

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 'PIMS Reports - Microsoft Access' window. The 'Standard Reports' form is active, showing a multi-step process for generating a report. At the top, a 'Site Cutoff Date' is set to 12/31/2017. The 'Report' list on the right includes 'Contact History', 'First Home Visit by Individual', 'First Home Visit Summary', 'Home Visit Completion by FSW' (which is highlighted), and 'Home Visit Completion by Individual'. The form is divided into five steps: Step 1) Choose Report, Step 2) Select Cohort, Step 3) Filter Activities, Step 4) Choose Display Options, and Step 5) Display Report. Step 1 shows 'Report Category' as 'Contact/Home Visit' and 'Best Practice Standard' as '10 & 11: Staff Training'. Step 2 shows 'Site' as 'IL000' and 'Program' as 'Healthy Families'. Step 3 shows 'Home Visits between' from '1/1/2017' to '12/31/2017'. Step 4 shows 'Show Name' selected. Step 5 shows a 'Preview Report' button. A 'Preview Cohort' button is also visible.

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 Clear All Output

Query Type: participant data (5 columns)
 Sub Type:

	Query Category	Query Field
1	Participant Current Info	Full name
2	Participant Summary Stats	Total # Home Visits (date range)
3	Participant Current Info	LEAVE FIELD BLANK
4	Participant Current Info	LEAVE FIELD BLANK
5	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 Manager

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

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

- Standard Reports**: The main title of the form.
- Site Cutoff Date**: A date field set to 12/31/2017.
- Best Practice Guide**, **Report Guide**, and **Know**: Navigation tabs at the top right.
- 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').
- Report**: A list of available reports, including 'Site/Program Info', 'Staff Demographics Summary', 'Staff Information', 'Staff Training Events', and 'Staff Training on an Ongoing Basis'.
- Step 2) Select Cohort**: A section for selecting the cohort, including:
 - Site**: A dropdown menu with 'IL000' selected and a 'Select' button.
 - Program**: A dropdown menu with 'Healthy Families' selected.
 - Groups**: A list box for selecting groups.
 - 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'.
 - Preview Cohort**: A button to preview the selected cohort.
- Step 3) Filter Activities**: A section for filtering activities.
- Form View**: A label at the bottom left indicating the current view.
- Powered by Microsoft Access**: A logo and text at the bottom 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 'PIMS Reports - Microsoft Access' application window. The interface is divided into several sections:

- Standard Reports**: A section with a 'File' button and 'Add-Ins'.
- 1) Choose Report**: A section with a 'Report Category' dropdown set to 'Program and Staff' and a 'Best Practice Standard' dropdown set to '10 & 11: Staff Training'. A 'Site Cutoff Date' field is set to '12/31/2017'.
- 2) Select Cohort**: A section with a 'Sites' field containing '1L000' and a 'Select' button. Below it, a 'Program' field contains 'Healthy Families'. A 'Programs' field is also visible.
- Employment Status**: A section with a dropdown set to 'Currently Presumed Active' and two date fields: '10/1/2003' and '12/31/2003'.
- 3) Filter Activities**: A section at the bottom.
- Report**: A list of reports including 'Site/Program Info', 'Staff Demographics Summary', 'Staff Information', 'Staff Training Events', and 'Staff Training on an Ongoing Basis'.
- Buttons**: 'Best Practice Guide', 'Report Guide', 'Known Bugs', and 'Preview Cohort'.
- Footer**: '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.

PIMS Reports - Microsoft Access

Standard Reports

Site Cutoff Date 12/31/2017

Best Practice Guide **Report Guide** **Known Bugs**

Step 1) Choose Report

OR

Report Category Contact/Home Visit

Best Practice Standard 10 & 11: Staff Training

Report

- Contact History
- First Home Visit by Individual
- First Home Visit Summary
- Home Visit Completion by FSW
- Home Visit Completion by Individual**

Step 2) Select Cohort

Site

Sites: IL000 **Select**

Program: Healthy Families

Groups

Preview Cohort

Step 3) Filter Activities

Home Visits between

1/1/2017 and 12/31/2017

Step 4) Choose Display Options

Step 5) Display Report

Form View

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.

PIMS Reports - Microsoft Access

File Add-Ins

Standard Reports **Site Cutoff Date** 12/31/2017 **Best Practice Guide** **Report Guide** **Known Bugs**

Step 1) Choose Report

OR **Report Category** Contact/Home Visit **Best Practice Standard** 10 & 11: Staff Training

Report

- Home Visit Completion by Individual
- Home Visit Completion by Site
- Home Visit Completion by Site- Individual Detail
- Monthly Contact Log by Month
- Monthly Contact Log by Participant**

Step 2) Select Cohort

Site

Sites: IL000' **Select**

Program: Healthy Families

Groups

☒ Include Selected ☐ Exclude Selected

MIECHV families 0 **Select**

Case Status

Currently Presumed Active

1/1/2002 12/31/2003

Preview Cohort

Step 3) Filter Activities

Contacts Occurring between

1/1/2017 and 12/31/2017

Step 4) Choose Display Options **Step 5) Display Report**

Form View **A** 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.

PIMS Reports - Microsoft Access

File Add-Ins

Standard Reports **Site Cutoff Date** 12/31/2017 **Best Practice Guide** **Report Guide** **Known Bugs**

Step 1) Choose Report

OR **Report Category** Contact/Home Visit **Best Practice Standard** 10 & 11: Staff Training

Report Contact History
First Home Visit by Individual
First Home Visit Summary
Home Visit Completion by FSW
Home Visit Completion by Individual

Step 2) Select Cohort

Site
Sites: 'IL000' **Select**
Program: Healthy Families

Accepted Service between 1/1/2017 and 12/31/2017

Groups
☒ Include Selected ☐ Exclude Selected
Select

Preview Cohort

Step 3) Filter Activities

Step 4) Choose Display Options

Step 5) Display Report

Preview Report

Form View **A** Powered by Microsoft Access

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.

PIMS Reports - Microsoft Access

File Add-Ins

Standard Reports **Site Cutoff Date** 12/31/2017 **Best Practice Guide** **Report Guide** **Known Bugs**

Step 1) Choose Report

OR **Report Category** Contact/Home Visit **Best Practice Standard** 10 & 11: Staff Training

Report Contact History
First Home Visit by Individual
First Home Visit Summary
Home Visit Completion by FSW
Home Visit Completion by Individual

Step 2) Select Cohort

Site
Sites: IL000' **Select**
Program: Healthy Families

Accepted Service between
1/1/2017 and 12/31/2017

Groups
☒ Include Selected ☐ Exclude Selected
Select

Preview Cohort

Step 3) Filter Activities

Step 4) Choose Display Options
Sort By **Show Name** **Show ID**

Step 5) Display Report
Preview Report

Form View **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 displays the 'PIMS Reports - Microsoft Access' application window. The main form is titled 'Standard Reports' and is divided into several sections for configuring a report.

- Top Bar:** Includes a 'File' menu, 'Add-Ins', and navigation tabs for 'Best Practice Guide', 'Report Guide', and 'Known Bugs'.
- Step 1) Choose Report:**
 - Report Category:** Set to 'Assessment'.
 - Best Practice Standard:** Set to '2: Standardized Assessment'.
 - Site Cutoff Date:** Set to '12/31/2019'.
 - Report List:** A dropdown menu is open, showing options: 'Assessment Information- by Disposition', 'Assessment Information- by Family Assessment Worker', 'Service Acceptance Analysis: Accepted But Not Enrolled', 'Service Acceptance Analysis: Accepting vs. Refusing Services', and 'Service Acceptance- Site Summary'.
- Step 2) Select Cohort:**
 - Site:** Includes fields for 'Sites' (set to 'IL000') and 'Program' (set to 'Healthy Families'), each with a 'Select' button.
 - Assessed between:** A date range selector set to '1/1/2019' and '12/31/2019'.
 - Groups:** Radio buttons for 'Include Selected' (selected) and 'Exclude Selected', followed by a 'Select' button.
 - Preview Cohort:** A button to preview the selected cohort.
- Step 3) Filter Activities:** A large empty rectangular area 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 button labeled 'Preview Report'.
- Footer:** Includes '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

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

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.

Custom Queries

Step 1) Define Your Query

Query Type: participant activities
Sub Type: Home Visits

Clear All Output

Query Category	Query Field
Participant Current Info	Full name
Home Visits	Date of home visit
Home Visits	Father present at the visit
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK
Participant Current Info	LEAVE FIELD BLANK

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 12/31/2015
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 01/01/2015 AND 12/31/2015

Add Remove Wizard

Step 4) Process Query

Report Header
HV's with FOB present

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

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

HVs 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	Participant Current Info
	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.

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query Clear All Output

Query Type: participant activities
Sub Type: Births (All)

	Query Category	Query Field
1	Intake	First time parent
2	Participant Current Info	Full name
3	Births (All)	Pregnancy ID
4	Births (All)	Child ID
5	Births (All)	Full name
6	Intake	Number of other children in home
7	Participant Current Info	LEAVE FIELD BLANK
8	Participant Current Info	LEAVE FIELD BLANK
9	Participant Current Info	LEAVE FIELD BLANK
10	Participant Current Info	LEAVE FIELD BLANK

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

Step 4) Process Query

Report Header
Children served in the home

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

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

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution

Sub Type:

Query Category: Intake

Query Field: First time parent

Clear All Output

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 Up Down Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: First Time Parent

Preview Query Results

Export Spreadsheet

Save

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

Form View

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

PIMS Reports - Microsoft Access

File Add-Ins

Standard Reports

Site Cutoff Date 12/31/2019

Best Practice Guide **Report Guide** **Known Bug**

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: "L000" **Select**

Program: Healthy Families

Groups

☒ Include Selected ☐ Exclude Selected

Select

Case Status

Svc Start Between

1/1/2019 and 12/31/2019

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).

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution

Sub Type:

Query Category: Followup - current

Query Field: Insurance type

Clear All Output

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 Edit Remove Wizard

Step 4) Process Query

Report Header: Medicaid eligible

Preview Query Results

Export Spreadsheet

Save Query

Create Group

Saved Queries

Category: QAM

Query: Missi

Manage C

Current

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

Form View

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:

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution

Sub Type:

Query Category: Screening

Query Field: Risk factor- History of substance abuse

Clear All Output

Summary Stat Date Range between 1/1/2002 and 2/22/2015 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 12/31/2015
AND (termination date is null
OR latest home visit date is after or on 1/1/2015)

Add Remove Wizard

Step 4) Process Query

Report Header: Screen - history of substance abuse

Preview Query Results Save Query

Export Spreadsheet Create Group

Saved Query: Category: QAM Query: Missi Manage C

Current

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

Form View Powered by Microsoft Access

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:

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution

Sub Type:

Query Category: Assessment Query Field: FSC- Behavior- Substance Abuse

Clear All Output

Saved Query

Category: QAMP

Query: Missing

Manage Qu

Current Q

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 Up Down Wizard

Step 4) Process Query

Report Header

Assessment- history of substance abuse

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

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:

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: Assessment Query Field: FSC- Childhood Experience

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

Step 4) Process Query

Report Header
Assessment- history of CAN

Preview Query Results Save Query

Export Spreadsheet Create Group

Saved Query
Category: QAMP
Query: Missing
Manage Query

Current Query

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

Form View Powered by Microsoft Access

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

Saved 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

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: Followup - current
Query Field: Marital status

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 Edit Remove Wizard

Step 4) Process Query

Report Header: Single Parent

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

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).

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query Clear All Output

Query Type: participant activities
Sub Type: Outcome- Edinburgh

	Query Category	Query Field
1	Participant Current Info	Full name
2	Outcome- Edinburgh	Admin Date
3	Outcome- Edinburgh	Score- Edinburgh
4	Outcome- Edinburgh	Flag for suicide risk (item 10)
5	Participant Current Info	LEAVE FIELD BLANK
6	Participant Current Info	LEAVE FIELD BLANK
7	Participant Current Info	LEAVE FIELD BLANK
8	Participant Current Info	LEAVE FIELD BLANK
9	Participant Current Info	LEAVE FIELD BLANK
10	Participant Current Info	LEAVE FIELD BLANK

Summary Stat Date Range between 1/1/2002 and 2/22/2015 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 12/31/2015
AND (termination date is null
OR latest home visit date is after or on 1/1/2015)
AND Admin Date BETWEEN 01/01/2015 AND 12/31/2015
AND Score- Edinburgh is greater than or equal to 10

Add Edit Remove Wizard

Step 4) Process Query

Report Header
Elevated depression screens

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

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

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

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: Child Followup - current

Query Field: Insurance Type

Saved Query

Category: QAMP

Query: Missing

Manage Query

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 Edit Remove Wizard

Step 4) Process Query

Report Header

TC insurance type

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 A Powered by Microsoft Access

B44 – Housing Status

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution Clear All Output

Sub Type:

Query Category: Followup - current Query Field: Type of Housing

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)

Step 4) Process Query

Report Header: Housing status

Preview Query Results Save Query

Export Spreadsheet Create Group

Add Edit Remove Wizard

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

Form View

Powered by Microsoft Access

B45 – Employment status

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: Followup - current Query Field: Employment

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)

Step 4) Process Query

Report Header
Employment status

Preview Query Results Save Query
Export Spreadsheet Create Group

Add Edit Remove Wizard

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Form View Powered by Microsoft Access

B48 – Parent Survey scores

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution Clear All Output

Sub Type:

Query Category: Assessment Query Field: FSC- TOTAL

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)

Step 4) Process Query

Report Header: Assessment score

Preview Query Results Save Query

Export Spreadsheet Create Group

Add Edit Remove Wizard

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Form View

Powered by Microsoft Access

B49 – Age of Target Child at latest HV

The survey asks:

How many in each age group (as of last home visit received in 2019)

But allows:

If ages can't be calculated to last HV, please use other available data on child's age during 2019.

The following custom query can be used to sort by the child's age in years, with children under the age of 12 months showing an age of zero. Use the birth date and latest HV date to determine those children in the 0-5 month and 6-11 month age ranges. Children with a negative number for age were born after 12/31/2019.

Since the PIMS methodology is allowable but does not exactly match the survey requirements, please include the following explanation (or similar) in the comments section of your survey response:

For question B49, PIMS calculates the target child's age as the earliest of either a) latest home visit date OR b) the data cutoff date, whichever comes first.

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: participant activities

Sub Type: Births (All)

Clear All Output

Query Category	Query Field
1 Participant Key Stats	Age at cutoff (target child)
2 Births (All)	Birth Date
3 Participant Key Stats	Latest Home Visit Date
4 Participant Current Info	Full name
5 Participant Current Info	LEAVE FIELD BLANK
6 Participant Current Info	LEAVE FIELD BLANK
7 Participant Current Info	LEAVE FIELD BLANK
8 Participant Current Info	LEAVE FIELD BLANK
9 Participant Current Info	LEAVE FIELD BLANK
10 Participant Current Info	LEAVE FIELD BLANK

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)
 AND Pregnancy ID equals A

Add Remove Wizard

Step 4) Process Query

Report Header
 TC age at latest HV in 2015

Preview Query Results Save Query
 Export Spreadsheet Create Group

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Form View

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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 displays the 'PIMS Reports - Microsoft Access' application window. The main form is titled 'Standard Reports' and includes several sections for configuring a report:

- Site Cutoff Date:** A text box containing '12/31/2017'.
- Step 1) Choose Report:**
 - Report Category:** A dropdown menu set to 'Birth Outcomes'.
 - Best Practice Standard:** A dropdown menu set to '10 & 11: Staff Training'.
 - Report:** A list box showing 'Birth Outcome Summary', 'Birth Weight Categories', and 'Gestational Age Categories'.
- Step 2) Select Cohort:**
 - Site:** A section with 'Sites: TL000' and 'Program: Healthy Families', each with a 'Select' button.
 - Children born between:** Two date pickers set to '1/1/2012' and '12/31/2017'.
 - Case Status:** A dropdown menu set to 'Presumed Active Between' with date pickers for '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'.
 - Groups:** Radio buttons for 'Include Selected' (selected) and 'Exclude Selected', with a 'Select' button.
 - Preview Cohort:** A button located below the Staff selection.
- Step 3) Filter Activities:** A section with a large empty box.
- Other Filters:**
 - Prenatal enroll't (months):** A text box with 'optional' next to it.
 - minimum HVs before birth:** A text box with '0' and 'optional' next to it.
- Step 4) Choose Display Options:** A section with a large empty box.
- Step 5) Display Report:** A section with a 'Preview Report' button.

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

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

Standard Reports Best Practice Guide Report Guide Known Bugs

Site Cutoff Date
12/31/2017

Step 1) Choose Report

OR **Report Category** Child Outcomes **Best Practice Standard** 10 & 11: Staff Training

Report
ASQ Referral Tracking - by Individual
ASQ Referral Tracking - Site Summary
Child Outcome Checkpoints within Date Range
Child Outcome Checkpoints within Date Range - Missing Only
Child Outcome Checkpoints within Date Range - Summary

Step 2) Select Cohort

Site
Sites: 'IL000' **Select**
Program: Healthy Families

Groups
☒ Include Selected ☐ Exclude Selected **Select**

Case Status
Presumed Active Between
1/1/2017 and 12/31/2017

Children
☒ Target Children Only ☐ All Children

Staff
☒ All Staff ☐ Individual Staff
Staff ID: 101

Preview Cohort

Step 3) Filter Activities

ASQ completed between
1/1/2017 and 12/31/2017

Negative Outcomes
☒ Negative Outcomes Only ☐ All Outcomes

Step 4) Choose Display Options

☒ Show Name ☐ Show ID

Step 5) Display Report

Preview Report

Form View Powered by Microsoft Access

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

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats

Query Field: Age at enrollment

Clear All Output

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 Up Down Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: Participant Age at Enrollment

Preview Query Results

Export Spreadsheet

Save

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Form View

Powered by Microsoft Access

B52 – Participant Ethnicity

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries Site Cutoff Date: 12/31/2017

Step 1) Define Your Query Clear All Output Current Query

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats Query Field: Ethnicity

Step 2) Select Criteria (optional)

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)

Add Remove Wizard

Step 4) Process Query

Report Header: Ethnicity

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

B53 – Participant Race

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries Site Cutoff Date: 12/31/2017

Step 1) Define Your Query Clear All Output Current Query

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats Query Field: Race Category

Step 2) Select Criteria (optional)

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)

Add Remove Wizard

Step 4) Process Query

Report Header: Race

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

B54 – Participant Language

Custom Queries - Microsoft Access

File Add-Ins

Custom Queries

Step 1) Define Your Query

Query Type: frequency distribution

Sub Type:

Query Category: Participant Key Stats

Query Field: Language

Clear All Output

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 Up Down Wizard

And Or ((())) Clear All Criteria

Step 4) Process Query

Report Header: Participant language

Preview Query Results

Export Spreadsheet

Save

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

Form View

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