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General notes about Visit Tracker

Account Setup

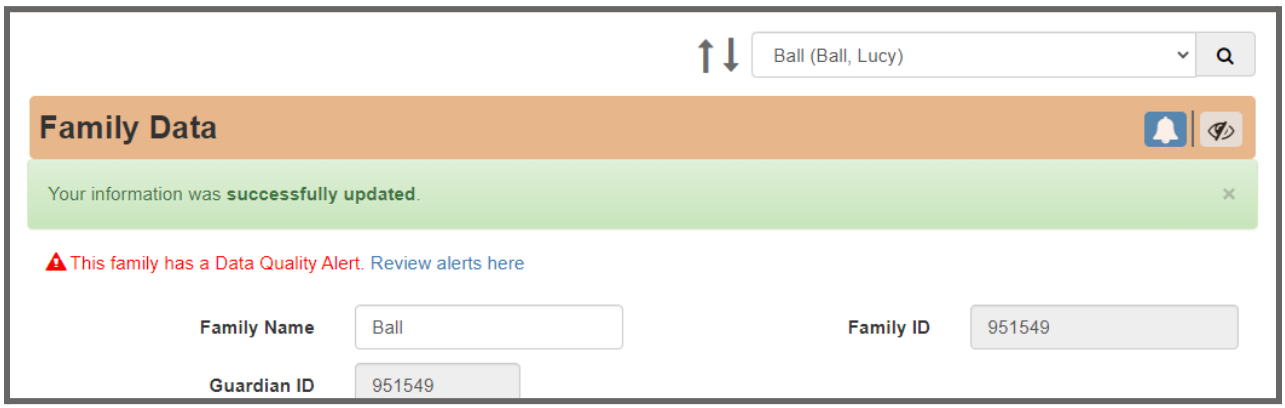
The main administrator for each Visit Tracker account has access to the Setup section. This section allows the account to be further customized according to the program's needs. Here's an article providing an overview of the Setup section.
Set Up Options (Main Admin)

Required data

There are various data fields that are required throughout the data system. When data is missing from those fields, saving will be prevented. In this case, there will be an indicator that saving was not successful because of missing data and a list of what fields are missing data.

Here's an example of a missing data notification after saving.

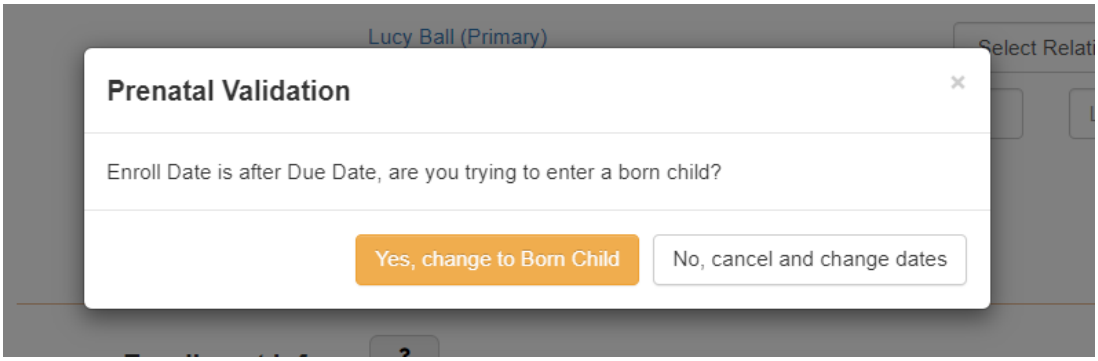
Here's an example when saving a page is successful.



Data entry rules

Visit Tracker has built in rules throughout the system. When data entry does not meet the requirements of a rule, saving will be prevented, the reason will be shown and notes on how to proceed will be provided.

Here's an example of a rule preventing saving.



Adding a Family

Tutorials

- New family
- Adding a new child / Adding a prenatal child
- Navigating to families, guardians and children
- Creating a new family, guardian and child (video)

Important data & notes

- Site/Fund Code (view article)
    - This field is located on the Family Data page.
    - IDHS-DEC HV Site/Fund Code is “DHS State” or “DHS ARP”
- Enrollment Information (view article)
    - This section is located at the bottom of both the Family Data and Child Data pages.
    - Statuses and enrollment information is assigned to both families and children
- Referrals Source
    - Use Comments field for referral reason
- Participation agreement date
    - Use this field for informed consents

Family / Guardian Demographics and Health Information

Tutorials

- The Demographics and Health Info section for the family

Important data & notes

- **Demographics page**
    - Family Income
    - Guardian Employment
    - Guardian Education
    - Guardian Housing Status
- **Family Health Info page**
    - Health insurance
    - Medical visits
    - Tobacco use
- **Child Health Info page**
    - Health insurance
    - Medical visits
    - Breastfeeding
    - Medical care
    - Dental care

- Safe Sleep
- Literacy Activities

Assessments

Tutorials

- Entering an Assessment

Important data & notes

- Each assessment the program conducts on the family is located in this section.
  - CHEERS Check-In and PICCOLO
  - Edinburgh Postnatal Depression Scale (EPDS)
  - Futures (intimate partner violence)
  - FROG (HFA programs only)
  - And many more! (The Main Admin can review the complete list of assessments in the SETUP > PREFERENCES > ASSESSMENTS section.

Child Screenings

Tutorials

- Child Screenings - Covers both admin setup and entering a screening
- Making a referral from a screening record

Important data & notes

- Screening records - Developmental, Social-Emotional, Health, Hearing and Vision
- Resource connections (referrals) related to any concerns found in a screening

Home Visits & Contacts

Tutorials

- Home Visits: Scheduling and recording a home visit
- Rescheduling a visit due to No Show or Cancellation

Important data & notes

- Schedule private contacts
- Other contact types can also be scheduled/noted
  - Cancellations
  - No shows
  - “Other”
    - Manage your own “Other” list from SETUP > PREFERENCES > CONTACTS
- Record personal visit records (PVRs) to document the private contact / home visit with the family

Resource Connections

Tutorials

- Resource Connection - recording and updating family referrals

Important data & notes

- Enter referrals made for the family
- Record all follow-ups and progress notes for each referral
- Categorize each referral according to the family's needs

Family Goals and Plans

Tutorials

- Family Goals

Important data & notes

- Indicate the each goal for the family
- Update the status of the goal
- Add progress notes

Supervision

Tutorials

- Supervision - Schedule and Record

Important data & notes

- Both admins and home visitors can schedule supervision events
- Only admins can enter supervision records

Reports

All reports in Visit Tracker can be used by any account/program model

- Reports are titled and programmed according to the requirements of the model or funder
- The report filters allow all programs to use the report and its contents even if the model or funder doesn't apply.

IL Data Summary Report

- Located in REPORTS > MIECHV Reports section (3rd column on the Reports page)
- This report serves as the primary source for completing quarterly reports (PPRs) due to IDHS
- Includes summary data in the areas of caseload capacity, PVRs completed, Form 1 missing data, and Form 2 missing data and benchmark outcome details

Recommendations

- MIECHV Form 1 is a great demographics report any program can use
- Take a look at some of the other program model reports to see if their data is useful to your program
- Many service reports are available in CSV so that they can be sorted and filtered

Visit Tracker Features

Here are a couple of data quality features that can help programs stay on top of their data collection requirements.

Reminders

Reminders can be set for families and children to remind users of upcoming assessments, screenings, and other data collection timelines

Tutorials

- Setting Reminder article (all users)
- Setting Reminder Rules (article) / Reminder Rules (video)

Data Quality Alerts

A menu of Data Quality Alerts can be turned on to indicate what data is missing in the current program year

Tutorials

- Data Quality Alerts