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	Contact: Leslie Adams; AdamsL4@michigan.gov	
	Originating Office: Health, Education and Youth Unit (HEYU)	
	Subject/Title: Entry of Initial and Yearly Medical/Dental Exams into SWSS-FAJ	
	Distribution:	
	<input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Data Management <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS

General health care requirements for foster children are addressed by foster care policy and mandated by federal and state statutes. DHS policy FOM 801, Health Care Services for Foster Children, released on April 1, 2012 provides a comprehensive explanation of the various health care requirements for children in foster care.

Because of the critical importance of health care, DHS must assure and monitor the entry of health information for each child in care. This oversight will be made possible through the use of the newly released Well Child Exam forms and mandated entry of specific health information into SWSS-FAJ. Although data entry into SWSS-FAJ has been a requirement since December 2009, current data pulls reveal problems with accurate and complete data entry.

DHS staff from Data Management, Data Warehouse, Child Welfare Field Operations and the Health, Education and Youth Unit have developed the attached job aid and guidelines to support the accurate and timely entry of initial and yearly medical/dental information into SWSS-FAJ. It is critical that these systematic instructions are followed to ensure factual and verifiable data is obtained. All foster care workers and health liaison officers must be provided these tools for immediate use.

Attachment: *Entry of Initial and Yearly Medicals and Dentals into SWSS-FAJ, Foster Care Caseworker Tool/Job Aid – April 2012*

Entry of Initial and Yearly Medicals and Dentals into SWSS-FAJ

Foster Care Caseworker Tool/Job Aid-April 2012
Michigan Department of Human Services

Medical and dental information is entered into SWSS-FAJ using the Child Information Module, screen 4 of 4, Medical tab. In order to extract accurate data for reporting, it is crucial that the information is entered exactly as outlined within each section.

Initial Medical Examinations (children ages 3 and above):

- Enter the date of the examination under visit “Date.”
- Select “Medical Exam” under visit “Type.”
- Enter the name of the Medical Provider.
- Under “Reason for visit” narrative box, type in “**Initial Medical Exam.**”
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect new instructions.

Initial Medical Examinations (children under age 3): To capture all required well child exams (based on the periodic schedule) for child under age 3 documentation of the age-specific well child exam is required in addition to the Initial Medical Exam. In other words, a single visit could count as two exam requirements, i.e. Initial Medical Exam and 2 Month Well Child Exam (see example below).

- Complete all steps for the Initial Medical Examination above.
- Enter the same date as in the Initial Medical Examination, under visit “Date”.
- Select “Medical Exam” under visit “Type”.
- Enter the name for the Medical Provider.
- Under “Reason for visit” narrative box, type in age-specific well child exam (such as “**4 Week Well Child Exam**”, “**2 Month Well Child Exam**”, “**4 Month Well Child Exam**” and so on). Use the numerical figure as on the actual form in specifying the specific well child exam.
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect new instructions.

Example: Correct entry of Initial Medical Exam for child under 3 years old

Description		Medical		Disabilities
Last Physical Exam	12/07/2011	Last Dental Exam	Not yet identified	
Date	Type	Medical Provider	Reason for visit	
12/07/2011	Medical Exam	Darrell Smith, MD	2 month Well Child Exam	
12/07/2011	Medical Exam	Darrell Smith, MD	Initial Medical Exam	

Subsequent Well Child Exams from periodicity schedule (children under age 3):

After the Initial Medical Exam entry, enter all subsequent required well child exams as follows:

- Enter the date of the examination under visit “Date”.
- Select Medical Exam” under visit “Type”.
- Enter the name for the Medical Provider.
- Under “Reason for visit” narrative box, type in age-specific well child exam (such as “**4 Week Well Child Exam**”, “**2 Month Well Child Exam**”, “**4 Month Well Child Exam**” and so on). Use the numerical figure as on the actual form in specifying the specific well child exam.
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect new instructions.

Example: Correct entry of Well Child Exams for child under 3 years old

Description		Medical		Disabilities
Last Physical Exam		10/28/2011	Last Dental Exam	
			Not yet identified	
Date	Type	Medical Provider	Reason for visit	
10/28/2011	Medical Exam	Athar Baig, MD	4 month Well Child Exam	
08/15/2011	Medical Exam	Athar Baig, MD	2 month Well Child Exam	
08/15/2011	Medical Exam	Athar Baig, MD	Initial Medical Exam	

Yearly Well Child Exams ages 3 and older:

- Enter the date of the examination under visit “Date.”
- Select “Medical Exam” under visit “Type.”
- Enter the name of the Medical Provider.
- Under “Reason for visit” narrative box, type in “**Yearly Medical Exam.**”
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect new instructions.

Example: Correct entry of Initial and Yearly Medical Exams for child age 3 and older

Description		Medical		Disabilities
Last Physical Exam		02/18/2012	Last Dental Exam	
			03/16/2011	
Date	Type	Medical Provider	Reason for visit	
02/18/2012	Medical Exam	Mid-Michigan Physicians	Yearly Medical Exam	
03/16/2011	Dental Exam	Holly Hetchler-Scott, DDS	Initial Dental Exam	
02/02/2011	Medical Exam	Okemos Pediatrics	Initial Medical Exam	

Initial Dental Examinations:

- Enter the date of the examination under visit “Date.”
- Select “Dental Exam” under visit “Type.”
- Enter the name of the Medical Provider.
- Under “Reason for visit” narrative box, type in “**Initial Dental Exam.**”
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect these new instructions.

Yearly Dental Examinations:

- Enter the date of the examination under visit “Date.”
- Select “Dental Exam” under visit “Type.”
- Enter the name of the Medical Provider.
- Under “Reason for visit” narrative box, type in “**Yearly Dental Exam**”.
- To ensure data accuracy, type in the appropriate entry as indicated without using quotation marks or periods. Spell all entries correctly.
- Click “Add” for new entries or “Update” to change entries to reflect these new instructions.

Example: Correct entry of Initial and Yearly Dental Exams

Description		Medical		Disabilities	
Last Physical Exam		10/18/2011		Last Dental Exam	
				01/06/2012	
Date	Type	Medical Provider	Reason for visit		
01/06/2012	Dental Exam	Randall Ewing, DDS	Yearly Dental Exam		
10/18/2011	Medical Exam	Carter Phillips, MD	Yearly Medical Exam		
01/19/2011	Dental Exam	Child Smiles Dentistry	Initial Dental Exam		

Examples: Incorrect SWSS-FAJ entries

Description		Medical		Disabilities	
Last Physical Exam		03/01/2011		Last Dental Exam	
				Not yet identified	
Date	Type	Medical Provider	Reason for visit		
03/01/2011	Medical Exam	SPB Pediatric Primary Ca	Initial physical		

Medical Provider: Visit date: / /

Incorrect entry-requires updating entry to Initial Medical Exam

Description		Medical		Disabilities	
Last Physical Exam		10/18/2011		Last Dental Exam	
				01/06/2012	
Date	Type	Medical Provider	Reason for visit		
10/08/2011	Medical Exam	Okemos Pediatrics	Yearly Physical		
01/19/2011	Dental Exam	Child Smiles Dentistry	Initial Dental Exam		
10/09/2010	Medical Exam	Okemos Pediatrics	Initial Medicial Esam		

While the child's initial and yearly medical exams are documented, neither will be included in data extraction due to misspelling and incorrect identifying phrase.

Guidelines for Determination of Timeliness

The periodicity schedule for children under age 3 requires well child exams at a greater frequency than the standard yearly medical exam. In determining timeliness the due date is based on the child's age and the required age-specific well child exam. The first periodic well child exam date calculated for a child is the next periodic exam due after the initial medical exam due date.

A periodic well child exam is due when a child is age 1 month.	A 1 month well child Exam completed before the child's two month birthday is timely.
A periodic well child exam is due when a child is age 2 months.	A 2 month well child exam completed before the child's 3 month birthday is timely.
A periodic well child exam is due when a child is age 4 months.	A 4 month well child exam completed before the 5 month birthday is timely.
A periodic well child exam is due when a child is age 6 months.	A 6 month well child exam completed before the 7 month birthday is timely.
A periodic well child exam is due when a child is age 9 months.	A 9 month well child exam completed on or before the 10 month birthday is timely.
A periodic exam is due when a child is age 12 months.	A 12 Month Well Child Exam completed on or before the 13 month birthday is timely.
A periodic exam is due when a child is age 15 months.	A 15 Month Well Child Exam completed on or before the 16 month birthday is timely.
A periodic exam is due when a child is age 18 months.	An 18 Month Well Child Exam completed on or before the 19 month birthday is timely.
A periodic exam is due when a child is age 24 months.	A 24 Month Well Child Exam completed on or before the 25 month birthday is timely.
A periodic exam is due when a child is age 30 months.	A 30 Month Well Child Exam completed on or before the 31 month birthday is timely.

Yearly Medical Exam

A Yearly Medical Exam is due every 14 months after the Initial Medical Exam due date or the 30 Month Well Child Exam due date, whichever is later, for children age 3 years to 21 years.

Dental Exams

Policy changes effective April 1, 2012 require that dental exams begin at age 3 rather than age 4. Due to the revised dental requirement and policy effective date, the following guidelines define timeliness based on child's age.

Children born prior to April 3, 2008:

Initial dental exams are required within 90 days of the later of:

1. Entry into foster care.
2. The child's 4th birthday.

An Initial Dental Exam or a Yearly Dental Exam will count toward this requirement if completed on or after the later of:

1. Six months prior to the initial foster care placement.
2. 12 months prior to July 1, 2012.

And within 6 months after the due date (due date is 4th birthday + 89 days).

Children born on or after April 4, 2009:

The initial exam is due within 90 days of the later of:

1. The initial foster care placement date
2. The child's 3rd birthday.

An Initial Dental Exam or a Yearly Dental Exam will count toward this requirement if completed on or after the later of:

1. Six months prior to the initial foster care placement date
2. Nine months prior to the 3rd birthday.

And within 6 months after the due date (due date is 3rd birthday + 89 days).