

WRAPSTAT AND WFI-EZ BEST PRACTICES

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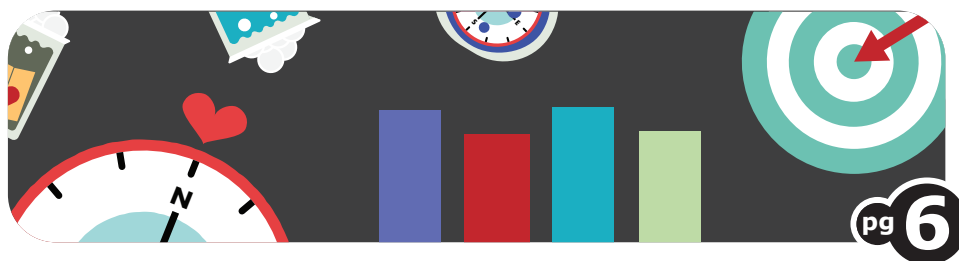
Assigning a New Care Coordinator



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YOUTH RECORDS IN WRAPSTAT

1

Adding Youth

The timing is crucial, because WrapStat pulls a sample of all eligible youth for the WFI-EZ and TOM 2.0.



Add a new Youth Record as soon as the Wraparound Review Committee accepts the youth.

2

Wraparound Review Committee Referral Form

Approved for Wraparound: Date: xx-xx-xx
Denied Wraparound: Date: _____

The Date of Enrollment is the date that the Youth and Family were accepted by the Wraparound Review Committee.

3

The Wrap ID is printed on the WFI-EZ and TOM 2.0 cover sheet so it is essential that the youth's name and other identifiable information are not used in a Wrap ID.



Wrap IDs should be a combination of letters and numbers in order to de-identify the Youth.

4

Care Coordinating Organizations (CCOs) with multiple counties and Wraparound programs may want to include the county name in Wrap IDs for sorting purposes.

Wrap IDs will have different formats, depending on how the CCO and the organization have decided to format it. CCOs and organizations will need to document this decision for future reference when new staff join.

Tip Sheet: Adding Youth in WrapStat

To add a new Youth Record, follow the steps in the "Tip Sheet: Adding Youth in WrapStat" at <https://bitly.co/4wIQ>

YOUTH RECORDS IN WRAPSTAT

Entering Contact Information

1

Remember to enter contact information for both!

2

Caregiver/Parent Contact Information - Optional

Name
Bessette Raffaele

Phone

E-mail Address
bessette@gnsary.com



Team Member Contact Information - Optional ⓘ

Name
Amy Monroe

Phone

E-mail Address
Amy.M@site1.com

Enter contact information for only one (1) Caregiver AND one (1) Team Member (under the Data Management Tab). The WFI-EZ will be offered to the Caregiver and Team Member recorded in the Youth Record.

Programs should decide which Team Member type they are most interested in seeing in the WFI-EZ data and/or which Team Member type would be most helpful for program improvement efforts. Ensure that your program applies this decision consistently.

The Data Management tab will show this contact information to assist you in data collection. The emails entered here can be used to send messages to participants in a WFI-EZ evaluation cycle.

3

This is how the Caregiver Contact column looks like when no contact information has been entered.

4

WrapID	Youth	Status	Caregiver Contact	Actions
search...	search...		search...	
			⚠️ ?	+
			⚠️ ?	+
			⚠️ ?	+



Youth Contact Information - Optional

Phone

E-mail Address
aisha@gnsary.com

Mailing Address

City

State
-- Select state --

Zip Code

Same as Caregiver

I'm a useful button!

Add Caregiver and Team Member contact information before the youth has been in the Wraparound Planning Process longer than six months. This ensures that if they are selected to be included in the sample for WFI-EZ or TOM 2.0 Evaluation Cycle, you will already have their information.

You can enable the same contact information as the Caregiver for the Youth, or add different contact information for them as needed.

YOUTH RECORDS IN WRAPSTAT

Discharging Youth

1

The screenshot shows the 'Discharge' tab in WrapStat. Three fields are highlighted with red circles: 'Exit Date' (with a 'Pick a date' dropdown), 'Exit Reason' (with a '-- Select reason --' dropdown), and 'Rating of needs met' (with a numeric scale from 0 to 10).

This information is crucial because WrapStat pulls a sample of eligible youth, and if youth are not correctly discharged in WrapStat, they could be incorrectly included in a WFI-EZ or TOM 2.0 sample.



Enter an Exit Date, Exit Reason, and Rating of Needs Met (under the Discharge Tab) when the youth leaves your program.

2

A close-up of the 'Exit Date - Optional' field. The 'Pick a date' dropdown menu is highlighted with a red circle.

The Exit Date is the date that the Wraparound Care Coordinator last had contact with the youth and family.

3

The screenshot shows the 'Basic Information' tab in WrapStat. Fields include 'Youth First Name' (Hugo), 'Youth Last Name' (Reyes), 'Wrap ID' (LANE-124), and 'Preferred Language' (English).

Wraparound programs should maintain separate youth records. The youth records will have different Wrap IDs, sites, and Care Coordinators attached to them.



If the youth is transferring to a different Wraparound program, the new organization will create a new Youth Record.

For help discharging youth, follow the steps in the "Tip Sheet: Discharging Youth in WrapStat" at <https://bitly.co/4pyN>

Tip Sheet:
Discharging
Youth in
WrapStat

YOUTH RECORDS IN WRAPSTAT

Assigning a New Care Coordinator

1

-- Select Care Coordinator --
 Leanne Wiley <Leanne@site1.com>
 ✓ Kara Okano <Kara@site1.com>
 Riley Anders <Riley@site1.com>
 Yara Slaton <Yara@site1.com>
 Amy Monroe <Amy.M@site1.com>

Assign the Youth Record to their new Wraparound Care Coordinator if their previous Care Coordinator leaves your organization while the youth and family are still in Wraparound.

2

The care coordinator will be archived if exit date and exit reason is set.
 Exit Date:
 Exit Reason:
 --Please select an exit reason--
 Submit

Enter an Exit Date and Exit Reason (under the Management Tab) and click Submit to archive the Wraparound Care Coordinator who left.

Re-Enrolling Youth

1

Basic Information | Demographic Information | Enrollment | Discharge | Contact Information

Youth First Name - Optional
 Andre
 Youth Last Name - Optional
 Walker
 Wrap ID * ⓘ
 AnWa19-2
 Preferred Language *
 Spanish

Create a NEW Youth Record when a Youth exits Wraparound and later returns.

Creating an "instance" for the same Wrap ID will allow each Wraparound enrollment to be viewed individually.

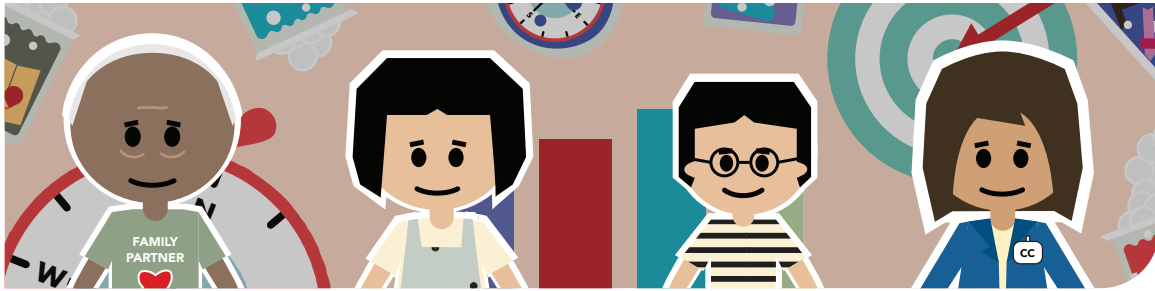
2

Wrap ID * ⓘ
 AnWa19-2

Use the same Wrap ID and add -2 or -3 depending on how many times the youth has been enrolled in your Wraparound program.

WRAPSTAT EVALUATION CYCLE

1



The WrapStat Evaluation Cycles are created at the state-level using the following criteria:

Start Date * ⓘ **End Date *** ⓘ

Pick date & time Pick date & time

Start and End Dates of the WFI-EZ administration period

Track incentives ⓘ

Track consent ⓘ

Select which WFI-EZ forms to administer

	Incentives	Consent
<input checked="" type="checkbox"/> WFI-EZ Care Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> WFI-EZ Caregiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> WFI-EZ Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> WFI-EZ Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The ability to Track Incentives and Track Consent from the Youth, Caregivers, and Team Members

Cycle Type * ⓘ Fixed Ongoing

A Fixed Cycle so that new youth are not added to the current cycle during the administration period

Distribute equally across care coordinators ⓘ

An equal number of youth from each Wraparound Care Coordinator when possible

Length of enrollment (months) ⓘ **Min** **Max**

6

Youth who have been enrolled in Wraparound for a minimum of six months

WRAPSTAT AND WFI-EZ BEST PRACTICES

WRAPSTAT EVALUATION CYCLE

2

WrapID	Youth	Status	Caregiver Contact	Actions	Messages	Consent Collected	Incentive Disbursed	Date Started	Date Completed
site607	Bill Richardson		Elena Richardson		0	NO	NO		

The WrapStat Evaluation Cycle pulls a random sample of youth entered in WrapStat to administer the WFI-EZ form for all respondent types: Youth, Caregiver, Team Member, and Care Coordinator.

3

As you can see by the Plus-Sign icons, users are only able to enter WFI-EZ data for people on this list.

site607	Bill Richardson		Elena Richardson		0	NO	NO		
site623	Tamara Buechner		Buehren Tamara		0	NO	NO		
site628	Angela Shetty		Shetty Angela		0	NO	NO		

Wraparound programs should only offer the WFI-EZ to respondents who were included in the WrapStat sample.

WRAPSTAT AND WFI-EZ BEST PRACTICES

WFI-EZ

Administering the WFI-EZ

1

WFI-EZ: Caregiver Form

I agree to answer questions about my experience with Wraparound care. I understand am not comfortable answering, I also understand that my responses will be kept confidential to improve the Wraparound process.

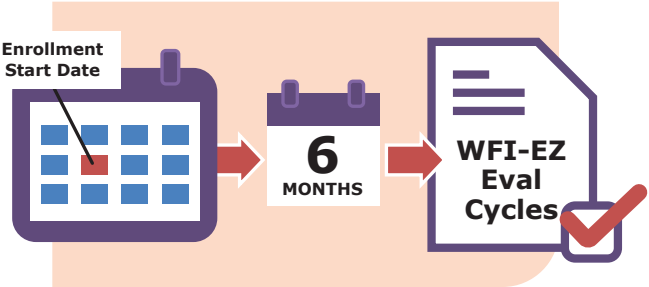
**Note that if you select "No" you will not be contacted again about these questions.*

Yes

No

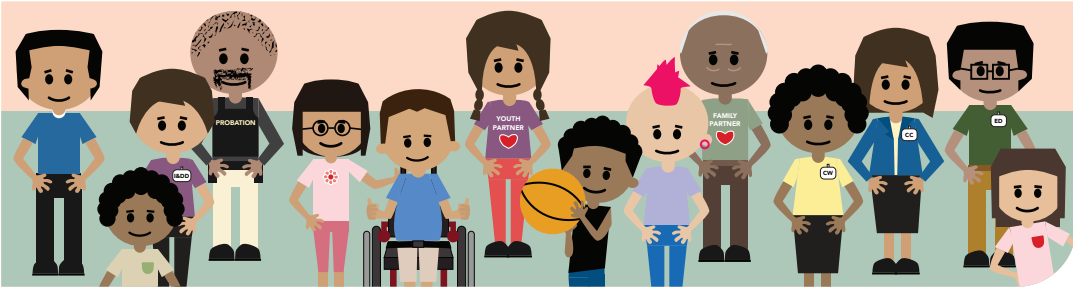
Youth and caregiver participation with the WFI-EZ is completely voluntary.

2



Youth and caregivers who have been enrolled in Wraparound for at least six (6) months will be eligible to be included in WFI-EZ Evaluation Cycles in WrapStat, based on Oregon Health Authority (OHA) guidance.

3



To get the most accurate picture of fidelity to the Wraparound model, gather complete data from multiple respondent types: Wraparound Care Coordinators, Caregivers, Youth (11 years or older), and Team Members.

WFI-EZ

Entering WFI-EZ Data

1

WFI-EZ: Caregiver Form

Section A: Wraparound Involvement

For the following statements, please answer "Yes" if you agree or "No" if you disagree.

A1. My family and I are part of a team (e.g., Wraparound team or Child and Family team), AND this team includes more people than just my family and one professional.	Yes	No
A2. Together with my team, my family created a written plan (e.g., Wraparound Plan or Plan of Care) that describes who will do what and how it will happen.	Yes	No
A3. My team meets regularly (e.g., at least every 30-45 days).	Yes	No
A4. Our Wraparound team's decisions are based on input from me and my family.	Yes	No

Match the paper form to the web form.



If you are entering data from a paper form and the respondent has left an item blank, leave the item blank in the web form.

2

"Don't Know" answers in Section B will number between 1 to 7 in order for Section B to be included in WrapStat reports and exports.

For the following statements, please think about your experiences with Wraparound. Indicate how much you agree with each statement with the options, "Strongly Agree", "Agree", "Neutral", "Disagree", "Strongly Disagree", or "Don't Know".

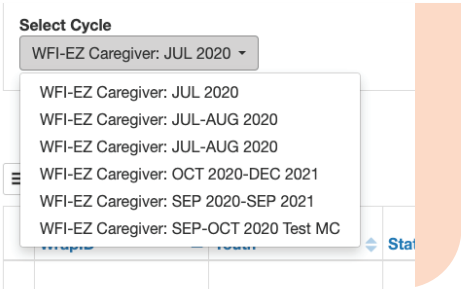
B1. My family and I had a major role in choosing the people on our Wraparound team.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
B2. There are people providing services to my child and family who are not involved in my Wraparound team.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
B3. At the beginning of the Wraparound process, my family described our vision of a better future to our team.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
B4. My Wraparound team came up with creative ideas for our plan that were different from anything that had been tried before.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
B5. With help from members of our Wraparound team, my family and I chose a small number of the highest priority needs to focus on.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

WrapStat reports and exports will exclude the entire Section B of any WFI-EZ forms with an answer of "Don't Know" for 8 (or more) of the 25 items in Section B.

WRAPSTAT AND WFI-EZ BEST PRACTICES

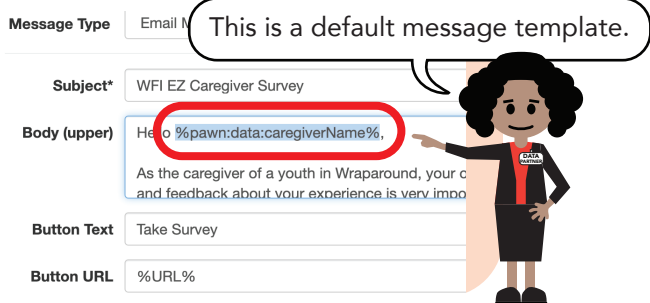
WFI-EZ MESSAGE CENTER

1



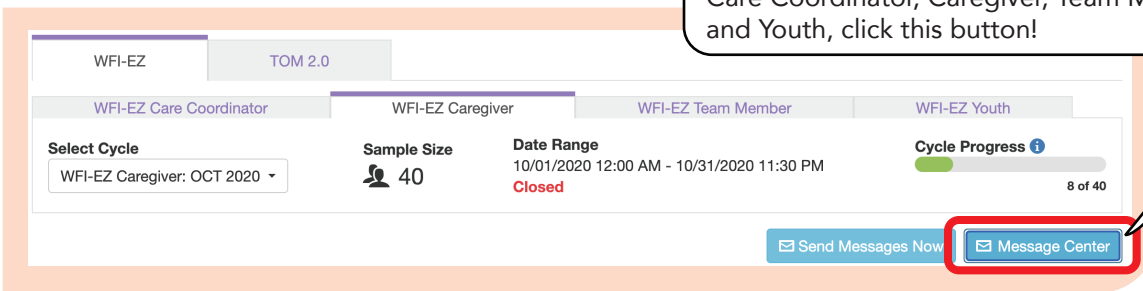
Wraparound programs can view their WFI-EZ sample at the beginning of each month.¹

2



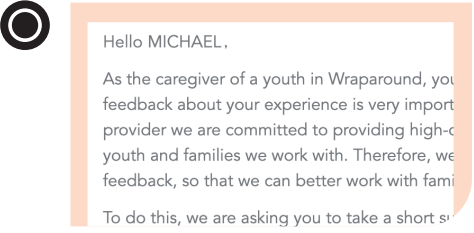
Using the default message templates, without editing them, will ensure the programmed data is auto-filled using data from within the Youth Record.

3

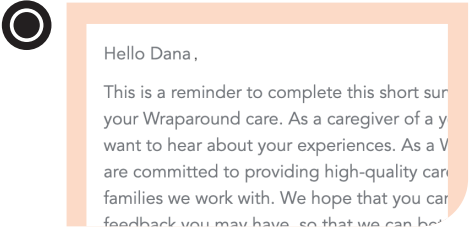


To schedule Invitation messages for each Care Coordinator, Caregiver, Team Member and Youth, click this button!

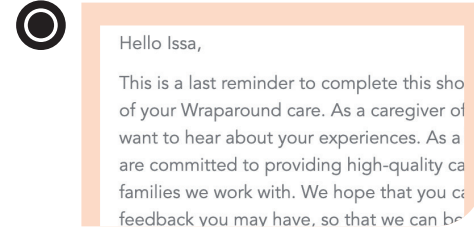
Data Partners in the Wraparound program need to schedule the WFI-EZ batch Invitation Messages for each respondent type.



Invitation Message
(beginning of cycle)



Reminder Message
(two weeks after Invitation Message)



Last Reminder Message
(three weeks after Invitation Message)²

¹ Some programs offer the WFI-EZ at specific times during the year. The information on viewing samples applies to these programs during their WFI-EZ evaluation cycles.

² The maximum number of reminder messages to send is two.