

PROCESS FOR TRAINING NEW PREGNANCY CARE MANAGERS (OBCMs) FOR WAKE AND
JOHNSTON COUNTIES

- The local health department will notify Betty Mazzeo, OB Coordinator of Wake and Johnston Counties, when there is a : new employee, transfer employee or an employee returning from extended leave (military , medical or personal) who will be functioning as an OBCM.
- The local health departments will copy Tracy Hamilton, Regional Social Work Consultant, NCDHHS-Division of Public Health. The health department will need to complete a Staff Change Notification Form within 30 days of a staff change and submit it to Tracy Hamilton and Vienna Barger, Baby Love Program Manager.
- Upon notification, Betty and Tracy, in collaboration with the health department management assigned to the OBCM program, will determine if the employee has been trained in the Case Management Information System (CMIS) and in Pregnancy Care Management Transition, or if they just need a refresher/update (employee was initially trained, but has been on extended leave and needs refresher).
- Betty Mazzeo will schedule a date/time/location for the CMIS training and will notify Annette French at CCWJC of the scheduled training date and the employee's name. Annette will provide the employee's passport and temporary password for the CMIS training to Betty. For those employees returning, who have previous CMIS training, network staff will assure that the login and sign on are active for that employee.
- Betty Mazzeo will coordinate the Pregnancy Care Management Transition training with Tracy Hamilton and the local health department management, and will schedule a date/time/location for the training. Betty will assist Tracy with this training by providing the "Pregnancy Medical Home" overview and explanation; Tracy will address the "Pregnancy Care Management" components.
- Betty Mazzeo will provide the CMIS training. Topics to be covered during the CMIS training include:
 1. Overview of training and resource booklet contents
 2. Signing of the confidentiality agreement which will be submitted to the CCWJC Director
 3. Security explanation to include user name, temporary password, and passport
 4. Explanation of user access for CMIS website for training(staging site) as well as "Live " site
 5. Navigating User Workspace and Patient Workspace and explanation of differences
 6. Documentation within Patient Workspace
 7. Importance of documentation in "Tasks" and utilization of pending tasks as a " To Do List"
 8. Documentation of Interventions within Tasks
 9. Utilization of "Comments" versus "Instructions"
 10. Completion/ entry of Pregnancy Risk Screening, Pregnancy Assessment , 17-P Assessment and Post Partum Assessment
 11. Explanation and utilization of OB Care Management Standardized Plan and assignment of appropriate case status per assigned patient

12. Utilization of and access to resources including CMIS manual and CMIS support contact information
 13. Updating of employee's profile in the "Live" system and creation of employee's permanent password
 14. Feedback/ evaluation
- Tracy Hamilton and Betty Mazzeo will provide the Pregnancy Care Management Orientation. Topics to be covered during the orientation include:
 1. Pregnancy Medical Home Overview and Performance Measures
 2. Pregnancy Care Management Overview and Performance Measures
 3. Division of Public Health Contract Agreement
 4. Roles and Responsibilities of your local CCNC
 5. PCM Transition Plan
 6. Review of required Forms and CMIS Documentation
 7. Review of Pregnancy Care Management Standardized Plan
 8. Review of Pregnancy Risk Criteria, Potential Protocol/Pathway Items
 9. Review of Resources and References
 - Tracy Hamilton will notify local health department management when the CMIS and Transition orientation training is complete.
 1. Tracy Hamilton will prepare an orientation report that will be sent to the local health department management, Vienna Barger, Betty Mazzeo and the employee.
 2. Tracy Hamilton will prepare a certificate of completion for personnel files and present to the trainee. The trainee will give a copy of the certificate to his/ her supervisor for the employee's file.

Contact Information: Betty Mazzeo, RN, OB Coordinator, Wake and Johnston Counties:
emazzeo@wakedocs.org ; 919-365-9961(office); 919-333-5234(cell); 919-365-9954(fax).

Contact Information: Tracy Hamilton, Regional Social Work Consultant, NCDHHS-Division of Public Health: Tracy.Hamilton@dhhs.nc.gov ; 919-773-2801(direct line); 919-218-0632(cell); 919-773-2802 (fax).

Contact Information: Vienna Barger, MSW, MSPH, Baby Love Program Manager, NCDHHS-Division of Public Health: Vienna.Barger@dhhs.nc.gov; 919-707-5710(direct line); 919-870-4827(fax)