


Entering Program Data

Main Menu



Program Information Management System

Program Data Entry	Select PIMS File	Accounts Manager
Participant Data Entry	Site Definitions	Change Password
Standard Reports	DB Administration	Help
Custom Queries		

Version 7.0.8 Release 2013

Check for Updates

User:

Site ID:

Exit PIMS

Once you have successfully installed PIMS and logged in, you will get a message that there are no data tables attached. From the pop-up window, select “Create new data base”. For more information, go to the instructions “How to Install PIMS 7” and refer to Section IV, “Creating the PIMS Data Table for the First Time”.

Site/Program Search Menu

From the **Main Menu**, select **Program Data Entry**. You will be brought to the **Site/Program Search Menu**.

Site/Program Search Menu

Site ID	Program Name	City	State
IL000	Healthy Families	Spiderton	IL

Note: Unless you are a state agency, you will normally be limited to one site.

Given that PIMS is designed primarily to support individual sites, the **Site/Program Search Menu** is simple and typically lists just one site. For states that aggregate data across sites, you can view site/program information for all the sites in your data set. Keep in mind, however, that you shouldn't edit or add data in an aggregated data set.

Double-clicking on a site will bring you into the Site/Program Information Entry form.

Site/Program Information Entry

Site/Program Information Entry

Program	Community	Funding	Hospitals	Site ID:
Clinics	Agencies	Staff		IL000

Site ID:

Basic Information

Date of First Grant: Date Services First Provided to Participant:

Using the navigation bar, you can access all the forms that track program information. The navigation bar appears at the top of all program records.

- **Program** – Basic program information and demographics
- **Community** – Demographics of the target community
- **Funding** – Funding sources for the program

- **Hospitals** – Partnering hospitals in the target community. Hospitals listed here will be used to create a drop-down menu of hospitals in referral records.
- **Clinics** – Partnering clinics in the target community. Clinics listed here will be used to create a drop-down menu of clinics in referral records.
- **Agencies** – Other partnering agencies in the target community. Agencies listed here will be used to create a drop-down menu of agencies in referral records.
- **Staff**. This button opens the **Staff List**. Enter new staff information by clicking the Add New button. Double-click on an existing staff person to open her records.

Staff List

Program	Community	Funding	Hospitals	Site ID: <input style="width: 100%;" type="text" value="1L000"/>
Clinics	Agencies	Staff		

Staff ID	Employ Date	Terminate Date	
101	2/6/1999		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Add New</div>
102	9/16/2001		
103	3/12/2002	9/1/2002	
104	3/27/2002	12/31/2003	
105	5/7/2002		
106	12/19/2003	2/12/2004	
107	2/11/2004		
108	2/19/2004		
109	3/29/2005		

Double-clicking on staff person 105 opens **Staff Information Entry**:

Staff Information Entry

Info	Trainings
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Site ID: Staff ID:

Demographics

Gender: Specialized Educational Training:

Date of Birth:

Race/Ethnic Category: Language Other Than English (if applicable):

Race/Ethnic Subcategory: Currently Parenting a Child Under 18:

Educational Level: Reside in the Target Community:

Employment

Employment Date: Job Category/Title:

HFA Primary Training Date:

Date First Prvd Services: Hrs./wk (FTE%): %

Termination Date: Primary Function:

Time for Primary Function: %

Other functions which take up staff member's time on a monthly basis (excluding Primary Function)

Supervision: Community Outreach:

Assessment: Direct Participant Services Other Than Home Visitation:

Home Visitation: Fundraising:

Prior Experience

Experience in Child Abuse and Neglect Issues (in yrs.):

Experience in Home Visiting (in yrs.):

Experience in Early Childhood Programs (in yrs.):

- **Staff ID** – This is a required field and may be any alphanumeric string up to 15 characters. A drop-down menu of Staff IDs will be created for certain PIMS data entry screens.
- **Demographics** – Enter appropriated demographics for the person. This information will be used in a PIMS report to summarize staff demographics for the site.

- **Employment**
 - *Employment date* is required
 - *Job category/Title*
 - *HFA Primary Training Date* – Date that staff received FSW, FAW, or Supervisor core training.
 - *Date First Provided Services* – Date that staff first provided services in their primary role; e.g., first assessment for FAWs, or first home visit for FSWs.
 - *Termination Date*
 - *Hrs./wk (FTE%)* – Staff person’s full-time equivalent percentage
 - *Primary Function*
 - *Time for Primary Function*
 - *Other functions* beyond primary function
- **Prior Experience** (in years) in child abuse, home visiting, and other child programs

Staff Training

Click on the **Trainings** button to open the staff person’s training records or add new records. A portion of a sample training record is shown below.

Training Events List	
Info	Trainings
Training Date	Training Topic
5/1/2002	Healthy Families Tra
5/3/2002	Why Women Stay
5/16/2002	Site Networking Me
5/21/2002	Dynamics of Child A
5/28/2002	Policy and Procedu
5/28/2002	HFA National Traini
6/11/2002	Family Literacy Trair
6/18/2002	Communication Skill
6/27/2002	Communications Sk
7/11/2002	Domestic Violence
7/11/2002	Breastfeeding
7/11/2002	Book - "What to Do
7/11/2002	Well Baby Care
7/11/2002	Family Planning
7/12/2002	Video - "Ready to L
7/12/2002	Substance Abuse
7/12/2002	Prenatal Nutrition
7/17/2002	Program Information

Staff Training Entry Staff ID: 105

Site ID: IL000 Staff ID: 105 (IL000) Training Date: 5/28/2002

Training Name: HFA National Training for FSWs Training Provider: PCA&Y

of CEU Earned:

Length of Training: 30.00 hrs. # of Days Since Hire Date: 21

Key Topics Covered (check all that apply): Note that training completed within the past three years can be counted towards these topics.

Orientation Training Standard 10-1

- The program's goals, services, policies and operating procedures, curriculum materials, and data collection forms
- History and philosophy of home visitation
- The program's relationship with other community resources
- Child abuse and neglect indicators and reporting requirements
- Issues of confidentiality
- Issues related to boundaries
- Issues related to staff safety

Stop Gap Training Standard 10-2

- Stop gap of family assessment Standard 11-1
- Stop gap of home visitation
- Stop gap of supervision

HFA Core Training Standard 10-3

- Core for family assessment Standard 11-1
- Core for home visitation
- Core for supervision

In the the top portion of the record, indicate the training name, training provider, and number of hours. PIMS will calculate when the training occurred in relation to hire date. This is important for accreditation, as HFA Standards 10 and 11 indicate the timeframes required for core and wrap-around trainings.

- **Orientation Training** includes the topics required before direct service staff can begin working with families.
- **Stop Gap** and **HFA Core Training** refer to HFA core training for FSWs, FAWs, and supervisors.

Topics on Working with Families and Children Standards 11-2, 11-3, 11-4, 11-5

Required within 3 Months of Hire

- Infant care
- Child health and safety
- Maternal and family health

Required within 6 Months of Hire

- Infant and child development
- Supporting the parent-child relationship
- Staff-related subjects
- Mental health
- Prenatal training

Required within 12 Months of Hire

- Child abuse and neglect
- Family violence
- Substance abuse
- Family issues
- The role of culture in parenting
- Family goal plan

Other Required Training Topics

- Annual culturally sensitive practices based on population served Standard 5-3
- Annual child abuse and neglect training Standard 11-5.D
- Use of developmental screenings tools Standard 6-6.C
- Depression tool training Standard 7-5.D
- Use of other evaluation tools or screening/assessment instruments used by the site

Ongoing Trainings Standard 11-5 Other (Obsolete)

- **Topics on Working with Families and Children** refers to the wrap-around trainings required within three, six, and 12 months of hire.
- **Other Required Training Topics**
 - Annual training on culturally sensitive practices
 - Annual training on child abuse and neglect topics
 - Use of developmental screening tools (e.g., Ages and Stages)
 - Use of depression screening tool (e.g., Edinburgh)
 - Use of other evaluation tools or screening/assessment tools used by the site – The site may have other evaluations tools administered by staff, such as HOME Inventory, HFPI, and SAFETY(MD).
- **Ongoing Trainings** are for any other trainings received by staff outside the requirements.