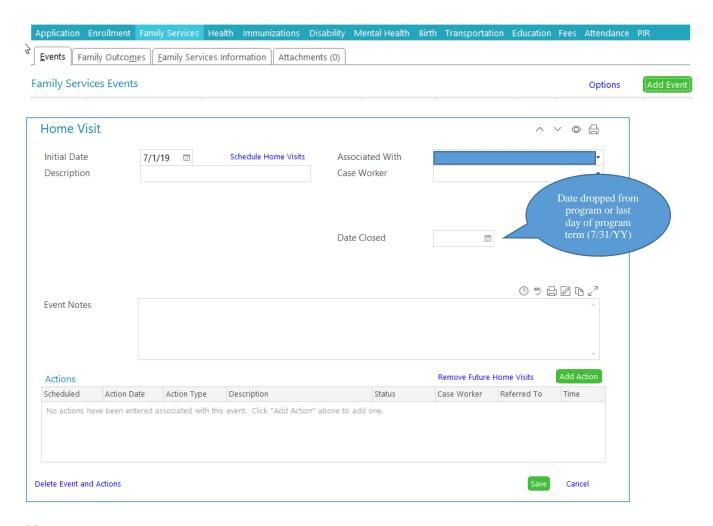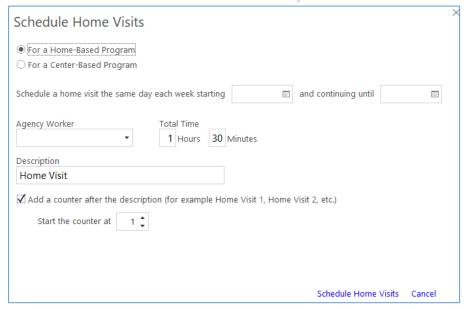Home Visit – Home Based

Note: Type Description in event screen (above) to identify the program term being scheduled. Each program term must have a Home Visit event added. For example, this year's description 2019-2020 Scheduled Home Visits. Next year's description is 2020-2021 Scheduled Home Visits. The Initial Date for next year is the first scheduled home visit in August.

Schedule Home Visits

◉ For a Home-Based Program
○ For a Center-Based Program

Schedule a home visit the same day each week starting [📅] and continuing until [📅]

Agency Worker [▼]

Total Time [1] Hours [30] Minutes

Description
Home Visit

☑ Add a counter after the description (for example Home Visit 1, Home Visit 2, etc.)

Start the counter at [1 ▲▼]
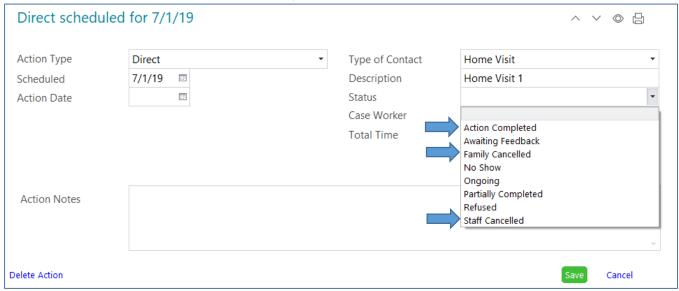
Schedule Home Visits   Cancel

'Starting' date for Schedule Home Visits is Initial Date of the event.

'Continuing until' date is last day of the program term (July 31).

Start counter at 1 for each program term's schedule.

Home Visit

Initial Date [7/1/19 📅]   Schedule Home Visits   Asso

Description [   ]   Case

Date

Event Notes [   ]

Actions

Scheduled ▲	Action Date	Action Type	Description
7/1/2019		Direct	Home Visit 1
7/8/2019		Direct	Home Visit 2
7/15/2019		Direct	Home Visit 3
7/22/2019		Direct	Home Visit 4
7/29/2019		Direct	Home Visit 5

Direct scheduled for 7/1/19

Action Type	Direct ▾	Type of Contact	Home Visit ▾
Scheduled	7/1/19 ▦	Description	Home Visit 1
Action Date	▦	Status	▾
		Case Worker	
		Total Time	

Status dropdown:
- Action Completed
- Awaiting Feedback
- Family Cancelled
- No Show
- Ongoing
- Partially Completed
- Refused
- Staff Cancelled

Action Notes

Delete Action   Save   Cancel

Direct - 7/15/19

Action Type	Direct ▾	Type of Contact	Home Visit ▾
Scheduled	7/15/19 ▦	Description	Home Visit 3
Action Date	7/15/19 ▦	Status	Staff Cancelled ▾
		Case Worker	▾
		Total Time	1 Hours 30 Minutes

Action Notes

7/15/2019 4:36 PM   <admin> Document reason for cancellation and attempts to reschedule.

Delete Action   Save   Cancel

When rescheduled home visit is completed, the makeup visit is added to the list of home visits. Click Add Action. Description will indicate a make-up home visit and the specific home visit that was rescheduled.
You will include all Home Visit documentation for the visit under the action notes.

Direct - 7/16/19

Action Type	Direct ▼	Type of Contact	Home Visit ▼
Scheduled	🔲	Description	Make Up Home Visit 3
Action Date	7/16/19 🔲	Status	Action Completed ▼
		Case Worker	▼
		Total Time	1 Hours 30 Minutes

Action Notes

Delete Action   Save   Cancel

Home Visit

Initial Date	7/1/19 🔲 Schedule Home Visits	Associated With	███████ ▼
Description	Sample Entry for Child Plus Guidelines	Case Worker	▼
		Progress	▼
		Date Closed	🔲

Event Notes

Actions   Remove Future Home Visits   Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
7/29/2019		Direct	Home Visit 5				1h 30m
7/22/2019		Direct	Home Visit 4				1h 30m
	7/16/2019	Direct	Make Up Home Visit 3	Action Complet...			1h 30m
7/15/2019	7/15/2019	Direct	Home Visit 3	Staff Cancelled			1h 30m
7/8/2019		Direct	Home Visit 2	Action Complet...			1h 30m
7/1/2019		Direct	Home Visit 1	Action Complet...			1h 30m

Delete Event and Actions   Save   Cancel

When a participant exits the program, the home visits scheduled after the drop date needs to be removed.

Remove Future Home Visits	
Case Worker	Referred To

Remove Future Home Visits   ✕

This screen allows you to remove scheduled home visits, usually because the child dropped.
It will not remove any home visits that have an Action Date.

Remove all scheduled home visits that have a Scheduled Date on or after [_____] 🗓

Remove Scheduled Home Visits   Cancel

Socialization

- Socialization Event added the first time a family participates.
- Add Action for the other socializations attended. Status = Attended Socialization.

Add Socialization

Initial Date	6/12/19

Event Notes

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
	7/10/2019	Direct		Attended Socia...	Sandeno, Karen		0h 0m

Save and Add Another   Save   Cancel Add