Louisiana EarlySteps Online
Provider Training Manual

Contents

About this manual

The Louisiana EarlySteps Online Provider training manual provides a roadmap regarding how to use the Louisiana EarlySteps Online data system to accomplish daily business activities from a Provider's viewpoint.

Each web page supported by the Louisiana EarlySteps Online data system will be displayed along with supporting notes.

 The training manual serves these purposes:

- Provides information on the basics of using the Louisiana EarlySteps Online software, including a description of web pages and basic navigation techniques.

- Displays each web page to acquaint the user with the "look and feel" of the data system.

- Provides helpful notes regarding the edits and rules coded into the data system.

Access to Child data

The Louisiana EarlySteps Online data system is built to support multiple user roles. The roles will restrict the user from accessing or updating data depending upon the defined role. The supported user roles are as follows:

State Administrator user role has read only data access to all children within the Louisiana EarlySteps Online data system. The State Administrator user role has the following additional abilities:
- Allowed to update the child's Referral date
- Allowed to update the child's Termination date
- Allowed to upload and download documents to the Child Library
- Allowed to edit Team Notes for a child

SPOE Administrator user role has read and write data access to children within their assigned SPOE. The SPOE Administrator role has access to terminated child information without a time limit. The SPOE Administrator user role has the following additional abilities or restrictions:
- Allowed to have read only access to children statewide for duplicate child searches
- The Referral record becomes read only for the SPOE Administrator once the child is terminated
- The Intake record becomes read only for the SPOE Administrator once the IFSP period is established or an Authorization is created
- Authorizations become read only 90 days after the termination date for a child

- SPOE Administrator user role shall lose access to child records for children transferred from their SPOE
- SPOE Administrator user role shall have read only access to the Child Summary web page for statewide children who are not in their SPOE

Intake Coordinator user role has read only data access to children assigned to them. The Intake Coordinator user role has the following additional abilities or restrictions:

- Intake Coordinator can add Team Notes. The Intake Coordinator can edit and delete Team Notes they add
- Intake Coordinator can add Child Library documents. Intake Coordinator can edit, and delete Child Library documents they add
- Intake Coordinator user role shall lose access to child data 60 days after the child is terminated if the Intake Coordinator is assigned to the child at time of termination
- Intake Coordinator user role shall lose access to child data for children who transfer from their SPOE
- Intake Coordinator user role shall lose access to child data once a Family Support Coordinator is assigned to the child
- Intake Coordinator user role shall lose access to child data if a new Intake Coordinator is assigned to the child

Family Support Coordinator user role has read only access to children currently assigned to them via a Service Coordination Authorization. The Family Support Coordinator user role has the following additional abilities or restrictions:

- Family Support Coordinator can add Team Notes. Family Support Coordinator can edit and delete Team Notes they add
- Family Support Coordinator can add Child Library documents. Family Support Coordinator can edit and delete Child Library documents they add
- On the initial creation of the Service Coordination Authorization the Family Support Coordinator user role is granted Authorization End date plus 60 days for child data access
- Family Support Coordinator user role shall lose access to the child data 60 days after the termination date if the FSC is the last assigned FSC. The Service Coordination Authorization is discontinued as of the Termination date
- Family Support Coordinator user role shall lose access to the child data 60 days after the SPOE Transfer date since the Service Coordination Authorization is discontinued as of the SPOE Transfer date
- If the Service Coordination Authorization is canceled the Family Support Coordinator user role shall lose access to child data immediately
- If the Service Coordination Authorization is discontinued the Family Support Coordinator user role shall lose access to child data 60 days after the discontinue date
- If the Service Coordination Authorization expires the Family Support Coordinator user role shall lose access to child data 60 days after the Authorization End date
- Family Support Coordinator user role shall lose access to the child data after 60 days if replaced by another Family Support Coordinator via a Service Coordination Authorization

Provider user role has read only access to children currently assigned to them via an Authorization. The Provider user role has the following additional abilities or restrictions:

- Provider can add Team Notes. Provider can edit and delete Team Notes they add
- Provider can add Child Library documents.   Provider can edit and delete Child Library documents they add
- Provider user role shall lose access to the child data once the child is terminated due to the requirement that at child termination, all child authorizations are discontinued as of the Termination Date
- Provider user role shall have read only access to the child data if child is transferred to a different SPOE if their Authorization is still active
- If the assigned Authorization is canceled, the Provider user role shall lose access to child data immediately
- If the assigned Authorization is discontinued, the Provider user role shall lose access to child data as of the discontinue date
- If the assigned Authorization expires, the Provider user role shall lose access to child data as of the Authorization End date
- The Provider user role shall **not** have access to Family Cost Participation data
- The Provider user role shall **not** have access to Family Income on the Family Member web page

Louisiana EarlySteps Online Navigational Flows

The Louisiana EarlySteps Online data system provides easy navigation.

The first navigation flow displays how to traverse from the public facing home page to a child summary web page. From the Child Summary web page, the user has access to multiple child specific web pages.
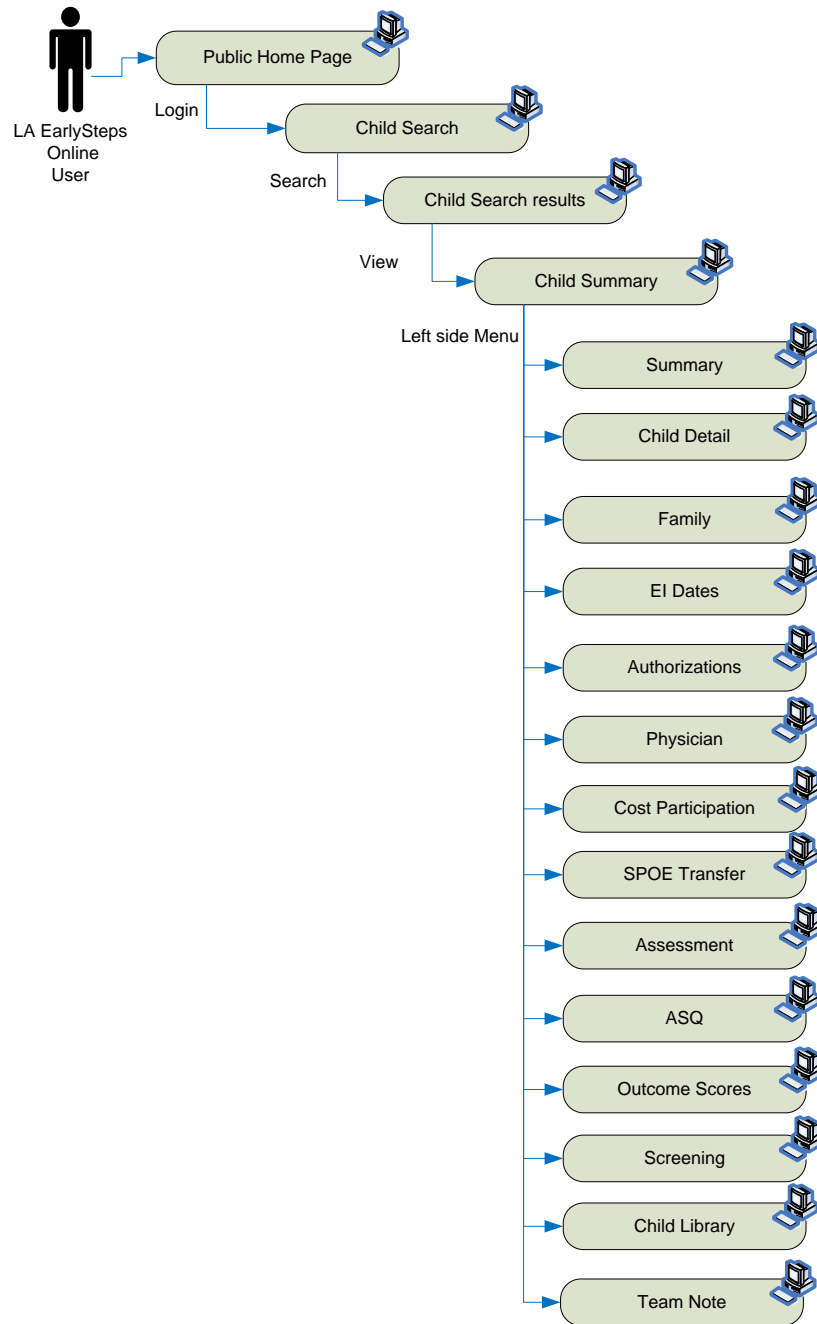
The second navigational flow displays the common navigation pattern found on detailed web pages. The example below shows the navigational flow for the Family information web pages. For a Provider, the user role only has read-only access to the family member data.
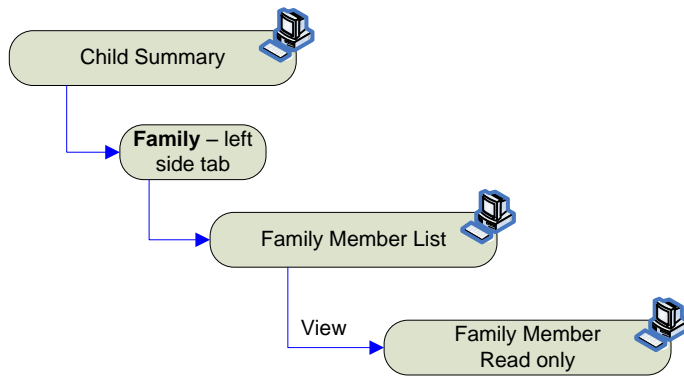
1 Public Home Page

The public home page is accessible via the public internet. This is the internet access point into the Louisiana EarlySteps Online data system. The public Home page is where a user logs into the Louisiana EarlySteps Online data system.

To gain secure access to the Louisiana EarlySteps Online data system, the potential user must complete an Online Access Form and mail the form with the appropriate authorizing signature.

As a reminder, the Louisiana EarlySteps Online data system should always be accessed via a secure internet connection.

ⓘ   The Louisiana EarlySteps Online data system will open external web page links in a separate web browser tab.

1.1 Public Home Page
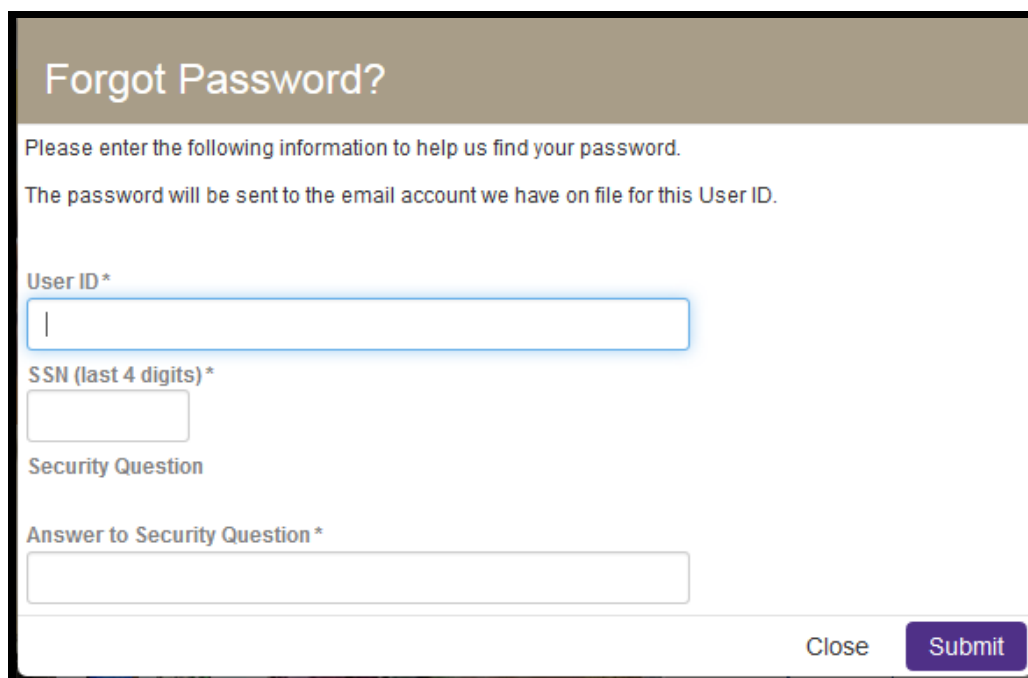
1.2 **Forgot Password**

The Forgot Password web page allows the user to request a new password if the previous password is forgotten.

ⓘ By entering the assigned User ID, the data system will automatically retrieve and display the Security Question. The Security Question and answer were originally supplied by the user on the Online Access form.

ⓘ When **Submit** is selected, the data system will email the user a temporary password to be used. Once the temporary password is used to log into the Louisiana EarlySteps Online data system, the data system will navigate the user to the Change Password web page to establish a permanent password. If the **Close** button is selected, the web page will be closed with no system actions performed.

Password Rules:
- Minimum of 8 characters.
- Maximum of 20 characters.
- Passwords are case sensitive.
- At least one Alpha character.
- At least one Capital Letter.
- At least one Number.
- At least one special character !@#$%^&'()/

1.3 **Review of Home Page**

The Public Home page is the initial access point into the Louisiana EarlySteps Online data system. Upon completion of the listed exercises, the user will have:

- Selected each link on the public home page.

- Viewed the Forgot Password web page.

- Logged successfully into the Louisiana EarlySteps Online data system.

Exercise 1: Select external website links for viewing

The user should select each external web link on the public home page to view the external website or form.

Quick Steps	Result / Additional Information
1. Select **EarlySteps LDH Website** hyperlink.	System displays the EarlySteps LDH web site in a separate web browse tab.
2. Select the **LAEIKIDS** hyperlink.	System displays the LAEIKIDS web site in a separate web browse tab.
3. Select the **Privacy Policy** hyperlink.	System displays the Louisiana State Government Privacy Policy web site in a separate web browse tab.
4. Select the **Contact** hyperlink.	System displays the Contact web page in a separate web browse tab.

Exercise 2: View the Forgot Password web page

The user selects to view the Forgot Password web page.

Quick Steps	Result / Additional Information
1. Select the **Forgot Password?** hyperlink from the public home page.	System displays the Forgot Password web page. If the user enters the correct information and selects **Submit**, the system will issue the user a temporary password via email.

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Exercise 3: Log into Louisiana EarlySteps Online data system

The user logs into the Louisiana EarlySteps Online data system.
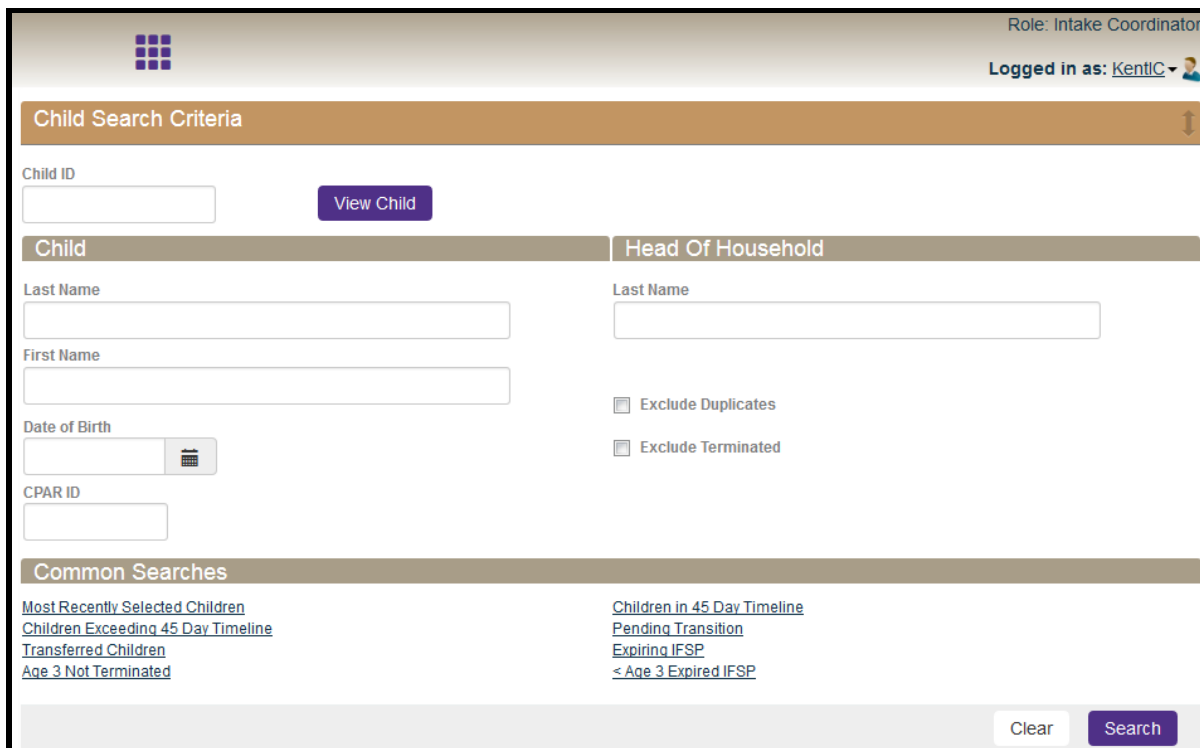
Quick Steps	Result / Additional Information
1. Enter assigned online access User ID and password from the public home page. Select **Go**.	If successful, the system displays the Child Search web page. If unsuccessful, the system displays an error message.

2 Child Search
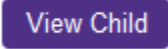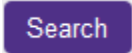
The child search functionality allows the user to search for a specific child or a set of children that match search criteria. Louisiana EarlySteps Online data system displays the results of the search. Please note that this section of the training manual lists fictitious child information.

ⓘ   Newly assigned Child Ids will not reflect the SPOE Region identifier.

ⓘ   The system searches for children based on logic that uses "AND" logic and not "OR" logic when the user enters multiple search criteria. By entering additional search criteria, the search results will narrow.

ⓘ   The **Exclude Duplicates** checkbox will exclude child records in the search results where the child record is marked as a duplicate.

ⓘ   The **Exclude Terminated** checkbox will exclude child records in the search results where the child record has been terminated.

2.1 Child Search

View Child   Button performs a child search for the entered Child ID.

Clear   Button clears all search criteria from the Child Search web page.

Search   Button performs the Child search.

The Common Searches are invoked by selecting the **hyperlinked** label.

2.2 Generic Child Search Results

ⓘ By selecting the **Search** button without entering search criteria, the data system will display all children the user has access to.

ⓘ By entering Child search criteria and selecting the **Search** button, the user is presented with the child search results that match their entered search criteria.

ⓘ By selecting a column heading, the Louisiana EarlySteps Online data system will re-sort the search results. The search results can be sorted ascending or descending by selecting the data grid column multiple times. The sort behaviour applies to all lists in the system.

ⓘ By selecting the **View** hyperlink (far right side of the search results), the system navigates to the Child Summary web page for the selected child.

Search Results							
Last Name	First Name	Child ID ▼	Date of Birth	Status	Gender	Referral Date	SPOE Region
Kirby	Sarah	201500007	2/1/2016	IFSP	Female	9/1/2016	SPOE Region 7 View

2.3 Most Recently Selected Child Search Results

For the Most Recently Selected Child Common Search, the Louisiana EarlySteps Online data system displays the last 20 child records accessed by the user. Notice that the Search Results header describes the Common Search selected.

Last Name	First Name	Child ID	Date of Birth	Gender	Status	Referral Date	SPOE Region	
Kirby	Sarah	201500007	2/1/2016	Female	IFSP	9/1/2016	SPOE Region 7	View

Search Results - Most Recently Selected Children

2.4 Children in 45 Day Timeline Search Results

The Children in 45-day Timeline search shall list children who are:
- Child is 45 days or less from their Referral date and
- Child is in Referral status or Intake status.

The Children in 45 Day Timeline search shall no longer list a child once:
- Child reaches day 46 or
- An initial IFSP period has been defined (non-Interim) for the child or
- Child is terminated.

Miscellaneous Notes:
- Sort child list by Days, descending so the kids that have been on the list the longest are at the top of the list.
- The Referral Date is considered day 1 for the 45-day timeline.

ⓘ Children on the **45 Day Timeline** list will need follow-up by the Intake Coordinator.

Last Name	First Name	Child ID	Days ▼	Date of Birth	Gender	Status	Referral Date	IC SPOE Region	
Kirby	Sarah	201500007	42	11/1/2014	Female	Intake	11/28/2016	SPOE Region 7	View

Search Results - Children in 45 Day Timeline

2.5 Children Exceeding 45 Day Timeline Search Results

The Children Exceeding 45 Day Timeline search shall display children who are:
- Child is 46 days and beyond their initial referral date and
- No initial IFSP period has been defined and
- Child is not terminated.

The Children Exceeding 45 Day Timeline search shall no longer list a child once:
- An initial IFSP period is entered into the system for the child or
- Child is terminated.
- An Interim IFSP period does not count with regards to removing the child from the Exceeding 45-day Timeline list.

Miscellaneous Notes:
- Sort child list by Days, descending, so the kids that have been on the list the longest are at the top of the list.
- The child list will only include active children with a status of Referral or Intake.
- The Referral Date is considered day 1 for the 45-day timeline countdown.

ⓘ   Children on the **Exceeding 45 Day** list will need follow-up. These children are considered "late" and will require an IFSP Delay Reason once the IFSP period is defined.

Search Results - Children Exceeding 45 Day Timeline

Last Name	First Name	Child ID	Days ▼	Date of Birth	Gender	Status	Referral Date	IC	SPOE Region	
Kirby	Sarah	201500007	2454	3/22/2008	Female	Referral	4/22/2010		SPOE Region 7	View

2.6 Transferred Children Search Results

The Transferred Child search shall list children who are:
- Transferred into the SPOE from a sending SPOE. These are children that are moving from one SPOE region to another. The children found on the list are transferring into the SPOE region which views the list.

The Transferred Child search shall no longer list a child once:
- The SPOE Administrator "removes" them from the list by selecting the **_Remove_** hyperlink.

Miscellaneous Notes:
- When a child record is transferred into a SPOE, all data associated with the child is brought into the new SPOE with the child record.
- Sort child list based on Transfer Date, descending so the child that has been on the list the longest is at the top.
- Children on the Transferred list may include active (Referral, Intake, IFSP) and inactive (Terminated) children.

Last Name	First Name	Child ID	Status	Transfer Date ▼	Sending SPOE Region	Receiving SPOE Region		
Kirby	Sarah	201500007	Referral	1/9/2017	SPOE Region 5	SPOE Region 7	View	Remove

Search Results - Transferred Children

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2.7 Pending Transition Search Results

The Pending Transition search shall list children who are:
- Child is active and
- Child is in IFSP status and
- Child is 270 days or less from their third birthday (not counting the 3rd birthday) and
- the Transition Conference date has not been entered. **Note**: The Transition Conference date is entered on the IFSP period web page.

The Pending Transition search shall exclude children who are:
- Child whose initial Primary Referral date is < 45 days from their 3rd birthday. This rule excludes late referral children from the list.

The Pending Transition search shall no longer list a child once:
- the Transition Conference date has been entered or the child is terminated from the program.
- The Pending Transition search shall **exclude** children whose initial Primary Referral date is < 45 days from their 3rd birthday. This rule excludes late referral children from the list.

Sort child list on Days until 3rd Birthday, ascending, so that the kids closest to their 3rd birthday are at the top of the list.

ⓘ   Children on the **Pending Transition** list will need to have a recorded Transition Conference date.

Last Name	First Name	Child ID	Days Until 3rd BDay ▲	Date of Birth	School District	Status	Referral Date	FSC	SPOE Region	
Kirby	Sarah	201500007	1	1/11/2014	Caddo	IFSP	1/25/2016		SPOE Region 7	View

2.8 Children with Expiring IFSP Search Results

The Expiring IFSP search shall list children who:
- Child in IFSP status and
- Child is 60 days or less from an existing IFSP End Date.

The Expiring IFSP search shall exclude children from the list who:
- Child has an IFSP period End Date that is 2 days or less from their 3rd birthday. Do not include children on the list where their IFSP period is expiring due to 3rd birthday.
- Child with an IFSP period marked as Compensatory.
- Child where the IFSP period is marked as Interim and it is the active IFSP period.

The Expiring IFSP search shall no longer list a child once:
- Child's current IFSP expires or
- Child is terminated or
- A new IFSP period is established for the child.

ⓘ Children on the **Expiring IFSP** list will need to have a new IFSP period established.

Search Results - Expiring IFSP							
Child ID ▼	**Last Name**	**First Name**	**Date of Birth**	**IFSP End Date**	**FSC**	**SPOE Region**	
201500007	Kirby	Sarah	7/17/2014	2/7/2017		SPOE Region 7	View

2.9 Children Age 3 Not Terminated Search Results

The Age 3 Not Terminate search shall list children who are:
- Child is age 3 or greater and
- Child is not in Terminated status and
- Child does not have an active IFSP period.

The Age 3 Not Terminate search shall exclude children who:
- Child has an IFSP period marked as Compensatory.

The Age 3 Not Terminate search shall no longer list a child once:
- Child is terminated or
- Child is assigned a new IFSP period marked as Compensatory.

ⓘ Children on the **Age 3 Not Terminated** list should probably be terminated unless a Compensatory IFSP period needs to be established.

Search Results - Age 3 Not Terminated							
Child ID ▼	**Last Name**	**First Name**	**Date of Birth**	**Status**	**Referral Date**	**Coordinator**	**SPOE Region**
201500007	Kirby	Sarah	4/2/2005	IFSP	10/14/2005		SPOE Region 7	View

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2.10 Children Less Than Age 3 With Expired IFSP Search Results

The < Age 3 Expired IFSP search shall list children who:
- Child is less than or equal to age 3 and
- Child is not terminated and
- Child has an expired IFSP as of the current date and no current IFSP.

The < Age 3 Expired IFSP search shall exclude children on the list:
- Exclude children where the IFSP End Date is 2 days or less from their 3rd birthday. Do not include children on the list where their IFSP period is expiring due to 3rd birthday.

The < Age 3 Expired IFSP search shall no longer list a child once:
- Child has an IFSP period assigned or
- Child is terminated or
- Child reaches their 3rd birthday.

ⓘ   Children on the **Less Than Age 3 Expired IFSP** list should be terminated or have a new IFSP period established.

Search Results - Less Than Age 3 Expired IFSP						
Child ID ▼	Last Name	First Name	Date of Birth	IFSP End Date	FSC	SPOE Region
201500007	Kirby	Sarah	10/31/2014	7/13/2016		SPOE Region 7 View

2.11　　Review of Child Search

This section reviews the business functions that can be performed on the Child Search web page.

Upon completion of this exercise, the user will have knowledge to:

- Search and find child records based on user entered data.

- Use the pre-defined Common Searches.

Exercise 1:　Search for Child using user entered data

The user will test the various methods for searching for a child.

> ⓘ　When performing a character based search (e.g. child last name) the data system requires at least 2 characters.

Quick Steps	Result / Additional Information
1.　Enter a Child ID and select **Search**.	If the child is found, the system displays the Child Summary web page. If the child is not found based on the Child ID, then the system displays an error message.
2.　Select **Exclude Terminated** and perform a search for a child.	The system returns all children that match the search criteria except those children in a terminated status.
3.　Enter a child's last name and select **Search**.	The system displays the list of children that match the search criteria.
4.　Enter a child's first name and select **Search**.	The system displays the list of children that match the search criteria.
5.　Enter a child's date of birth and select **Search**.	The system displays the list of children that match the search criteria.
6.　Enter a combination of a child's last name, child's first name and a child's date of birth and select **Search**.	The system displays the list of children that match the search criteria.
7.　Enter the CPAR ID associated with the child and select **Search**.	The system displays the list of children that match the search criteria.
8.　Enter a Head of Household last name and select **Search**.	The system displays the list of children who have a family member marked as Head of Household that has a last name that matches the search criteria.

Exercise 2: Select a pre-defined Common Search

Upon completion of this exercise, the user will have an understanding of how each of the Common Searches can be invoked.

Quick Steps	Result / Additional Information
1. Select the **Most Recently Selected Children** hyperlink.	System displays the last 20 children accessed by the user.
2. Select the **Children in 45 Day Timeline** hyperlink.	System displays the list of children that are within the 45 Day time.
3. Select the **Children Exceeding 45 Day Timeline** hyperlink.	System displays the list of children that are beyond their 45 Day timeline.
4. Select the **Pending Transition** hyperlink.	System displays the list of children that are pending transition.
5. Select the **Transferred Children** hyperlink.	System displays the list of children that are transferred into the SPOE.
6. Select the **Expiring IFSP** hyperlink.	System displays the list of children that have expiring IFSPs.
7. Select the **Age 3 Not Terminated** hyperlink.	System displays the list of children that are older than age 3 and not terminated.
8. Select the **< Age 3 Expired IFSP** hyperlink.	System displays the list of children that are less than age 3 but have an expired IFSP.

3 Child Summary

The Child Summary web page displays a summary of the current child information. From the Child Summary web page, the user can navigate to various data records for the child by using the left side menu tabs or selecting hyperlinks embedded in the Child Summary web page.

3.1 Left side Menu

Once a child is selected and the Child Summary page is displayed, the Louisiana EarlySteps Online data system will display a left side menu that allows the user to navigate to a specific data area for the child. Shown below are the left side menu selections. By selecting one of the tabs the system displays the associated web page.

ⓘ   Please note that the left side menu is not listed in "Business order". The user may select any left side menu tab at any time.
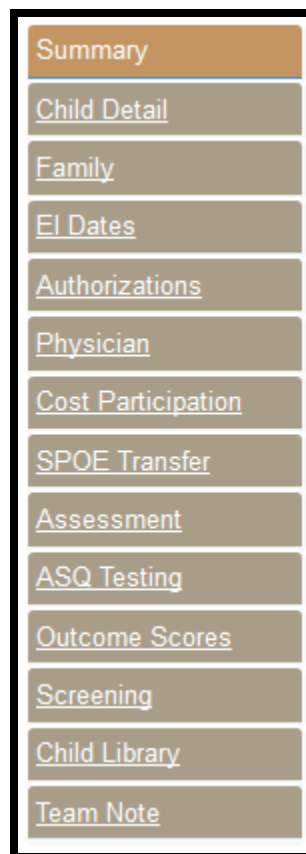
3.2 Child Summary

Shown below is the Child Summary web page with the Child in **Referral** status. No assigned Intake Coordinator.

ⓘ   Shown below is the initial view of the Child Summary web page immediately after the child was added to the data system via the Add Referral process.

Shown below is the Coordinator search functionality. The Coordinator Search functionality is displayed when the user selects the **Intake Coordinator** hyperlink.

ⓘ   Only the **SPOE Administrator** is allowed to assign an Intake Coordinator.

Shown below is the Intake Coordinator search functionality with the search results. By choosing the **Select** hyperlink on the search results, the Intake Coordinator is assigned to the child.

Child Summary

Born 2/1/2016, Female   Active
Referred 9/1/2016
No Intake   Intake Coordinator

No Eligibility   *Family Support Coordinator*
No Diagnosis
No FCP

Head of Household
Joy Kirby
123 Main Street
BATON ROUGE, LA 70801
Home (717) 345-1223

Coordinator Search   Close

Last Name	Agency	Specialty
	South	Intake Coordinator

Clear   Search

Provider ID	Last Name	First Name	Agency	Specialty	
000100002 -0001	Bombet	Brooke	Southeast Louisiana Area Health Education Center	Intake Coordinator	Select
000100010 -0004	Bouanchaud	Jenna	Southeast Louisiana Area Health Education Center	Intake Coordinator	Select

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Shown below is the Child Summary web page with the Child in **Intake** status.

Notice that the Intake date is now displayed.

Child Summary

Born 2/1/2016, Female   Active
Referred 9/1/2016
Intake 10/3/2016   Intake Coordinator
                                                         Brooke Bombet

No Eligibility
No Diagnosis   *Family Support Coordinator*
No FCP

Head of Household
Joy Kirby
123 Main Street
BATON ROUGE, LA 70801
Home (717) 345-1223

Shown below is the Child Summary web page with the Child in **IFSP** status.

ⓘ   Note that the IFSP period date range is now set.

ⓘ   The Family Support Coordinator was set based on a Service Coordination Authorization being created.

Child Summary

Born 2/3/2014, Male   Active
Referred 9/4/2015
IFSP 10/11/2016 - 2/2/2017   *Intake Coordinator*

Eligible   Family Support Coordinator
Developmental Delay   Jane Doe
F88 Other disorders of psychological development Divine Case Management, LLC
FCP Effective 9/1/2015   (318) 683-3553
FCP Account # 1222345

Head of Household
Mary Kirby
12298 W. Elm
BATON ROUGE, LA 70801
Home (717) 228-3737

Shown below is the Child Summary web page for the Child in **Terminated** status.

ⓘ   Note that the child is displayed as Inactive with the Termination date and reason.

Child Summary

Born 2/1/2016, Female   Inactive 1/2/2017
Referred 9/1/2016   Moved out of State
IFSP 1/1/2017 - 1/2/2017
                                                 Intake Coordinator
No Eligibility   Brooke Bombet
A01.02 Typhoid fever with heart involvement
No FCP   *Family Support Coordinator*

Head of Household
Joe Kirby
123 Main Street
BATON ROUGE, LA 70801
Home (717) 722-2388

Shown below is the Child Summary web page for a child with **multiple enrollment periods**.

By selecting the *Enrolled* hyperlink, the Louisiana EarlySteps Online data system will display the Child Summary web page for the previous enrollment period.

Child Summary

Born 3/1/2016, Female
Referred 1/1/2017
No Intake

No Eligibility
No Diagnosis
No FCP

Head of Household
MaryAnn Kirby
123 Oak St
BATON ROUGE, LA 70801

Active

Intake Coordinator

Family Support Coordinator

Related Records
Enrolled 11/1/2016 - 11/7/2016

Displayed below is a child with SPOE Transfer history.

Child Summary

Born 9/5/2016, Female
Referred 11/4/2016
No Intake

No Eligibility
No Diagnosis
No FCP

Head of Household

Active

Intake Coordinator

Family Support Coordinator

Transfer History
SPOE Region 5 - Transferred 1/9/2017

3.3 Review of Child Summary

This section reviews the business functions that can be performed from the Child Summary web page.

Upon completion of this exercise, the user will have knowledge to:

- Navigate to various parts of the data system via left side menu tabs or hyperlinks.
- Assign an Intake Coordinator to a child.
- View previous enrollment periods for a child.

This set of exercises work best by accessing the Child Detail web page for a child that is in IFSP status and has been in the EarlySteps program for a while. As a suggestion, select a child from the "Pending Transition" common search results. Start the exercises from the Child Summary web page.

Exercise 1: Navigate via left side menu tabs

The user will test the various methods to navigate via the left side menu.

Quick Steps	Result / Additional Information
1. Select **Child Detail**.	System displays the Child Detail web page.
2. Select **Family**.	System displays the Family list.
3. Select **EI Dates**.	System displays the Early Intervention date records. The list will hold Referral record, Intake record, IFSP period records, Termination record.
4. Select **Authorizations**.	System displays the Authorization list.
5. Select **Physician**.	System displays the Physician list.
6. Select **Cost Participation**	System displays the list of Cost Participation records.
7. Select **SPOE Transfer**.	System displays the SPOE Transfer History list.
8. Select **Assessment**.	System displays the Assessment list.
9. Select **ASQ Testing**.	System displays the ASQ list.
10. Select **Outcome Scores**.	System displays the Outcome Scores generator.
11. Select **Screening**.	System displays the Screening list.
12. Select **Child Library**.	System displays the Child document list.
13. Select **Team Notes**.	System displays the Team Note list.

Exercise 2: Navigate via hyperlinks

The user will test the various methods to navigate via the embedded hyperlinks on the Child Summary web page.

Quick Steps	Result / Additional Information
1. Select **Born** hyperlink.	System displays the Child Detail web page.
2. Select **Referred** hyperlink.	System displays the EI Dates list.
3. Select **Intake** or **No Intake** hyperlink.	System displays the EI Dates list.
4. Select **IFSP** hyperlink.	System displays the EI Dates list.
5. Select **No Eligibility** or **Eligible** hyperlink.	System displays the EI Dates list.
6. Select **No Diagnosis** or **the Diagnosis description** hyperlink.	System displays the EI Dates list.
7. Select **No FCP** or **FCP Effective** hyperlink.	System displays the Cost Participation list.
8. Select **Head of Household** hyperlink.	System displays the Family list.

Exercise 3: View a previous enrollment period

The user will test the ability to view a previous enrollment period.

Quick Steps	Result / Additional Information
1. If the child has previous enrollments, select the *Enrolled* hyperlink on the Child Summary web page.	System displays the Child Summary for the selected Enrollment Period. Notice how the web page headings change based on a different enrollment period.

If the user cannot find a child with a previous enrollment period, the best approach to testing this functionality is as follows:

1) Locate a child currently active in the Louisiana EarlySteps data system using one of the Home Page Common Searches.
2) From the Child Summary web page, select EI Dates from the left side menu.
3) From EI Dates, select the **_Terminate_** hyperlink on the top right side.
4) From the Termination web page, set a termination date with a date from the previous week. Additionally, select a termination reason. Save the termination record.
5) From the Top Menu, select Add Referral.
6) Enter the child's last name and date of birth of the child that was just terminated.
7) Louisiana EarlySteps will locate and list the child in the Duplicate Child List.
8) Select the Reopen link on the left side of the Duplicate Child List.
9) System displays the Referral information. Enter the required data fields and save the record.
10) System displays the newly reopened Child Summary web page, there will be a **Related Record** section for the child with the **_Enrolled_** link available for selection.

4 Child Detail

The Child Detail web page contains additional information regarding the child. The initial child data is entered via the Add Referral process. Additional details regarding the child can be added with the Child Detail web page.

ⓘ   Only the **SPOE Administrator** is allowed to edit Child Detail information.

4.1 Child Detail – Read Only View

The Child Detail web page provides a read only view of the information associated with a child.

4.2 Review of Child Detail

This section reviews the business functions that can be performed for the Child Detail web page.

Upon completion of this exercise, the user will have knowledge to:

- View the Child Detail web page.

Exercise 1: View Child Detail

The user will test the ability to view the Child Detail information.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Child Detail** left side menu tab.	System displays the Child Detail web page in read only mode.

5 Family

The Family section support the ability to record family members associated with a specific child.

ⓘ   Only the **SPOE Administrator** is allowed to add, edit or delete family members for a child.

5.1 Family Member List

The family member list is initially populated with family members added during the Add Referral process.

ⓘ   The Head of Household is listed first and is displayed in a bold font.

ⓘ   Select the **View** hyperlink for a read only view of the family member details.

Family				
Last Name	**First Name**	**Relationship**	**Phone**	
Kirby	**Joy**	**Mother**	**(717) 345-1223**	View
Kirby	Joe	Father	(717) 722-2388	View

5.2 Family Member - Read only view

The Family Member web page provides a read only view of the information associated with a family member.

ⓘ The **Provider** user role does not have access to view the Family Income but the **Intake Coordinator** user role and the **Family Service Coordinator** user role will.

5.3 Review of Family

This section reviews the business functions that can be performed for the Family web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of family members associated with a child.
- View a specific family member.

Exercise 1: View Family Member list

The user will test the ability to view the Family Member list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Family** left side menu tab.	System displays the Family member list.

Exercise 2: View a specific family member

The user will test the ability to view a specific family member.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Family** left side menu tab.	System displays the Family member list associated with the child.
2. Select the **View** hyperlink from the family member list of the family member to be viewed.	System displays the Family member web page in read only mode.

6 EI Dates (Child in Referral Status)

The EI Dates section supports the ability to add, update and view child milestone and Early Intervention program data. The EI Dates functionality changes as a child progresses through the various Child statuses: Referral, Intake, IFSP and Termination.

ⓘ   Only the **SPOE Administrator** is allowed to add or edit EI Date records for a child.

6.1 EI Dates List – Child in Referral Status

The EI Date list displays the milestone records associated with a child for the enrollment period.

ⓘ   The EI Dates list will contain the Referral, Intake, IFSP and Termination records for a child.

Shown below is an example of a child's EI Dates List with all four types of EI Date records. Notice that each record type is available to be viewed.

Early Intervention Dates			
Type	**Start Date**	**End Date**	
Referral	12/1/2016		View
Intake	12/12/2016	12/31/2016	View
IFSP	1/1/2017	1/8/2017	View
Terminated	1/8/2017		View

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6.2 Referral Detail – Read only view

The read-only view displays all available data for the Referral.

Referral - 9/1/2016

Jane Jones
(717) 794-5992
Referral Source: Advertising - All Media
Where did you hear about EarlySteps? Bayou Health

Reason for Referral:Child needs developmental evaluation.

Who Referred You? South Cameron Memorial Hospital

6.3 Review of EI Dates (Child in Referral Status)

This section reviews the business functions that can be performed for the EI Dates while the child is in the Referral status.

Upon completion of this exercise, the user will have knowledge to:

- View a list of EI Date records associated with the child.

- View a specific Referral record for the child.

Exercise 1: View EI Dates list

The user will test the ability to view the EI Dates list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **EI Dates** left side menu tab.	System displays the EI Dates list for the child.

Exercise 2: View a specific Referral record.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **EI Dates** left side menu tab.	System displays the EI Dates list associated with the child.
2. Select the **View** hyperlink of the Referral record to be viewed.	System displays the Referral record in read only mode.

7 EI Dates (Child in Intake Status)

When a child is in Intake status, the user is allowed to add an IFSP period record or terminate the child.

7.1 EI Dates List – Child in Intake Status

Early Intervention Dates			
Type	**Start Date**	**End Date**	
Referral	9/1/2016		View
Intake	10/3/2016		View

7.2 Intake Detail – Read only view

The Louisiana EarlySteps Online data system allows the user to view Intake web page.

Intake	Edit
Intake 10/3/2016	

Displayed below is the Intake read-only web page for a re-activated child. The SPOE Administrator had previously selected to indicate an Intake meeting was not held.

Intake	Edit
Intake Meeting Not Conducted record set on 1/9/2017	

7.3 Review of EI Dates (Child in Intake Status)

This section reviews the business functions that can be performed for the EI Dates while the child is in the Intake status.

Upon completion of this exercise, the user will have knowledge to:

- View a specific Intake record for the child.

Exercise 1: View a specific Intake record

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **EI Dates** left side menu tab.	System displays the EI Dates list associated with the child.
2. Select the **View** hyperlink of the Intake record to be viewed.	System displays the Intake record in read only mode.

8 EI Dates (Child in IFSP Status)

When a child is in IFSP status, the user is allowed to add an IFSP record or terminate the child.

8.1 EI Dates List - Child in IFSP Status

The Louisiana EarlySteps Online data system displays the list of EI Date records associated with the child.

Early Intervention Dates

Type	Start Date	End Date	
Referral	12/1/2016		View
Intake	12/12/2016	12/31/2016	View
IFSP	1/1/2017	12/31/2017	View

8.2 IFSP Detail – Read only view

The Louisiana EarlySteps Online data system displays the IFSP period record in read-only mode.

IFSP 1/1/2017-12/31/2017

Primary Setting for this IFSP is: Home
Signed by Primary Medical Home: Yes
Meeting Date: 1/3/2017
No Transition Meeting

Diagnosis

Description	Primary	Start Date	End Date	Notes	Added
ICD10 B57.0 Acute Chagas' disease with heart involvement	Yes	1/1/2017	12/31/2017		12/31/2017

Eligibility

	Start Date	End Date
Informed Clinical Opinion - Dev Delay	1/1/2017	12/31/2017

- Social or Emotional Development
- Adaptive Skills Development

8.3 Review of EI Dates (Child in IFSP Status)

This section reviews the business functions that can be performed for the EI Dates while the child is in the IFSP status.

Upon completion of this exercise, the user will have knowledge to:

- View a specific IFSP record for the child.

Exercise 1: View a specific IFSP record

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **EI Dates** left side menu tab.	System displays the EI Dates list associated with the child.
2. Select the **View** hyperlink of the IFSP record to be viewed.	System displays the IFSP record in read only mode.

9 EI Dates (Child in Termination Status)

When a child is in Termination status, the user is allowed to reopen the terminated child.

9.1 EI Dates List – Child in Termination Status

Louisiana EarlySteps Online data system allows the user to view the list of EI Dates associated with a child.

Early Intervention Dates			
Type	**Start Date**	**End Date**	
Referral	12/1/2016		View
Intake	12/12/2016	12/31/2016	View
IFSP	1/1/2017	1/8/2017	View
Terminated	1/8/2017		View

9.2 Termination Detail – Read only view

Louisiana EarlySteps Online data system allows the user to view the termination record associated with a child.

Termination
Termination Type : Close
Termination Date : 1/2/2017
Termination Reason : Moved out of State

9.3 Review of EI Dates (Child in Termination)

This section reviews the business functions that can be performed for the EI Dates while the child is in the Terminated status.

Upon completion of this exercise, the user will have knowledge to:

- View a specific Termination record for the child.

Exercise 1: View a specific Termination record

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **EI Dates** left side menu tab.	System displays the EI Dates list associated with the child.
2. Select the **View** hyperlink of the Termination record to be viewed.	System displays the Termination record in read only mode.

10 Authorizations

The Authorization section supports the ability to create and manage Authorizations for the delivery of services for a child.

ⓘ   Only the **SPOE Administrator** is allowed to add or cancel/discontinue Authorizations for a child.

10.1   Authorization List

ⓘ   Active Authorizations are listed at the top of the Authorization list.

ⓘ   Expired Authorizations are at the bottom of the Authorization list.

ⓘ   Once a Provider is assigned an Authorization, the Provider will have access to the child record via the Child Search web page.

Authorizations

Authorization #	Service Type	Start Date	End Date	Cancel / Disc Date	Provider Name	Agency	Frequency	
A370601552	Team Mtg - Eligibility	11/30/2015	12/15/2015		Welch, Kenneth	Kenneth W Welch	1 Per Auth 150	View
A370601552	Special Instructor	12/18/2015	6/15/2016		Hennigan, Ila	Ila Hennigan	4 Month 60	View
A370601552	Service Coordination	4/1/2016	6/15/2016		McHenry, Alicia	Shoulders of Strength	1 Month 90	View
A370601552	Team Mtg - IFSP	4/11/2016	4/25/2016		Jeter, Dana	Dana Rene Jeter	1 Per Auth 150	View

10.2   General Notes regarding Authorizations

If a child is in **Referral** status:
- No Authorizations can be created.

If a child is in **Intake** status:
- Evaluation/Assessment Authorization can be created.
- Transportation Authorization can be created.

 If a child is in **IFSP** status:
- Evaluation/Assessment Authorization can be created.
- Service Authorization can be created.
- Transportation Authorization can be created.

If a child is in Terminated status (child was **terminated** while in **Referral** status):
- No Authorizations can be created.

If a child is in Terminated status (child was **terminated** while in **Intake** status):
- Evaluation/Assessment Authorization can be created.
- Transportation Authorization can be created.
- Authorizations become read only 90 days after the termination date.

If a child is in Terminated status (child was **terminated** while in **IFSP** status):
- Authorizations can be added and existing Authorizations can be Cancelled/Discontinued.
- Evaluation/Assessment Authorization can be created.
- Service Authorization can be created.
- Transportation Authorization can be created.
- Authorizations become read only 90 days after the termination date.

10.3   Evaluation / Assessment – Read only view

The Louisiana EarlySteps Online data system allows the user to view an Evaluation / Assessment Authorization.

10.4   Service – Read only view

The Louisiana EarlySteps Online data system allows the user to view a Service Authorization.

10.5   Transportation – Read only view

The Louisiana EarlySteps Online data system allows the user to view a Transportation Authorization.

Transportation	
ServiceType	Trans. & Related Cost
Date Range	01/01/2017 - 01/31/2017
Child Diagnosis	Q75.0 - Craniosynostosis 10/1/2015 - 2/6/2017
Provider	Adger, Sabrina - Sabrina Adger
Frequency / Intensity / Duration	5 Week 50 miles

10.6   Review of Authorizations

This section reviews the business functions that can be performed for Authorizations.

Upon completion of this exercise, the user will have knowledge to:

- View a list of Authorizations associated with the child.

- View a specific Authorization record for the child.

Exercise 1: View Authorization list

The user will test the ability to view the Authorization list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Authorizations** left side menu tab.	System displays the Authorizations list for the child.

Exercise 2: View a specific Authorization

The user will test the ability to view an existing Authorization.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Authorizations** left side menu tab.	System displays the Authorizations list associated with the child.
2. Select the **View** hyperlink of the Authorization record to be viewed.	System displays the Authorization record in read only mode.

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11 Physician

The Physician section supports the ability to record physicians associated with a specific child.

ⓘ   Only the **SPOE Administrator** is allowed to add, edit or delete a Physician record for a child.

11.1   Physician List

The Louisiana EarlySteps Online data system displays a list of physicians associated with a child.

Child Physician					
Last Name ▲	**First Name**	**Primary**	**Type**	**Phone**	
McGennis	Debbie	Yes	Primary Care Physician	(717) 234-9876	View

11.2   Physician – Read only view

The Louisiana EarlySteps Online data system allows the user to view Physician data.

Debbie McGennis - Primary

Primary Care Physician
Last Seen: 1/1/2017

Contact
123 Elm St
BATON ROUGE, LA 70801
(717) 234-9876 Work
dmcguire@emailserver.org

11.3   Review of Physician

This section reviews the business functions that can be performed for the Physician web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of physicians associated with a child.
- View a specific physician.

Exercise 1: View Physician list

The user will test the ability to view the Physician list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Physician** left side menu tab.	System displays the Physician list.

Exercise 2: View a specific Physician

The user will test the ability to view a specific physician.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Physician** left side menu tab.	System displays the Physician list associated with the child.
2. Select the **View** hyperlink from the Physician list of the physician to be viewed.	System displays the Physician web page in read only mode.

12 Cost Participation

The Cost Participation section supports the ability to record a Cost Participation record associated with a specific child.

ⓘ   Please note that the **Provider** user role will not have access to the Cost Participation data for a child.

ⓘ   Only the **SPOE Administrator** is allowed to add a Cost Participation record for a child

12.1   Cost Participation List

The Louisiana EarlySteps Online data system displays a list of Cost Participation records associated with a child.

The Cost Participation record with the latest Acceptance Date takes precedence over a Cost Participation record with an earlier Acceptance Date. In the display below, the Cost Participation record with the Acceptance Date of 2016/06/14 takes precedence over the Cost Participation record with the Acceptance Date of 2015/06/26 where the two records overlap (May 2016 going forward).

ⓘ   Clicking on the graph bar that represents the Cost Participation record will cause the system to display the read only view of the Cost Participation record.
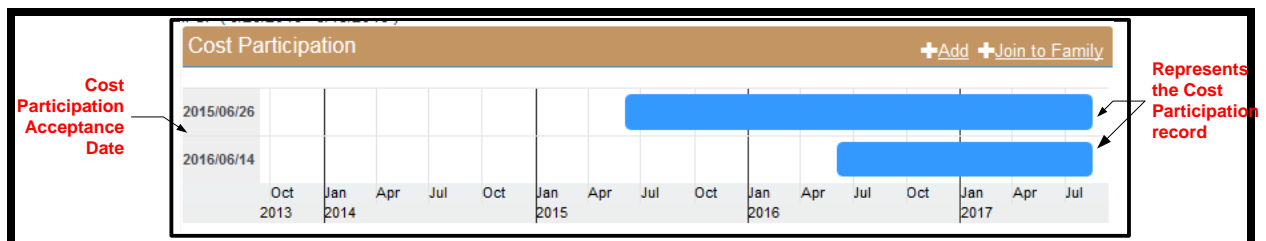
12.2   Cost Participation – Read only – Medicaid

The Louisiana EarlySteps Online data system allows the user to view a Medicaid Participation record.

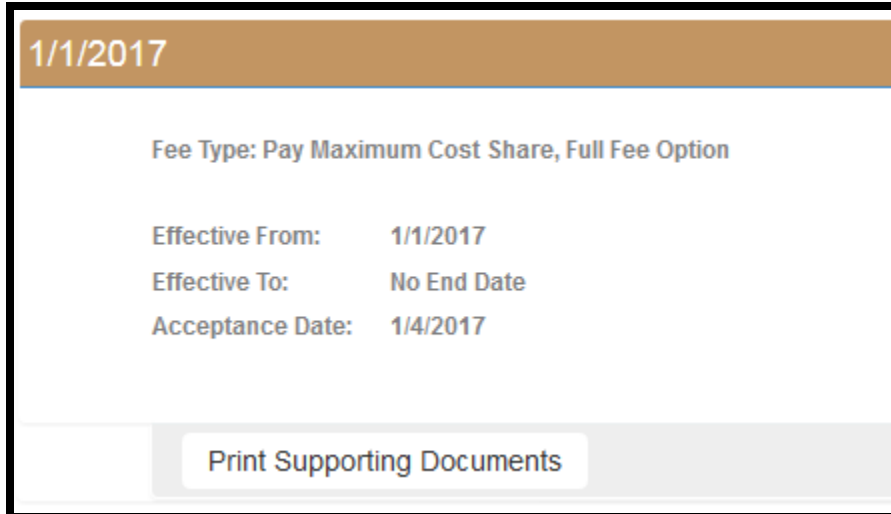## 12.3   Cost Participation – Read only – Pay Max

The Louisiana EarlySteps Online data system allows the user to view a Pay Maximum Participation record.

12.4 Cost Participation – Read only – Cost Share

The Louisiana EarlySteps Online data system allows the user to view a Cost Share Participation record.

1/1/2017

Fee Type: Calculate Cost Share Using Family Income and Deductions

Effective From:	1/1/2017
Effective To:	No End Date
Acceptance Date:	1/6/2017
Deductions:	$100.00 Yearly Amount: $100.00

Family Summary

Family Member Count	2
Total Income	$0.00
Total Deductions	$100.00
Adjusted Income	$0.00
Percent of Poverty	0
Family Cost Per Hour	$0
EarlySteps Maximum Monthly Cost	$0

Family Members

Rich Kirby, effective from 1/1/2017, Child counted, Income Not Included

Betty Kirby, effective from 1/1/2017, Mother counted, $0.00 Income Not Included

Print Supporting Documents

12.5   Cost Participation – Read only – Join to Family

The Louisiana EarlySteps Online data system allows the user to view a Join to Family Cost Participation record.

ⓘ   **Join to Family** Cost Participation records are displayed as a red graph bar on the Cost Participation list.
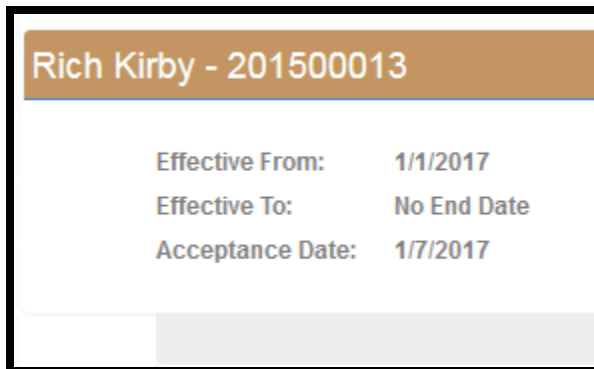
12.6   Cost Participation – Print Supporting Documents
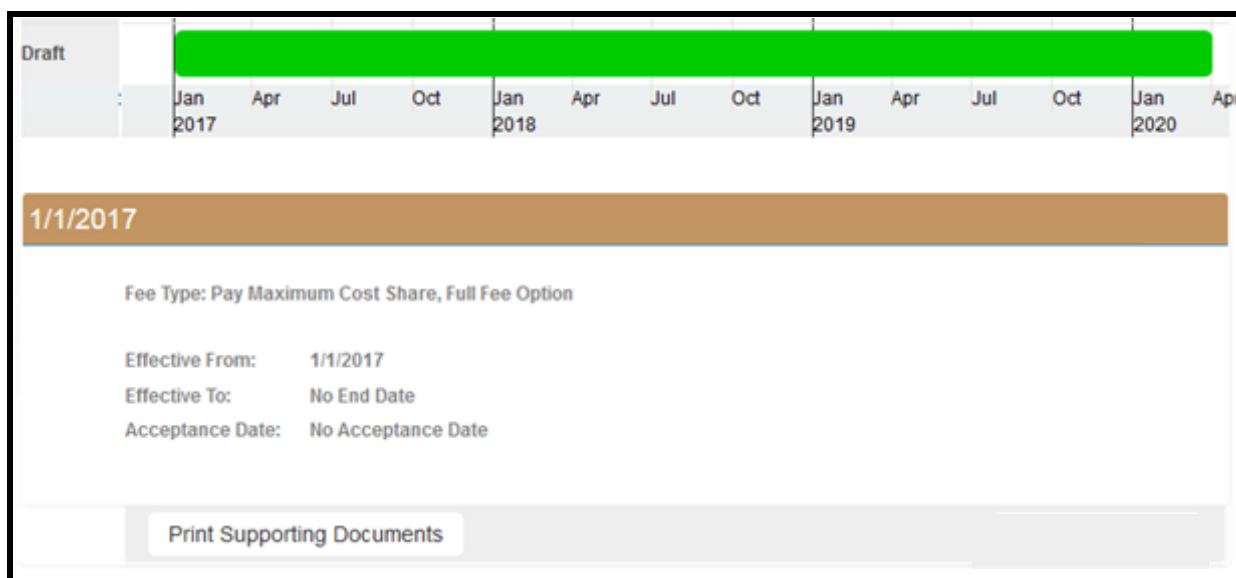
The Louisiana EarlySteps Online data system allows the user to print Louisiana EarlySteps specific Cost Participation documents.

ⓘ   The user is able to print a Louisiana EarlySteps specific Cost Participation document from the read only view of the Cost Participation record.

12.7 Cost Participation – List - Draft

The Louisiana EarlySteps Online data system allows the user to view a list of Cost Participation records that includes a Draft Cost Participation record.

ⓘ A Draft Cost Participation record is displayed as a green graph bar in the Cost Participation list.

ⓘ A Draft Cost Participation record is labelled as **Draft** in the Acceptance Date column on the Cost Participation list.

12.8   Cost Participation – Read only - Draft

The Louisiana EarlySteps Online data system allows the user to view a Draft Cost Participation record.

ⓘ   A Cost Participation document can be printed for a Draft Cost Participation record.

1/1/2017
Fee Type: Pay Maximum Cost Share, Full Fee Option
Effective From: 1/1/2017
Effective To: No End Date
Acceptance Date: No Acceptance Date
Print Supporting Documents

12.9   Review of Cost Participation

This section reviews the business functions that can be performed for the Cost Participation web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of Cost Participation records associated with a child.

- View a Cost Participation record.

Exercise 1: View Cost Participation list

The user will test the ability to view the Cost Participation list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Cost Participation** left side menu tab.	System displays the Cost Participation list.

Exercise 2: View a specific Cost Participation record

The user will test the ability to view a specific Cost Participation record.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Cost Participation** left side menu tab.	System displays the Cost Participation list associated with the child.
2. Double click on one of the Cost Participation graph bars.	System displays the Cost Participation record in read only mode.

13 SPOE Transfer

The SPOE Transfer section supports the ability to transfer a child from one SPOE Region to another without first terminating the child in their local SPOE Region.

ⓘ   Only the **SPOE Administrator** is allowed to perform a SPOE Transfer for a child.

ⓘ   Once a child is transferred to a different SPOE, the child will be displayed in the **Transferred Children** list at the receiving SPOE. The **Transferred Children** search is found under the Common Search section on the Child Search web page.

ⓘ   A child can be transferred to a different SPOE regardless of their current status (Referral, Intake, IFSP, or Terminated).

13.1   SPOE Transfer List

Once a SPOE Transfer record is created, the child record and all the associated data is systematically transferred to the receiving SPOE. The transferred child is listed in the receiving SPOE's Transfer list. The receiving SPOE can view the SPOE transfer list of children transferred into their SPOE by selecting **Transferred Children** on the Child Search web page. The **Transferred Children** selection is found under the Common Search section.
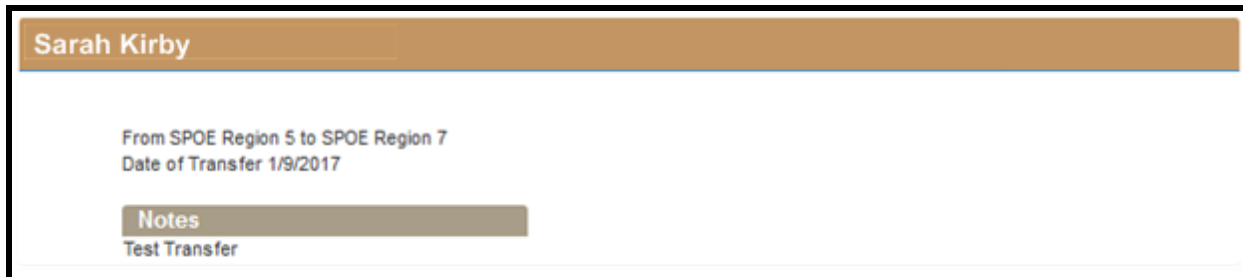
Search Results - Transferred Children								
Last Name	**First Name**	**Child ID**	**Status**	**Transfer Date ▼**	**Sending SPOE Region**	**Receiving SPOE Region**		
Kirby	Sarah	201500007	Referral	1/9/2017	SPOE Region 5	SPOE Region 7	View	Remove

A child with SPOE Transfer history.

SPOE Transfer				
Child ID	**From SPOE**	**To SPOE**	**Date of Transfer ▲**	
201500007	SPOE Region 5	SPOE Region 7	1/9/2017	View

13.2   SPOE Transfer – Read only view

By selecting the SPOE Transfer record from the list, the user is able to view the SPOE Transfer details.

13.3   Review of SPOE Transfer

This section reviews the business functions that can be performed for the SPOE Transfer web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of SPOE Transfers for a child.

- View a specific SPOE Transfer.

Exercise 1: View SPOE Transfer list

The user will test the ability to view the SPOE Transfer list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **SPOE Transfer** left side menu tab.	System displays the SPOE Transfer list for the child.

Exercise 2: View a specific SPOE Transfer record

The user will test the ability to view a specific SPOE Transfer record.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **SPOE Transfer** left side menu tab.	System displays the SPOE Transfer list associated with the child.
2. Select the **View** hyperlink from the SPOE Transfer list of the SPOE Transfer record to be viewed.	System displays the SPOE Transfer record web page in read only mode.

14 Assessment

The Assessment section supports the ability to record Assessment scores associated with a specific child.

ⓘ   DQ Assessment scores must be 0 - 160.

ⓘ   Standard Deviation Scores must be -3.67 to +3.67.

ⓘ   Raw Scores must be 0 - 90.

14.1   Assessment List

The Assessment list is initially empty until an Assessment record is added for a child.

ⓘ   All users who have access to child data is allowed to view a list of Assessment records.

Assessment			
Test Date	**Evaluator**	**Type Of Evaluation**	
6/1/2016	Janet Rains	Initial Eligibility Determination	View

Assessment list with multiple Assessment records.

Assessment			
Test Date	**Evaluator**	**Type Of Evaluation**	
6/1/2016	Janet Rains	Initial Eligibility Determination	View
1/2/2017	Janet Rains	Annual Eligibility Determination	View

14.2   Assessment - Read only view

The Assessment web page provides a read only view of the Assessment record.

All users who have access to child data is allowed to view an Assessment record.

Details

Evaluator:	Janet Rains
Test Date:	6/1/2016
Chronological Age (months):	4
Type of Evaluation:	Initial Eligibility Determination

Adaptive Developmental Domain

Adaptive DQ:	50	Standard Deviation:	1.00

Raw Score

Self Care (SC):	45
Personal Responsibility (PR):	35

Personal-Social Developmental Domain

Personal-Social DQ:	60	Standard Deviation:	1.25

Raw Score

Adult Interaction (AI):	60
Peer Interaction (PI):	65
Self-Concept/Social Role (SR):	70

Communication Developmental Domain

Communication DQ:	90	Standard Deviation:	1.35

Raw Score

Receptive Communication (RC):	80
Expressive Communication (EC):	10

Motor Developmental Domain

Motor DQ:	100	Standard Deviation:	1.56

Raw Score

Gross Motor (GM):	25
Fine Motor (FM):	35
Perceptual Motor (PM):	45

Cognitive Developmental Domain

Cognitive DQ:	60	Standard Deviation:	0.90

Raw Score

Attention/Memory (AM):	50
Reasoning/Academic Skls (RA):	50
Perception and Concepts (PC):	60

Print Assessment

14.3   Assessment – Print

The Assessment read only web page will allow all users who have access to child data to print an Assessment record.

ⓘ   Al users who have access to child data is allowed to print the Assessment record.

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earlySteps

Battelle Data Record

Child ID:	201500007	**Date:**	1/6/2017
Child Name:	Sarah Kirby		
Child Date of Birth:	2/1/2016		

Evaluator:	Janet Rains
Test Date:	6/1/2016
Chronological Age (months):	4
Type of Evaluation:	Initial Eligibility Determination

Adaptive Developmental Domain

Adaptive DQ: 160   Standard Deviation: 1.00

     RAW SCORE: Self-Care (SC): 45

     RAW SCORE: Personal Responsibility (PR): 35

Personal-Social Developmental Domain

Personal-Social DQ: 60   Standard Deviation: 1.25

     RAW SCORE: Adult Interaction (AI): 60

     RAW SCORE: Peer Interaction (PI): 65

     RAW SCORE: Self-Concept and Social Role (SR): 70

Communication Developmental Domain

Communication DQ: 90   Standard Deviation: 1.35

     RAW SCORE: Receptive Communication (RC): 80

     RAW SCORE: Expressive Communication (EC): 10

Motor Developmental Domain

Motor DQ: 100   Standard Deviation: 1.56

     RAW SCORE: Gross Motor (GM): 25

     RAW SCORE: Fine Motor (FM): 35

     RAW SCORE: Perceptual Motor (PM): 45

Cognitive Developmental Domain

Cognitive DQ: 60   Standard Deviation: 0.90

     RAW SCORE: Attention and Memory (AM): 50

     RAW SCORE: Reasoning and Academic Skill (RA): 50

     RAW SCORE: Perception and Concepts (PC): 60

Confidential   **Page:** 1

14.4　　　Review of Assessment

This section reviews the business functions that can be performed for the Assessment web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of Assessment test records associated with a child.
- View a specific Assessment test score.
- Print Assessment test record.

Exercise 1: View Assessment list

The user will test the ability to view the Assessment list.

Quick Steps	Result / Additional Information
1.　From the Child Summary web page select the **Assessment** left side menu tab.	System displays the Assessment test list.

Exercise 2: View a specific Assessment test record

The user will test the ability to view a specific Assessment test record.

Quick Steps	Result / Additional Information
1.　From the Child Summary web page select the **Assessment** left side menu tab.	System displays the Assessment list associated with the child.
2.　Select the **View** hyperlink from the Assessment list of the Assessment test record to be viewed.	System displays the Assessment test record web page in read only mode.

Exercise 3: Print Assessment test record

All system users that access to child data is allowed to print the Assessment test record associated with the child

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Assessment** left side menu tab.	System displays the Assessment list associated with the child.
2. Select the **View** hyperlink from the Assessment list of the Assessment test record to be viewed	System displays the Assessment test record web page in read only mode.
3. Select the **Print** button from the lower left corner of the web page.	System displays the Assessment test record in report format.

15 ASQ Testing

The ASQ Testing section supports the ability to record a ASQ Test associated with a specific child.

15.1 ASQ Testing List

The ASQ Testing list is initially empty until an ASQ Testing record is added for a child.

ⓘ All users who have access to child data is allowed to view a list of ASQ Testing records.

15.2 ASQ Testing - Read only view

The ASQ Testing web page provides a read only view of the ASQ Testing record.

ⓘ All users who have access to child data is allowed to view an ASQ Testing record.

15.3 Review of ASQ Testing

This section reviews the business functions that can be performed for the ASQ Testing web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of ASQ Testing records associated with a child.

- View a specific ASQ Testing record.

Exercise 1: View ASQ Testing list

The user will test the ability to view the ASQ Testing record list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **ASQ** left side menu tab.	System displays the ASQ Testing record list.

Exercise 2: View a specific ASQ Testing record

The user will test the ability to view a specific ASQ Testing record.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **ASQ** left side menu tab.	System displays the ASQ Testing record list associated with the child.
2. Select the **View** hyperlink from the ASQ Testing record list of the ASQ Testing record to be viewed.	System displays the ASQ Testing record web page in read only mode.

16 Outcome Scores

The Outcomes Score section supports the ability to compare two Assessment test results and determine the Child Outcome Score based on Assessment test results.
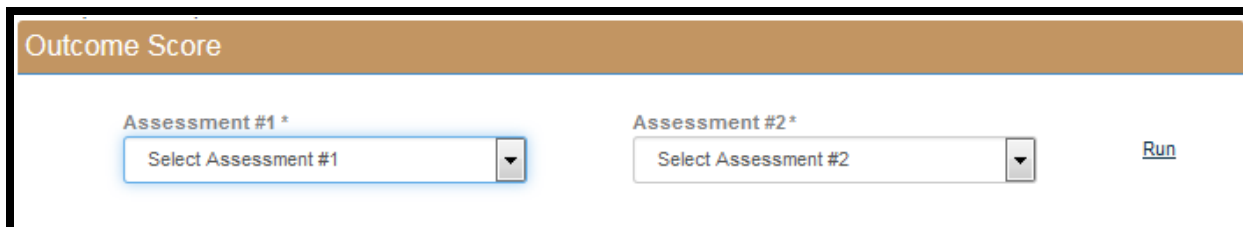
16.1   Execute Outcome Scores

The Outcomes Scores web page allows a user to compare the test results of two different Assessment tests recorded in the system. The user is required to select two different Assessment tests to compare.
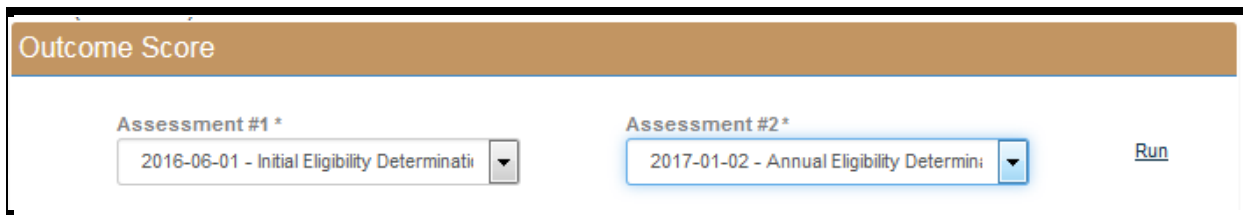
ⓘ   All users who have access to child data is allowed to execute the Outcomes Score comparison process.

The initial view prior to selecting the Assessment records.

The view after selecting the Assessment records.

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16.2   Outcome Scores – Comparison Results

The Outcome Scores comparison results provide a comparison rating for three different Child Outcomes. The three Child Outcome developmental areas are:

1. Outcome A – Positive-Social Emotional Skills
2. Outcome B – Acquisition and Use of Knowledge and Skills
3. Outcome C – Use of Appropriate Behavior

Each developmental area is scored:

A = Did not improve functioning.

B = Improved functioning but not comparable to same-aged peers.

C = Improved functioning to a level nearer to same-aged peers but did not reach it.

D = Improved functioning to reach a level comparable to same-aged peers.

E = Maintained functioning at a level comparable to same-aged peers.

(i)   All users who have access to child data is allowed to view the results of the Assessment test comparison.

Outcome Scores

Outcome A - Positive-Social Emotional Skills : **A**

Outcome B - Acquisition and Use of Knowledge and Skills :**C**

Outcome C - – Use of Appropriate Behavior : **B**

Guidelines on Scoring
A = Did not improve functioning.
B = Improved functioning but not comparable to same-aged peers.
C = Improved functioning to a level nearer to same-aged peers but did not reach it.
D = Improved functioning to reach a level comparable to same-aged peers.
E = Maintained functioning at a level comparable to same-aged peers.

Exercise 1: Execute Outcome Score

The user will test the ability to execute the Outcome Score process.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Outcome Score** left side menu tab.	System displays the initial Outcome Score web page.
2. Select the Assessment test from the **Assessment #1** dropdown menu**.**	System displays the select Assessment test in the data field.
3. Select the Assessment test from the **Assessment #2** dropdown menu**.**	System displays the select Assessment test in the data field.
4. Select the **Run** function from the upper right corner.	System compares the test results of Assessment Test #1 to the test results of Assessment test #2 and displays the progress ratings for each of the three Childhood Outcome categories.

17 Screening

The Screening section supports the ability to record a screening associated with a specific child.

17.1 Screening List

The Screening list is initially empty until a Screening record is added for a child.

ⓘ All users who have access to child data is allowed to view a list of Screening records.

Screening list with multiple records.

17.2   Screening - Read only view

The Screening web page provides a read only view of the Screening record.

ⓘ   All users who have access to child data is allowed to view a Screening record.

Details

Screening:	Hearing Screen
Date Completed:	12/6/2016
Results:	Pass (age appropriate)
Notes:	

17.3   Review of Screening

This section reviews the business functions that can be performed for the Screening web page.

Upon completion of this exercise, the user will have knowledge to:

- View a list of Screening records associated with a child.

- View a specific Screening record.

Exercise 1: View Screening list

The user will test the ability to view the Screening list.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Screening** left side menu tab.	System displays the Screening list.

Exercise 2: View a specific Screening record

The user will test the ability to view a specific Screening record.

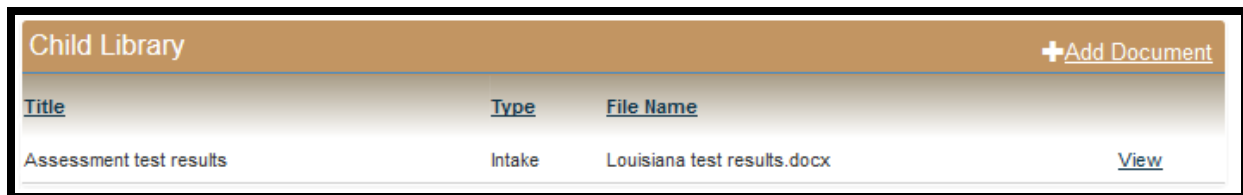| Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Screening** left side menu tab.	System displays the Screening list associated with the child.
2. Select the **View** hyperlink from the Screening list of the Screening record to be viewed.	System displays the Screening record web page in read only mode.

18 Child Library

The Child Library section supports the ability to create a library of child documents that are uploaded into the system.

18.1   Child Library List

Initial view with no child documents uploaded.
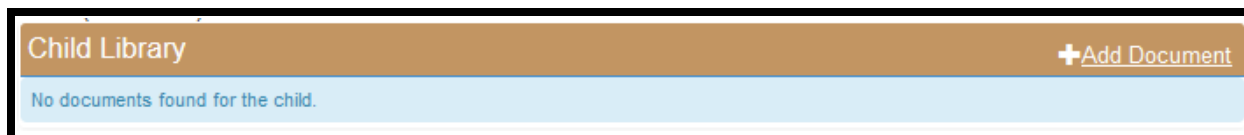
Once a file is uploaded into the Child Library, the Child Library list will be populated.

18.2   Child Library – Add view

The system allows a user has access to a child record to upload a document into the Child Library.

ⓘ   State, SPOE Administrator, Intake Coordinator, Family Support Coordinator and Provider user roles can add a document to the child's document library.

ⓘ   The Louisiana EarlySteps Online data system will allow uploads of the following file types: Microsoft Word, Portable Document Format (PDF), image files (jpeg).

ⓘ   The Louisiana EarlySteps Online data system prevents the upload of a document larger than 10MG.

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File Name *
[Browse...] No file selected.

Title *
[   ]

Type *
[No Document Type Selected   ▼]

Description
[   ]

Uploaded/Last Modified by kkirbyspoe
1/6/2017 10:51:36 AM

[Cancel]   [Save]

18.3   Child Library – Read only view

By selecting the Child Library document record from the list, the user is able to view the document details.

Louisiana test results.docx   Edit

Uploaded/Last Modified by Kent Kirby
1/6/2017 10:51:36 AM

Title: Assessment test results
Type: Intake
File Name: Louisiana test results.docx
Description: This is the Assessment test results for this child.

[Delete Document]   [Download Document]

18.4   Child Library – Download Document

From the Child Library document view page, the user can view or download the document to their computer.

ⓘ   All user roles can download a document from the child's document library.
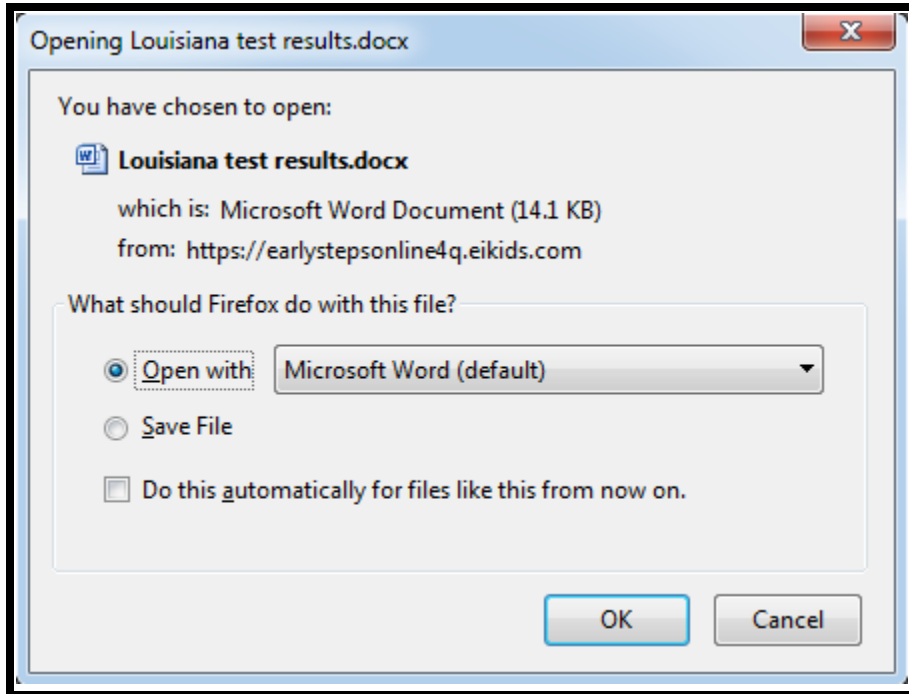
18.5   Child Library – Edit view

By selecting the Edit function from the Child Library document view web page, the user is able to edit the document data.

ⓘ   The State Administrator user role can edit the data associated with the child document for all children in the state.

ⓘ   The SPOE Administrator user role can edit the data associated with the child document for all children in their SPOE.

ⓘ   The Intake Coordinator user role can edit the data associated with the child document for any document they upload.

ⓘ   The Family Support Coordinator user role can edit the data associated with the child document for any document they upload.

ⓘ   The Provider user role can edit the data associated with the child document for any document they upload.

Louisiana test results.docx

Uploaded/Last Modified by Kent Kirby
1/6/2017 10:51:36 AM

File Name Louisiana test results.docx

Title *

Assessment test results

Type *

Intake

Description

This is the Assessment test results for this child.
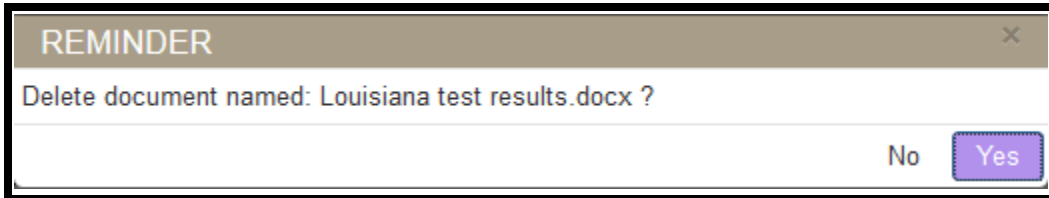
Cancel   Save

18.6   Confirm Child Library Document Delete

ⓘ   The State Administrator user role can delete a document they upload.

ⓘ   The SPOE Administrator user role can delete a document for a child in their SPOE.

REMINDER	×
Delete document named: Louisiana test results.docx ?	
	No Yes

18.7   Review of Child Library

This section reviews the business functions that can be performed for the Child Document Library web page.

Upon completion of this exercise, the user will have knowledge to:

- Add a new document for the child.

- View a list of documents associated with a child.

- View data about a specific child document.

- Edit the data regarding a specific child document.

- Download an existing child document.

- Delete an existing child document.

Exercise 1: Add a new child document

The user will test the ability to add a new child document to the child's library.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Child Library** left side menu tab.	System displays the Child Library document list associated with the child.
2. Select the **Add Document** hyperlink from the upper right corner.	System displays the Child Library web page in add mode.
3. Select the **Browse** button.	System displays the standard Microsoft document explorer.
4. Browse the computer and select a document to upload. Select the **Open** function.	System displays the selected file name on the Child Library web page.
5. Enter the required data fields. Select **Save**.	System performs data edits. If data errors exist, the system will display an error message. The system remains on the Child library web page in add mode.

If no data errors exist, the system will write the data to the database and display the Child Library web page in read only mode. |

Exercise 2: View Child Library document list

The user will test the ability to view the list of documents in a Child's Library.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Child Library** left side menu tab.	System displays the Child Library document list.

Exercise 3: View data about a specific child document

The user will test the ability to view data about a specific child document.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Child Library** left side menu tab.	System displays the Child Library document list associated with the child.
2. Select the **View** hyperlink from the Child Library document list of the child document to be viewed.	System displays the Child Library document web page in read only mode.

Exercise 4: Edit existing data about a child document

The user will test the ability to edit the data associated with an existing child document.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Child Library** left side menu tab.	System displays the Child Library document list associated with the child.
2. Select the **View** hyperlink from the Child Library list of the child document to be viewed.	System displays the Child Library web page in read only mode.
3. Select the **Edit** function from the upper right corner.	System displays the Child library web page in edit mode.
4. Add or revise existing data for the child document. Select **Save**.	System performs data edits. If data errors exist, the system will display an error message. The system remains on the Child Library web page in edit mode.
	If no data errors exist, the system will write the new/revised data to the database and display the Child library web page in read only mode.

Exercise 5: Download an existing child document

The user will test the ability to download and view a specific child document.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the Child Library left side menu tab.	System displays the Child Library document list associated with the child.
2. Select the **View** hyperlink from the Child Library list of the child document to be downloaded.	System displays the Child Library document web page in read only mode.
3. Select the **Download Document** button.	System displays the standard Microsoft download web page.
4. Select to **Save File**.	The system will download the child document.

Exercise 6: Delete a child document

The user will test the ability to delete a specific child document.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the Child Library left side menu tab.	System displays the Child Library document list associated with the child.
2. Select the **View** hyperlink from the Child Library list of the child document to be deleted.	System displays the Child Library web page in read only mode.
3. Select the **Delete Document** button.	System prompts the user to confirm the deletion of the child document.
4. Select **Yes**.	The system will delete the child document.
	If the last child document is not deleted the system will display the Child library list.
	If the last child document is deleted the system will display the Child Summary web page.

19 Team Note

The Team Note section supports the ability to manage Team Notes for a child. This is a section where team members with access to a child can record notes that other team members can view.

19.1   Team Note List

The Louisiana EarlySteps Online data system displays a list of Team Notes associated with a child.
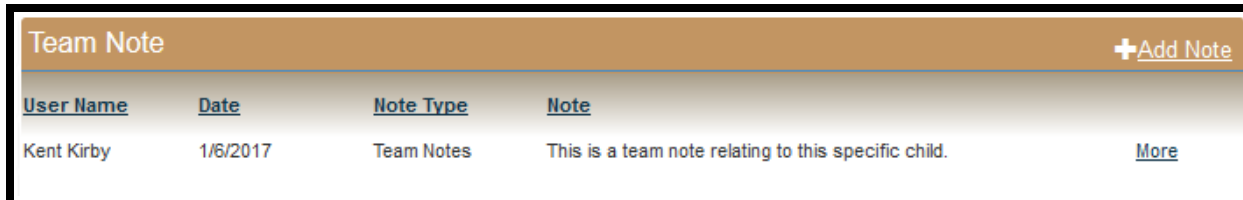
ⓘ   All user roles are allowed to view the list of Team Notes associated with a child.

This is the initial view when no Team Notes have been added.

This is the view when a Team Note has been added.

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19.2   Team Note - Read only view

The Louisiana EarlySteps Online data system displays a specific Team Note for a child by selecting **More**.

ⓘ   All user roles are allowed to view a specific Team Note associated with a child.

Kent Kirby   Edit
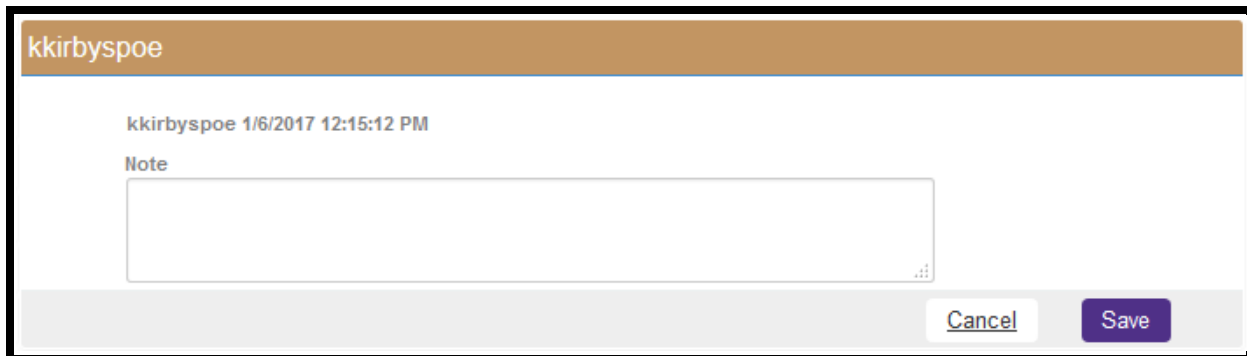
Note Type: Team Notes

Note Date: 1/6/2017 1:00:00 AM

Note: This is a team note relating to this specific child.

Delete Note

19.3   Team Note - Add or Edit Note

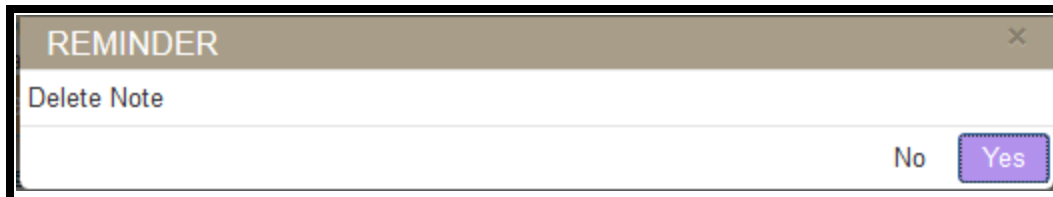The Louisiana EarlySteps Online data system displays the Team Note in Add or Edit mode.

ⓘ   All user roles are allowed to add a Team Note to a child.

ⓘ   The Intake Coordinator, Family Support Coordinator and the Provider may only edit the Team Notes they added.

ⓘ   The maximum individual Team Note size is 7,500 characters.

19.4   Team Note - Delete Note

The Louisiana EarlySteps Online data system allows the deletion of a Team Note for a child.

ⓘ   The State Administrator user role may delete any Team Note for a child.

ⓘ   The SPOE Administrator user role may delete any Team Note for a child in their SPOE.

ⓘ   The Intake Coordinator, Family Support Coordinator and the Provider may delete a Team Note they added.

19.5   Review of Team Note

This section reviews the business functions that can be performed for the Team Note web page.

Upon completion of this exercise, the user will have knowledge to:

- Add a Team Note for the child.

- View a list of Team Notes associated with a child.

- View a Team Note.

- Edit the Team Note for a child.

- Delete an existing Team Note.

Exercise 1: Add a new Team Note

The user will test the ability to add a new Team Note for a child.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Team Note** left side menu tab.	System displays the Team Note list associated with the child.
2. Select the **Add Note** hyperlink from the upper right corner.	System displays the Team Note web page in add mode.
3. Enter the required data fields. Select **Save**.	System performs data edits. If data errors exist, the system will display an error message. The system remains on the Team Note web page in add mode. If no data errors exist, the system will write the data to the database and display the Team Note web page in read only mode.

Exercise 2: View Team Note list

The user will test the ability to view the list of Team Notes for a child.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Team Note** left side menu tab.	System displays the Team Note list.

Exercise 3: View a Team Note

The user will test the ability to view a specific Team Note.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Team Note** left side menu tab.	System displays the Team Note list associated with the child.
2. Select the **More** hyperlink from the Team Note list of the Team Note to be viewed.	System displays the Team Note web page in read only mode.

Exercise 4: Edit existing Team Note

The user will test the ability to edit an existing Team Note.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Team Note** left side menu tab.	System displays the Team Note list associated with the child.
2. Select the **More** hyperlink from the Team Note list of the Team Note to be viewed.	System displays the Team Note web page in read only mode.
3. Select the **Edit** function from the upper right corner.	System displays the Team Note web page in edit mode.
4. Add or revise existing data for the Team Note. Select **Save**.	System performs data edits. If data errors exist, the system will display an error message. The system remains on the Team Note web page in edit mode. If no data errors exist, the system will write the new/revised data to the database and display the Team Note web page in read only mode.

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Exercise 5: Delete an existing Team Note

The user will test the ability to delete a specific Team Note.

Quick Steps	Result / Additional Information
1. From the Child Summary web page select the **Team Note** left side menu tab.	System displays the Team Note list associated with the child.
2. Select the **View** hyperlink from the Team Note list of the Team Note to be deleted.	System displays the Team Note web page in read only mode.
3. Select the **Delete Note** button.	System prompts the user to confirm the deletion of the Team Note.
4. Select **Yes**.	The system will delete the COSF rating. If the last Team Note is not deleted the system will display the Team Note list. If the last Team Note is deleted the system will display the Child Summary web page.

20 Miscellaneous Functions

20.1   Web Page Header (Top Menu)

Shown below is the web page header for the Child Search web page. This is before a child has been selected.

20.2   Top Menu Selections

The various icons perform the following functions:

- The **Home** icon will navigate the user to the Child Search web page.

- The **Help** icon will display the online help functionality. See below for additional information regarding the Online help.

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20.3 Online Help

Online help is provided to answer the basic questions a new user may have regarding the operation of the Louisiana EarlySteps Online data system. Various Help topics can be selected and then viewed. The Online Help is accessed by selecting the menu in the top left corner

and then selecting the Question mark. Help

20.4 Web Page Header (Profile)

The Louisiana EarlySteps Online web page header has a User profile dropdown menu that allows the user to change their existing password or to log out of the Louisiana EarlySteps Online data system.

Role: Family Support Coordinator

Logged in as: KentFSC

Child Search Criteria
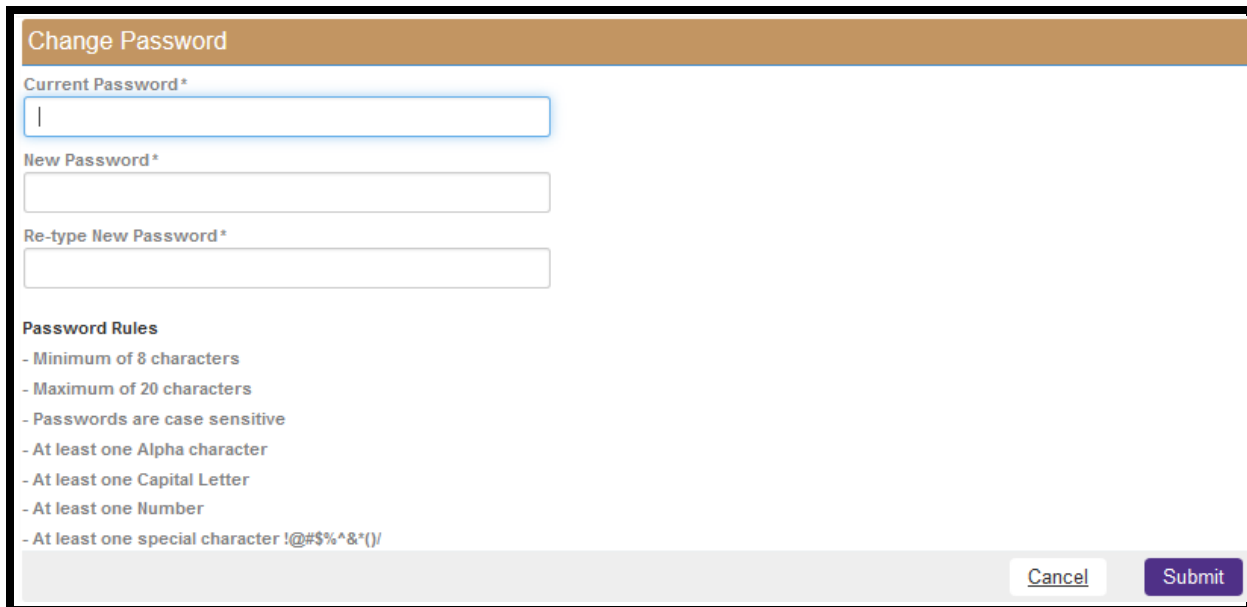
Change Password

Logout

20.5   Change Password

By selecting **Change Password** from the drop down menu (upper right corner), the Change Password web page allows the user to change their existing password. Additionally, if a user tries to log into the Louisiana EarlySteps Online data system with an expired password, the Louisiana EarlySteps Online data system will automatically prompt the user to create a new password.

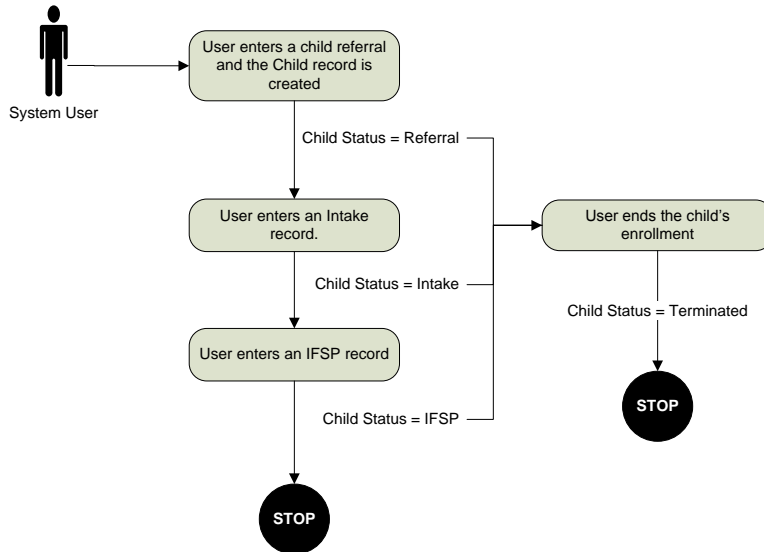(i)   The user's Louisiana EarlySteps Online data system password will expire every 180 days.

Change Password

Current Password*

New Password*

Re-type New Password*

Password Rules
- Minimum of 8 characters
- Maximum of 20 characters
- Passwords are case sensitive
- At least one Alpha character
- At least one Capital Letter
- At least one Number
- At least one special character !@#$%^&*()/

Cancel   Submit

20.6   Log Out

By selecting **Logout** from the drop down menu (upper right corner) the Louisiana EarlySteps Online data system allows the user to end their web session.   The web session is closed and the user is returned to the Louisiana EarlySteps Online public home page.

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20.7   Child Status

As a child progresses through the system their status automatically updates.

Last page

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