



# OunceNet For Doulas: User Manual

the Ounce

The Ounce of Prevention Fund  
Illinois Birth to Three Institute  
OunceNet Help Line: 1-800-789-4815

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## Introduction

OunceNet is the outcome tracking system for many Doula programs throughout Illinois. Through their program Abstracts, Doula programs agree to serve a predetermined number of participants by providing specialized services. These services are designed to help create improved health and development for both child and parent.

The OunceNet system provides a tool for programs to track the number of participants enrolled, and the services these participants receive. The system assists programs in comparing the expectations set for their programs through the Abstract to the actual performance of the program. This provides valuable information to program directors and managers, as well as to the IBTI Technical Assistance and Training staff at the Ounce of Prevention Fund.

In addition to tracking services, OunceNet tracks a number of variables that are indicators of the outcomes each program strives to achieve. Some of these indicators reflect participant activities such as breast feeding, while others outline details of the births or children.

While service and outcome tracking are the primary purposes of the OunceNet system, the system can help serve other purposes as well. There are tools in the system that can help with program management and development. In addition, the reports may help Doulas get a quick glimpse of the program's current status. Finally, the contractual obligation pages and accompanying reports can help serve important accountability functions.

# ***How To Use OunceNet***

# Getting To OunceNet

## Being “On the Internet”

- § OunceNet relies on the Internet to communicate between your computer and Ounce of Prevention Fund computers. This means that when you use OunceNet you are also on the Internet or “on the web”, connected not only to your own computer but also to a worldwide computer system.
- § If your computer is not connected to the Internet you **cannot** use OunceNet.
- § The best way to see if you are on the Internet is to open the web browser called Internet Explorer (IE). To do this, double click on the [Internet Explorer](#) icon (see right).
- § If you cannot access OunceNet using Internet Explorer, you should call the OunceNet Help Line at 800-789-4815.

## The OunceNet Address

- § Once you have opened Internet Explorer, type the OunceNet address in the [Address Bar](#) (see right) and hit the return key.
- § The OunceNet address is <https://www.ouncenet.org/doula>. (Note the “s” after http– this means the site is secure.)

## Make OunceNet a Shortcut on Your Desktop

- § If you would like to open OunceNet by simply clicking an icon on your desktop rather than typing in the address each time, you can create a shortcut to the OunceNet site.
- § While at the OunceNet site, go to the [File Menu](#) and select [Send](#) (see right). Select [Shortcut to Desktop](#).
- § Now you may simply **double click** on the shortcut on your desktop to open OunceNet.

## Make OunceNet a “Favorite”

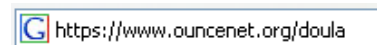
- § When OunceNet is a “Favorite” on your computer, you can skip typing the address and just select OunceNet from your [Favorites Menu](#) (see right).
- § If OunceNet is not a favorite and you want it to be, go to the OunceNet address and then select [Add to Favorites](#) from the [Favorites Menu](#).

## The Internet Explorer Icon

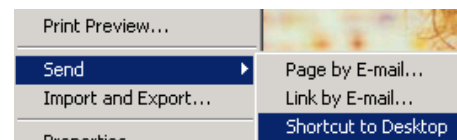


You may find the icon on your desktop, on the bar along the bottom of your screen, in your Start Menu, or in all three places. To open the program, double click the icon.

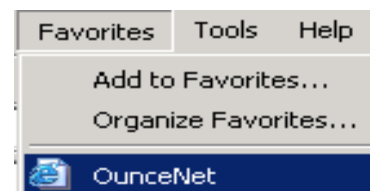
## The Address Bar



## Creating a Shortcut



## The Favorites Menu



# Getting Around OunceNet

## Sections of OunceNet

§ There are four main sections of OunceNet: Participant, Program, Staff and Reports. Most data is entered in the Participant section.

## The Main and Logout Buttons

- § In the upper right corner of each screen of OunceNet, you will see the [Main](#) and [Logout](#) buttons.
- § If you want to stop working in one section of OunceNet and move to another, click the [Main](#) button in the upper right hand corner. This returns you to the home screen of OunceNet. From the home screen, you may then enter any of the four sections of OunceNet.
- § Click the [Logout](#) button in the upper right corner to log out of the OunceNet system entirely.
- § **Be careful:** these buttons will not save your work! Follow the instructions in the Saving Data section to ensure you do not lose work before using the [Main](#) or [Logout](#) buttons.

## Navigational Links

Clicking the [Submit](#) or [Cancel](#) button in OunceNet will usually, but not always, return you to the prior screen. Some screens also have a link called [Back to Agency](#) or [Back to Participant](#). Clicking either of these links allows you to return to the prior screen.

## Main and Logout Buttons



## Navigational Links

[Back to Agency](#)

[Back to Participant](#)

# Saving Your Work

## Entering It into OunceNet Doesn't Mean It's Saved!

- § When OunceNet saves your work, it transfers the data you entered across the Internet to the Ounce of Prevention Fund computers.
- § This does **not** happen automatically. It's a long trip and the data will not take it unless you tell it to.
- § Saving data in OunceNet happens by clicking either **Submit** or **Save**.
- § Often, clicking the button will automatically take you back to the previous screen. However, clicking **Submit** or **Save** sometimes produces no visible result.

## Things to Remember

- § Do not click the **Main** link or the **Logout** link without first saving your work.
- § Do not close Internet Explorer or click the **Back** button on your web browser without saving your work.
- § Whenever you try to save anything, OunceNet will check your work. If you have made certain errors OunceNet will **not** let you complete and save your work. Instead, it will give you an error message in red lettering. When you get an error message, you must fix all the errors and click **Submit** or **Save** again.

## Common Error Messages

- § Many fields in OunceNet are required. If you try to save a screen but leave a required field blank, an error message will appear.
- § Dates should follow the format mm/dd/yyyy, so January 15, 2008 should be entered as 01/15/2008.
- § Some sections of OunceNet will give you an error message if a date is too far in the past or future, or if a number is too big or small.

Click

**Submit**

or

**Save**

## Common Error Messages

First Name:\*

"firstName": Value is required.

EDD:\*

1/1/08

(Format:mm/dd/yyyy)

55

must be  
between  
0 and 50

# Sections of OunceNet

## Participant

- § Participant List
- § Participant Information
- § Birth and Child Information
- § Services
- § Center for Epidemiologic Studies Depression Scale (CESD)
- § Edinburgh Postnatal Depression Scale (EPDS)

## Staff

- § Staff List
- § Staff Profile

## Reports

- § Doula Quarterly Summary
- § Doula Demographic Summary

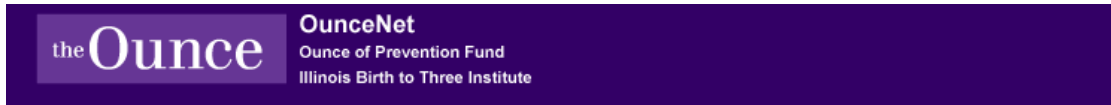
## Program

- § Program Name
- § Contract List
- § Contract Obligation Details
- § Staff FTE Funding

## Agency

- § Agency Profile

# Logging On

The image shows a login form with two text input fields. The first field is labeled "Login Name" and the second is labeled "Password". Below the fields is a red button with the text "Account Login" in white.

## The *Login Page*

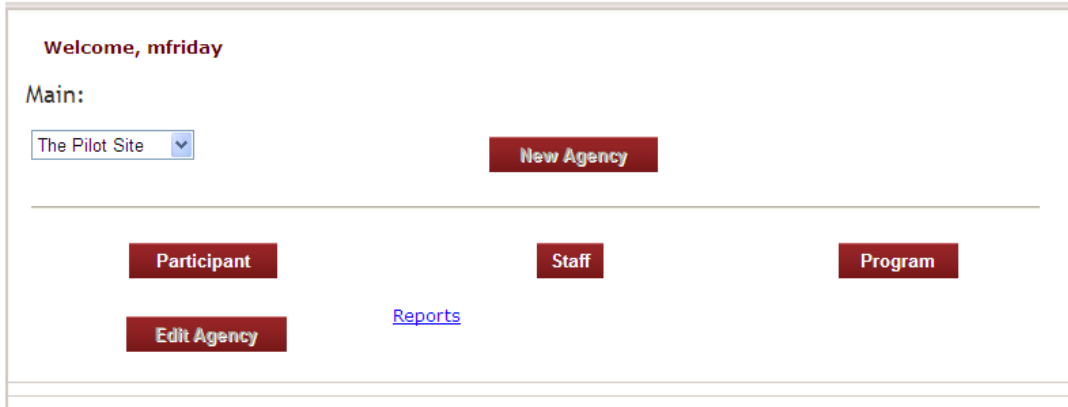
Once you have opened Internet Explorer and gone to <https://www.ouncenet.org/doula>, you will then see the OunceNet *Login* screen.

OunceNet is a protected system, so to use it you must tell the system who you are by using your [Login Name](#) and [Password](#). These will be assigned to you by your program.

Enter your [Login Name](#) and [Password](#) in the appropriate text boxes (they are not case sensitive) and click [Account Login](#).

If you do not remember your [Login Name](#) or [Password](#), or have not yet been assigned them, please contact your supervisor or call the OunceNet Help Line at 800-789-4815.

# The *Main* Screen



## The *Main* Screen

Once you have logged on to OunceNet, you will be on the *Main* screen. The *Main* screen offers access to the four main OunceNet areas: [Participant](#), [Reports](#), [Staff](#), and [Program](#). The [Edit Agency](#) button will also appear.

- To enter or view individual participant, birth or service information, click [Participant](#).
- To run a report, click [Reports](#).
- To enter or view staff information, click [Staff](#).
- To view program, contractual, or staff funding information, click [Program](#).
- To view or update agency address information, click the [Edit Agency](#) button (this button is only accessible to supervisors).

Usually, you will be using OunceNet to enter data in the [Participant](#) section, or to run reports in the [Reports](#) section; the other sections will not need to be accessed as often. The [Staff](#) section need only be updated when staff information changes. The [Program](#) section is updated only by Ounce of Prevention Fund staff, but is available for you to view.

# ***Participant***

the Ounce

**OunceNet**  
 Ounce of Prevention Fund  
 Illinois Birth to Three Institute
 
Welcome | [Main](#) | [Logout](#)

**Participant Search:**

Agency name: agency1 [Back to Agency](#)

Last Name:

Active: Active ▼

First Name:

Search

[Add New Participant](#)

First Name	Last Name	Demographic/Children	Services	Action	CESD	EPDS
Mary	Baker	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>
Tracy	Jones	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>
Susie	Smith	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>

## Getting to the *Participant* Screen

From the *Main* screen, click the [Participant](#) link. This brings you to the *Participant* screen. From this screen you can find a participant whose information has already been entered into OunceNet, or you can add a new participant's data into OunceNet.

To add a new participant's information into OunceNet, click [Add New Participant](#). This brings you to the *Participant Information* screen.

To access the record of a participant who has already been entered into OunceNet, simply click the [Detail](#) or [Services](#) link next to the participant's name.

The following sections will explain how to add a new participant's information into OunceNet; then we'll look more at how to find and update a participant's record.

<b>Mother Information</b> First Name:* <input type="text" value="Mary"/> Last Name:* <input type="text" value="Baker"/> DOB:* <input type="text" value="01/10/1960"/> Ethnicity:* <input type="text" value="Multiracial"/> Education:* <input type="text" value="Some high school with no diploma"/> Employment:* <input type="text" value="Employed-20 hours or more a week"/> Active Status:* <input type="text" value="Active"/>	<b>Father Information</b> Father DOB: <input type="text" value="03/15/1978"/> F Ethnicity:* <input type="text" value="Hispanic"/> F Education:* <input type="text" value="High school diploma/GED"/> F Employment:* <input type="text" value="Employed-20 hours or more a week"/> <b>Doula Services</b> Doula Start Date:* <input type="text" value="01/20/2008"/> Doula End Date: <input type="text"/> Comments: <input type="text"/>												
<b>Family Information</b> Teenage parent: <input type="radio"/> Yes <input checked="" type="radio"/> No Pregnant expecting first child: <input type="radio"/> Yes <input checked="" type="radio"/> No Non-English speaking family: <input type="radio"/> Yes <input checked="" type="radio"/> No Receives TANF: <input type="radio"/> Yes <input checked="" type="radio"/> No Receives WIC: <input type="radio"/> Yes <input checked="" type="radio"/> No Has family member involved with judicial system: <input type="radio"/> Yes <input checked="" type="radio"/> No Has family member incarcerated: <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Family Information (continue)</b> Has family member with a disability: <input type="radio"/> Yes <input checked="" type="radio"/> No Homeless: <input type="radio"/> Yes <input checked="" type="radio"/> No Parent(s) deceased: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>												
<a href="#">Add New Child Record</a> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Child DOB</th> <th>EDD</th> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Mary</td> <td>Baker</td> <td>2008-01-24 00:00:00.0</td> <td>2008-01-22 00:00:00.0</td> <td><a href="#">Detail</a></td> <td></td> </tr> </tbody> </table>		First Name	Last Name	Child DOB	EDD	Detail	Action	Mary	Baker	2008-01-24 00:00:00.0	2008-01-22 00:00:00.0	<a href="#">Detail</a>	
First Name	Last Name	Child DOB	EDD	Detail	Action								
Mary	Baker	2008-01-24 00:00:00.0	2008-01-22 00:00:00.0	<a href="#">Detail</a>									

## Adding a New Participant

When you click [Add New Participant](#) on the *Participant* screen, the *Participant Information* page will appear. On this screen you may enter a new participant's data.

### To Add a Participant's Record

- Enter the participant's information including **First Name**, **Last Name**, **DOB** (Date of Birth), **Ethnicity**, **Education** status and **Employment** status.
- If **Education**, **Ethnicity** or **Employment** is not known at the time of Intake, you may initially select the option of **Unknown** for any of these fields and update them later.
- Leave the participant's status as **Active** until the participant leaves the program, at which point you must change the status to **Not Active**.
- Enter the **Doula Start Date**. This is the date of the participant's first contact with the Doula program, even if the contact was not in person.

- Leave **Doula End Date** blank until the participant leaves the program. When the participant leaves, you must then fill in the date of the participant's last contact with Doula services.
- Under **Comments**, you have the option to enter any additional information about the participant you would like to record that is not captured by the other fields.

### To Enter Father Information

- Enter the **DOB** (Date of Birth) for the father of the baby. If the father's DOB is unknown, you may simply leave the field blank.
- Select the father's **Ethnicity**, **Education** status and **Employment** status. You may select **Unknown** for these fields if the information is not available at intake. If the information becomes available later, remember to update it at that time.

### To Enter Family Information

Click **Yes** or **No** to indicate whether the following descriptions apply to the participant:

- **Teenaged parent**: the participant is currently or will be a parent under age 20.
- **Pregnant expecting first child**: the current pregnancy will result in the participant's first child.
- **Non-English speaking family**: English is not the primary language spoken in the participant's home.
- **Receives TANF**: the participant receives public aid in the form of TANF (Temporary Assistance to Needy Families).
- **Receives WIC**: the participant receives the WIC (Women, Infants and Children) Nutrition Program.
- **Has family member involved with judicial system**: a member of the participant's immediate family is currently involved in criminal court proceedings.
- **Has family member incarcerated**: a member of the participant's immediate family is currently in prison.
- **Has family member with disability**: a member of the participant's immediate family has been diagnosed with a physical or mental disability.

- **Homeless:** the participant lacks a fixed, stable or adequate residence. This includes participants who are “doubled up” or temporarily staying with friends or relatives.
- **Parent(s) deceased:** one or both of the participant’s parents is deceased.

**Note:** If you do not know the answers to the demographic information above, you may leave both **Yes** and **No** blank for the participant. Remember to update the screen if the information becomes available later.

<p><b>Birth Information</b></p> <p>EDD:* <input type="text" value="01/22/2008"/>  <small>(Format: mm/dd/yyyy)</small></p> <p>DOB: <input type="text" value="01/24/2008"/>  <small>(Format: MM/dd/yyyy)</small></p> <p>Doula Att: <input type="button" value="Yes"/></p> <p>Father Att: <input type="button" value="Yes"/></p> <p>Epidural: <input type="button" value="No"/></p> <p>Pregnancy Outcome: <input type="button" value="Live Birth"/></p> <p>Delivery: <input type="button" value="Vaginal delivery"/></p> <p>Induction: <input type="button" value="Yes"/></p>	<p><b>Child Information</b></p> <p>First Name:* <input type="text" value="Harry"/></p> <p>Last Name:* <input type="text" value="Baker"/></p> <p>Gender:*  <input type="checkbox"/> Female  <input checked="" type="checkbox"/> Male</p> <p>Family Structure: <input type="button" value="Two parent home"/></p>
<p><b>Breast Feeding</b></p> <p>Initial: <input type="button" value="Breast"/></p> <p>6 Weeks: <input type="button" value="Please Select"/></p> <p>6 Months: <input type="button" value="Please Select"/></p> <p>1 Year: <input type="button" value="Please Select"/></p>	<p><b>Other Information</b></p> <p>Enrolled in Kidcare: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Enrolled in Medicaid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>High risk birth: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Developmentally Delayed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Enrolled in Early Head Start: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Involved with social service agency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Receiving Early Intervention services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> </p>

## Adding a New Pregnancy or Child into OunceNet

From the *Participant Information* screen, you may add a new child or pregnancy record. To do this, click [Add New Child Record](#) at the bottom of the page. This will bring you to the *Birth and Child Information* screen.

### To Enter a Pregnancy

- Click [Add New Child Record](#) at the bottom of the *Participant Information* screen, enter only the Estimated Due Date (EDD), and click [Submit](#). The EDD will then appear at the bottom of the *Participant Information* page.
- When the child is born, click [Detail](#) next to the EDD, and fill in the remaining fields on the screen.

### To Enter a Birth

- Click [Add New Child Record](#) at the bottom of the *Participant Information* screen (or if the EDD was already entered into OunceNet, click the [Detail](#) link next to that date).
- Fill in the [Date of Birth](#) and the details of the birth, including whether the [Doula Attended](#), whether the [Father Attended](#), whether there was an [Epidural](#), the [Pregnancy Outcome](#), the type of [Delivery](#) and whether an [Induction](#) took place.
- Enter the child's [First Name](#) and [Last Name](#), select the [Gender](#), and select the child's [Family Structure](#) from the list of options. The term [Parent](#) under [Family Structure](#) refers to the parent of the baby, not the parent of the participant.

### To Enter Breastfeeding Data

Select from the following options:

- [Breast](#): the parent is feeding the baby breast milk only
- [Combination](#): the parent is feeding the child a combination of formula and breast milk
- [Bottle](#): the parent is feeding the child formula only

Enter this information at birth, and update it when the child is 6 weeks old. If you have breastfeeding information for the child when the child is aged 6 months and one year, please update the information at that time.

### To Enter Other Information

Select [Yes](#) or [No](#) to indicate whether the following options apply to the child:

- [Enrolled in KidCare](#): the child is enrolled in the All Kids program (formerly KidCare) run by the State of Illinois
- [Enrolled in Medicaid](#)
- [High risk birth](#): the child was diagnosed by the doctor as a high risk birth due to low birth weight or other factors
- [Developmentally Delayed](#): the child has been diagnosed with a Developmental Delay
- [Enrolled in Early Head Start](#)

- **Involved with social service agency:** the child is receiving services from another social service agency in addition to yours
- **Receiving Early Intervention services**

**Note:** If you do not know the answers to the above options, you may leave both **Yes** and **No** blank. Remember to update the screen later if the information becomes available.

Fiscal Year :

For: Kathy Doe

	Q1	Q2	Q3	Q4
Doula Prenatal HVs:	<input type="text"/>	5.0	3.0	0.0
FoB Attended Doula Prenatal HVs:	<input type="text"/>	3.0	3.0	0.0
MoB Attended Prenatal Groups:	<input type="text"/>	5.0	4.0	0.0
FoB Attended Prenatal Groups:	<input type="text"/>	2.0	1.0	0.0
Doula Postnatal HVs:	<input type="text"/>	0.0	5.0	6.0
FoB Attended Doula Postnatal HVs:	<input type="text"/>	0.0	3.0	3.0
Doula Assigned:	<input type="text" value="Please Select..."/>	<input type="text" value="Sandy Smith"/>	<input type="text" value="Sandy Smith"/>	<input type="text" value="Sandy Smith"/>
Follow up Staff Assigned:	<input type="text" value="Kate Franklin"/>			
	<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			
Fiscal Year:	<input type="text" value="FY 2008"/>			

**Getting to the *Services* Screen**

To get to the *Services* page, click the [Services](#) link next to the participant’s name on the *Participant* screen. The *Services* page is where each participant’s quarterly service data is entered.

The dates for each quarter are as follows:

- Quarter 1 (Q1): July 1 to September 30
- Quarter 2 (Q2): October 1 to December 31
- Quarter 3 (Q3): January 1 to March 31
- Quarter 4 (Q4): April 1 to June 30

**To Enter a Participant’s *Services***

Enter the following services that occurred for the participant during the quarter:

- The total number of [Doula Prenatal Home Visits](#) completed for the participant (Note: the participant will not appear as Active on the Doula Quarterly Summary until at least one [Doula Prenatal Home Visit](#) is recorded on this screen.)

- The number of [Doula Prenatal Home Visits](#) attended by the Father of the Baby
- The number of [Prenatal Groups](#) attended by the Mother of the Baby
- The number of [Prenatal Groups](#) attended by the Father of the Baby
- The total number of [Doula Postnatal Home Visits](#) completed for the participant
- The number of [Doula Postnatal Home Visits](#) attended by the Father of the Baby

For the field [Doula Assigned](#), select the name of the Doula who completed the Home Visits with the participant.

Type in the name of any [Follow Up Staff Assigned](#). Leave this field blank if no follow up staff has yet been assigned to the participant.

Click [Save](#) to save the data before leaving this page. You may then click [Main](#) to return to the *Main* screen.

Participant Name: Mary Baker  
 Date Completed: 02/02/2008 (format:mm/dd/yyyy)

How was scale completed?  In person  By phone

QUESTION	SCORE
1. I have been able to laugh and see the funny side of things ...*	2
Score: Score: 0=As much as I always could; 1=Not quite so much now; 2=Definitely not as much now; 3=Not at all	
2. I have looked forward with enjoyment to things ...*	2
Score: Score: 0=As much as I ever did; 1=Rather less than I used to; 2=Definitely less than I used to; 3=Hardly at all	
3. I have blamed myself unnecessarily when things went wrong ...*	2
Score: Score: 0=Yes, most of the time; 1=Yes, some of the time; 2=Not very often; 3=No, never	
4. I have been anxious or worried for no good reason ...*	2
Score: Score: 0=No, not at all; 1=Hardly ever; 2=Yes, sometimes; 3=Yes, very often	
5. I have felt scared or panicky for no good reason ...*	2
Score: Score: 0=Yes, quite a lot; 1=Yes, sometimes; 2=No, not much; 3=No, not at all	
6. Things have been getting on top of me ...*	2
Score: Score: 0=Yes, most of the time; 1=I haven't been able to cope at all; 2=Yes, sometimes; 3=I haven't been coping as well as usual; 4=No, most of the time; 5=I have coped quite well; 6=No, I have been coping as well as ever	
7. I have been so unhappy that I have had difficulty sleeping ...*	2
Score: Score: 0=Yes, most of the time; 1=Yes, sometimes; 2=Not very often; 3=No, not at all	
8. I have felt sad or miserable ...*	2
Score: Score: 0=Yes, most of the time; 1=Yes, quite often; 2=Not very often; 3=No, not at all	
9. I have been so unhappy that I have been crying ...*	2
Score: Score: 0=Yes, most of the time; 1=Yes, quite often; 2=Only occasionally; 3=No, never	
10. The thought of harming myself has occurred to me ...*	2
Score: Score: 0=Yes, quite often; 1=Sometimes; 2=Hardly ever; 3=Never	
Total:	

Part B  
 a) In the past week the thought of harming my baby has occurred to me ...\*

Notes:

Submit Delete Cancel

Participant Name: Mary Baker  
 Date Given: 01/01/2008 (format:mm/dd/yyyy)

How was scale completed?  In person  By phone

QUESTION	SCORE
1. I was bothered by things that usually don't bother me.	2
2. I did not feel like eating; my appetite was poor.	2
3. I felt that I could not shake off the blues even with help from family or friends.	2
4. I felt that I was just as good as other people.	2
5. I had trouble keeping my mind on what I was doing.	2
6. I felt depressed.	2
7. I felt that everything I did was an effort.	2
8. I felt hopeful about the future.	2
9. I thought my life had been a failure.	2
10. I felt fearful.	2
11. My sleep was restless.	2
12. I was happy.	2
13. I talked less than usual.	2
14. I felt lonely.	2
15. People were unfriendly.	2
16. I enjoyed life.	2
17. I had crying spells.	2
18. I felt sad.	2
19. I felt that people disliked me.	2
20. I could not "get going."	2
Total:	

Part B:  
 a) In the past week the thought of harming myself has occurred to me ...\*

b) In the past week the thought of harming my baby has occurred to me ...\*

Notes:

partCESD id: 3

Submit Delete Cancel

## Depression Screenings

If your program administers the Edinburgh Postnatal Depression Scale (EPDS) or the Center for Epidemiologic Studies Depression Scale (CESD), you have the option of entering the screenings into OunceNet. If your program does not yet administer depression scales, simply leave the pages blank in OunceNet.

### To Enter Depression Screenings into OunceNet

- Click EPDS or CESD next to the participant's name on the Participant screen.
- Click Add New EPDS (or CESD).
- Fill in the participant's responses to the scale items.
- Click Submit.

Repeat the process with each new scale.

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 Illinois Birth to Three Institute
 
Welcome | [Main](#) | [Logout](#)

**Participant Search:**

Agency name: agency1 [Back to Agency](#)

Last Name:

Active: Active

First Name:

[Add New Participant](#)

First Name	Last Name	Demographic/Children	Services	Action	CESD	EPDS
Mary	Baker	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>
Tracy	Jones	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>
Susie	Smith	<a href="#">Detail</a>	<a href="#">Services</a>		<a href="#">CESD</a>	<a href="#">EPDS</a>

## Finding, Updating or Closing a Participant Record

After you have entered a participant’s information into OunceNet, you will be able to find her record on the *Participant* screen when you need to update or close out the record.

### To Find a Participant Record

- On the *Participant* screen, type the Participant’s first and last names into the [First Name](#) and [Last Name](#) fields.
- Click [Search](#), and the participant’s name should then appear in the list below.
- If the participant’s name does not appear, select [Not Active](#) instead of [Active](#), and then click [Search](#) again. Participants who have been closed out of OunceNet will then appear. If the participant for whom you are searching still does not appear, this means their data has not yet been entered into OunceNet.

If a participant has left the program and their status has been changed to Not Active in OunceNet, a [Make Participant Active](#) link will appear next to their name. You may click this link to change a closed participant’s status back to Active in your program.

### To Edit or Update a Participant Record

Once you have found the participant’s name using the [Search](#) button, you then have the following options:

- To add or update the participant's demographic, birth or child information, click the [Detail](#) link next to the participant's name.
- To update the participant's service data, click the [Services](#) link.
- To add a new depression screening for the participant, click the [CESD](#) or [EPDS](#) link, then click [Add New CESD](#) (or [EPDS](#)) to add each new screening.

When you update any information on any of the links, remember to click [Submit](#) to save the new data.

### **To Close Out a Participant**

When a participant leaves your program or you need to take them off of Active status, follow these steps:

- Click [Details](#) next to the participant's name on the *Participant* screen.
- Enter the last day of Doula services in the [Doula End Date](#) field.
- Change the participant's status from [Active](#) to [Not Active](#).
- Click [Submit](#) to save your changes.

The participant will then no longer appear as Active in your program.

# ***Staff***

**Staff:**

Agency name: agency1 [Back to Agency](#)

[Add New Staff](#)

First Name	Last Name	Action
Jada	Johnson	<a href="#">Detail</a>
Tanya	Sanders	<a href="#">Detail</a>
Kate	Smith	<a href="#">Detail</a>
p	wang	<a href="#">Detail</a>
Ursula	Young	<a href="#">Detail</a>
yimin	zhou	<a href="#">Detail</a>

## The Staff Screen

Click the [Staff](#) link on the *Main* screen. This will bring you to the *Staff* screen. On the *Staff* screen, a list of your agency's employees will appear.

Click [Add New Staff](#) to enter a new staff person's information into OunceNet. This brings you to the *Staff Profile* screen.

To access the *Staff Profile* screen of a staff record already entered into OunceNet, simply click [Detail](#) next to the person's name.

Staff Profile	
First Name:*	<input type="text" value="Jada"/>
Last Name:*	<input type="text" value="Johnson"/>
Date Hired:*	<input type="text" value="01/01/2008"/> <small>(Format:mm/dd/yyyy)</small>
Date Terminated:	<input type="text"/> <small>(Format:mm/dd/yyyy)</small>
Gender:*	<input checked="" type="radio"/> Female <input type="radio"/> Male
Education:*	<input type="text" value="College Graduate"/>
Ethnicity:*	<input type="text" value="Hispanic"/>
UserID:*	<input type="text" value="jjohnson"/>
Password:*	<input type="text" value="jjohnson"/>
Enabled:*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Security Roles:*	<input type="text" value="Research/MIS Administrator G"/> <input type="text" value="PTS Management Group"/> <input type="text" value="Site Administrator Group"/> <input checked="" type="text" value="Site Users Group"/>
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

**Getting to the Staff Profile Screen**

After clicking the [Add New Staff](#) or [Detail](#) link on the *Staff* screen, you will be on the *Staff Profile* screen. You will need to access this screen only when a new staff person is hired, when a staff person leaves your agency, or when you need to update staff information such as passwords.

**To Add a New Staff Person’s Information**

- Enter the [First Name](#) and [Last Name](#) of the staff person, the [Date Hired](#), and the person’s [Gender](#), [Education](#) level and [Ethnicity](#).
- Enter a [User ID](#) and [Password](#) for the staff person. This will be the person’s login name and password every time they access OunceNet.
- Click [Yes](#) for [Is Enabled](#).
- Click [Site Users Group](#) as the security level for Doulas, and [Site Administrator Group](#) for Administrators who supervise other staff.
- Click [Submit](#) to save the data.

**To Update a Staff Person’s Information**

- Click [Detail](#) next to the person's name on the *Staff* screen.
- Change any prior data on the person's *Staff Profile* screen.
- Click [Submit](#) to save the updated data.

### **To Close Out Staff When They Leave the Agency**

- Click [Detail](#) next to the staff person's name on the *Staff* screen.
- On the *Staff Profile* screen, enter the person's last date with the agency in the [Date Terminated](#) field.
- Click [No](#) for the [Enabled](#) field.
- Click [Submit](#) to save these changes.

Once you have completed the closing out process, the employee's name will no longer appear on the staff dropdown lists in OunceNet, and the person will no longer have access to OunceNet.

# ***Reports***

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REPORTS  
Reports

Select a report: Doula Only Quarterly Summary Report

Site: agency1

Export via PDF

Program: New Mothers

Fiscal Year: 2008

## Getting to the *Reports* Screen

From the *Main* screen, click the [Reports](#) link. This will bring you to the *Reports* screen, which is in a separate part of the OunceNet system.

## To Run a Report

- Select the name of the report you would like to run.
- Type in the [Fiscal Year](#) of the report that you would like to run.
- Click [Export via PDF](#).

**Note:** Reports will only run if Adobe Reader has been installed on the computer you are using. If you do not have Adobe Reader installed on your computer and would like help with this process, please call the OunceNet Help Line.

OunceNet reports include the [Doula Quarterly Summary](#) and the [Doula Demographic Summary](#).

The **Doula Quarterly Summary** report includes participant service information broken down by Fiscal Quarter. This information includes Prenatal and Postnatal Doula Home Visits, Prenatal and Postnatal Doula Home Visits attended by the father of the baby, and Prenatal Groups attended by the mother or the father of the baby. The report displays birth information such as epidurals, c-sections, breastfeeding, inductions, and attendance by Doulas and by fathers. The report also includes numbers of children served, pregnant participants without births, and participants that exited the program. Finally, the report outlines breastfeeding information. For most categories, the report lists both the numbers and either the averages or the percentages.

The **Doula Demographic Summary** report includes demographic information of participants, their families, the children, and the fathers broken down by Fiscal Quarter. This information includes items such as gender of child; age, race, educational background, and employment status of both mother and father; issues affecting the family such as homelessness, disability, developmental delays or social service involvement; and family structure. For each category, the report lists both the numbers and percentages.

If you have any questions or concerns about the information that appears on your **Doula Quarterly Summary** or **Doula Demographic Summary**, please contact the OunceNet Help Line or your Program Advisor.

# ***Program***

**ContractObligation Detail**

Fiscal Year:\*

Amendment:\*  Yes  No

Quarter:\*

# of Individual Group Sessions to be Held in Q1:\*

# of Individual Group Sessions to be Held in Q2:\*

# of Individual Group Sessions to be Held in Q3:\*

# of Individual Group Sessions to be Held in Q4:\*

# of People to be Served:\*

[Add New StaffFTEFunding](#)

Staff Name	FTE In Program	CPS%	ISBE%	DHS%	Detail
Kate Smith	100	25	50	25	<a href="#">Detail</a>
Tanya Sanders	100	50	25	25	<a href="#">Detail</a>

## The Contractual Obligations Screen

The Program section of OunceNet holds your contractual obligation information. This information is entered by Ounce of Prevention Fund staff for your program. Although you will not need to enter or update this information, it is available for you to view.

### To View Your Program Information in OunceNet

- Click the [Program](#) button on the *Main* screen.
- Click the [Contracts](#) link on the *Program* page.
- Click the [Details](#) link on the *Contract Obligations* page.

The main information from your contractual expectations will then appear, including the number of groups to be held each quarter, the total number of people to be served in your

program annually, and your staff FTE and funding source information. If you have any questions about this information, call your Program Advisor or the OunceNet Help Line.

## Glossary of Terms

**Full Time Equivalency (FTE):** The time assigned to OPF/IBTI activities represented as a proportion of the Agency's standard workweek. For example, 1FTE is the equivalent of one full time employee, and .5FTE is the equivalent of one half-time employee.

**Prenatal Group Service:** Groups provided by the program and conducted by a staff member in which participants learn about pregnancy and parenting issues.

**Doula Home Visit:** The service provided by Doula staff for pregnant and parenting teens and their children. Home visits take place in the participant's home on a schedule determined in partnership with the family. A service provided by a Doula outside of the home may still be considered a home visit if it contains the same length and content as a home visit; however, 80% of home visits must occur within the home. At least one Prenatal Doula Home Visit must occur for the participant to become Active in the program.

**Intake:** The entry documentation completed upon a participant's initial contact with the program. An intake must be completed to count a participant's data toward program outcomes.

**OunceNet:** The web-based OPF Management Information System (MIS) used for program evaluation and funding purposes.

**Quarterly Reports:** The reports delivered to OPF/IBTI within thirty days of the completion of each calendar quarter that identify the progress a IBTI program made toward achieving contract goals. The four quarters of the fiscal year are as follows:

- § Quarter 1— July 1 to September 30
- § Quarter 2— October 1 to December 31
- § Quarter 3— January 1 to March 31
- § Quarter 4— April 1 to June 30