



SOQIC Alert

Solutions for Ohio's Quality Improvement and Compliance

Alert No. 11 • April 2006 • Attention: Mental Health Community, Provider Agencies, Boards

It has come to our attention that the SOQIC E-forms are being used as paper based forms.

The SOQIC electronic forms were not developed for use as paper based forms. While the electronic forms "look" like the paper based form, they are not the same. If the electronic form is printed to use as a paper form, the user will:

1. Miss essential information embedded in the drop down boxes
2. Encounter smaller text fields
3. Have fewer lines to enter medications, household member names, hospital and agency names
4. May miss compliance items

The electronic forms contain many features not available on a paper based system, such as:

- Expandable text fields,
- Drop down boxes with selection of services, type of providers, etc.
- Header and footer on each page that includes client name and client number, form name and number, agency name,
- Automatic time calculation in billing strip,
- Add-a-line for specific fields
- Automatic page numbering

By using the electronic forms agencies gain the ability to collect data that allow them to evaluate the quality of care and improve practices and outcomes for consumers. The e-forms also increase quality of care and enable easier quality assurance reviews in that typed electronic forms result in fewer mistakes made by incorrectly read hand written notes.

For information regarding SOQIC Forms Initiative, contact Dana Harlow at ODMH by email at harlowd@mh.state.oh.us.

For access to the SOQIC forms and Training Manual please refer the SOQIC Web site at: <http://www.mh.state.oh.us/cmtymh/soqic/soqic.index.html>.

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