HEAD START

Regional T/TA Network

Health Component: Tracking, Reporting and On-going Monitoring

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Learning Objectives

- Health manager's role in tracking and recordkeeping
- Explore ways to foster tracking and recordkeeping skills
- Identify available resources to support staff in recordkeeping and tracking

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Learning Objectives

- Understand the role Health managers play in supporting the effective use of health data
- Get to know the four data activities
- Learn the difference between compliance and performance
- Learn how to use data in planning and decision-making

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Tracking and Recordkeeping

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Get Organized!

BELIEVE
IT CAN BE DONE.

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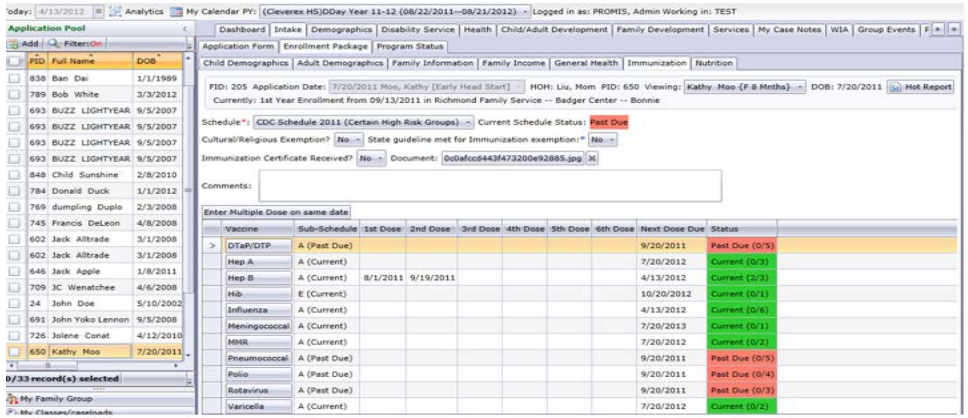
- A program must **develop a system to track referrals and services** provided and **monitor the implementation of a follow-up plan** to meet any treatment needs associated with a health, oral health, social and emotional, or developmental problem.



Neither the Office of Head Start nor the National Center on Early Childhood Health and Wellness endorse any one particular Management Information System or tool

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Tracking Systems Used in HS and EHS

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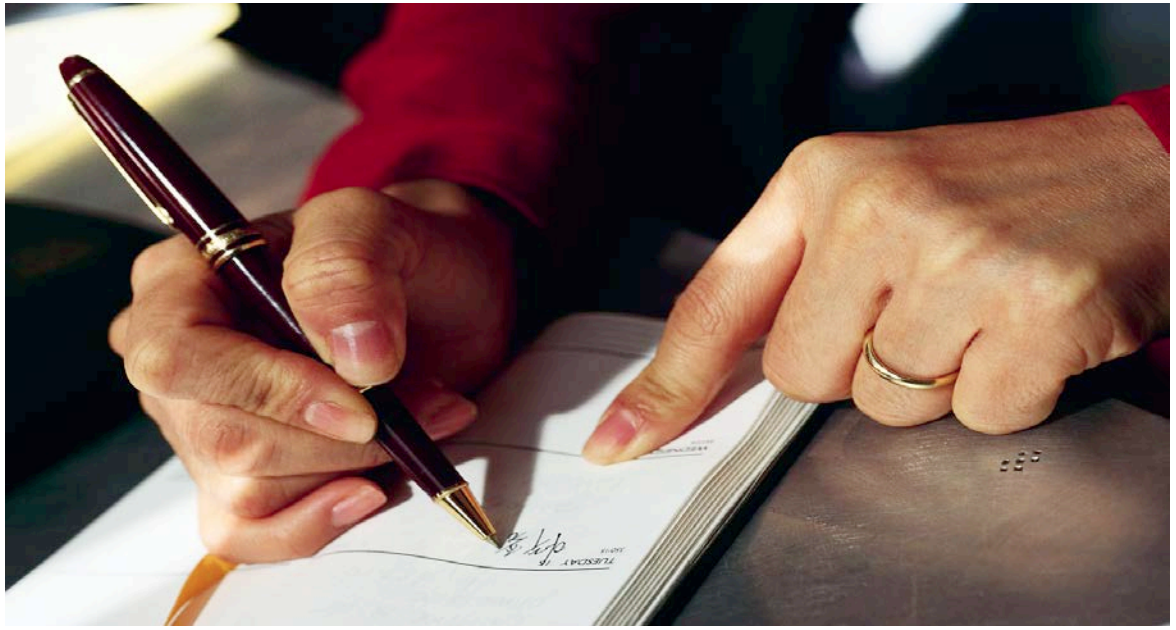
What comes to mind when you think of health tracking and recordkeeping?



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Health Data

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Health Manager's Role

1. What's involved in this role?

2. What challenges might you face?

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Using Data:
Health Manager's Role

- Gather and use health data
- Understand the health status of children
- Use data to tell a compelling story
- Present data in a way that promotes strategic decision-making
- Report appropriately internally and externally

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What are the sources of health & safety data that are tracked and recorded?

- Well child visits (EPSDT)
- Oral health visits
- Follow up visits for identified issues
- Individual child health or service plans
- Nutrition related information
- Developmental screenings
- Ongoing assessments
- Child & family demographics
- Daily Health Checks
- Family partnership agreements
- Family referrals to community resources
- Program self-assessment information
- Injury reports
- Safety checks
- Pregnant mother visits

Data

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Group Activity:
Tracking Data on Health and Safety

- What are some strategies and best practices for health tracking and recordkeeping?
- What tools do you use?
- Who do you work with?
- What are some success stories?
- What are some challenges?

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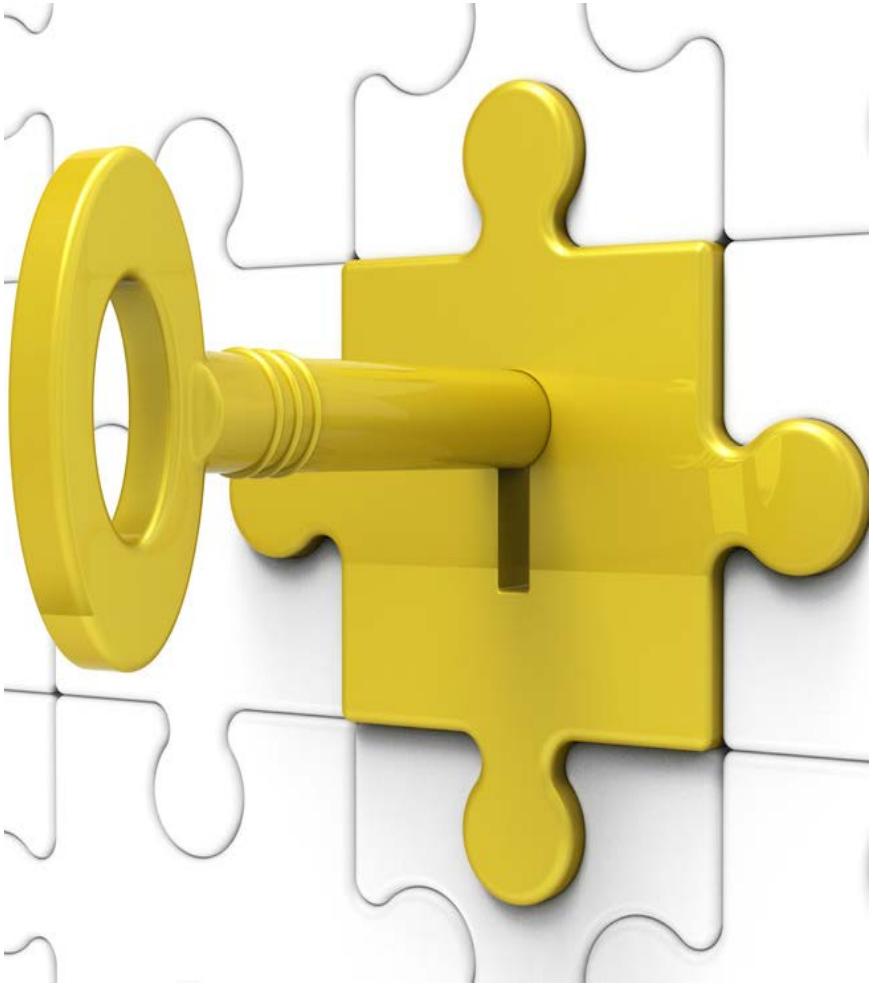
Useful Data

In order to be useful, data must be presented to decision-makers in such a way that they can relate to the data and act upon the information.



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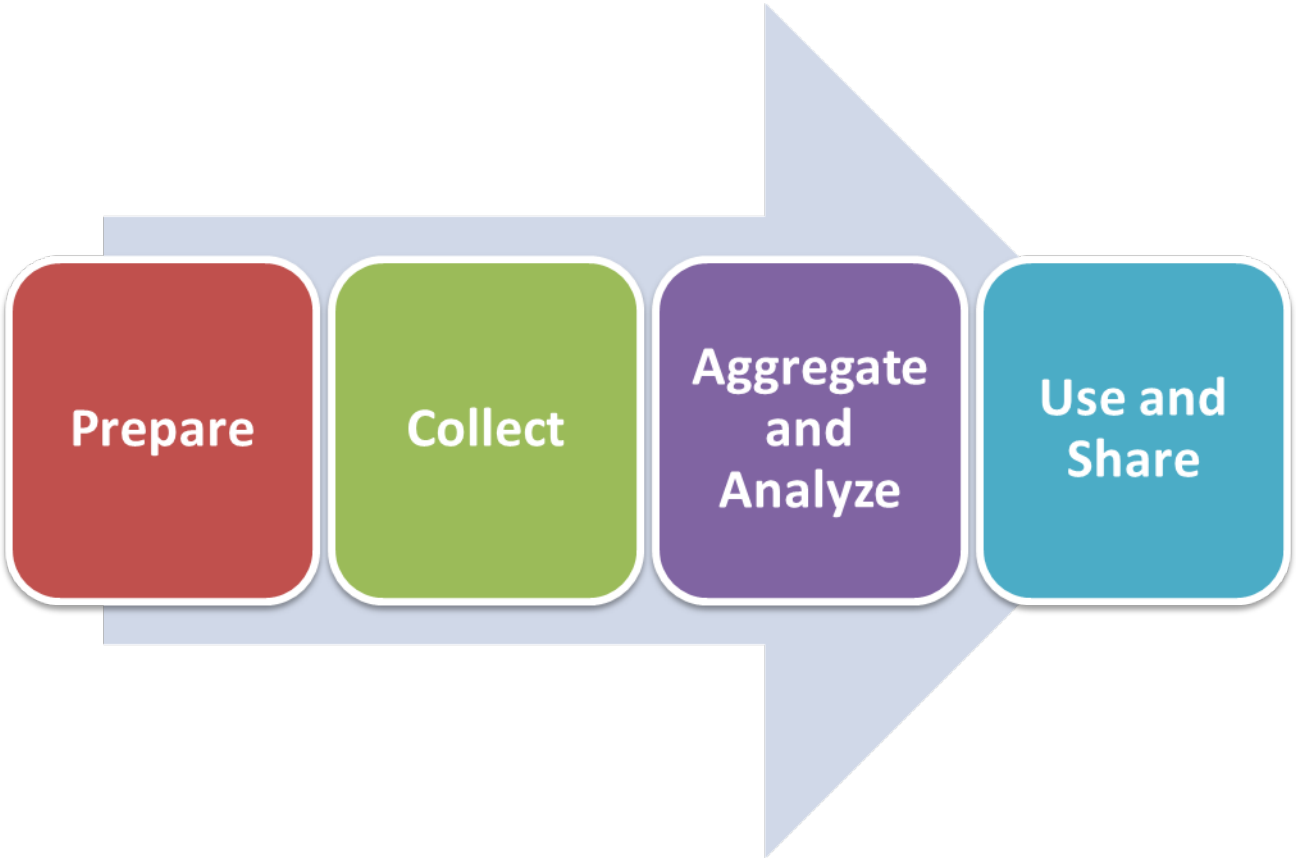
Data Activities



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Prepare

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Collect

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Aggregate and Analyze

What do I want to know?

a) How many children were enrolled last month?
b) How many of those were screened?
c) How many children left the program?
d) How many children do I currently have enrolled?
e) How many of those are screened?

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Aggregate and Analyze

What do I want to know?

a) How many children needed referrals?
b) Referrals for what?
c) How many received treatment?
d) How many are still needing treatment?
   Of these, what are the reasons for not completing their treatments?

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Aggregate and Analyze

What do I want to know?

a) What can I do differently to improve these numbers?
b) What would I need?
c) Who should I inform of this?
d) Who could help me with this?

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Use and Share

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Moving with Tradition

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Reporting

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You are a Manager

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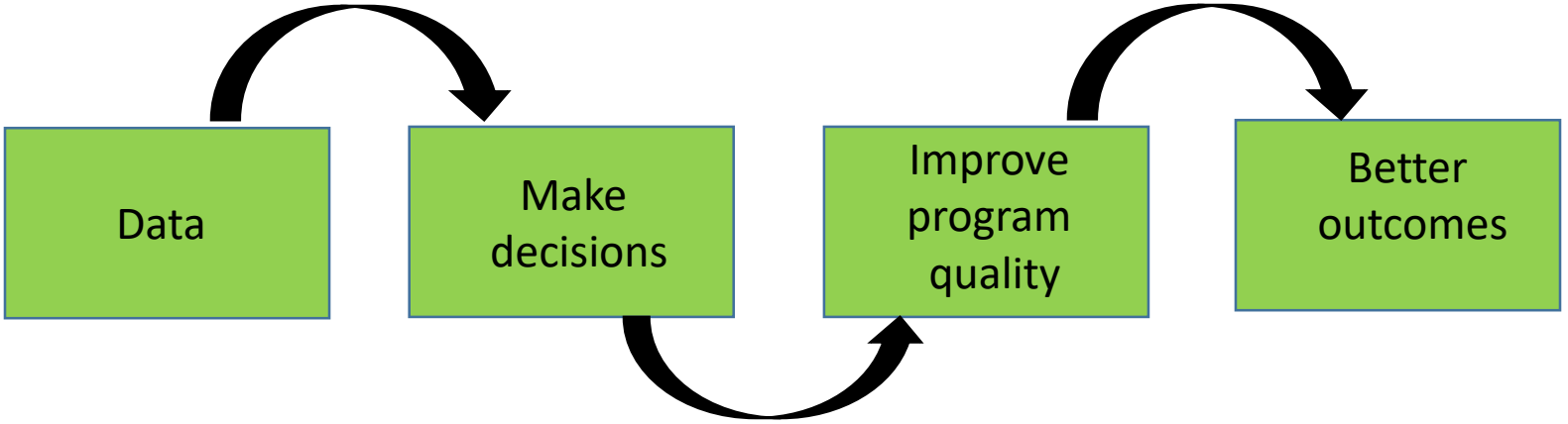
Managing to Achieve Results



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Compliance vs Performance

Compliance

We followed all the rules

Performance

Look at what we accomplished!

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Ongoing Monitoring

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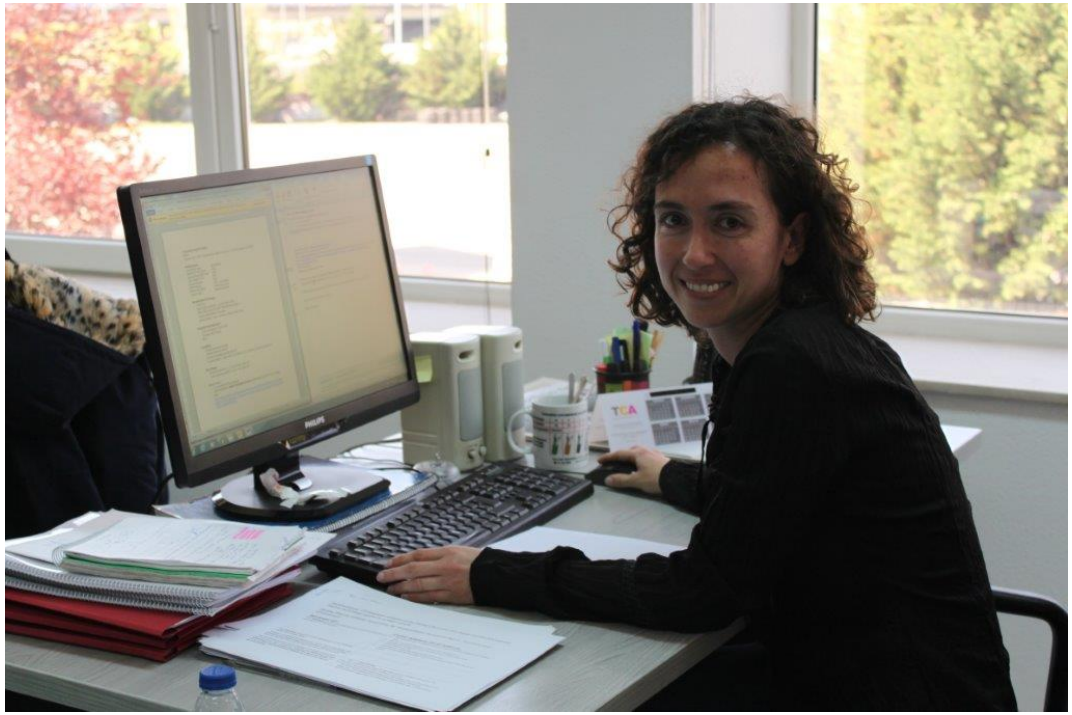
On-going monitoring



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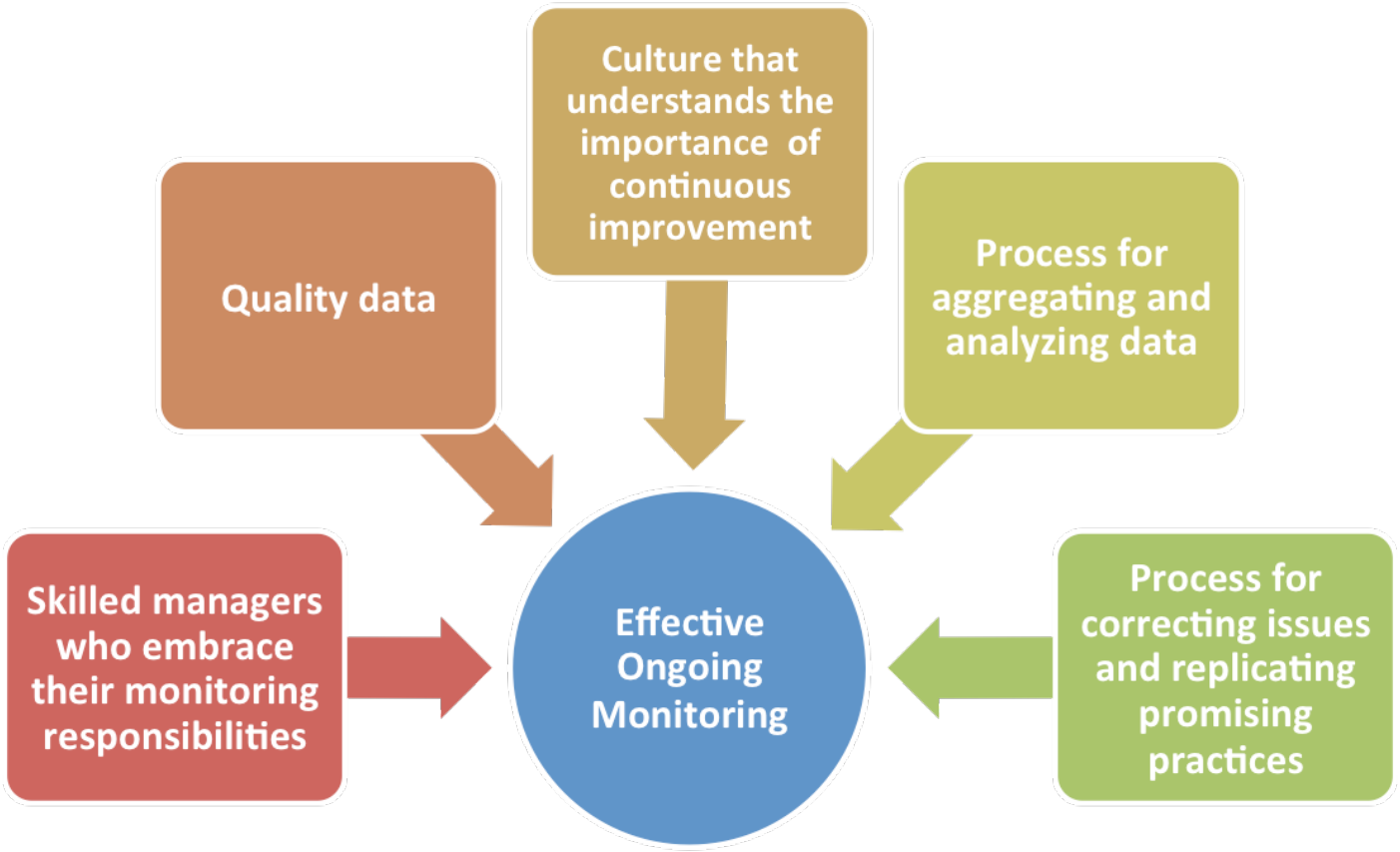
Elements of an Effective Ongoing Monitoring System



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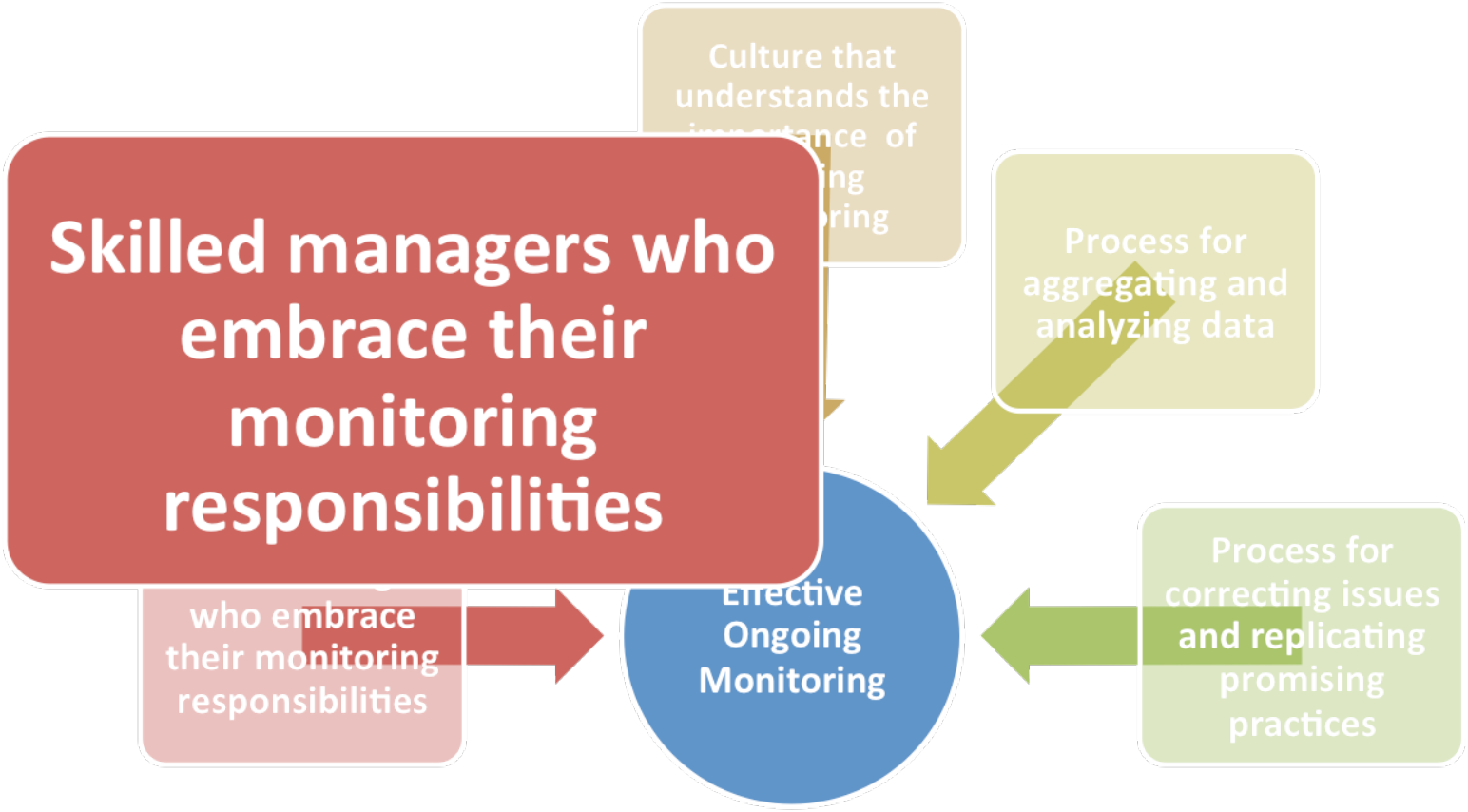

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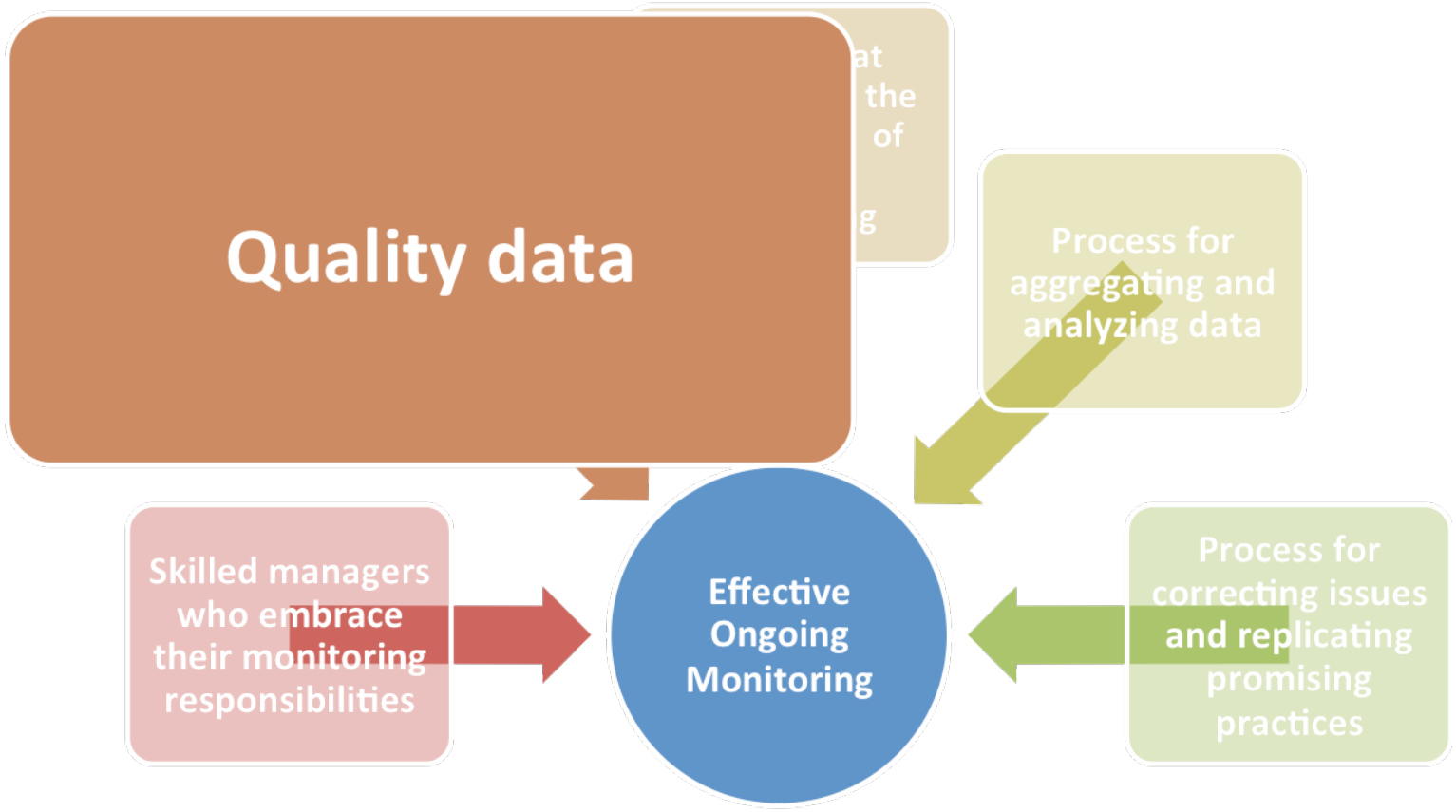

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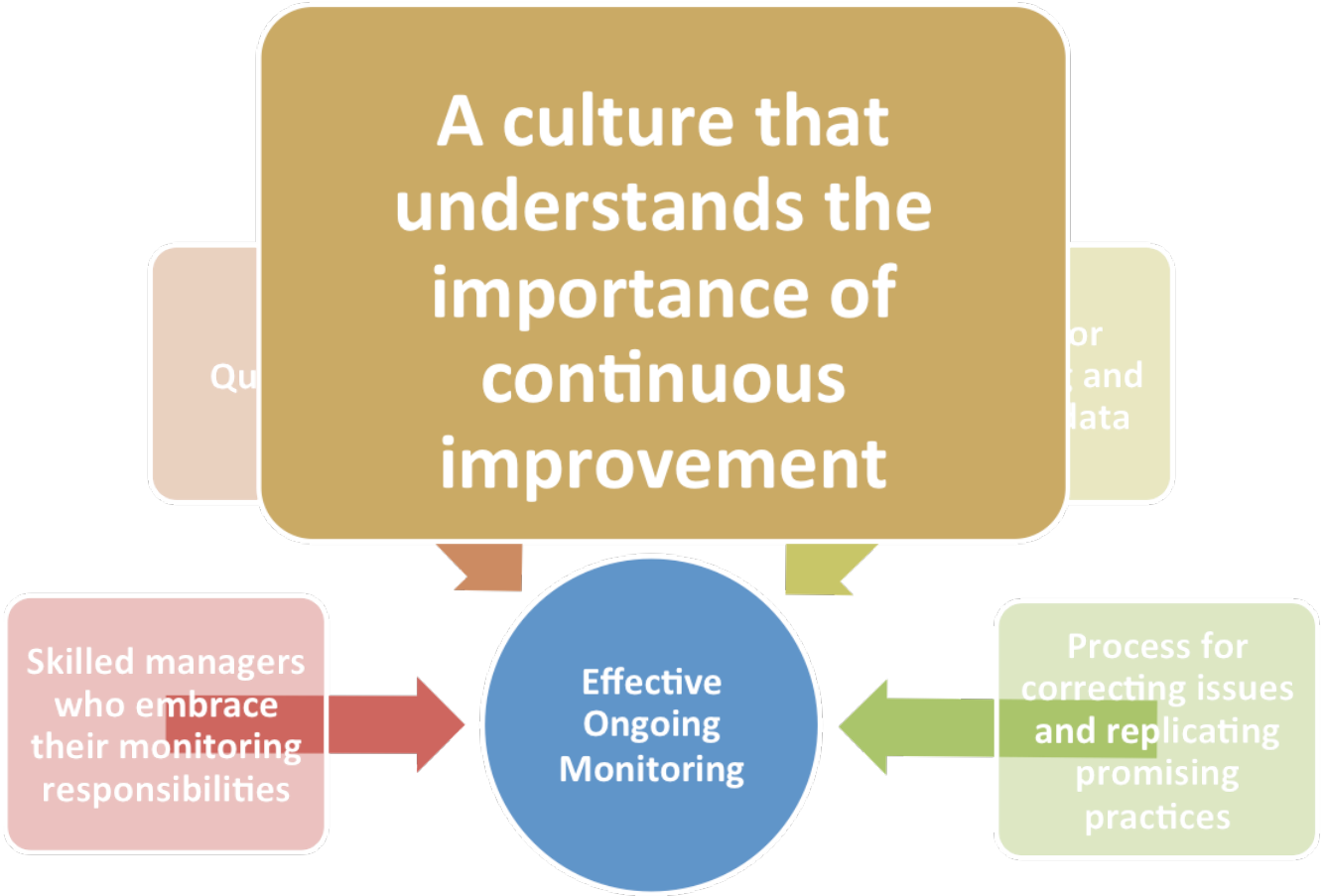

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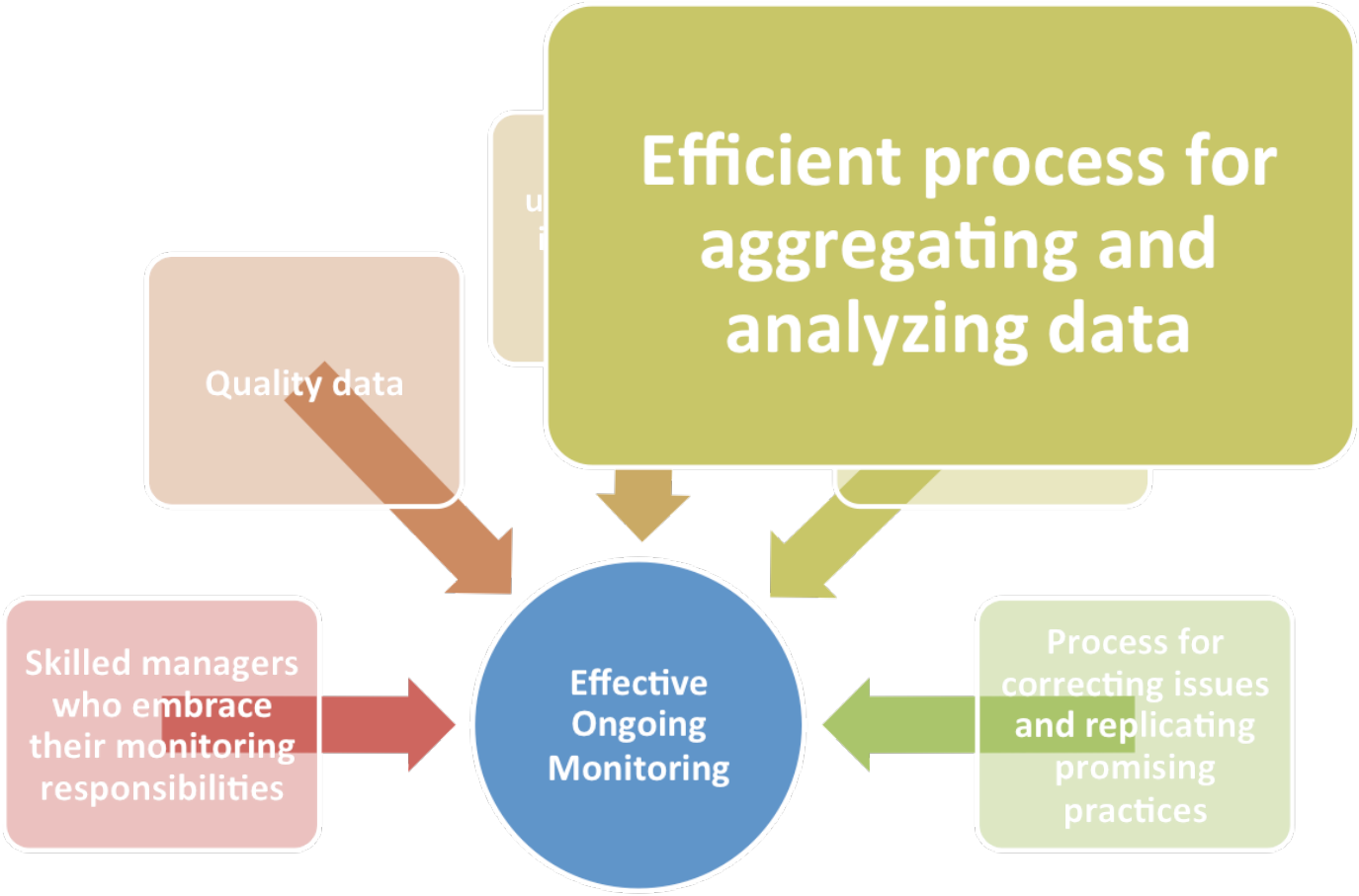

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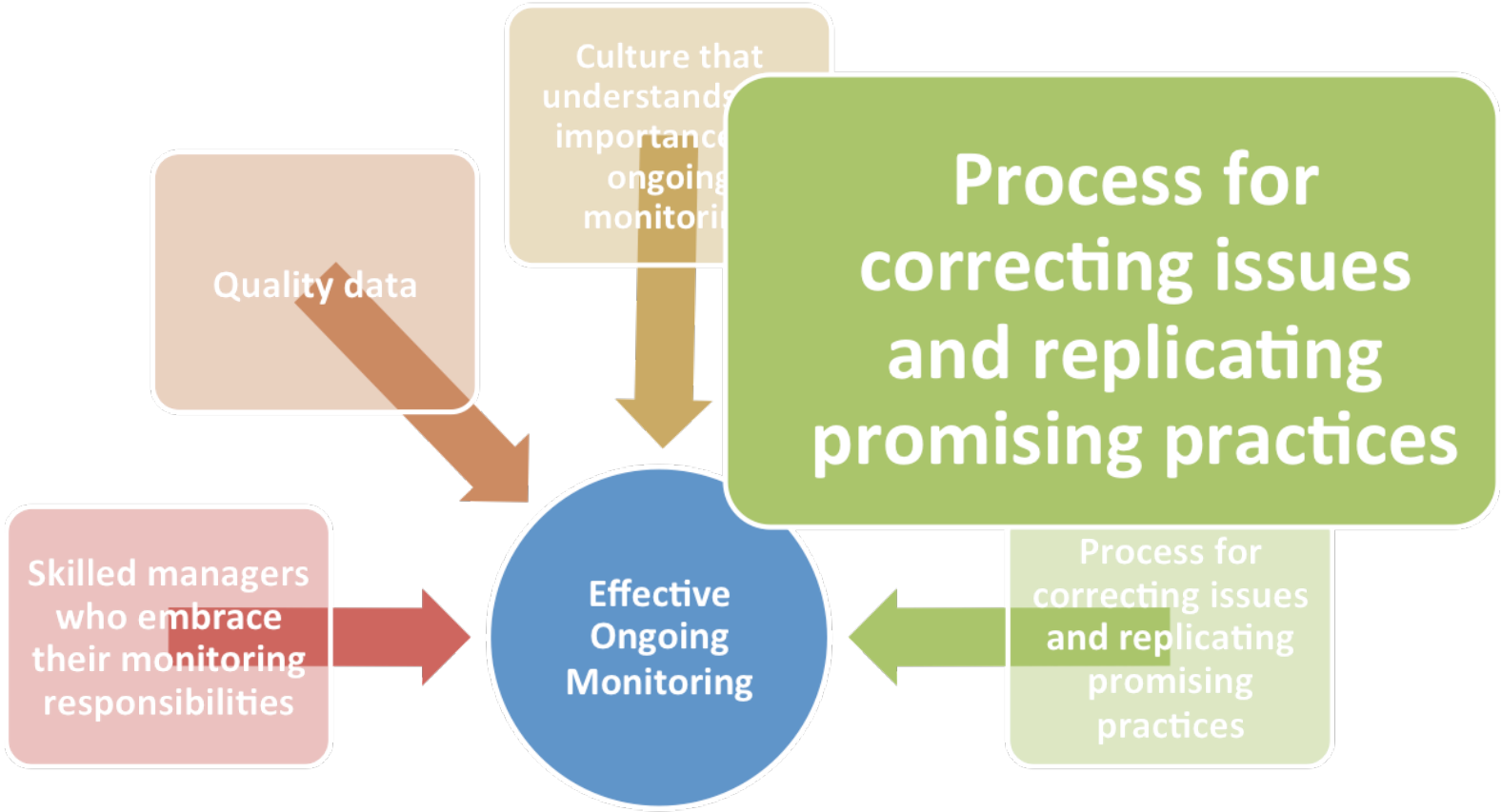

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On-going monitoring

Lead with strengths	Identify the challenges	Analyze data through dialogue	Make course correction	Check-in & follow up
What does the data show is working well? Why does it work well?	What's not working well? Why is it not working well?	What aspects of "what is working" can be used to find a solution? What factors have been considered in reaching a solution? What else do we need to know before we decide?	What changes do we propose? Will the changes help us comply with regulations? Do the changes advance our goals? Who is responsible for implementing?	What data will we need to review and how often? How will we make sure the changes are working? Is it a short-term or long-term solution?

Program Planning Cycle

As the program planning cycle shows, programs use the five-year planning process to develop, monitor, and evaluate progress toward strategic long-term goals.

Linking Planning, OGM, and SA

Program Planning

Decide on goals

- Review and analyze Community Assessment & other relevant data
- Review recommendations from SA report
- Develop long-term program goals

Develop objectives

- Set short-term program & fiscal objectives

Develop plan of action (work plan)

- Develop action steps for objectives
- Identify measures to monitor (prepare for data collection)
- Plan for regular progress reports to staff, GB and PC
- Develop service plans assuring they reflect new goals/objectives

Data

Ongoing Monitoring

Collect:

- Collect data (PIR, child outcomes data, results of OGM for all systems, services, goals & objectives.)

Analyze:

- Review & analyze data with managers

Act:

- Make course corrections
- Determine new data measures

Ensure:

- Evaluate & follow up on course corrections
- Verify accuracy of and summarize OGM data for review by SA team
- Request SA team to analyze persistent systems issues

Self-Assessment

Prepare:

- Design Self-Assessment process
- Orient & train Self-Assessment participants

Analyze:

- Analyze information presented (OGM summaries, OHS monitoring results, other info needed)
- Determine and request if further info is needed

Recommend:

- Identify strengths and make recommendations for improvement & enhancement

Data

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