



Maternal Infant and Early Childhood Home Visiting (MIECHV) Data Collection Training Manual

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Introduction

Maternal, Infant, and Early Childhood Home Visiting supports pregnant women and families and helps at-risk parents of children from birth to kindergarten entry tap the resources and hone the skills they need to raise children who are physically, socially and emotionally healthy and ready to succeed.

Programs must demonstrate improvement in the following benchmark areas:

- Maternal and newborn health
- Child injuries, abuse, neglect, or maltreatment, and emergency department visits
- School readiness and achievement
- Crime or domestic violence
- Family economic self-sufficiency
- Coordination and referrals for other community resources and supports

This data training correlates to the case management system, Visit Tracker (VT) www.visittrackerweb.com managed by Data Keeper. VT is the official web based data system for Illinois MIECHV. This is where home visiting programs input collected data and report data in order to measure improvements and provide the Illinois Department of Human Services (DHS) with the information needed to report to the Health Resources and Services Administration (HRSA).

These trainings are mandatory for all Administrators and Home Visitors to ensure data quality and data integrity. Trainings are to be completed each federal fiscal year **(October 1st through September 30th)** to ensure you have knowledge of any updates and changes to system and HRSA requirements that may affect data collection.

MIECHV Reporting Requirements for HRSA

HRSA requires annual reports every October 30th to be entered in their electronic reporting system (HVIS) for each federal fiscal year (October 1st through September 30th). DHS will obtain the data for the reports from information that each site enters in Visit Tracker.

DHS uses data entered by home visiting programs for two reports required by HRSA:

- [FORM 1](#): Demographic information.
- [FORM 2](#): Benchmark data.

These forms and all other benchmark resources can be found on the igrow website under [Benchmark Resources](#).

Hard copies of the MIECHV DATA COLLECTION FORMS are to be included in every family file (chart). Home Visitors (HV) are required to complete these forms at case opening and update ANNUALLY, and as needed, when new information is available. In addition, home visitors are required to enter all of the information collected on these forms into Visit Tracker in a timely manner.

Data Entry Deadline

All client information from the previous month must be entered into Visit Tracker **by the 5th of every month** (preferably within 1 to 2 days after a home visit). The Center for Prevention Research and Development (CPRD) will run periodic checks to ensure data completeness.

Visit Tracker Site Administrator Role

Visit Tracker requires a Site Administrator to be designated at each HV program. The Site Administrator does not have to have extensive computer expertise, as the system is user-friendly. The Site Administrator does not necessarily have to be a supervisor, and may be administrative/data entry staff or a lead worker, as long as s/he has the ability to complete all of the necessary responsibilities listed below.

The Site Administrator will be responsible for:

- Main system set up - Site Administrator will be required to set up preferences in the system. The Site Administrator may also add other preferences depending on the program's needs (i.e. demographic data that MIECHV may not need but that the program wants to collect).
- Managing account, including reviewing data sharing agreements, reviewing invoices, setting up data quality alerts and reminders.
- Establishing MIECHV HV accounts in the system - includes deleting and adding new Home Visitors as necessary due to staff changes. Any staff that exits employment needs to be removed from Visit Tracker within 24 hours of their last date of employment. Before removing exited staff, their cases must be transferred to an active Home Visitor. If the 24-hour window passes before cases are transferred to an active home visitor, change their password so they are unable to log into the system.
- Running site level reports - includes Form 1 and Form 2, reviewing the reports for accuracy, and working with the HV staff to make necessary corrections.
- Acting as the liaison between the State, Visit Tracker and the Home Visitors (i.e. forwarding important emails, providing directions to HV from State/VT, ensuring HV follow through with corrections requested by State).
- Resetting passwords annually in July.
- Checking Visit Tracker on a regular basis to process new referrals sent from Coordinated Intake.

Please refer to Visit Tracker's [Knowledgebase](#) and igrow's [Benchmark Resources](#) page for more information on setting up and using your Visit Tracker account.

Training Materials

All training materials, videos and PDF slides are provided and downloadable on igrow website tab [Benchmark Resources](#) under Data Training section.