

The **Home Form** is created for each participant. Information in the **Home Form** will initially be drawn from **Screen**, **Assessment**, and/or **Intake** forms. From the **Home Form** you can add and update information on the participant, the participant's children, and participant's partners. Other information in the **Home Form** will be updated through the **History** and **Service** forms.

Home Form							Aguilar, Verna		
Home	Screening	Assessment	Intake	Base/Follow	Referrals	Outcomes	Site ID: IL000	ND Supplement	
History	Service	Monthly Log	Home Visits	Family Goal Plan	Medical Visits	Termination	ID: 359	ACES	
							Current FSW: 105	IL Service Hours	
Current Contact Info			Service and Home Visits			Current Case Status			
Street:			First HV:	11/21/2002est	Service Start:	11/21/2002	Status:	Presumed Active	
City:	IL		Latest HV:	1/16/2006est	Service End:		Svc Level:	Level II	
H:	(555)-555-5555	W:	(555)-555-5555	Final HV:		Home Visits:	91	Child Age at Enrollment:	4 Months
Email:			Retention:	37 Months	Prenatal Home Visits:	16	Child Age at Latest Home Visit/Cutoff:	33 Months	
Children			Key Service Dates			Participant's Static Characteristics			
Preg ID	Child ID	Add Child	Target Child Date of Birth:	4/9/2003		Date of Birth:	7/1/1972		
t   A	0	Aguilar, Gary	Target Due Date:			Gender:	F		
			Date of First Home Visit:			Ethnicity:	Hispanic		
Partners <input type="checkbox"/> Participant declined to provide partner data			Groups			Case Notes			
			Group Memberships						
f	Anderson, David	11/21/2002	MIECHV families						
Prenatal Care			This person is a member of all highlighted groups.			Active Case Info			
Est. Date of Conception:	7/17/2002					Active Screen	359		
Gest. Age at Enrollm't:	18 weeks					Active Assessment	359		
Current Gest. Age:	38 weeks					Active Intake	359		
Prenatal Care Visits to Date	North Dakota Formula	*Calc				External ID			
expected:	8	Manual Override							
completed (total):	1								
completed since enrollment:	1								

## Participant Dashboard

The blue section of the Home Form, just below the navigation bar, is the **Participant Dashboard**. This displays current contact info as well as a summary of service, home visits, and case status.

### Current Contact Info

Current Contact Info	
Street:	329 Chauncey Street
City:	Chicago, IL 60609-
H:	(555)-555-5555
W:	(555)-555-5555
Email:	Adamsfamily@gmail.com

The **Current Contact Info** section displays the current address and phone numbers for the participant. Data is drawn from the participant's most recent **History** record. If no **History** records are available, it is taken from the **Intake**, **Assessment**, or **Screen** records.

## Service and Home Visits

Service and Home Visits			
First HV:	11/21/2002est	Service Start:	11/21/2002
Latest HV:	1/16/2006est	Service End:	
Final HV:		Home Visits:	91
Retention:	37 Months	Prenatal Home Visits:	16

<b>First HV</b>	The date of the first home visit, calculated by PIMS as specified in the <b>Site Definitions</b> . If home visits are counted from the <b>Monthly Contact Log</b> , the letters “est” will be appended to the date to indicate it was estimated, unless the actual date of the first home visit is entered manually (see <b>Key Service Dates</b> , below).
<b>Latest HV</b>	The date of the most recent completed home visit, taken from the last home visit record entered, or estimated from the last Monthly Contact Log entered.
<b>Final HV</b>	The last completed home visit for terminated participants.
<b>Service Start</b>	The participant’s <b>Service Start</b> date, calculated by PIMS as specified in the <b>Site Definitions</b> . For most sites, this will be the participant’s first home visit date.
<b>Service End</b>	The participant’s <b>Service End</b> date, calculated by PIMS as specified in the <b>Site Definitions</b> . Typically this will be the participant’s final home visit date.
<b>Home Visits</b>	The total number of home visits completed.
<b>Retention</b>	The participant’s time of retention, calculated in months (rounded down) as the time between the <b>Service Start</b> date and the <b>Latest HV</b> date.
<b>Prenatal Home Visits</b>	The number of home visits completed before the target child’s birth date.

## Current Case Status

Current Case Status	
Status:	Presumed Active
Svc Level:	Level II
Child Age at Enrollment:	-4 Months
Child Age at Latest Home Visit/Cutoff:	33 Months

<b>Status</b>	The person’s current case status, amongst the following possibilities: <ul style="list-style-type: none"> <li>• <b>Not Yet Enrolled</b> – The person does not have a completed <b>Intake</b> record.</li> <li>• <b>Intake Completed, Awaiting Enrollment</b> – The person has completed an <b>Intake</b> record, but does not have a <b>Service Start</b> date, as determined in <b>Site Definitions</b>. For most sites, this means the person has not completed a home visit yet.</li> <li>• <b>Presumed Active</b> – The person has a <b>Service Start</b> date, as determined in <b>Site Definitions</b>, and no termination record.</li> <li>• <b>Terminated</b> – The person was once active, but has a termination record.</li> </ul>
<b>Svc Level</b>	The participant’s most recent <b>Service Level</b> , taken from the latest <b>Service Level History</b> form.
<b>Child Age at Enrollment</b>	Shown in months; a negative number indicates a prenatal enrollment.
<b>Child Age at Latest Home Visit/Cutoff</b>	Shown in months; the cutoff date is set in Standard Reports parameters.

## Family

### Children

Children			
Preg ID	Child ID		Add Child
t A	0	Bailey, Allyn	8/7/2003
B	0	Bailey, Kevin	3/12/2005

This box lists target children and children born subsequent to the target child.

- **Add Child** – Use this button to add a birth record for the target child or children born subsequent to the target child. See “Entering Child Data” for further information. Children identified as the Target Child – that is, those that have a pregnancy ID of “A” – will be flagged with a “t” in the Children box.
- To open up any child’s records, double-click on the name. This will open the **Birth** form, from where you can access all the other related child records such as immunizations and child development screens.

### Partners

Partners			
Participant declined to provide partner data			
Set Active		Add Partner	
	Jackson, Bill	9/1/2002	
f	Miller, John	9/1/2002	
a	Emerson, Jacob	3/28/2003	

This box lists all partners (including fathers) that have been entered.

- **Add Partner** – Use this button to add the target child’s father and (if appropriate) a new current partner for the participant. See “Partner Forms” for information on entering partner data.
- **Set Active** – Use this button to specify which partner is the participant’s current intimate partner. Highlight the partner’s name and click the Set Active button; the letter “a” will appear next to the name.
- To open up any partner’s records, double-click on the name. This will open the **Partner Initial Demographics** form, from where you can access **Partner History** records.
- **Participant declined to provide partner data** can be checked if no information is available on partners.

## Prenatal Care

Prenatal Care	
Est. Date of Conception:	7/17/2002
Gest. Age at Enrollm't:	18 weeks
Current Gest. Age:	38 weeks
Prenatal Care Visits to Date	Manual
North Dakota Formula *Calc	Override
expected:	8
completed (total):	7
completed since enrollment:	7

This section, designed as part of a custom contract for **Healthy Families North Dakota**, tracks completion of prenatal **Medical Visits** prior to the target child's birth. While it is unlikely that you will use the same formula as North Dakota for determining the number of expected prenatal care visits, you can manually override this number with data calculated according to your own formula.

<b>Estimated Date of Conception</b>	This is the child's date of conception calculated by counting backwards from the target child's <b>birth date</b> or <b>due date</b> in the <b>Birth</b> form, based on the <b>gestational age</b> .
<b>Gestational Age at Enrollment</b>	This is calculated based on the number of weeks between the <b>child's date of conception</b> and <b>first home visit date</b> .
<b>Current Gestational Age</b>	This is calculated based on the number of weeks between the <b>child's date of conception</b> and the family's <b>latest home visit date</b> .
<b>Prenatal Care Visits to Date</b>	This shows the expected number of prenatal care visits to date based on the target child's calculated <b>gestational age at enrollment</b> . The number of completed visits is based on the number of <b>Medical Visits</b> entered in PIMS that are flagged as <b>prenatal</b> . Sites can use the <b>Manual Override</b> fields if a different number of visits are expected, or were completed but not entered as medical records.

## Key Service Dates

Key Service Dates	
Target Child Date of Birth:	4/9/2003
Target Due Date:	
Date of First Home Visit:	11/21/2002

This section can be used to manually enter key service dates.

<b>Target Child Date of Birth</b> <b>Target Child Due Date</b>	If a target child is listed in the <b>Children</b> section of the <b>Home Form</b> , PIMS will automatically display that child's birth date in the <b>Target Child Date of Birth</b> field. If this is not available (for example, when a participant enrolls prenatally and the child is not yet born), you may manually enter the <b>Target Child Due Date</b> here.
<b>Date of First Home Visit</b>	This is used to enter the date of the first home visit when the site has chosen to count home visits from the <b>Monthly Contact Log</b>

## Groups

**Groups** This person is a member of all highlighted groups.

Group Memberships
Teen Moms
Funder ABC
Cook County
Grandparent Participants
Second Enrollments
Parents of Multiples

This section allows you to review or select the groups in which the participant is a member. All the groups created via the **Groups** form in **Site Definitions** will automatically be listed. Highlight the groups to which you want to assign the participant. If you assigned the participant to groups using the **Group Membership** form in **Site Definitions**, those groups will be automatically highlighted.

## Participant's Static Characteristics

**Participant's Static Characteristics**

Date of Birth:	11/19/1972
Gender:	F
Ethnicity:	Hispanic
Race Category:	White
Race/Ethnic Subcategory:	Colombian
Language:	Spanish
Religion:	Christianity- Catholic

**Static Characteristics** are data about a participant which can be entered at any time, and are assumed to not change throughout the course of the participant's case.

- **Date of Birth**
- **Gender**
- **Ethnicity** includes Hispanic, non-Hispanic, and unknown.
- **Race/Ethnic Category** and **Race/Ethnic Subcategory** are race and ethnic categories taken from the U.S. Census. See "Entering Site Definitions" for information on how to add additional ethnic subcategories to the drop-down menu.
- **Language** – This includes an "English and Spanish" option in cases where both languages are actively used.
- **Religion**

## Case Notes

Case Notes
Family has dogs

This is a free form text box to use as desired by the site.

## Active Case Info

Active Case Info			
Active Screen	347	+	Re-enroll
Active Assessment	347	+	
Active Intake	347		
External ID			

- **Active Screen** – In the case where a single person has multiple screens, this specifies which screen will be reflected in reports.
- **Active Assessment** – In the case where a single person has multiple assessments, this specifies which assessment will be reflected in reports.
- **Active Intake** – In the case where a single person has multiple intakes, this specifies which intake will be reflected in reports.
- **External ID** – It's up to sites how to use this field. This might correspond with an identifier with a local database, billing system, supplemental system, etc.
- **Re-enroll** – The Re-enroll button is enabled only for terminated participants. This will assign a formerly terminated participant to a “temporary termination” service level during their termination period, and then re-open the case as a re-enrollment at a later date. *Note: Use the Re-Enroll function only when the family has terminated and is re-enrolling with **the same target child**. See the FAQ “Re-Enrollments and Second Enrollments” for this process.*