Data Collection Quick Tips for Adult and Prekindergarten NOMS

Entering NOMS data:

- Click on “ENTER DATA” to get to your personal workspace to begin data collection.

Adding a New Admission into NOMS:

- Always add a new record into NOMS from your personal workspace. Under the section “ADD NEW NOMS RECORD” select your facility and NOMS component and then click on “ADD” to begin.

Note: Only the NOMS component(s) you and facilities you are linked to should be listed in the drop down box. Make sure you select the facility in which the client is receiving speech and language services.
A NOMS Record Number (patient/child ID number) will automatically be generated for each new individual admitted into NOMS. RECORD and RETAIN this record number in your files. You will need the record number in order to update your patient/child’s functional status or when discharging him/her from NOMS.
- After you enter your data and submit the record, you will receive a message indicating that the data was successfully submitted and included in the NOMS database.

- Each time you submit a patient or child record into NOMS, you will be directed to the record’s details page. On this page, you will be able to view and/or print your record, update or discharge the current record from NOMS or return to your workspace to enter data to add/admit a new record.

**Note:** Remember to return to your workspace to enter another patient or child into NOMS or logout if finished entering data into the NOMS system.
Searching for an Existing Record in NOMS:

- Go to your personal workspace and locate an existing record under “SEARCH FOR AN EXISTING NOMS RECORD”. Set your search criteria and click “SEARCH” to generate a list of records.

  **Note:** The quickest way to locate a patient or child previously admitted into NOMS is to search by their NOMS record number (ID number). However, you may also choose to search for an existing record by status (e.g., admitted patients only), component (e.g., prekindergarten only) or search for your records only or all records admitted at your facility.

- Once you locate your record, click on the icon to begin updating or discharging the individual from NOMS.
General Data Collection Procedures:

- In order for you to obtain meaningful data, **all** individuals receiving speech and language treatment under your plan of care should be entered into NOMS.
  
  *Note:* **Individuals that receive an evaluation only should not be included in NOMS.**

- For each patient or child entered into NOMS, select and score **all** FCM(s) currently being addressed in treatment under your current plan of care. The FCMs should be scored before initiating intervention. Use the “Add FCM” icon to select additional FCMs.

  ![Functional Communication Measures (FCM)](image)

  *Note: You may choose to enter an optional projected treatment goal(s) for your patient or child’s current plan of care. For the Adult Component Only, you may also click on the “View National Data for Goal Setting” to receive national benchmarking data from patients with similar characteristics (e.g., treatment setting, severity).*

- Remember to record and retain your patient or child’s NOMS record number (ID number). This number will be needed in order to submit subsequent update form(s) or discharge your patient/child from NOMS.
  
  *Note: You may also use this number to readmit the same individual into NOMS if he/she is readmitted to your facility at a later time.*

- Use the NOMS help tips to assist with data collection. Click on the help icon next to the data collection item to quickly access definitions or instructions.

  ![Data Collection Items](image)
- After you enter a patient or child record, you will receive a message indicated that the data was successfully submitted. After clicking “OK” you will be directed to the record details page. On this page you will be able to view and/or print the patient or child’s record, update or discharge him/her from treatment or return to your workspace to admit a new patient or child record.

- If multiple clinicians have access to the same computer, remember to log out of NOMS when finished entering data.