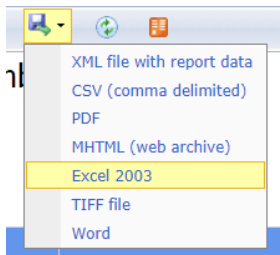


How to Use the Current Pregnancies Report

Use the following file path to access the Current Pregnancies Report:

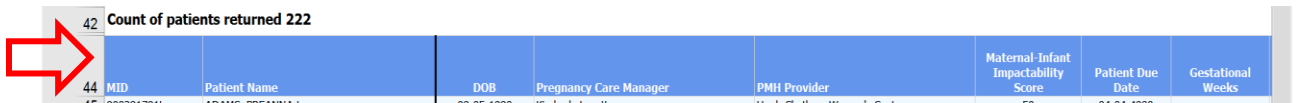
<https://icreports.n3cn.org> > Local Health Department Standard Reports > "County Name" > OBCM Reports > Current Pregnancies Report

After the report has generated, click on the export icon (floppy disk image) to export the report to Excel.

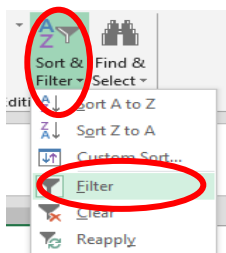
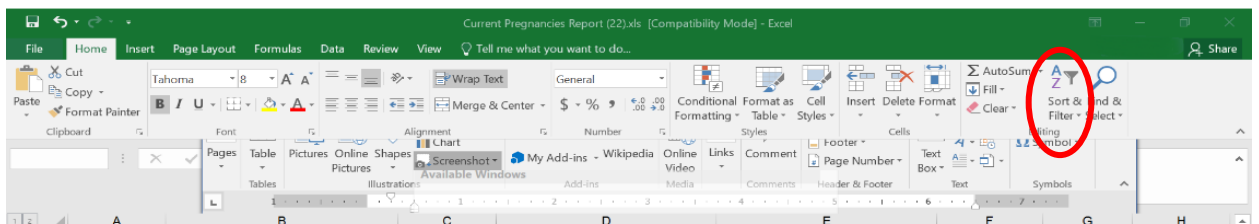


I. Applying filters to the Excel file:

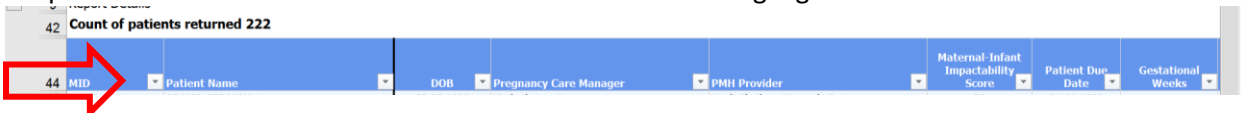
1. When the report opens in Excel, click the yellow "Enable Editing" bar.
2. Highlight the entire row with the category headings by clicking on the row number.



3. Click the "Sort & Filter" tab at the top right of the Excel file and select "Filter".



4. Drop down arrows will be added to each column for the row highlighted:

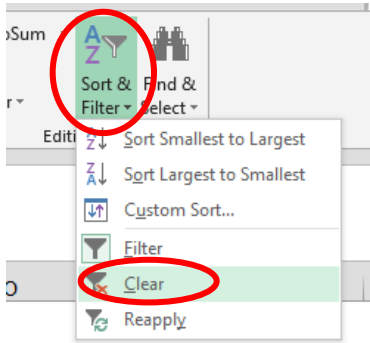


5. You can now use these drop down options to filter the data.

II. Removing filter selections on the Excel file:

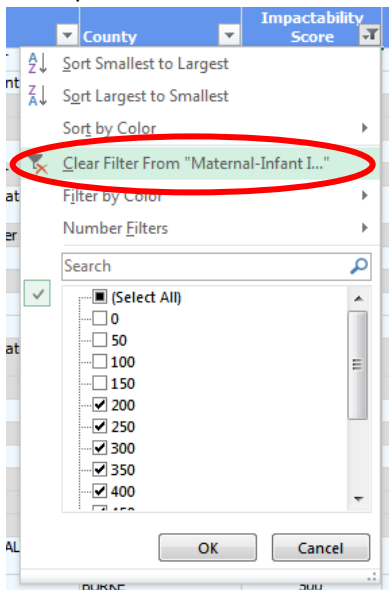
It is important, when using filters, to make sure to remove certain filters when moving between different use cases (see below for use case examples). Otherwise, the results may be limited because patients were accidentally filtered out due to previously selected filters still being in place.

1. To remove a particular filter selection, select “Sort and Filter”, then click “Clear”. This will remove **all filters** you have placed on the report.



2. To remove only one filter and leave additional filter selections, select the filtered column, and click “Clear Filter From...”

Example: You have filtered the report for patients with MIIS scores of 200-499 in Deferred status. Now you wish to filter for patients with MIIS scores 500+ in Deferred status. You must first remove the current “MIIS Priority” filter and then select a different point range, in order to get the right list of patients.

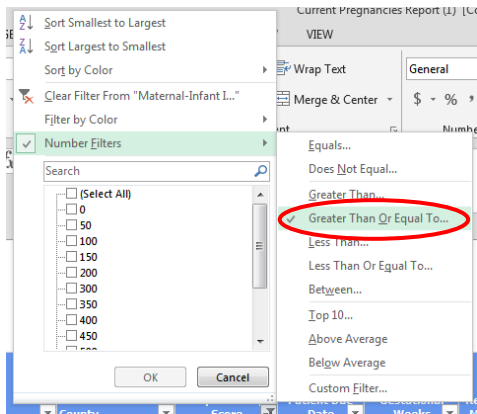


III. Use Cases:

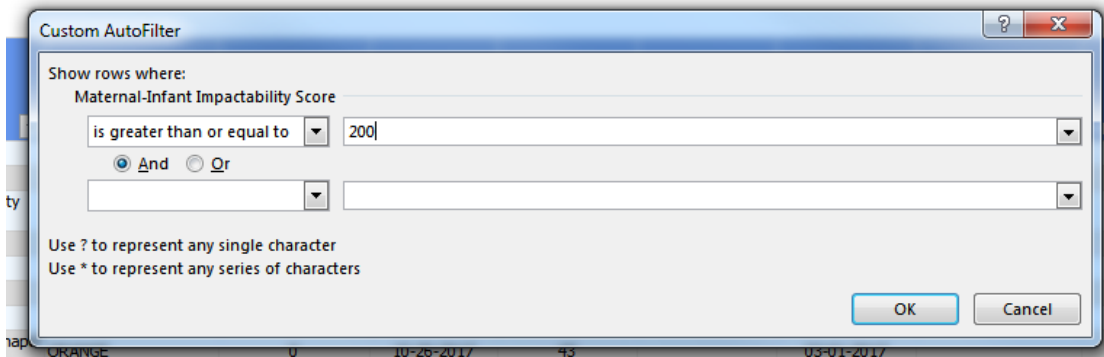
Use Case 1:

To View MIIS Priority Patients (all patients with a score of 200+):

1. Go to the column labeled “Maternal-Infant Impactability Score” and click on the dropdown arrow.
2. Choose “Number Filters”.
3. Within “Number Filters” select to filter by “Greater than or Equal to...”



4. A pop up box will appear. Type “200” in the box beside “is greater than or equal to...” Click “OK”.



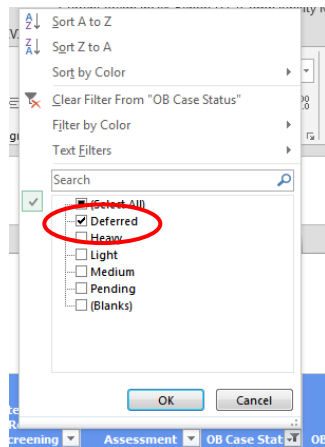
5. This will show you all MIIS priority patients on the report.

Use Case 2:

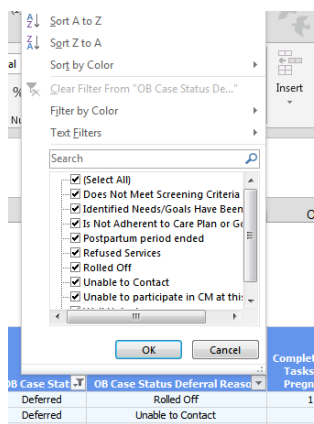
To view “Case Status” of MIIS priority patients:

A. Deferred Case Status:

1. Leaving the existing filter for MIIS score of greater than or equal to 200, click on the “OB Case Status” column and select “Deferred” only. This will show you all MIIS priority patients in Deferred status.



2. Review the report for MIIS priority patients in Deferred status.

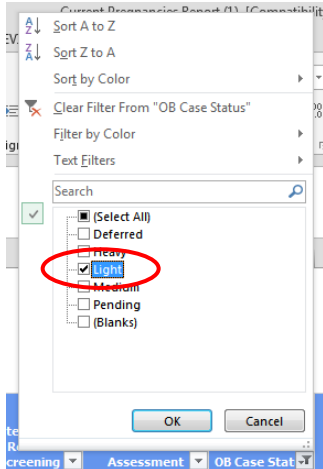


Follow up Guidance for MIIS priority patients in Deferred status:

- a) *“Does Not Meet Screening Criteria”*: Follow up with assigned OBCM about use of this deferral reason. MIIS priority patients should not be deferred for this reason.
- b) *“Unable to Contact”*: Review OBCM documentation for these patients to make sure that appropriate efforts were made to contact and engage patient, including outreach to the prenatal care provider. If appropriate, send a message to the assigned OBCM to continue outreach efforts.
- c) *“Refused Services”*: Monitor for patterns in the use of this deferral reason. Are the majority of these associated with a particular OBCM? Does that OBCM need further training on how to engage patients in OBCM services?

B. Light Case Status:

1. Click on the “OB Case Status” Column and select “Light” only. This will show you all MIIS priority patients in Light status.



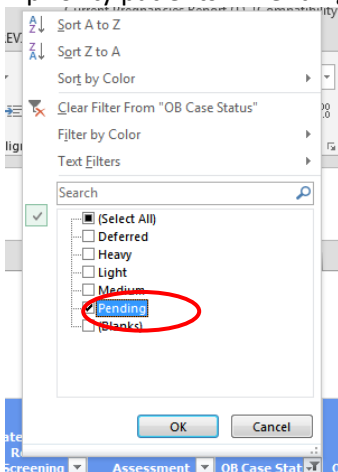
2. Review MIIS priority patients in Light status.

Follow Up Guidance for MIIS priority patients in Light status:

- a) Review documentation in patient record to determine if this case status is being used appropriately. Most MIIS priority patients should be in Heavy/Medium status in order to meet face-to-face encounter expectations.

C. Pending Case Status:

1. Click on the “OB Case Status” Column and select “Pending” only. This will show you all MIIS priority patients in Pending status.



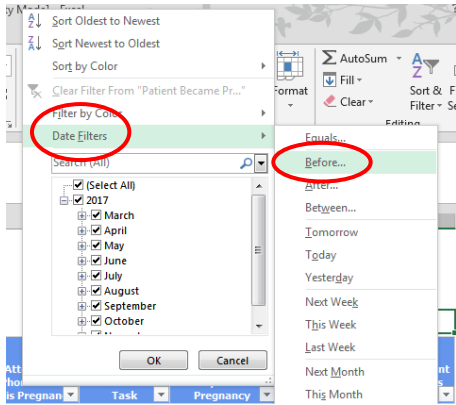
2. Review MIIS priority patients in Pending status.

D. Pending Case Status, for more than 30 days:

1. Keeping the existing “Pending” filter described above, apply a filter to the column “Patient Became Priority-Current Pregnancy”.



2. Click on the dropdown box and select “Date Filters”, then “Before”.



3. Type in a date equal to or greater than 30 days ago. For example, if today is October 10, 2017, type “9/10/17” in the box, or select the date using the calendar icon.

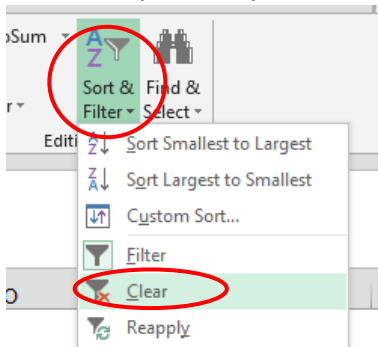


4. Review for what attempts are being made to contact patients. Do all of these patients have at least one or more attempted tasks?

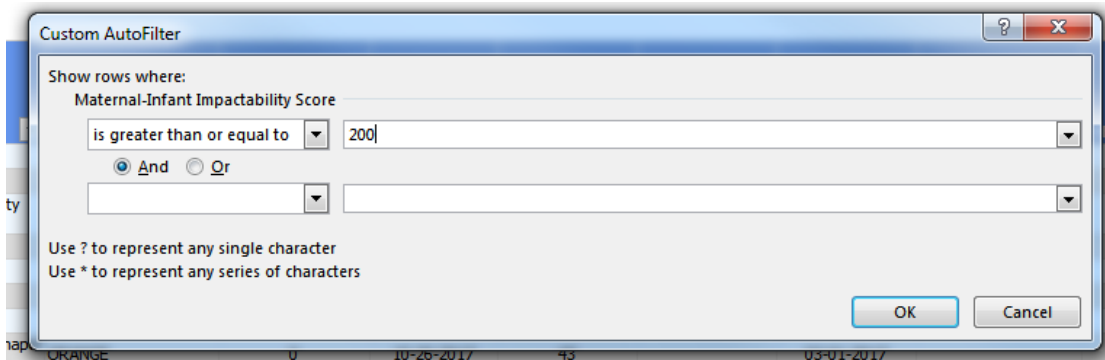
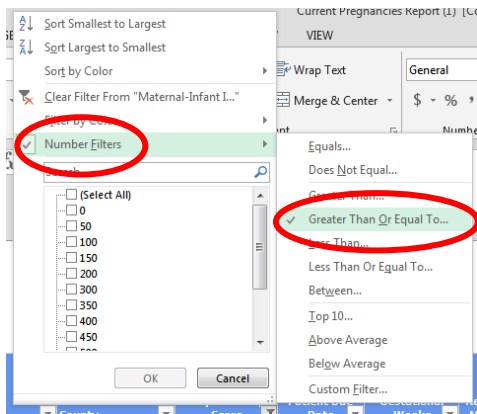
Use Case 3:

To view MIIS priority patients who became priority within the last 14 days:

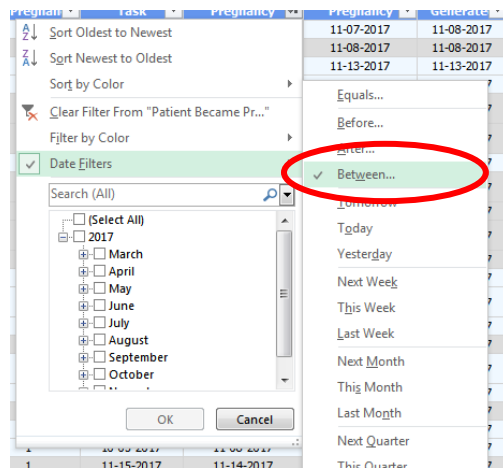
1. Remove all previously selected filters.



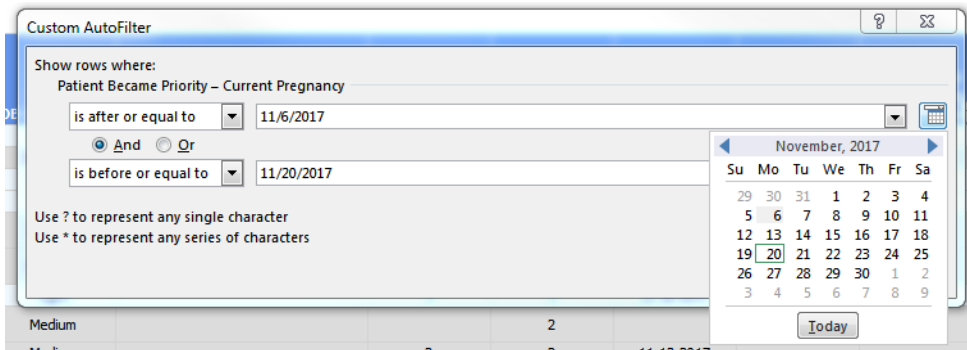
2. Filter for all MIIS priority patients with scores 200+.



3. Apply a filter to column "Patient Became Priority-Current Pregnancy" by selecting "Date Filters", then "Between".



- Select a date 14 days prior to the current date and input the date into the field “is after or equal to”. Then, put today’s date into the field “is before or equal to”. This is best done using the calendar icon.



- Review MIIS priority patients who became priority within the last 14 days without any face-to-face contact or attempts.

Follow up Guidance for MIIS priority patients who became priority in the last 14 days without any face-to-face contacts or attempts:

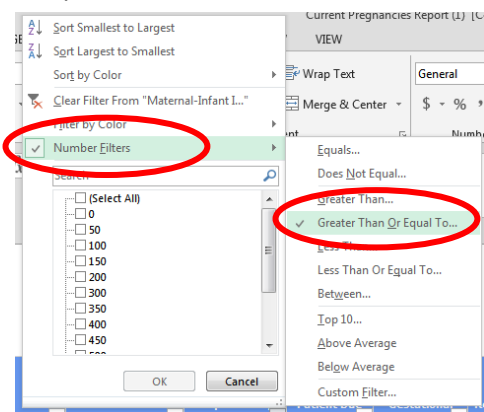
- Review patients in Deferred status and use follow up guidance regarding deferral reasons in [Section II.A.](#)
- Review patients in Light status and use follow up guidance regarding Light status in [Section II.B.](#)
- Review patients in Pending status and use follow up guidance regarding Pending status in [Section II.C.](#)

Use Case 4:

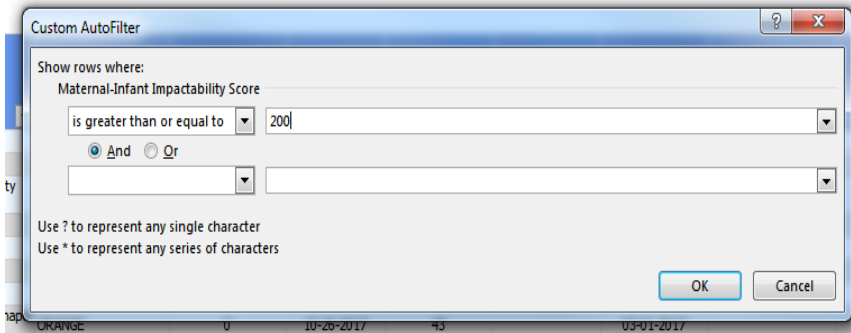
To review face-to-face encounters:

A. MIIS Priority Patients in an active OB case status without a face-to-face encounter:

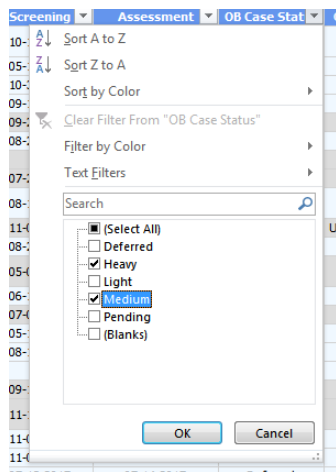
- Remove any previous filters to get back to the full report. See [Section II](#) for steps.
- Apply a filter to MIIS priority patients (scores 200+). Choose “Number Filters”, then “Greater than or Equal to...”



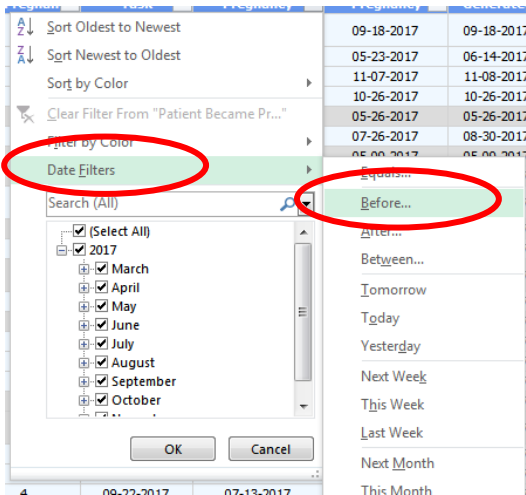
- Type "200" in the box beside "is greater than or equal to" and click "OK".



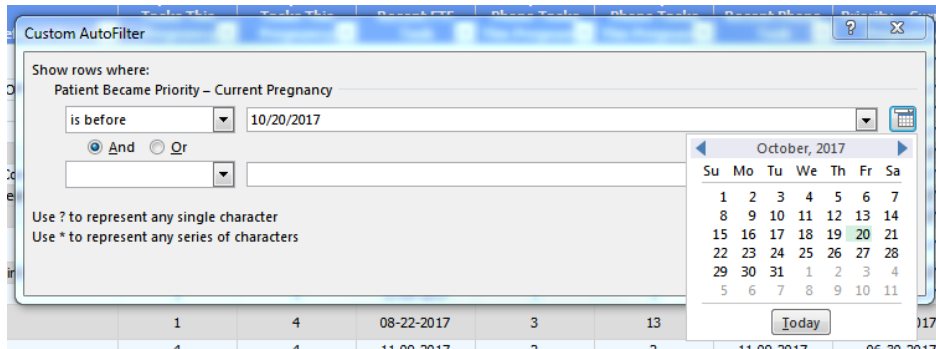
- Apply a filter to "OB Case Status", and select "Heavy" and "Medium" only.



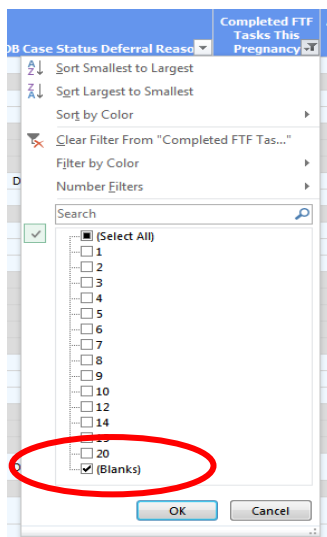
- Apply a date filter to "Patient Became Priority – Current Pregnancy" and select "Before".



- Select a date 30 days prior to the current date. This is best done using the calendar icon.



- Apply a filter to “Completed FTF Tasks This Pregnancy” by selecting “Blanks” only.



- This will show you all MIIS priority patients, who have been priority for greater than 30 days, who do not have a face-to-face encounter.

Follow up guidance for patients without completed face to face tasks who have been priority for greater than 30 days:

- Look for patterns in the following: assigned OBCM, assigned PMH, attempted FTF tasks, gestational age of the patient, etc.
- Patients with no completed or attempted face-to-face tasks should be engaged in services immediately.
- Assess attempted face-to-face tasks for patients and determine additional follow-up options to engage patients, i.e. home visit, community encounter.