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NOMS Guide for Apex Data Hub

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Introduction

This guide will discuss the basics of the using the NOMS within Apex Data Hub. CYFD generally refers to the Apex Data Hub as the PORT.

For additional guidance regarding NOMS, please consult the Project Evaluator.

Add a Record

1. Log into Apex PORT
   a. Enter the following address into your internet browser (Google Chrome is preferred) - https://cc.apexeval.org/
   b. Input your login credentials
2. Locate the NOMS Chiclet

STOP – Have you checked the records list first? Ensure the client profile has not already been created before starting a new one. A youth would be in the records list already if any data has been entered for any PORT chiclet. To search the records list, follow the steps below

1. To search the records list for a client, select "Record List" on your chiclet.
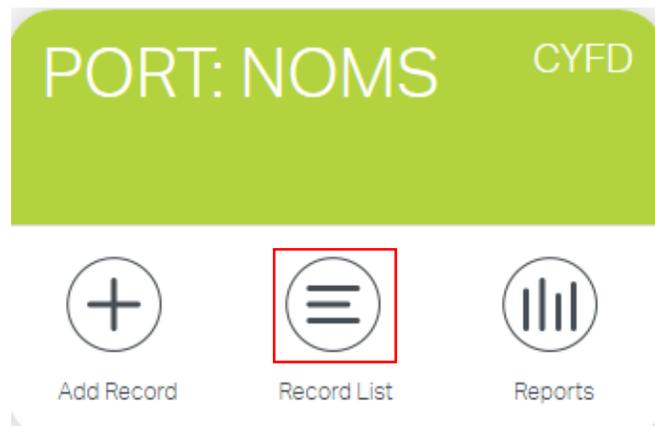
   a.
2. At the top of the page, there is a search bar that says "Search Clients"
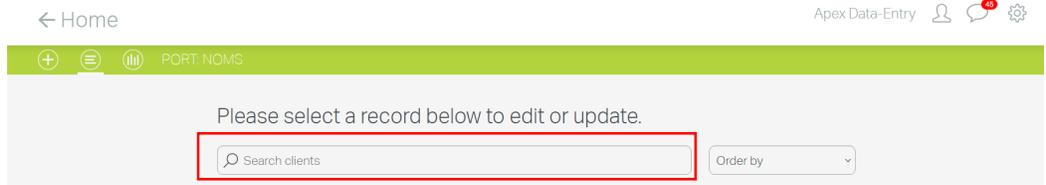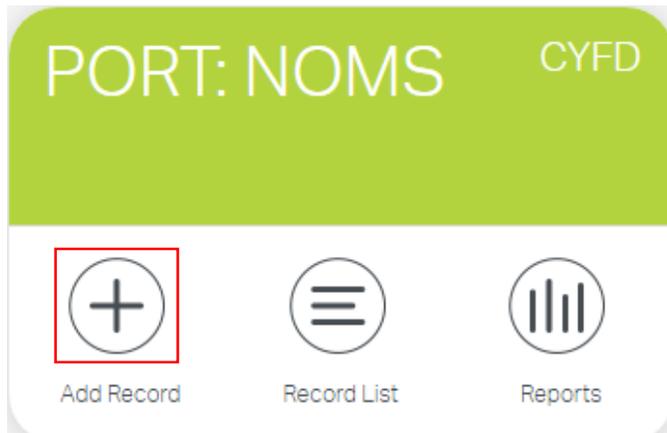
a.

3. Use this to search for a client before creating a new profile.

Once you have confirmed that your client does not already have a youth profile, you can create a new one.

To create a new record with NOMS, use the following steps:

a.

1. Select "Add a Record"
2. Input the client information into the respective fields

A 'site' will be selected by default – please make sure it is correct or select the correct site from the drop-down.

3. Once you have input all the required fields, a "Save & Continue" button will appear at the bottom of the page. Select this to create the new client in the system.

Records List

Once your client has been added, you can find him/her in the records list.

Editing Demographic/Youth Profile information.

To edit an existing record within NOMS, use the following steps:

1. Select Records List from the NOMS chiclet
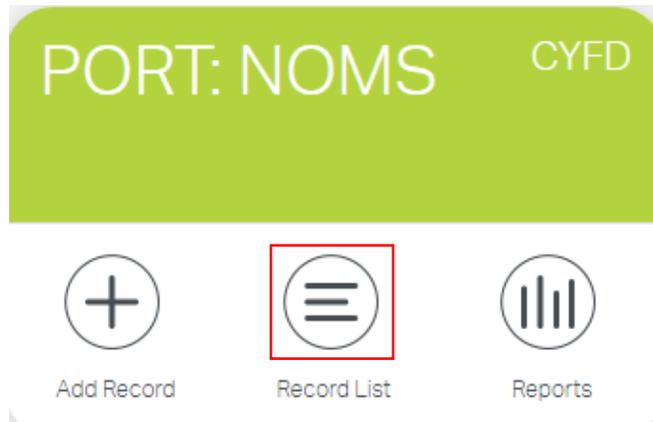
   a.
2. From this screen, you can view previously entered records, edit the demographic information previously entered, or start/edit an assessment
   a. To quickly view demographic information of a record, select "View"

   b. To edit demographic information, select "Edit"

Assessments

Starting an Assessment

Now that your client profile has been created, you are ready to start assessments.

1. Locate your client in the records list.
2. Select Update

Client: Test, Test   not started

Six Flags - test   View   Edit   Update
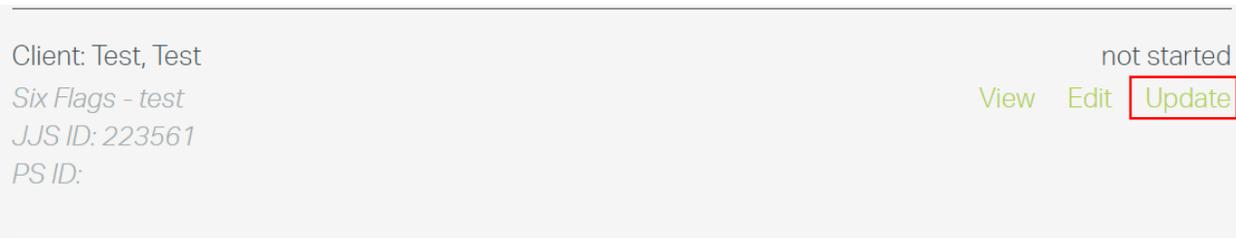*JJS ID: 223561*
PS ID:

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3. This will take you to the assessment screen. You will only see the baseline assessment if the client has never had any assessments completed.

← Home   Apex Data-Entry 👤 💬 ⚙

← ☰ UPDATING: Test Test

Test Test

interview type	status	interview date
Baseline	Ready! - *click to begin*	

4. Click on *click to begin* to start the baseline assessment.


Completing an Assessment

Once you have selected *click to begin*, the baseline assessment will begin. Use the following tips to guide you through the assessment.

1. Client ID
   a. In the very first section of the assessment (A0), you will be asked to create a client ID.
   b. It is best to create an ID that is meaningful for your organization.

c. If you do not already use ID numbers, the most common format used is first and last initials, accompanied by numbers. For example, John Doe could be JD1234.
2. Completing Drawers
    a. Each section of the assessment is housed in a "drawer". To open a drawer, simply click on it. You can close a drawer by clicking on it again.
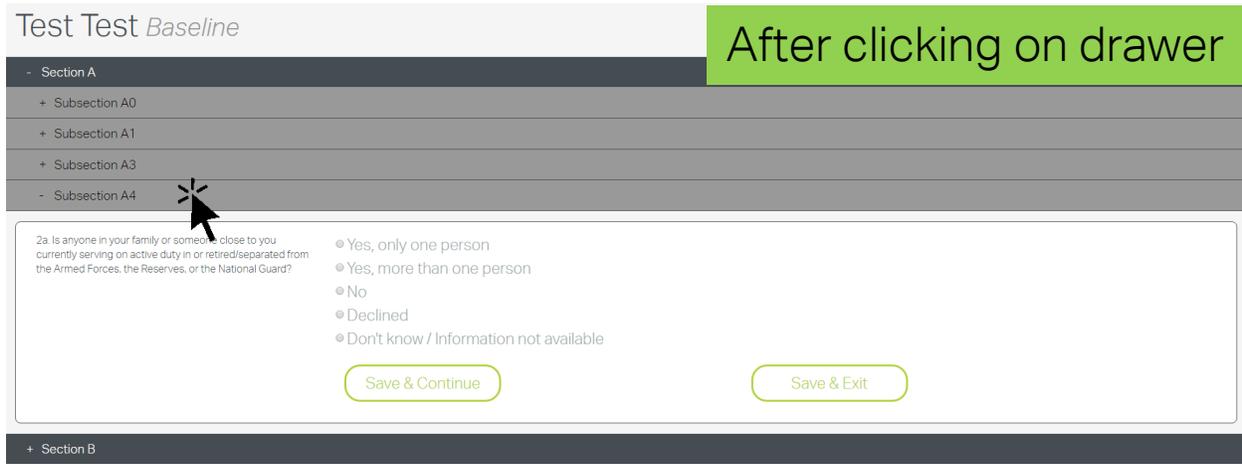
b. After you input all the required data into a drawer, click Save and Continue at the bottom. The drawer will close and turn green with a green check mark also appearing on the far right.
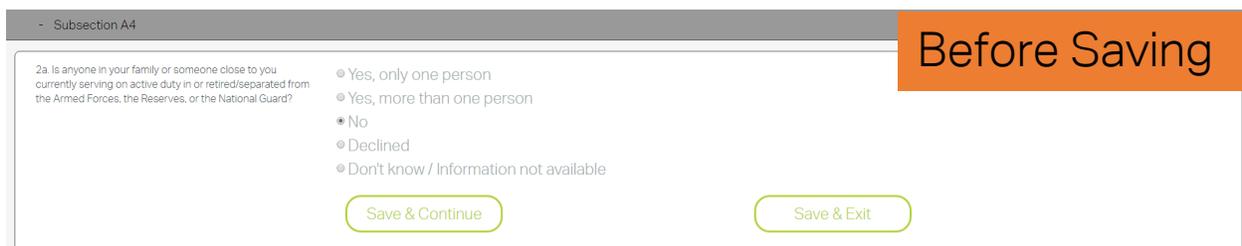
3. Saving Data
    a. There are two options to save data on an assessment – Save & Continue or Save & Exit. Both options appear below every section. **YOU MUST SELECT ONE OF THESE OPTIONS TO SAVE YOUR DATA.**

    b. Save and Continue
        i. This is the most commonly used save option. This allows the user to complete a drawer and continue with the assessment.
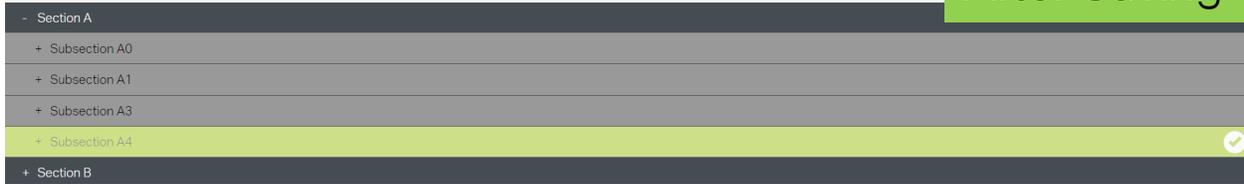   c. Save and Exit
        i. This option is useful for users who need to temporarily exit the assessment and continue later. Selecting this option will save the drawer data and exit the assessment.
        ii. If you opt to Save and Exit, you can return to the assessment by simply locating your client in the records list and selecting the *Baseline is not complete* hyperlink.

Client: Test, Test
Six Flags - test
JJS ID: 223561
PS ID:

09/01/16
View   Edit   Update

Baseline is not complete.

STOP – Are your sections still grey after selecting Save & Continue? That probably means some data fields have not been completed. Go back to that drawer and see if you missed anything. If the problem persists, please contact Apex Technical Support at (505) 816-7233.

4. Completing the Assessment
   a. After all sections of the assessment have been marked green (indicating they have been completed), you will be notified that the assessment is completed. You do not need to do anything else to save your data.

Congratulations, you have completed this NOMS!

Feel free to stay here and edit or click here to view other clients.

You can also click here to go home.

This window will close in just a few seconds.
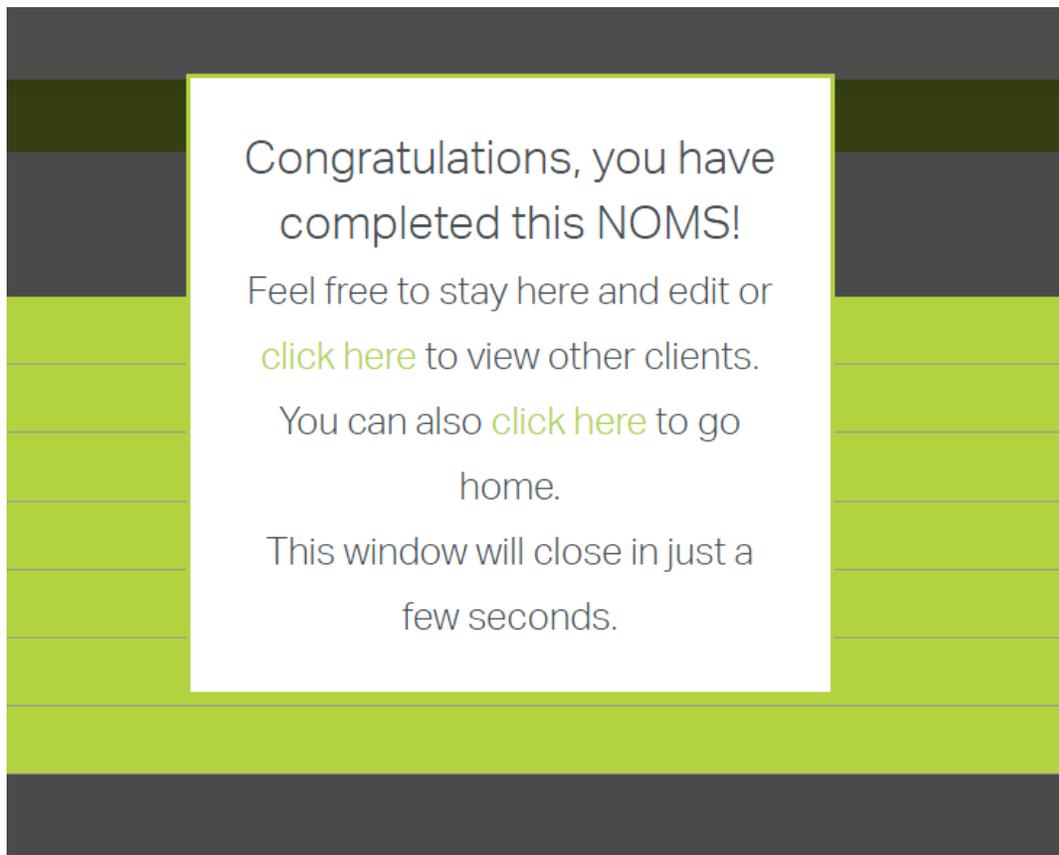
STOP – Did you not receive this message after completing all sections? Go back and ensure no sections or subsections are grey. If the all sections appear to be completed, but you still don't receive this message, please contact Apex Technical Support at (505) 816-7233.

Reassessment Interviews

Now that you have completed the baseline interview, you can view the upcoming dates for reassessment interviews from the records list.

Client: Test, Test   02/02/17
Six Flags - test   View   Edit   Update
JJS ID: 223561
PS ID:

Baseline is complete: 02/02/17
Six month available: 07/03/17
Twelve month available: 12/30/17
Eighteen month available: 06/28/18

1. To conduct any reassessment or discharge interviews, select update for the desired client.
2. Select click to begin next to the desired interview

interview type	status	interview date
Baseline	Complete - *click to edit*	Feb 2, 2017
Reassessment: 6 month follow-up	not available until Jul 3, 2017	
Reassessment: 12 month follow-up	not available until Dec 30, 2017	
Reassessment: 18 month follow-up	not available until Jun 28, 2018	
Discharge: Client completed services	discharge - *click to begin*	

Note - No reassessment interviews are available for selection in this example because the interview windows are not open yet (the baseline was completed on 2/2/17, meaning the six-month interview is not open until 7/3/17 at the earliest).

Reassessment Interview Windows

Interviews are available 30 days before and 30 days after the target interview date. For example, a client with a baseline on 1/1/2017 would be able to have a 6-month interview conducted anywhere from beginning of June to end of July.

Administrative Interviews

If a reassessment or discharge interview could not be completed (client was unable to be reached, etc.), an "administrative" interview still must be completed.

1. Select the interview that the client should have had conducted from the Update screen.
2. When completing the assessment, select "No" for the question "Was the interview conducted?" in section A1.
3. As soon as you select "No", all non-applicable section will be marked as complete.

4. You will still need to complete any sections that are still grey because they contain administrative information. Click on the section to complete it. They will stay grey until completed.

Reports

To view quick reports or export data to excel, use the following steps:

1. Select "Reports" from the NOMS chiclet.
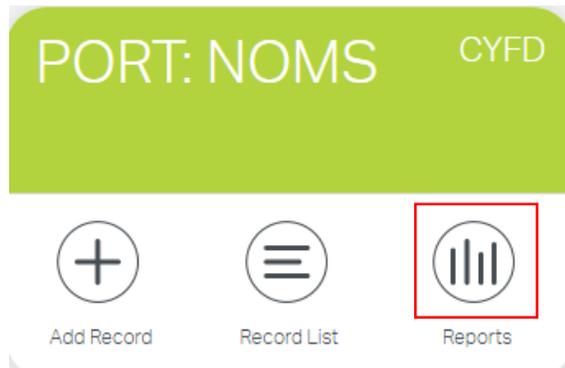
   a.

2. This takes you to the "Reports" home page. From here you can select one of the four reporting options:

   a. <u>Quick Reports</u> – these reports are built on the Reports landing page. To view these simply scroll down the page.

   b. <u>Completed Forms</u> – this option pulls individual assessment results and makes them available via PDF download.

   c. <u>Outcomes Measures</u> – this report allows for outcome reports to be generated from the data.

   d. <u>Export Builder</u> – this function allows the user to pick-and-choose which data they wish to export to an Excel spreadsheet.

HT DCI vs NOMS

As of now, the HT DCI is no longer in use for __ALL__ clients. All youth assessments should be input into the NOMS database. Clients who have already been entered in the HT DCI should have any reassessment and discharge interviews entered into NOMS as well. All reassessment dates from HT DCI have been imported into NOMS.

If you try to add a new client into HT DCI a notice will now appear prompting the user that new clients should only be entered in NOMS:

PORT: HT Client DCI

All new clients must be entered into the DCI-NOMS.
Click here to go there now.

Users will see all HT clients for their sites in the NOMS chiclet even if they were first entered into HT DCI. There is also a notice in NOMS that tells the user if the client is in the HT DCI chiclet:

not started

All new interviews must be entered into the DCI-NOMS.

Click here to go there now.

Again, reassessment and discharge interviews for these clients who were originally entered in HT DCI must be entered in the NOMS chiclet.

Conclusion

This is the end of the NOMS Guide for the Apex Hub. Please use the following resources for any additional questions.

<u>Further questions on:</u>

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Program Requirements	Nancy Hood	n.hood@apexeval.org
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