

## Updating Participant Information

There are several ways to update participant information after initial data entry. Note that information changes can be entered at any time via the **History** and **Service** buttons. Information updates using the **Baseline/Followup** button are done at specified time intervals: baseline, six months, 12 months, 24 months, 36 months, 48 months, 60 months, and termination. Baseline data can be entered at screening, assessment or intake, although it is recommended that Baseline data be entered at the time of intake.

<b>Information</b>	<b>Participant Navigation Bar button</b>
Address/phone	History
Child status (insurance, breastfeeding)	Base/Follow
Demographics	Base/Follow
Emergency contact	History
Family Support Worker	Service
Gravida/parity	Base/Follow
Household characteristics (income, aid, housing)	Base/Follow
Legal status (mother)	Base/Follow
Partner status (education, Employment, involvement)	Base/Follow
Service Level	Service

## Participant History

Clicking on the History button will open the **Participant History** form. The box lists a record created from the Intake record, which contains the participant's contact information, medical home, and emergency contact information. Additional records are listed as you update the information. A sample **Participant History** form is shown below.

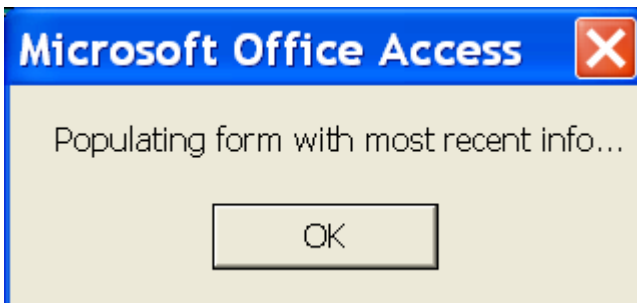
### Participant History

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Parent Outcomes
History	Service	Monthly Log	Home Visits	IPSP	Medical Visits	Termination

Change Date	Address	Physician Contact	Emergency Contact
11/21/2002	123 Broadway, Chicago IL	Smith	
4/9/2003	123 Broadway, Chicago IL	Jones	
1/1/2004	238 W. Foster, Chicago IL	Jones	
2/1/2005	238 W. Foster, Chicago IL	Jones	Evans

[Add New](#)

Click on “Add New” to open a new record. PIMS will automatically populate the form with the current information. Click “OK”, add the date, and overwrite the information that has changed.



In the example below, the participant’s address has changed. Save and close the record, and the new record will be displayed in the **Participant History Form** box.

## Participant History Form Ag

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

Site ID:   
 ID: 359  
 Current

Date of Change: 12/1/2005

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### Participant Contact Info Change

Last Name:  First Name:

Street Address:

City:  State:  Zip Code:

Home Phone:  Work Phone:

Email:

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### Participant Medical Info Change

Phys Name:  First Name:

Phys Phone:  Clinic name:

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### Emergency Contact Info Change

Last Name:  First Name:

Street Address:

## Participant History

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

Change Date	Address	Physician Contact	Emergency Contact
11/21/2002	123 Broadway, Chicago IL	Smith	
4/9/2003	123 Broadway, Chicago IL	Jones	
1/1/2004	238 W. Foster, Chicago IL	Jones	
2/1/2005	238 W. Foster, Chicago IL	Jones	Evans
12/1/2005	121 Clark St. Apt. 2B, Chicago IL	Jones	Evans

### Service History

Use the **Service History** form to update the participant's level of service and/or FSW assignment. It is essential that this information be kept current, as it is pre-loaded into the **Home Visit** and **Monthly Contact Log** forms and used in various reports.

Clicking on the Service button will open the **Service History** form. The form lists a record created from the Intake record, which contains the participant's initial level of

service and assigned FSW. Additional records are listed as you update the information. To update the level of service and/or the assigned FSW, place the cursor in the date field and enter the date, level of service and FSW ID. A sample **Service History** form is shown below.

Service History Form						
Home	Screening	Assessment	Intake	Base/Follow	Referrals	Parent Outcomes
History	Service	Monthly Log	Home Visits	IFSP	Medical Visits	Termination
Date of Change	Level of service	FSW ID				
11/21/2002	Level P-1	104	Intake			
4/9/2003	Level I	104				
1/1/2004	Level II	105				

**Baseline/Follow-up**

Some additional demographic data is gathered on participants at pre-set intervals. A **Baseline Form** is completed at the beginning of participant services, usually in conjunction with the **Intake Form**. **Follow-up Forms** are completed at six, 12, 24, 36, 48, 60 months, and at termination. Click on the Base/Follow button to open the form.

Shown below is a sample Baseline. Make sure the correct radio button at the top of the form is selected, then complete the information as indicated for participant demographics, pregnancy history, and legal history.

## Baseline/Follow-Up Form

Home	Screening	Assessment	Intake	Base/Follow	Referrals	Parent Outcomes
History	Service	Monthly Log	Home Visits	IPSP	Medical Visits	Termination

Site ID: [ ]  
Current [ ]  
Note: [ ] can be [ ] and [ ] entered [ ]

Baseline    6 months    12 months    24 months    36 months    48 months    60 months    Termination

Date of follow-up:    Target follow-up date:

### Participant Demographics

Marital status:   

Education:       Currently in school:   

Employment:   

Insurance type:   

Insurance provider:   

Birth Control:      
Specify birth control used at time of target pregnancy

### Participant prior to baseline:

Gravida (# pregnancies, including current target):

Parity (# completed deliveries):

# Spontaneous abortion/miscarriages:

# Induced termination pregnancies:

### Participant Legal Information

Current juvenile probation:   

Current juvenile sentence of incarceration:   

Recent adult conviction for felony:   

Current adult sentence of incarceration:   

Continue with household characteristics and partner information.

**Note:** If any items are checked under public aid, be sure to select “employment and public aid” as the income source.

**Note:** If no partner information has been entered via the Home Form, no names will appear under “partner\_ID” in the drop-down menu.

## Baseline/Follow-Up Form

Site ID: 3
Current

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

Baseline
  6 months
  12 months
  24 months
  36 months
  48 months
  60 months
  Termination

Current adult sentence of incarceration: No

### Household Characteristics

Income level: \$25,000 - \$29,999

Income amount: \$25,200

Income source: Employment and Public Aid

Public aid (check all that apply):

<input type="checkbox"/> AFDC/TANF	<input type="checkbox"/> Medicaid
<input checked="" type="checkbox"/> WIC	<input type="checkbox"/> Housing assistance
<input type="checkbox"/> SSI	<input type="checkbox"/> Energy assistance
<input type="checkbox"/> Food Stamps	<input type="checkbox"/> Unemployment
<input type="checkbox"/> School meals	<input type="checkbox"/> Unknown
	<input type="checkbox"/> Other (specify) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>

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

<input checked="" 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) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
<input type="checkbox"/> Grandfather of child	

Type of housing: Rents house/apartment/trailer

### Status of Partners at This Time Point

	partner_id	education	in school	employment	employment other	involvement
▶	Anderson, Dav	High school diploma	No	Full-time employed (35-		Emotionally and finan
*						

To create a hard-copy of the form, click on the **Tickler** button at the bottom of the screen. This can be filed in the chart or used to record update information for data entry.

Subsequent **Follow-up Forms** are completed in the same way. Note that when you open a new follow-up record, you should choose the button “Load from previous Follow-up” to populate the record. Add the follow-up date, and overwrite information as needed with current information. Note that the partner information needs to be completely reentered; this will not be pre-loaded.

## Baseline/Follow-Up Form

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

Site ID:  
ID: 359  
Current F

Baseline  6 months  12 months  24 months  36 month  48 months  60 months  Termination

**Load from  
previous  
Follow-Up**

Note that c  
can be pre  
and Child I  
entered at

Date of follow-up: 5/28/2003 Target follow-up date: 5/26/2003

### Participant Demographics

Marital status: Married, first time

Education: High school diploma

Currently in school: No

Employment: Full-time employed (35+ hrs per wk)

Insurance type: Private carrier

Insurance provider:

Birth Control: None