

# Update on New PCAP Forms

The Alberta PCAP Council's Data Oversight Committee (DOC) has worked over the past year to update the Biannual Document of Participant Progress (Biannual) and the Pregnancy Outcomes Form (POF). These forms are collected by frontline PCAP staff and entered into the Penelope Outcomes Tracking Database (Penelope) to evaluate the progress of participants throughout their time in PCAP. The data collected and entered by PCAP staff is invaluable to the continued success of PCAP in Alberta.

**The new versions of the forms will be available in Penelope starting October 1<sup>st</sup>, 2023. These will replace previous versions and you will *not* need to modify your Penelope practices.**

## Improvements

The new versions of the Biannual and POF's have been modified to better meet the needs of PCAP agencies, remove any redundancies, clarify wording, and incorporate harm reduction tracking. This has resulted in shorter, easier to follow forms that results in the same high-quality data reporting.

The Biannual is completed initially as a Baseline at the start of a participant's PCAP services, then completed every 6-months until their exit from the program. It is filled out based on the mentor/advocate's knowledge of working with the participant.

The POF is completed as an interview with the participant when the outcome of a pregnancy is known and has resulted in a live birth. The POF is completed for the Target Child, then as needed if there are any subsequent births.

## Transition & Deadlines

Please ensure all biannual data is up to date and entered into Penelope no later than **September 30<sup>th</sup>, 2023**. This includes any outstanding unentered biannuals from previous reporting periods for all currently active PCAP participants. After September 30<sup>th</sup> we will promptly start generating new reports for each site.

Going forward the next reporting period is October 1, 2023 to March 31, 2024. Again, please ensure all outstanding biannuals for that period are entered by **March 31<sup>st</sup>, 2024**. This schedule will continue into the future to ensure we can meet our reporting deadlines. Please incorporate these deadlines (September 30<sup>th</sup> and March 31<sup>st</sup> annually) into your workflow to ensure these deadlines are met.

## Receiving Continual Support

Please review the forms to familiarize yourself with the updated material. If you have not completed a Pregnancy Outcome Form, it is recommended you practice prior to completing it with a participant. If you require additional support, consider attending an upcoming monthly [PCAP Staff Teleconference](#) to receive further updates and bring forward questions. There are 2 [upcoming Penelope 101 Webinars](#) (Sep. 11<sup>th</sup> & Nov. 20<sup>th</sup>) to provide new Penelope user information or to take as a refresher.

You may contact [main@alberta-pcap.ca](mailto:main@alberta-pcap.ca) for any additional support requests or to provide feedback on the new forms. Thank you for your continued support!