

2507: DATABASE AND DATA ENTRY

The SoonerStart program utilizes two databases to record information regarding services provided by SoonerStart staff. EdPlan is maintained by the Oklahoma State Department of Education and the PHOCIS database is maintained by the Oklahoma State Department of Health.

The PHOCIS database contains information across all health department programs however, the EI Module is specific to the SoonerStart program. All SoonerStart visits and services provided are entered into the EI module. The PHOCIS database tracks the number of services promised to the child and family and the number of services provided. The child's Early Intervention PHOCIS record remains "open" for 6 months after the child's 3rd birthday.

EdPlan maintains the electronic record for all SoonerStart children and is the primary source for all data reports generated and submitted to federal and state agencies. Any data errors or omissions can result in incomplete or incorrect data that could ultimately affect state and federal funding for the SoonerStart program.

All SoonerStart staff should review data reports on a regular basis to insure that information has been submitted timely and accurately.

EdPlan contains demographic, evaluation and service provision information regarding every child served in the SoonerStart program. Staff members have access to the children entered into the database that are served in their sites. A statewide search should be completed before entering a new referral into the database to determine if the child is entered as new referral or as a transfer from another site.

Data entry is completed after intake; determination of eligibility (MECATS completion), the initial IFSP and any subsequent IFSP meetings; completion of the entry or exit Childhood Outcome Summary form; the initiation of Transition Planning; the Notification to the LEA; the Transition Planning Conference (TPC) and closure of the SoonerStart file. All staff are responsible to ensure timely data entry in EdPlan no more than 10 working days from the date the event or activity took place.