

HFA Site Survey 2020 (for 2019 data)

General Notes about Queries

- On the Standard Reports **Report Parameters**, set the data cutoff to the end date of your reporting period, as specified in B1 (calendar or fiscal year)
- In Custom Queries under Step 2, use the **Wizard** button to create the filter for participants presumed active in the date range of your reporting period.

B2 – Number of HVs Completed in 2019

Use the Standard Report **Contact/HV – HV Completion by FSW**. A summary of HVs completed by level is provided for each FSW. You will need to manually sum the totals for each level.

The screenshot displays the Microsoft Access interface for 'PIMS Reports'. The main window is titled 'Standard Reports' and contains several sections:

- Site Cutoff Date:** A text box containing '12/31/2017'.
- Step 1) Choose Report:**
 - Report Category:** A dropdown menu set to 'Contact/Home Visit'.
 - Best Practice Standard:** A dropdown menu set to '10 & 11: Staff Training'.
 - Report List:** A list of reports including 'Contact History', 'First Home Visit by Individual', 'First Home Visit Summary', 'Home Visit Completion by FSW' (highlighted), and 'Home Visit Completion by Individual'.
- Step 2) Select Cohort:**
 - Site:** A text box containing 'TL000' and a 'Select' button.
 - Program:** A text box containing 'Healthy Families'.
 - Groups:** An empty list box.
 - Preview Cohort:** A button.
- Step 3) Filter Activities:**
 - Home Visits between:** A date range selector showing '1/1/2017' and '12/31/2017'.
- Step 4) Choose Display Options:**
 - Show Name:** A radio button that is selected.
 - Show ID:** A radio button that is unselected.
- Step 5) Display Report:** A 'Preview Report' button.

The bottom of the window shows 'Form View' and 'Powered by Microsoft Access'.

For sites unable to run the standard report above, use the following custom query. Note that the **Summary Stat Date Range** (following Step 1 box) is the same as that in Step 2.

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Site Cutoff Date: 1/7/2019

Step 1) Define Your Query

Query Type: participant data (5 columns) Clear All Output

Sub Type:

	Query Category	Query Field
↓ x	Participant Current Info	Full name
↑ x	Participant Summary Stats	Total # Home Visits (date range)
↑ x	Participant Current Info	LEAVE FIELD BLANK
↓ x	Participant Current Info	LEAVE FIELD BLANK
↑ x	Participant Current Info	LEAVE FIELD BLANK

Summary Stat Date Range between 1/1/2018 and 12/31/2018 This date range is used only for Participant and Target Child Summary Stats

Step 2) Select Criteria (optional)

service start date is before or on 12/31/2018
 AND (termination date is null
 OR latest home visit date is after or on 1/1/2018)

Add Edit Remove Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header

Total HVs 2018

Preview Query Results Sa

Export Spreadsheet

Saved Query Manage

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries

Form View A Powered by Microsoft Access

B3 through B6

Although PIMS does not provide a report that summarizes staff positions and FTEs, this information could be derived from the standard report below:

The screenshot shows the Microsoft Access application window titled "PIMS Reports - Microsoft Access". The interface is a form with the following elements:

- Standard Reports:** A section at the top with a "Site Cutoff Date" field containing "12/31/2017". To the right are buttons for "Best Practice Guide", "Report Guide", and "Know".
- Step 1) Choose Report:** A section with two options: "Report Category" (set to "Program and Staff") and "Best Practice Standard" (set to "10 & 11: Staff Training").
- Step 2) Select Cohort:** A section with several fields:
 - Site:** "Sites: 'IL000'" and "Program: 'Healthy Families'".
 - Employment Status:** A dropdown menu set to "Currently Presumed Active" with date fields for "10/1/2003" and "12/31/2003".
 - Staff:** Radio buttons for "All Staff" (selected) and "Individual Staff", and a "Staff ID" field set to "101".
- Step 3) Filter Activities:** A section at the bottom.
- Report List:** A list on the right side showing report titles: "Site/Program Info", "Staff Demographics Summary", "Staff Information", "Staff Training Events", and "Staff Training on an Ongoing Basis".
- Buttons:** A "Select" button next to the Site/Program fields, and a "Preview Cohort" button at the bottom right.
- Footer:** "Form View" on the left and "Powered by Microsoft Access" on the right.

B8, B9, B10 – Staff Demographics

Note that the standard report below summarizes demographics for ALL staff; items B8-B10 ask for demographics of “people who carry a home visiting caseload”. You may want to use report “Staff Information” instead.

The screenshot shows the Microsoft Access application window titled "PIMS Reports - Microsoft Access". The interface is a form with several sections:

- Standard Reports:** Includes a "Site Cutoff Date" field with the value "12/31/2017". There are buttons for "Best Practice Guide", "Report Guide", and "Known Bugs".
- 1) Choose Report:** Contains a "Report Category" dropdown menu set to "Program and Staff" and a "Best Practice Standard" dropdown menu set to "10 & 11: Staff Training". A "Report" list box on the right shows options: "Site/Program Info", "Staff Demographics Summary", "Staff Information", "Staff Training Events", and "Staff Training on an Ongoing Basis".
- 2) Select Cohort:** Features a "Sites" field with the value "1L000" and a "Program" field with the value "Healthy Families". A "Select" button is next to the "Sites" field. Below this is an "Employment Status" dropdown menu set to "Currently Presumed Active" and two date fields: "10/1/2003" and "12/31/2003". A "Preview Cohort" button is located to the right.
- 3) Filter Activities:** This section is currently empty.

The bottom status bar indicates "Form View" and "Powered by Microsoft Access".

B11 - # Families Receiving at Least One HV

Standard Report **Contact/HV – Home Visit Completion by Individual** can be used to see a summary of the number of families served by each FSW for the year.

The screenshot displays the 'Standard Reports' form in Microsoft Access. The form is titled 'Standard Reports' and includes a 'File' menu and 'Add-Ins' section. The main content area is divided into five steps:

- Step 1) Choose Report:** Includes a 'Report Category' dropdown set to 'Contact/Home Visit', a 'Best Practice Standard' dropdown set to '10 & 11: Staff Training', and a 'Site Cutoff Date' field set to '12/31/2017'. A 'Report' dropdown menu is open, showing a list of reports including 'Home Visit Completion by Individual'.
- Step 2) Select Cohort:** Includes a 'Site' field set to 'TL000' and a 'Program' field set to 'Healthy Families'. A 'Preview Cohort' button is located to the right.
- Step 3) Filter Activities:** Includes a 'Home Visits between' field with dates '1/1/2017' and '12/31/2017'.
- Step 4) Choose Display Options:** This section is currently empty.
- Step 5) Display Report:** This section is currently empty.

The bottom of the window shows 'Form View' and 'Powered by Microsoft Access'.

You can then quickly scan the list to see if there are any families who did not receive any HVs for the year, and deduct them from the total.

B12 – MIECHV Funded

If you have been using the Group Membership function to identify MIECHV-funded families, use the report **Contact/Home Visit – Monthly Contact Log by Participant**, and use the Groups filter under Report Parameters to include only MIECHV participants.

The screenshot displays the 'PIMS Reports - Microsoft Access' window. The interface is divided into several sections for configuring a report:

- Standard Reports:** Includes links for 'Best Practice Guide', 'Report Guide', and 'Known Bugs'. A 'Site Cutoff Date' is set to 12/31/2017.
- Step 1) Choose Report:**
 - Report Category:** Contact/Home Visit
 - Best Practice Standard:** 10 & 11: Staff Training
 - Report List:** A dropdown menu showing options like 'Home Visit Completion by Individual', 'Home Visit Completion by Site', 'Home Visit Completion by Site- Individual Detail', 'Monthly Contact Log by Month', and 'Monthly Contact Log by Participant' (which is highlighted).
- Step 2) Select Cohort:**
 - Site:** Sites: 'IL000', Program: 'Healthy Families'. A 'Select' button is present.
 - Groups:** Radio buttons for 'Include Selected' (selected) and 'Exclude Selected'. A list shows 'MIECHV families ()' with a 'Select' button.
 - Case Status:** 'Currently Presumed Active' with date filters for 1/1/2002 and 12/31/2003.
 - A 'Preview Cohort' button is located on the right.
- Step 3) Filter Activities:** 'Contacts Occuring between' 1/1/2017 and 12/31/2017.
- Step 4) Choose Display Options:** (Section header visible)
- Step 5) Display Report:** (Section header visible)

The bottom of the window shows 'Form View' and 'Powered by Microsoft Access'.

B13 and B14 - # Families Receiving their First HV and First HV Prenatally

Standard Report **Contact/HV – First HV Summary** can be used to find all participants receiving their first HV in 2019, broken down by time frame.

The screenshot shows the 'Standard Reports' form in Microsoft Access. The window title is 'PIMS Reports - Microsoft Access'. The form is divided into several sections:

- Step 1) Choose Report:** Includes a 'Site Cutoff Date' field set to '12/31/2017'. Below it, there are two options: 'Report Category' (set to 'Contact/Home Visit') and 'Best Practice Standard' (set to '10 & 11: Staff Training'). A 'Report' list on the right includes 'Contact History', 'First Home Visit by Individual', 'First Home Visit Summary' (highlighted), 'Home Visit Completion by FSW', and 'Home Visit Completion by Individual'. Navigation links for 'Best Practice Guide', 'Report Guide', and 'Known Bugs' are at the top right.
- Step 2) Select Cohort:** Features a 'Site' section with 'Sites' (set to 'TL000') and 'Program' (set to 'Healthy Families'), each with a 'Select' button. An 'Accepted Service between' section shows dates '1/1/2017' and '12/31/2017'. A 'Groups' section has radio buttons for 'Include Selected' (selected) and 'Exclude Selected', with a 'Select' button. A 'Preview Cohort' button is located on the right.
- Step 3) Filter Activities:** A large empty rectangular area.
- Step 4) Choose Display Options:** A large empty rectangular area.
- Step 5) Display Report:** A 'Preview Report' button.

The bottom of the window shows 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B15 – Received First HV Prenatally before 31 Weeks

In the standard report below, negative numbers in the child age column indicate prenatal enrollments. Children with an age listed as -64 [days] or more are prenatal enrollments before 31 weeks gestation.

The screenshot displays the Microsoft Access application window titled "PIMS Reports - Microsoft Access". The interface is divided into several sections for report configuration:

- Standard Reports:** Includes links for "Best Practice Guide", "Report Guide", and "Known Bugs".
- Step 1) Choose Report:**
 - Site Cutoff Date:** 12/31/2017
 - Report Category:** Contact/Home Visit
 - Best Practice Standard:** 10 & 11: Staff Training
 - Report List:** A dropdown menu showing options: Contact History, First Home Visit by Individual (highlighted), First Home Visit Summary, Home Visit Completion by FSW, and Home Visit Completion by Individual.
- Step 2) Select Cohort:**
 - Site:** Sites: "TL000", Program: "Healthy Families".
 - Accepted Service between:** 1/1/2017 and 12/31/2017.
 - Groups:** Radio buttons for "Include Selected" (selected) and "Exclude Selected".
 - Buttons:** "Select" buttons for Site and Groups, and a "Preview Cohort" button.
- Step 3) Filter Activities:** An empty section for filtering activities.
- Step 4) Choose Display Options:**
 - Sort By:** A dropdown menu.
 - Display Options:** Radio buttons for "Show Name" (selected) and "Show ID".
- Step 5) Display Report:** A "Preview Report" button.

The bottom status bar shows "Form View" and "Powered by Microsoft Access".

B16 - # Families Enrolled in 2019 as “Accelerated”

If you are using the Groups feature to identify “accelerated” families at enrollment, then follow the process shown in item B13. Otherwise, use the standard report below to list families assessed in 2019, and scan the list for those parents who both scored 20 or lower.

The screenshot shows the Microsoft Access application window titled "PIMS Reports - Microsoft Access". The interface is divided into several sections for configuring a report:

- Standard Reports:** Includes links for "Best Practice Guide", "Report Guide", and "Known Bugs".
- Step 1) Choose Report:**
 - Site Cutoff Date:** 12/31/2019
 - Report Category:** Assessment
 - Best Practice Standard:** 2: Standardized Assessment
 - Report:** Assessment Information- by Disposition
 - Assessment Information- by Family Assessment Worker
 - Service Acceptance Analysis: Accepted But Not Enrolled
 - Service Acceptance Analysis: Accepting vs. Refusing Services
 - Service Acceptance- Site Summary
- Step 2) Select Cohort:**
 - Site:** Sites: IL000', Program: Healthy Families
 - Assessed between:** 1/1/2019 and 12/31/2019
 - Groups:** Include Selected (selected), Exclude Selected
 - Buttons:** Select, Preview Cohort
- Step 3) Filter Activities:** (Empty section)
- Step 4) Choose Display Options:** Sort By (dropdown), Show Name (selected), Show ID
- Step 5) Display Report:** Preview Report button

At the bottom, it says "Form View" and "Powered by Microsoft Access".

B17 - # Families Enrolled in 2019 Referred from CPS

Use the custom query below to identify families referred from child protective services. In Step 2, the service start date field is found in the category "Participant Key Stats", and type of referral is found in the category "Screening".

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries Site Cutoff Date: 12/31/2019

Step 1) Define Your Query Clear All Output Current Query

Query Type: participant data (5 columns)

Sub Type:

	Query Category	Query Field
1	Participant Current Info	Full name
2	Participant Key Stats	Service start date
3	Screening	Screen date
4	Screening	Type of Referral
5	Participant Current Info	LEAVE FIELD BLANK

Summary Stat Date Range between [] and [] This date range is used only for Participant and Target Child Summary Stats

Step 2) Select Criteria (optional)

Service start date BETWEEN 01/01/2019 AND 12/31/2019
AND Type of Referral is Child Protective Services

Add Remove Wizard

Step 4) Process Query

Report Header: CPS referrals

Preview Query Results Save Query

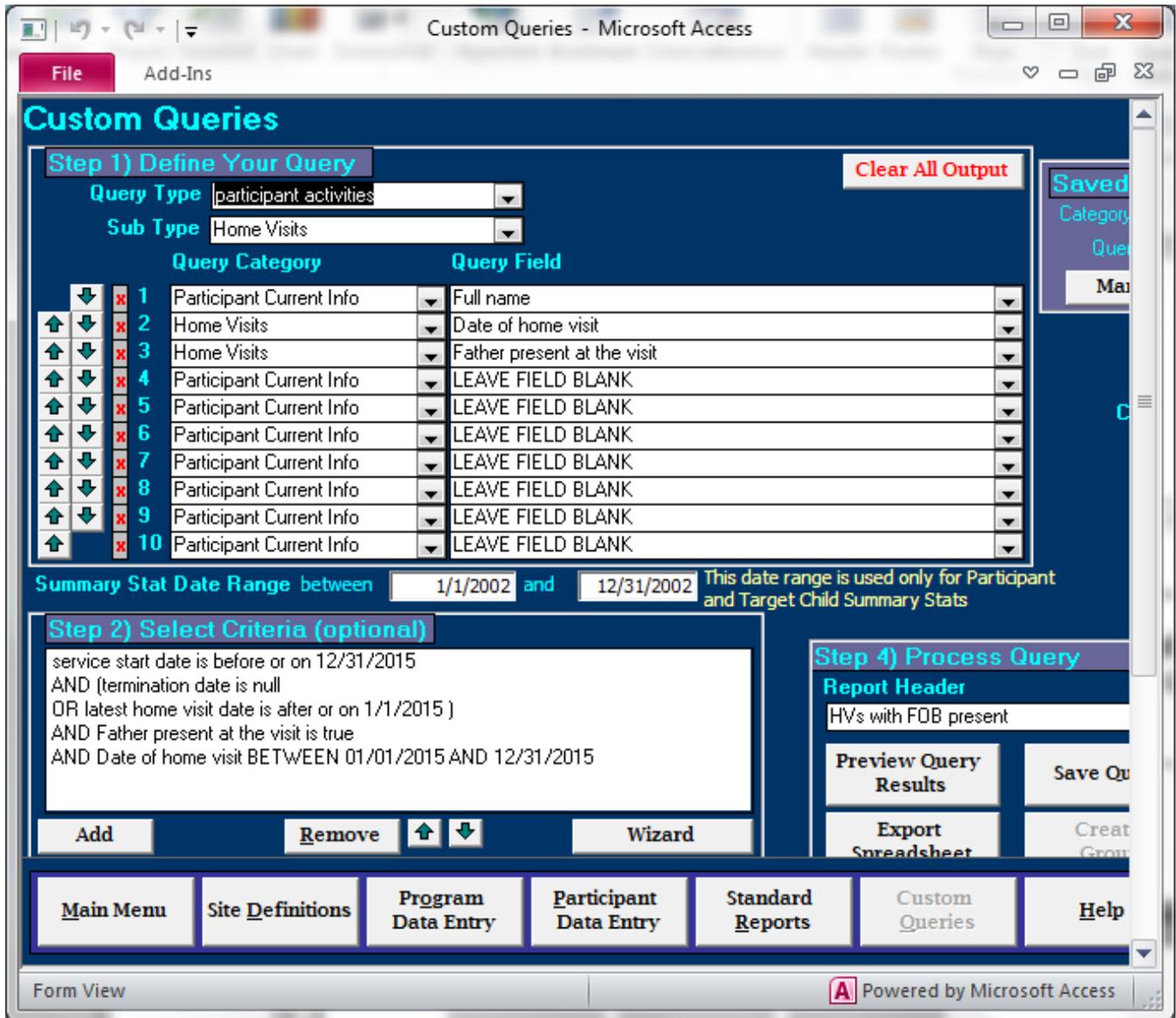
Export Spreadsheet Create Group

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries Help

Form View Powered by Microsoft Access

B18 - # Families with Father Attending More than One HV

The following query will list all HVs in 2018 where the father is present.



Note that each HV date is listed individually. In the example below, there were 23 HVs with the father present, completed by six participants. One participant, Anne Aaron, had only one HV with the father present, so the total for item #B15 would be five.

adHoc02: Participant Listing - Microsoft Access

File Print Preview Add-Ins

HV's with FOB present

Custom Query- Participant Data
(n = 23)

Query Criteria:

service start date is before or on 12/31/2015
 AND (termination date is null
 OR latest home visit date is after or on 1/1/2015)
 AND Father present at the visit is true
 AND Date of home visit BETWEEN 01/01/2003 AND 12/31/2003

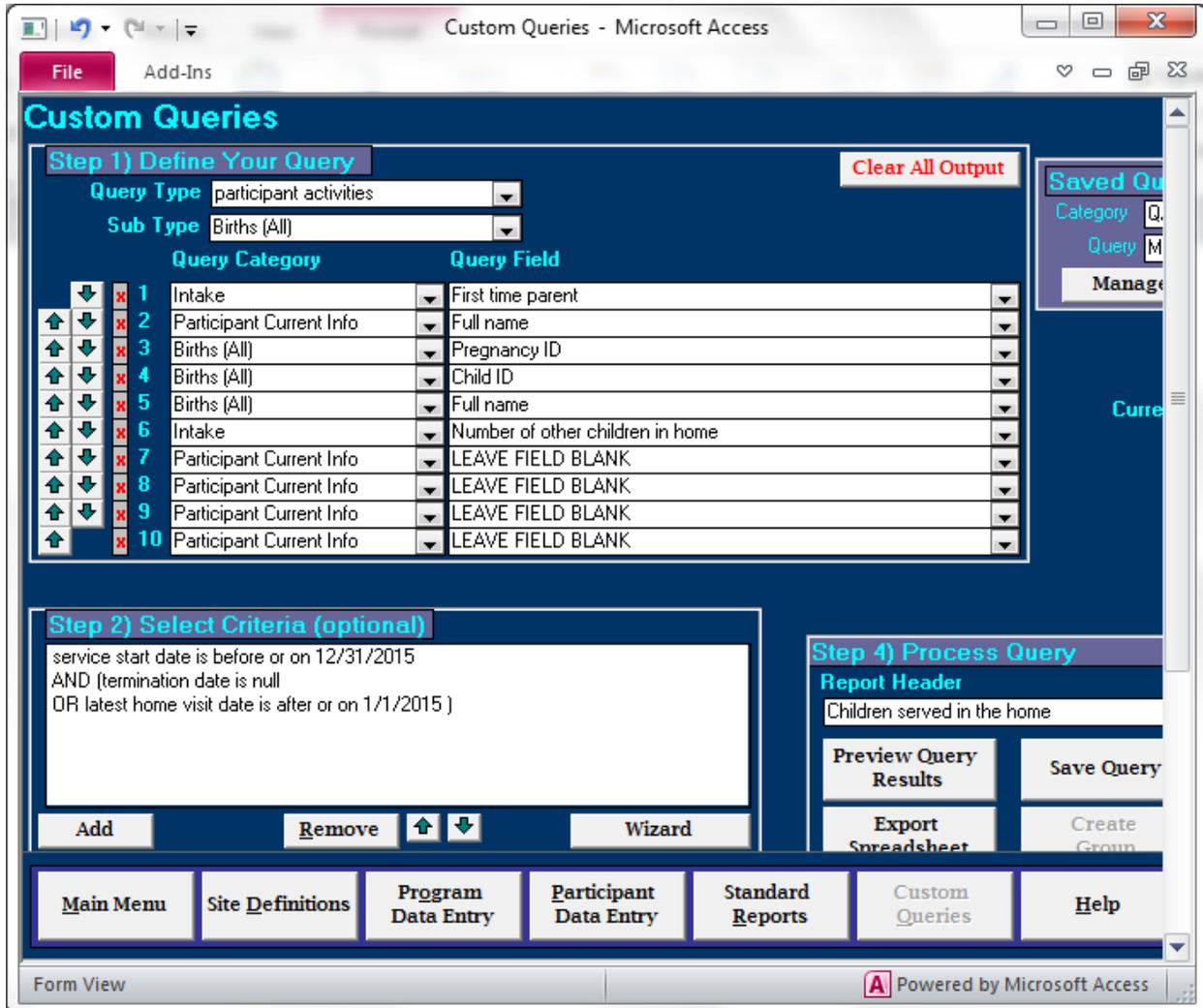
	Participant Current Info	Home Visits	Home Visits	Participant Current Info	Participant Current Info	Participant Current Info	Partic
	Full name	Date of home visit	Father present at the visit (home visit)				
1	Aaron, Anne	12/1/2003	Yes				
2	Aguilar, Verna	4/28/2003	Yes				
3	Aguilar, Verna	5/5/2003	Yes				
4	Aguilar, Verna	5/16/2003	Yes				
5	Aguilar, Verna	12/4/2003	Yes				
6	Maldonado, Pat	6/5/2003	Yes				
7	Maldonado, Pat	6/12/2003	Yes				
8	Maldonado, Pat	7/15/2003	Yes				
9	Sandoval, Krystal	4/10/2003	Yes				
10	Sandoval, Krystal	4/22/2003	Yes				
11	Sandoval, Krystal	6/27/2003	Yes				
12	Sandoval, Krystal	7/3/2003	Yes				
13	Sandoval, Krystal	10/24/2003	Yes				
14	Santos, Alison	1/22/2003	Yes				
15	Santos, Alison	2/7/2003	Yes				
16	Santos, Alison	2/14/2003	Yes				
17	Santos, Alison	3/4/2003	Yes				
18	Santos, Alison	3/12/2003	Yes				
19	Santos, Alison	3/28/2003	Yes				
20	Santos, Alison	6/22/2003	Yes				
21	Santos, Alison	7/1/2003	Yes				
22	Ward, Janice	9/17/2003	Yes				
23	Ward, Janice	10/1/2003	Yes				

Page: 1 No Filter

Ready Powered by Microsoft Access 100%

B19 and B20 – Number of Target Children and Other Children Served in the Home

The following query will list all target children and subsequent births, flag non-first time mothers, and indicate if there are other children in the home (e.g., older siblings) who may have received services. For families where more than the target is present in the home, you will need to look further to determine which children received some level of service from HF.



B21-B23 – Primary Caregiver Gender

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query Clear All Output

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats Query Field: Gender

Summary Stat Date Range between 1/1/2002 and 12/31/2002 This date range is used only for Participant and Target Child Summary Stats

Step 2) Select Criteria (optional)

service start date is before or on 12/31/2016
AND (termination date is null
OR latest home visit date is after or on 1/1/2016)

Step 4) Process Query

Report Header: participant gender

Preview Query Results

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries

Form View Powered by Microsoft Access

B24 – First Time Parent

The screenshot shows the 'Custom Queries' wizard in Microsoft Access. The window title is 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** Contains dropdown menus for 'Query Type' (frequency distribution), 'Sub Type', 'Query Category' (Intake), and 'Query Field' (First time parent). A 'Clear All Output' button is present.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015 AND (termination date is null OR latest home visit date is after or on 1/1/2015)'. Below this are buttons for 'Add', 'Remove', 'Wizard', and 'Clear All Criteria', along with logical operators 'And', 'Or', and parentheses.
- Step 4) Process Query:** Includes a 'Report Header' field with 'First Time Parent', a 'Preview Query Results' button, and an 'Export Spreadsheet' button.
- Navigation:** A bottom menu bar with buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.

The status bar at the bottom indicates 'Form View' and 'Powered by Microsoft Access'.

B25 – Grandparents as primary participants

PIMS does not track this demographic. However, sites could use the Groups function to establish a group called “Grandparent Participants”. Then information could be derived similar to item B12.

B26-B32 – Education Level at Enrollment

Standard Reports Best Practice Guide | Report Guide | Known Bug

Site Cutoff Date 12/31/2019

Step 1) Choose Report

OR

Report Category: Family Characteristics

Best Practice Standard: 2: Standardized Assessment

Report

- Baseline Characteristics: Household
- Baseline Characteristics: Participant
- Baseline Characteristics: Partner
- Current Characteristics: Household
- Current Characteristics: Participant

Step 2) Select Cohort

Site

Sites: 1L000 Select

Program: Healthy Families

Case Status

Svc Start Between

1/1/2019 and 12/31/2019

Groups

Include Selected Exclude Selected

Select

Preview Cohort

Step 3) Filter Activities

Form View Powered by Microsoft Access

B33 – Participant Developmentally Delayed

PIMS does not track this demographic. However, sites could use the Groups function to establish a group called “Developmentally Delayed Participants”. Then information could be derived similar to item B12.

B34 – Medicaid Eligible

For this item, count all participants who either were enrolled in Medicaid or eligible to be enrolled in Medicaid (whether or not they have applied).

The screenshot displays the Microsoft Access 'Custom Queries' wizard. The window title is 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** This section contains several dropdown menus:
 - Query Type:** frequency distribution
 - Sub Type:** (empty)
 - Query Category:** Followup - current
 - Query Field:** Insurance type
 A 'Clear All Output' button is located in the top right of this section.
- Step 2) Select Criteria (optional):** This section contains a text box with the following criteria:


```
service start date is before or on 12/31/2015
AND (termination date is null
OR latest home visit date is after or on 1/1/2015 )
```

 Below the text box are buttons for 'Add', 'Edit', 'Remove', and 'Wizard'.
- Step 4) Process Query:** This section includes:
 - Report Header:** Medicaid eligible
 - Buttons:** Preview Query Results, Save Query, Export Spreadsheet, and Create Group.
- Main Menu:** A horizontal bar at the bottom contains buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.

The status bar at the bottom left shows 'Form View' and the bottom right shows 'Powered by Microsoft Access'.

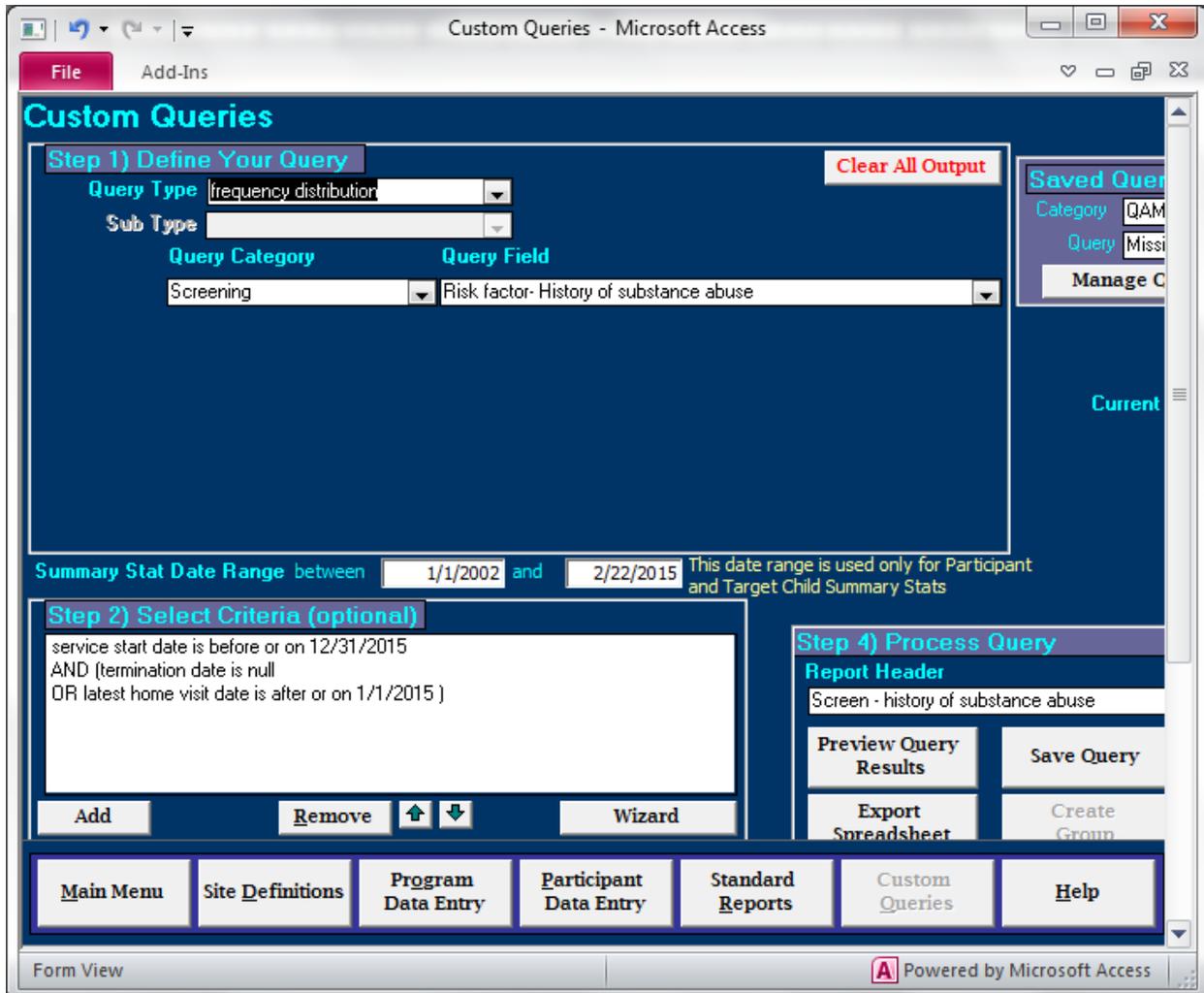
B35 – Military Personnel or Spouse

PIMS does not track this demographic. However, sites could use the Groups function to establish a group called “Military Personnel”. Then information could be derived similar to item B12.

B36 – History of substance abuse

This information could be derived from either the screening record or the assessment record.

Using the screening record:



You can use the assessment record, if you have been flagging Section 2 on the Parent Survey for the three subcategories – substance abuse, mental health, and criminal history:

The screenshot shows the 'Custom Queries' wizard in Microsoft Access. The window title is 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

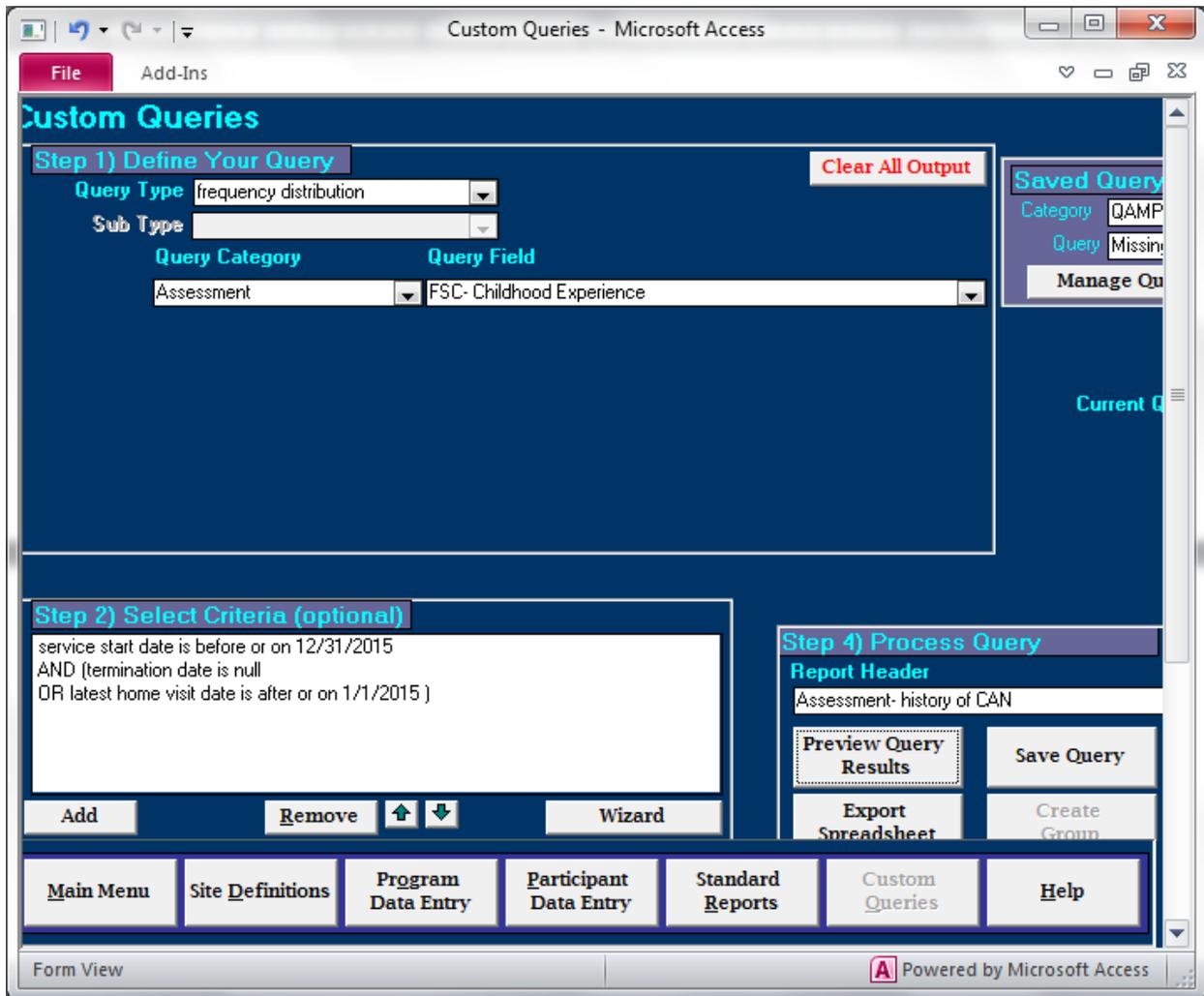
- Step 1) Define Your Query:** Includes dropdowns for 'Query Type' (frequency distribution), 'Sub Type', 'Query Category' (Assessment), and 'Query Field' (FSC- Behavior- Substance Abuse). A 'Clear All Output' button is present.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015', 'AND (termination date is null', and 'OR latest home visit date is after or on 1/1/2015)'. Below are 'Add', 'Remove', and 'Wizard' buttons.
- Step 4) Process Query:** Includes a 'Report Header' section with the text 'Assessment- history of substance abuse'. Below are buttons for 'Preview Query Results', 'Export Spreadsheet', 'Save Query', and 'Create Group'.
- Navigation:** A bottom menu bar with buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B37 – Participant in Need of SA Treatment

PIMS does not track this demographic. An estimate is acceptable for this item.

B38 – Abused or neglected as a child

Assume that a non-zero score on Section 1 of the Parent Survey indicates some degree of childhood abuse or neglect:



B39 – Involved in child welfare (as caregiver)

Assume that a non-zero score on Section 3 of the Parent Survey indicates some degree of involvement with CPS as a caregiver. You will need to add to this total the number of primary participants who have had CPS involvement subsequent to enrollment.

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries Site Cutoff Date: 12/31/2019

Step 1) Define Your Query Clear All Output

Query Type: frequency distribution

Sub Type:

Query Category: Assessment Query Field: FSC- Parenting Experience

Summary Stat Date Range between and This date range is used only for Participant and Target Child Summary Stats

Step 2) Select Criteria (optional)

Service start date BETWEEN 01/01/2019 AND 12/31/2019

Add Remove Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: CPS involvement as caregiver

Preview Query Results Save Query

Export Spreadsheet Create Group

Sound Query Manager

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries Help

Form View Powered by Microsoft Access

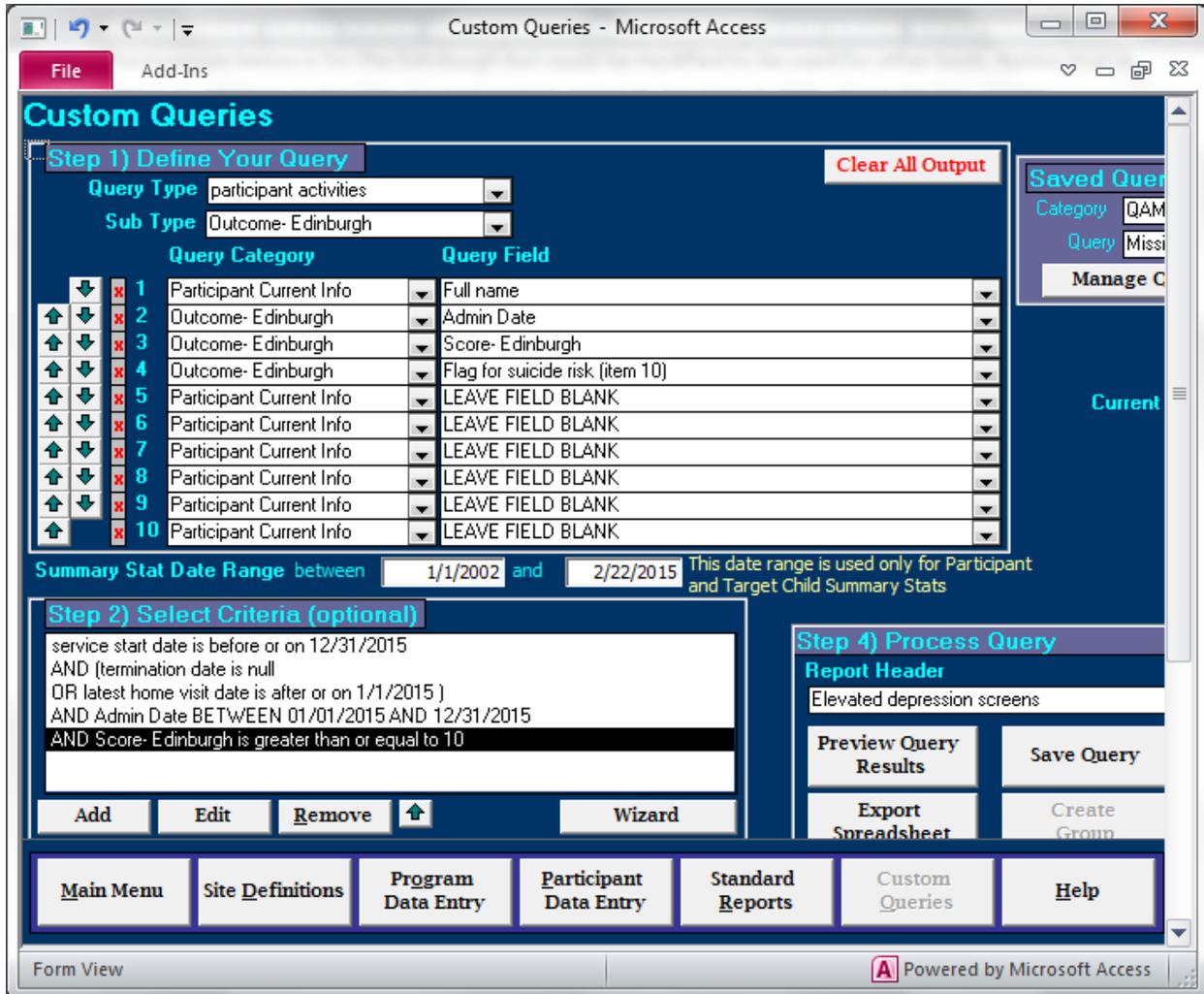
B40 – Single Parent

The screenshot shows the Microsoft Access 'Custom Queries' wizard window. The title bar reads 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** Includes a 'Query Type' dropdown set to 'frequency distribution', a 'Sub Type' dropdown, a 'Query Category' dropdown set to 'Followup - current', and a 'Query Field' dropdown set to 'Marital status'. A 'Clear All Output' button is in the top right.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015 AND (termination date is null OR latest home visit date is after or on 1/1/2015)'. Below this are 'Add', 'Edit', 'Remove', and 'Wizard' buttons.
- Step 4) Process Query:** Includes a 'Report Header' field with 'Single Parent', a 'Preview Query Results' button, and an 'Export Spreadsheet' button.
- Bottom Panel:** A navigation bar with buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** Shows 'Form View' on the left and 'Powered by Microsoft Access' on the right.

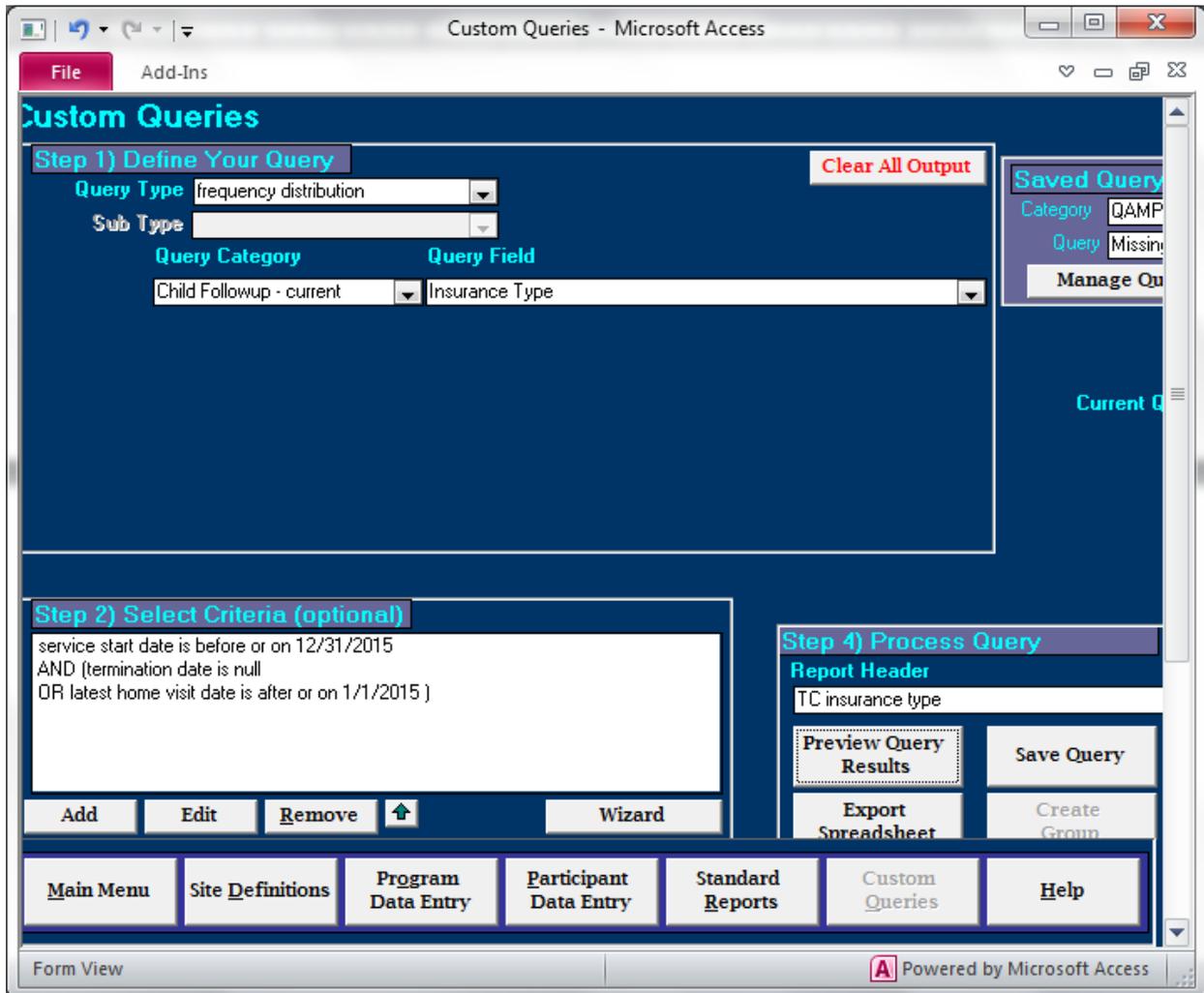
B34 – Elevated Depression Screen

The example below is for the Edinburgh but could be modified to be used for other tools. Notice that in Step 2, in addition to the filter for participants active at any time in 2019, there are two others: Edinburgh admin date is in 2019, and Edinburgh score is greater than or equal to 10 (cutoff for this site).



B42 & B43 – Insurance Status (participants and target children)

For participant insurance status, see query for item B34. For children, use the query below.



B44 – Housing Status

The screenshot shows the Microsoft Access 'Custom Queries' wizard window. The title bar reads 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** Includes a 'Query Type' dropdown set to 'frequency distribution', a 'Sub Type' dropdown, a 'Query Category' dropdown set to 'Followup - current', and a 'Query Field' dropdown set to 'Type of Housing'. A 'Clear All Output' button is in the top right.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015', 'AND (termination date is null', and 'OR latest home visit date is after or on 1/1/2015)'. Below this are buttons for 'Add', 'Edit', 'Remove', and 'Wizard'.
- Step 4) Process Query:** Includes a 'Report Header' field with 'Housing status', a 'Preview Query Results' button, and an 'Export Spreadsheet' button.
- Right Panel:** A 'Saved Query' section with 'Category' set to 'QAMP' and 'Query' set to 'Missing'. A 'Manage Qu' button is also present.
- Bottom Navigation:** A series of buttons: 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B45 – Employment status

The screenshot shows the 'Custom Queries' wizard in Microsoft Access. The window title is 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** Includes a 'Query Type' dropdown set to 'frequency distribution', a 'Sub Type' dropdown, a 'Query Category' dropdown set to 'Followup - current', and a 'Query Field' dropdown set to 'Employment'. A 'Clear All Output' button is in the top right.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015', 'AND (termination date is null', and 'OR latest home visit date is after or on 1/1/2015)'. Below this are buttons for 'Add', 'Edit', 'Remove', and 'Wizard'.
- Step 4) Process Query:** Includes a 'Report Header' field with 'Employment status', a 'Preview Query Results' button, and an 'Export Spreadsheet' button.
- Right Panel:** A 'Saved Query' section with 'Category' set to 'QAMP' and 'Query' set to 'Missing'. A 'Manage Qu' button is also present.
- Bottom Panel:** A navigation bar with buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B48 – Parent Survey scores

The screenshot shows the Microsoft Access 'Custom Queries' wizard. The window title is 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Step 1) Define Your Query:** Includes a 'Query Type' dropdown set to 'frequency distribution', a 'Sub Type' dropdown, a 'Query Category' dropdown set to 'Assessment', and a 'Query Field' dropdown set to 'FSC-TOTAL'. A 'Clear All Output' button is in the top right.
- Step 2) Select Criteria (optional):** A text area containing the criteria: 'service start date is before or on 12/31/2015', 'AND (termination date is null', and 'OR latest home visit date is after or on 1/1/2015)'. Below this are buttons for 'Add', 'Edit', 'Remove', and 'Wizard'.
- Step 4) Process Query:** Includes a 'Report Header' field with 'Assessment score', a 'Preview Query Results' button, and an 'Export Spreadsheet' button.
- Right Panel:** A 'Saved Query' section with 'Category' set to 'QAMP' and 'Query' set to 'Missing'. Below it is a 'Manage Qu' button.
- Bottom Navigation:** A series of buttons: 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B50 – Child Issues

The **Birth Outcome Summary** from Standard Reports can provide data for children born at low birth weight and born premature. Set the parameters as follows:

- *Data cutoff:* 12/31/2019
- *Date Range:* children born between 1/1/2014 and 12/31/2019 (to capture the oldest target children)
- *Case Status:* Target children only, participants presumed active between 1/1/2019 and 12/31/2019
- *Other filters:* Prenatal enrollment field deleted, minimum HVs before birth = 0

The screenshot shows the 'Standard Reports' form in Microsoft Access. The interface is divided into several sections for configuring a report:

- Site Cutoff Date:** A text box containing '12/31/2017'.
- Step 1) Choose Report:** Includes a 'Report Category' dropdown set to 'Birth Outcomes' and a 'Best Practice Standard' dropdown set to '10 & 11: Staff Training'. A 'Report' list on the right shows 'Birth Outcome Summary', 'Birth Weight Categories', and 'Gestational Age Categories'.
- Step 2) Select Cohort:**
 - Site:** 'Sites: IL000' and 'Program: Healthy Families' with a 'Select' button.
 - Children born between:** Date range '1/1/2012' and '12/31/2017'.
 - Case Status:** 'Presumed Active Between' dropdown with date range '1/1/2017' and '12/31/2017'.
 - Children:** Radio buttons for 'Target Children Only' (selected) and 'All Children'.
 - Staff:** Radio buttons for 'All Staff' (selected) and 'Individual Staff', with a 'Staff ID' dropdown set to '101'.
 - A 'Preview Cohort' button is located at the bottom right of this section.
- Step 3) Filter Activities:** An empty section for activity filtering.
- Other Filters:**
 - 'Prenatal enroll't (months):' with an empty text box and 'optional' label.
 - 'minimum HVs before birth:' with a text box containing '0' and 'optional' label.
- Step 4) Choose Display Options:** An empty section for display options.
- Step 5) Display Report:** A 'Preview Report' button.

The bottom of the window shows 'Form View' and 'Powered by Microsoft Access'.

The Standard Report **Child Outcomes – ASQ Referrals** can be used to identify children confirmed to have or suspected of having developmental delays:

The screenshot displays the 'Standard Reports' form in Microsoft Access. The form is titled 'Standard Reports' and includes a 'Site Cutoff Date' field set to 12/31/2017. The form is organized into five steps:

- Step 1) Choose Report:** Includes a 'Report Category' dropdown set to 'Child Outcomes' and a 'Best Practice Standard' dropdown set to '10 & 11: Staff Training'. A 'Report' dropdown menu is open, showing options like 'ASQ Referral Tracking - by Individual' and 'ASQ Referral Tracking - Site Summary'.
- Step 2) Select Cohort:** Includes a 'Site' field with 'IL000' and a 'Program' field with 'Healthy Families'. A 'Case Status' dropdown is set to 'Presumed Active Between' with date ranges '1/1/2017' and '12/31/2017'. A 'Staff' section has 'All Staff' selected and a 'Staff ID' dropdown set to '101'.
- Step 3) Filter Activities:** Includes an 'ASQ completed between' field with date ranges '1/1/2017' and '12/31/2017'. A 'Negative Outcomes' section has 'Negative Outcomes Only' selected.
- Step 4) Choose Display Options:** Includes radio buttons for 'Show Name' (selected) and 'Show ID'.
- Step 5) Display Report:** Includes a 'Preview Report' button.

The interface also features a 'Preview Cohort' button and a 'Powered by Microsoft Access' logo at the bottom right.

For a count of children who are Medicaid eligible, see item B43.

B51 – Participant Age at Enrollment

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query Clear All Output

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats

Query Field: Age at enrollment

Step 2) Select Criteria (optional)

service start date is before or on 12/31/2015
AND (termination date is null
OR latest home visit date is after or on 1/1/2015)

Add Remove Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: Participant Age at Enrollment

Preview Query Results Save

Export Spreadsheet C
G

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries

Form View Powered by Microsoft Access

B52 – Participant Ethnicity

The screenshot shows the Microsoft Access 'Custom Queries' interface. At the top, the window title is 'Custom Queries - Microsoft Access'. The main area is titled 'Custom Queries' and includes a 'Site Cutoff Date' field set to '12/31/2017'. A 'Clear All Output' button is located in the top right. The interface is divided into four steps:

- Step 1) Define Your Query:** This section contains dropdown menus for 'Query Type' (set to 'frequency distribution'), 'Sub Type', 'Query Category' (set to 'Participant Key Stats'), and 'Query Field' (set to 'Ethnicity').
- Step 2) Select Criteria (optional):** A text area contains the criteria: 'service start date is before or on 12/31/2017 AND (termination date is null OR latest home visit date is after or on 1/1/2017)'. Below this are 'Add', 'Remove', and 'Wizard' buttons.
- Step 4) Process Query:** This section includes a 'Report Header' field with 'Ethnicity' entered, and buttons for 'Preview Query Results', 'Export Spreadsheet', 'Save Query', and 'Create Group'.

At the bottom, a navigation bar contains buttons for 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'. The status bar at the very bottom indicates 'Form View' and 'Powered by Microsoft Access'.

B53 – Participant Race

The screenshot shows the Microsoft Access 'Custom Queries' window. The title bar reads 'Custom Queries - Microsoft Access'. The interface is divided into several sections:

- Header:** 'File' menu, 'Add-Ins', and 'Site Cutoff Date: 12/31/2017'. A 'Current Query' dropdown is on the right.
- Step 1) Define Your Query:** A large light blue area with a green border. It contains:
 - Query Type:** 'frequency distribution' (dropdown)
 - Sub Type:** (empty dropdown)
 - Query Category:** 'Participant Key Stats' (dropdown)
 - Query Field:** 'Race Category' (dropdown)
 - Clear All Output:** A red button.
- Step 2) Select Criteria (optional):** A white text area containing:
 - service start date is before or on 12/31/2017
 - AND (termination date is null
 - OR latest home visit date is after or on 1/1/2017)Below the text area are buttons for 'Add', 'Remove', 'Wizard', and arrow controls.
- Step 4) Process Query:** A white area with a green border containing:
 - Report Header:** 'Race' (text input)
 - Preview Query Results:** A button with a dotted border.
 - Export Spreadsheet:** A button.
 - Save Query:** A button.
 - Create Group:** A button.
- Navigation Bar:** A row of buttons: 'Main Menu', 'Site Definitions', 'Program Data Entry', 'Participant Data Entry', 'Standard Reports', 'Custom Queries', and 'Help'.
- Footer:** 'Form View' on the left and 'Powered by Microsoft Access' on the right.

B54 – Participant Language

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query Clear All Output

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats Query Field: Language

Step 2) Select Criteria (optional)

service start date is before or on 12/31/2015
 AND (termination date is null
 OR latest home visit date is after or on 1/1/2015)

Add Remove ↑ ↓ Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: Participant language

Preview Query Results Save

Export Spreadsheet C

G

Main Menu Site Definitions Program Data Entry Participant Data Entry Standard Reports Custom Queries

Form View Powered by Microsoft Access