

Chapter 8

Tracking Systems



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Tracking System

There are a variety of systems that can be created to assist program personnel to track clients. It is essential to build a system that is both efficient and reliable. Various methods may be used to maintain information in a tracking system. Tracking should be done at the DSHS HSR or LHD level, and to some degree, at the state level.

The key elements to an effective tracking system should include:

- Mother's:
 - Case management form
 - Lab reports
 - Hospital / provider form
- Case management notes
- Infant's:
 - Case management form
 - Immunization Record
 - Hospital/provider form (HBIG and the hepatitis B birth dose)
 - Mechanism to track upcoming appointments and due dates of vaccine and serology
- Contacts ≤ 24 months of age
 - Case management form(s)
 - Immunization record(s)
 - Mechanism to track upcoming appointments and due dates of vaccine and serology

Computer Tracking Systems

An electronic database makes it much easier to organize case information as well as create effective reminder / recall systems. A feature that any electronic tracking system needs is the ability to sort/filter files according to a unique identifier and link the index case to the infant(s) and associated contact(s). Information within the computer tracking system needs to be made accessible to all case managers and updated on a timely basis in order to enhance tracking system efficiency.

Computer programs that can be used to organize your tracking system are:

- Microsoft Excel®
- Microsoft Access®*
- Electronic Medical Records (EMR) systems

* Although your Information Technology (IT) department may be able to provide you with the software, not all IT departments provide support for Microsoft Access®. Please ensure that your case management team has sufficient training to create and maintain a database within this program.

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