search screen to find the participant you want to work with. Enter a last name, case number, or SSN and click **GO**. Or leave the search box blank and click **GO** to see a list of all active participants. When the search results display, click on the client you are searching for.

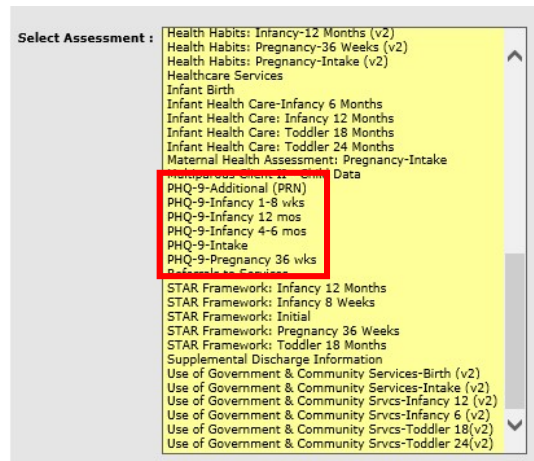


The screenshot shows the 'Participant Assessment' search screen. It has a title bar 'Participant Assessment' and a search prompt: 'Search for Participants in 1-Nurse Home Visiting- by (partial) Last Name, SSN or Case Number:'. There is a text input field, a 'Go' button, and a checkbox labeled 'Include Dismissed Participants in results'. Below the checkbox, it says 'To see all Participants leave the box empty.'

**Step 3:** ETO takes you to the **Review Assessments** page for that client. Click the **Take New Assessment** Button.

**Take New Assessment**

**Step 4:** Select the appropriate PHQ-9 assessment from the Select Assessment drop-down list and click Continue.



**Step 5:** Enter the date that the visit / data collection form was completed and verify the client's case number, name and date of birth.

**Step 6:** Use the drop-down menus to select your client's answer to each question. Options for each question are: *Not at all, Several days, More than half the days, Nearly every day.*

Over the **last 2 weeks**, how often have you been bothered by any of the following problems?

1. Little interest or pleasure in doing things  
--Select--
2. Feeling down, depressed or hopeless  
--Select--
3. Trouble falling or staying asleep, or sleeping too much  
--Select--
4. Feeling tired or having little energy  
--Select--
5. Poor appetite or overeating  
--Select--
6. Feeling bad about yourself - or that you are a failure or have let yourself or your family down  
--Select--
7. Trouble concentrating on things, such as reading the newspaper or watching television  
--Select--
8. Moving or speaking so slowly that other people could have noticed? Or the opposite - being so fidgety or restless that you have been moving around a lot more than usual  
--Select--
9. Thoughts that you would be better off dead or of hurting yourself in some way  
--Select--

Total Score: 0

10. If you checked off any problems, how difficult have these problems made it for you to do your work, take care of things at home, or get along with other people?  
--Select--

**Step 7:** When finished, click **Submit**. If you are missing required information, you can choose to **Save Draft**. You will need to return and enter the missing information at a later time.

### Completed Depression Referrals:

#### What are we measuring?

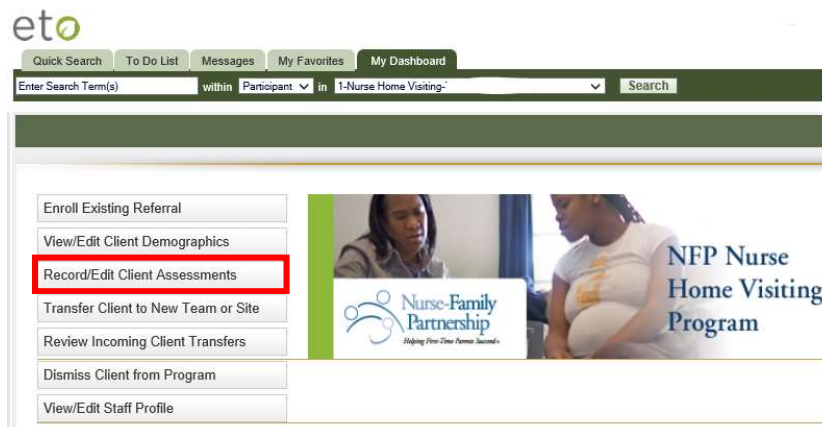


**MIECHV Performance Measure 17:** Percent of primary caregivers referred to services for a positive screen for depression who receive one or more service contacts.

**Instructions:** If the total PHQ-9 score is 10 or higher or the caregiver answered something other than “not at all” to question 9, the depression screening is positive and a referral is needed. The referral is considered complete when the caregiver receives one or more service contacts as indicated by a documented follow up.

#### How do I document a depression referral in ETO?

**Step 1:** Log into ETO and from your Dashboard, click 'Record/Edit Client Assessments'

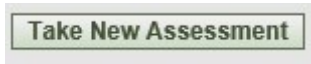


**Step 2:** ETO takes you to a search screen to find the participant you want to work with. Enter a last name, case number, or SSN and click **GO**. Or leave the search box blank and click **GO** to see a list of all active participants. When the search results display, click on the client you are searching for.

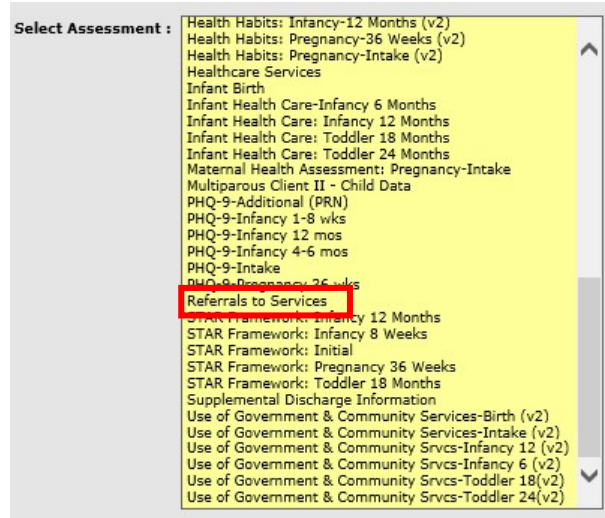


The screenshot shows the 'Participant Assessment' search screen. At the top, it says 'Participant Assessment'. Below that, there is a search prompt: 'Search for Participants in 1-Nurse Home Visiting- [redacted] by (partial) Last Name, SSN or Case Number:'. There is a text input field for the search criteria and a 'Go' button. Below the input field, there is a checkbox labeled 'Include Dismissed Participants in results' and a note: 'To see all Participants leave the box empty.'

**Step 3:** ETO takes you to the **Review Assessments** page for that client. Click the **Take New Assessment** Button.

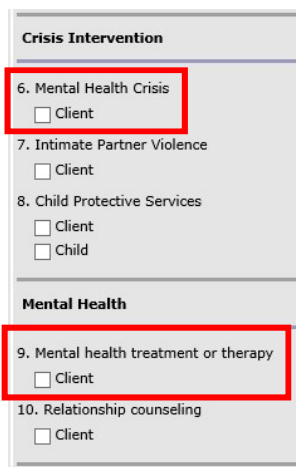


**Step 4:** Select *Referrals to Services* from the **Select Assessment** drop-down list and click **Continue**.



**Step 5:** Enter the date that the visit / data collection form was completed and verify the client's case number, name and date of birth.

**Step 6:** Use the check boxes to indicate whether the referral was made for 6. Mental Health Crisis or 9. Mental health treatment or therapy.

A screenshot of a form section titled "Crisis Intervention" and "Mental Health". Under "Crisis Intervention", there are three items: "6. Mental Health Crisis" with a checkbox labeled "Client", "7. Intimate Partner Violence" with a checkbox labeled "Client", and "8. Child Protective Services" with checkboxes labeled "Client" and "Child". Under "Mental Health", there are two items: "9. Mental health treatment or therapy" with a checkbox labeled "Client", and "10. Relationship counseling" with a checkbox labeled "Client". The checkboxes for "6. Mental Health Crisis" and "9. Mental health treatment or therapy" are highlighted with red rectangular boxes.

**Step 7:** When finished, click **Submit**. If you are missing required information, you can choose to **Save Draft**. You will need to return and enter the missing information at a later time.

## How do I document a completed referral in ETO?

**Step 1:** Log into ETO and from your Dashboard, click 'Record/Edit Client Assessments'



**Step 2:** ETO takes you to a search screen to find the participant you want to work with. Enter a last name, case number, or SSN and click **GO**. Or leave the search box blank and click **GO** to see a list of all active participants. When the search results display, click on the client you are searching for.

The image shows the 'Participant Assessment' search screen. It has a title bar 'Participant Assessment' and a search prompt: 'Search for Participants in 1-Nurse Home Visiting- [dropdown] by (partial) Last Name, SSN or Case Number:'. Below the prompt is a text input field and a 'Go' button. There is also a checkbox labeled 'Include Dismissed Participants in results' and a note: 'To see all Participants leave the box empty.'

**Step 3:** ETO takes you to the **Review Assessments** page for that client. Click the **Take New Assessment** Button.

**Take New Assessment**

**Step 4:** Select *Use of Government Services* from the **Select Assessment** drop-down list and click **Continue**.

Select Assessment :

- Edinburgh Postnatal Depression-Additional (PRN)
- Edinburgh Postnatal Depression-Infancy 1-8 wks
- Edinburgh Postnatal Depression-Infancy 12 mos
- Edinburgh Postnatal Depression-Infancy 4-6 mos
- Edinburgh Postnatal Depression-Intake
- Edinburgh Postnatal Depression-Pregnancy-36 wks Encounter
- GAD-7: Additional (PRN)
- GAD-7: Pregnancy 36 Weeks
- H.O.M.E. Inventory Infancy 6 Months
- H.O.M.E. Inventory Toddler 18 Months
- Health Habits: Pregnancy-36 Weeks (v2)
- Health Habits: Pregnancy-Intake (v2)
- Healthcare Services
- Infant Health Care-Infancy 6 Months
- Infant Health Care: Infancy 12 Months
- Infant Health Care: Toddler 18 Months
- Infant Health Care: Toddler 24 Months
- Multiparous Client II - Child Data
- PHQ-9-Additional (PRN)
- PHQ-9-Pregnancy 36 wks
- Referrals to Services
- STAR Framework: Infancy 12 Months
- STAR Framework: Pregnancy 36 Weeks
- STAR Framework: Toddler 18 Months
- Supplemental Discharge Information
- Use of Government & Community Services-Birth (v2)
- Use of Government & Community Services-Intake (v2)
- Use of Government & Community Svcs-Toddler 18(v2)
- Use of Government & Community Svcs-Toddler 24(v2)

**Step 5:** Enter the date that the visit / data collection form was completed and verify the client's case number, name and date of birth.

**Step 6:** The Service Utilization Response Key is located at the top of the assessment; this is to be used to answer question on the assessment.

**Service Utilization Response Key:**

- 2 = Client or child is currently receiving this service
- 3.1 = Service assessed by NHV as needed – NHV has previously made a referral for this service, but the service is full
- 3.2 = Service assessed by NHV as needed – NHV has previously made a referral for this service, the client or child is waiting for service
- 3.3 = Service assessed by NHV as needed – NHV has previously made a referral for this service, but the service is not available in area
- 4.1 = Service assessed by NHV as needed – NHV has previously made a referral for this service, but the client refused the referral
- 4.2 = Service assessed by NHV as needed – NHV has previously made a referral for this service, but the client did not take action for herself or her child
- 5.1 = Client or child received this service since the last time the form was completed, but is no longer receiving this service because they have completed the service
- 5.2 = Client or child received this service since the last time the form was completed, but is no longer receiving this service because the services were discontinued by the client
- 5.3 = Client or child received this service since the last time the form was completed, but is no longer receiving this service because the services were discontinued by service agency
- 6 = Service assessed by NHV as needed – NHV made referral for this service at the visit

**Step 7:** Use the drop down to indicate the appropriate response according to the Service Utilization Response Key for either 6. *Mental Health Crisis* or 9. *Mental health treatment or therapy*.

**Crisis Intervention**

Client: 6. Mental Health Crisis

Client: 7. Intimate Partner Violence

Client: 8. Child Protective Services Child: 8. C

**Mental Health**

Client: 9. Mental health treatment or therapy

Client: 10. Relationship counseling

**Step 8:** When finished, click **Submit**. If you are missing required information, you can choose to **Save Draft**. You will need to return and enter the missing information at a later time.