

# Data Requirements and Entry

## Intro to MIECHV (Part 1)

# Agenda

- Intro to MIECHV and the MIECHV 25% Project
  - Part 1: Data Requirements and Entry
  - Part 2: Setting Up HV Profile in VT- Administrators
- Form 1: Demographics Data Entry
  - Part 1: Primary Caregiver Demographics
  - Part 2: Target Child Demographics
- Form 2: Benchmarks Data Entry
  - Part 1: Primary Guardian Benchmarks
  - Part 2: Prenatal Benchmarks
  - Part 3: All Target Child Benchmarks
- Nuts and Bolts
- Running Reports
- New This Year

Quiz: Introduction

Quiz

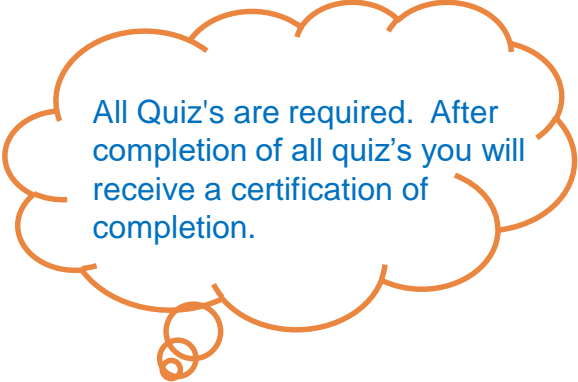
Quiz

Quiz

Quiz

Quiz

Quiz



All Quiz's are required. After completion of all quiz's you will receive a certification of completion.

# INTRO TO MIECHV

## MIECHV

- The Maternal, Infant, and Early Childhood Home Visiting Program gives pregnant women and families, particularly those considered at-risk, necessary resources and skills to raise children who are physically, socially, and emotionally healthy and ready to learn.

## MIECHV 25% PROJECT

- Families are designated as MIECHV at enrollment based on the designation of the home visitor they are assigned. Using this methodology, recipients designate all families as MIECHV that are served by home visitors for whom at least 25 percent of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding.
- You are now part of the warm and welcoming MIECHV family!



# MIECHV DATA

## MIECHV Data

- The GOECD reports MIECHV data to HRSA on an annual basis. The Federal Fiscal Year is **October 1 to September 30**.
- Most of the data collected for HRSA is obtained from Visit Tracker.
- Form 1 contains demographic data. Form 2 contains benchmark (performance) data.

## Expectations

- **Home Visitors:**
  - Enter all data from previous month by 5<sup>th</sup> of the next month (preferably within 2 days of home visit)
  - Complete annual demographic updates (Form 1) for all caregivers and target children between Oct 1 and Sept 30 each year (and as needed)
  - Document all MIECHV required data on the MIECHV Data Collection Forms
  - Run Visit Tracker reports (Form 1, Form 2, Data Tracking Form) as needed to meet timeframes for data collection and entry
  - Complete MIECHV Data Consents with each participant each federal fiscal year
- **Administrators:**
  - Run Forms 1 and 2 reports monthly and review in supervision
  - Review monthly data report cards and Visit Tracker reports as needed
  - Address outstanding data issues in a timely manner
  - Input Home Visitors information into VT profile. Start/Exit Date, Email Address



# MIECHV DATA COLLECTION FORMS

Collect data on:

- Primary Caregiver
- For HFI programs, collect data on youngest child (target child)
- For PAT and EHS programs, collect data on all children (target children)

Three data collection forms:

- Primary Caregiver
- Prenatally enrolled child (caregiver enrolls while pregnant)
- Postnatally enrolled child (caregiver is not pregnant at enrollment)

Process:

- Include in every family file (chart)
- Complete at enrollment/birth, annually (each fiscal year), and as needed
- Enter data into Visit Tracker

# MIECHV DATA CONSENTS

Signed MIECHV Database Informed Consents are required for entry into Visit Tracker



Available in English and Spanish

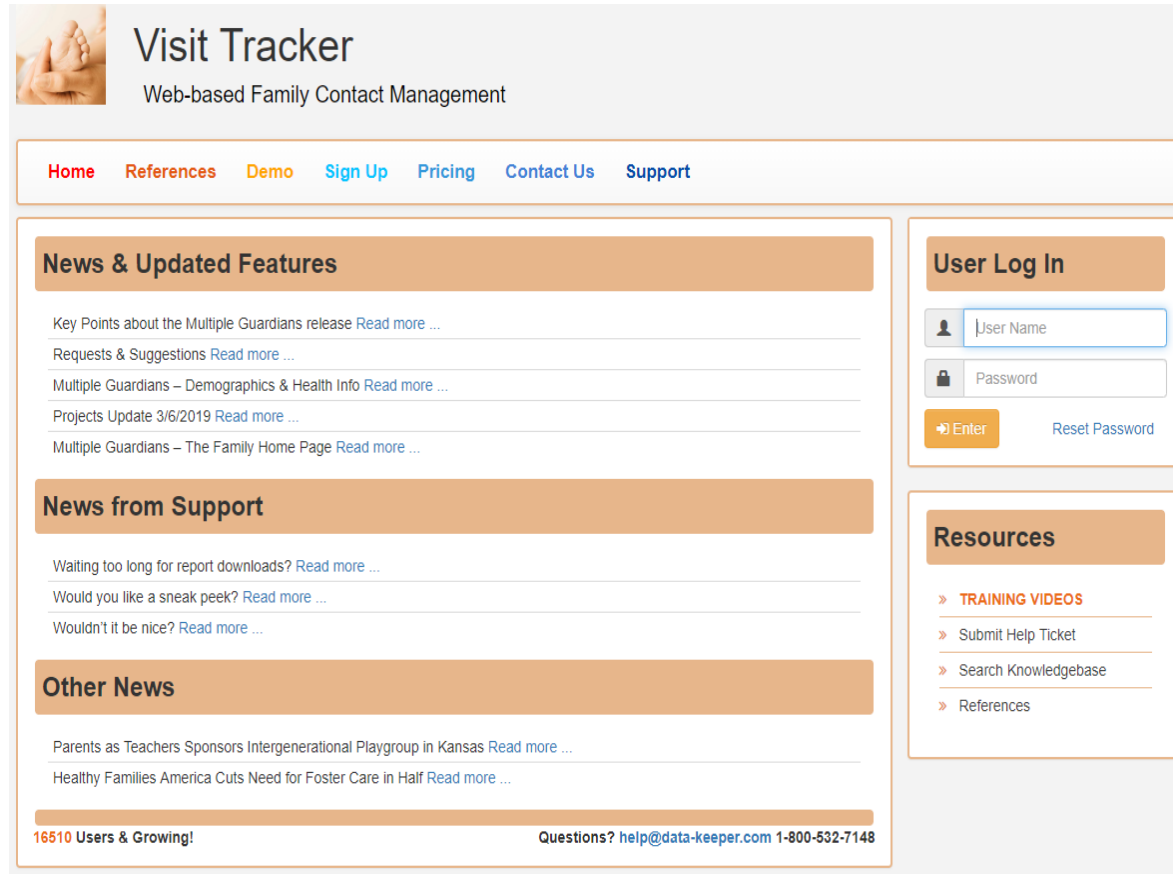
**English:** <http://igrowillinois.org/wp-content/uploads/2018/04/MIECHV-DATA-CONSENT-Updated-11-23-15.pdf>

**Spanish:** <http://igrowillinois.org/wp-content/uploads/2018/04/MIECHV-DATA-CONSENT-Spanish-Updated-11-23-15.pdf>



# VISIT TRACKER

- Available at <https://visittrackerweb.com/>
- Site administrator will
  - give you a username and password
  - set up MIECHV preferences
- Home visitors should
  - Read the News & Updated Features
  - Search the Knowledgebase
  - Watch Training Videos



The screenshot shows the Visit Tracker website interface. At the top left is a logo of hands holding a footprint. The main title is "Visit Tracker" with the subtitle "Web-based Family Contact Management". A navigation menu includes Home, References, Demo, Sign Up, Pricing, Contact Us, and Support. The main content area is divided into three sections: "News & Updated Features", "News from Support", and "Other News". Each section contains several links with "Read more ..." text. On the right side, there is a "User Log In" section with input fields for "User Name" and "Password", and buttons for "Enter" and "Reset Password". Below that is a "Resources" section with links for "TRAINING VIDEOS", "Submit Help Ticket", "Search Knowledgebase", and "References". At the bottom of the page, it says "16510 Users & Growing!" and "Questions? [help@data-keeper.com](mailto:help@data-keeper.com) 1-800-532-7148".

**Knowledgebase:** <https://help.data-keeper.com/knowledgebase.php>





## CRITICAL DELIVERABLES

- Obtain access to VT and work email from Administrator
- Complete MIECHV Data Training
- Complete Quiz for each section via the link provided (Use your email for each quiz. You will only be able to take the tests once.)

## QUIZ

- Continue on to next section to access and complete quiz!





# QUESTIONS



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