



# MIS Data Entry Best Practices

Last edited: August 6, 2018

Contents are solely the responsibility of the author and do not necessarily represent the official views of the NJ Department of Children and Families, US Department of Health and Human Services or the Office of Adolescent Health. The project/publication described was supported by grant number SP1AH000028-01-00 awarded to NJDCF by the US Dept. of Health and Human Services' Office of Adolescent Health.

## **About This Document**

Prevent Child Abuse New Jersey and New Jersey Department of Children and Families is committed to ensuring fidelity in the collection of data from the Parent Linking Program (PLP). As such, this best practice document was developed to assist each PLP site with data entry. It is important to note this is not a “how to create” document - for example, “How to Create a Group” or “How to take Attendance”; Those documents can be found in the “User Guide” section of the Help Center in City Span’s MIS. Rather this is a “best practice” document that provides guidance to PLP sites in using a standard format for entering data to promote continuity across all PLP sites.

We value and appreciate the work that you do and thank you for your commitment to ensure data collection is concise and valid.

## Contents

End of the School Year Reminders.....	4
<i>Set Service Terms</i> .....	4
<i>Participants and Staff Section</i> .....	4
• <i>Students</i> .....	4
• <i>Archiving Graduated Seniors</i> .....	5
• <i>Child Participants</i> .....	6
• <i>Program Staff</i> .....	6
School & Child Care Attendance .....	7
Group Sessions.....	7
<i>Safe Dates</i> .....	8
<i>Partnering with Teen Parents</i> .....	9
<i>General Workshops (Non Safe Dates/PWTP)</i> .....	10
Summer Program .....	10
<i>Group Sessions</i> .....	10
<i>Events</i> .....	10
<i>Child Care</i> .....	10
Linking Families .....	10
<i>Duplicate Families</i> .....	11
<i>Important Notes</i> .....	12

## End of the School Year Reminders

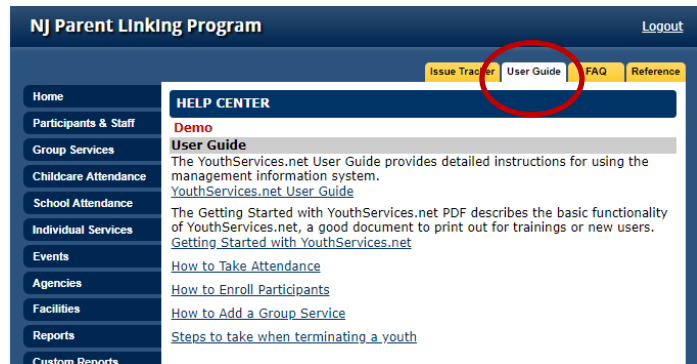
### Set Service Terms

When service terms are set you reduce the amount of time spent searching for services on the Group Services main page because programs/services that occur outside of the set service term will not appear. To update the current term, follow the steps listed below.

1. Click on Utilities
2. Click Set Service Term
3. Enter a start: Always July 1<sup>st</sup>
4. Enter end date: Always June 30<sup>th</sup>
5. Click Set Term

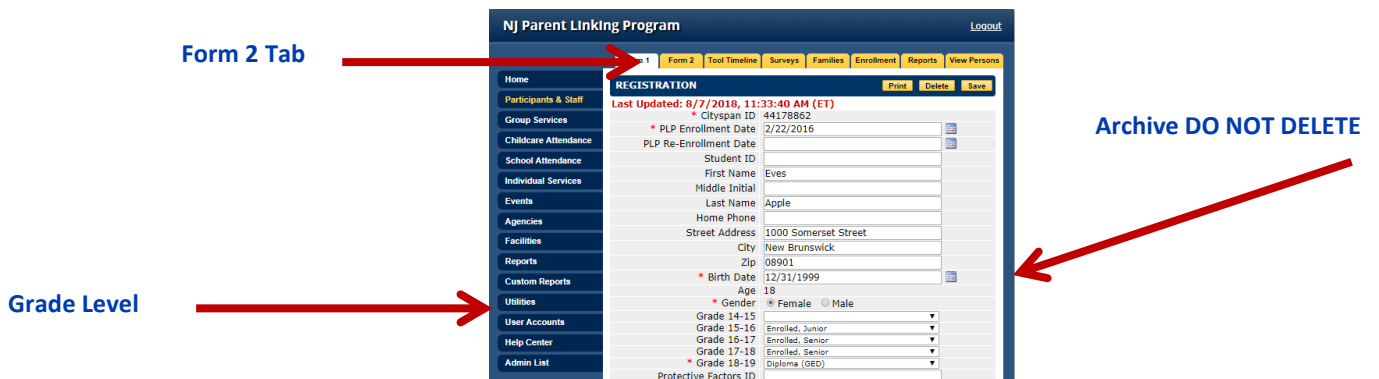
### Participants and Staff Section

- **Students**
  - Form 1 - Archive PLP students who are no longer participating in the program. Please refer to “Steps to Take When Terminating a Youth” document in the MIS Help Center under User Guide.



- **Archiving Graduated Seniors**
  - Accurate promotion rates are dependent upon sites ensuring the school year is accurate for ALL students (Active and Archived). For graduating seniors this is especially important to ensure an accurate graduation rate. Although there are instructions in MIS on how to archive a student, below are specific steps sites may take when archiving seniors who have graduated to ensure accuracy of the Program Outcomes Report in MIS:
    - **Graduated seniors who are NOT receiving post-graduation services, should be archived in July.**
      - **It is recommended that these seniors be archived prior to August 1st.**
      - If you are archiving after August 1st, you must verify to see if the new school year has been added in MIS. **If so, change “Grade Level” to N/A. DO NOT set it to “Diploma/GED.”**
      - **Go to Form 2** and answer the following
        - Graduated? = Yes

- Enter Graduation Date
  - Has the student been accepted into a higher education institution?
  - **Exit Date = Date of graduation**
  - **Reason for exit = Graduated**
  - Follow instructions located in the help center on how to Archive a Student. *(See example on page 2)*
- **Graduated seniors who ARE receiving post-graduation services, should be archived once services end. You may provide services for up to 2 years after the student has graduated.**
    - **You cannot archive these students until they are no longer receiving services.**
    - If the current “Grade Level” has been added to MIS, update the “Grade Level” to Diploma/GED.
    - Go to Form 2 and answer the following
      - Graduated? = Yes
      - Enter Graduation Date
      - Has the student been accepted into a higher education institution?
      - **DO NOT ANSWER ANY QUESTIONS IN THE EXIT SECTION OF FORM 2. GRADUATED SENIORS WHO WILL CONTINUE RECEIVING SERVICES SHOULD NOT HAVE AN EXIT DATE AND/OR REASON FILLED IN FOR EXIT REASON.**
  - Follow instructions located in the help center on how to Archive a Student. *(See example on page 2)*



- *Child Participants*
  - Form 1 - Archive children whose parents are no longer in PLP (Participation Status)
    - If the child is receiving child care, go into the Child Care Attendance and “drop” them from the attendance roster. **DO NOT DELETE THE CHILD.** Deleting the child will erase all of his/her attendance records.

- Form 1 – Birth weight must be entered using the example provided in the database. For example, enter 8.10 for a child who weighed 8 pounds 10 ounces, OR 6.0 for a child who weighed 6 lbs.). Please do NOT use the standard lbs. and oz. abbreviations. See example.

Program Staff

Archive DO NOT DELETE

Proper Abbreviation for birth weight

- Staff Form 1 – Archive PLP staff who are no longer employed with the program
- Staff Form 1 – Update the school year (do not uncheck prior school years)

Archive DO NOT DELETE

Update School Year

## School & Child Care Attendance

- School attendance will be tracked for the school year (September – June).
- Child care attendance will be tracked for the months for which child care is provided.
- Both will be entered per school year 2015-2016 or 2016-2017
- Both will be tracked using the “**Multiple Dates**” option rather than the “Single Dates” option. This option allows you to have fewer entries for the school year.
  - When entering school attendance the following format will be used: school year, name of School
    - *Example: 2018-2019 Everybody High School*
  - When entering child care attendance the following format will be used: school year, name of School and the name of the child care center.
    - *Example: 2018-2019 Everybody High School – Little Hands*
- Other identifying information should be included ONLY for programs with multiple sites
  - *Example: 2018-2019 Any Town High School-East Campus*
  - *Example: 2018-2019 Any Town High School-West Campus*

Name	Begin	End
<a href="#">2016 - 2017 High School</a>	None	None
<a href="#">2016 - 2017 SPH</a>	None	None
<a href="#">2016-2017 bill gates school</a>	None	None
<a href="#">2016-2017 high school</a>	None	None

## Group Sessions

Groups are REQUIRED for All Active PLP students. All active PLP students MUST be enrolled in groups and attendance must be taken for all students. The exception to this rule is if your site holds multiple groups.

*Example: If a site has 30 active students and holds two Safe Dates group sessions for the year (one per case manager), then it is expected that the sum of students in both Safe Dates sessions will equal the total number of active the site has in MIS – 30.*

- Each cohort will be grouped in **four** categories: Partnering with Teen Parents (PWTP), Safe Dates, General, Summer Program

Name	Begin	End
<a href="#">2018-2019 PWTP</a>	9/12/18	6/5/19
<a href="#">2018-2019 Safe Dates</a>	7/2/18	6/25/19

The end date will change as you add other dates to this cohort.

- Cohort will be created using either option below:
  - **“Multiple Dates”**: If you use this option remember to delete the dates when groups will not be in session.
  - **“Single Date”** option will be used for sessions that are only offered once or to add additional dates to a cohort.
- Will be named using the following format: school year & type of group (see screen shot above)
  - *Example 1: 2018-2019 PWTP*
  - *Example 2: 2018-2019 Safe Dates*
  - *Example 3: 2018-2019 General*
  - *Example 4: 2018-2019 Summer Program*

If a site conducts (or will conduct) multiple groups for a particular category then you will need to add some other identifying name after the type of group, such as the name of the group or case manager initials to indicate who conducted the group.

For example, a site offering two Safe Dates groups would have to enter it as such:

- 2018-2019 Safe Dates – JK
- 2018-2019 Safe Dates – SC

## Safe Dates

- Sites must indicate in the “Service Description” section if Safe Dates is being offered in 10 sessions, 6 sessions or 4 sessions.
- The attendance dates reflected for this session should be reflective of the number of sessions Safe Dates will be conducted in.

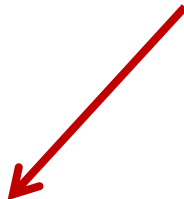
The screenshot shows the 'NJ Parent Linking Program' interface. The left sidebar contains navigation options: Home, Participants & Staff, Group Services, Childcare Attendance, School Attendance, Individual Services, Events, Agencies, Facilities, Reports, Custom Reports, Utilities, and User Accounts. The main content area is titled 'GENERAL INFO' and includes a 'Delete' button. The group name is '2018-2019 Safe Dates'. The 'Safe Dates Curriculum' field is highlighted with a red arrow and contains the text: 'Session 1: Defining Caring Relationships; Session 2: Defining Dating Abuse; Session 3: Why Do People Abuse?; Session 4: How to Help Friends; Session 9: Preventing Sexual Assault'. The 'Schedule' section shows: Date Range (7/2/2018 - 6/25/2019), Days of Week (M, Tu), Time (4:00 PM - 6:00 PM), and Status (In Progress). The 'Staff' section shows Lead Staff (Ashley Smith) and Agency. The 'Location' field is empty. The 'Service Description' field is highlighted with a red arrow and contains the text: '4 sessions'.

Also note that Session 6, 7, & 8 are not checked off in the “Safe Date Curriculum” section. Since these sessions are eliminated when conducting Safe Dates in 4 Sessions

Note in the screen shot above Safe Dates is being offered which is documented in the “Service Description” section.

## Partnering with Teen Parents

- PWTP will be entered using the following format: School Year and name of cohort
  - 2018-2019 PWTP
- Will include a “Service Description” which describes the purpose of the group session
  - When creating a PWTP Group, all Core Content Areas should be checked-off: Growing Teen, Development-Centered Parenting, & Family Well Being.





**NJ Parent Linking Program** Logout

**CREATE GROUP SERVICE (Page 2 of 2)** Save & Proceed

**Service Name**  
Demo Group

**Partnering with Teen Parents Core Content Requirements**

- Growing Teen
- Development-Centered Parenting
- Family Well-Being

When recording attendance, sites must select the topics that were covered for the Core Content Area for this particular Group Session.

**NJ Parent Linking Program** Logout

**ATTENDANCE** Print Save Return

**2018-2019 PWTP** Enter By Name Search

**Wed, Sep 12, 2018** Save & Next Day >

**Growing Teen**

- Accessing Community Resources
- Applying and Interviewing for Jobs
- Decision-Making
- Financial Planning Strategies
- Goal-Setting
- Health Practices
- Home Management Skills
- Interpersonal Communication
- Personal Appearance, Attitudes & Work Habits
- Problem-Solving Techniques
- Resume Writing
- Stress Management

**Development-Centered Parenting**

- Child Development
- Child Health & Safety
- Infant and Toddler Care
- Parent-Child Interaction
- Positive Discipline
- Prenatal Care

**Family Well-Being**

- Fatherhood

### General Workshops (Non Safe Dates/PWTP)

- General cohorts will be entered using the following format: School Year, Name of Cohort (General) and Name of the Session (Managing Finances)
  - *2018-2019 General-Managing Finances*
- Will include a “Service Description” which describes the purpose of the group session
- Unlike Safe Dates and PWTP, **you will need to create a new cohort** for each “General” session you offer.
  - *Example 1: 2018-2019 General-Managing Finances*
  - *Example 2: 2018-2019 General-Cooking 101*

### Summer Program

Although sites are required to offer a summer program, all students are not required to participate in the summer program. Although, this can be done in a number of ways, the most common are through extended group sessions or special events.

## Group Sessions

Attendance for Group Sessions offered in the summer (July & August) will be tracked through Group Services - NOT in school attendance.

- Unlike groups held during the school year, all students **DO NOT** have to be enrolled in group sessions offered.
- Similar to General Group Sessions, **you will need to create a new cohort for each** “General” session you offer. Summer group session will be named using the following format: Year & Cohort (Summer Program) and name of group session (Mommy & Me)
  - *2018 Summer Program-Mommy & Me*
  - *2018 Summer Program-Daddy & Me*

## Events

An event is classified as any trip, outing, or program that student’s participant in (ex. Pumpkin Picking, Summer Picnic, Orientation).

- Events will be entered into the “Events” section of MIS
- Attendance is not tracked for events.

## Child Care

PLP sites are required to provide child care services during the school year (September – June). If your site provides child care during the summer months (July & August), child care must be tracked using the following format: school year, name of School, Summer Child Care

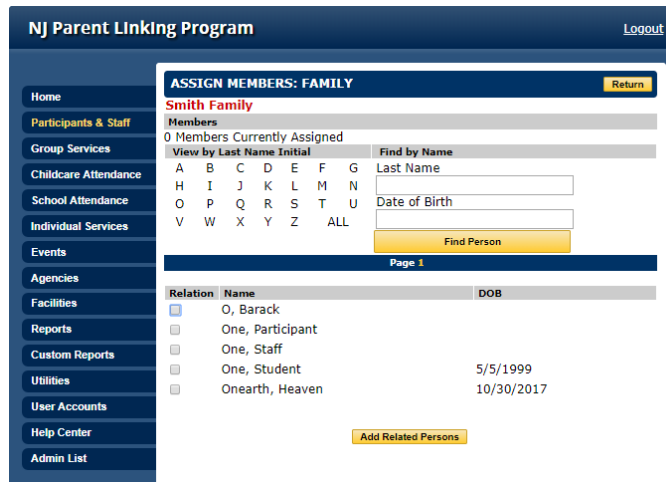
- *2018-2019 James HS – Summer Child Care*

## Linking Families

Below are instructions for linking families who have never been linked. To avoid duplicate entries, please verify if a family group had been created by clicking on “Participants and Staff” and then “View Families.” If it appears that a Family group has been created, click on the group and make sure the student AND the child names appear in the group. If a person is missing, you must add the person by following steps 4-7 below.

1. Select the student whom you would like to link to a child
2. Select the “Families” tab and click “Add”
3. Add Family Page - Create a family name (*The family name should be the last name followed by the first name of the student – Ex. Jones, Jamal*). Next click “Add” – **IMPORTANT NOTE: THIS DOES NOT MEAN THE STUDENT WAS ADDED TO THE GROUP. IT ONLY MEANS YOU NAMED THIS PARTICULAR FAMILY GROUP JONES, JAMAL.**
4. Select whether the family is “Active” (currently enrolled in the program) or “Inactive” (former student no longer receiving services).
5. Next you will need to **add a PARENT & CHILD** to this Family Group. (*Please keep in mind you may also link child to child or student to student*)

- **Adding the Child**
  - Using the “View by last name search feature” click on the first letter of the child’s last name
  - Select the correct child and click “Add Related Person” at the bottom of the page.
  - **NOW YOU MUST ADD THE PARENT(S) TO THE FAMILY GROUP. STAY ON THIS PAGE.**
- **Adding the Parent(s)**
  - Using the “View by last name search feature” click on the first letter of the parent’s last name
  - Select the correct parent and click “Add Related Person” at the bottom of the page.
  - **IF THE CHILD’S OTHER PARENT IS IN THE PROGRAM REPEAT THE STEPS ABOVE TO ADD THE SECOND PARENT.**



6. When done adding **both the child AND parent**, scroll to the top of the page and verify **both the child and parent(s) names** where it says “members”. If **both the child and parent(s) names** appear, click “Return” and you will be taken to the “Family Information” Page where you can view details of this family group. If there is someone missing repeat steps 5. **NOTE: YOUR FAMILY IS NOT CONSIDERED LINKED IF BOTH THE CHILD AND PARENT(S) NAMES ARE NOT LISTED WHERE IT SAYS MEMBERS.**

### *Duplicate Families*

Staff must ensure that the **number of Active Parenting Students matches the number of Active Linked Families** in MIS. Upon linking a family, staff must check to ensure they haven’t created duplicate family groups for the student.

- Click on **Participants and Staff**, then click on **View Families**
- Search for the student’s Family Group (*Which should be the last name followed by the first name of the student – Ex. Jones, Jamal*).and verify that there is only one Family Group created for this student.
- If there is a duplicate family, staff must delete the duplicate. NOTE: Make sure the remaining Family Group has **both the child and parent(s) names listed under Members.**

### *Important Notes*

- **When terminating students from the program, staff will need to go to the “View Families” section and change the family’s status to “inactive.” Archiving a student will NOT automatically change the Family status to INACTIVE. This needs to be done manually.**
- **If you have a scenario where you would need to create two families (Ex. the participant has more than one child with two different partners), please consult PCA-NJ on how to enter into the system.**