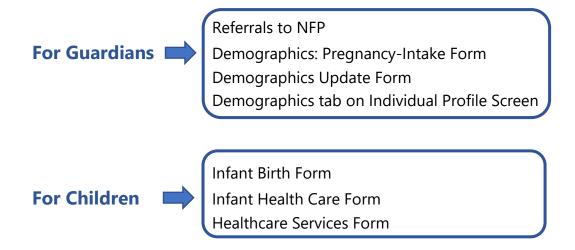# How to enroll a new family and their demographic data in Flo

When a new family enrolls in your program, there are several forms that need to be completed in Flo. The first is the "Referrals to NFP" form, which asks for information about the pregnant person. This is followed by forms collecting demographic and health data for the pregnant person. Once the infant is born, additional demographic and health data will be recorded for the infant. This document focuses on the collection and recording of demographic data.

Demographic data should be collected at enrollment and updated annually thereafter for *each* caregiver and child enrolled in your program. There are a few places in Flo where demographic data is entered, for the Guardian and the Child.

For Guardians ➡️

> Referrals to NFP
>
> Demographics: Pregnancy-Intake Form
> Demographics Update Form
> Demographics tab on Individual Profile Screen

For Children ➡️

> Infant Birth Form
> Infant Health Care Form
> Healthcare Services Form

Key Tip: You must LOCK forms in order to officially submit the data to NFP. If the form is not locked, the data will not be included in your PowerBI reports nor in the data extracts shared with DOH.

Typical data entry for Demographics in Flo

Entering a Referral into NFP Program

Initial demographic information is collected upon receiving a referral for a client. The only demographic information collected on the 'Referral to NFP Program' form that is a requirement of the HVSA is the client Date of Birth, Estimated Date of Delivery (EDD), Primary Language, zip code, and, for Consented families, the Guardian's name and home address.

NOTE: Refer to the Flo User Manual for instructions on how to enter a referral

Entering Guardian Demographics

The list of all demographic variables required by the HVSA is listed in your contract. Below is a brief recap of which forms capture which demographic elements. Some of these data elements are required fields on Flo's Intake Wizard.

At Enrollment, use the Demographics: Pregnancy-Intake form:
Section I – Personal/Family data
- Gender – note new reporting options (female, male, non-binary)
- Date of Birth
- Race and Ethnicity
- Primary Language
- Zip Code

Section II – Other Demographics
- Marital Status
- Housing Status

Section III – Education and Income
- Current Education Status – currently enrolled in school
- Educational Attainment – highest education completed
- Employment Status
- Total Annual Income
- Health Insurance Coverage

Update Annually using the Demographics Update form:

Section I – Personal/Family data
- Marital Status
- Housing Status

Section II – Education and Income
- Current Education Status – currently enrolled in school
- Educational Attainment – highest education completed
- Employment Status
- Total Annual Income

Entering Child Demographics

The list of all demographic variables required by the HVSA is listed in your contract. Below is a brief recap of which forms capture which demographic elements. Some of these data elements are required fields on Flo's Intake Wizard.

At Birth, use the Infant Birth form:

Section I – this data to be entered into the Individual Profile screen in DCS
- Child's First and Last Name – this data is shared with DOH once family consents to share identifiable data (Q1, Q2)
- Date of Birth (Q3)
- Ethnicity and Race (Q4, Q5)
- Gender – note new reporting options (female, male, non-binary) are included on the MIECHV Supplemental Form (Q6)

Section II – this data to be entered into the Infant Birth Assessment in DCS
- Birth weight (Q1)
- Gestational Age at Birth (Q2)
- Health Insurance Coverage (Q12)

Update every 6 months using the Infant Health Care form:
- Usual Source of Medical Care (Q2)
- Health Insurance Coverage (Q15)

At 12 months of age, use the Healthcare Services form:
- Usual source of Dental Care (Q6)

Washington State Department of
Health

Created: June 2022
Updated: July 2022