

## Chapter 9: Documentation

---

Program staff should document all enabling service activities. Documentation provides a history of what was done, why and by whom. This information is extremely important to the Farmworker Health Program. Program coordinators and outreach staff use health assessment and encounter forms as documentation as well as a web-based database called FCHASES.

### **FARMWORKER HEALTH ADMINISTRATION SYSTEM ELECTRONIC SERVICES (FCHASES)**

The North Carolina Farmworker program uses an extranet database called the Farmworker Health Administration System Electronic Services, or FCHASES, to manage and report farmworker health data. This program provides a user-friendly system for entering and storing data that includes patient demographics, enabling and medical encounters, providers, and employer addresses. The data is validated according to the Uniform Data System (UDS) requirements and is used for yearly reporting to the Bureau of Primary Health Care within HRSA, our principal grantor. UDS Reports as well as additional reports can be utilized for management of data entry and patient care. Known HIPAA requirements, such as 128-bit encryption, audit logging, and user security standards have been implemented.

Record keeping is necessary as well as required for purposes of accountability. Preferably, information on forms should be reviewed, entered into the farmworker database, and filed away at the end of each day. Some programs enter their farmworker data at the end of each week. Data should be entered within two weeks of the date of the encounter.

### **NCFHP PROGRAM FORMS**

Forms are used to document and track farmworker clients. Most health agencies have their own ways of tracking clinic patients and may or may not track outreach encounters. Tracking tools include individual health assessment forms, tabulation charts, and records placed in patient files. Many health agencies have created systems that work well for their location and their area. These systems commonly evolve from year to year.

Program Coordinators and Outreach Workers in North Carolina have developed standard forms used by NCFHP funded sites for tracking farmworkers. The purpose of the forms is to provide a simple, ready-made system for new outreach workers and a point of reference for more established programs. Copies of these forms are available free of charge by contacting the NCFHP office at (919) 733-2040.

The following forms are required for NCFHP contract sites:

- Site Register Form
- Pediatric Individual Health Assessment
- Adolescent Individual Health Assessment
- Adult Individual Health Assessment
- Medical Encounter Form
- Enabling Encounter Form

## Chapter 9: Documentation

---

A key part of the standardized tracking system is the Individual Health Assessment form. Demographic information as well as a brief health history is recorded for each individual. A checklist records topics of health education that the individual has received or has expressed interest in. Also, at the bottom of the form is a case management tool which helps outreach workers document certain common needs experienced by farmworkers and what the next steps are in order to develop a plan of action for care.

One method for organization is to combine the Site Register with the Health Assessment forms in order to create a camp folder. Care should be taken to ensure confidentiality by locking up charts/records. For each Site Register there would be several corresponding Individual Health Assessments, representing the individual farmworkers that live at the camp or site. This folder could then be updated on a yearly basis, and will provide information detailing which patients are living where, how long they will be there, where they are going and a record of their health needs and services received.

Copies of these forms should be placed in a locked permanent patient file at the clinic or farmworker program office. For farmworkers with clinic records, outreach assessments may provide important information for future clinical visits.