

# NUTS AND BOLTS

# CREATING A PRIVATE RECORD (PVR)

## Family Contacts

- » Log Out
- » New Family
- » Send Email
- » Family Non-Actives
- » Guardian Non-Actives
- Family Home**
- » Demographics
- » **Contacts**
- » Guardians & Children
- » Household
- » Resource Connection
- » Goals/Plans
- » Assessments
- » Health Info
- » Transition Plan

Add Contact

Contact Type: Private

Date: 05/15/2019 Time: 1:00 PM

Duration: 60 minutes

Home Visitor: Craig Fake

Select Guardians: Jones, Kris (Primary)

Select Children: Jones, Baby (Active), Jones, Trey (Active)

Location: Location

Recurring Event?  No  Yes

Notes

Create Cancel

## Family Contacts

Family Contacts: 1 / 0  
Child Contacts: 1 / 0

Show 25 entries Search:

Date	Type	Home Visitor	Guardians	Children	Total	0-3	>3	Pre
5/15/2019	Private	Craig Fake	Kris Jones	Trey Jones	1	0	1	

Visit & Write Up Completed?  Yes  No

Save Visit Record

Click here to enter info into PVR. The word PRIVATE will turn from blue to green once case notes have been entered into the PVR and you have clicked Yes to "Visit & Write Up Completed?" and saved the visit record.



# PVR: GUIDANCE FOR COMPLETION

- Document soon after the visit (preferably within a day or two)
- Paint a comprehensive picture of the visit
- Follow your model guidance
- At a minimum, document:
  - Visit date, time and length
  - Location and people present
  - Any information or services related to MIECHV data requirements (Forms 1 and 2)
  - A brief description of the visit

# EXITING A PARTICIPANT

## Enrollment Info

Create New Status

Select New Status: Exited

Exit Date:

Exit Status: Select Status

Exit Reason: Select Status

- Select Status
- Completed Program
- Stopped services before completion

**Note:** PAT programs must choose stopped services before completion unless the family was enrolled for at least 18 months and received the minimum expected level of services

Create a New Status (Exited) in Enrollment Info section.

Enter Exit Date (as close to date of last visit as possible)

Choose Exit Status: Completed Program or Stopped services before completion

Choose Exit Reason

Select New Status: Exited

Exit Date:

Exit Status: Select Exit Status

Exit Reason: Select Exit Reason

- Select Exit Reason
- Aged Out
- Completed services required by model
- Dissatisfied
- Moved
- Never Enrolled
- Not Located
- Other

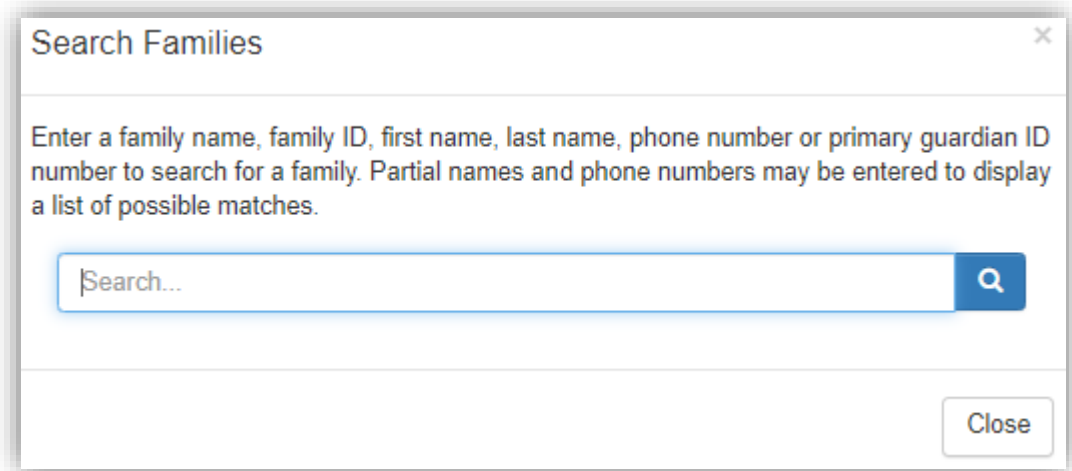


# VISIT TRACKER TIPS: SEARCHING

DataKeeper Technologies, LLC [US] | <https://www.visittrackerweb.com/VT/Guardians/Edit/749776>

This number is the Visit Tracker ID number of the guardian. You can delete it and enter another guardian's ID number to go directly to that person. You can also search for it.

You can do the same for children



The screenshot shows a 'Search Families' dialog box with a close button (X) in the top right corner. Below the title bar, there is a text area containing the instruction: 'Enter a family name, family ID, first name, last name, phone number or primary guardian ID number to search for a family. Partial names and phone numbers may be entered to display a list of possible matches.' Below this text is a search input field with the placeholder text 'Search...' and a blue search button with a magnifying glass icon. In the bottom right corner of the dialog, there is a 'Close' button.

# VISIT TRACKER UPDATES

## VT UPDATES

- How can I keep up with all the changes???
- 1. Read the News & Update Features
- 2. Search the Knowledgebase
- 3. Watch Training Videos

## News & Updated Features

You asked...Exit Reason Mapping [Read more ...](#)

You asked...Resource Connections [Read more ...](#)

You asked...KS KIDS Updates, Languages, Group Connection Attendance [Read more ...](#)

You asked...Planning Guide & PVR Preferences [Read more ...](#)

Key Points about the Multiple Guardians release [Read more ...](#)

Requests & Suggestions [Read more ...](#)

Multiple Guardians – Demographics & Health Info [Read more ...](#)

## Resources

» [TRAINING VIDEOS](#)

» [Submit Help Ticket](#)

» [Search Knowledgebase](#)

» [References](#)



# RECENT VISIT TRACKER ENHANCEMENTS

- Creating Reminders

Admins and Home Visitors can set reminders in Visit Tracker specific to guardians, children or just general reminders

- CHEERS Check-In Tools

Parent-Child Interaction Assessment for HFA programs

- HFA Site Profile Report

Required report for HFA programs

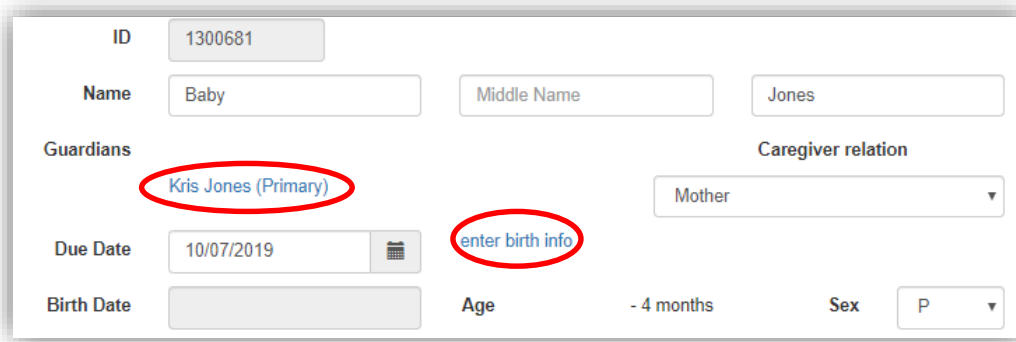
- MIECHV Form 2 Data Tracking

Help in keeping track and setting reminders for benchmarks time frame(s) due dates for the federal fiscal year (Oct. 1<sup>st</sup> to Sep 30<sup>th</sup> )



# VISIT TRACKER TIPS: LINKS

- Blue links are clickable



A screenshot of a web form for a visit tracker. The form contains several fields and a button. The fields are: ID (1300681), Name (Baby), Middle Name, Jones, Guardians (Kris Jones (Primary)), Caregiver relation (Mother), Due Date (10/07/2019), Birth Date, Age (- 4 months), and Sex (P). The text 'Kris Jones (Primary)' and 'enter birth info' are circled in red, indicating they are clickable links.

ID	1300681		
Name	Baby	Middle Name	Jones
Guardians	<a href="#">Kris Jones (Primary)</a>	Caregiver relation	Mother
Due Date	10/07/2019	<a href="#">enter birth info</a>	
Birth Date		Age	- 4 months
		Sex	P

- Click on your name (bottom right) to get to the VT home page





# NEXT STEPS

## Next Steps

- Start collecting data using the MIECHV data collection forms!
- Schedule your first data review call with CPRD!
- Ensure you take all required quiz's!





## 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 same email for each quiz. You will only be able to take the tests once.)

## QUIZ

- Continue on to next section



# QUESTIONS



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