

## Bureau of Nutrition and Physical Activity Training Advisory Group iLinc Minutes

**Date:** Thursday, March 20, 2014

**Time:** 9:00 – 10:00 a.m.

**Location:** 1740-Conference Room 005

**Attendees:** **Local Agencies represented:** Adelante, Cochise, Coconino, Maricopa, Mariposa, Mohave, Mountain Park, Navajo, Pima, Pinal, Yavapai and Yuma

**ADHS:** Ben Hartley, Jaclyn Chamberlain, Tanja James, and Erika Garcia

Agenda Item	Discussion	Follow Up
Welcome/Introductions	Today: Assessment Screen in HANDS	
Training Issues	<p>Known Issues:</p> <ul style="list-style-type: none"> <li>• Codes are missing; "E" codes</li> <li>• Inaccurate code assignment; 411, 425, 427</li> <li>• "Wrong" BF data</li> </ul> <p>Other Issues:</p> <ul style="list-style-type: none"> <li>• Codes from previous cert. not captured, if info not transferred it is lost</li> <li>• Unable to update risk codes after cert; time consuming to view previous notes</li> </ul>	<ul style="list-style-type: none"> <li>• Will show more on Notes page during the next call highlighting Care Plan</li> </ul>
What's New	<p>What's New:</p> <ul style="list-style-type: none"> <li>• BF surveillance moved, for quality data collection, from Food Package screen to be associated with assessment process</li> <li>• Can see codes system found before assigning codes</li> <li>• Health history nutrition questionnaire is gone</li> <li>• ABCDE guide built into new Assessment Screen</li> </ul> <p>New Functionality:</p> <ul style="list-style-type: none"> <li>• Assessment History indicated in drop-down menu</li> <li>• "Complete Assessment" on Care Plan screen; once finalized, is committed to file and cannot be deleted; can indicate that "code no longer applies" by choosing "Active" box</li> <li>• Can assign additional codes anytime during a cert</li> <li>• Probing Questions tab</li> <li>• Detailed description of WIC codes, CSI cheat sheet</li> <li>• Most provide information to complete an assessment; cannot print checks until assessment is complete</li> <li>• System will prompt to Save</li> <li>• BF surveillance data will need to be entered until age 2 or no longer breastfeeding</li> <li>• High-risk heart will be colored red until seen by RD</li> <li>• Will not allow to skip Standard questions, must complete to finish assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Going to 1 year certification for children; after 6 months must do Mid-cert Assessment</li> <li>• Transfers scheduled to be shown in May</li> <li>• Environmental/Other Factors: "Average number of hours of screen time" will not be shown in Arizona HANDS</li> <li>• System will not flag Hemoglobin unless actually low enough to be high-risk (Red colored heart)</li> <li>• No difference in heart color for Medium or High-risk</li> <li>• There is no indicated time to complete an assessment/certification</li> </ul>

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Feedback on "I" info Documentation	<ul style="list-style-type: none"> <li>• "I" info on Assessment page               <ul style="list-style-type: none"> <li>➢ Infants: feeding in 24/hrs, formula intake</li> <li>➢ Mother: 3 of previous pregnancies</li> </ul> </li> <li>Information is already documented in Assessment; would agencies like to be freed of requirement to also document in TGIF notes?</li> <li>• What if declared "No Longer Required to Document" in TGIF?</li> <li>• What can the State provide as Trainers to make transition easier?               <ul style="list-style-type: none"> <li>➢ Scripts and videos are helpful</li> <li>➢ Weekly email reinforcements</li> <li>➢ Need to get familiar with new HANDS system</li> <li>➢ PCS videos do not need to change; can still work to do PCS without computer focus</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• NES needs to address what is going on and "why?" Comments are helpful; Address the "unusual"</li> <li>• "Unusual" or noteworthy can differ from person to person</li> <li>• 16/30 vote; not at consensus with change to TGIF notes "I" requirement</li> <li>• 15/30 vote; not at consensus with removing TGIF documentation requirement</li> <li>• Staff are already trained to document "I" info; TGIF notes are helpful with follow-up</li> <li>• Concerns that changing procedure now will lead to confusion in staff; need to be consistent with all LAs</li> <li>• Will leave it to the discretion of each agency to document or not: <i>"The Assessment screen will collect this information; refer to your Local Agency for documentation requirements"</i></li> <li>15/30 vote; not at consensus. Will revisit topic at next ilinc</li> </ul>
Comments/Suggestions	<ul style="list-style-type: none"> <li>• More user-friendly than AIM!</li> <li>• To provide continuity of care, review Assessment screen prior to meeting</li> </ul>	<ul style="list-style-type: none"> <li>• System does not calculate number of cans of formula received for IPN infant; will look into functionality</li> </ul>
	Next call: Care Plan Screen	

**Next Meeting:** April 17, 2014 [iLinc]; 9:00AM-10:00AM (Rm: 1740-005)

View this March iLinc recording: <https://azdhs.ilinc.com/join/kfhksw>