

CTF ILOS CORE REQUIRED DATA COLLECTION 2025-2026 SCREENING SCHEDULE (Page 1)					
Window	Start Day	End Day	Window by Months	Days in Window	Due Dates
Edinburgh or PHQ-9 (Based on: DOB) - CAREGIVER RECORD (PCG)					
#1	-300	-1	Anytime Prenatal	299	Anytime Prenatal
#2	0	93	0 to 3 months	93	Birth to 3 months
#3	248	310	8 to 10 months	62	9 months
Relationship Assessment Tool or HITS (Based on: DOB) - CAREGIVER RECORD (PCG)					
#1	-278	-188	0 to 13 weeks PG	90	1st Trimester
#2	-187	-91	14 to 27 weeks PG	96	2nd Trimester
#3	-90	-1	28 to 40 weeks PG	89	3rd Trimester
#4	61	155	2 to 5 months	94	3 months
#5	156	217	5 to 7 months	61	6 months
#6	341	403	11 to 13 months	62	12 months
Substance Use (Based on: Caregiver Enrollment Date) - CAREGIVER RECORD (PCG)					
#1	0	186	Enrollment to 6 months	186	Enrollment to 6 months
#2	187	372	6 to 12 months	185	6 months
#3	373	558	12 to 18 months	185	12 months
#4	559	744	18 to 24 months	185	18 months
Child Insurance Form (Based on: DOB) - ALL CHILD RECORDS (CRs)					
#1	0	186	Birth to 6 months	186	Initial/Birth
#2	187	372	6 to 12 months	185	6 months
#3	373	558	12 to 18 months	185	12 months
Parent Insurance Form (Based on: Enrollment) - CAREGIVER RECORD (PCG)					
#1	0	186	Enrollment to 6 months	186	Enrollment
#2	187	372	6 to 12 months	185	6 months
#3	373	558	12 to 18 months	185	12 months
#4	559	744	18 to 24 months	185	18 months
Demographic Update form (Based on: Enrollment, Every 6 months) - CAREGIVER RECORD (PCG)					
#1	187	279	6 to 9 months	92	6 months
#2	373	465	12 to 15 months	92	12 months
#3	559	651	18 to 21 months	92	18 months
Postpartum Healthcare Visits (Based on: DOB) - ALL CHILD RECORDS (CR)					
#1	0	186	Birth to 6 Months	185	Within 8 weeks of Birth
#2	187	372	6 to 12 months	185	6-12 months post Birth
<p>*Note: see the "windows by month" (or the start and end days) column to calculate the ACTUAL days/months in the window that are being calculated in REDCap (NOTE: Due Dates are not changing, this just better represents how REDCap is calculating). Everything is completed by DAYS, so take that into consideration when figuring. The bolded start of the Due Dates ranges are the PREFERRED time point for the assessment to be completed. If not a range then what is listed under Due Dates is the PREFERRED time point. REMINDER: Follow your pop up window!</p> <p><i>The Screening & Forms Schedules are subject to change. If an HVA participates as a full collective impact data partner or within another REDCap data collection project, the HVA would complete all data associated with the largest dataset.</i></p>					

2025-2026 CTF ILOS CORE DATA COLLECTION FORMS SCHEDULE		
Form	How Often/Who's Record	Due Dates
REQUIRED STATIC FORMS (Done Only Once)		
Person Identification Form <i>(includes the enrollment date)</i>	Once – ALL Records	Intake/Start – Very First Form
Missouri Consent Form	Once – Caregiver Record (auto populates date into child's data)	Intake/Start
Funding Source Form		
Intake & Referral Form	Once – Caregiver Record	Intake/Start
Baby/Child Information Form	Once - ALL CHILD RECORDS	Intake and/or Child's birth
Breastfeeding Start Form	Once – ALL CHILD RECORDS	Intake and/or Child's Birth
Breastfeeding End Form	Once – ALL CHILD RECORDS	Date Stopped Breastfeeding (if never breastfed then child's DOB)
Case Closure Form	Once - <u>ALL</u> RECORDS	Closure (each person needs a closure form when they close, its ok if they close at different times) – IMPORTANT!
REQUIRED ONGOING & AS OCCUR FORMS		
Lost to Follow Up Status	As Occurs – CAREGIVER RECORD	When LTFU starts/ends
Parent Information Form	Initially, and as address/HV changes are needed – CAREGIVERS RECORD	Intake/Start & as updates occur
Prenatal Healthcare Visits	As occurs – CAREGIVERS RECORD	When prenatal healthcare visits occur
Home Visits Form	At Every Home Visit - CAREGIVER RECORD	As each home visit occur
Highlighted Items should be done at Intake/Enrollment!		
<p>*Note: Forms marked CAREGIVER RECORD are to be completed on the mothers record (index record) as they are a mom specific form. Forms marked ALL CHILD RECORDS are to be completed on ALL child records (index, twins/multiples OR subsequent children). REMINDERS: As occurs forms don't show up in the pop-up window necessarily. Don't forget to do them as things occur. For all things with a schedule use your pop-up window/view schedule!</p>		
<p><i>The Screening & Forms Schedules are subject to change. If an HVA participates as a full collective impact data partner or within another REDCap data collection project, the HVA would complete all data associated with the largest dataset.</i></p>		
<p><i>Optional model-specific, or other needed forms, can be turned on for home visiting programs if helpful (see CTF for full list of currently available forms)</i></p>		