

Hello ESIT DMS Users (March 7, 2012)

Please find a list of fixes and enhancements that will be added to the ESIT DMS tonight:

In no particular order (below), please find the issue that you recognize as a problem for you and read the description.

Bug: IFSP prints (mapped) only the Initial Evaluation and not subsequent On-Going Assessments

Solution: The IFSP will now print the latest complete eval/assessment. This fix will work on all new IFSPs created and will not correct any IFSPs already issued.

Bug: School District staff not viewing any results when search for children

Solution: School district staff can now be given read-only rights to view all children that reside in their school district. They must be a "user" in the school district with the role of "school district manager". With this fix, it is no longer necessary to add school district staff to individual children's teams unless they are an actual service provider.

Bug: When declining a Part C service, the actual start date was not being marked as deleted

Solution: This fix actually corrects several problems when a user is being prompted to add an actual start date after reviewing outcomes from a previous IFSP. The system was not properly detecting that an outcome/service was ended/deleted and continued to ask for the date. This prevented some IFSPs from being issued.

Bug: IFSP mapping/printing issue; comments not appearing.

Solution: In several areas of the IFSP, but especially in section III, Child's present level of development, all comments will appear in the description of Skills/Status column on each developmental area. The comments box is typically where folks document their updates and it wasn't mapping appropriately. Again this fix will only work on any new IFSPs created/issued, and not fix any in the past.

Bug: After entering test, no edit or discard function was available; it immediately disappeared

Solution: The edit and discard function will now be available without a time limit. This fix did introduce another issue you need to be aware of however. Editing or discarding a test does not automatically update the entry in the evaluation and assessment domains. For any evaluation and assessment not already locked, you must visit the domain again, remove the test, then re-add it for the update to occur there.

Bug: Transfer or reactivation icon on child match screen not available, even when positive match occurred.

Solution: There was a problem with security setting of this function. If you have a referral that has been waiting for this to be fixed, you can re-visit it and complete the reactivation or transfer request now.

Bug: Eligibility determinations, multiple were open simultaneously.

Solution: In some cases, more than one eligibility determination was open at the same time. When this occurred, an eligibility decision could not be completed, thus an initial IFSP could not be completed.

This has been fixed so this issue cannot occur again, and any children in this state should now have one eligibility determination to complete.

Bug: Outcomes and Services failed to copy to new IFSP, even though the outcome review was appropriately selected.

Solution: This issue is related to the above issue described previously (outcomes/services and start dates). This should now be corrected so that it does not occur again.

Bug: Tests and assessments date was validating against initial contact date

Solution: This validation was never meant to be implemented and has been removed. The date of the report doesn't validate against any date, except it will not allow a date entered earlier than 3 years before "today"

Bug: Proxy issues, staff missing from list, extra staff listed

Solution: Reportedly fixed, but we were unable to test fully. Query that generated the drop down list(s) apparently was looking at deleted/inactive staff records and this was corrected.

Bug: Transition out "loop" that was present for children transitioning out under age 3.

Solution: When transitioning children out, the system looks for the transition conference (declined or held). If the child was younger than 2 years, 3 months old, the transition conference held/declined was not possible (it was being done too early). For children transitioning out before age 3, it is now possible to enter the transition conference date (declined or held), and the transition out can now be completed.

Bug: Intake coordinator cannot be removed from the child's team.

Solution: The intake coordinator should drop off a child's team when the child is assigned a FRC. This wasn't occurring. Also it was impossible to remove the intake coordinator once there. This has been corrected.

Bug: Service provider cannot be removed from child's team

Solution: Somewhat related to the above problem; now a service provider can be removed by FRC, lead FRC, data entry & agency manager.

Bug: IFSP type (system created/selected) doesn't match the deadline type

Solution: Improved query was created to better match up the IFSP type needed. Please be aware, as we were fixing this, we found some issues related to data migration from the old system. We may still need to work on a few of these to create additional fixes a child at a time.

Bug: Transition conference "button" and reversing the decision

Solution: Reworked the appearance of the button, but more importantly, you can now change the decision. If you marked a conference as declined, but it was really held, the decision can be updated in the system now, and vice-versa. The date validation against the transition planning started on date has been removed. There was a particularly nasty bug here, where even if you selected "agreed and held" the conference, the system marked it as declined. You can now return and change the decision.

Bug: When selecting a Spanish version of the IFSP, no English version was available

Solution: When issuing a Spanish version, the system now generates an English version as well.

Navigate to Child File/Documents tab and you will find both versions stored there.

Bug: Quick look up info was displaying the organization contact info, not the person info.

Solution: When hitting the "+" symbol next to the child name and/or staff name should now be seeing the information contained in the staff record and not the organization record.

Bug: Service Provider Organization drop down list showing incorrect information

Solution: Related to the proxy bug described above. Query that generates drop down list was also displaying inactive/deleted records.

Bug: Special characters throw errors

Solution: The "&" symbol was throwing errors when used in COS descriptor screens. This was corrected and is allowable now. Please be aware of another issue NOT fixed yet. Be very careful when using special characters in children's names. Because the IFSP is rendered into a document upon issue, and it contains the child name as part of the file name, please don't use special characters there. A big problem is the use of "" (quotation marks) around nick names. Don't do this please, this is not fixed yet!

Bug: Unable to issue IFSP errors

Solution: Considerable work was done to correct this type of error. It's still possible this will occur in the future, however. This error is produced when our form generation software encounters an error in when it transforms data from the database to our documents. The error message isn't very descriptive, of course. In the future, if you encounter this error message, it would be helpful to send a message to the help desk along with the date/time you encountered the problem. In order to solve these, we have to pull error logs from the system and read through to determine what the problem is. These generally are not quick fixes, sorry.

Reports:

The new version of reports will be deployed with this build. Since you haven't seen these, previously I won't go into a lot of detail in the fixes that we worked through. However, I want to give you some quick caveats about the new reports you will see:

Reports access: Access to reports, types of reports and children's data is directly related to your access rights and role(s) present in the system. If you can see children in the system, the reports you can see will be those same children. If you can't see all children's data in the system (that you should be seeing), the same issue will be present in the reports you can see.

Testing challenges: Because reporting and reports access is directly related to who and where you are, testing posed some challenges. Terri and I have full access to reports and when we proxy as other users, these reporting rights are not removed. Thus, when you open these reports for the first time,

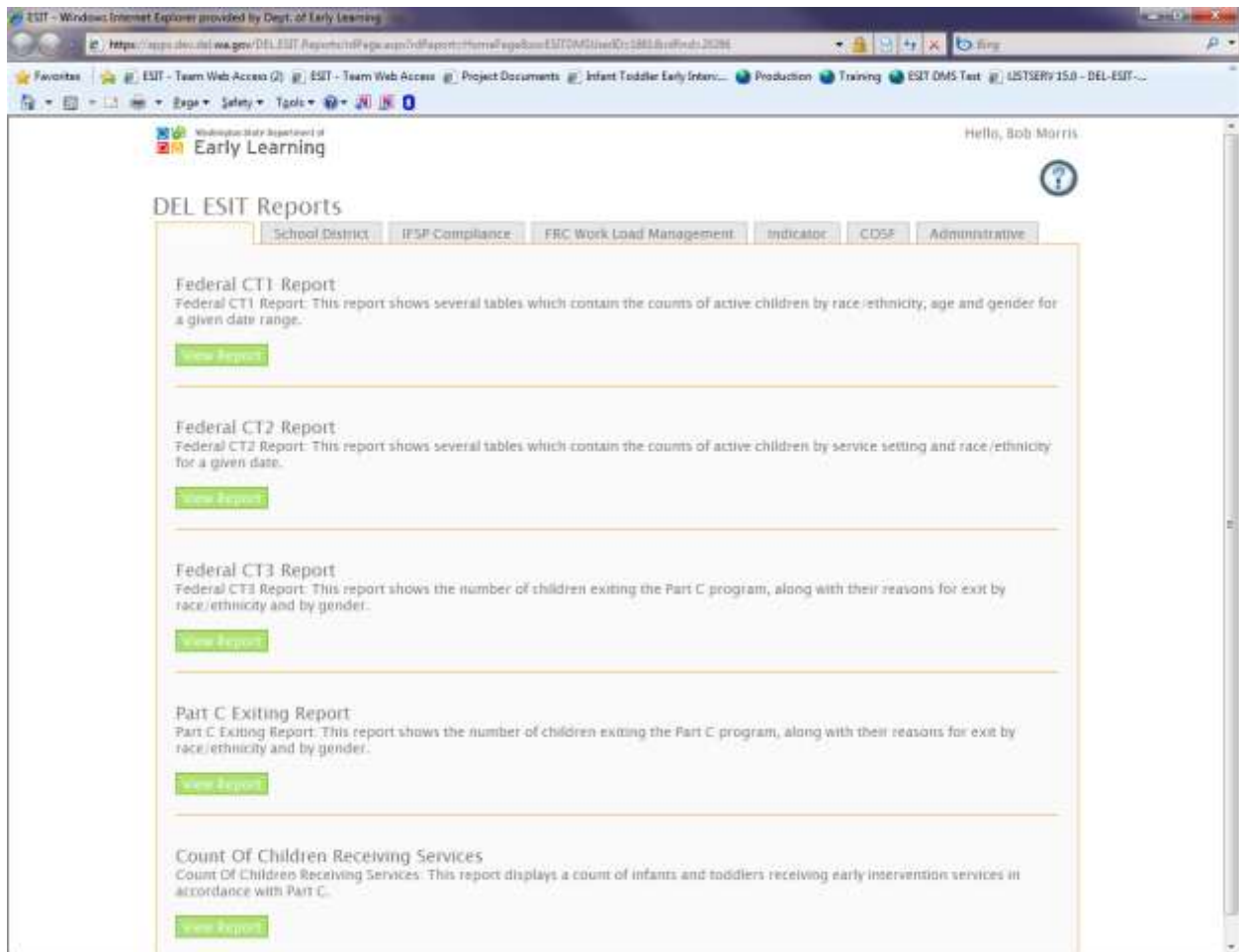
issues/access to children's data may become immediately apparent. Just let the help desk know if there is anything we can help you with.

Big changes were made to many reports that we tested, but a large change affected all:

Export to an excel formatted file was removed and export to a .csv file was added in its place. CSV's can be opened by Excel and contains data without formatting (except for column headers). This format will allow you to sort and filter your data as you see fit.

Report screen:

Here is what the full screen looks like: (your experience will differ)



Reports help is available, training will be developed soon, but the use of reports is pretty self-explanatory: (Help hasn't been fully updated with the recent changes, sorry)

Application Help Sample - Windows Internet Explorer provided by Dept. of Early Learning

TOC

Reports

- Administrative
 - Agency Schools Report
 - Monthly Program Report
 - School Navigation Report
- COSF
 - Tier 1
 - Tier 2
 - Child COSF Report
 - COSF Category Report
 - COSF Summary of Results Report
- Federal
 - Federal Court of Children Receiving Services Report
 - Federal 518 CT1 Report
 - Federal 518 CT2 Report
 - Federal 518 CT3 Report
 - Federal Part C Ending Report
- FRC Workload Management
 - Child Record Access Report
 - Children Who Qualify for Domestic Court Report
 - Child Count by Funding Source Report
 - Child Services Report
 - Diagnosis Counts Report
 - FRC Case Load Report
 - Funding Sources by Service Report
 - Funding Sources for Children Report
 - FSP Counts Report
 - Infants/Referrals/FSP Eligibility Counts by Zip Code Report
 - Referral Counts Report
 - User Activity Information Report
- FSP Compliance
 - FSP Compliance Counts Report
 - FSP Compliance Detail Report
- Indicator
 - Indicator 2 - Primary Service Setting Report
 - Indicator 5 - Birth to One with IFSP Report
 - Indicator 6 - Birth to Three with IFSP Report
- School District
 - Count of Children in School District Report
 - Count of Children in School District by Age Report

Child Dashboard

Contact the Department of Early Learning

Forms

Program Guidance

TOC

Index

Search

Glossary

Favorites

You are here: Welcome to Help

Welcome to ESIT-DMS

Welcome to the Department of Early Learning's (DEL's) Early Support for Infants and Toddlers Data Management System (ESIT-DMS) system—a case management tool for children entering, currently enrolled in, and exiting the federal [Title XX](#) Part C program.

ESIT-DMS has a wide variety of users, including:

- Family Resource Coordinators (FRCs) and Lead FRCs
- Service providers such as doctors, physical therapists, social workers, etc.
- Liaisons (state employees)
- School district representatives

Each user group has varying levels of access in the system—from read-only to full read-write—depending on their needs. They will use the system to:

- Enter referrals for children new to the program.
- Document child information, as well as family needs and concerns.
- Document assessments performed on the child to determine eligibility for the Part C program.
- Send secure, internal messages to the child's team.
- Once the child is eligible, help create the Individualized Family Services Plan (IFSP) and Child Outcome Summary (COS).
- Before the child reaches the age of three, plan for the child's transition out of the system.

The ESIT-DMS case management system is mainly used by FRCs to track assigned children and activities. They get automatic reminders of program-related deadlines for all children in their caseload, have immediate access to medical and other records for each child, and can always see where a child is in the three-year Part C cycle. The system also helps ensure FRCs collect the correct data to determine eligibility and then meet subsequent federal requirements before a child transitions out of the program.

Table of Contents