

## Evaluation Workflow

### Recruitment

- Enter contact information for every family's Primary Caregiver into the Recruitment Program in ETO; Do not enter children in Recruitment.

### Enrollment & Eligibility

- Consent parents with MIECHV confidentiality language.
- Enter family members in ETO. Complete a demographics touchpoint for all family members; include all MIECHV Eligibility Criteria learned in the enrollment process.

### Assessments/Screening:

- Use Assessment Age Chart to determine appropriate time and forms for Enrollment and Follow-up Assessments.
- Use report link to find primary caregiver ETO case number for electronic assessment tools, such as Family Map.

### *Child Touchpoints*

- Complete ASQ-3 and ASQ:SE-2 at enrollment, birthdays, and half-birthdays as shown on the Assessment Age Chart. If mom enrolled pregnant, screen infant at 2 months.
- Complete an additional ASQ-3 for every child at 9 months, *before* child's un-adjusted age is 10 months 0 days.
- Enter ASQ-3 and ASQ:SE-2 scores from developmental screenings in ETO.
- Refer for services if ASQ-3 or ASQ:SE-2 score is in Black; OK to refer if score is in Gray.
- Provide Individualized Activity guidance if ASQ score is in Black or Gray. Enter Activities in Home Visit Record.

### *Family Touchpoints*

- Complete Family Map at enrollment, birthdays, and half-birthdays, as shown on the Assessment Age Chart. If mom enrolled pregnant, complete Infant/Toddler Family Map when infant is 2 months to 2 months 30 days.
- Use Prenatal, Infant/Toddler or Early Childhood Family Map form for Target Child 1; use Sibling form for additional Target Child 2, 3, or 4.
- Complete Parent Safety screening once, 4 to 6 months after enrollment; provide Safety Card, Referral if needed. Safety screening must be completed before the end of the 6<sup>th</sup> month after enrollment.

### At Every Home Visit:

- Ask parent if any concerns about child(ren)'s behavior or development at every visit.
- Ask parent about child(ren)'s medical visits at every home visit.
- Complete a Home Visit Record in ETO after *every* family visit, including when ASQs or Family Map are done.

### Miscellaneous:

- All activities should be recorded in ETO within 5 business days.
- Record Referrals in ETO; Record follow-up required after referral for depression, ASQ or developmental concern.
- Complete Group Meeting Record in ETO for each Primary Caregiver, with content /topic in ETO.
- Missed Family Contacts – Record no-shows, cancellations, and other missed visits.

### Dismissal:

- Record best reason for ending program services in ETO within 5 business days; please avoid using "other".