

SETTING UP HV PROFILE IN VT: ADMINISTRATORS

Intro to MIECHV:
Part 2

WELCOME TO MIECHV

Welcome Illinois's Maternal, Infant and Early Childhood Home Visiting (MIECHV) program. We partner with local agencies to offer home visiting to expectant and new families in high need communities and work with parents to build their skills and knowledge in their most important role – raising healthy, safe and successful children. Services are provided free of charge to families seeking help.

Our goal:
improve health and developmental outcomes for at-risk children through evidence-based home visiting programs.



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 5th 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



ENTERING A NEW HOME VISITOR

The screenshot shows a web application interface for entering a new home visitor. The navigation menu at the top includes 'Setup', 'CIAT', 'Families', 'Guardians', 'Children', 'Home Visitor', 'Calendar', 'Reports', and 'Support'. The 'Home Visitor' menu item is circled in red. Below it, a dropdown menu is open, showing 'New Home Visitor' (circled in red), 'Send Email', and 'Deactivated'. The main form is titled 'Enter New Home Visitor' and contains the following fields:

- Deactivate a current home visitor and reassign the caseload to this new home visitor? Yes No
- Select home visitor to deactivate: [Dropdown]
- ID: [Text input: 0]
- Name: First [Text input: First Name] Last [Text input: Last Name]
- Program Login: [Text input: Program Login]
- Nickname/ID: [Text input: Nickname/ID]
- Sex: F M supervisor role also
- if Program is PAT, this home visitor is an: [Dropdown: PAT Affiliate Home Visitor]
- Highest Grade: [Text input: Highest Grade]
- Training Dates: 0-3 yrs. [Text input] 3 yrs.-K [Text input]
- DOB: [Text input] Social Security Number: [Text input: Social Security Number]
- Hours Per Week: [Text input: 0] FTE: [Text input] ?
- Ethnic Category: [Dropdown: Ethnic Category]
- Race: [Dropdown: Race Category]
- Address: [Text input: Address]
- Address 2: [Text input: Address 2]
- City, State, Zip: [Text input: City] [Text input: STATE] [Text input: Zip]
- Phone Numbers: Home [Text input: Home Phone] Work [Text input: Work Phone]
- Email: [Text input: Email Address]
- Hire Date: [Text input: 06/24/2019]
- Languages Spoken: [Text area]

At the bottom of the form, the 'Create' button is circled in red.

Click **Home Visitor**, and then click **New Home Visitor**

When setting up a HV profile **enter all information** (demographics) in the appropriate fields.

Do not forget:

- Hire Date

Then press **Create** to save. The new HV is ready to start receiving cases and inputting data.



UPDATING A HOME VISITOR PROFILE

Setup CIAT Families Guardians Children **Home Visitor** Calendar Reports Support

Log Out
New Home Visitor
Send Email
Deactivated

↑ ↓ **Select Home Visitor**

Home Visitor Information

Deactivate a current home visitor and reassign the caseload to this new home visitor? Yes No

Select home visitor to deactivate

ID: 0

Name: First: First Name Last: Last Name

Program Login: Program Login

Nickname/ID: Nickname/ID

Sex: F M supervisor role also

If Program is PAT, this home visitor is an: PAT Affiliate Home Visitor

Highest Grade: Highest Grade

Training Dates: 0-3 yrs. 3 yrs.-K

DOB: Social Security Number: Social Security Number

Hours Per Week: 0 FTE: ?

Ethnic Category: Ethnic Category

Race: Race Category

Address: Address

Address 2: Address 2

City, State, Zip: City STATE Zip

Phone Numbers: Home: Home Phone Work: Work Phone

Email: Email Address

Hire Date: 06/24/2019

Languages Spoken:

Create Cancel

Click **Home Visitor**, and then click **Select Home Visitor** from drop down menu.

- This will take you to the **Home Visitor Information** (demographic) page.
- Update all information missing

Do not forget:

- Hire Date

Then press **Create** to save. The HV information has been updated.



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

- **MIECHV Introduction**



QUESTIONS



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