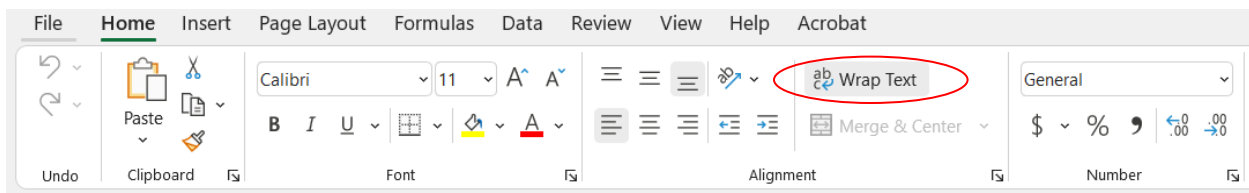




- To view the full names of the columns you will need to wrap the text. First, highlight the row with column names.

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 N	Home Visit	Family ID	Family Nar	Guardian L Gua
IL-CapStra	IL-Test Acc	Craig Fake	972904	Beach	Beach
IL-CapStra	IL-Test Acc	Craig Fake	972904	Beach	Beach
IL-CapStra	IL-Test Acc	Craig Fake	1088778	Lopez	Lopez
IL-CapStra	IL-Test Acc	Craig Fake	1088778	Lopez	Lopez
IL-CapStra	IL-Test Acc	Craig Fake	1099584	Lopez	Lopez

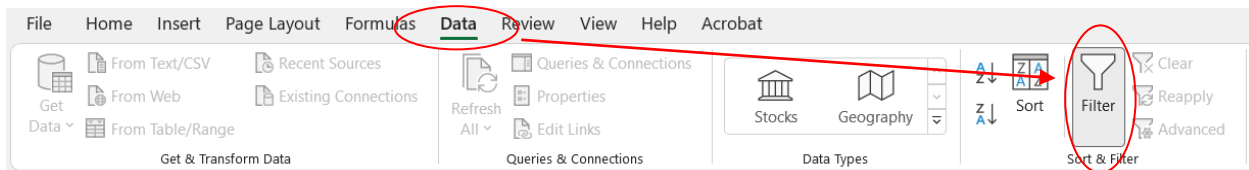
- Then click **Wrap Text** to allow full content to be visible.



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-CapStra	IL-Test Acc	Craig Fake	972904	Beach	Beach	Sandy	MIECHV	A	#####	N	
IL-CapStra	IL-Test Acc	Craig Fake	972904	Beach	Beach	Sandy	MIECHV	A	#####	N	
IL-CapStra	IL-Test Acc	Craig Fake	1088778	Lopez	Lopez	Adriana	MIECHV	A	#####	Y	N
IL-CapStra	IL-Test Acc	Craig Fake	1088778	Lopez	Lopez	Adriana	MIECHV	A	#####	N	
IL-CapStra	IL-Test Acc	Craig Fake	1099584	Lopez	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	Denominator,	Denominator only,	or Missing	Pcode	Program Name	County	Zip Code	Name	Family Name	Family ID	Child ID
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	#

5. 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.

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

Construct	Counted in	Pcode	Program Name	County	Zip Code	Home Visit	Child ID
04: WELL (Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
07: SAFE S Missing	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
08: CHILD Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
09: CHILD Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
10: PAREN Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
11: EARLY Missing	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
12: DEVEL Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
13: BEHAV Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
15: PRIMA Missing	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
16: HEALT Missing	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
17: COMPI Numerato	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
18: COMPI Numerato	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	1426951	
19: IPV RE Denomina	IL-CapStra	IL-Test Ac	Champaig	61820	Craig Fake	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>