

AMCHP 2007 ANNUAL CONFERENCE

HEALTHY COMMUNITIES

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MCHB/Division of State and Community Health Block Grant Training – Providing Data to Tell the MCH Story

CHRISTOPHER: Thank you Cassie. It's great to be here. I think I say the same thing every year about you know it just feels like yesterday we were doing this and here we go about to do it again. You know I'm kind of becoming a data geek by accident even though I'm in maternal child health and it's just because I'm part of an IT organization. And it's just very strange to then come back and to do this because this year there's a lot of big changes and things going on.

First of all before we get going, let me ask how many people are here for the first time? Wow! Lots of newbees. Are you all going to be working on the block grant application? Are you? How many people are old friends and have been through this before? It really helps me in the presentation because—hi old friends. It helps me in the presentation because I won't assume certain things if you've never done it and I won't fly through things that I think you already know. So old friends be patient with the newbees. So we'll try to take into account everyone's needs.

I'm going to talk quickly and move thru this. It's a huge and long presentation. I've got an hour, I'm going to try and do it in 45 minutes and have 15 minutes questions. So write your questions down as we go along and we'll talk about those and hopefully be able to point you in the right direction at the end. So anyway, my name is Christopher Dykton. I'm at SAIC and SAIC is the contractor for the Maternal and Child Health Bureau overseeing the information system for the program and performance measures. So all the data that comes in both for Title V, the TVIS as well as the Discretionary Grant Information System, the DGIS. And I bring that up which I normally don't talk about DGIS because that's going to be something I'm going to ask about a little bit later because it's going to be important to know if you've worked with the Discretionary Grant.

We're going to talk about several things. We're going to talk about the interim year reporting. This is the second year after the needs assessment and what's the same, how things are the same or have they changed. I'm going to talk about the changes in the registration process and the access thru the HB and the TVIS. We'll talk about enhancement within the TVIS itself based on feedback that you've given as well as the Bureau and the project offices at the Bureau. There are a few things that have been tweaked and changed because of things that have bubbled up from top because of suggestions or recommendations you've made.

We'll then do a review of the system key points and this will be going back for all you newbies this is a way to just get a handle on it and for those people that haven't seen this thing in six months or so it always helps to review. Then we'll talk about the dates and we'll talk about accessing the 2008 application. So this is interim year reporting. It's going to be pretty much like last year. There's lots of things that remain the same. There are some enhancements as I mentioned and there's one major change to this year's application. The functioning of most of TVIS remains—will look very, very familiar. The application year is going to be 2008 so you'll hear TVIS referenced as TVIS 2008. We talk about it that way as that's the application that's coming up. But you'll be doing your annual report for 2006. Form 14 where you list your priority needs is pre-populated with priorities that you have identified in the past.

Your state performance measures that you developed from the last needs assessment and started putting data in last year are going to be the ones in the system so it's going to look remarkably similar to what you've seen before.

The narrative text fields. Parts of the narrative are going to be pre-populated with last year's narrative. Of course and as a reminder the exception of course is the performance measures and the health system's (inaudible) are always blank.

That allows you to put in the data for this application for the past, present and future on the performance measures. The length limitations have been pre-populated—that are pre-populated have increased in length size by 10%. If you

look at the back of this presentation handout there's your cheat sheet. It tells you what's pre-populated and where you should use the slash 2000 slash nomenclature in order to provide your update to that section.

Just as reminder, the narrative itself is a document that continues to grow between needs assessments. You put the narrative in during the year of the needs assessment and since then every section stays the same only you add any updates to various components of each section. And you do that by putting a slash 2008 slash. Put in your update and end it with a double slash 2008 double slash. What that will do is in the html version and the print version of the narrative that will become bolded and italic and it will be very evident that that's an update to the section. It makes it very much easier for the reviewers to identify changes and they can see what has happened in the past as well as what's occurring right now.

Again, financial forms are going to look the same. Form 2, 3, 4, 5, all your financial forms are pretty much the same. They're administrative forms. Your state profile, screening, the performance measures, everything else looks the same. So is there any big change this year? Yes. This is a big change. DBS has integrated with HRSA's EHB. So we're going to talk a little bit about what that means for you in terms of registration and access. How many people here have worked within the electronic handbooks which is the grants management system

of HRSA? Not many people. How many have not and don't know what I'm talking about at all. Okay. How many people don't want to answer?

EHB is the acronym for electronic handbooks and that's the name of HRSA's grants management system. It's the electronic online system in which the grants at HRSA, not just the Maternal and Child Health Bureau but all the bureaus of HRSA can—are accessed online. In other words applications come in for noncompeting continuations, post-award report occurs within this. And if anyone has had experience with discretionary grants you've been working in this system for several years now, for two years about. TVIS was a stand alone system last year. We sent you registration material. You created your own profile. You then went in, worked in TVIS. July 15th comes around the system just magically shuts down. There's no submit, it just ends and we grab your data and that's the basis and review. Well that's not going to be the case this year. All registration is going to be NEHB. You're going to access the Title V information system thru that and then what's going to happen is that you'll be able to provide all your information and once it's complete you'll be able to then submit your application. So it's starting to look like what's been going on with the discretionary grant.

So what I'm going to spend the next few minutes talking about is what is EHB, talking about the integration and what's the impact on you. It's the Grant Management System. All program data are managed thru the EHB and that's how you're going to get access to the system as well as view versions of the

data. Why? Why are we doing this? It's an agency directive at HRSA that all the program data systems between the HIVA's bureau, the Bureau of Health Professions, MCHB among the others must integrate with EHB. In other words its got to be kind of a place where everything comes in to manage not only the grants management process but also to collect the data for those grants.

It allows for the grant application data, the SF424 to be submitted electronically to grants management when you hit that submit button. That's not always been the case in the past. That data was collected and then printed out and given to grants management from TVIS in the past. What will happen is that will electronically grow into grants management so they can start reviewing your financial requests and your application.

TVIS was the earliest program Data System developed. Peter and Cassie have overseen from the mid nineties it as a stand alone system and then we went online back in 2003 with an application online and its grown a lot. If you go to the web reports there's 10 years of data that have been provided by you. And it's incredible the amount of information affecting the field that has been there. But it has been stand alone. We've been independent in being able to operate that way of any integration and one of the reasons is the Formula Block Grant has a different application process in grants management. All you need to provide is the SF 424. That's part of the Public Health Service Form 5161, which is a much

larger form within all the discretionary grants and other—excuse me, the other programs used to apply for a grant for funding.

But the block grant, you've only had to fill out the SF424. That's the formal document. So that special circumstance because of the block grant made it kind of the outsider. And so Electronic Handbooks was dealing with what everybody else did first before they started dealing with this outsider, this exception. But it's been dealt with and now we're part of the boardship. Everybody is going to be together on this. So again as I said, the registration takes place in EHB, the application is going to be started in EHB. Access to TVIS will take place in EHB. In other words there will be a link to program specific information and that will take you to the Title V information system main menu which you will know and which you all love. And then the final submission will take place in EHB. So it's taking the form of a formal grant application within HRSA's electronic handbooks.

Registration. Anyone working on an application must register. This past week I sent an email out to all the MCH and Children Special Healthcare Need Directors at the state requesting that anyone working on the block grant be registered in EHB and that those user names of those people be sent to my attention in order to make sure that they have access to the system. That's something that's probably going—if you haven't seen it it will be coming down and I'd like to thank the five states that have already responded with their users. They have already

registered and sent in their lists. But it is going to be very important that that list be down and that we get this registration to take place.

So if you are working on the application and doing any of the data entry you have to register within EHB. There's a two part registration. There's an individual registration with you define a role. Most of the time that will be other. You're not going to be the business official, the authorizing official but you'll be other which could be the project director or anyone associated with the grant. And then you have to link to your state. You must use the block grant number. In other words the grant number for the block grant that you received last year to identify your organization and let me explain why. This is very important.

Larger organizations and this in EHB have been challenged in using this grants management system because often times there are many permutations of the same organization. In other words it could say state of Kansas, Kansas state, Kansas State Department of Health, Kansas State Department of Human Services or any kind, whoever put in something so all these things are the same. It's Kansas. But the system doesn't know that all these things are the same. And often times and this is being addressed and they're working very hard to make it available for an individual to link to different organizations that are pretty much the same but have different profiles in the system that some of these are receiving different grants. So it's an administrative challenge to say the least

behind the scenes to try and make sure that you are who you say you are with where you say you're coming from.

So one of the things that will make it easy is if you link your registrations to the block grant number from last year. What that will do is it will identify the organization that on the NGA received the money. In other words, your state and that way that start will be able to be part of the application process this year. So that's really key. With the email that was sent out this past week was a list of all 59 states and their block grant numbers associated. So you all have to just talk to your MCH director or Children Special Healthcare Need director to get that number. It's really key because what happens is if you do a search and you find different ones you won't know which one to grab or which one is going to be responsible for working on the block grant. So really tie yourself to the organization that was listed on the block grant, the NGA with the block grant number last year.

Project director or other designee may start the application. Now one of the things that is important is that the block grant, how many people have gone thru grants.gov to submit an application to HRSA in the past? This is not going thru grants.gov at all. It's going directly to HRSA itself. So it's an application that will be a new application going straight to HRSA this year. This is important to know because what will happen is that during an application in EHB whoever starts it owns it. So if the MCH director starts the application they own it. Now what that

means is they then give peer access to anybody else working on the application. Now let's say the MCH director isn't that hands on but there's somebody else who is going to be the manager of the block grant application. That should be the person that starts it. In other words that would be the person that would then maintain the management of the block grant as well as getting access to anybody else who wants to come in.

In the past, all you would do is you would call me up and say Chris we have another user and I'd say great and I generate a registration code and send it out to you and you'd register and go in. You get complete control over it now. You whoever is going to manage the application for your state have control over who comes in and who doesn't. I'm going to still want to know who they are so that we can make sure from a security standpoint that they're the right people accessing your application as you prepare it. The important thing is start only one application in EHB. I say that because right now Ellen (inaudible) we were just talking about this. We've been in the testing and the beta testing phase of this and we were able to start multiple applications and we were like oh my goodness. This isn't good. So that should be fixed but I'm just warning you. If you find yourself with multiple applications going on at the same time please call me. That shouldn't happen but only start one. Otherwise it could become a nightmare for grants management to figure out which one is the real McCoy if you submit all four applications from your state.

So let's say you start an application and you come into EHB and you finally get to the forms status menu. It's going to look something like this. It's very few things. You have a link called application that you have to update. Applicant you have to update. Project you have to update. Budget summary you have to update in this first section called face page. As you complete each of those sections and you put the information in and save it this will go from not complete to complete and you are actually providing the data filling out the SF424. That's all it is, just that section. The most important is the budget summary because that's where you put your financial numbers in. That's all you do. The program specific information down at the bottom, that's going to be where you're going to go most of time because that's the link that takes you into the Title V information system and the main menu there.

But this is all that needs to register as complete before you can submit this block grant application. Again this is called the 5161 Short Form. It only collects the SF424. It all has to be complete before you can submit. And one of the most important things is that your block grant, the Title V information system you know, before status check or you check it at the end and you're making sure everything is complete. All that has to be complete in order for that one link in EHB that says program specific information to register as complete all has to be complete. So if one thing is not complete it's not going to register as complete and you won't be able to submit.

The other thing that is important is you've got to submit by the deadline. This is different from the past where we just shut down the system. You have to submit and the deadline is going to be July 16th which is Monday since it falls on a Sunday, July 15th falls on a Sunday. This will be July 16th at five p.m. eastern standard time. It will shut down at 5:01 and you will not be able to go in.

The other thing because it's a new application or an application your authorizing official for your state has to submit it. The project director can't submit it unless they happen to be the authorizing official themselves.

So now that's the good news. So I just saw this thing and it reminded me of this whole new process and all this little comic says it's all a patch for an update of the new version. If that doesn't work install a new version of the update of the patch. If all else fails install a patch to the new version of the update. If it feels kind of like that just give me a call. I'm there for therapy if you need help.

TVIS enhancements, let's talk about some of the changes that I think are going to help you. The first changes on Form 6 dealing with screenings, newborn screenings and screenings for older children and women. There used to be limits on these. You had the four major that you were asked to report on and then you had up to ten that you could put in in the past or up to four for older children or women but up to 10 newborn screens. States have been asking for years to add

more and more and they've been throwing them in the notes when they've had additional screens that they wanted to report on.

You have unlimited screenings now in either one. You can put as many as you'd like. So you just screen away and report on it as you see fit. That's one major change. Another one has been—came to a head last year. It was a big thing at the partnership meeting in terms of discussion. It had to do with reporting number of events for the performance measures. And this health system capacity indicators, health status indicators and these are the multi-year forms where you have the numerator and denominator and where the number of events for the numerator was very hard to report for some small states. In other words they would get numbers less than five. Five events and they could not do a three year moving average to get about five reports statistically accurate or valid or reliable information rather. And so they were like how do we do this? And you know once you get in those performance measures that it wants numbers. It won't let you out until you give a number. It will let you get away for the reporting year to say okay, we can't provide a number and we expect it next year. That's okay. But once you get one year removed from the reporting year it wants you to give numbers. That's been a problem. So what happens is now there's a check box. It allows you to check a box and then you explain and report the numerator and denominator data in a year note for that year saying that we have low numbers. We have a low number of events here that we can not provide reliable data.

It is to be used only for this reason. I really want to stress that. What will happen is that once you check that box on the form status checker page there's going to be a data alert for the bureau as well as the reviewers that the state has checked that box for this year for this measure and it will say talk about it at the state review. So don't use it for any other reason than that. But it will allow you to check the box and not report a numerator and denominator for that year. We'll take a look at that if we have time at the end.

Keywords. For the first time you guys get to recommend keywords for the priority needs and the state performance measures. In the discretionary grants when you do an abstract you are asked for keywords or recommended keywords associated with that discretionary grant. And keywording has been going on since the beginning of the Title V information system on state performance measures as well as priority needs. How people have searched online on the Title V website other states performance measures around a certain keyword. You can do that and we've been doing that and what has happened is that MCHB has reviewed all the state performance measures, the priority needs and assigned keywords to as when you provided them. And especially two years when there was a big change after the Needs Assessment. There was a huge review of all of those. And that's been done behind the scenes every year for years. For the first time now you're going to be able to look at what the keywords that have been assigned to your state performance measure and change them and say I would like to—this is priority needs focusing on health promotion but

you didn't check it. Now you can tell us that's what you'd like and then we can search by health promotion online come next November.

One of the things that is not required to do, this is just one of those things that is nice. I recommend to do it because it will allow—you know better than we what's happening around your priority need or state performance measure and if we missed a keyword this is the opportunity to provide us with that.

Printing a combination of forms. This was a really big one. Everyone wanted to print. I only want to do the financial forms but I have to go into each one and print it out. Now you're from the main menu are going to be able to select a series of any combination of forms and print out what you like from the main menu.

There had been two new sections of text added to the narrative and this was at the request of reviewers as well as a number of states. The Needs Assessment as you know has always been an attachment. It's a stand alone attachment that you can provide in the system and you know you can still do that. But there is the Needs Assessment Summary which is Section 2C is now a narrative text.

Because one of the things that was found is that the updates to the narrative, the needs assessment had been provided as an attachment and many reviewers were saying I'd really like to see that written up and be part of the narrative proper. Because then I tend not to—it's easy to overlook if it is just an attachment. So now there's a 6,000 character text box to allow you to provide

updates to the Needs Assessment. You can still attach the narrative or the Needs Assessment rather in addition to this but there is now a narrative section for that.

Similarly with health systems capacity indicators many states said they would really like to have a little text box just kind of to talk about them as an overall entity as a group how the states handle health systems capacity indicators. How they interpret and how they help inform their block grant application. And so now there's a brief, 1,500 characters which is basically half a page text to allow you to talk about them as a whole. That's in addition to each of the health systems capacity indicator text boxes for each one of those.

There's been some changes in the performance measure limits in the narrative and this was at so many recommendations from you guys wanted to change it. Remember there used to be a section, it was three thousand, three thousand, three thousand for each section of the performance measures. You talk about the past accomplishments, current activities and future plans. Three thousand, three thousand, three thousand. So many states said I want more in that first section because it tends to be duplicative when we get into current activities. So what we've done is borrowed from Peter to pay Paul. We've kept it at 9,000 characters but given more for the past accomplishments and then given less for the current activities so that you could talk about the current activities but it allows you to talk a lot more about what you've done in annual report, a year.

The future plan stays at 3,000. So you've got 4,500, 1,500, 3,000. It's still 9,000 total so that the length of the narrative itself hasn't changed that much but where you can talk about it and not copying and pasting and trying to talk about the past accomplish in the current activities which many states were starting to do. So it applies to both state and national performance measures.

Form Status Checker. This is your best friend at the end when you are checking things to make sure everything is complete. Two things, Form 2 which is your budget form for the application year is going to cross reference that EHB component that populates the SF424. They're going to look at each other to make sure the numbers are the same. So if you change something on the SF424 section within EHB and you don't change it in Form 2 it's going to catch it and tell you to change it, to make sure that they agree.

And also as I mentioned there's a data alert now at the bottom that allows you—that will bring to the attention of the reviewers as well as MCHB that you've checked the box if you reported low events is less than five.

So, review of system key points. How am I doing for time? I'm doing good? Good. You access it via the Internet. When you save your data the data is stored on the HRSA server where it may be accessed at your next session. You must save your data. In other words don't leave a form without saving it. And if you cancel without saving or close your window you lose the data. Be very careful of

all of that. Use Internet Explorer 6.0 or higher as your browser. That's the recommended browser. However, FireFox works too. We test against that so that works as well. Coordinate with your state IT department. Make sure you are set up. Remember there are security timeouts. If you don't—if there is no activity for 30 minutes you'll time out. It's important to turn off your pop up blocker because the warning message pops up at you to say you've got a minute to tell us if you're still there.

Now what does that mean? That means that whenever you're typing the server at the other end has no idea you're there. So typing doesn't count. It's when you access the server and it goes oh you're there and you get another 30 minutes and it will keep starting that clock again. But then thing is it needs to know you are there and how do you do that. Well if you save a form you're sending data and it goes oh, you're there. And then if you access instructions. Oh, you need instructions and it pulls up instructions for you. Oh you're there and it gives you another 30 minutes. But if you're typing and watch out if you're typing your narrative in those text boxes and in 30 minutes you have your pop up blocker on. Some message occurs, you come to the end and you go to save all this work you just did and it says sorry, you're not there. Please, please, please, if you find yourself doing a lot of writing in the application you really should go offline in another document and then cut and paste it in. Remember, it's there to collect information, not work as a word processor.

Again, just be careful about having multiple windows open as well. I know if you do what we all do which is this multi-task, this, this, push this, you get a couple different internet explorers open your warning may pop up behind a window you already have open. So just be very conscientious of that. Save your data as you work. Use the notes icon to enter notes at both the form and the field level. In other words if you need to explain your data or have notes for the data please use it. This is very important especially with data sources if it differs especially from the detail sheet. Make sure that you identify it in a note. There's instruction links. There's a link to the guidance for each of the forms and what's expected. So you can access everything in one spot.

Just a reminder of numeric forms cannot have commas entered. It has to be pure numbers. Text fields have character limitations. The best thing to do about that is to compose offline, cut and paste in. Use your character counted in your word processing package to help you know what your character limit is. Multiple users from your state can be in the system at the same time but only one user can be in any one form at a time. In other words, both of you can't—you can't have two people in Form 2 at the same time. Note fields are not pre-populated but you have access to historical notes already associated with that form from the past. So you can click in there and copy and paste over a note that may be appropriate to keep for this coming application.

Be careful when copying notes particularly around PM's and health systems capacity indicators. Just don't look at the number and say oh that's number one, I should copy and paste. Remember there has been some juggling over the past few years. Some PM's have retired. Some things are new and have replaced them in terms of the numbering. So if you go to let's say the PM 14 or 15 which was new and you go to copy something from two years ago, the note associated is with the old performance measure. Just be aware.

Again, text fields have character limitations. When you're working in that do not put bullets or use other special characters in the narrative proper. They won't show up and they won't read in html. (Inaudible) do not count towards the character limit and you use your character counter on the page to help monitor your character use. This is really important to do.

One of the things that will happen is you'll get a warning that you have no more characters. You'll come up to an end and then you're like oh, I've got to rework something and then work backwards. And if you cut and paste and save and you're over the limit it will save it for you but it will cut it off right at that number so just—it's interesting when you see them reading a narrative and you're coming along and then it just stops mid-word. Just be careful.

You can an attachment per section within the narrative itself as well as each performance measures you can attach to each of the performance measure

sections so the past, present and future each have their own attachment which is nice. But often times what happens is you'll find you have two attachments for a section. Combine them into one if you can make them into PDF's and then stitch them together and put them as one attachment. That's the way to go. And as a reminder, don't use the attachments to work around the length limits. That's a real favorite of reviewers.

Couple of things to remember, the Children Special Health Care Needs Survey data from 2006 will be pre-populated with the data you entered last year. In other words that will be brought forward and you may edit as needed. When you're completing your PM's, your health system capacity indicators, your health status indicators, provide the actual or estimated data for the reporting year. If you can't provide data a note is acceptable. Completing the outcome measures is recommended but optional and for territories notes are acceptable in lieu of data for PM's, health systems capacity indicators and health status indicators that apply to the territories and the territories have a list of those.

So what are the dates for the 2008 application? Register in EHB tomorrow when you get home but go in there and register and link yourself to the organization that received the block grant. The MCH Directors are requested to send a list of their staff that's registered and using TVIS to me. And this is really important because it's a security thing. What will happen is you may be registered in EHB but if I don't have your name from the end we vet you as you go into Title V. We

say oh, do you match the list? Does your user name match the list that we have of who should have access to this state in the Title V information system. And we won't let you in if I don't know you're supposed to be going in. It's an extra security requirement to make sure only the people in that state who are supposed to be working on it get access.

The funding announcement for 2008 applications should go live around April 2nd. There's many—there's an internal process vetting the guidance and so forth that MCHB has to go through It's possible that the date could change a couple days forward, a couple days back but it should be available by April 2nd and the deadline is July 16th at 5:00 p.m. eastern standard time. I love this slide. It says undo stupid changes, read boss's mind. Adjust boss's attitude, create idea, insert brilliance, extend deadline, enhance salary, find better client, restore wasted evenings, save the weekend. Don't we wish we had the extend deadline one? I know I was I did. The URL is printed on the page there. Register today and bookmark it when you're in there.

Again, learning labs, I really encourage you if you here and especially if you've never done this to come to the learning labs here at AMSHIP. There's a team of me and Stephanie Olsen who is the project director and my boss is here. And two of my other colleagues will be there. And we're actually going to have, be on the quality assurance test site and you'll see the integration between EHB and TVIS. It really is important this year if you can make the time and come in and sit

and do this. It's different. It's different. The call center will be there to help you. You can always access me through the call center if you need to. They know—if you get an agent of the call center and you say I need to talk to Chris Dykton. They are instructed to send them straight to me so you can always get to me. Use that judiciously. Here's my contact information at the end so you can always call me directly too. That's the end of my presentation here but what I want to do is actually show you a few things within the system itself and then we'll be open for questions. I hope I didn't go too quickly. I was really trying to be conscious of time but I want to also make sure that we have time to talk and ask and have you ask any questions that you may have.

But let's just take a look around. So this is the old—this is just TVIS. This isn't the integrations. We're just looking at the TVIS website. I'm going to go in as Vermont. Sally Coughner is here and Vermont was one of the ones that really was a—brought forward and really pressed the issue of the low numbers, the low number of events that we've dealt with in this application. So we're going to go in as Vermont. So you old friends, doesn't it look familiar? Here we are. One of the things I want to point out on the main menu over here is here is select to view. In other words this is where you can select as many boxes as you want to print. In other words, let's say we just want to look at 13, 14 and 15. Then we come down here and say display selected forms for printing. And what it will do is it will grab only 13, 14 and 15 and allow you just to use the print button in your browser to

print out just 13, 14 and 15. So you can now print selected forms very quickly and easily from the main menu.

One of the things I wanted to show you is the low events. The check box now on the performance measures. So we're going to take a look at one of the ones that has been problem for Vermont over the past few years and I believe it's the motor vehicle crashes if I'm right. Am I right Sally on that one?

So if we go in to take a look, one of things you notice is this is what they had been reporting, zeros to try to get around. If you look at a note that they had they would just say that two children age 14 or under you know, died in a motor vehicle crash in Vermont. And that number was events lower than five and they're trying to handle this because they know that it's unreliable to put this data in. So what they could do this year instead is let's just say it happens again in 2005 and in 2006. And what can take place is you don't have to report an indicator now but you have to put a note in. So this note that they put in last year can just remain. Let's say in 2005 they have a similar note and then they could save it. And in 2006 let's say they put in a note and they save it. One of the things you'll notice is the notes icon turn blue, I have to refresh the page. They turn blue once the note has been entered in and the page is refreshed.

So here we are. So let's say we put that all in and they put a number for the objective out in 2011. In other words we've just completed this form. We've

provided objectives out thru 2011 and we look at these and say okay, that's fine. These are the ones from the past and we've checked all of these boxes and we save. See when you go back to the main menu it means it saved successfully. So now you can enter in a note in lieu of data as long as you check the box. Now one of the things I want to show you is we go down to the form status checker which we can access on the left menu bar here. And we update the status. We will get data alerts at the bottom of the page telling us that those check boxes have been used. So these are all the things, you know the status checker is rather intimidating when you use it right away when you haven't done anything in the application yet because it just kind of overwhelms you saying oh gosh, the next ninety days are going to be really long. But down at the bottom which you notice here is these new data alerts about performance measure 10. It says low number of events is five or less for national performance measure 10.

It tells you the performance measure. It also tells you the fiscal year that was checked and it says you know, talk about the data situation at review. So that will remain as long as you have those checked boxes. So that should—this is really important for the islands where they are very often times small numbers in many of the smaller states as population is being counted as small.

I would like to show you again how you can look at the keywords. Remember we talked about keywords this year. If you go to the priority needs on Form 14, priority needs are listed here and you can see underneath is a little link that says

select keywords. If you click on that a little menu pops up with a bunch of check boxes and it's pre-populated with the current keywords selected for that priority need. And then you can sit in here and select any of the ones or change them as you see fit and save the keywords and the keywords are there. So you can access the keywords and actually recommend the keywords this year.

One of the things that will happen is that those keywords are recommendations. All the keywords in order to make sure they're being applied consistently will be reviewed after your submission to make sure the keywords are being used appropriately.

So does anyone want to see any other form? One of the things that we have some many newbees I just basically want to just go over the basics of a form within Title V. I think that this might be helpful. If you notice, one of the things you'll see is that there is instruction and guidance links up here. Instructions are how to full out this form. In order words it will tell you about the validations that are taking place that have to there and be dealt with before you can save the form successfully. It also tells you how to fill out and what's expected in each thing.

Again the guidance itself are the instructions from the guidance for that form. So these can be your best friends. They'll tell you exactly what you need to do in order to fill out the data on the form. You'll notice that on Form 2 here we have a

big note icon and then there are little note icons. So in other words you—the big note icon is to be used for the form (inaudible) note. It's a note that applies to the entire form. If there's something about the data that needs to be brought to the reviewer's attention or MCHB's attention you can actually make a note about that one item or that one field on the form.

So like for instance federal allocation if we needed to put a note about that we could. If we wanted to talk about the state MCH budget in general we might be able to just be able to put in a form level note. Again, view historical notes allows you to see any notes that have been written for that form. Vermont didn't have any last year. And again, all the fields are white. Anything that is a read only field or will be a calculation you won't be able to click in and change. Cancel and save buttons are at the bottom and then you save.

Form 6 again, this is where you'd be able to add the other screenings and it will depend a number in total birth and then year and then you can start adding as many screenings as you want. This can go on forever and ever. So again you can add as many screenings as you like. So I'm about done and it's fifteen minutes to go so we did it in 45. I know it was a bit fast. I really again want to encourage you to come to the learning labs. I think it is going to really be helpful to you. So with that being said does anyone have any questions that they would like to bring up?

SHEILA: I don't do work with the discretionary grants but there is another lady that works with our SSDI and there are multiple forms that they have to do for that SSDI.

CHRISTOPHER: Right.

SHEILA: But am I hearing that you're saying that only the SF424 is the only form we have to do?

CHRISTOPHER: Yes. The question was is that Sheila said that in the discretionary grants they have to fill out multiple forms within the EHB and she's asking is it really the only thing that you have to do within the EHB is the SF424 and that's correct. That's it.

SHEILA: So if they say about they have all these I guess FTD type stuff they have and construction or loans—

CHRISTOPHER: Yes.

SHEILA: We don't have to do them?

CHRISTOPHER: No you don't. All the certs and assurances and all of those different forms that are part of the 5161 package for the discretionary grant are

not part of this short form. All that needs to be completed is those four links on that application menu which is completing the SF424. Yes.

SHEILA: I have one more. I'm sorry. And you are leaving the Needs Assessment, the original Needs Assessment on the Web. They don't have to—right now you can either go into your narratives (inaudible) or you can go into your state Needs Assessment that was originally submitted and that's going to stay there. You're not going to remove that?

CHRISTOPHER: No, no. We're—the Needs Assessment stays up on the Web.

SHEILA: I guess I got a third one. If other people do want to access the application, right now I'm telling my people just go out there on web and read it on the web. But if we're putting it into this handbook, this electronic handbook will other people once it is approved like in November, will they be able to go in and read the grant, the application just like now?

CHRISTOPHER: The web report won't change. In other words we still have control over all the program data for Title V information system and the web reports next November are going to look—just be what this next application is so there won't be any change on that.

SHEILA: Thank you.

CHRISTOPHER: Yes, I'm sorry. I should repeat the questions so I'll do better on that. Yes, Mary.

MARY: How about the March 15 deadline for getting all the (inaudible).

CHRISTOPHER: I would say you know, it's going to be a constant communication over the course of the next three months Mary on this. If you know staff isn't ready to register yet and may forget it when they start to get involved, wait till later on and have them join and register and then what can happen is you just inform me at that point that you have a new user and then we'll grant access. This is not an uncommon thing especially with financial folk who are working on the block grant application often don't go in until really late in the process like in mid June. So I would say to keep it fresh probably give all the users you're going to want to have access right away and think of this as a very organic, we're going to be talking back and forth but I need to know when someone new comes along and what their user name is. Yes.

UNKNOWN: Question about the narrative. The way it's written (inaudible) in there and can you update (inaudible)?

CHRISTOPHER: Yes.

UNKNOWN: Can any of the old narrative be deleted?

CHRISTOPHER: Not deleted. This is a question about the narrative. Thanks Cassie. This is a question about narrative, about a lot of the old narrative is there and the previous updates are within in there and can you delete that and that's no. You can't delete it. You can edit it. You can edit its (inaudible) sense if you're running out of space and you need to have something important, you need to have something about a current update that's taking a little bit more space and if you need you can edit down something from the past but you can't—don't delete it. It gives a context for any of the updates.

MARY: Can your updates all be at the end of that section though, (inaudible) updates within—

CHRISTOPHER: The recommendation is to put it—if any update is about a part of a paragraph let's say there's an update to a section like let's say your organization has been changed, your org chart has changed. You should update it within that section rather than waiting till the end. Use your best judgment to help it make sense. In other words don't worry to put it all at the end. If that makes sense to do you can do that but the recommended way to do it is to put it within the context of the paragraph.

MARY: You're talking the way it flows, it doesn't flow (inaudible).

CHRISTOPHER: Yeah. I think one of the things is that's one of the big criticisms of the way the narrative is. That is doesn't sit like this beautiful document that reads from beginning to end. But remember what the point of it is is to give a context to reviewers to talk in-depth quickly about the situation whether it be at the state, state capacity, whatever section it is. So that's why it's more important to follow the recommended guideline for style. Yes.

UNKNOWN: I like to follow up on the narrative question because I'm still not really clear. (Inaudible) in our state of Oregon our Title V (inaudible) program (inaudible) and what we'd actually like to do is describe them in more integrated ways. (Inaudible) in the past (inaudible) help them in this (inaudible) program. So what we'd like to do this year is appropriately represent where there is more integration. So when you said you can't delete but you can edit, does that mean we can go into the past and maybe (inaudible) past to the present and kind of reshape it. Because we're actually trying to get more appropriate picture. I've just been struggling because (inaudible) feedback. We've gotten feedback on (inaudible) more integrated but it's difficult with the current structure we've got and had in the past.

CHRISTOPHER: Well I'm going to let Cassie handle—Cassie would you like to take that one. The question is about the changes and the recommendations within the organization in Oregon want to create a more integrated approach in

their writing of their current organizational structure. And should they go in the back and rewrite the history of where it was to reflect that approach.

CASSIE: It probably would be worth actually taking a look and seeing without visualizing exactly how yours is. It's probably a pretty specific situation particularly because you have—you're one of the few states, a handful of states where you're actually in different locations. And so you know I'd be happy to work with Chris to look at yours to see, to actually visualize what it looks like and Carol as well who will be the project officer in Region 10 so.

UNKNOWN: Because we're just trying to find a clear way to present and we're in agreement about how to do that. We're just trying to figure out how to (inaudible).

CHRISTOPHER: Yes, Shaber.

SHABER: Can you say something about spell check because I don't know if you mentioned that in the topic.

CHRISTOPHER: This is a good one. Spell Check. Remember you're in HTML. You know you're in a page in the system so it's not a word processing package. What I would recommend is that you spell check in Word or Word Perfect and then cut and paste in. That all being said is that I do have information on a free

downloadable plug in that spell checks against an HTML page that I will be happy to send out, that I send out around April 1st every year. Yeah.

SHABER: The other question I have is let's say there are five, six users from one state and one of the users they lost the information because they didn't save, some forms lost, data is lost or narrative is lost. Is there an ability or capability to retrieve the missing information by contacting you?

CHRISTOPHER: I would say call me.

SHABER: Okay.

CHRISTOPHER: We'll see what we can do.