

# *Scheduling Home Visits*

## *Part 1:*

### *Setting Up Your Initial Home Visit Schedule*

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**\*For Home Base Educators Only\***

John Doe's Family

Male DOB: 2/24/17 1y 4m CPID: 1055  
Enrolled 7/1/18 (16d) Year 3

EHS 2018 - 2019 • Test Site • Test Classroom • <none>

Application Enrollment **Family Services** Health Immunizations Disability Mental Health Education Attendance

**Events** Family Outcomes Family Services Information HV Form Parent Engagement Survey

Family Services Events [Options](#) **Add Event**

Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions
3/29/18	Communication Log		John		0 h 0 m		0

\*In the Family Services' Events tab, click on the green "Add Event" button.

Add Family Service Event ✕

- Educational Event
- Emergency/Crisis
- Family Goal
- Home Visit (Educational Home Base ONLY)
- Informal Contact
- Need Identified
- Parent Committee Meeting
- Parent Curriculum
- Socialization

Cancel

\*This screen will appear.

\*Click on "Home Visit (Educational Home Base ONLY).

## Home Visit (Educational Home Base ONLY)



Initial Date

7/2/18

[Schedule Home Visits](#)

Associated With

John Doe

Progress

In Progress

Date Closed

### Actions

[Remove Future Home Visits](#)

[Add Action](#)

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							

[Delete Event and Actions](#)

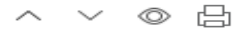
[Save](#)

[Cancel](#)

\*Enter the date the enrollee begins the program for Initial Date.

\*For Progress, choose "In Progress" in the dropdown menu.

## Home Visit (Educational Home Base ONLY)



Initial Date

7/2/18

[Schedule Home Visits](#)

Associated With

John Doe

Progress

Date Closed

In Progress

### Actions

[Remove Future Home Visits](#)

[Add Action](#)

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							

[Delete Event and Actions](#)

[Save](#)

[Cancel](#)

\*Click the blue "Schedule Home Visits" link.

**Schedule Home Visits** ✕

☒ For a Home-Based Program  
☐ For a Center-Based Program

Schedule a home visit the same day each week starting  and continuing until

Agency Worker

Total Time  
 Hours  Minutes

Description

☒ Add a counter after the description (for example Home Visit 1, Home Visit 2, etc.)

Start the counter at

[Schedule Home Visits](#) [Cancel](#)

\*Enter the first Monday the enrollee will be starting services, and the last Monday of that month.

\*We recommend scheduling your visits one month at a time.

\*Start the Home Visit counter at 1.

\*Click on the blue "Schedule Home Visits" link.

## Home Visit (Educational Home Base ONLY)



Initial Date

7/2/18



[Schedule Home Visits](#)

Associated With

John Doe



Progress

Started



Date Closed



### Actions

[Remove Future Home Visits](#)

[Add Action](#)

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
7/30/2018		Direct	Home Visit 5		Hill, Kelly		1h 30m
7/23/2018		Direct	Home Visit 4		Hill, Kelly		1h 30m
7/16/2018		Direct	Home Visit 3		Hill, Kelly		1h 30m
7/9/2018		Direct	Home Visit 2		Hill, Kelly		1h 30m
7/2/2018		Direct	Home Visit 1		Hill, Kelly		1h 30m

[Delete Event and Actions](#)

[Save](#)

[Cancel](#)

\*You will notice your scheduled home visits appear in the actions section of this event.

\*Click on the green "Save" button at the bottom of the page.

John Doe x +



## John Doe's Family ▼

Male DOB: 2/24/17 1y 4m CPID: 1055  
Enrolled 7/1/18 (16d) Year 3

Flags

EHS 2018 - 2019 • Test Site • Test Classroom • <none>

Application Enrollment **Family Services** Health Immunizations Disability Mental Health Education Attendance

Events Family Outcomes Family Services Information HV Form Parent Engagement 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	0 h 0 m		5
3/29/18	Communication Log		John		0 h 0 m		0

\*Your scheduled home visits are listed within the “Home Visit (Educational Home Base ONLY)” event.

\*You will only have one “Home Visit (Educational Home Base ONLY)” event listed. All home visits will be listed within this one event.



# Questions?

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**Contact your supervisor  
for additional guidance.**