



SOQIC Update

Solutions for Ohio's Quality Improvement and Compliance

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ODMH LAUNCHES SOQIC ELECTRONIC FORMS

The long awaited SOQIC electronic forms (e-forms) are now available through the SOQIC webpage: <http://www.mh.state.oh.us/cmtymh/soqic/soqic.index.html>. The forms are provided at no cost to agencies.

The electronic forms were developed using IBM® Workplace Forms™ Designer software and are designed to be downloaded, completed and saved on the user's computer or system. Each form is individually licensed so that clinicians throughout the community behavioral health system can easily access the forms using the IBM® Workplace Forms™ Viewer provided on the website. The e-forms and Viewer are also available on a CD-ROM. Please read the instructions at the bottom of this announcement prior to using the forms.

While the electronic forms have a different "look" they are, with few exceptions, identical to the paper based forms. Features of the e-forms include the ability to tab from field to field, expandable fields, auto-fill of selected fields, check boxes, and drop-down menus. The printed electronic forms include a header and footer that contain the client name, client number, agency name, SOQIC form number and form name and page numbers.

The SOQIC e-forms are available with a XML (Extensible Markup Language) data model component that will enable organizations, with XML parser tools, to extract data from the forms for import into a database.

All SOQIC forms are designed to meet the various certification, national accreditation and Medicare/Medicaid compliance requirements, as well as all ODMH and ODADAS rules and standards.

1. Please note that if the SOQIC webpage that appears does not include the electronic forms, click on the "refresh" icon in the toolbar to download the new webpage.
2. Select the SOQIC forms, then E-forms.
3. Save the forms and the Viewer to your computer.
4. Read the Viewer and E-Forms User Instructions prior to extracting the Viewer or opening the forms.

If you have any question, need additional information or would like the e-forms on a CD-ROM, please contact Dana Harlow by email at harlowd@mh.state.oh.us or by phone at 614-728-4673.