

Intervention and Activity

Overview

The Intervention file (AEREF) stores information from Interventions and/or Requests for Assistance. One child/youth may be “referred” for intervention-type services multiple times for many different reasons.

The Activity file (AEEVF) stores information about an Activity. Each Intervention may result in an Activity in one or more areas. Information about each Activity area is recorded in the child/youth’s file.

An Intervention, Notification of Intent to Evaluate, Request for Assistance and other similar documentation are often the child/youth’s first entry into IMS. Medicaid forms are generated automatically based on data contained in these as well as the Services file.

This section of the manual addresses both of these the Intervention and Activity modules.

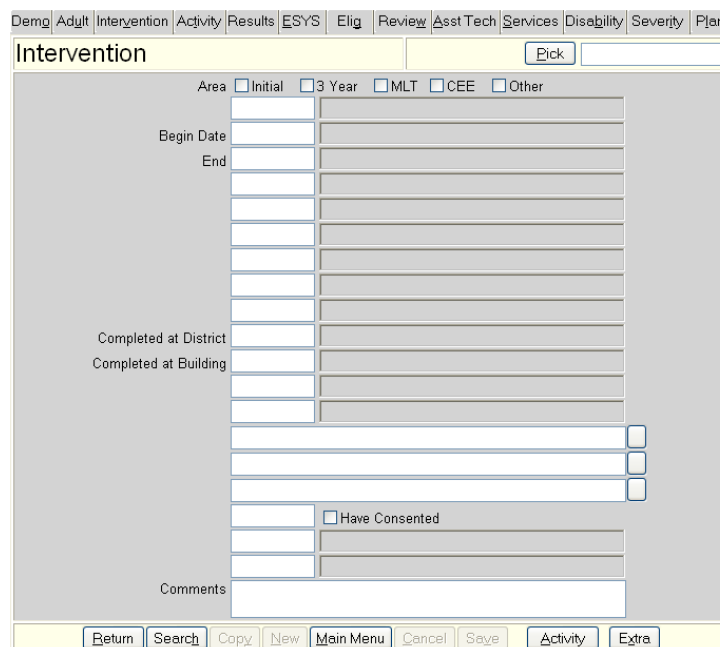
Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Intervention or Activity.

Access to the Screens

From the Main Menu, select Intervention or Activity under the Child section. Or from the Child Demographic screen, click on the Intervention or Activity tab.

Note: The Intervention and Activity screens for your AEA will have different field names than the following graphic representations:



To Edit an Intervention

1. Access the child/youth from the Child Demographic screen.
2. Click on the Intervention button.
3. Select the desired Intervention from the Search button.
4. Edit the record by filling in or updating the information as necessary.

Note: In IMS, an Intervention remains "open" until *all* Activities have been completed.

Add an Activity

1. Access the child/youth from the Child Demographic screen.
2. Click on the Activity button.
3. If there is an existing Intervention, the data entry person adds a new Activity to the existing Intervention.
4. To add additional Activities, use the Copy or the New button. For additional Activities by the same evaluator, the Copy button is more efficient.

Note:

- In IMS, it is assumed that each Activity is conducted as a result of either an "Intervention" or a "Notification" form. An Activity for a student is "attached" to an existing Intervention or added it to one that has been newly created.
 - The Activity screen allows the AEA to change the labels and the content of the fields. There are two fields that cannot be changed. They are the Begin and End Date fields. There are 2 fields designated as date fields. To check to see if the fields have lookup tables associated with them, press the "F7" key on the keyboard.
 - The information from the "added Intervention" is displayed at the top of the screen.
-

To Edit or Close an Activity

1. Access the child/youth from the Child Demographic screen.
 2. Click on the Activity button.
 3. Select the desired Activity from the Search screen.
 4. Modify those fields that need to be edited. The date the Activity and all associated paperwork were completed is entered under Report Date.
-