## OVERVIEW

This guide is intended for sites using PIMS version 8.0.13. While the known bugs are being addressed in subsequent versions, not all sites will want to or be able to download each PIMS upgrade.

## Forms

* The HFA spreadsheet for **Best Practice Standard 1** requires that family cohorts be tracked from **Date Referred to HFA** through to completion of first home visit. PIMS does not yet capture the referral date. The standard PIMS reports for screening can be used for the target year. Because PIMS reports for assessment and first home visit do not have the option of specifying either date referred to HFA or screen date, they cannot be used for analysis in BPS 1; you will need to build custom queries similar to the ones attached in order to produce an analysis of the correct family cohort. Also see the attached “Chart of Key Service Dates Related to BPS 1” for specific correlations of spreadsheet fields and where to find the appropriate PIMS data field for your query.
* **Target Birth Date** and **Target Due Date** fields in the Home Form allow you to manually enter these dates. However, once a target child birth form is entered, the fields are overwritten with dates from the birth form.
* **Staff Information Entry- Trainings Attended** box is notworkingcorrectly, and currently does not show any trainings attended by this staff person. You will need to run one or more of the Staff Training series of reports to see a list of what trainings have been entered.

## Standard Reports

* **PIMS02: Screening Information- Site Summary** may count negative screens under **Reasons for Positive Screens Not Assessed**, so this number may not reconcile with “**Positive, assessment declined**” under **Screen Outcome.** The fix is to run the individual report and check for negative screens including (incorrectly) a “reason not assessed”.
* **PIMS04: Assessment Information** has problems printing for some sites.
* **PIMS07: Service Acceptance Analysis: Accepting vs. Refusing Services** – Part of the header simply displays “# Name”. This is just an explanation of the time window for passive refusals.
* **PIMS19H: Immunizations Required at Age One and Age Two- Summary** doesn’t show children 3 and older under the Age 2 category. Sites will need to manually calculate the Age 2 category by adding in the older children.
* **PIMS35A: Home Visit Completion Summary by Individual.** In Access 2010 or newer, an inconsequential but annoying Participant\_Name\_Text parameter popup box appears when running this report. Ignore it
* **PIMS35C: Home Visit Completion by Service Level- FSW** does not open, but displays the following message:



* **PIMS56: Child Outcome Checkpoints** series may not correctly reflect children having the required number of ASQs/ASQ-SEs at each checkpoint. For example, a child who had four ASQs in year one but none in year two would be counted as meeting required number of screens at the end of year two. To verify that children are meeting the minimums each year, use **PIMS65A: ASQs Required** (individual report) as a comparison.
* **PIMS65A: ASQs Required** and **PIMS65B: ASQs Required- Summary.** The **Target Children vs. All Children** parameter doesn’t work; selecting Target Children displays all children.
* **PIMS P7: Staff Training** series
	+ **First ASQ** and **First ASQ-SE** are not listed separately for each staff person
	+ The Standard Reports **Step 2) Select Cohort** shows **Group Filter**, which is not applicable to these reports
	+ Incorrect BPS Standard numbers are displayed for three screening tools, which should be labeled as shown below:
		- Developmental Screen- ASQ (6-5.D)
		- Developmental Screen- ASQ:SE (6-5.E)
		- Depression Screen (7-4.F)
	+ Date Due field is not calculating correctly.
* **PIMS P7e: Staff Training – Ongoing** shows only the first ongoing training, not all.
* **PIMS61: Parent Outcome Scores Within Normal Limits** does not correctly look up cutoff scores and compare admin scores to cutoff scores.
* **Parent and Child Outcome records and reports**
	+ There are times when parent or child outcome tools cannot be completed because a client is on Level CO, TO or TR. A field in the outcome record needs to be added to all outcome records (such as currently exists in the HOME outcome records) that indicates an administration was skipped due to a client being on a special level.

## Custom Queries

* Under **Step 1) Define Your Query**, some key Sub Types are missing
	+ ASQ:SE-2
	+ PHQ
	+ CCI