

**\*\*\*The MIS will be down most of the weekend so we can implement the changes to the Home Visit log\*\*\***

## Helpful Hints and FAQs –

- **#11 on the TCID form is the gestational age.** This number equals the weeks the biological mother carried the baby. This number will determine whether the TC is premature or full term. It directly impacts the due dates of the ASQ and ASQ-SE.
- HD1 and HD2 are greyed out on the **Quarterly Performance Targets** because they no longer count towards the Performance Indicators. However, the data is still collected for program review.
- **Questions #14, 15, 16 on the Screen form** determine the Screen Outcome. These questions require a response before the form can be submitted.
- **The Basic Information page (or Case Home Page)** contains the demographic information for the case. Most of it can be edited by **clicking the Edit Button** on the far right of the page. Examples of things that can be edited are:
  - PC1, OBP and PC2 details, **including race and ethnicity**
  - Worker assignment
  - Levels
  - Intake Date
  - TC DOB (after the TCID form is entered)

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## Special Topics –

The **Home Visit Log** has some new features and changes **to accommodate out of home** and virtual visits.

There are three changes to the visit types.

**Type of Visit** (Check any of the first 4 options that apply. The rest of the options can only be selected and de-selected individually.)

- ☐ 1. In **Primary Caretaker 1's** home, where TC resides
- ☐ 2. In **Father Figure's/OBP's** home, where TC resides
- ☐ 3. In **other location/home**, where TC resides, e.g. hospital-extended stay, grandparent or guardian's
- ☐ 4. **Outside** of PC1's or Father Figure's/OBP's home
- ☐ 5. **Virtual** Visit (**telephone** only)
- ☐ 6. **Virtual** Visit (**interactive** platforms)
- ☐ 7. **Attempted** - Family not home or unable to meet after visit to home (DO NOT complete rest of the Home Visit Log)
- ☐ 8. **Group Visit** (Level 1 only)

If **Option #4**, is selected, two drop-down lists will open. **They are both required.** The first dropdown list will include the following locations:

1. Health care setting (medical provider, hospital, urgent care)
2. Healthy Families office
3. Other service provider (foster care agency, mental health provider, etc.)
4. PC1's workplace
5. Community setting (park, library, grocery store, school)
6. Other (specify)

The second is “If virtual (non-Group) or outside participants' home, why? (select one)”. The following is a list of reasons:

1. Community safety advisory
2. Safety issues (family violence)
3. Home environment (infestation, heat, broken elevator, etc.)
4. PC1 refused visit in the home
5. Other household member/housing authority refused visit in the home
6. Supervised visitation
7. To better meet program goals (promote PCI/attachment, child development, family functioning)
8. Weather conditions/natural disaster (snowstorm, hurricane, floods, etc.)
9. Pandemic
10. Other (specify) \*\*\*the text box is required if this is selected\*\*\*

If **Option #5 or #6, Virtual Visit (telephone only or (interactive platforms))** are selected, only options **1, 8 and 9 are available for Virtual Visits.** All other options are greyed out.

1. Community safety advisory
8. Weather conditions/natural disaster (snowstorm, hurricane, floods, etc.)
9. Pandemic

**The Home Visiting Reports will count these three visit types towards the HV rate.**

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### System Updates –

- Updates are continuously made to the HF MIS. **Check the News** regularly (located under Help and Docs) to see the latest updates and fixes.

We are available from 8-4 Monday through Friday. Please submit a support ticket (There is a direct link on the MIS, under Help and Docs) for any MIS related issues.

Please forward this missive to anyone who should be receiving it. Send us their email address so we can include them on the next one. \*\*FYI, opting out of this email will remove you from the listserv.\*

**Have a restful weekend.**

**Take care.**

**Your MIS IT Team**