BRANAGH INFORMATION GROUP

BIG Thinking. Great Results.

To: LodeStar Users

From: LodeStar Technical Support

Date: December 2011

Re: **LodeStar Version 11.3 Update**

Version changes detailed on NEXT PAGES → → → → → → → → →

NOTE: Please pass this memo to anyone in your agency who needs this update information.

WARNING: IF YOU ARE NOT CURRENTLY RUNNING LODESTAR VERSION 11.2 or higher (AS INDICATED AT THE TOP OF THE LODESTAR SCREEN), PLEASE CALL LODESTAR TECHNICAL SUPPORT AT (707) 895-2510 BEFORE PROCEEDING.

IMPORTANT: LODESTAR IS NOW UPDATED VIA INTERNET. THE NEW VERSION IS DOWNLOADED AFTER YOU TRANSMIT DATA. AS ALWAYS, MAKE SURE ANY OTHER USERS ARE OUT OF LODESTAR DURING THIS PROCESS.

To Download and Install This Update

- When you transmit your data, LodeStar will automatically check to see if there is a new version of LodeStar available. If so, when your transmission is complete, you will receive a message saying "There is a new version of Lodestar available, would you like to download?"
- Click Yes. Lodestar will download the new version and install it automatically. When the update is complete you will see the new version listed in the upper toolbar.
- If you receive an error message, click Cancel, open your LodeStar Updater icon and run the update from there. If you have any problems with this please call our technical support line at 707-895-2510
- As always, please do not hesitate to call our technical support line if you have *any* questions.

IMPORTANT: For network users of LodeStar: If the LodeStar program resides on your local hard drive you must first update one computer which has internet access, then use the Updater icon on **EACH** computer that runs LodeStar on the network to update each computer. If the program resides on the network drive, you only need to update **ONCE** from any LodeStar computer.

Continued on NEXT PAGE →

PLEASE MAKE SURE ALL CASE MANAGERS AND DATA ENTRY PEOPLE have copies of the next few pages, and FAQs and Contacts Module Instructions attachments!

What's New in This Version…

There are several changes for AFLP in this new version. Branagh Information Group has given webinar training to many agency staff about the new AFLP requirements. For anyone who was not able to attend one of those trainings, or who wants to review the training, Miel has recorded a video of the training which can be accessed with the following link.
https://ersdata.webex.com/ersdata/lsr.php?AT=pb&SP=TC&rID=55477252&rKey=c14ade430fb98b36&act=pb

1. Three new **Freecodes** will be required to be entered by all AFLP agencies.

   As of 12/1/2011 the two digits for **Freecode MCH #A** must be entered on the back of the **Client ID and Update Form** in the freecode section when you first enter someone into Lodestar, whether the person is Wait-Listed, Outreached or Active. This freecode provides information on what type of referral brought the client to AFLP. Here is the coding to be used.

To code referral source into AFLP (Outcome Measure 1.3): **REVISED BY MCAH 12/16/11***

Form: Client Identification and Update Form

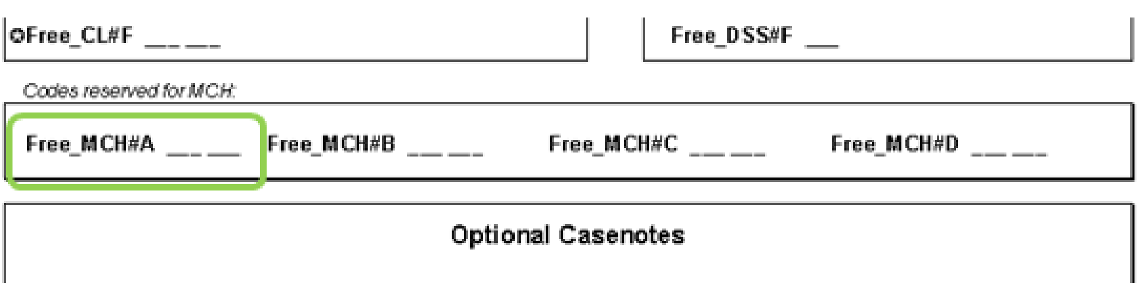
Data Element: Free Code MCH#A

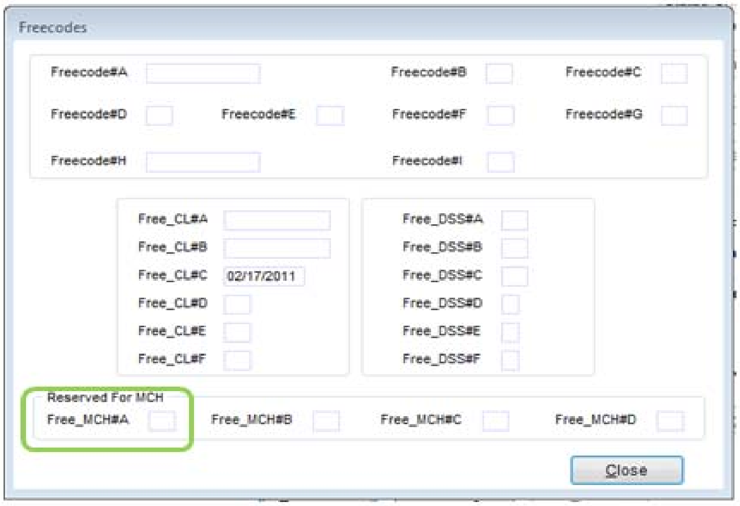
Codes:

01-Self
02-School
03-Court
04-Medical Provider
05-Social Service Provider
06-Community Outreach
07-WIC
77-Other
99-Unknown

***Please note that a few of the codes have been revised. WIC was added as a referral source based on feedback from multiple agencies. Accordingly, 07 is now WIC, 77 is Other and 99 is Unknown.** 08- Not Applicable has been removed. During the update process any 07 codes you have already entered will be changed to 77 and 09 codes will be changed to 99. This is a onetime event so, after you are updated to version 11.3, when you enter 07 it will mean WIC, and you must enter 77 for Other and 99 for Unknown.

Here is a portion of the back of the **Client ID and Update Form** where you will enter the 2 digit codes.


OFree_CL#F __ __   Free_DSS#F __
Codes reserved for MCH:
Free_MCH#A __ __   Free_MCH#B __ __   Free_MCH#C __ __   Free_MCH#D __ __
Optional Casenotes



Click the **Freecode** button on the Client ID screen to access this Freecode screen for data entry.
Enter the appropriate two digit code and click the **Close** button to return to page 1 screen of the Client ID and Update Form. Click the **Save** button to save the whole form.

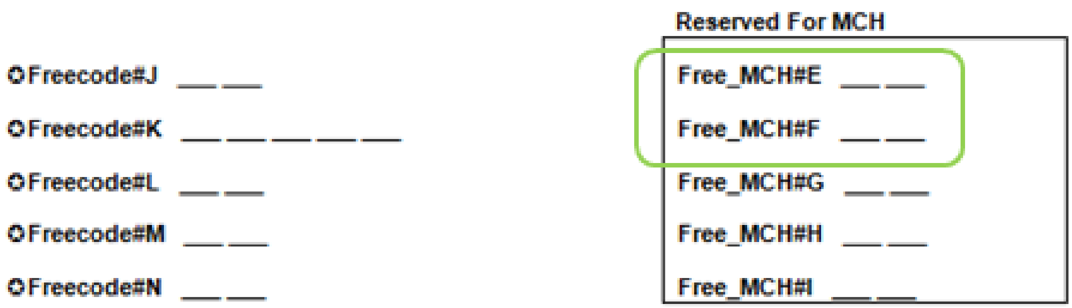
MCAH plans to have trainings in January 2012 about reproductive coercion and the use of the following two freecodes. You will not have to collect or enter these freecodes until you have been trained.

Freecodes MCH#E and **MCH#F** must be filled out on the separate **Freecodes Form** that will be **used along with every Intake, Pregnancy Outcome and Follow-up**. MCH#E tracks who has been given reproductive coercion information and MCH#F tracks referrals made for reproductive coercion resistant birth control. MCAH will provide training in January 2012 on reproductive coercion. Here are the codes you will use.

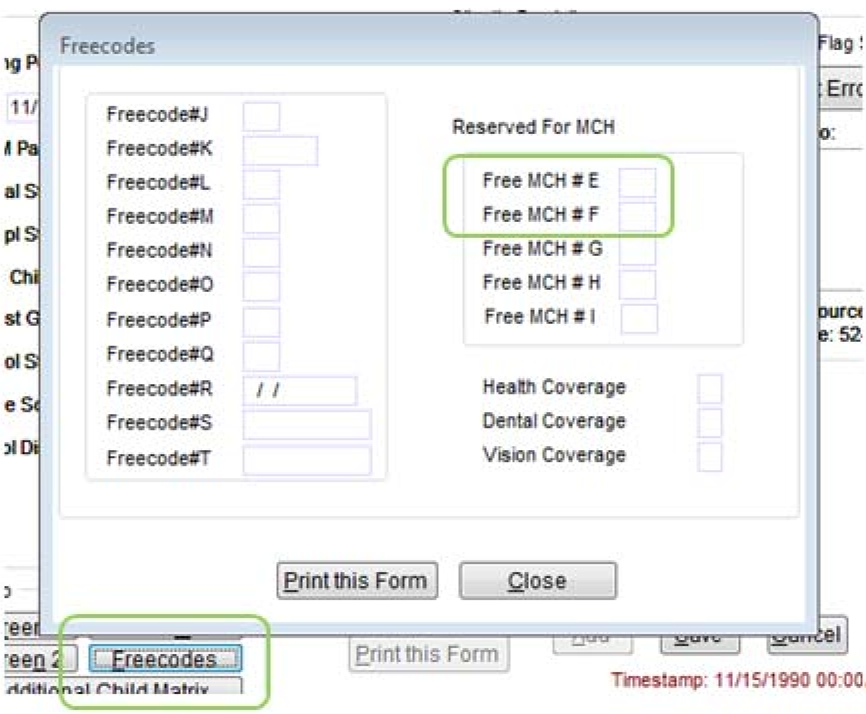
To code reproductive coercion information given to client (Process Measure 4.2.a).
Form: Free Codes Form
Data Element: Free Code MCH#E
Codes:
01-Yes, client received information
02-No, client did not receive information
08-Not applicable
09-Unknown

To code referral of client for contraceptive methods resistant to reproductive coercion (Process Measure 4.2.b).
Form: Free Codes Form
Data Element: Free Code MCH#F
Codes:
01-Yes, client was referred
02-No, client was not referred
08-Not applicable
09-Unknown

Here is the portion of the Freecodes paper form where you will write in the codes.

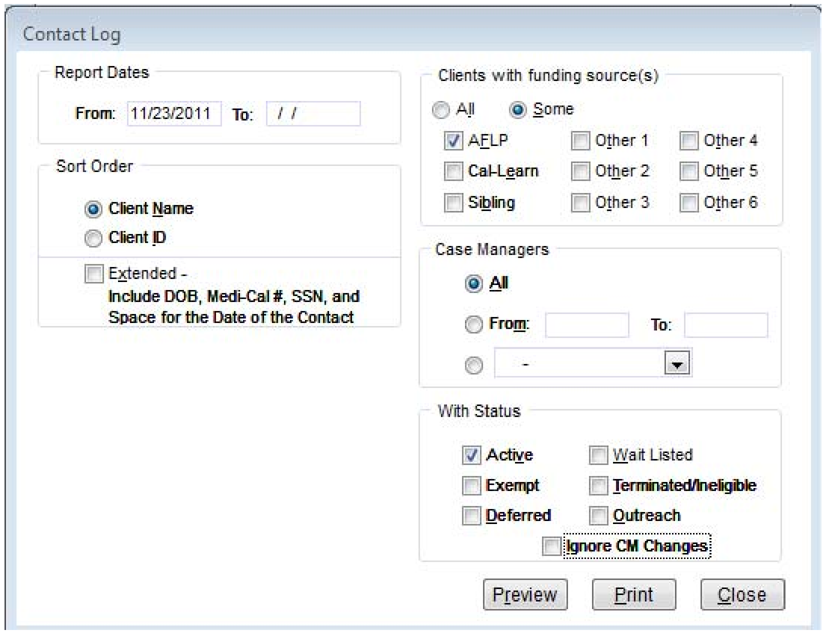


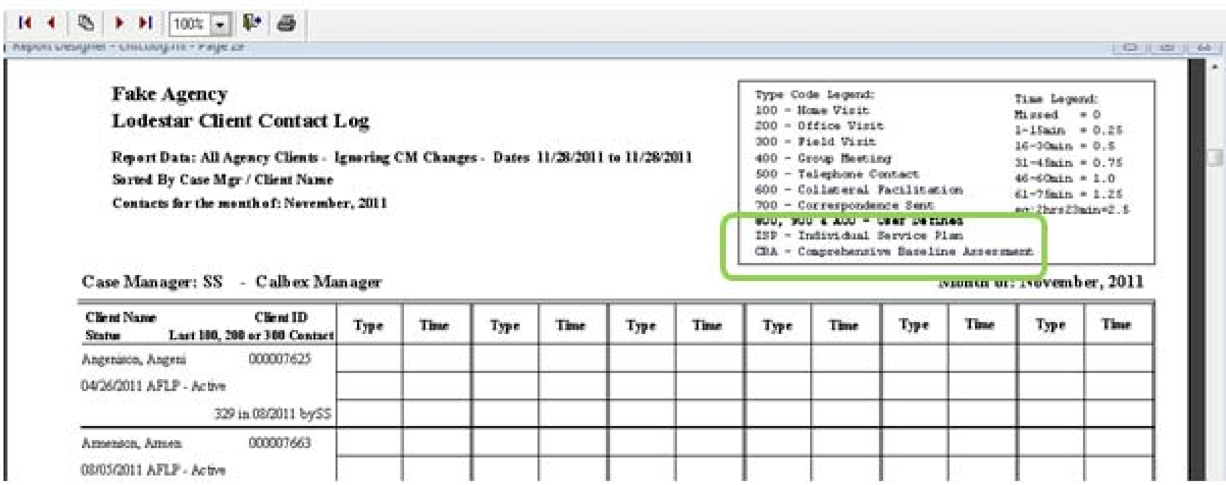
Below is the screen where you will enter the codes. You must click on the Freecodes button on the first page of the accompanying form in Lodestar (Intake, Pregnancy Outcome or Follow-up) to bring up the Freecodes Screen. Enter the codes, close this screen and click save in the accompanying form.



2. As of 12/1/ 2011 all AFLP agencies are now required to use the **Contacts Module** in Lodestar to track case managers' contacts with or on behalf of their clients. Two new codes have also been added to the **Contacts** to track CBAs (Comprehensive Baseline Assessments) and those annual reassessments and quarterly ISPs. Start the process by printing out the **Contact Log** just prior to the beginning of the month to give to your case managers to be filled out with the **type** and **time** of each contact. The **Contact Log** is in the **Reports Section** on the right side. You can include clients in other funding sources if you want. Agencies should track client contacts for all AFLP Active clients and, if

possible, for Outreached or Waitlisted clients. The logs print out pages for each case manager's clients in the statuses and funding sources you choose on this initial screen.





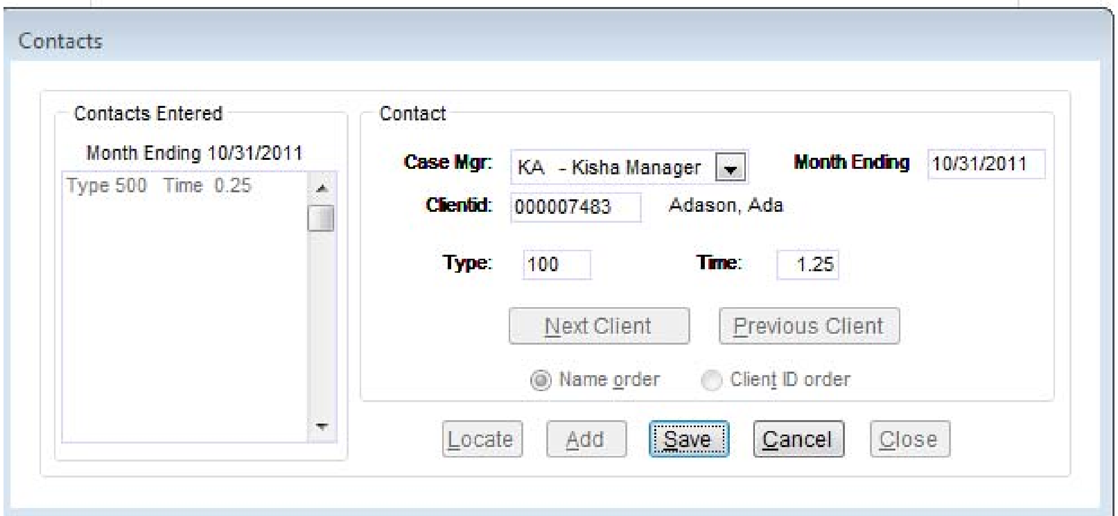
You will see that the first page of each case Manager's clients has a listing of the codes to use. Notice that in the Time Legend the amount 0 is listed as Missed. This gives you a chance to enter attempted contacts when the client doesn't answer the phone or is not home when you arrive as scheduled. IF you don't enter a time increment value, the contact you coded will be reported by Lodestar as an attempt rather than a contact.

Since the CBA or ISP may also be a home or office visit you will enter the full time for the home or office visit and just enter the minimum time -.25 - for the ISP or CBA. You must enter the initial CBA and ISP when they are done and then enter the quarterly ISP meetings and the annual CBA reassessment when they are completed. Enter all other contacts as well according to the appropriate codes.

Codes 800,900 and A00 are user defined by your agency. One possible use of one of those codes could be to track travel time if your agency has a use for that information. Do not include travel time in any of the face to face contact times for MCAH. Make sure that each case manager knows what the purpose is if you decide to use one or more of the user defined codes.

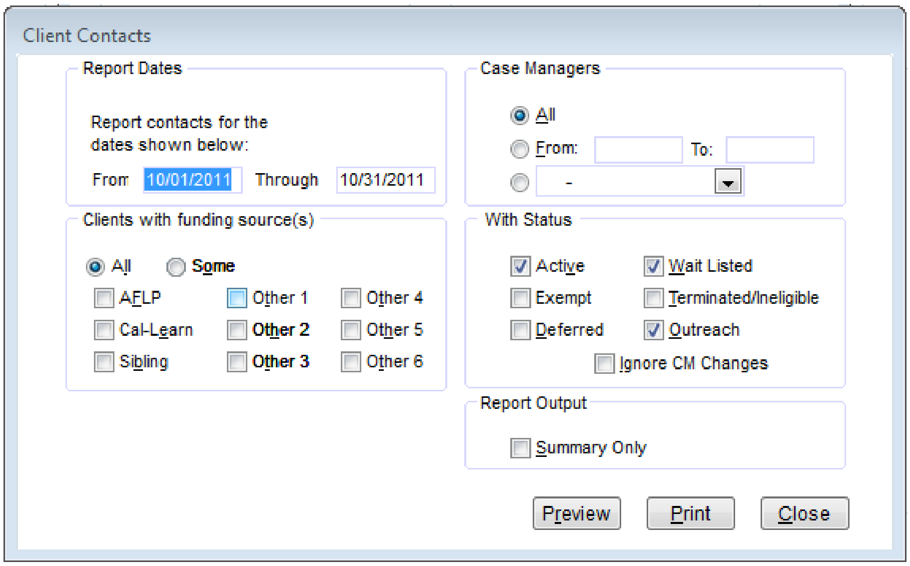
To track the dates of the contacts you can use the second and third digits of any code. So 512 would be a phone call on the 12th of the month. If you track dates be very sure that the I in the ISP code you write in – e.g. I12 – is clearly different from a 1 so it is not mistaken for the home visit. As another example, a CBA completed on the 12th of the month could be coded as C12

To enter the codes into Lodestar you will use the screen below which is accessed by clicking **Contacts** on the main Lodestar screen. This screen was designed for ease of data entry. All clients that were printed on the contact log are readily accessible in this module. Once you enter the case manager code, the month end date and the first client's ID, you can enter the first contact and click **Save**. The type and time will show on the left side and you will be able to enter the next type and time and save it. When you have completed entry on that client, click the **Next Client** button and continue on with the new client's contacts.

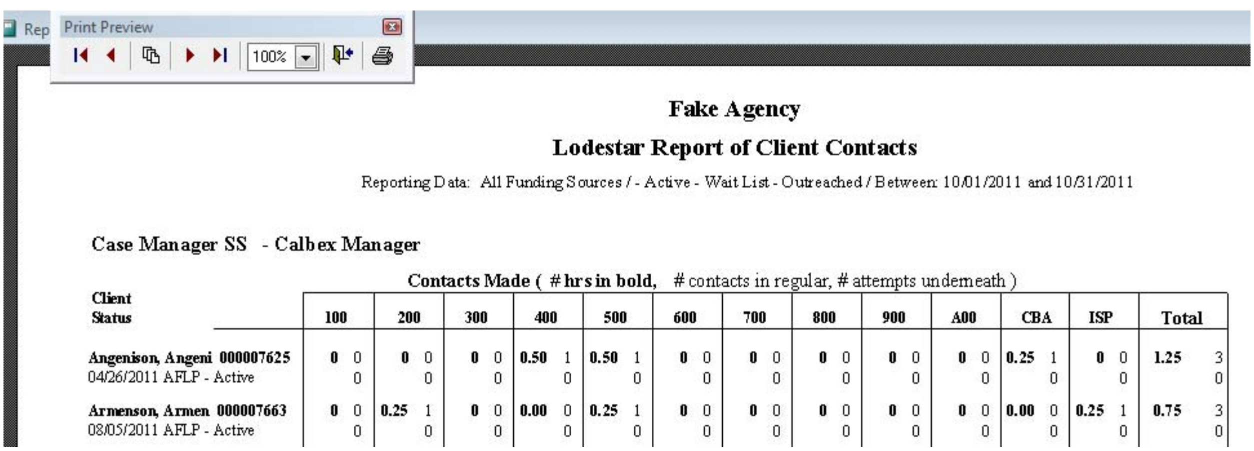


If you need to find a client whose contacts have already been entered, click the **Locate** button and enter the case manager's code, the month ending date and the clients ID and click Find. This will put that client and case manager on the screen and you can correct an entry or enter more.

When you have entered all contacts for the month, return to the **Reports** module and choose **Client Contacts Summary**. Choose the dates, funding sources and statuses you need for your report.



Preview or print the **Contacts Summary**, an example of which is shown below. This will give you the total contacts and time for each type of contact for each client. In each column the total time is listed in bold and the number of that type of contacts is given in regular type. The number of attempts is below the number of contacts in each client's row for each type of contact. The total time, number of contacts and number of attempts for each case manager are given at the end of their list of clients. The overall totals for the whole agency for the time frame chosen will be given on the last page. The Summary page can be chosen by itself if desired by checking **<u>S</u>ummary Only** on the opening screen.



Fake Agency

Lodestar Report of Client Contacts

Reporting Data: All Funding Sources / - Active - Wait List - Outreached / Between: 10/01/2011 and 10/31/2011

Case Manager SS - Calbex Manager

Contacts Made (# hrs in bold, # contacts in regular, # attempts underneath)

Client Status	100	200	300	400	500	600	700	800	900	A00	CBA	ISP	Total
Angenison, Angeni 000007625 04/26/2011 AFLP - Active	**0** 0 0	**0** 0 0	**0** 0 0	**0.50** 1 0	**0.50** 1 0	**0** 0 0	**0** 0 0	**0** 0 0	**0** 0 0	**0** 0 0	**0.25** 1 0	**0** 0 0	**1.25** 3 0
Armenson, Armen 000007663 08/05/2011 AFLP - Active	**0** 0 0	**0.25** 1 0	**0** 0 0	**0.00** 0 0	**0.25** 1 0	**0** 0 0	**0** 0 0	**0** 0 0	**0** 0 0	**0** 0 0	**0.00** 0 0	**0.25** 1 0	**0.75** 3 0

PLEASE SEE the **CONTACTS MODULE INSTRUCTIONS** attached to this email for more details on the use of the **CLIENT CONTACT LOG** and **CONTACTS MODULE.** It is also available in the **LODESTAR USER MANUAL.**

LodeStar version 12.0 also corrects some small bugs. The problems being corrected are as follows (our thanks again to all who drew our attention to them!)

1. The **Client Roster** report has been corrected to always show the most recent status

2. **Graduation Date** - Because some people mistakenly entered the graduation date on the Client ID or Education forms when they thought the client might graduate instead of when the client did graduate, that field has been changed. You can only enter a date there now when a client actually graduates or up to two weeks before when it is certain the client will graduate. Please remember to update those forms and enter the date when the client does graduate so that reports can be run showing how many of your clients have graduated.

3. Corrected text versions of data items in the **Ad Hoc** module that were not showing text.

4. The **Length of Enrollment** report has been corrected to only show Active and Deferred clients within the chosen dates

5. Various other minor behind the scenes bugs were found and squashed.

Detailed information on coding and data entry for these and other recent changes in Lodestar can also be found in revised versions of the **Forms Coding Manual** and **Lodestar User Manual** from our website. www.lodestarmis.com/lodestar-manuals.html

As always, feel free to call us with any questions, comments or problems at: (707) 895-2510.