

**Florida Department of Health in Miami-Dade County
Healthy Start Data Management Office**

SCREENING/REFERRAL PROCESS

Pursuant authority given the Department under: 1) Chapter 64C-7 Prenatal and Postnatal Risk Screening and Infant Screening for Metabolic, Hereditary, and Congenital Disorders of the Florida Administrative Code; and 2) chapter 64F-3 Healthy Start Care Coordination, the Florida Department of Health in Miami-Dade County, Healthy Start Data Management Office shall provide the following services:

- 1) Receive, review, process, and assign Prenatal, Postnatal Risk Screening Instruments, and self-referrals according to (64C-7.009: Risk Screening Procedures., 64C-7.010 (1)c and (2)c: Prenatal and Infant (Postnatal) Risk Screening Records., and 64C-3.002: county Health Department Responsibilities).

Activities include but are not limited to:

- a) Contacting OB/GYN Providers for missing or incomplete demographic information on screening, as needed.
 - b) Collaborate with the Coalition in screening education training to health care providers of prenatal care and birthing facilities, who are submitting inaccurate or incomplete screenings.
 - c) Collaborating with Coalition in contacting and in-servicing network of OB/GYN providers who do not provide the risk screening instruments or who has consistent difficulty in accurately completing the screens.
 - d) Processing complete and accurate Prenatal screenings, Postnatal screenings, and self-referral forms.
 - e) Assigning complete and accurate form Prenatal screenings, Postnatal screenings, and self-referrals to Providers of Healthy Start Care coordination based on zip codes of residents and providers place of services.
 - f) Maintaining a log of Healthy Start Contracted Providers assignments.
 - g) Reporting data (monthly, quarterly, semi-annual and annual) and providing resource for data analysis as needed by the Coalition.
 - h) Collaborating with the Coalition in identify the distribution of education materials related to maternal and infant health to the network of OB/GYN and providers of prenatal care.
- 2) Maintaining a confidential registry of risk screening results, and recording client information into the Department of Health's Health Management System (HMS) according to 64C-7.010(1)c and (2)c: Prenatal and Infant (Postnatal) risk Screening Records.

Activities include but are not limited to:

- a) Inputting confidential risk screening data and screening results in to the Department's HMS system.
 - b) Storing confidential data in an electronic data filing system. This provides secure and effective storing and retrieval of screening records and related data. No manuals storing with minimal storage space.
 - c) Uploading confidential risk screening data and results to the HMS (this function is performed in Tallahassee).
 - d) Inputting Encounter Form (s) – client services into the Department's HMS system and/or Healthy Start (Non-CHD) HMS system.
 - e) Reconciling data as needed.
 - f) Reporting data (monthly, quarterly, semi-annual and annual) and providing resource for data analysis as needed.
- 3) Provide screening education training to health care providers of prenatal care and birthing facilities, who are submitting inaccurate or incomplete screenings (64C-7.008: Objection to Prenatal and Infant (Postnatal) Risk Screening., 64C-7.009: Risk Screening Procedures., 64C-7.010 (1)a and (2)a: Prenatal and Infant (Postnatal) Risk Screening Records., and 64F-3.002: County Health Department Responsibilities).

Activities include but are not limited to:

- a) Answering and responding to community question in reference to the operation processes of the Healthy Start screening/referral process.
 - b) Coordinate with the Coalition in screening education training to health care providers of prenatal care and birthing facilities, who are submitting inaccurate or incomplete screenings.
 - c) Maintain a log and database of prenatal care providers and birthing facilities where services and activities are rendered.
 - d) Coordinate with the Coalition on participating in community activities to raise awareness about Healthy Start screening process.
- 4) Encounter Form Process and activities include but are not limited to:
- a) Contacting the Healthy Start Providers when there is a trend of errors or inconsistencies in services occur.
 - b) Returning incomplete or incorrect encounter forms back to the Healthy Start Provider for completion and or corrections.
 - c) Contacting the Coalition to identify Healthy Start Providers who are submitting incomplete, incorrect, and late encounter forms.