

# *Scheduling Home Visits*

## *Part 2:*

# *Adding to Your Existing Home Visit Schedule*

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


**\*BEFORE you begin...**  
make sure you have  
scheduled your home  
visits on the Events  
tab in Family Services.

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

or the training video  
“Scheduling Home  
Visits: Part 1” in the  
staff online training  
library.



John Doe x +

 **John Doe's Family** ▾

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

Flags ↶ ↷ Save

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

\*In the Family Services' Events tab, click on the "Home Visit (Educational Home Base ONLY) event.

## 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](#)

<a href="#">Scheduled</a>	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](#)

\*Make note of the last scheduled home visit date and home visit number that is entered.

\*Click on 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 8/6/18 and continuing until 8/27/18

Agency Worker

Hill, Kelly

Total Time

1 Hours

30 Minutes

Description

Home Visit

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

Start the counter at 6

Schedule Home Visits

Cancel

- \*Enter the following Monday's date to start the date range, and the last Monday's date of the month.
- \*Start the home visit counter at the next number in your sequence from the previous screen.
- \*Click on "Schedule Home Visits" at the bottom of the screen.

## 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
8/27/2018		Direct	Home Visit 9		Hill, Kelly		1h 30m
8/20/2018		Direct	Home Visit 8		Hill, Kelly		1h 30m
8/13/2018		Direct	Home Visit 7		Hill, Kelly		1h 30m
8/6/2018		Direct	Home Visit 6		Hill, Kelly		1h 30m
7/30/2018		Direct	Home Visit 5		Hill, Kelly		1h 30m

[Delete Event and Actions](#)

[Save](#)


[Cancel](#)

\*You will notice your home visit count will continue through the next month.

\*Click Save.

\*Continue this process each month to schedule your upcoming home visits.

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.**