

# Parental Consent Processing Instructions

## Nurse Family Partnership

Every month, NFP programs are asked to review and update the parental consent status for all children served by funding from the Department of Children, Youth and Families (DCYF). This monthly data update process between NFP programs and the Department of Health (DOH) is designed to achieve accurate and complete reporting of consent status in a parallel process to routine data reporting in Flo. Flo is unable to track consent within the system, instead DOH oversees the following reporting process to ensure that client consent updates can be joined to client records in the DOH data system.

### Monthly Consent Process

- Step 1.** DOH generates a report of participants with any enrollment time in the prior 12 months. This report (an excel file) includes the aggregate counts by consent (yes/no/missing) and individual participant information about consent.
- Step 2.** DOH will share this excel file with you via the SFT by the 25<sup>th</sup> day of the month.
- Step 3.** Each month, sites will download the excel file, review the consent status for participants and update any consent information as follows:
  - a. Select the third tab of the excel document entitled *Client Consent Status – Details*. Sort by Column I (shaded in gray) to find those with Missing consent status.
  - b. Update Column I for each client who had changes to their consent status. All responses in Column I must be either “Missing” or “Yes” or “No”.
  - c. If you have other notes or information you want to convey for specific clients, enter that information into the “Notes” field (Column M)
  - d. Please see next page for guidance on how to look up a participant in Flo.
- Step 4.** Save and upload the updated file to the SFT site by the **6<sup>th</sup> business day** of the following month.
  - a. Please use this naming convention:  
NFP\_Consent\_\*LIANAME\*\_2022July\_Updated

- b. Please upload a monthly file even if no updates were made
- c. New enrollees in the current month will not show in your monthly consent file due to a data exchange lag with Flo. You do not need to enter these participants manually; they will be included in your next month's file.

If you have any immediate questions, you may reach out to DOH:  
[HomeVisiting@doh.wa.gov](mailto:HomeVisiting@doh.wa.gov)

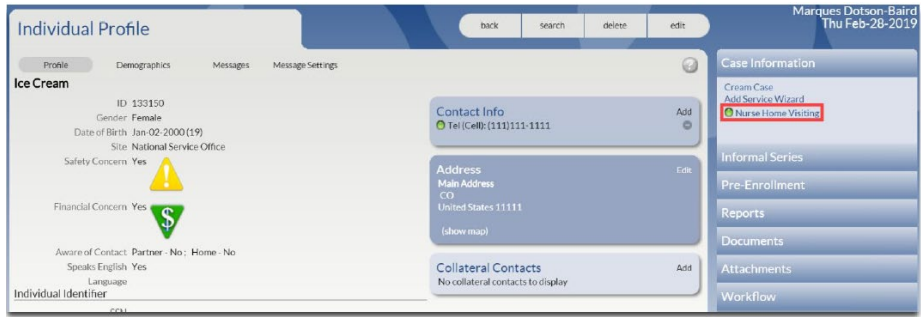
## Looking up Participants in Flo

DOH uses the Flo ID to link consent status to your participant records in our data system. The Flo ID (Column F in excel file) matches the Individual ID in Flo. You can search for participants in Flo using the Individual ID, highlighted in the screenshot of Flo's search screen below.

Once you have searched by Individual ID, the results box will reveal the participant's name:

Results				
1 - 2 of 2				
Individual ID	Last Name	First name	Case ID	Case Name
133150	Cream	Ice	69048	Cream Case

You can then navigate to the Individual Profile screen by clicking on the participant's Individual ID, Last Name, or First Name in the results box:



Alternatively, you can access the participant's Case File by clicking either Case ID or Case Name:

