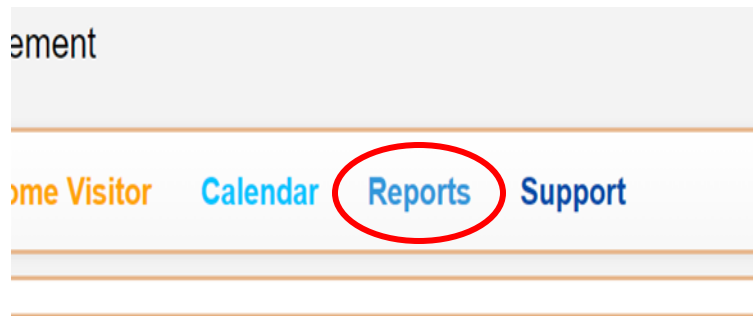


Illinois Home Visiting

Instructions for Running HRSA Form 1 in Visit Tracker

Log into Visit Tracker and select the Reports tab.

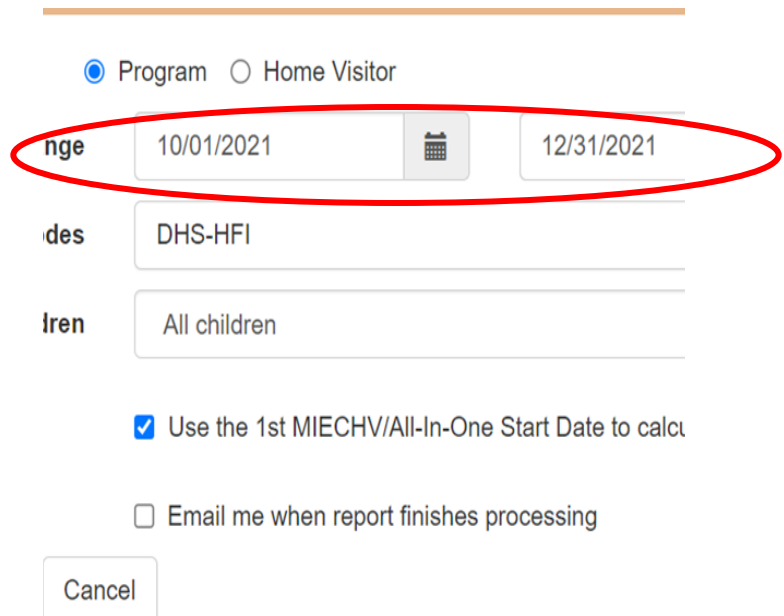


Locate and select Form 1

MIECHV Reports

- Form 1
- Form 2 Colorado
- Form 2 IL
- Form 4
- Monitoring
- IL Report Card
- Families with no Target Child

The date range is always based on the Federal Fiscal Year (FFY). The start date of each FFY is 10/01, with the year being the most recent, as shown in the example for FFY22.

A screenshot of the MIECHV Reports form. The 'Program' radio button is selected. The 'Date Range' field is circled in red and shows '10/01/2021' to '12/31/2021'. Other fields include 'Agency' (DHS-HFI), 'Children' (All children), and checkboxes for 'Use the 1st MIECHV/All-In-One Start Date to calculate' and 'Email me when report finishes processing'. A 'Cancel' button is at the bottom.

Select your site fund code
Some sites may have 2
codes they must select,
Ex. Doulas.

Run report for Program Home Visitor

Date Range 10/01/2021 12/31/2021

Site/Fund Codes All Site/Fund Codes

Target Children

Select All	Deselect All
DHS-HFI	
MIECHV	
No Code	

Select "All children".
The MIECHV Target Child
selection will no longer be
used as of July 1, 2022.

Run report for Program Home Visitor

Date Range 10/01/2021 12/31/2021

Site/Fund Codes DHS-HFI

Target Children

Only MIECHV Target Child
Only MIECHV Target Child
All children

Exclude families Exited or Inactive / On Hold due to COVID-19

Email me when report finishes processing

Be sure to select "Use the
1st MIECHV/All-in-One
Start Date" You can make
your own choice about
having the system email
you when the report is
finished.

Click "Get Report"

Run report for Program Home Visitor

Date Range 10/01/2021 12/31/2021

Site/Fund Codes DHS-HFI

Target Children All children

Use the 1st MIECHV/All-In-One Start Date to calculate this report

Exclude families Exited or Inactive / On Hold due to COVID-19

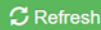
Email me when report finishes processing

Get Report Cancel

You may need to click the refresh button, to move the report to the list of the Reports Ready to View.

Pending reports

MIECHV Form 1 Report 1-12-2022 1-30-17 PM

 Refresh



Select the blue document, to open Form 1.

-Whew you made it!!

Reports ready to view

Show 10 entries

Search:

Report	Requested date	Date Range	Site/Fund Codes	MIECHV Target Children	Options
MIECHV Form 1 Report	1/12/2022 1:30 PM	10/1/2021 to 12/31/2021	DHS-HFI	All Children	 


Previous 1 Next

You can work straight from this report on the web, or down load it and save it. The yellow **Get CSV** buttons will take you to Excel spreadsheets.

MIECHV Form 1

Program Name:IL DHS HFI Test Account Program Code:IL-61820-VT0 Date Range:10/1/2021 - 12/15/2021 Site Codes:DHS-HFI(IL-61820-VT0)
MIECHV Target Child only:N Use the 1st MIECHV/AI-In-One Start Date to calculate this report: Y
Exclude families Exited or Inactive / On Hold due to COVID-19:N

Prepared 12/15/2021

Export Families to CSV	<input checked="" type="radio"/> All Families	<input type="radio"/> Only Families with an unknown data item	
Export Guardians to CSV	<input checked="" type="radio"/> All Guardians	<input type="radio"/> Only Guardians with an unknown data item	
Export Children to CSV	<input checked="" type="radio"/> All Children	<input type="radio"/> Only Children with an unknown data item	

Working from the Form 1 Report on the web will allow you to click any blue links, and these blue links will generate a list of missing data.

TABLE 4: Adult participants by age

Adult Participants	≤ 17	18-19	20-21	22-24	25-29	30-34	35-44	45-54	55-64	≥ 65	Unknown/Did not report	Total
Newly Enrolled - Pregnant Participants	0	0	0	0	0	0	0	0	0	0	0	0
Newly Enrolled - Caregivers	0	0	0	0	0	0	0	0	0	0	0	0
Continuing - Pregnant Participants	0	0	0	0	0	0	0	0	0	0	0	0
Continuing - Caregivers	0	0	0	1	0	0	0	0	0	0	1	2
All Adults (Auto Calculate)	0	0	0	1	0	0	0	0	0	0	1	2

Clicking the blue link will bring up a list of participants with missing data, the list will also include the Home Visitor attached to this participant.




TABLE 4: Adult participants by age		All Adults (Auto Calculate) Unknown/Did not report		
Pcode	Participant ID	Participant Name	HV ID	Home Visitor Name
IL-CapStrat	1106255	Surfer Beach	11548	Craig Fake