Home Visit Progress

For Home Base Educators Only

Updated 9-1-2021

*BEFORE you begin...

Refer to your ChildPlus Training Manual starting on page 95 on how to schedule Home Visits,

or the training video "Scheduling Home Visits" in the staff online training library.



John Doe 🗙 🕂						
🖳 John Doe's Fami	ly 🗸	P Flag	gs		5	G 🛛 Save
Male DOB: 2/24/17 1y 4m (Enrolled 7/1/18 (12d) Veer 3	CPID: 1055		EHS 2018	- 2019 • Te	est Site • Test Classro	oom • <none></none>
Application Enrollment Family Services	Health Immunizations Disability M	∕lental Health Edu	cation Attendance			
Events amily Outcomes Eamily Serv	vices Information HV Form Parent E	ngagement Survey				
Family Services Events					Options	Add Event
Date 👻 Event	Description	Associated With	Progress	Time	Case Worker	Actions
7/02/18 Home Visit (Educational H		John Doe	In Progress	3 h 0 m		9
3/29/18 Communication Log		John		0 h 0 m		0

*In the Family Services' Events tab, you will have one event listed as "Home Visit (Educational Home Base ONLY)" for each program year.

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	Vale DOB: 2/24/17 1y 4m Enrolled 7/1/18 (12d) Year 3	CPID: 1055	EI	HS 2018 - 2019 • Te	est Site • Test Classi	room • <none></none>
Applicatio	on Enrollment Family Services	s Health Immunizations Di	isability Mental Health Education Att	tendance		
(Events)	[Devent Engegement Surger			
<u>Events</u>	Family Outcomes Family Ser	rvices information HV Form	Parent Engagement Survey			
Family Se	ervices Events	rvices information HV Form	Parent Engagement Survey		Options	Add Event
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Family Se Date 7/02/	remity Outcomes <u>Family Ser</u> ervices Events Event /18 Home Visit (Educational H	Description	Associated With Progress John Doe In Progress	Time 3 h 0 m	Options Case Worker	Add Event Actions 9
Family Se Date 7/02/ 3/29/	 Family Outcomes Family Services Events Event /18 Home Visit (Educational H /18 Communication Log 	Description	Associated With Progress John Doe In Progress John	Time 3 h 0 m 0 h 0 m	Options Case Worker	Add Event Actions 9 0
Events Family Se Date 7/02/ 3/29/	Family Outcomes Family Services Events Event /18 Home Visit (Educational H/18 Communication Log	Description	Associated With Progress John Doe In Progress John	Time Time 3 h 0 m 0 h 0 m	Options Case Worker	Add Event Actions 9 0

*The Progress of that one event will be "In Progress" throughout the entire program year.

*The only times that status will change is:

- ~ when a family drops, then you change the status to "Dropped- Incomplete"
- ~ at the end of the program year, then you change the status to "Completed"

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John Doe's F	amily -	Flag	gs		ß	G 🗄 Save
Enrolled 7/1/18 (12d)	Year 3		EHS 20)18 - 2019 • T	est Site • Test Classi	oom • <none></none>
Application Enrollment Family	Services Health Immunizations	Disability Mental Health Edu	cation Attenda	ince		
Events Family Outcomes <u>F</u> a	mily Services Information HV Forn	n Parent Engagement Survey				
Family Services Events					Options	Add Event
Date 🔻 Event	Description	Associated With	Progress	Time	Case Worker	Actions
7/02/18 Home Visit (Educati	ional H	John Doe	In Progress	3 h 0 m		9
3/29/18 Communication Log	9	John		0 h 0 m		0

*Click on the Home Visit (Educational Home Base ONLY) event to get to your list of scheduled Home Visits.

Initial Date	<u>م</u> /2	2/18 📼	Schedule Home Visits	Associated With	John Doe		•
				Progress Date Closed	In Progress		Ţ
Actions					Remove Future	Home Visits	Add <u>A</u> ction
Actions	Action Date	Action Type	Description	Status	Remove Future Case Worker	Home Visits Referred To	Add <u>A</u> ction Time
Actions Scheduled 7/30/2018	Action Date	Action Type Direct	Description Home Visit 5	Status	Remove Future Case Worker Hill, Kelly	Home Visits Referred To	Add <u>Action</u> Time 1h 30m
Actions Scheduled 7/30/2018 7/23/2018	Action Date	Action Type Direct Direct	Description Home Visit 5 Home Visit 4	Status	Remove Future Case Worker Hill, Kelly Hill, Kelly	Home Visits Referred To	Add <u>Action</u> Time 1h 30m 1h 30m
Actions Scheduled 7/30/2018 7/23/2018 7/16/2018	Action Date	Action Type Direct Direct Direct	Description Home Visit 5 Home Visit 4 Home Visit 3	Status	Remove Future Case Worker Hill, Kelly Hill, Kelly Hill, Kelly	Home Visits Referred To	Add <u>Action</u> Time 1h 30m 1h 30m 1h 30m
Actions Scheduled 7/30/2018 7/23/2018 7/16/2018 7/9/2018	Action Date 7/10/2018	Action Type Direct Direct Direct Direct	Description Home Visit 5 Home Visit 4 Home Visit 3 Home Visit 2	Status Completed	Remove Future Case Worker Hill, Kelly Hill, Kelly Hill, Kelly Hill, Kelly	Home Visits Referred To	Add Action Time 1h 30m 1h 30m 1h 30m 1h 30m

*This screen will appear. Click on the drop down menu for progress options.

*Select "In Progress".

*The progress will remain as "In Progress" until the family drops or the program year ends. In those cases, you will change the progress in this one spot, and add the Date Closed.

*The Date Closed would be the last day of the program year, or the date the family dropped from the program.

Initial Date	7/2	/18 📼	Schedule Home Visits	Associated With	John Doe		-
				Progress Date Closed	In Progress	3	
Actions					Remove Future	Home Visits	Add <u>A</u> ction
Actions Scheduled	Action Date	Action Type	Description	Status	Remove Future Case Worker	Home Visits	Add <u>A</u> ction Time
Actions Scheduled 7/30/2018 7/23/2018 7/16/2018	Action Date	Action Type Direct Direct Direct	Description Home Visit 5 Home Visit 4 Home Visit 3	Status	Remove Future Case Worker Hill, Kelly Hill, Kelly Hill, Kelly	Home Visits Referred To	Add <u>Action</u> Time 1h 30m 1h 30m 1h 30m

*Each individual Home Visit is listed in the Actions section of this page.

*Each action will have its own status documented under this one Home Visit event.

Questions?

Contact your supervisor for additional guidance.