

# PRA | SPECT

**PERINATAL RISK ASSESSMENT | SINGLE POINT OF ENTRY CLIENT  
TRACKING SYSTEM**

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## **Status Report Resources, Referrals, Appointments**

**Family Health Initiatives  
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Pennsauken, NJ 08109  
856.665.6000  
[www.SPECT@snjpc.org](http://www.SPECT@snjpc.org)**

Rev 102714



# Resources, Referrals, Appointments Status Report

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To view status of all referrals to social services and agencies

- Click “Reports”
- Click “RRA Status Report”

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Perinatal Risk Assessment  
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  - RRA Status Report
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**Welcome, Henny**

# Generate a Status Report

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To generate report

- Enter Begin Range Date
- Enter End Range Date
- Click “Search RRAs”

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**RRA Status Report [NFP Training]**

RRA Date	Begin Range	9/1/2014
	End Range	9/30/2014
Service/Program	- All -	
RRA Status	-Select Status-	
Patient Last		
Patient First		

Search RRAs

To further refine search:

- Select a Service or Program from the drop-down list

# Refine Status Report

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To further refine search:

- Select a Service or Program from the drop-down list

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### RRA Status Report [NFP Training]

RRA Date	Begin Range	9/1/2014
	End Range	9/30/2014
Service/Program	- All -	
RRA Status	- All -	
Patient Last		
Patient First		

ACA Navigators  
Basic Needs/General  
Behavioral Health  
Board of Social Services  
Child Care  
Community Centers  
CP&P Child Protective Services  
DCP&P  
Dental Services  
Domestic Violence  
Early Head Start/Head Start  
Early Intervention System  
Education  
Emergency Housing  
Employment Services  
Family Health  
Family Planning  
Family Success Center  
Fatherhood Services

Search RRAs

# Generate a Status Report

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To further refine search:

- Select an RRA Status from the drop-down list

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### RRA Status Report [NFP Training]

RRA Date	Begin Range	9/1/2014
	End Range	9/30/2014
Service/Program	- All -	
RRA Status	-Select Status-	
Patient Last	-Select Status-	
Patient First	Open	
	Closed	

Search RRAs

RRA Status Report may also be generated for a specific client by entering Patient Last Name or Patient First Name

# The RRA Status Report

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Report is broken down by individual staff.

- A staff person see only referrals he/she made
- A supervisor sees referrals made by all staff
- CI HUB admin level sees all referral made by her or other admins in her HUB

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### RRA Status Report [NFP Training]

RRA Date	Begin Range	09/01/2014	
	End Range	09/30/2014	
Service/Program	- All -		
RRA Status	-Select Status-		
Patient Last			
Patient First			

Donna Bordner			
RRA Date	Client	RRA Type	Status
10/01/2014	<a href="#">Prada, Patty</a>	Job Training Program	Open
Jenny Staff			
RRA Date	Client	RRA Type	Status
09/30/2014	<a href="#">Happy, Iam</a>	Education	Open
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	Insurance Services	Closed
10/23/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Open
10/23/2014	<a href="#">Needy, Nancy</a>	Smoking Cessation	Open
10/23/2014	<a href="#">Needy, Nancy</a>	Insurance Services	Open
09/30/2014	<a href="#">Pope, Colleen</a>	WIC/Nutrition	Closed
10/24/2014	<a href="#">Prada, Patty</a>	Smoking Cessation	Closed
10/24/2014	<a href="#">Prada, Patty</a>	WIC/Nutrition	Closed
10/24/2014	<a href="#">Prada, Patty</a>	Insurance Services	Closed
10/24/2014	<a href="#">Prada, Patty</a>	Board of Social Services	Open
10/24/2014	<a href="#">Prada, Patty</a>	Smoking Cessation	Open
10/24/2014	<a href="#">Prada, Patty</a>	WIC/Nutrition	Open
10/24/2014	<a href="#">Prada, Patty</a>	Insurance Services	Open
09/08/2014	<a href="#">Sequoia, Billyjo</a>	WIC/Nutrition	Open
Henny Supervisor			
RRA Date	Client	RRA Type	Status
10/08/2014	<a href="#">Bruswick, North</a>	WIC/Nutrition	Closed
10/08/2014	<a href="#">Bruswick, North</a>	Insurance Services	Closed
09/29/2014	<a href="#">Kane, Candy</a>	WIC/Nutrition	Closed
09/29/2014	<a href="#">Kane, Candy</a>	NJ Family Care	Open

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# The RRA Status Report

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To view the referral, resource, or appointment:

- Click on the client name to open the Patient Profile Page

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### RRA Status Report [NFP Training]

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	End Range	09/30/2014	
Service/Program	- All -		
RRA Status	-Select Status-		
Patient Last			
Patient First			

Donna Bordner			
RRA Date	Client	RRA Type	Status
10/01/2014	<a href="#">Prada, Patty</a>	Job Training Program	Open
Jenny Staff			
RRA Date	Client	RRA Type	Status
09/30/2014	<a href="#">Happy, Iam</a>	Education	Open
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	Insurance Services	Closed
10/23/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Open



# The RRA Status Report

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To view the referral, resource, or appointment:

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Service/Program	- All -		
RRA Status	-Select Status-		
Patient Last			
Patient First			

Donna Bordner			
RRA Date	Client	RRA Type	Status
10/01/2014	<a href="#">Prada, Patty</a>	Job Training Program	Open
Jenny Staff			
RRA Date	Client	RRA Type	Status
09/30/2014	<a href="#">Happy, Iam</a>	Education	Open
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Closed
10/06/2014	<a href="#">Needy, Nancy</a>	Insurance Services	Closed
10/23/2014	<a href="#">Needy, Nancy</a>	WIC/Nutrition	Open

# Update Outcomes

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- Staff members are responsible for recording, tracking and entering/updating outcomes for all referrals, resources, and appointments .
- **Remember! The outcome date must always be added.**

**Patient Profile: CHW Training**

**Sammy Sunshine**

Client Status  
 Status Assignment Date  
 Referral Date 03/14/2014  
 EDC Date  
 Birth Date 07/09/1990  
 Client Engagement Event? Informal Meeting

**Patient Information**  
 Street 99 Bright Way  
 City, Zip Camden 09765  
 County Camden County  
 Home Phone 877-898-8899  
 Cell Phone 877-898-8899

**Other Information**  
 Language English  
 Race Multi-Racial

**Referral Agency Information**  
 System Training Institute  
 2500 McClellan Ave.  
 Pennsauken, NJ 08109  
 (856) 663-6000

Date	Method	Outcome	Appt./Ref
05/22/2014	Cell Voice	Contacted	N/A
05/22/2014	Cell Voice	Contacted	View

**Program / Status History**

Program	Status	Pending Enrollment	Enrollment	Pending Close	Closed	Closed Reason
CHW Training	Enrolled	05/09/14	N/A	N/A	N/A	N/A

**Central Intake Encounter/Engagement**

**Sammy Sunshine**

Program CHW Training  
 Contact Date 05/22/2014  
 Contact Method Cell Voice  
 Contact Outcome Contacted  
 Contact Notes

**Resource**  
 Date 05/22/2014  
 Service Programs / Providers Community Based Agency Support --> Basic Needs/General

Date	Outcome	Outcome Date
N/A	Outcome Date	05/22/2014

05/22/2014  
 Primary Medical Care --> Prenatal  
 Appointment Kept Outcome Date 05/23/2014  
 Attended Prenatal Care Appt

Back to List Save Contact

Program Basic Needs/General  
 Provider - Select Provider -

**Status and Outcome Information**

Status Open  
 Outcome - Select Outcome -  
 Outcome Date 05/22/2014

**Notes / Comments**

General Notes - Inform Appointment Specific  
 Appointment Kept  
 Appointment Cancelled  
 Appointment Rescheduled

Internal Notes - Inform Referral Specific - by Participant  
 Attempted Contact  
 Contacted  
 Made Appointment  
 Met with

Referral Specific - by Provider  
 Attempted Contact  
 Contacted  
 Made Appointment  
 Met with

General  
 Did not meet need  
 Unknown Outcome  
 Outcome N/A

Return/Cancel Save

# Outcome Types

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## Outcome Types:

- Appointment Specific
  - Appointment Kept – Client attended scheduled Appt.
  - Appointment Cancelled – Client cancelled appointment without rescheduling
  - Appointment Rescheduled – Appointment cancelled and rescheduled for another time/date
- Referral Specific – by Participant
  - Attempted Contact
  - Contacted
  - Made Appointment
- Referral Specific – by Provider
  - Attempted Contact
  - Contacted
  - Made Appointment
  - Met with
- General
  - Did not meet need
  - Unknown Outcome
  - Outcome N/A





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