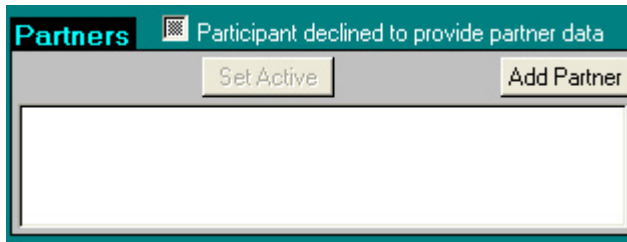


## Entering Father/Partner Information – Partner Forms

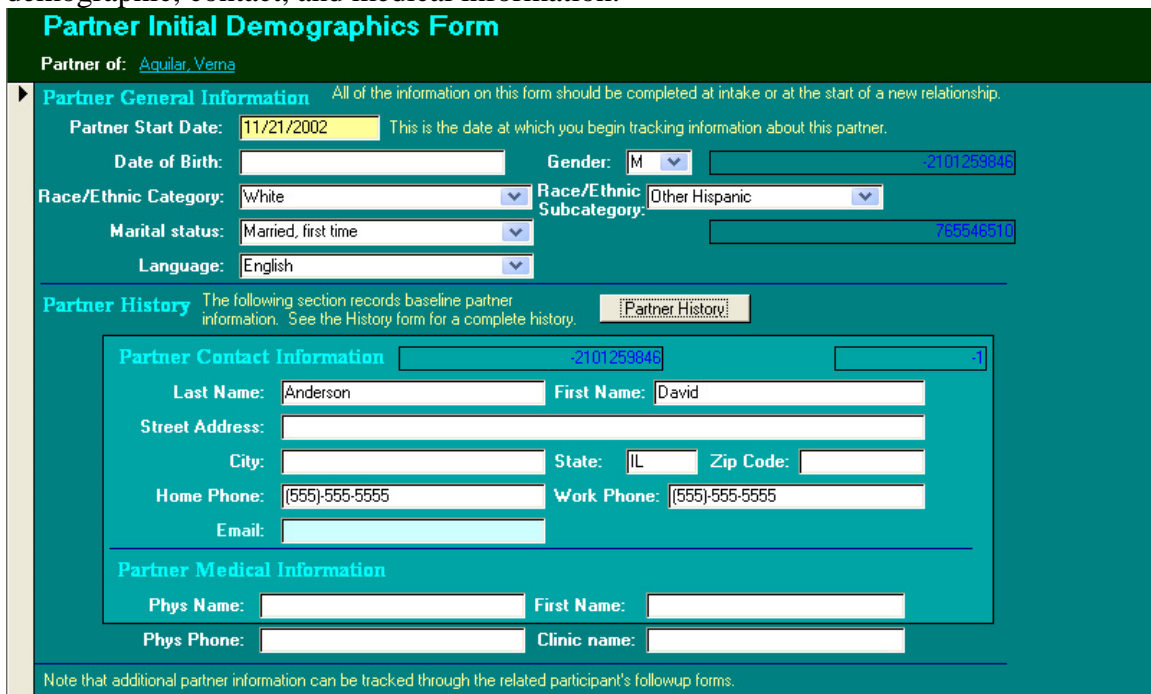
Add information on partners through the Partners section of the participant's **Home** form. A partner is either the father of the target child or other intimate partner of the participant.

### Add a Partner

From the Partners section, click on Add Partner.



This will open the **Partner Initial Demographics Form**, where you can enter demographic, contact, and medical information.



There is one required field: Partner Start Date. This is the date at which you begin tracking information about this partner. In the Partner History section, enter baseline information about this person. To update the information at specific intervals, see “Partner History” below.

Tracking of fathers and partners is identical. The role of a given partner can be distinguished in the following ways:

- In the **Partners** section of the **Home** form, highlight the participant's current intimate partner and click **Set Active**; the letter "a" will appear next to the name.

	Name	Date
	Jackson, Bill	9/1/2002
f	Miller, John	9/1/2002
a	Emerson, Jacob	3/28/2003

- In the **Birth** form, you can select the father responsible for each child via the **Other Parent** pull-down menu. On the Home form, an "f" will appear next to the target child's father.

Birth	HC Ticker	History	Outcome
Well Baby	Immunizations	CPS	Base/Foll

Pregnancy ID:  Child ID:

External ID:

Ethnicity:

Race Category:

Subcategory:

Gender:

Other Parent:

- **Participant declined to provide partner data** can be checked if no information is available on partners.

## Partner History

Click on the **Partner History** button to update a partner's contact and medical information. The **Partner History** form will display address and medical home information from the partner initial demographics, and any additional **Partner History** records that have been entered.

**Partner History** Parker, Brian

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID: IL000
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60
2072819411							Current FSW: 105

Change Date:  Physician Contact:

Change Date	Address	Physician Contact	
4/17/2003	123 W. Foster, Chicago IL		<b>Add New</b>
2/12/2004	33 Green St., Evanston IL		
3/31/2005	33 Green St., Evanston IL	Smith	

Click the **Add New** button to add a new record. The record will be populated with the most recent data available. Data is taken either from the **Partner Initial Demographics** record or from the most recent **Partner History** record. Change information as needed.

**Partner History Form**

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60
2072819411							Current

Change Date:

**Partner Contact Information**

Last Name:  First Name:

Street Address:

City:  State:  Zip Code:

Home Phone:  Work Phone:

**Partner Medical Information**

Phys Name:  First Name:

Phys Phone:  Clinic name:

### Additional Followup Information

You can track additional information for each partner via the participant's **Baseline/Followup** form and **Referrals** form. Click on the **Base/Follow** button on the navigation bar of the participant's forms.

### Baseline/Followup Form

Baseline and followup information on the partners is collected at specific intervals based on the participant's enrollment date: baseline (i.e., at participant enrollment), 6 months, 12 months, etc. "Partner Status at This Time Point" is at the bottom of the form.

**Baseline/Follow-Up Form** Bailey, Mildred

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin	Site ID: IL000
History	Service	Monthly Log	Home Visits	IISP	Medical Visits	Termination	ID: 60
2072813411							Current FSW: 105

Baseline
  6 month
  1 year
  2 year
  3 year
  4 year
  5 year
  Termination

Note that only participant info can be preloaded. Partner and Child Info must be re-entered at each followup.

People contributing to household income (check all that apply):

<input type="checkbox"/> Mother of child	<input type="checkbox"/> Mother's current partner
<input checked="" type="checkbox"/> Father of child	<input type="checkbox"/> Unknown
<input type="checkbox"/> Grandmother of child	<input type="checkbox"/> Other (specify) <input style="width: 100px;" type="text"/>
<input type="checkbox"/> Grandfather of child	

Type of housing: Lives with family (pays rent)

**Status of Partners at This Time Point**

partner_id	education	in school	employment	employment other	involvement	involvement other
▶ Parker, Brian	High school diploma	No	Full-time employed (35-		Emotionally and finan	
* <input type="text"/>	<div style="border: 1px solid black; padding: 2px;">                     High school diploma                      General Equivalency D                      Post high school trainin                      College graduate - assc                      College graduate - bac                      Some graduate school                      Graduate degree                 </div>					

**Status of Children** Unknown

Clicking on a field will bring up a drop-down menu of choices.

- **Partner ID.** Use this field to select each partner that you want to track at each time point.
- **Education Level**
- **In School**
- **Employment**
- **Employment Other**
- **Involvement** – Partner’s type of involvement with the target child.
- **Involvement Other**

### Referrals

Click on the **Referrals** button to open the participant’s Referral History form.

### Referral History Bailey

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID: IL000
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60

2072813411

Referral Date	Person Referred	Referral Service	Service Received?	Add New
4/17/2003	Mother of child	Nutrition Service	Yes	
4/4/2004	Other members of household	Employment, Training and Education	No	

To add a referral for a partner, click **Add New** and complete the **Referral Form**.

### Referral Form Bailey, Mildred

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID: IL000
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60

2072813411

Current FSW: 105

Referral Date: 4/4/2004

Referral Service Type: Employment, Training and Education

Other Specify:

Referral Agency Type: Non-Hospital Collaborating Agency

Referral Agency: Desk Job Placement Center

Arrangement:  Referral Service Information:  Referral Service Notes: FOB looking for a new job

Who was referred: Other members of household

Child:

Service received? No

**If Service Was Received**

Date started:

Action taken:

**If Service Was Not Received**

Reason not received: Participant changed mind about service

Other Specify:

Action taken: FSW looking for other employment services in area

### Medical Visits for the Father

Click on the **Medical Visits** button to open the participant's Medical Visit History form.

**Medical Visit History** Bailey, Mi

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID: IL000
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60
2072819411							Current FSW: 105

Visit Date	Target	Visit Type	
10/13/2003	Target child	Other (specify)	<b>Add New</b>
9/7/2003	Mother of child	Hospitalization	
9/7/2003	Target child	Hospitalization	
10/23/2003	Target child	Doctor visit	
2/16/2004	Target child	Doctor visit	
6/25/2005	Father of child	Emergency room visit	

To add a medical visit for the father, click **Add New** and complete the **Medical Visit Form**.

**Medical Visit Form** Bailey, Mildred

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.	Site ID: IL000
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination	ID: 60
2072819411							Current FSW: 105

Date of medical visit: 6/25/2005    Target of visit: Father of child

If the visit is for a target child:

Child:

Type of visit: Emergency room visit    Other:

Reason for visit: FDB injured on the job

if hospitalized, # nights:     Satisfy a well-baby visit:  WellBaby