

Healthy Start-Family Spirit Client ID Numbering System

| SITE | SITE PREFIX | Enroll YEAR | Family # Series | Client Type Suffix 00,01-10,20,50,60,61 |
|---------------------------------|-------------|-------------|-----------------|--|
| AIHFS- Detroit | DT | | 9000-9999 | |
| Bay Mills | BM | | 1000-1499 | |
| Grand Traverse | GB | | 4500-4999 | |
| Hannahville | HV | | 2000-2999 | |
| Keweenaw Bay | KB | | 3000-3999 | |
| Lac Vieux Desert | LV | | 4000-4499 | |
| Little Traverse Bay Band | LT | | 5000-5999 | |
| Nottawaseppi HBP | HP | | 6000-6499 | |
| Pokagon Band | PK | | 1500-1999 | |
| Saginaw Chippewa | SC | | 7000-7999 | |
| Sault Ste Marie (SSM) | ST | | 8200-8999 | |
| SSM Rural (Manistique/Newberry) | SR | | 8000-8199 | |
| SSM Rural (Munising/Marquette) | SR | | 6500-6999 | |
| Little River | LR | | 0001-0499 | |
| Available for New Sites | | | 0500-0999 | |

Client Type Suffix Key

| | | |
|--------------|---|---------|
| Mother | Prenatal or Postpartum | 00 |
| Mother | 2 nd Pregnancy in the same calendar year | 20 |
| Infant/Child | By birth order | 01-10 |
| Father | Father/Step Father/ Father Figure | 50 |
| Other | Foster, Adoptive, Grandparent, Other "Specify" | 60 - 61 |

Example Family

| | | |
|-----------|---|----------------------|
| On 2/1/19 | <p>"Suzy Example" a new pregnant enrollee in 2018. Check to see if client has ever been in the system using the search client tab.</p> <ol style="list-style-type: none"> 1.) If client is Not found, assign New HS ID number*keep track of number assignment being sure not to duplicate numbers. 2.) If client is found review chart and note HS ID number. The 4 digit family code will be used to create a new client ID number reflecting new pregnancy in current year. Ex. DT17-0500-00 would be set up as a new client case enrolled DT19-0500-00 | DT19-0500- 00 |
| On 5/1/19 | <p>Suzy has her first born child.</p> <ol style="list-style-type: none"> 1.) Create infant/child chart using same 4 digit family code and birth number of child. 2.) Suzy keeps the same number but you will edit her "Current Client Type" to change her from prenatal to postpartum within the edit client screen. Also document "date of most recent birth". | DT19-0500- 01 |

| | | |
|---------------|---|--------------|
| On 6/1/19 | Baby's Grandmother begins participating in visits 1.) Create Grandparent using same "4 digit family code" and suffix -60 for grandmother -61 for Grandfather | DT19-0500-60 |
| On 6/1/19 | Baby's Father starts to participate in visits. 1.) Create Father chart using same "4 digit family code" and father suffix -50 | DT19-0500-50 |
| On 11/1/19 | Suzy is pregnant for the second time in the same year. 1.) Create a new chart number using the same 4 digit family code but with the suffix -20 | DT19-0500-20 |
| On 7/1/20 | Suzy's 2 nd child is born. 1.) Create infant/child chart using 4 digit family code and birth number of child | DT19-0500-02 |

There are now 2 options for charting:

Option 1) Continue to chart separately on Suzy's 2 numbers, use -00 for visits related to 1st pregnancy/child; and use -20 for visits related to the 2nd pregnancy/child

Option 2) Exit Suzy's -00 number, document exit as "New pregnancy". Associate both of her children's charts to her -20 number and chart all visits for Suzy going forward on the -20 number.

*****Remember Every pregnancy has a new client number*****