



Spotlight on Referrals Training Series: Tobacco Cessation

MIECHV Form 2 Report: Construct 6
**IDHS Department of Early Childhood
Home Visiting (IDHS-DEC HV)**

Construct Definitions

Denominator – *includes all participants required to meet this construct*

- Primary guardians who have reached 90 days from enrollment in current site fund code / MIECHV start date
 - AND have a 1st Tobacco Survey entry = Yes
 - AND have at least one PVR/VR 91 or more days after enrollment

Numerator – *represents all the participants who have met or completed the goal of the construct*

- Primary guardians from the denominator that have a Resource Connection/Referral for Tobacco Cessation dated within 90 days from the enrollment date (current site fund code / MIECHV start date)
 - AND have a 1st Tobacco Survey entry = Yes
- ❖ Participants with a documented Resource Connection / Referral will be included in the Numerator, *regardless of accepting the referral or receiving services.*
- ❖ **The requirement is met if the participant is provided a referral.**

Construct Definitions, continued

Missing – *incomplete or insufficient data to determine if a participant is required to meet this construct requirement*

- Primary guardians enrolled 90 days in date range from current site fund code / MIECHV start date
 - **WITH NO** Tobacco Survey recorded within 90 days from current site fund code / MIECHV start date
 - **OR** Tobacco Survey entry recorded within 90 days of current site fund code / MIECHV start date with a response "**Unknown**" or "**Did not ask**"



Part 1 – Completing Tobacco Use Survey entry

Visit Tracker Setup Admin CIAT Families Guardians Children Home Visitor Calendar Reports Support

Beach (Beach, Sandy)

Demographic Data

Family Demographics

- ▶ Additional languages spoken in the home
- ▶ Family Experiences: Strengths and Stressors (definitions) Stressors: 0
- ▶ Other Family Characteristics Other Characteristics: 0
- ▶ MIECHV Priority Population Characteristics MIECHV Priority: 1

Family Income History [Add Item](#)

Child Welfare Involvement [Add Item](#)

Date of entry	Involvement	As of	Type	Welfare Consent Received	Notes
1/2/2022	Newly involved	1/2/2022	Pregnant and parenting youth and care		Additional notes

Save Cancel

Guardian Demographics

Parent Employment History [Add Item](#)

Parent Education History [Add Item](#)

Date	Guardian	Highest Level Attained	Technical Training or Certification	Current Status	#hrs/week	Enrollment Status
4/1/2021	Sandy Beach	Less than high school diploma or equivalent	not applicable	Not a student/trainee	0	

- Ensure that the **Tobacco Use Survey** is completed within the first 90 days of the guardian's participation in your IDHS-DEC HV funded program
- Enter the survey response in the **Health Info** section of the guardian's **Demographic / Health** data page

Part 1 – Completing Tobacco Use Survey entry

Health Info

Sandy Beach Medicaid # ?

Surfer Beach Medicaid # ?

Insurance History + Add Item

Date	Guardian	Status	Continuous Coverage	Entire Family	
10/25/2020	Sandy Beach	No insurance coverage	Yes	Yes	

Dental Insurance + Add Item

Parent/Guardian General Health + Add Item

Tobacco Use Survey (definition) + Add Item

Date	Guardian	Tobacco Parent	Receiving services	Tobacco Home	Tobacco use 30 days	
2/26/2021	Sandy Beach	Yes	No	No	Everyday	

Medical & Emergency Room Visits + Add Item

When updating, add recent entries, do not delete prior data.

- Required – **YES** or **NO** answer
 - Unknown / Did not ask responses will show as **MISSING** data
- Surveys are **required** to be completed within first **90 days**, and if not entered will also be reported as **MISSING** data

Part 2 – Tobacco Cessation Resource Connection / Referral

If the answer to the Tobacco Use survey = YES: **A referral is required.**

1. Click on the Resource Connection / Referral link from the left sidebar navigation panel
2. Add a new Resource Connection / Referral by clicking on the plus sign in the top right corner
3. Enter the details for the referral and Create (to save)

❖ Even if the participant refuses the referral, the home visitor is REQUIRED to document in Visit Tracker that a referral was offered, or information was provided to the participant

❖ Remember: **The requirement is met if the participant is provided a referral.**

If the answer to the Tobacco Use survey = **NO: A referral is not required.**

❖ These guardians will not appear on Form 2

Part 2 – Tobacco Cessation Resource Connection / Referral

Resource Connection / Referral

Resource Connection Date: 04/06/2023 This is the date first discussed.

Pertains to: Mother Tobacco referrals are from a survey response and are not assessments

Referral from assessment? No Yes Referrals resulting from a child screening should be recorded on the child's screening record in the Child Screenings section.

Connection Type: Tobacco Cessation

Connected By: Sharon Blue

Connected To: Tobacco help line

Connection Reason: Tobacco Use survey response = Yes

Did the family verbally accept this resource connection? Y N N/A Both Yes and No will meet this construct requirement - both reflect that a referral was provided

Permission to exchange information obtained: Yes Family declined Not applicable

Comments: Home visitor provided the required Tobacco Cessation Support hotline brochure. Participant declines services. Marking Completed signifies that follow up has been completed; Progressing will leave the item on PVR/VRs as a reminder until marked complete

Resource Connection Is: Progressing (will show on PVRs) Completed (will no longer show on PVR)

Create Saving the record documents a referral was provided and the construct requirement has been met

Log Out

Home Page

New Family

Send Email

Family Non-Actives

Guardian Non-Actives

Archived Families

Data Quality Alerts

Family Home

Demographic/Health

Contacts

Resource Connection

Goals/Plans

Assessments

Transition P

MIECHV Fo

Supervision

Reminders

Family DQ Alerts

File Upload

HFA accounts - Referral

PAT accounts - Resource Connection

Part 2 – Tobacco Cessation Resource Connection / Referral

Comments: Home visitor provided the required Tobacco Cessation Support hotline brochure. Participant declines services.

Resource Connection Is: Progressing (will show on PVRs) Completed (will no longer show on PVR)

Save Close

Show 10 entries Search:

Resource Connection - Status History [+ Add new status](#)

Follow Up Date	Is family receiving services?	As of ...	Progress Note
4/6/2023	No - Family refused connection	4/6/2023	
4/6/2023	First discussed	4/6/2023	

Showing 1 to 2 of 2 entries Previous 1 Next

- Once you document a referral was provided, add a **follow up** entry to reflect if services are being received
 - If a referral to cessation services is accepted, enter the follow up status based on the current status AND update as needed if incomplete / pending (such as a waitlist)

New Status

Date followed up with family: 04/06/2023

Status - receiving services?

As of:

Progress Notes:

- Select Service Result
- Yes, received services
- No - Waitlist
- No - Services not available in community
- No - Family already receiving services
- No - Family has not contacted connection agency
- No - Family refused connection**
- No - Family did not qualify / not eligible
- No - Family attempted contact
- No - Family made contact

- ❖ **If a referral for services is refused, you must show that referral information (hotline, local services or other) was offered to the participant by entering a **Resource Connection / Referral****
- In the follow up status, document that services were refused by selecting **“NO – Family refused connection”**

Final Notes

A few additional points to keep in mind, when reviewing Tobacco Cessation Referrals data:



- Incomplete entries will remain in the Denominator Only (lowering the **Benchmark Outcomes** percentage reported) in an Excel export until a Resource Connection / Referral has been entered
 - ✓ (**Export to CSV** from Form 2 Report)
- Missing Resource Connections / Referrals will continue to show for subsequent reporting periods

Additional Training

Please be sure to complete all Home Visiting trainings under the **Benchmark Resources** page on the IDHS-DEC HV website:

www.igrowillinois.org/benchmark-resources

