

Excel Tools Quick Reference Sheet

1. Start by selecting “export” or “export to CSV” from a report generated in Visit Tracker.
 - *If preferred, you can save the export as an Excel file in the folder you’d like it to be stored, if you want to be able to come back to it again later with your edits. Select “Excel Workbook” from the “Save As:” dropdown menu. Just remember that as you continue to add data in Visit Tracker, your previously saved file will no longer be up-to-date.*

TABLE 15: Home Visits PVRs not marked as complete - export

Home Visits by Service Modality	Number	Percent
In-Person Home Visits	1	50.00%
Virtual Home Visits	0	0.00%
Unknown/Did not report	1	50.00%
All Visits	2	

CONSTRUCT 18: COMPLETED DEVELOPMENTAL REFERRALS [export to CSV](#)

	Numerator	Denominator	Outcome (%)	Missing	Definitions
1	0	1	0	N/A	<ul style="list-style-type: none"> Numerator: Children from the denominator that have a Resource Connection made as a result of screening = 'Yes' AND Developmental is checked AND Follow Up = 'Yes, Family received services' AND Service received related to Dev screening = "...individualized support from home visitor." Denominator: Children with an ASQ-3 in the reporting period AND the ASQ-3 was within 1 of the screening age ranges and Screening Result = Concern

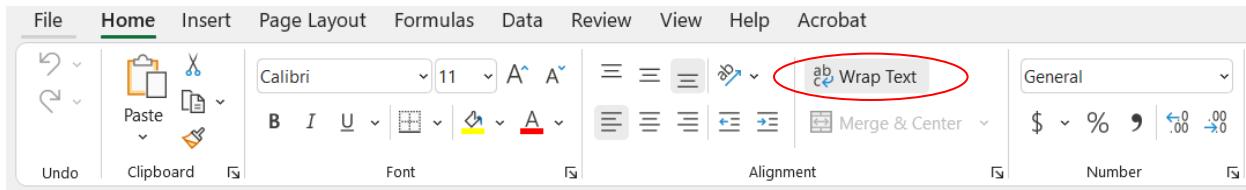
Once downloaded it will appear similar to this:

Illinois Home Visiting Visit Tracker Exports

- To view the full names of the columns you will need to wrap the text. First, highlight the row with column names.

A	B	C	D	E	F						
MIECHV Form 1 - Table 16 Export											
Program Name (s): IL-Test Account											
Program Code (s): IL-CapStrat											
Date Range: 10/1/2020 - 11/30/2021											
MIECHV Target Children only: 'Y'											
Use the 1st MIECHV/All-in-One Start Date to calculate this report: 'Y'											
Site/Fund Codes: All Site/Fund Codes											
Exclude families Exited or Inactive / On Hold due to COVID-19: N											
Pcode	Program Name	Home Visitor Name	Family ID	Family Name	Guardian Last Name	Guardian First Name	Site/Fund Code	Family's current status	Date of private contact	PVR Created?	PVR marked as complete?
IL-CapStrat	IL-Test Acc	Craig	Fake	972904	Beach	Beach	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	972904	Beach	Beach	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	1088778	Lopez	Lopez	MIECHV	A	##### Y	N	
IL-CapStrat	IL-Test Acc	Craig	Fake	1088778	Lopez	Lopez	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	1099584	Lopez	Lopez	MIECHV	A	##### N		

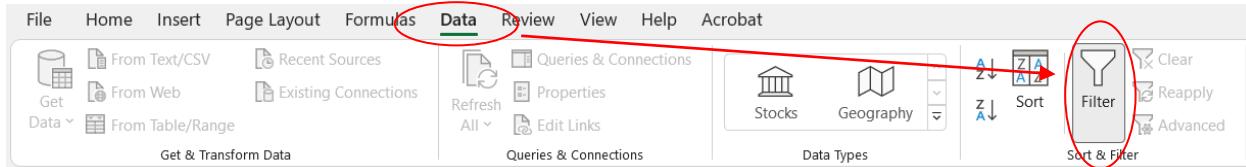
- Then click **Wrap Text** to allow full content to be visible.



The column names will then appear like this:

A	B	C	D	E	F	G	H	I	J	K	L
MIECHV Form 1 - Table 16 Export											
Program Name (s): IL-Test Account											
Program Code (s): IL-CapStrat											
Date Range: 10/1/2020 - 11/30/2021											
MIECHV Target Children only: 'Y'											
Use the 1st MIECHV/All-in-One Start Date to calculate this report: 'Y'											
Site/Fund Codes: All Site/Fund Codes											
Exclude families Exited or Inactive / On Hold due to COVID-19: N											
Pcode	Program Name	Home Visitor Name	Family ID	Family Name	Guardian Last Name	Guardian First Name	Site/Fund Code	Family's current status	Date of private contact	PVR Created?	PVR marked as complete?
IL-CapStrat	IL-Test Acc	Craig	Fake	972904	Beach	Beach	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	972904	Beach	Sandy	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	1088778	Lopez	Adriana	MIECHV	A	##### Y	N	
IL-CapStrat	IL-Test Acc	Craig	Fake	1088778	Lopez	Adriana	MIECHV	A	##### N		
IL-CapStrat	IL-Test Acc	Craig	Fake	1099584	Lopez	Adriana	MIECHV	A	##### N		

- To apply filters, highlight (or continue with highlighting from previous step) the row with column headers and select **Data > Filter** from the menu bar. This will apply drop down filters in the column headers, here is where you can select your filters.



Illinois Home Visiting Visit Tracker Exports

Once the filter is applied, you can select who or what you want to see from each column by using the drop-down menu from the arrow in each column.

Uncheck the “(Select All)” box and then check the box for what you want to review. For example, you can select one home visitor’s name to view all rows linked to that home visitor.

CONSTRUCT 04: WELL CHILD VISITS									
Program Name (s): IL-Test Account									
Program Code (s): IL-CapStrat									
Date Range: 10/1/2020 - 6/14/2021									
Use the 1st MIECHV/All-In-One Start Date to calculate this report: 'Y'									
MIECHV Target Children only: 'Y'									
Site/Fund Codes: MIECHV(IL-CapStrat)									
Exclude families Exited or Inactive / On Hold due to COVID-19: N									
Counted in Numerator, Denominator only, or Missing									
Pcode	Program Name	County	Zip Code	Home Visitor	Family Name	Family ID	Family Name	Family ID	Name
Denominator only	IL-CapStrat	IL-Test Account	No County Listed		Craig Fake	975913	Lee	#	
Denominator only	IL-CapStrat	IL-Test Account	Champaign County	61820	Craig Fake	1088778	Lopez	#	
Denominator only	IL-CapStrat	IL-Test Account	Champaign County	61820	Craig Fake	1088778	Lopez	#	
Denominator only	IL-CapStrat	IL-Test Account	Champaign County	61820	Craig Fake	972904	Beach	#	
Denominator only	IL-CapStrat	IL-Test Account	Champaign County	61820	Craig Fake	972904	Beach	#	

- To hide any column you don't need (such as zip codes or counties), highlight the column and select “Hide” by right-clicking with your mouse or using two fingers on the track pad of a laptop.

A	B	C	D	E	F	G	H	I	J	K
MIECHV FORM 2 IL										
Program Name (s): IL-Test Account										
Program Code (s): IL-CapStrat										
Date Range: 10/1/2021 - 11/15/2021										
Use the 1st MIECHV/All-In-One Start Date to calculate this report: 'Y'										
MIECHV Target Children only: 'Y'										
Site/Fund Codes: MIECHV(IL-CapStrat)										
Exclude families Exited or Inactive / On Hold due to COVID-19: N										
1	Construct	Counted in	Pcode	Program Name	Child ID	First Child	Enrol C			
1	04: WELL	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	07: SAFE S	Missing	IL-CapStra	IL-Test Ac	1426951					
1	08: CHILD	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	09: CHILD	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	10: PAREN	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	11: EARLY	Missing	IL-CapStra	IL-Test Ac	1426951					
1	12: DEVEL	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	13: BEHAV	Denomina	IL-CapStra	IL-Test Ac	1426951					
1	15: PRIMA	Missing	IL-CapStra	IL-Test Ac	1426951					
1	16: HEALT	Missing	IL-CapStra	IL-Test Ac	1426951					
1	17: COMPI	Numerato	IL-CapStra	IL-Test Ac	1426951					
1	18: COMPI	Numerato	IL-CapStra	IL-Test Ac	1426951					
1	19: IPV RE	Denomina	IL-CapStra	IL-Test Ac	1426951					

To Unhide a column that you have hidden, highlight the columns on either side of the column you want to unhide, and then select “unhide”.

In this example on the right above, columns E thru I have been hidden. To unhide, highlight columns D thru J, and select “Unhide”.

Additional resources to learn more

- Hide or Show: <https://support.microsoft.com/en-us/office/hide-or-show-rows-or-columns-659c2cad-802e-44ee-a614-dde8443579f8>
- Wrap Text: <https://support.microsoft.com/en-us/office/wrap-text-in-a-cell-2a18cff5-ccc1-4bce-95e4-f0d4f3ff4e84>
- Applying Filters: <https://support.microsoft.com/en-us/office/use-autofilter-to-filter-your-data-7d87d63e-ebd0-424b-8106-e2ab61133d92>