



EPIC Online Screening Tool Technical Assistance Questions

This frequently asked technical assistance questions (FATAQ) document includes the most commonly asked questions from the EPIC Center Helpdesk and EPIC Center webinars regarding the EPIC Online Screening Tool.

Updated 5/17/2018

- 1. What is the EPIC Online Screening Tool?** EPIC has developed an online data collection and reporting tool that replicates the screening tools and captures all required data fields. SurveyGizmo is the tool platform.
- 2. How do we sign up to use the EPIC Online Screening Tool?** You can sign up by emailing the Healthy Start inbox at healthystartepic@jsi.com . You should include your name, program, and grant number.
- 3. Can there be more than one EPIC Online Screening Tool administrator?** Yes. More than one administrator is allowed at this time. Please email us at healthystartepic@jsi.com if someone in your program needs to be changed to an administrator. Administrators have access to all of their program's data and are able to edit and run reports on data as needed. See question 6 for more details.
- 4. What is the difference between initial screening and re-screening?**

The screening process begins with an Initial Screening when a new participant is enrolled in the Healthy Start (HS) Program. For participants enrolled before January 1st, 2017, the Initial Screening should be administered at the first visit following January 1st, 2017. HS staff should administer this Initial Screening at the first visit with a participant; this will include the demographic screening tool, pregnancy history screening tool, and any additional screening tools depending on the perinatal phase of that participant, as determined by the pregnancy history tool.

A re-screening on the HS EPIC (Online Screening Tool) should be administered to participants who previously completed an initial screening, and are continuing with the Healthy Start Program flowing through a different perinatal phase. The Re-screening will also require Update Screening Questions at the end of the perinatal phase.
- 5. What are the Date of Initiation and the Date of Completion?** In the electronic screening tools, the Date of Completion field is automatically populated with the date that the tool is submitted (when the submit button is entered). Only data with a date of completion entered should be uploaded to the xml export.
- 6. Will Healthy Start programs be able to export raw data from the EPIC Online Screening Tool?** Yes! As of May 2018, Healthy Start program administrators are able to export data directly from the EPIC Online Screening Tool through Survey Gizmo. Administrators are also able to run reports through Survey Gizmo. You can also access your program's data by logging into HSMED.

Link for administrators to log into Survey Gizmo: <https://epiconlinetool.jsi.com/>

Link for staff to enter a new screening: <http://healthystartepic.org/event/epic-online-screening-tool-admin-training/>

Link to EPIC Online Screening Tool Administrator Training:
<http://healthystartepic.org/event/epic-online-screening-tool-admin-training/>

7. Can the EPIC Online Screening Tool be used to collect data and then later extracted and uploaded into another database? Yes. EPIC intends to provide a data export to grantees which can be used to upload screening data into a grantee's database. EPIC is investigating options for making this data available and regarding the frequency of reporting.

8. If a Healthy Start grantee has a custom database whose changes will take a long time to update, can we upload what we have from our existing database, and use the EPIC Online Screening Tool for the rest? The EPIC Online Screening Tool is not intended to be used to capture partial data and there is no direct mechanism for linking data from two databases to report to DS Federal. It is meant as an interim standalone solution while grantees are updating their own databases.

9. Is there a way to use the EPIC Online Screening Tool for training purposes? Yes. The demo login is demo@jsi.com, and the password is *demo123*. Any surveys entered using this login will not be saved.

10. What is the difference between HSMED ID, Screening ID, and Initial Screening ID?

- HSMED ID is the unique ID assigned to the participant by your HS program. This is the number by which your program identifies participants in your own data system, and can be used to cross-reference case management data or other non-Screening Tool data.
- Screening ID is autogenerated by the Online Screening Tool system, and includes the screeners' initials, the year, and a letter indicating whether it's an initial or re-screening. Each screening entered into the Online Screening Tool will have its own unique Screening ID.
- Initial screening ID is the ID created by the Online Screening Tool system at the time of the initial screening, and is used to link a participant's initial screening with a rescreening. Once an initial screening is complete, screeners should print a copy of the screening that will include the Initial Screening ID. Screeners are required to enter the Initial Screening ID at the beginning of each re-screening to link participant data.

11. How do we know if our data have been uploaded if we are using the EPIC Online Screening Tools? The EPIC Center sends out a monthly upload confirmation on the first of every month, once we have submitted your data (no later than the 30th). If you do not receive a confirmation and believe you should have, please email (healthystartepic@jsi.com) or call (1-844-225-3713).

Healthy Start Tools Support and Assistance

12. Who should I contact with screening tool questions? The HS EPIC Center is available to support grantees with Healthy Start Screening Tools orientation and provide training and support for the EPIC Online Screening Tool. There will be a combination of live webinars, recorded modules, and phone and email support to Healthy Start grantees.

This training and technical assistance will include detail review of each of the screening tools and their associated benchmarks, assistance with implementation of the web-based option of the screening tools developed by JSI, clarification on benchmark definitions and calculations, and operationalizing quality improvement systems.

1. HS EPIC HelpDesk email: healthystartepic@jsi.com
2. HS EPIC HelpDesk phone: 1-844-225-3713, toll free
 - Monday - Friday from 8:30 AM - 5:00 PM Eastern
3. HS EPIC TA Request: <http://healthystartepic.org/about-hs-epic-center/request-technical-assistance/>
4. HS EPIC Center Website Screening Tools Resources:
<http://healthystartepic.org/healthy-start-implementation/screening-tools/training-and-ta/>