

On-going Data Entry for Participants

Home Visit Records

Clicking on the **Home Visits** button will open the **Home Visit History**, listing all home visit records. To open an existing record, double-click on the date. To add a new record, click the **Add New** button. A portion of the **Home Visit Log Form** is shown below.

Note: HFA currently recommends that sites not use the PIMS Home Visit Form, as it does not satisfy what is required for documentation as described in the Best Practice Standards 2014-2016. Therefore, sites will need to make sure that the **Site Enrollment/Definition** checkbox “Count HVs from Monthly Contact Logs” is checked so that home visit completion for various reports can be counted from monthly contact logs.

The screenshot displays the 'Home Visit History' interface. At the top, there is a green header with the title 'Home Visit History'. Below the header is a navigation menu with four buttons: 'Home', 'Screening', 'Assessment', and 'History'. The 'History' button is currently selected. Below the navigation menu is a teal-colored area containing a list of dates under the heading 'Home Visit Date'. The dates listed are: 11/21/2002, 11/27/2002, 12/4/2002, 12/17/2002, 12/23/2002, 1/13/2003, 1/23/2003, 2/6/2003, 2/20/2003, 3/10/2003, 3/17/2003, 3/24/2003, 3/31/2003, 4/2/2003, 4/9/2003, 4/14/2003, 4/21/2003, and 4/28/2003. To the right of the date list is an 'Add New' button.

Home Visit Log Form 2072819411						
Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin.
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination

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Date of visit: FSW ID: FSW ID and Service Level are calculated from the Service Level History.

Length of visit: minutes Service Level:

Travel Time: minutes Notes:

Location of visit:
 Other:

Who was present at the visit (select all that apply):

<input checked="" type="checkbox"/> Mother of child	<input type="checkbox"/> Target Child
<input type="checkbox"/> Father of child	<input type="checkbox"/> Other Children
<input type="checkbox"/> Maternal grandmother	<input type="checkbox"/> Other
<input type="checkbox"/> Paternal grandmother	Specify: <input type="text"/>

Effect of others at the visit:
 Other:

Status of parent during the visit (select all that apply):

Monthly Contact Logs

Clicking on the **Monthly Logs** button will open the **Monthly Contact History**, listing all monthly contact logs. To open an existing record, double-click on the date. To add a new record, click the **Add New** button. A sample **Monthly Contact Log Form** is shown below.

Monthly Contact History

Home	Screening	Assessment	Intake
History	Service	Monthly Log	Home

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Year	Month	Visits Completed	
2003	4	3	<input type="button" value="Add New"/>
2003	5	3	
2003	6	2	
2003	7	3	
2003	8	4	
2003	9	3	
2003	10	0	
2003	11	3	
2003	12	4	
2004	1	0	
2004	2	4	
2004	3	4	
2004	4	4	
2004	5	3	
2004	6	2	
2004	7	1	
2004	8	2	
2004	9	2	
2004	10	2	
2004	11	1	
2004	12	2	
2005	1	2	

Monthly Contact Log Form Aguilar

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Parent Outcomes	Site ID: <input type="text" value="1100"/> ID: <input type="text" value="359"/> Current FSW
History	Service	Monthly Log	Home Visits	IFSP	Medical Visits	Termination	

Month FSW ID FSW ID and Service Level are calculated from the Service Level History.
 Year Service Level Notes
 No visit/contact between and
 Reason for no visit/contact

Please indicate the number of contacts with a home visitor present. Each contact should be counted in only one category.

# scheduled home visits completed <input type="text" value="2"/>	# parent education group meetings <input type="text" value="0"/>
# unscheduled home visits completed <input type="text" value="0"/>	# parent support group meetings <input type="text" value="0"/>
# scheduled home visits unsuccessfully attempted <input type="text" value="1"/>	# collateral contacts <input type="text" value="0"/>
# unscheduled home visits unsuccessfully attempted <input type="text" value="0"/>	# crisis visits <input type="text" value="0"/>
# home visits canceled by FSW <input type="text" value="0"/>	# medical visits <input type="text" value="0"/>
# home visits canceled by participant <input type="text" value="0"/>	# socializations/outings outside home <input type="text" value="0"/>
# phone calls with parent completed <input type="text" value="1"/>	# letters <input type="text" value="1"/>
# phone calls with parent unsuccessfully attempted <input type="text" value="1"/>	# electronic communications <input type="text" value="3"/>
# episodes of transportation completed <input type="text" value="0"/>	
# episodes of transportation unsuccessfully attempted <input type="text" value="0"/>	

*Note on electronic communications: count a maximum of 3 per client. 1 each for email, text message, and social networking sessions.

- **No visit/contacts between field** – Use this field when the family or the FSW are unavailable for an extended period of time during the month; for example, a two-week vacation or medical leave. It is recommended that this field be completed by the supervisor. PIMS will use this data to adjust expected completed home visits and caseloads on two of the standard monthly reports.
- **Notes** – This is a free-form box that the site can use as desired.
- **FSW ID and Service Level** fields are loaded automatically from the **Intake Form** or latest **Service History** record.

Referrals

Clicking on the **Referrals** button will open the **Referral History**, listing all referral records. To open an existing record, double-click on the date. To add a new record, click the **Add New** button. A sample **Referral Form** is shown below.

Referral History

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instruments
History	Service	Monthly Log	Home Visits	IESP	Medical Visits	Termination

2072819411

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

Add New

Referral Form							Bailey, M	
Home	Screening	Assessment	Intake	Base/Follow	Referrals	Instrument Admin	Site ID:	IL00
History	Service	Monthly Log	Home Visits	IFSP	Medical Visits	Termination	ID:	60
							Current FSW:	

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Referral Date: 4/4/2004

Referral Service Type: Employment, Training and Education

Other Specify: _____

Referral Agency Type: Non-Hospital Collaborating Agency Complete these two fields if referral is made to a collaborating agency entered in the Program Component

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	If Service Was Not Received
Date started: _____	Reason not received: Participant changed mind about service
Action taken: _____	Other Specify: _____
	Action taken: FSW looking for other employment services in area

- **Referral Service Type** – This drop-down menu contains general categories of support services. It is recommended that the site create a mapping of their specific community agencies to these general categories so that data entry is consistent.
- **Referral Agency Type** – This drop-down menu contains three general categories of community agencies: collaborating hospital, collaborating clinic, and non-hospital collaborating agency.
- **Referral Agency** – This drop-down menu is created from the collaborating hospitals, clinics and agencies listed in the **Program Data Entry** section. If no hospitals, clinics, or agencies are listed under **Program Data Entry**, this menu will be blank. For more information, see “Entering Program Data”.
- **Arrangement and Information check boxes** – Use these boxes to indicate if the FSW gave information only about the referral service, or made arrangements for the participant to receive the service (e.g., arranged transportation, made an appointment).
- **Referral Service Notes** – This is a free-form box for the site to use as desired.
- **Who was referred** - Indicate who in the family was referred for services.
- **Service received** – If the service was received, then you will be able to enter date and action information. If the service was not received, you will be able to enter the reason and additional action taken.

Medical Visits

Clicking on the **Medical Visits** button will open the **Medical Visit History**, listing all medical records. To open an existing record, double-click on the date. To add a new record, click the **Add New** button. A sample **Medical Visit Form** is shown below.

Medical Visit History

Home	Screening	Assessment	Intake	Base/Follow
History	Service	Monthly Log	Home Visits	IFSP

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Visit Date	Target	Visit Type
10/13/2003	Target child	Other (specify)
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

Add New

Medical Visit Form

Home	Screening	Assessment	Intake	Base/Follow	Referrals
History	Service	Monthly Log	Home Visits	IFSP	Medical Visits

Date of medical visit: 10/10/2003

Target of visit: Target child

If the visit is for a child, select which child: Aguilar, Gary

Type of visit: Doctor visit Other:

Reason for visit: Immunizations and well child

if hospitalized, # nights:

Check if this visit satisfies a well-baby visit: Well Baby Visit Form

Check if this visit satisfies a well-woman visit:

Check if this visit satisfies a postpartum checkup:

Did this visit result in medical treatment for a child injury? No

Parent Outcomes

Clicking on the **Parent Outcomes** button will open the **Parent Outcomes**

Form. The Instrument drop-down menu lists the available instruments for your site, based on what is entered in Site Definitions.