

GOAL: To improve data quality in FamLink 'IL Provider Notes' by requiring and standardizing some data elements.

This training document reviews the 5 sections of the 'IL Provider Notes' template and how to insert (copy and paste) into FamLink in order to standardize data elements.

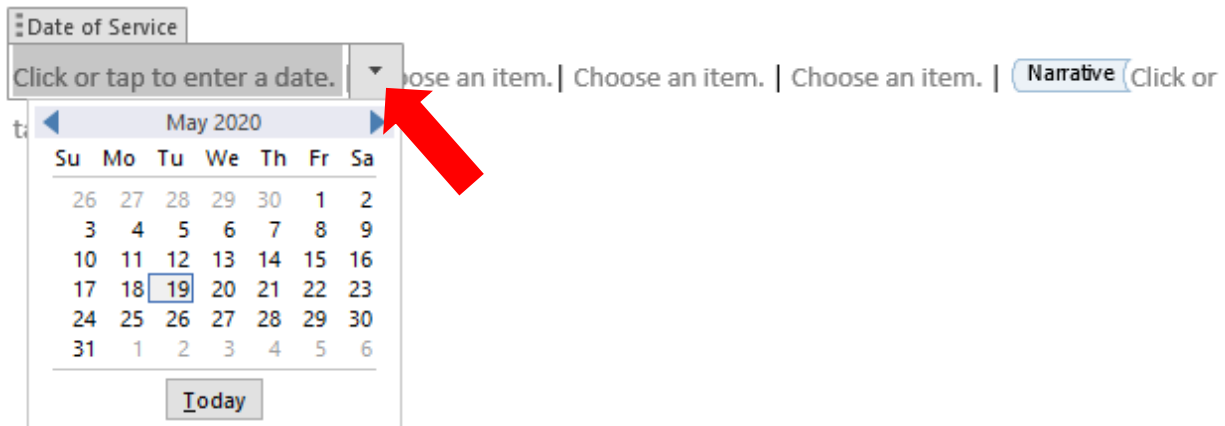
The template consists of 5 data elements sections

Blank Template:

Click or tap to enter a date. | Choose an item. | Choose an item. | Choose an item. | Narrative Click or tap here to enter text.)

DATA ELEMENT 1: Date of Service – this is date the contact or service occurred

Directions: Place your cursor and select Data Element 1 – a calendar should appear. Select the date the service occurred.



Observe: By selecting May 19th from the calendar, Data Element 1 populates with standardized date in the MM/DD/YYYY format.

5/19/2020 | Choose an item. | Choose an item. | Choose an item. | Narrative Click or tap here to enter text.)

DATA ELEMENT 2: Provider_ID – this is a unique Provider identification number that has been assigned to your organization.

Directions: Place your cursor and select Data Element 2 – a list of Provider_ID numbers should appear. Select your organizations unique Provider identification number. Please refer to the table as a reminder of provider name and associated Provider_ID.

*New Provider_ID numbers as of 04/01/2021

Provider Name	FamLink Provider_ID
Catholic Charities of the Diocese of Yakima	3866
Community Youth Services	4574
Institute for Family Development	48052
YWCA Clark County	142981
Youthnet	175193
YMCA of Greater Seattle	214600
River of Life Ministries/IGNITE	224661
Pierce County Alliance	341034*
Hullette, Gwendolyn M.	449976
Service Alternatives Inc.	1844210*
Olive Crest	1844263*
Volunteers of America	1846176*

Blank Tem

5/19/2020 | Choose an item. | Choose an item. | Choose an item. | Click or tap here to enter text.)

Choose a Provider ID number.

3866

4574

48052

142981

175193

214600

224661


341034

449976

1844210

1844263

1846176



Observe: By selecting Provider_ID for Volunteers of America (1846176) from the list, Data Element 2 populates with the required data.

Blank Template: Provider ID
 5/19/2020 | 1846176 | Choose an item. | Choose an item. | Narrative (Click or tap here to enter text.)

DATA ELEMENT 3: Contact Type – this requires you to select one contact type for each IL Provider Note.

Directions: Place your cursor and select Data Element 3 – a list of Contact Type options should appear. Select the contact that best fits the service attempted or delivered.

Contact Type	Examples
Established Youth Contact	Two-way communication from provider to youth (e.g., face-to-face, phone call, or video meeting)
Attempted Youth Contact	One-way communication from provider to youth (e.g., text, email, voicemail message)
Other Contact	Communications with other individuals associated with youth (e.g., foster parent, adoptive parent, social workers, teachers, supervisors, apartment managers, etc.)
None	Case note, progress update, summary report on youth that does not involve communication

Blank Template: Contact Type
 5/19/2020 | 1846176 | Choose an item. | Choose an item. | Narrative (Click or tap here to enter text.)

- Established Youth Contact
- Attempted Youth Contact
- Other Contact
- None

Observe: By selecting Attempted Youth Contact from the list, Data Element 3 populates with the required data.

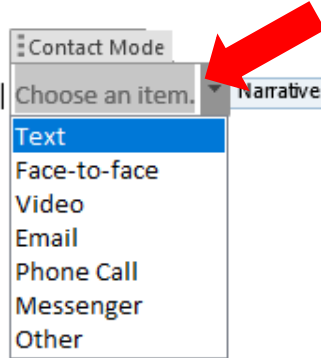
Blank Template: Contact Type
 5/19/2020 | 1846176 | Attempted Youth Contact | Choose an item. | Narrative (Click or tap here to enter text.)

DATA ELEMENT 4: Contact Mode – this requires you to select one contact mode for each IL Provider Note. Select ‘Other’ if the IL Provider Note contact Mode is not provided in the drop down list or if the IL Provider Note contains multiple contact types.

Directions: Place your cursor and select Data Element 4 – a list of Contact Mode options should appear. Select the contact mode that best fits the service attempted or delivered.

Blank Template:

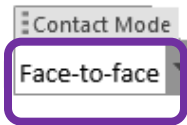
5/19/2020 | 1846176 | Attempted Youth Contact | Choose an item. Narrative (Click or tap here to enter text.)



Observe: By selecting Face-to-face contact mode from the list, Data Element 4 populates with the required data.

Blank Template:

5/19/2020 | 1846176 | Attempted Youth Contact | Face-to-face Narrative (Click or tap here to enter text.)



DATA ELEMENT 5: Narrative – this requires you to complete the IL Provider Note with additional information to support the required and standardized Data Elements.

Directions: Place your cursor and select Data Element 5 – the data element should highlight. Enter in text to support the other data.

Blank Template:

5/19/2020 | 1846176 | Attempted Youth Contact | Face-to-face | Narrative (Click or tap here to enter text.)



Observe: By completing the narrative, the IL Provide Note template is complete and is ready to be copy and pasted into the IL Provider Note section in FamLink. **Remember to copy and paste one IL Provider Note template into one FamLink IL Note field at a time. Do not copy and paste multiple templates into one FamLink IL Note field.**

5/19/2020 | 1846176 | Attempted Youth Contact | Face-to-face | Narrative CM attempted Zoom meeting with FL, but internet was down. CM will text to reschedule.)

VERSION HISTORY

Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date the particular version was approved, and a brief description of the reason for creating the revised version.

Version Number	Implemented by	Revision Date	Reason
1	Tenaya Sunbury	05/22/2020	Behold the magic!
2	Tenaya Sunbury	08/28/2020	1) Added Version History to document changes. 2) Added reminder on page 4 to use one template per IL Note text box.
3	Tenaya Sunbury	03/31/2021	Changed Provider ID numbers for Volunteers of America, Service Alternative Inc., Peirce County Alliance, and Olive Crest per DCYF Contracts effective as of 04/01/2021