Tamariki Ora Advanced Form
User Guide

Overview

Required Fields

You will not be able to add a new form for a child if you have not completed these fields:

- First Name
- Surname
- DOB
- Gender
- Ethnicity

Ethnicity

Please make sure that the Ethnicity you have entered matches one of the ones in the standard MedTech list. Do not use "invented codes" and please do not use Other(54) for tamariki who are not Maori or Pacific. If the child is NZ European then use the NZ European (11) code etc.

NHI

This is not a requirement for adding a new form but it is required by the MOH for the six monthly reporting. If you do not know the NHI for the child then you will need to get it from the LMC, hospital, GP Team or by ringing the MOH.

Adding a Form

Bring the child up on the palette.

If you are in the Patient Manager (F6) screen then:

- ➢ click on the Forms Tab,
- ➢ create a new Form
- ➢ Select the Well Child Tamariki Ora 2011 Form

Otherwise use the Menu and select:

- ➢ Modules
- ➢ Advanced Forms
- ➢ New Form
- ➢ Select the Well Child Tamariki Ora 2011 Form

Compulsory Fields

All of the compulsory fields are marked with a red line beside the field. They are all on the first (Main) tab except for one (Parent consented to the child being immunised?) which is on the second (Assessments) tab. You can't save the Advanced Form until you have completed these fields.

Additional Help

Any field with a label that has an underline on it has additional help – click on that label and you can see the additional information. The most commonly used help is "Schedule Contact Type" which tells you what the age range (in days) is for each of the Core Services.

Calendar Control

When you are entering a date you can use the calendar control by clicking on the drop down arrow to help you locate the correct date and enter it into the form.

Completing the Form/Parked

Once you click on OK (assuming all of the setup has been done correctly) then the form will be saved and a message will be sent to Karo Data Management. However if you don't want to send the form, because you have been interrupted part way through, or you are waiting for some extra information, then you can stop the form being sent by ticking the Parked checkbox. If you do this don't forget to un-park it later – otherwise Karo will never receive the information for that form.

To find Parked Advanced Forms use the Menus and select:

- ➢ Modules
- ➢ Advanced Forms
- ➢ New Form

Pre-populated Fields

The first time you create a form for a child you will have to fill in all the relevant fields. Once you have done that then, when you add the next form for that child, several of the fields will be populated for you and you won't have to enter them again.

Editing/View an existing Form

Sometimes you will want to go back and either view or update an existing form.

If you are in the Patient Manager (F6) screen then:

- ➢ Click on the Forms Tab,
- ➢ Double click on the Form that you want

Otherwise use the Menu and select:

- ➢ Modules
- ➢ Advanced Forms
- ➢ Patient Forms
- ➢ Double click on the Form that you want

If you make changes to the form, those changes will be sent to Karo Data Management and the information will be loaded into our database.

Loading up your register

When you first install and start using the Advanced Form you need to decide how to get all of your tamariki into our database.

1. You need to decide at what point you want all the tamariki recorded in the system e.g. you might decide it is the end of the quarter, next MOH reporting period or end of the year
2. Work out which tamariki will be seen as a matter of course in that period and just load them onto the system as you see them
3. Work out which tamariki won't/haven't been seen in that period and go back and enter all the required fields (marked in red) for the LAST Core Check for that child. You don't need all the visit details but we do need the Programme Status and the date and which Core the last visit was.

Programme Status

Enrolment Details

Referral/Enrolment Dates

The referral date is the date the child was referred to your service e.g. the date a referral form was received from the LMC. The enrolment date is the date that the child was first seen by someone in your service. If a child is referred to your service but for some reason has never been seen, then do not complete a Tamariki Ora form for that child. This form is for recording information about children who are on your Tamariki Ora register.

Referred By

This is a record of who referred the child to your service, the list is prescribed by the MOH so we are unable to add additional items to it.

Left and come back

If a child who was previously on your Tamariki Ora register leaves and then comes back later, make sure that when they leave, you fill in the completion details. Then when they come back enter a new set of enrolment information e.g. date they first contacted you to come back and the date you first saw them again. We will hold the records at Karo Data Management of both enrolments so it will not look like there was a period where you were not providing them with service

Completion Details

You are only allowed under your contract to complete children who fit into one of the categories in the Outcome box. You are not allowed to complete children just because you are unable to contact the whanau. If that is the case leave the completion date and outcome blank and just enter "Yes" in the "Lost Contact With Whanau" field. We will not include those children on your overdue lists.

Four Year Olds

You do not need to go in and complete the children who have had their Core 8 Visit once the cross over to the age for the B4 School Check has occurred. We will automatically take them off your Tamariki Ora register in our database. If you want to enter them as complete that is fine and that will also trigger them being taken off the register in our database and therefore the DHB and MOH reports.

Information Fields

At the bottom of the screen are two fields that are for your information only (they are greyed out). The "Last Scheduled Contact" is the most recent Advanced Form Contact that is recorded in MedTech. The "Current Scheduled Contact Due" is the scheduled contact that would be due today according to their date of birth i.e. which Core Visit age range are they in.

Entering a Well Child Check

Check Date

Just select the date the check took place – please note the program will work out using the child's date of birth and date of the check, exactly how many days old the child was. This will be used to work out which Scheduled Visit the child should have had on that date.

Contact Type

Click on the underlined field label to see details about the contact type. Note only Core and Additional will be counted in the MOH reports.

If you select "Additional", the Additional Contact Type field is displayed. Within that, if "Antenatal" is selected, the EDD field should be filled in with baby's estimated date of delivery (it will by greyed out for any other selection).

Recording Time

This is totally optional and is only for your own internal information. The fields were added to help services with long travelling times and visits, to keep track of the time they spend on each check but it is not required for DHB or MOH reporting.

Recall In

This is also totally optional - clicking on this field will add a recall for the child. If there are previous recalls that have been created using an earlier form they will be replaced by this new recall. It will not delete other recalls entered manually and it is entirely up to you how you manage your recalls. The field is just here for your convenience if you want to use it.

Patient Consent

As the information that comes to Karo Data Management will be used in the reports going to the MOH it is important that the parents have consented to this information being passed on. I understand that there is suggested wording for a consent form that was drafted by the MOH which you might want to use. If you select "No" for this field then no information about this patient will be sent to Karo or the DHB or the MOH.

Assessments

The fields on this form match to the assessments as listed on the Well Child Tamariki Ora Schedule and all of this information will be used in the reports.

Please note that for those fields with a Yes/No option that entering a "Yes" means that you did the assessment it does NOT indicate the outcome e.g. Vision - a Yes means you checked it not that the child's vision is fine.

Breast Feeding Status

This is only measured in the first visits and will be greyed out for later visits. In our reporting database we will only be counting "Breast Feeding Status" that is recorded on the Core Visit so please make sure you enter it there rather than on Additional Visits. This is so we don't double/triple count children who are having a greater number of additional visits.

Immunisation Status

As with the breastfeeding status, the Immunisation Status is only captured when it is recorded on the Core Visit. If the child has had their immunisations recorded in MedTech then they will be listed in the greyed out box – this is to help you determine their current status. You can also use MedTech to do an NIR Status check on the child.

Behavioural Assessment

This is not usually done as part of the Well Child Schedule but if you do this e.g. you are using the form to keep track of B4 School checks or for some other reason you did the Assessment then enter it here.

Early Childhood Education

This field is to prompt you to enter whether the tamariki is in early childhood education (ECE) or not, as this is one of the new indicators in the Indicators for the 'Well Child/Tamariki Ora Quality Improvement Framework 2013'. NB. The actual count for the indicator will be taken from other sources, but it is important for WCTO providers to be checking the child's ECE status.

Interventions

The fields on this form match to the interventions as listed on the Well Child Tamariki Ora Schedule and all of this information will be used in the reports.

Please note that for those fields with a Yes/No option that entering a "Yes" means that you did the assessment it does NOT indicate the outcome e.g. Family Violence - a Yes means you screened for Family Violence not that there was Family Violence.

Smoking Cessation

This is here to record that you are using the Smoking Cessation ABC and that you are asking questions about the child's exposure to smoking not just whether or not the mother smokes. If the child is not exposed to smoking then you can still answer Yes to the top question as you did complete the ABC process, even though no brief advice or cessation support was required.

Clinical Notes

These are the "public notes" – this is where you write things that you want all the clinicians to be able to see immediately they look at the daily record. There is another place where you can write less public notes – although anyone who has access to the Advanced Forms in MedTech will be able to open up the Tamariki Ora Advanced Forms.

Education Care and Support

Only the left hand side "Framework Topics" will be reported to the MOH. The topics on the right hand side are purely optional.

As stated on the Form choose either "Info Only" or "Info Plus Other" – the "Info Plus Other" is a halfway between just giving information and making a formal referral. So it is where you are pointing them in a particular direction or making an informal referral.

Additional Notes

This is the place to write notes that you do not want to show up in the Daily Record.

Referrals

This is the place to record the referrals that you have made as a result of this check. The first two fields (Type and To) will be used in your reports. The information on the right (Note and Follow Up) will not be used in any reports.

Referral Type
This describes what the referral is for. This list has been determined by the MOH so we are not able to edit it.

Referral To
This describes what type of provider the referral was made to. This list has been determined by the MOH so we are not able to edit it.

Well Child Referral Button
Clicking on this button will take you to the screen to create a new Out Box Document. It will default to the code WCREF (so it is a good to make a generic letter with that code) but you can easily select another Out Box Document instead.

Enrolment/Caregiver

Please note none of the information on this page is used in any reports.

As part of your contract you are required to keep the information on this page however there is no actual requirement to enter it onto this form and it can be stored in a paper file.

If you do enter it onto the Advanced Form it will pre-populate when you create the next form so you will only need to reenter the information if it changes.

If the primary caregiver has been loaded into MedTech as the Account Holder for this child then clicking on the link will fill in those fields for you.

Needs Assessment

Currently the MOH are working on the development of a new Needs Assessment. The one in the Advanced Form is based on the Plunket Needs Assessment and is provided here for your internal use. It will be reported in the spreadsheet we generate for you but it is not being sent to the MOH

Use the clickable field names to find out the definitions for each of the Risk Factors.