

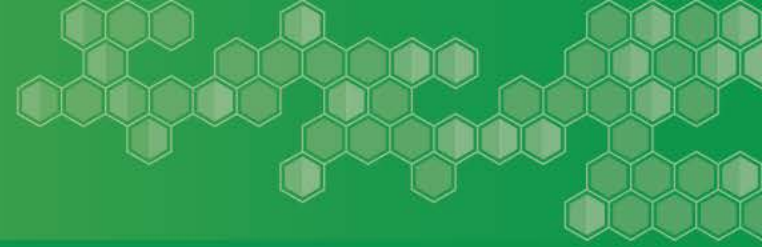


Module 3

NOMS Record Management



Helpful information about the National Outcome Measures (NOMS) and the SPARS web-based system for data entry and data management



- For every student that receives the NOMS, these pieces of information are needed to successfully manage the data entered in SPARS:
 1. Consumer ID
 2. Grant ID
 3. Site ID
- This information is used to look up NOMS records in SPARS to be able to enter Reassessment and Clinical Discharge data.
- Questions 1 through 3, which follows Record Management on page 1 of the NOMS, should also be completed.

The [NOMS Question-By-Question Instruction Guide](#) provides detailed information regarding collecting [NOMS](#) data from students. See page 13.

Creating a Consumer ID



To keep track of student's episodes of care (baseline, 6-month reassessment, discharge) in SPARS, **securely store a list of the student's names and associated Consumer IDs somewhere not in SPARS.**

Please use this scheme to compose an 11-digit Consumer ID for each student.

Consumer IDs			
Digits	Description	Use these values	Example
1	Site (LEA)	A = Archuleta C = Colorado Springs I = Ignacio L = Littleton	C
2-3	NOMS User	First name initial and last name initial	MR
4-7	School Code	See School Codes	2202
8	Underscore		_
9-11	Number assigned to the student	A three-digit number between 001 and 999	001

An example Consumer ID is **CMR2202_001** (using the table above)



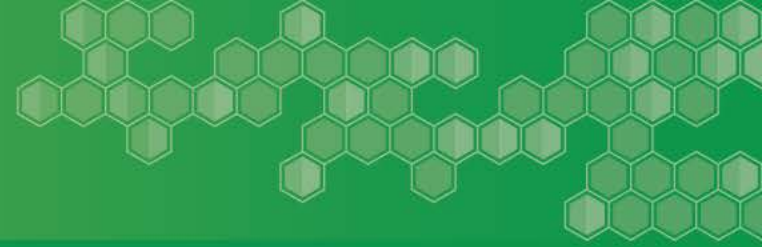
Creating a Consumer ID

- ❑ This ID is designed to track a specific consumer through their interviews, baseline, clinical discharge, and reassessments while maintaining the anonymity of the consumer.
- ❑ The same unique ID is used each time, regardless of whether the consumer has more than one episode of care (i.e., if they are discharged and then return).
- ❑ To protect personally identifiable identification (PII), do not use any information that could identify the consumer. This includes, but is not limited to, the consumer's name, date of birth, or Social Security number as all or part of the Consumer ID.

Grant ID and Site IDs

- The Grant ID is SM83647. Every LEA and every record uses this Grant ID
- **Each LEA has been assigned their own Site ID**

Site ID	LEA
CSDE_ASD	Archuleta School District
CSDE_CSD11	Colorado Springs D11 School District
CSDE_ISD	Ignacio School District
CSDE_LPS	Littleton Public Schools



In the first section of the NOMS (shown below), you can write the record management information.

RECORD MANAGEMENT

[RECORD MANAGEMENT IS REPORTED BY GRANTEE STAFF AT BASELINE, REASSESSMENT, AND DISCHARGE, REGARDLESS OF WHETHER AN INTERVIEW IS CONDUCTED.]

Consumer ID | | | | | | | | | | | | | | | |

Grant ID (Grant/Contract/Cooperative Agreement) | | | | | | | | | | | | | | | |

Site ID | | | | | | | | | | | | | | | |

Questions 1 through 3

In addition, program staff should answer these questions. Do this even if the NOMS is not completed.

1. Indicate Assessment Type:

<input type="radio"/> Baseline <i>[ENTER THE MONTH AND YEAR WHEN THE CONSUMER FIRST RECEIVED SERVICES UNDER THE GRANT FOR THIS EPISODE OF CARE.]</i> _ _ / _ _ _ _ MONTH YEAR	<input type="radio"/> Reassessment Which 6-month reassessment? _ _ <i>[ENTER 06 FOR A 6-MONTH, 12 FOR A 12-MONTH, 18 FOR AN 18-MONTH ASSESSMENT, ETC.]</i>	<input type="radio"/> Clinical Discharge
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2. Was the interview conducted?

<input type="radio"/> Yes When? _ _ / _ _ / _ _ _ _ MONTH DAY YEAR	<input type="radio"/> No Why not? Choose only one. <input type="radio"/> Not able to obtain consent from proxy <input type="radio"/> Consumer was impaired or unable to provide consent <input type="radio"/> Consumer refused this interview only <input type="radio"/> Consumer was not reached for interview <input type="radio"/> Consumer refused all interviews <i>[GO TO QUESTION 4.]</i>
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3. Was the respondent the child or the caregiver?

Child *[PREFER CHILD AGE 11 AND OLDER.]*
 Caregiver





"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

Margaret Mead