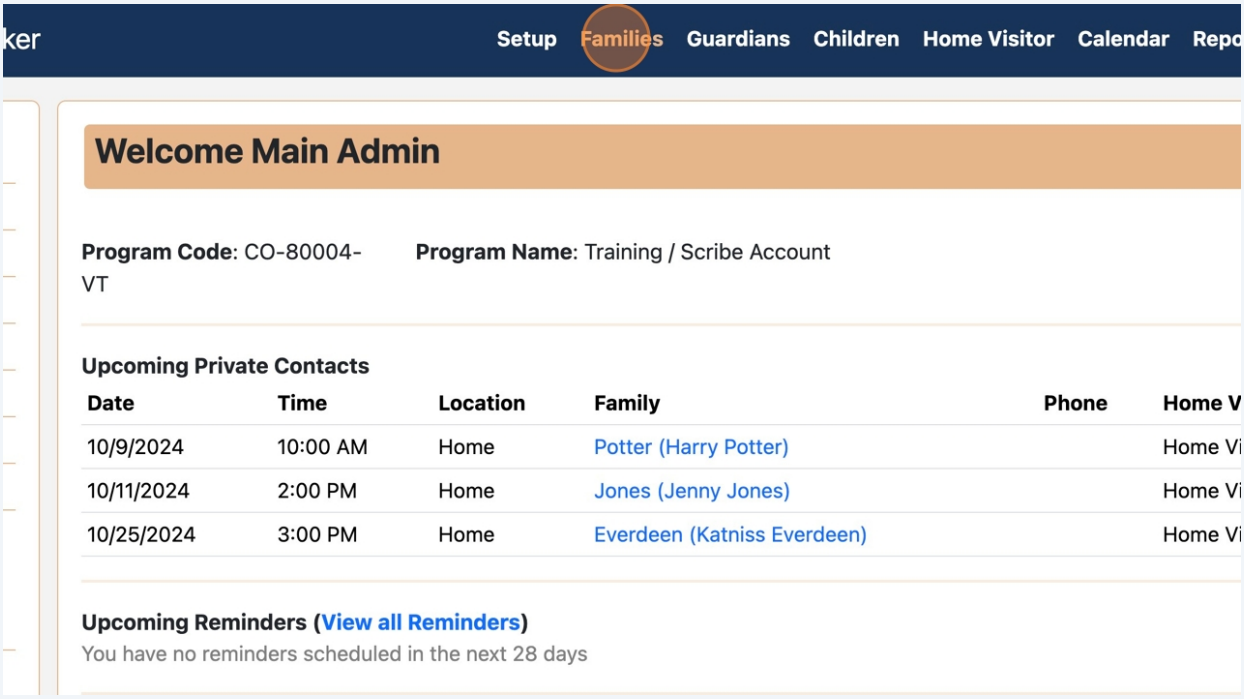
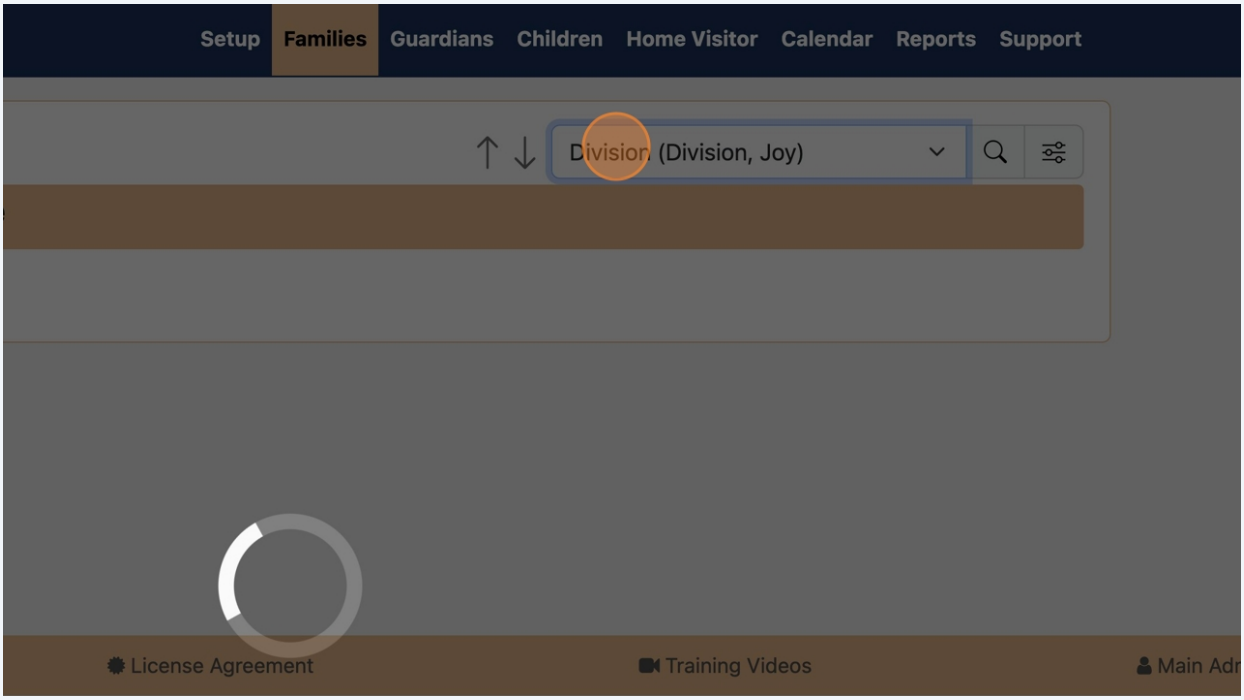
Completing Family Demographics and and Guardian Health Information.

1 This tutorial will cover the Family Demographics and Guardian Health Information.

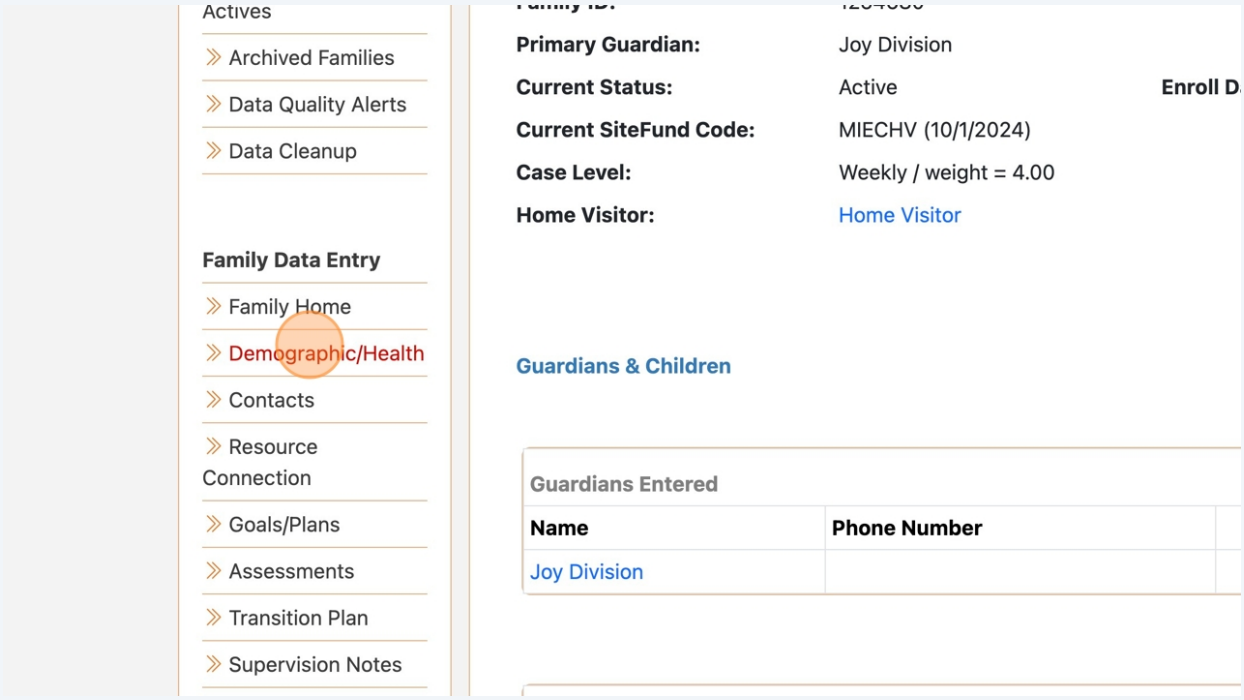
2 Click "Families"



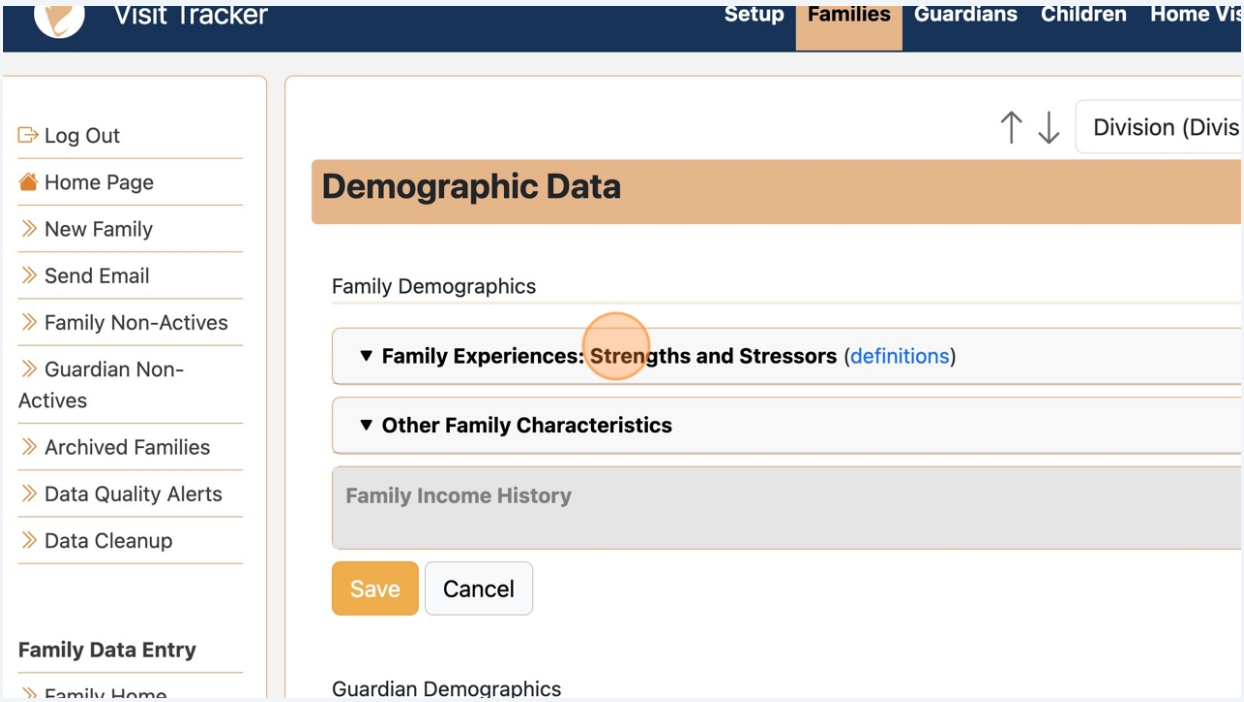
3 Select the Family from the dropdown menu.



4 Click "Demographic/Health" on the left navigation.

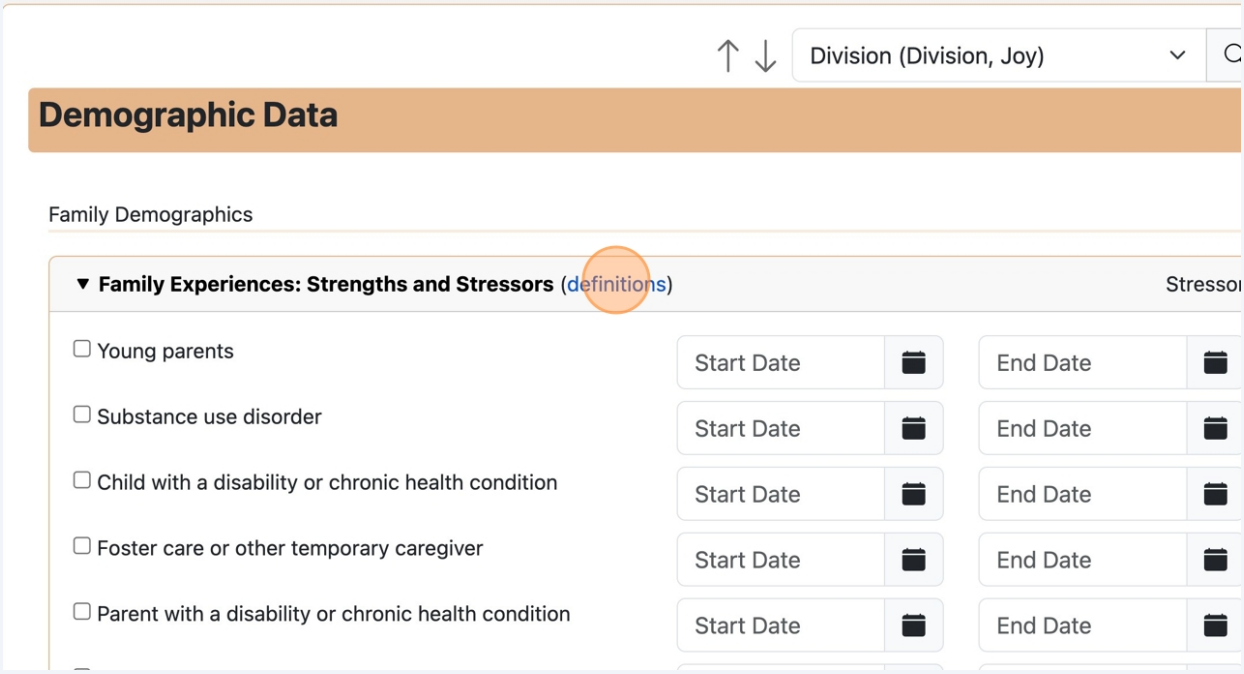


5 First, click to open the "Family Experiences: Strengths and Stressors" section.

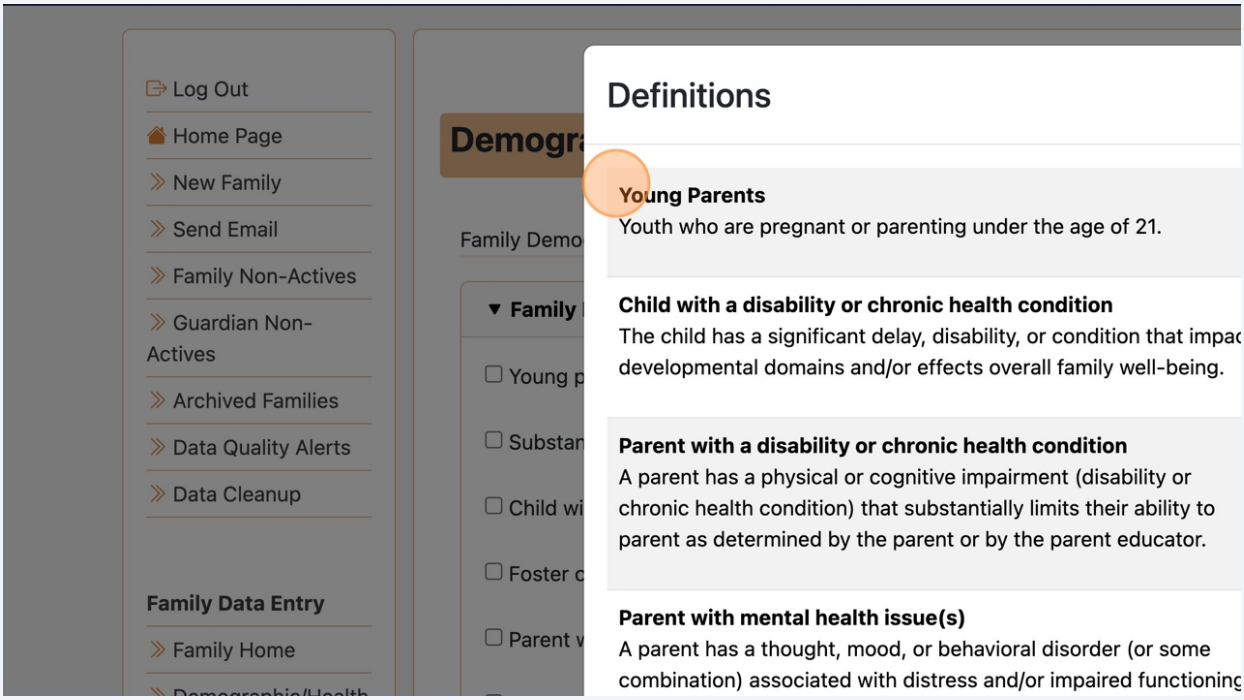


6 If you are a Parents as Teachers program, this section will be used to determine Visit Frequency.

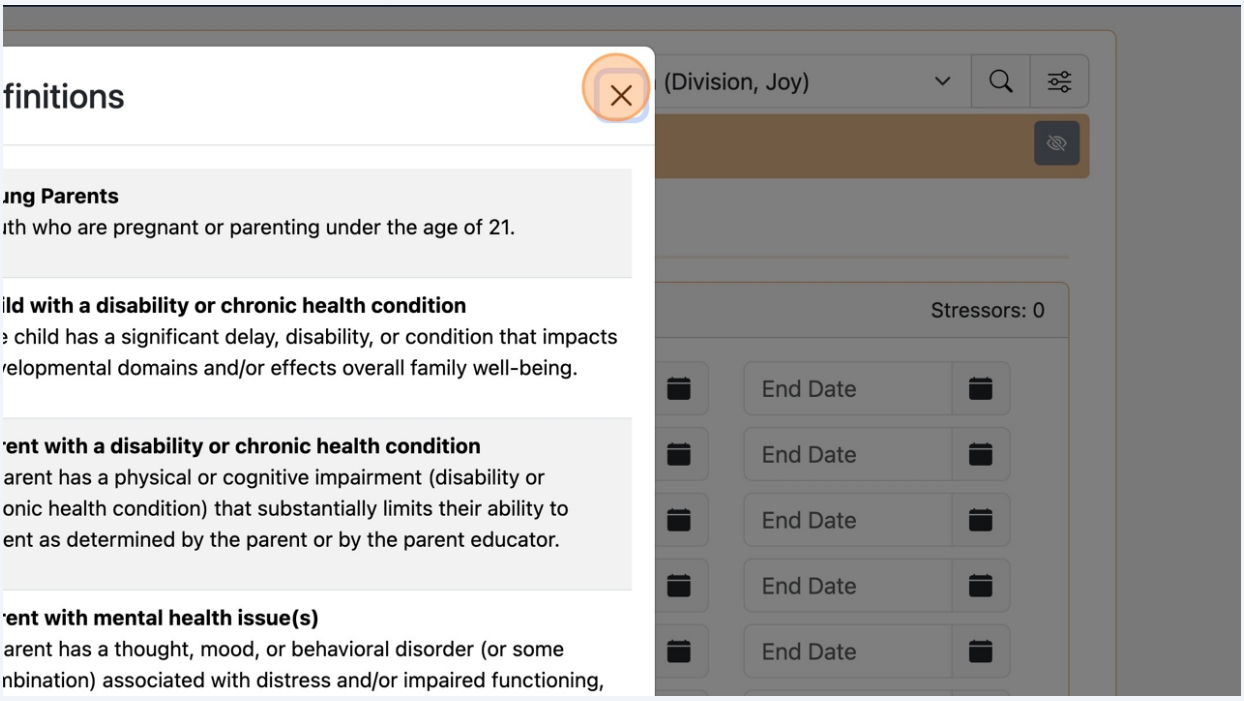
If you need definitions for each stressors, you can click the blue "Definitions" link.



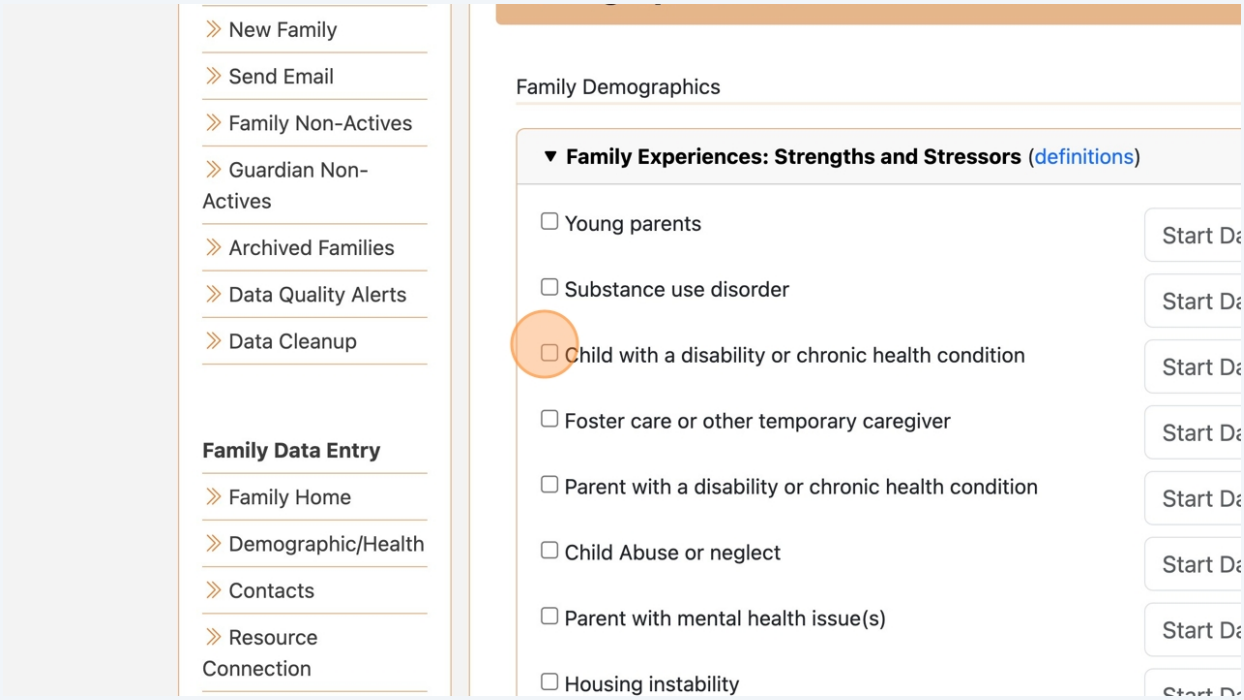
7


Log Out
Home Page
New Family
Send Email
Family Non-Actives
Guardian Non-Actives
Archived Families
Data Quality Alerts
Data Cleanup
Family Data Entry
Family Home
Definitions
Young Parents
Youth who are pregnant or parenting under the age of 21.
Child with a disability or chronic health condition
The child has a significant delay, disability, or condition that impac
developmental domains and/or effects overall family well-being.
Parent with a disability or chronic health condition
A parent has a physical or cognitive impairment (disability or chronic health condition) that substantially limits their ability to parent as determined by the parent or by the parent educator.
Parent with mental health issue(s)
A parent has a thought, mood, or behavioral disorder (or some combination) associated with distress and/or impaired functioning

8

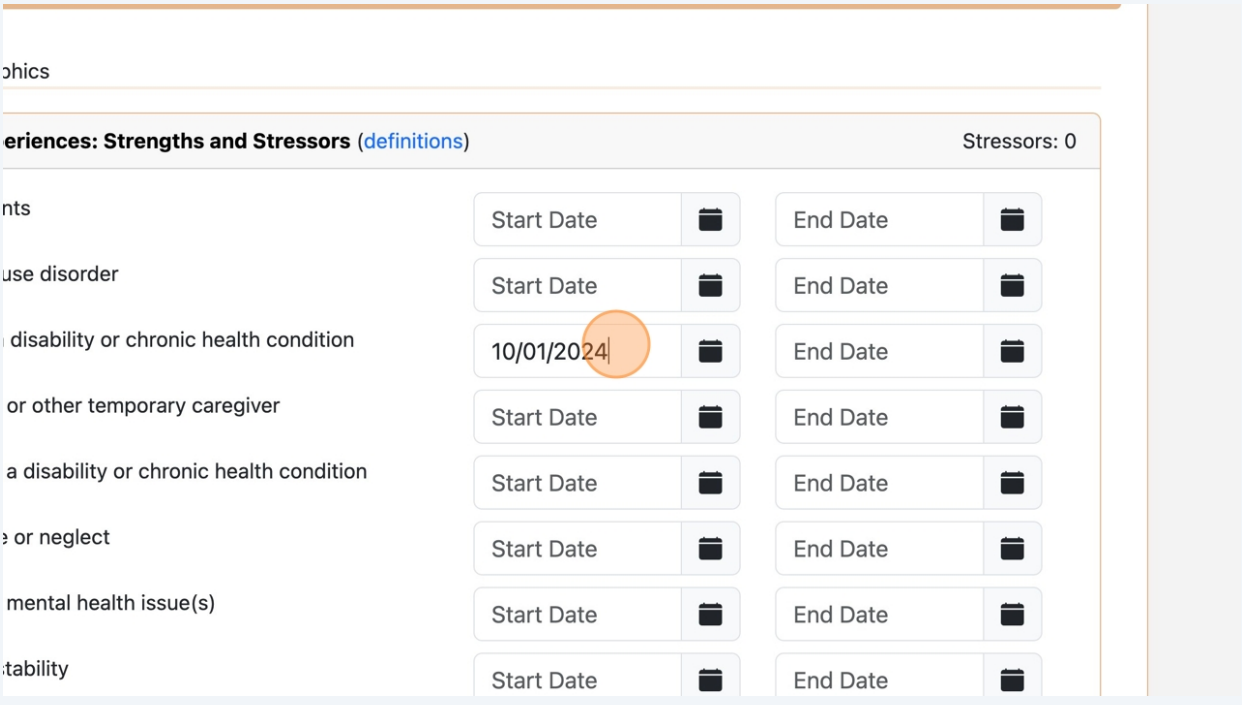

finitions
(Division, Joy)
Stressors: 0
End Date
End Date
End Date
End Date
End Date
ild with a disability or chronic health condition
child has a significant delay, disability, or condition that impacts
elopmental domains and/or effects overall family well-being.
ent with a disability or chronic health condition
arent has a physical or cognitive impairment (disability or
onic health condition) that substantially limits their ability to
ent as determined by the parent or by the parent educator.
ent with mental health issue(s)
arent has a thought, mood, or behavioral disorder (or some
nbination) associated with distress and/or impaired functioning,

9 Check off any stressors that pertain to the family.

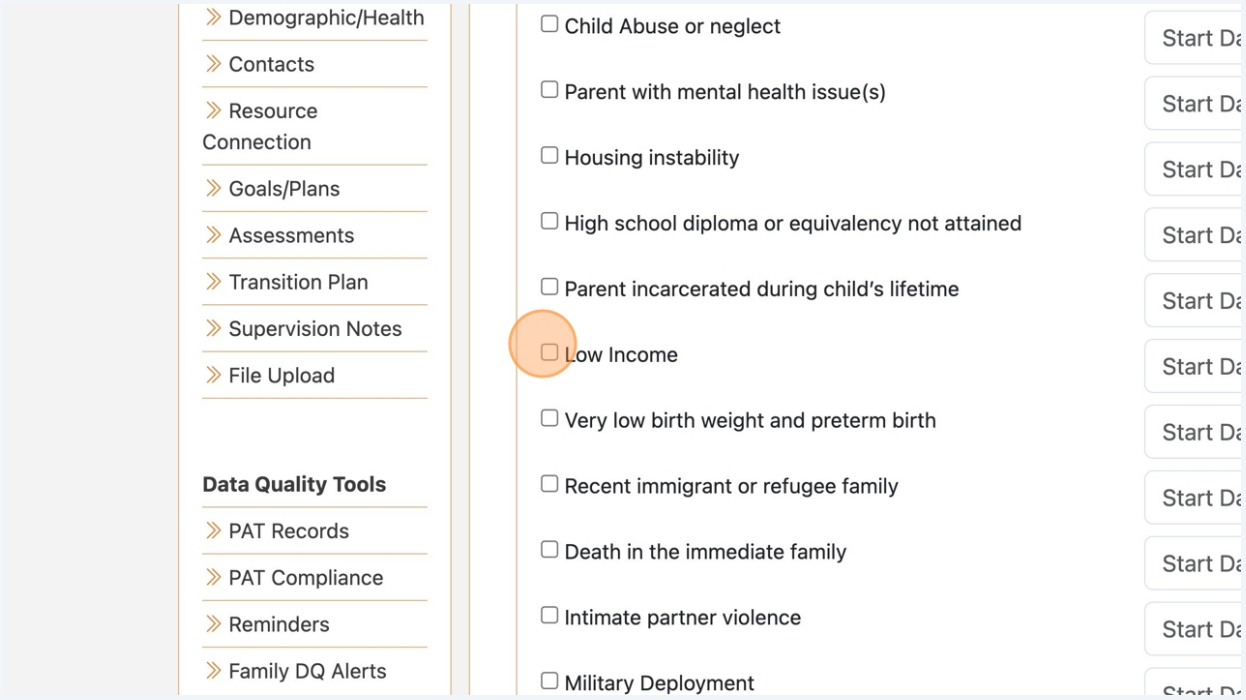


10 The stressor start date will default to the family enrollment date but you can change the date.

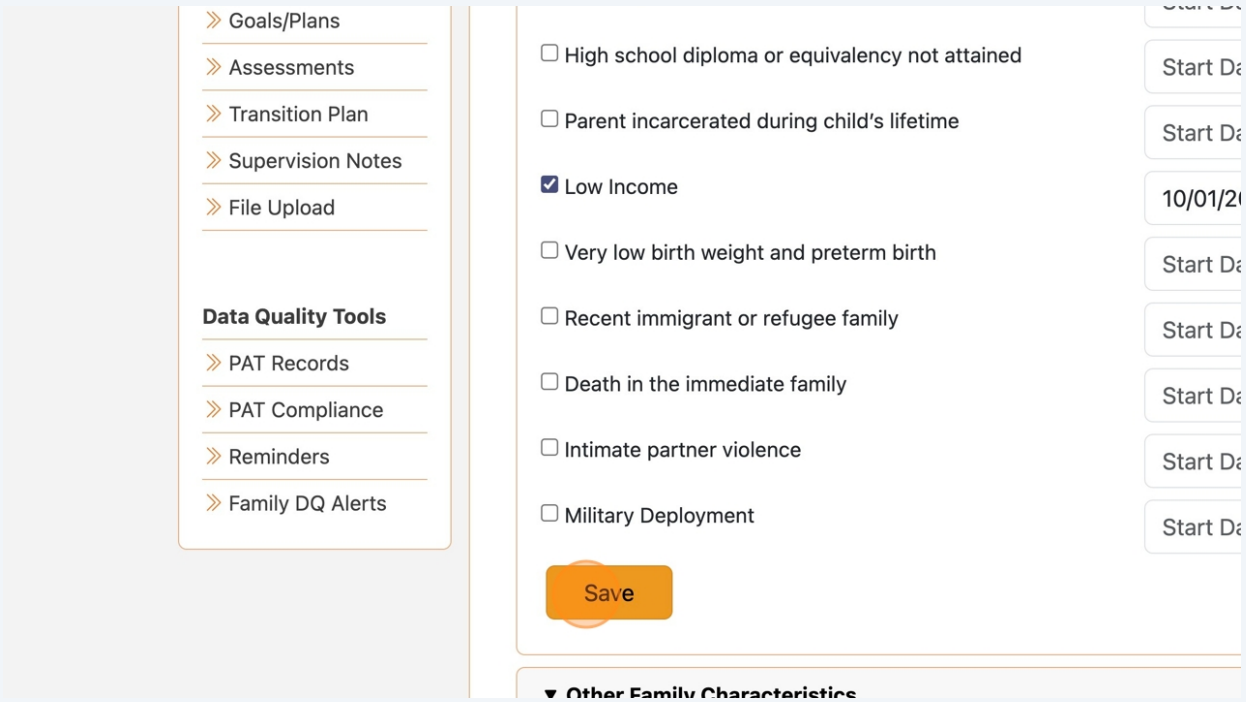
Note - if stressors are added or removed during the program year, the family will be reported on based on the number of stressors at the time of enrollment or at the beginning of the program year. Visit Frequency will be calculated based on current stressors.



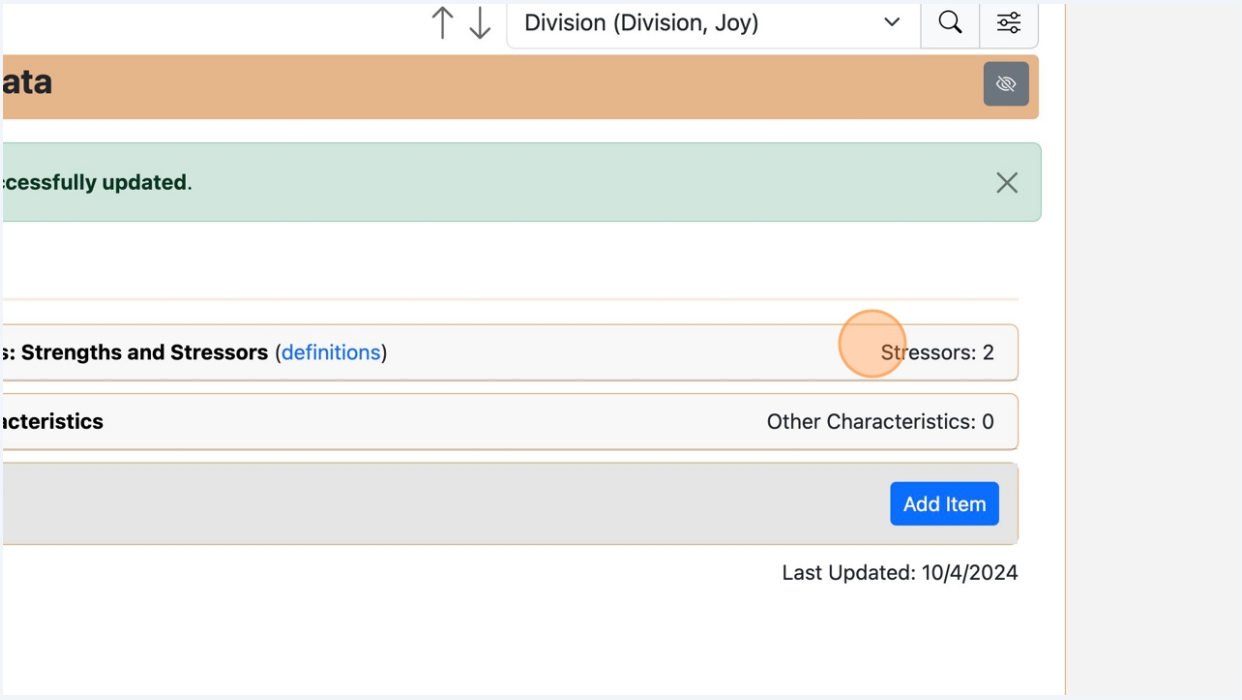
11 Check all stressors that apply.



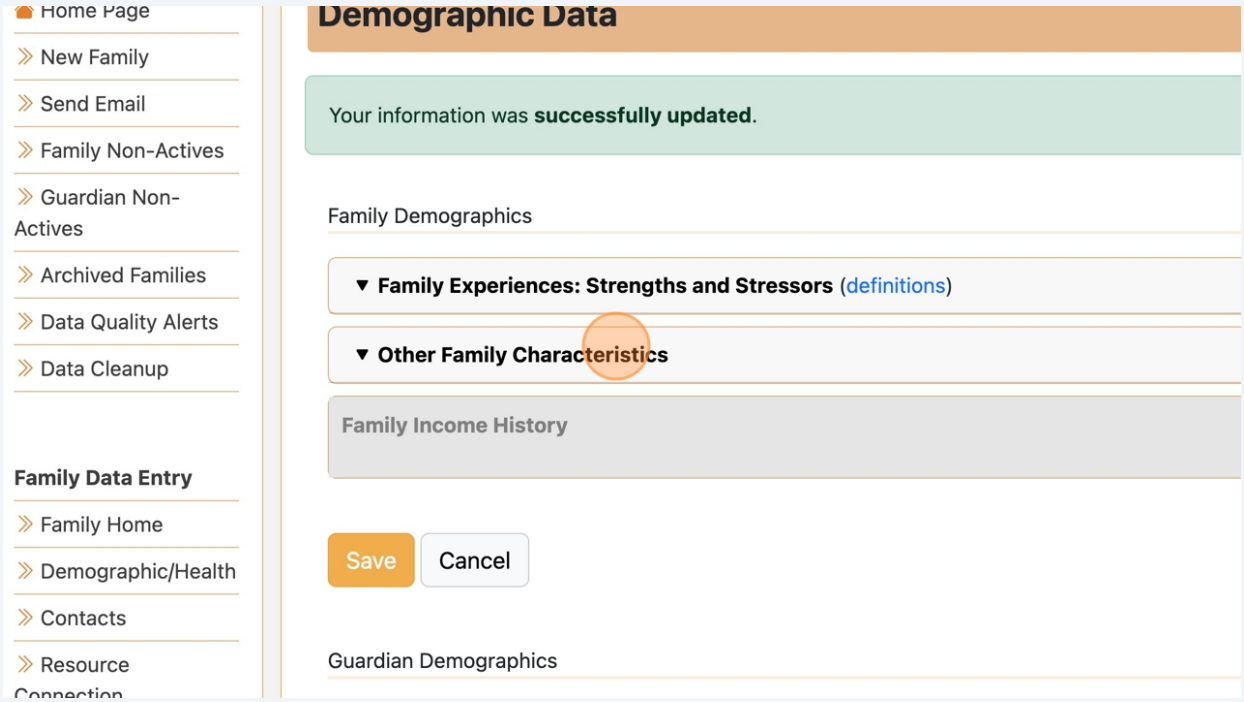
12 Click "Save".



13 You will see the number of stressors to the right of the table header.

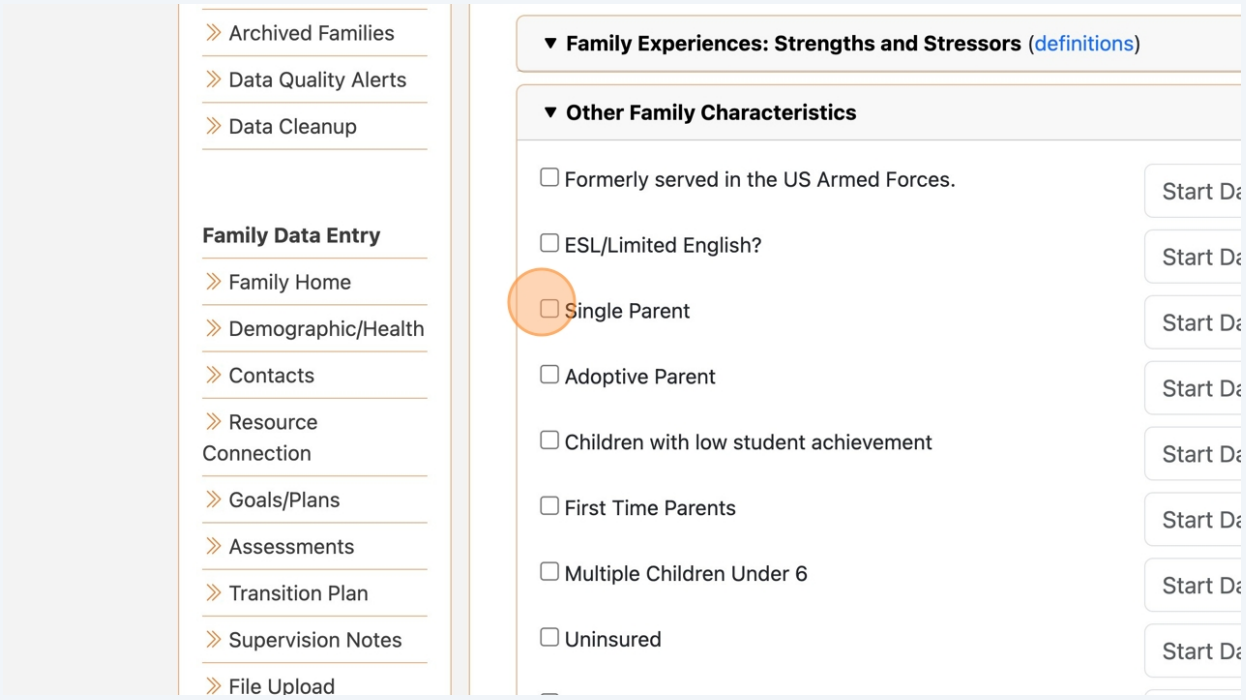


14 Click to open "Other Family Characteristics".

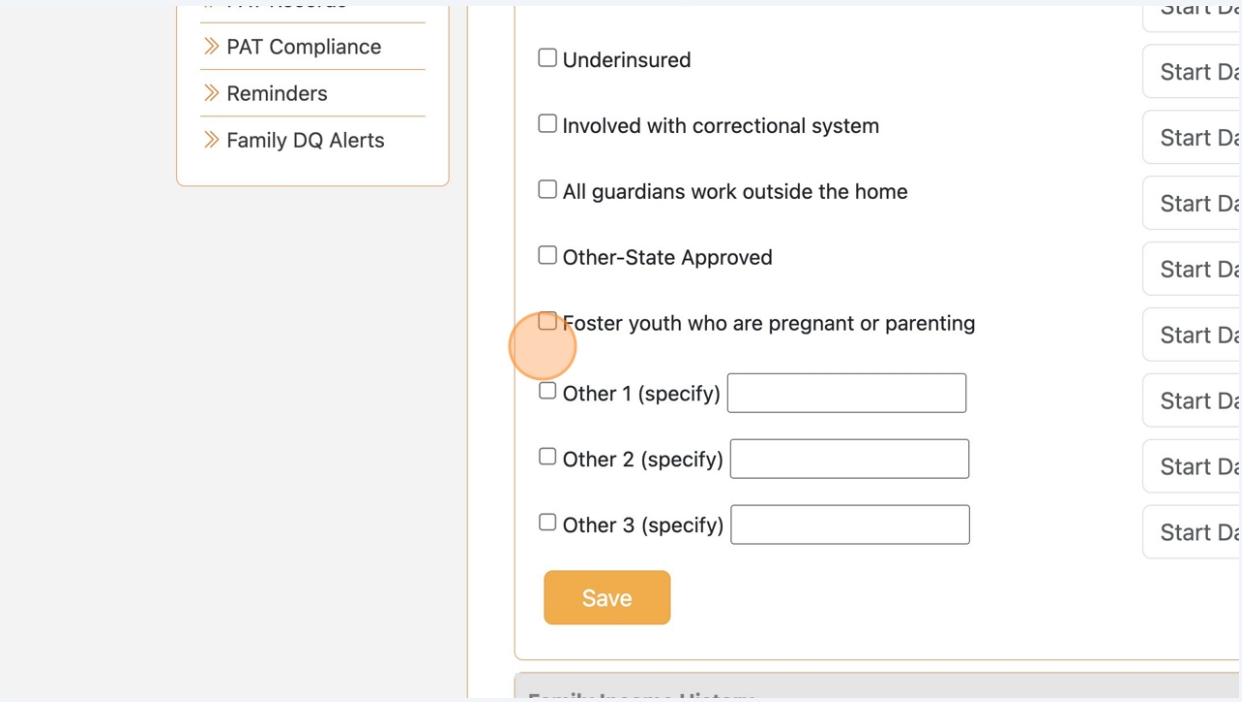


Tip! The admin can update this list under Set Up . It is recommended that only characteristics that apply to your program are set to show. If you don't collect data on these characteristics, you can turn them off.

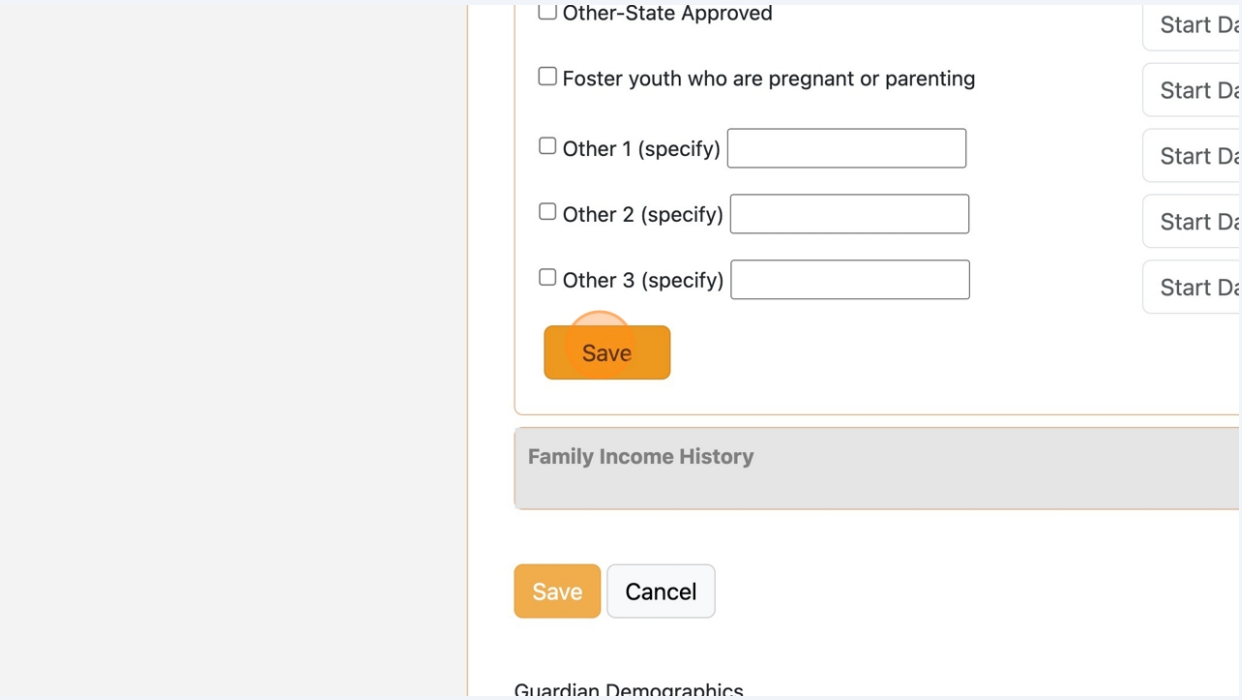
15 Select any characteristics that apply to the family.



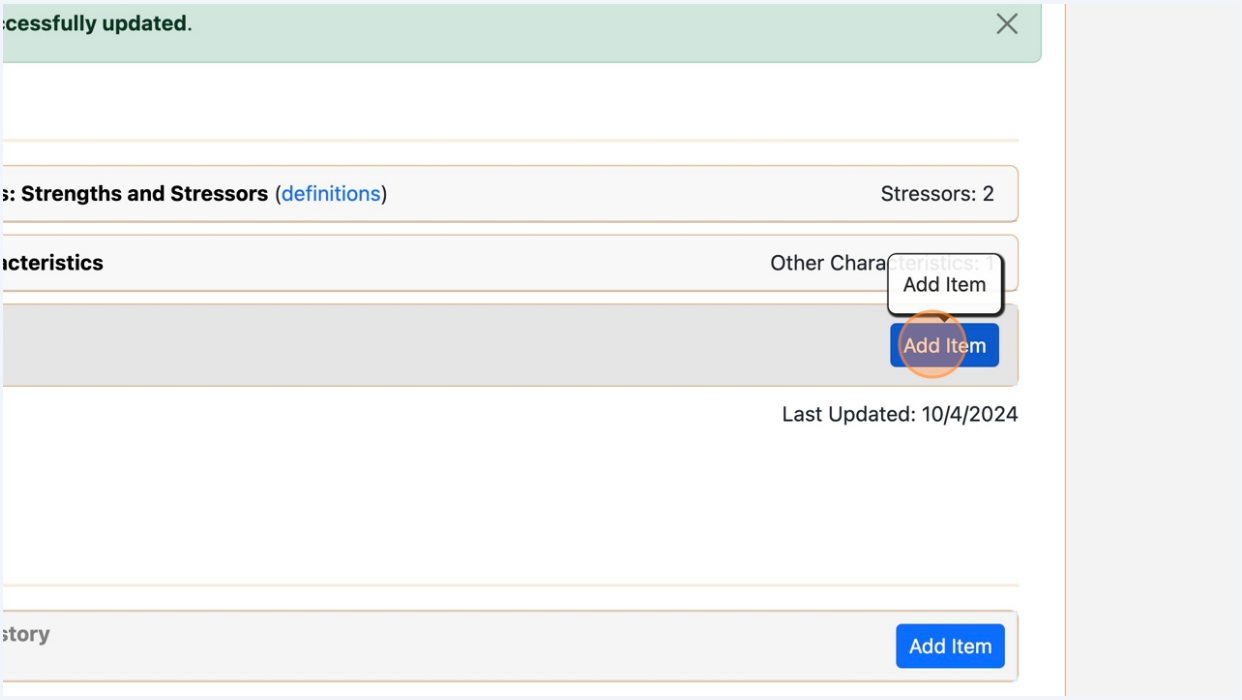
16 You have the option to fill in any "other" characteristics your program my collect data on that we don't have listed.



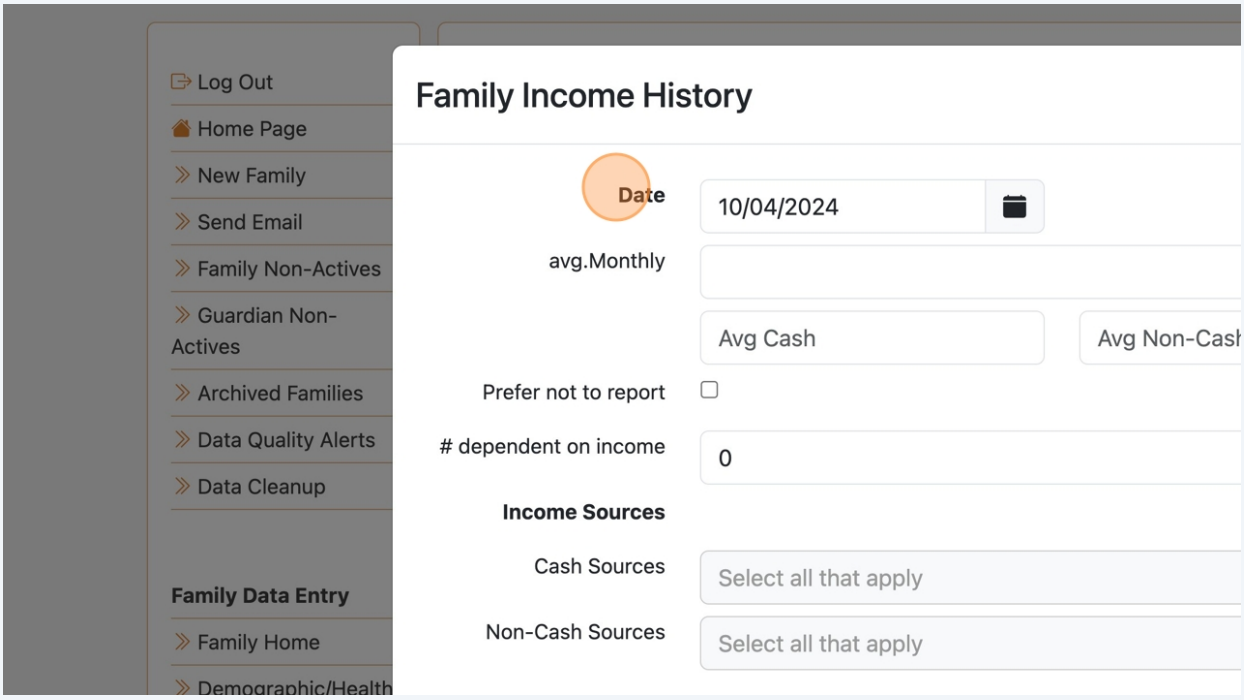
17 Click "Save"



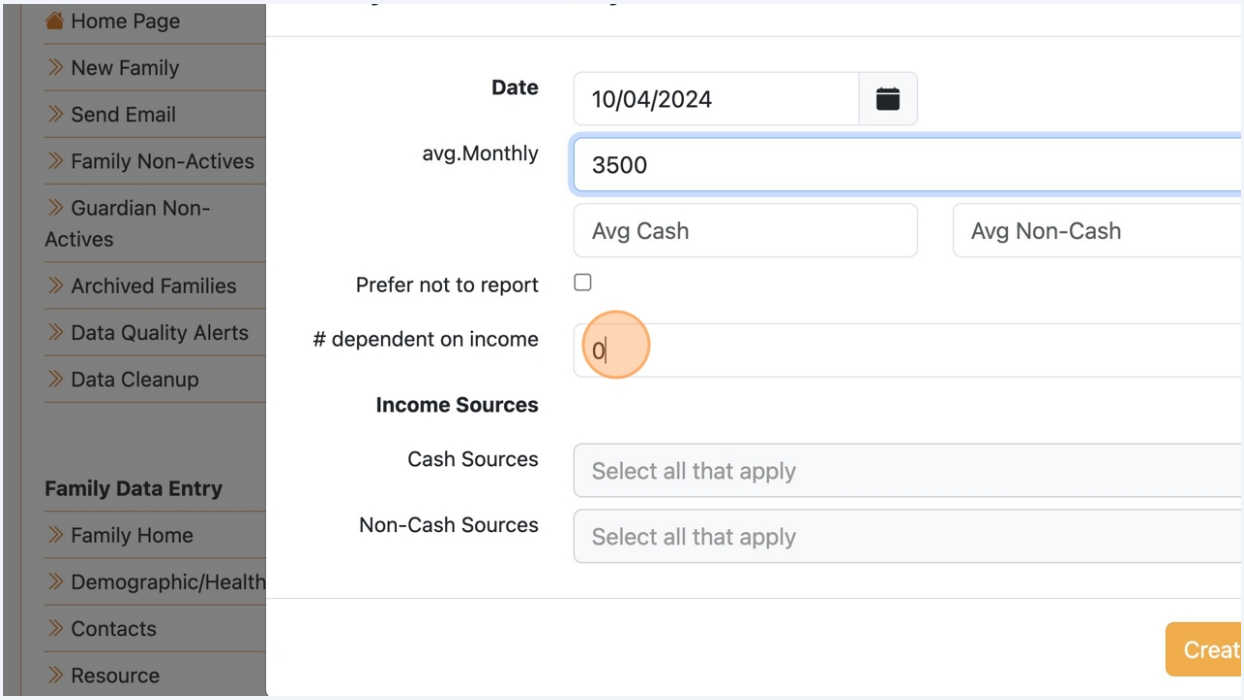
18 Fill out the Income History for the family. Click the "Add item" button to the right.



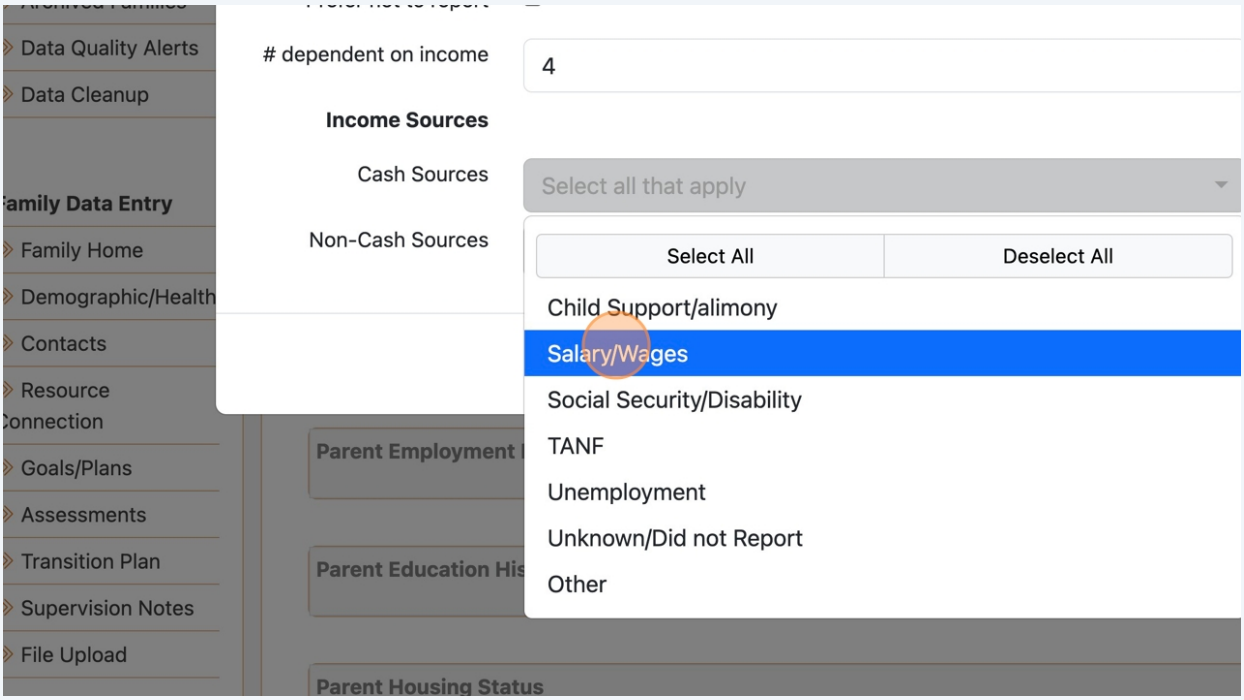
19 Fill in the Date and Average monthly income.



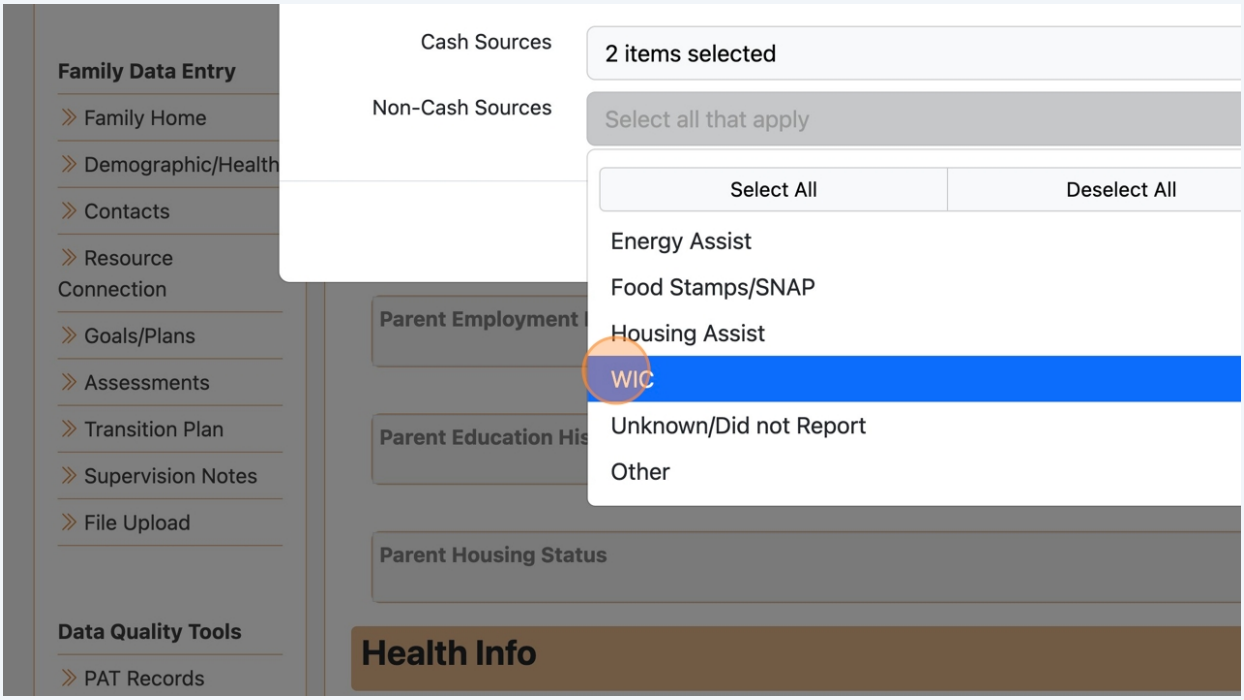
20 Fill in the number dependents on income.



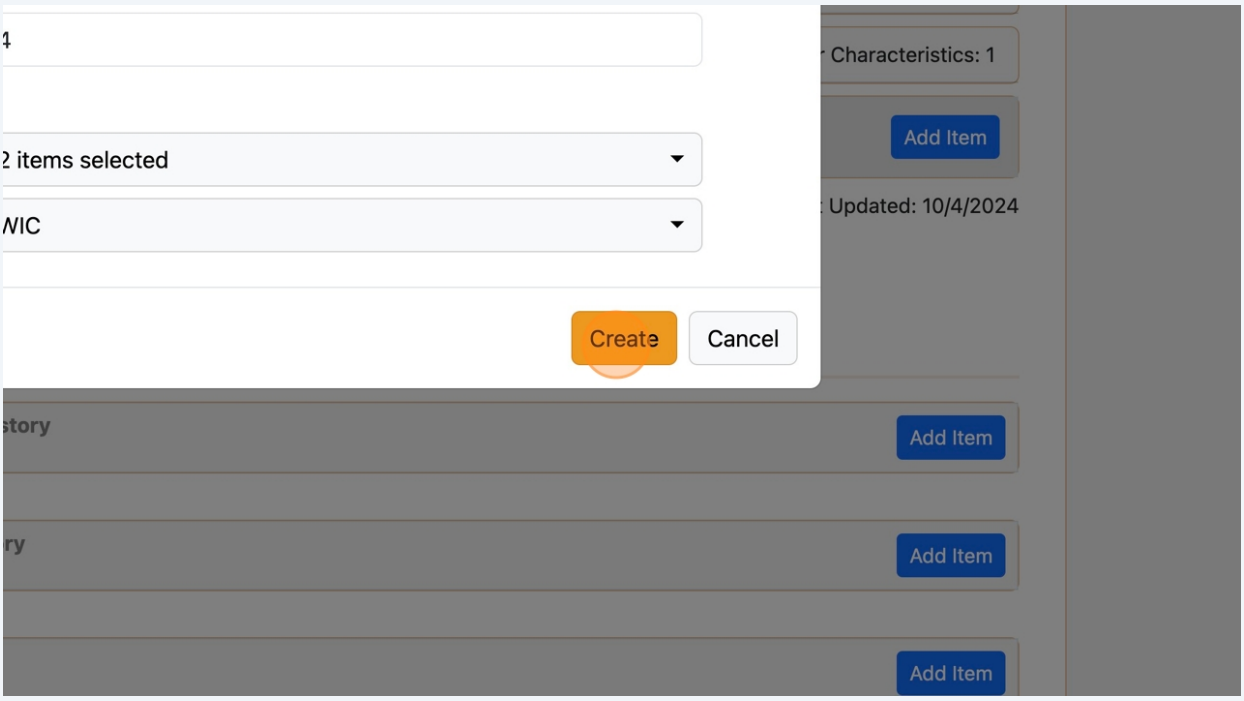
21 Select Cash sources.



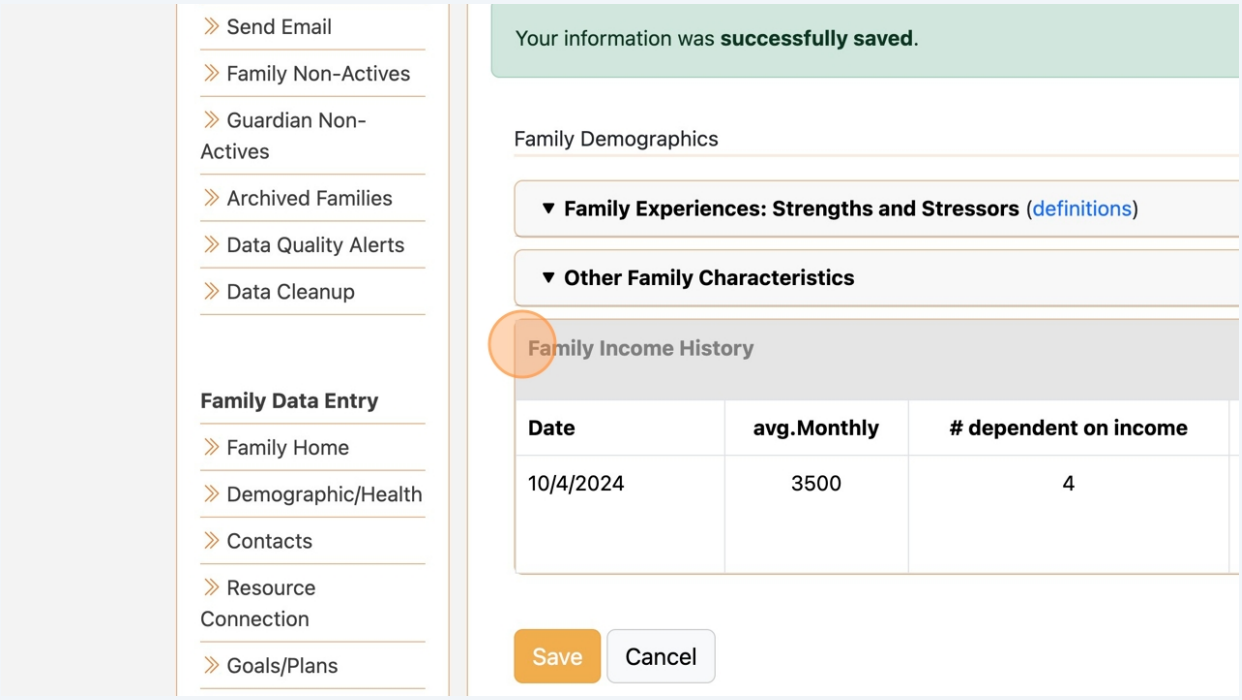
22 And Non- Cash sources.



23 Click "Create".

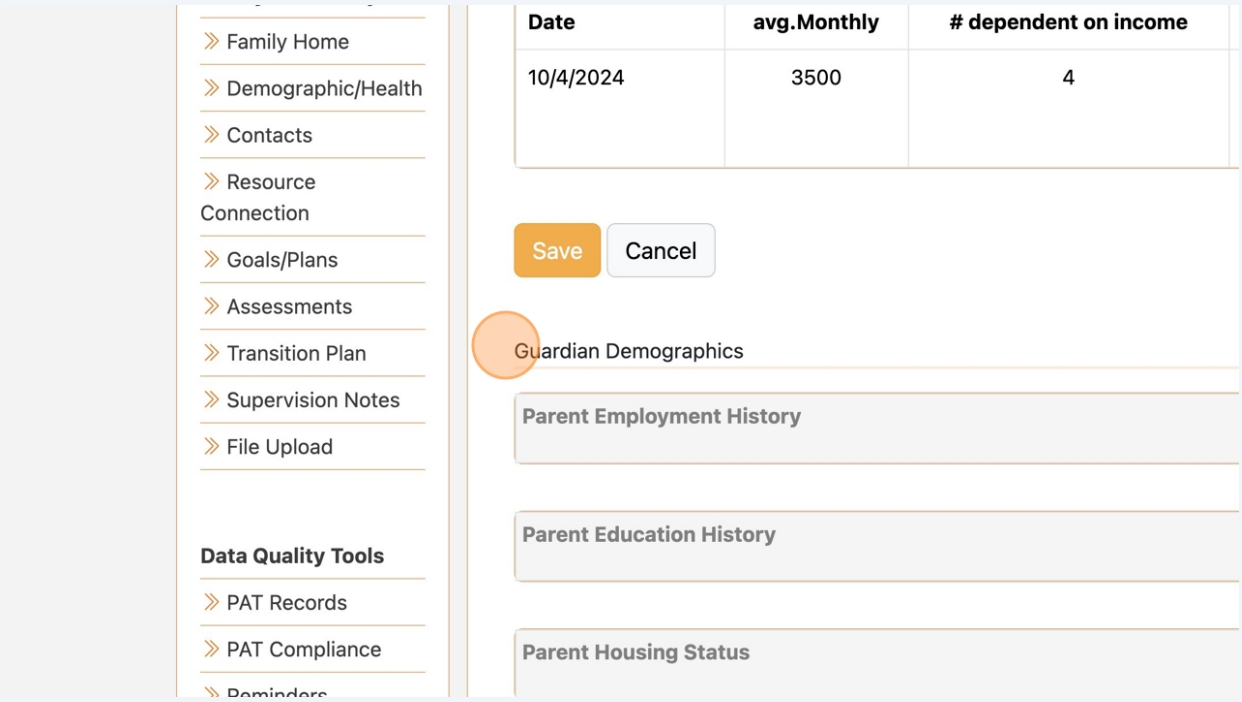


24

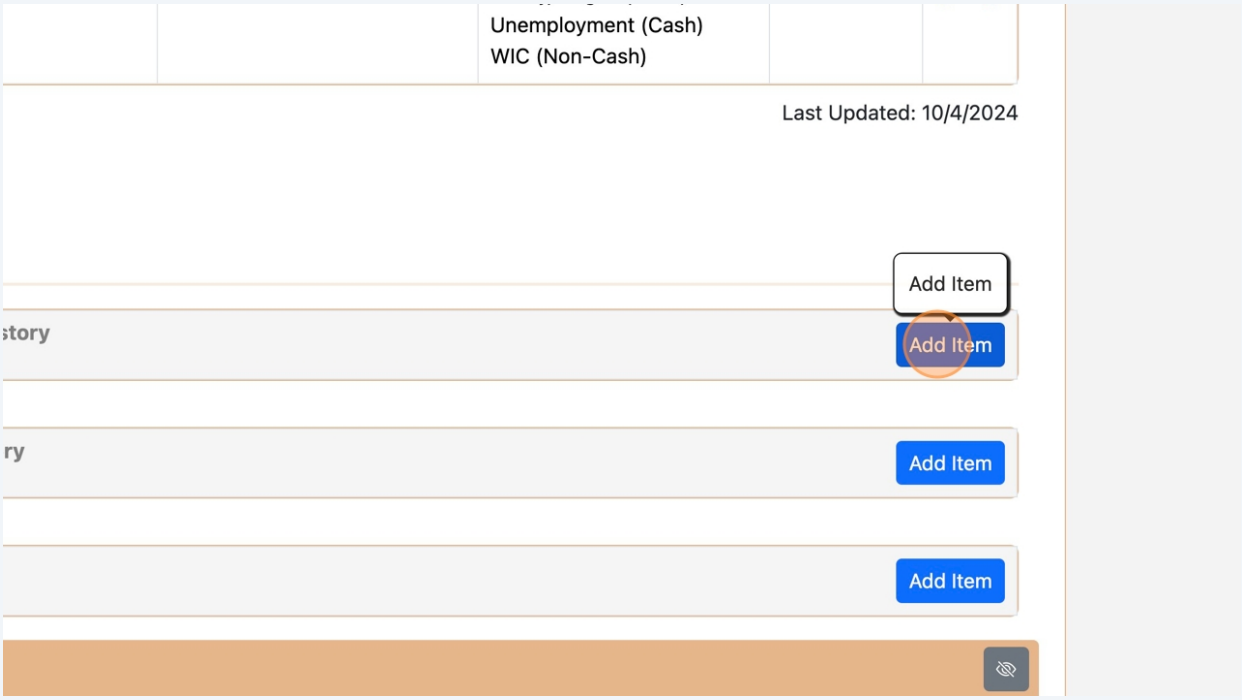


25

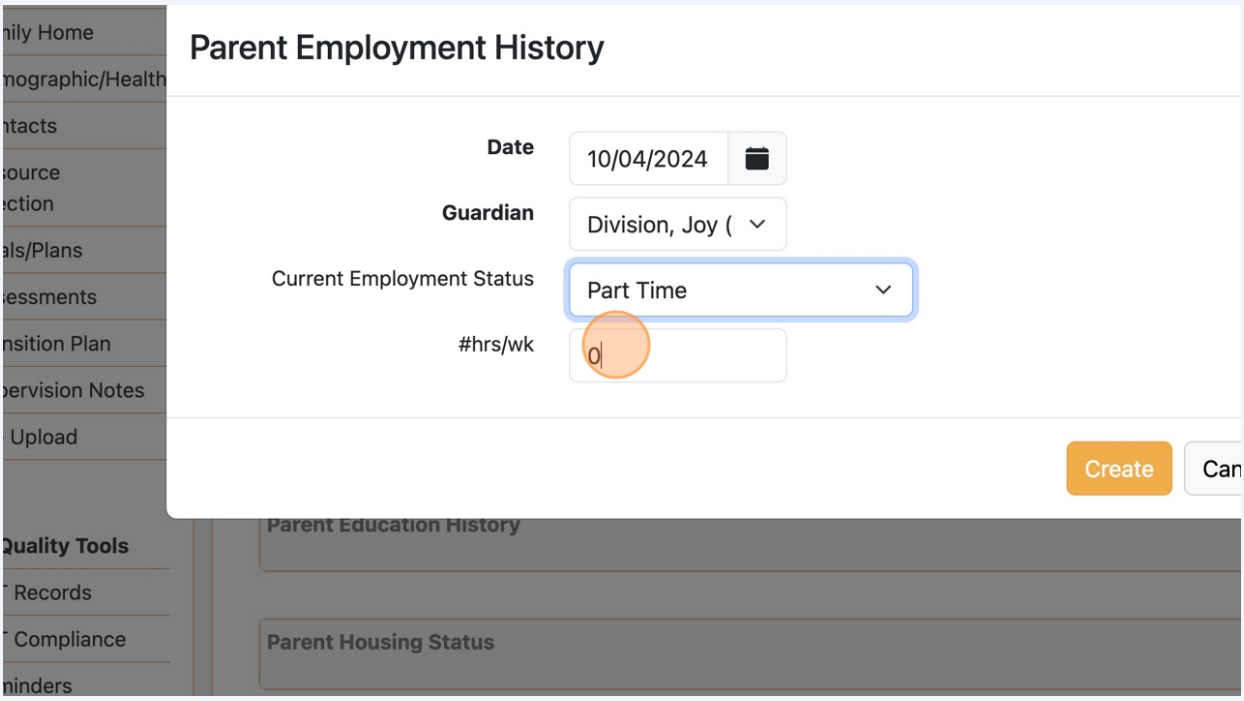
Next, move down to the Guardian Demographics fields. These fields are guardian specific, so you will want to create an entry for each guardian you have entered. At a minimum, be sure there is an entry for the primary guardian.



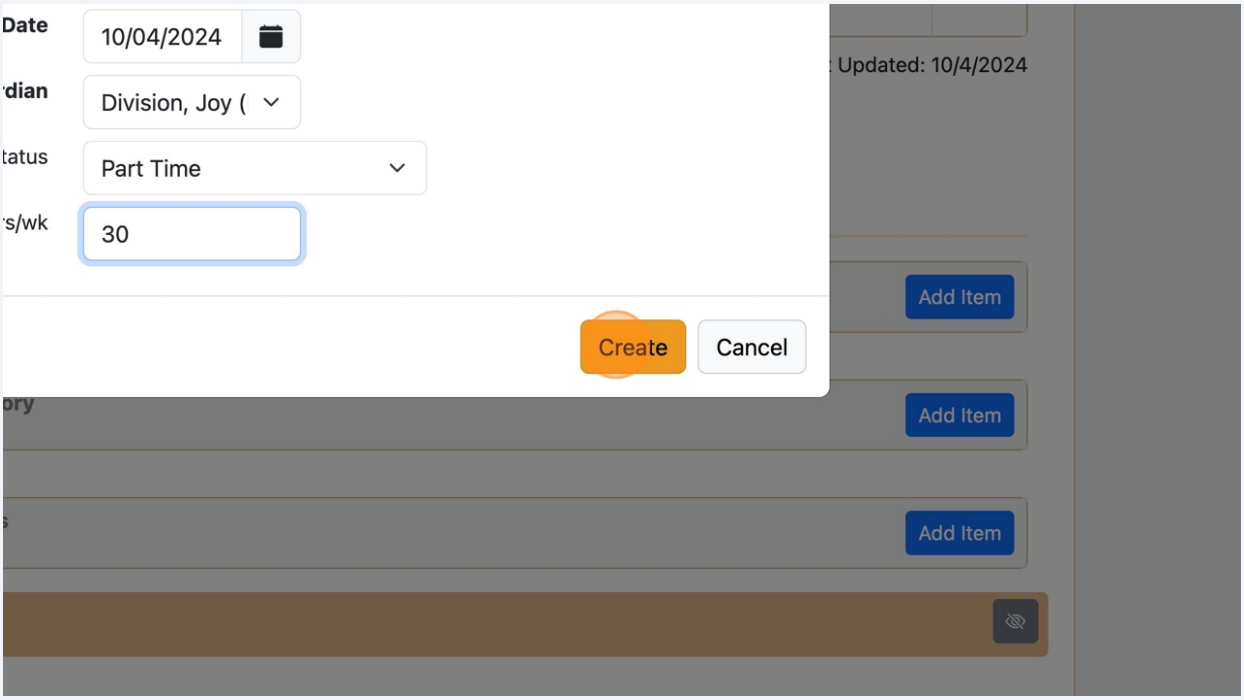
26 For "Parent Employment History, click the "Add Item" button on the right.



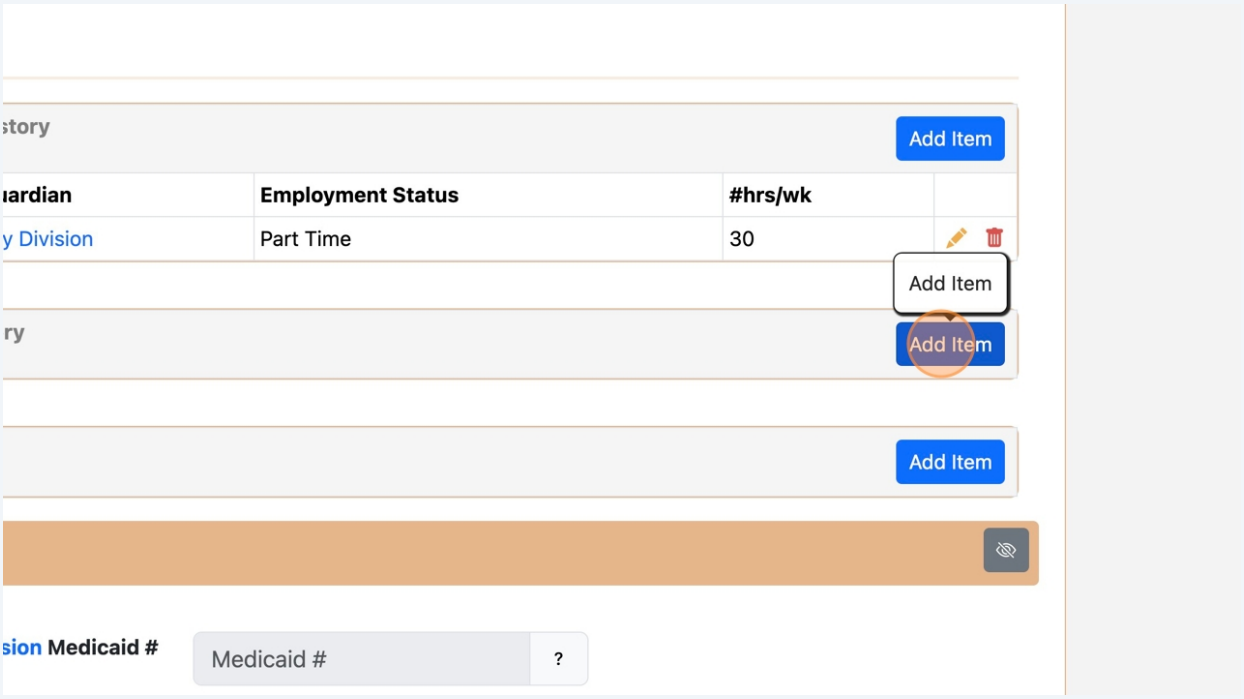
27 Fill in all the fields



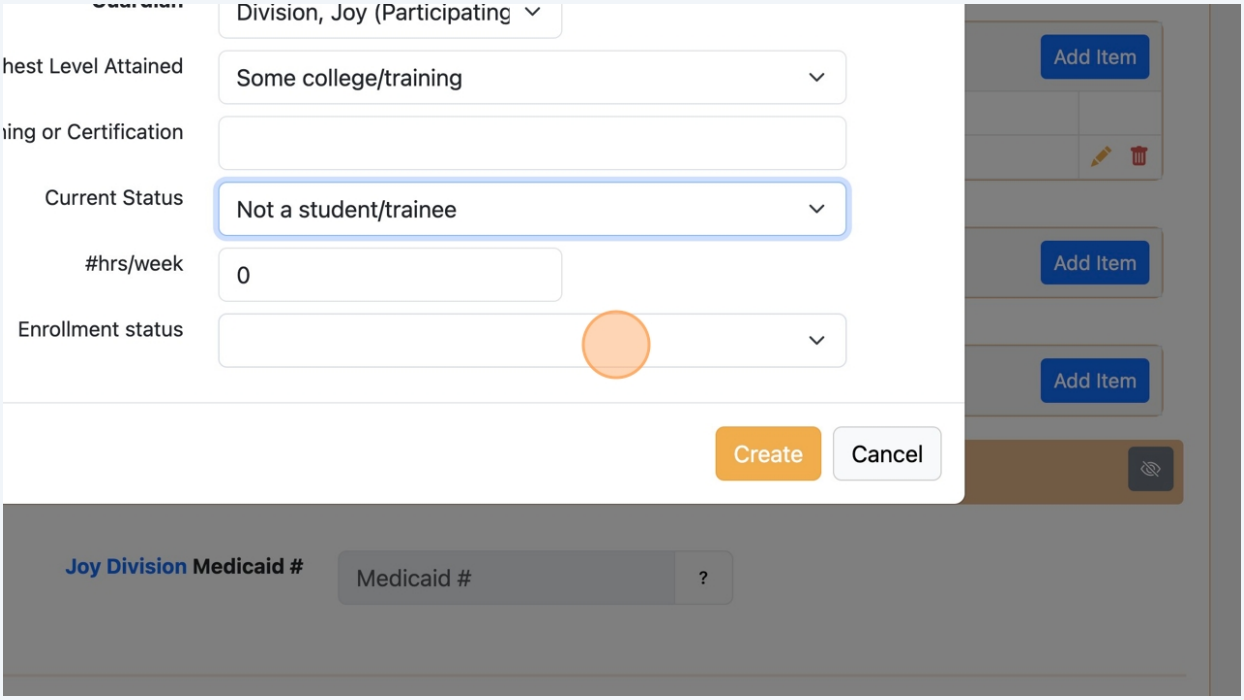
28 and click "Create".



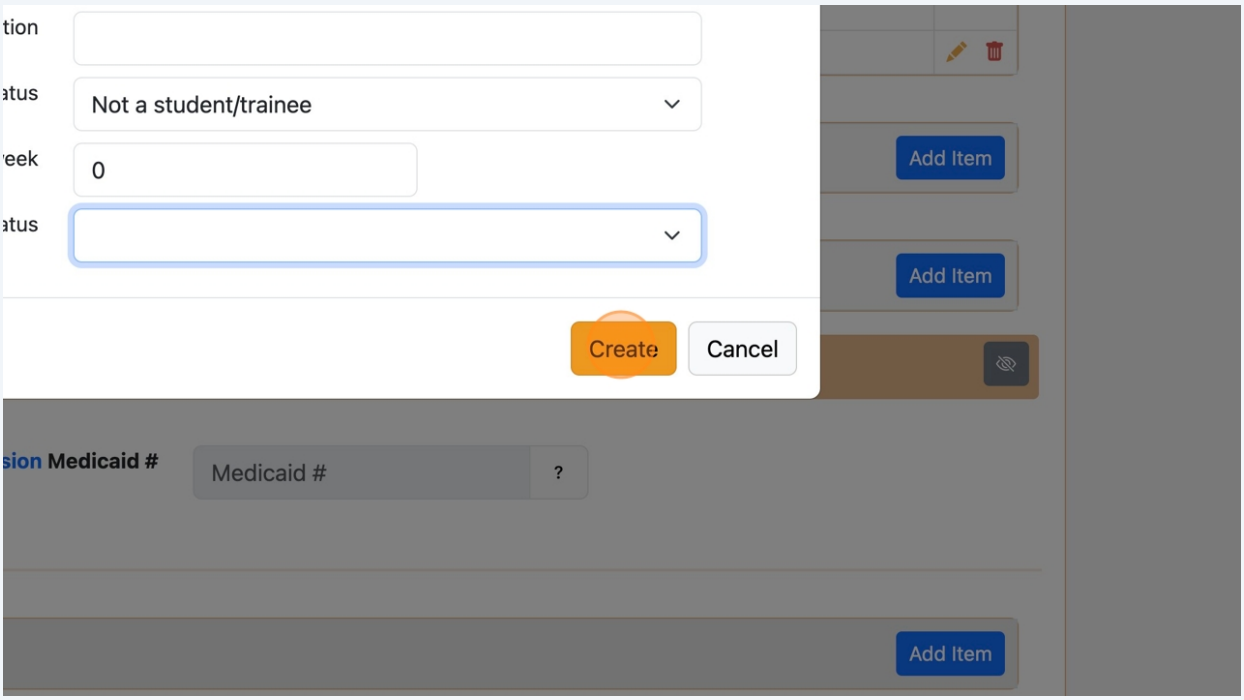
29 Next, move to the Guardian Education History, click the "Add Item" button on the right.



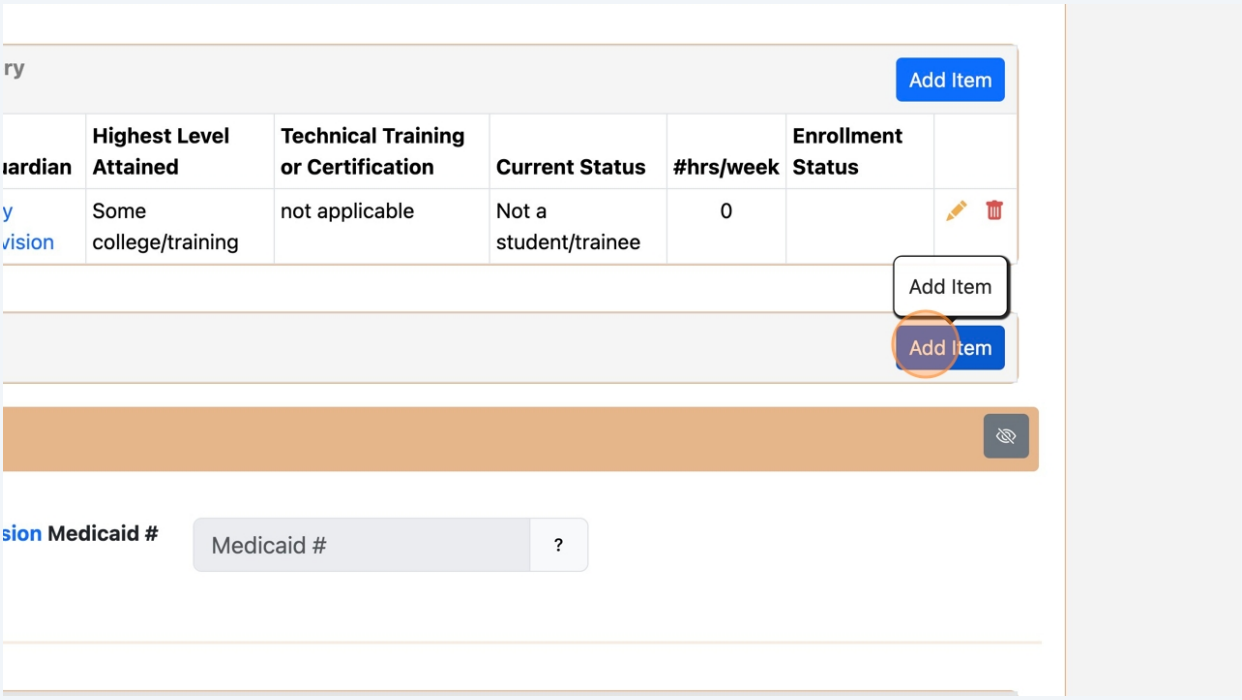
30 Fill in the fields



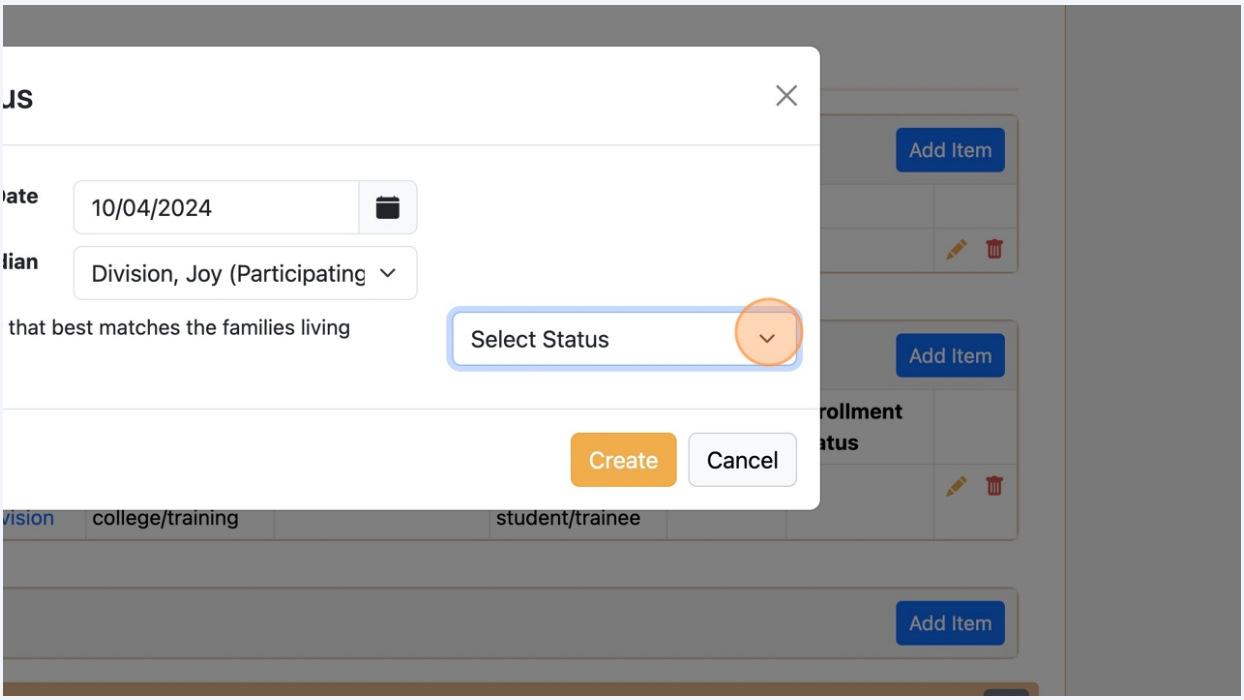
31 and click "Create"



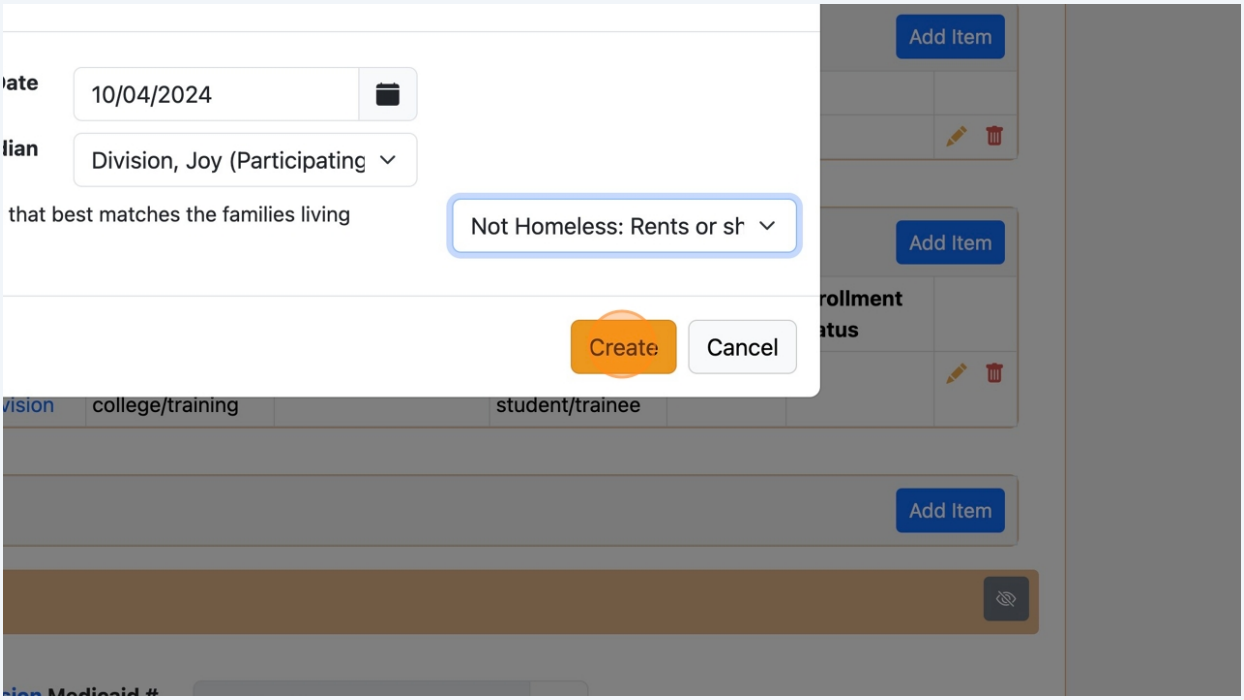
32 Finally, fill in the Guardian Housing. Click the "Add Item" button on the right.



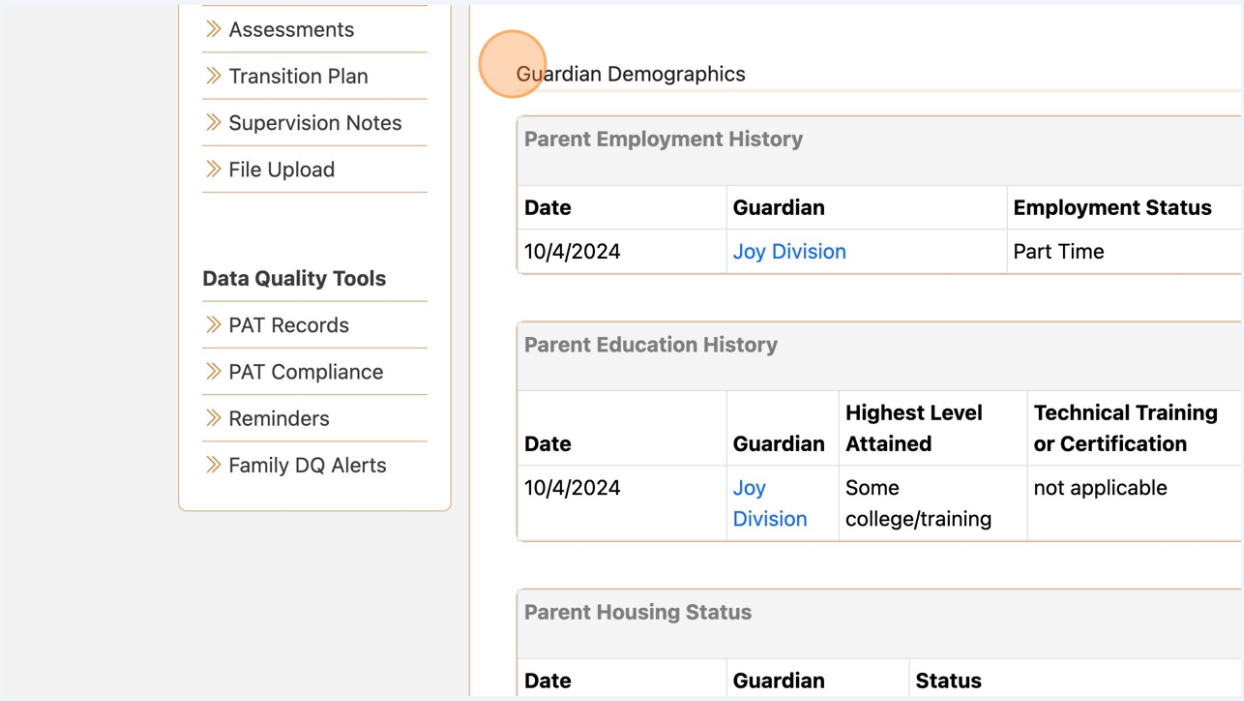
33 Fill in the fields.



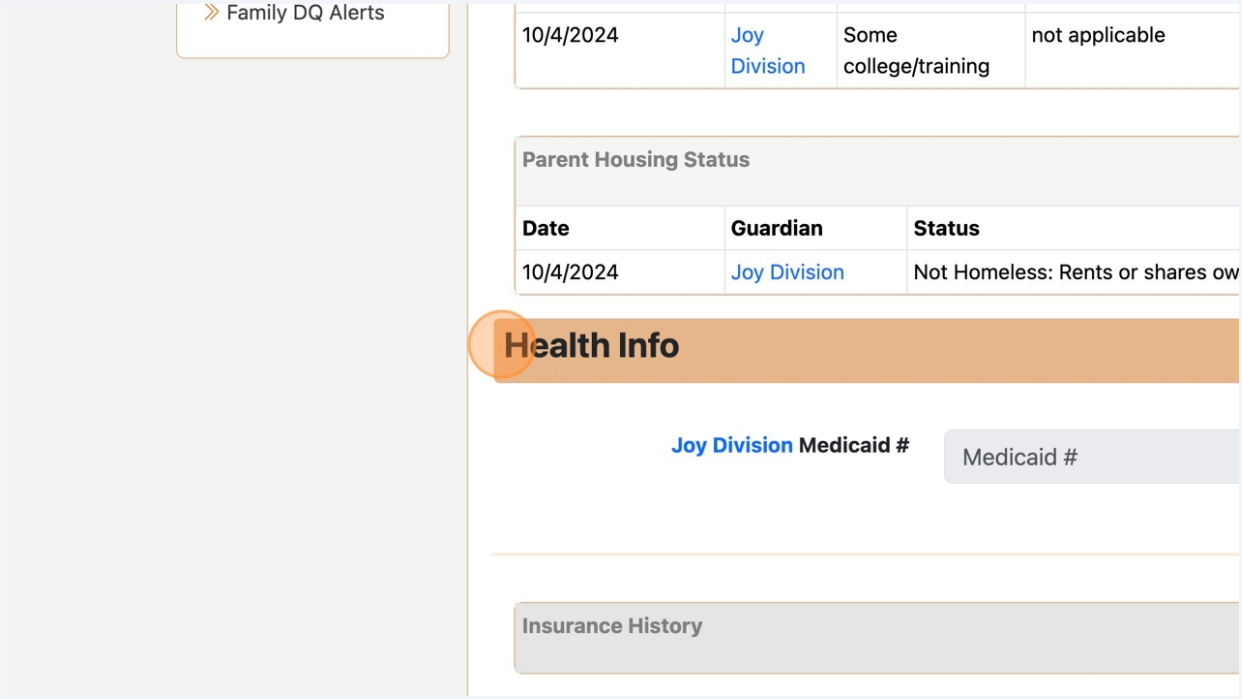
34 and click "Create".



35 Review the Guardian Demographics tables.

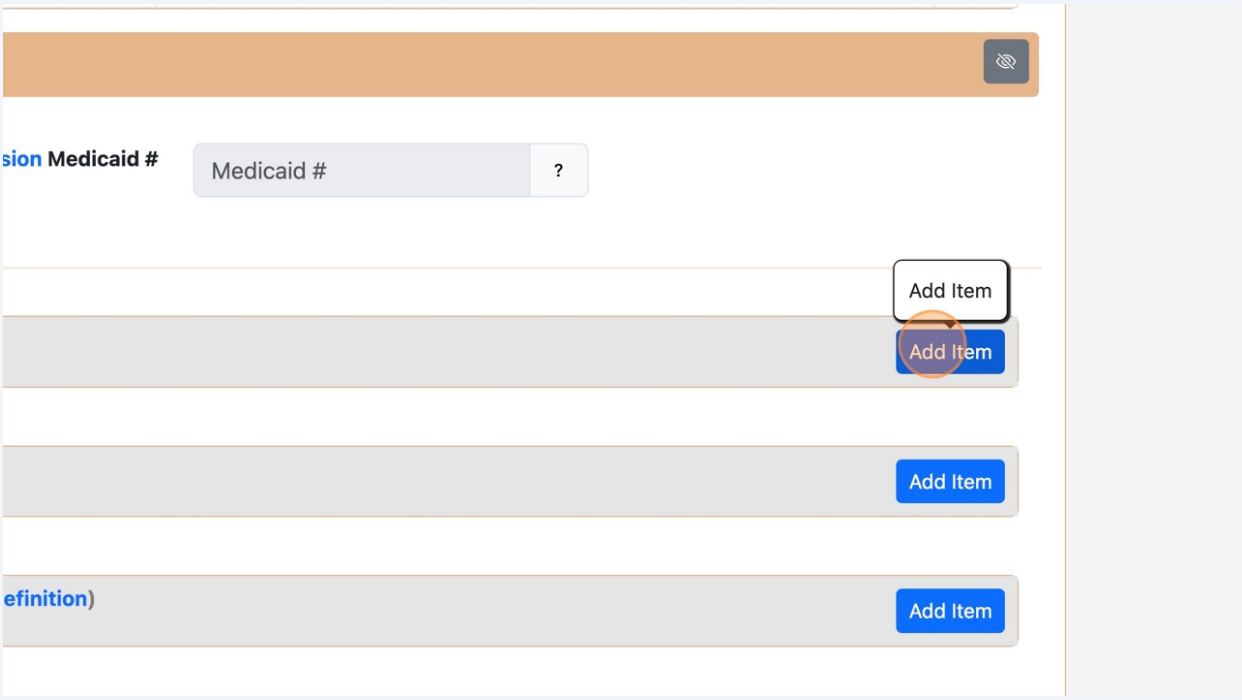


36 Next, we will move the "Health Information". Again, fill in for each guardian entered, but at a minimum, fill these in for the primary guardian.

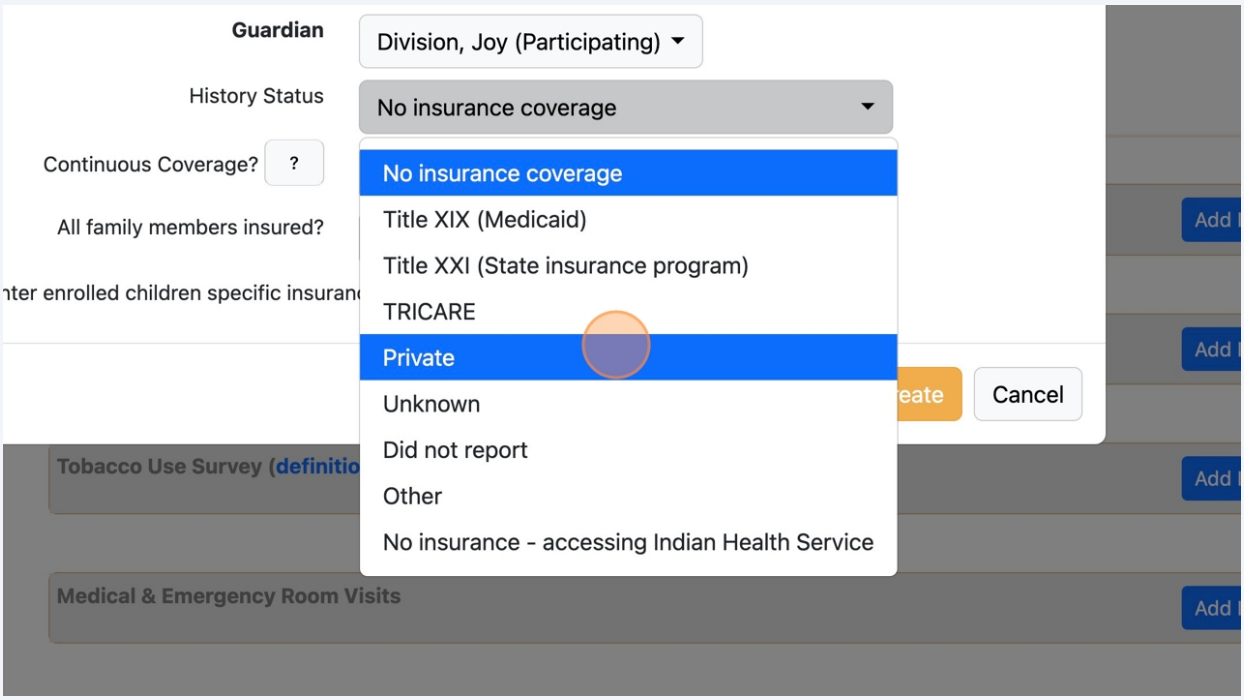


The Admin can turn OnN or OFF Health Info tables as they pertain to your program.

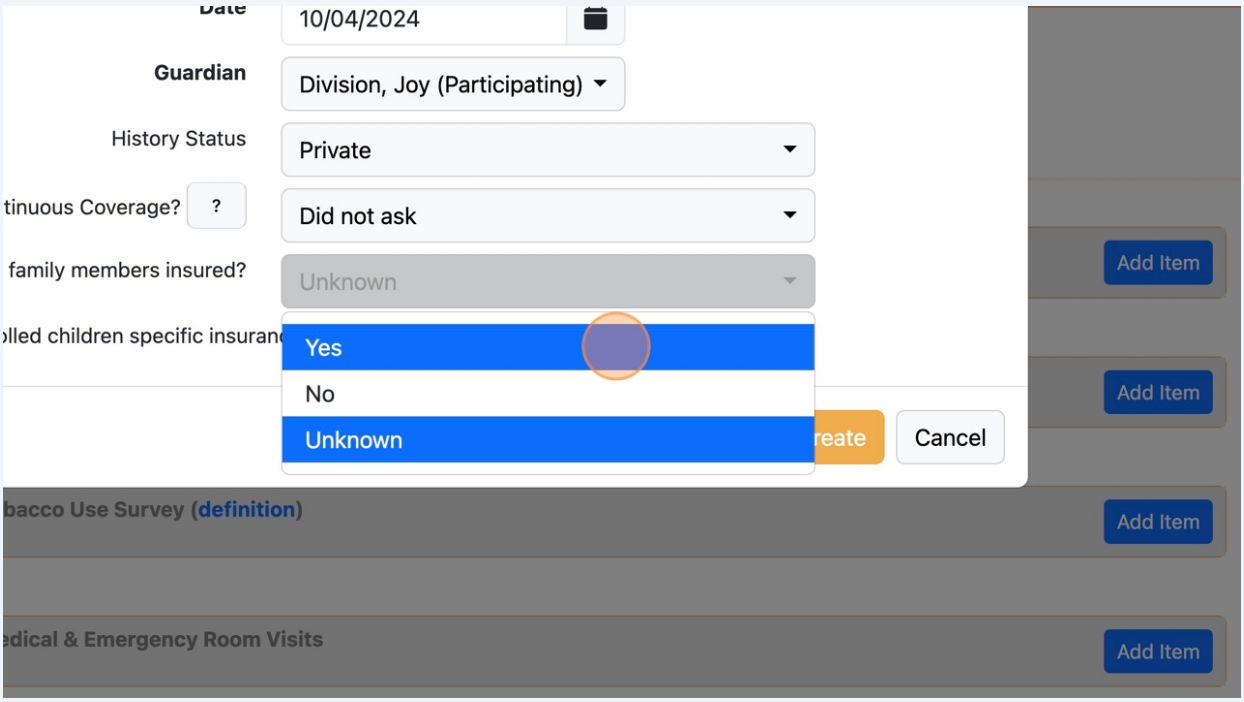
37 Insurance History. Click the Add Item button on the right.



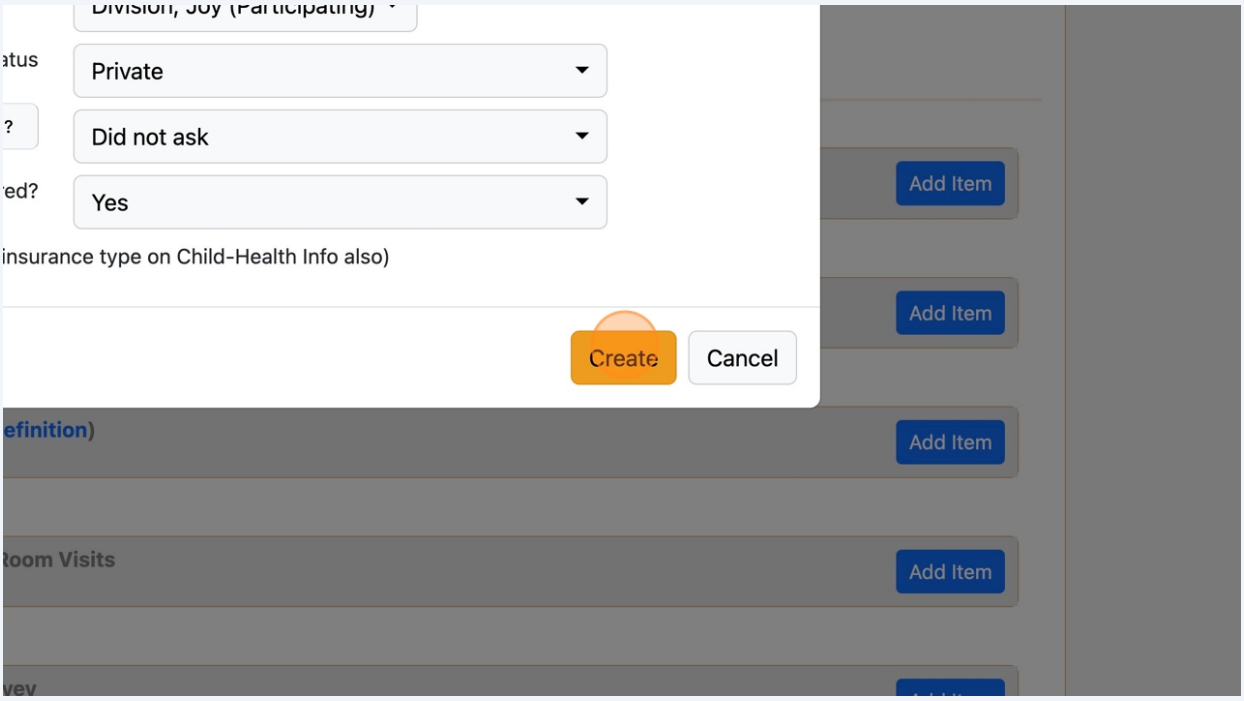
38 Fill in the fields.



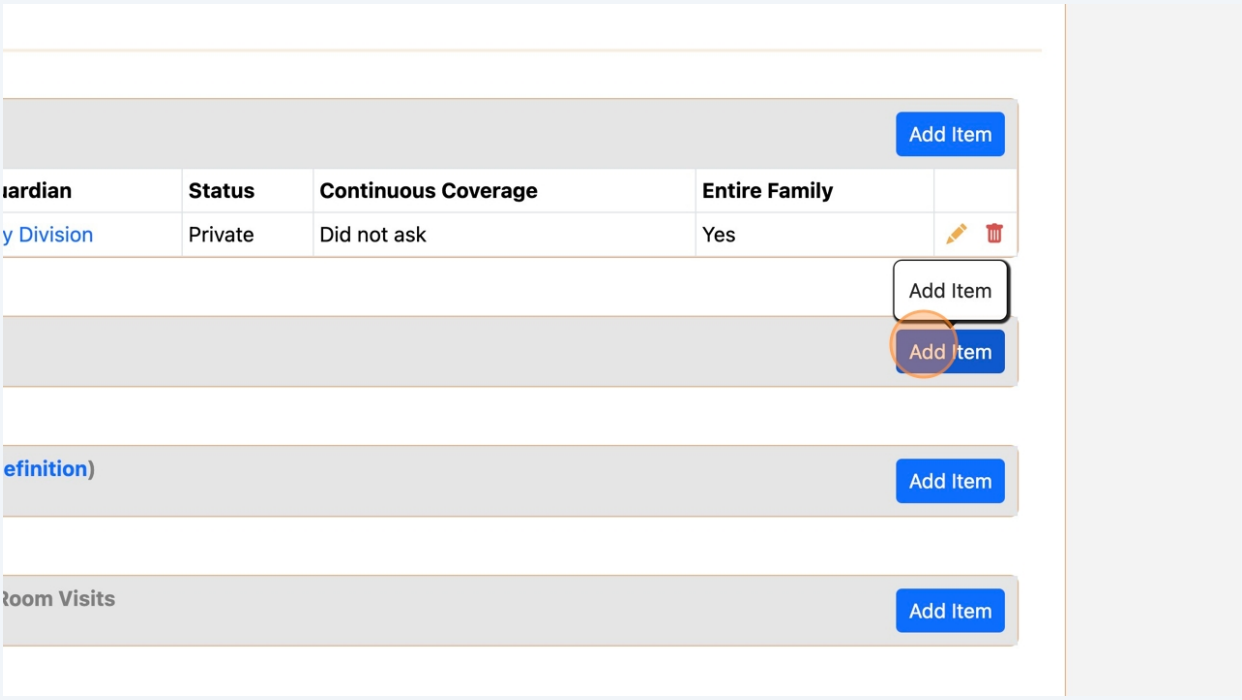
39



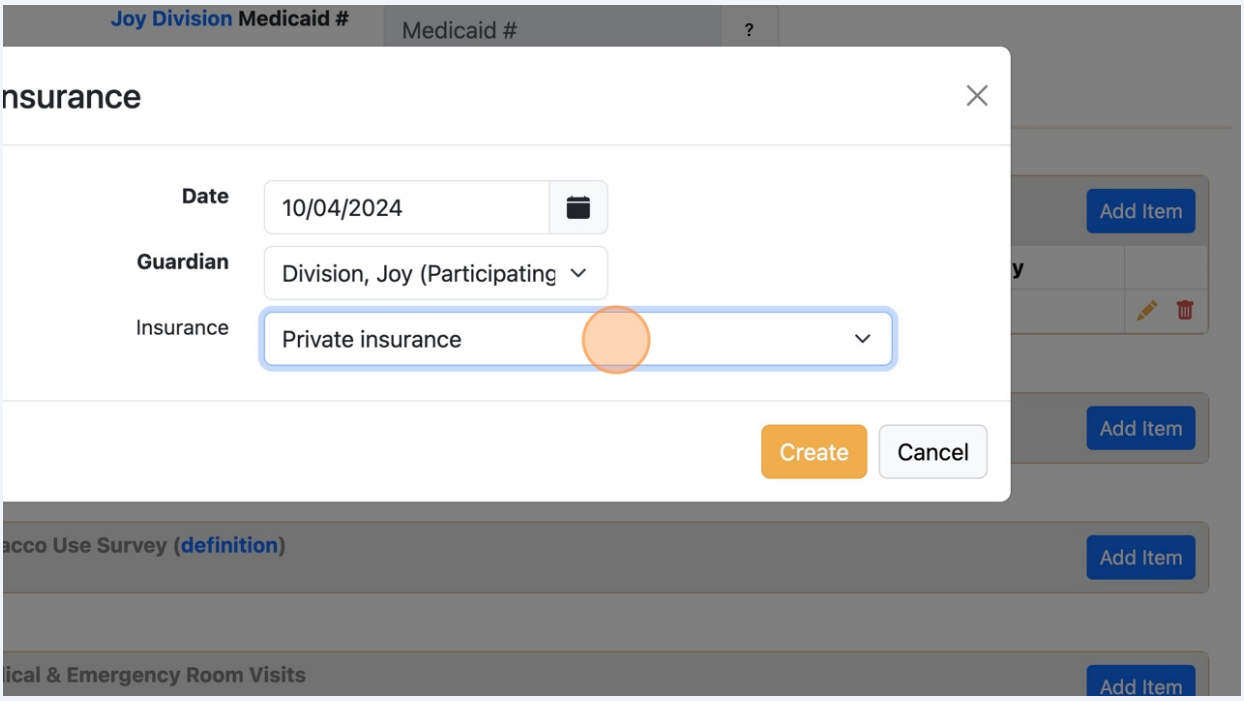
40 Click "Create".



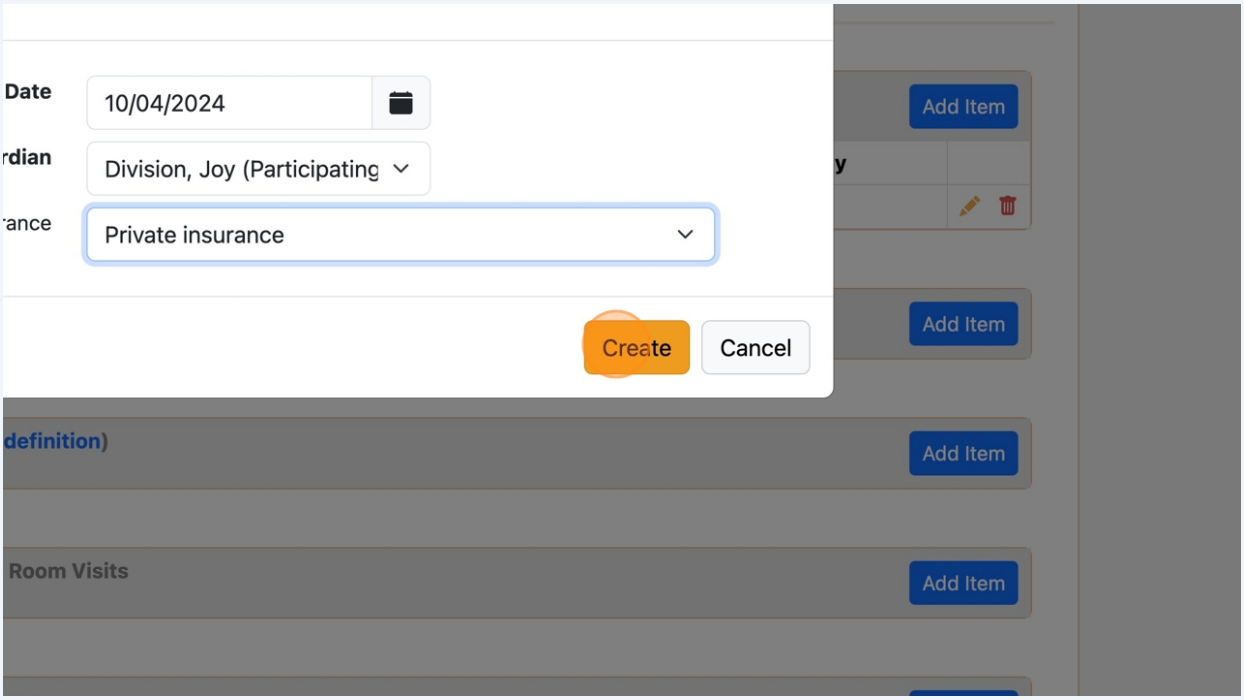
41 Next is Dental Insurance. Click the "Add Item" button.



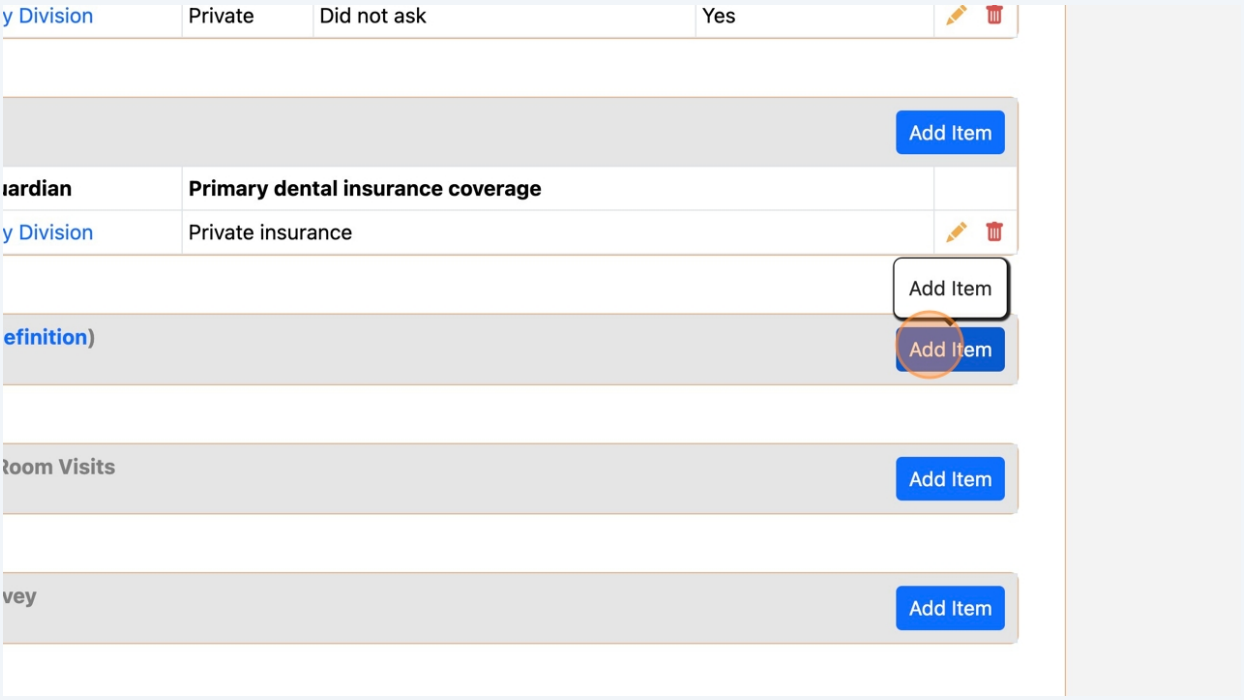
42 Fill in the fields.



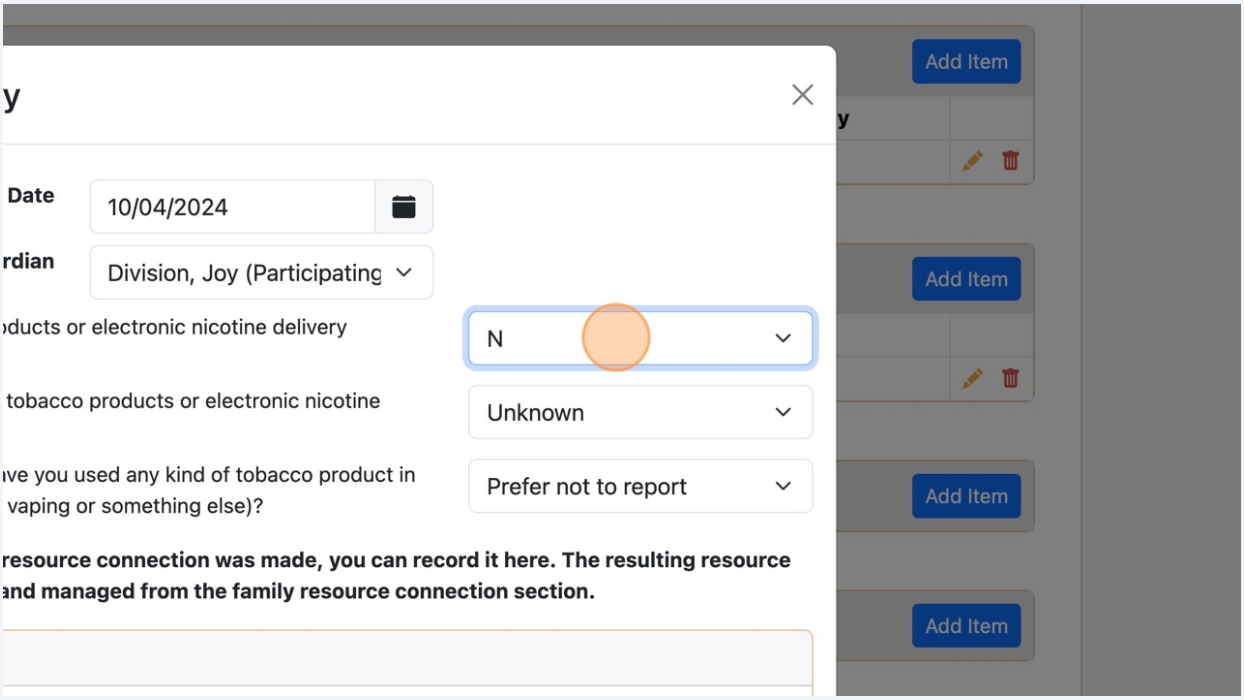
43 Click "Create".



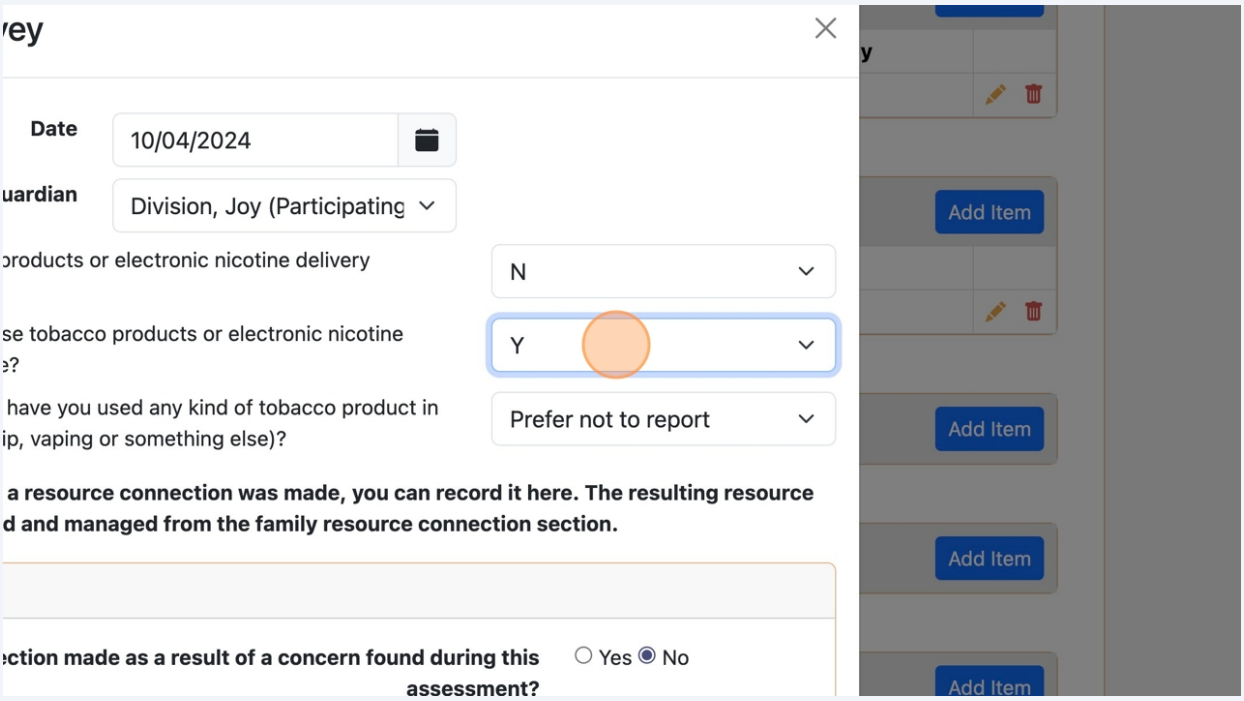
44 Moving to Tobacco Survey. Click the "Add Item" button.



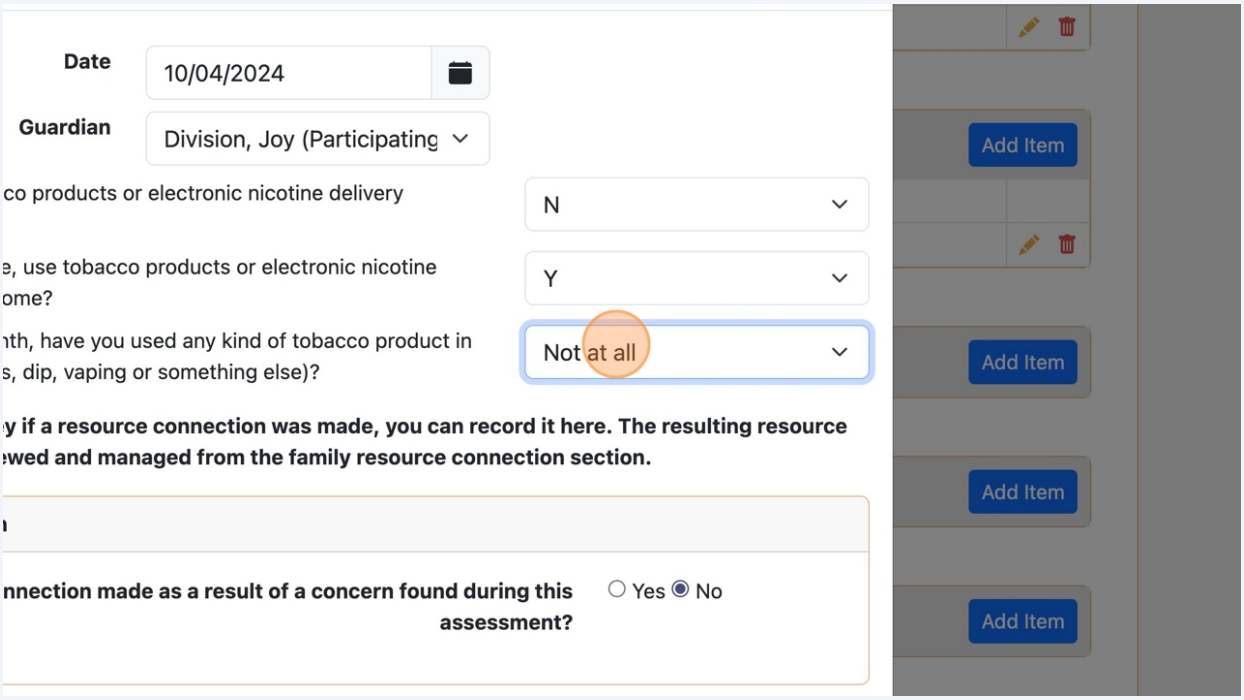
45 Fill in the fields as they pertain to the family.



46

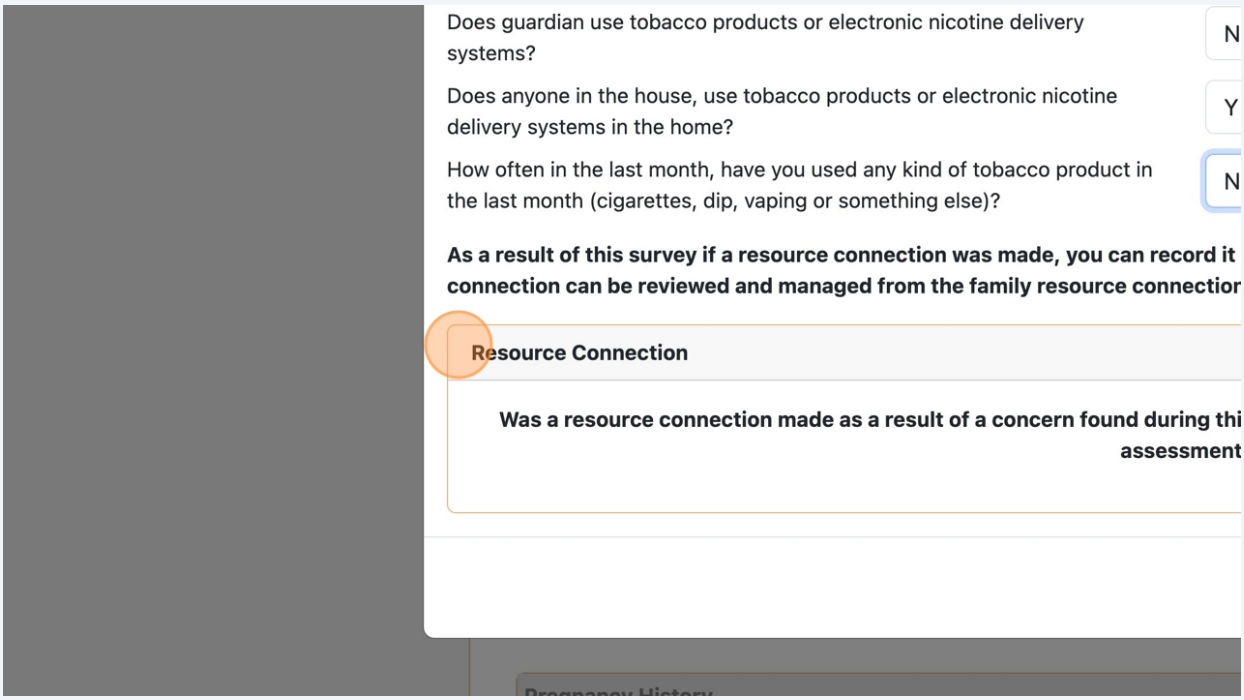


47

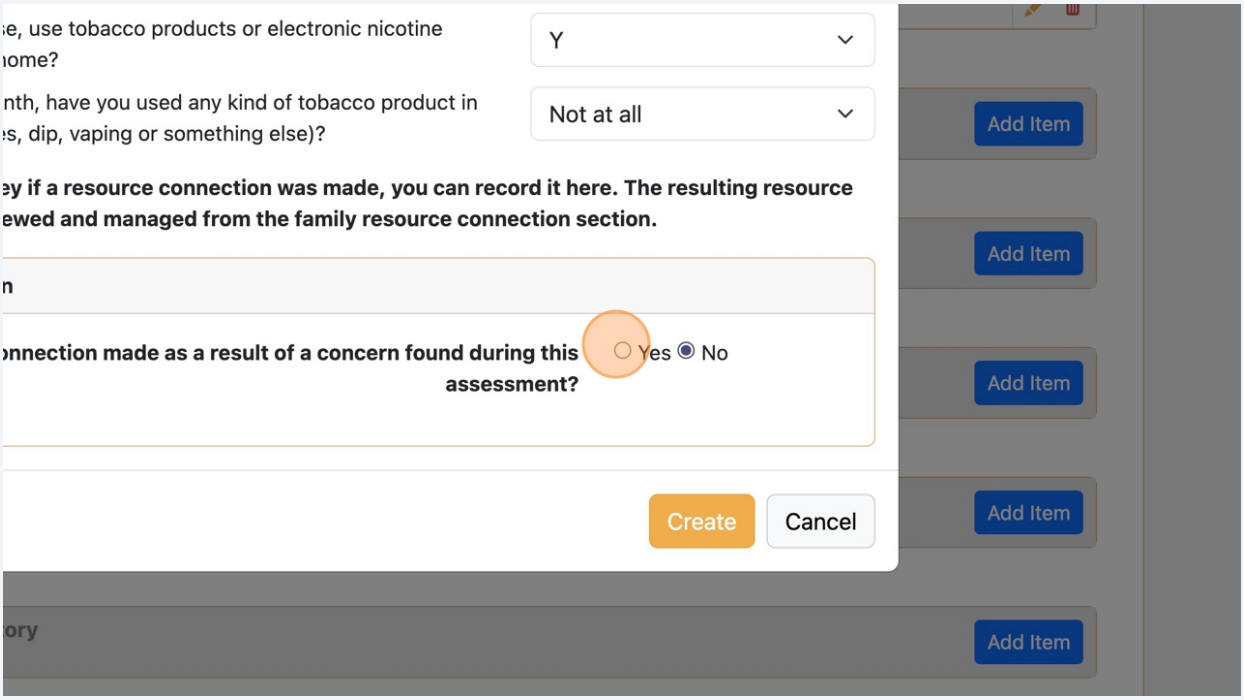


48

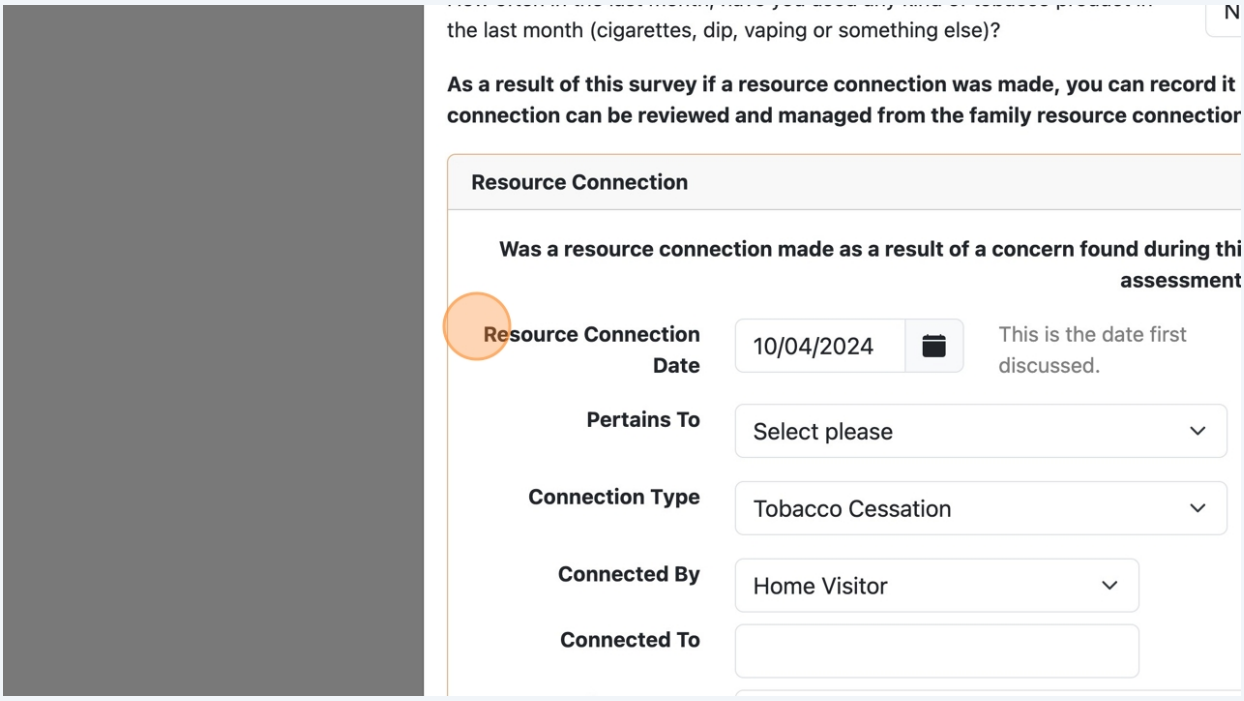
You have the option to create a Referral/Resource Connection based on the tobacco survey.



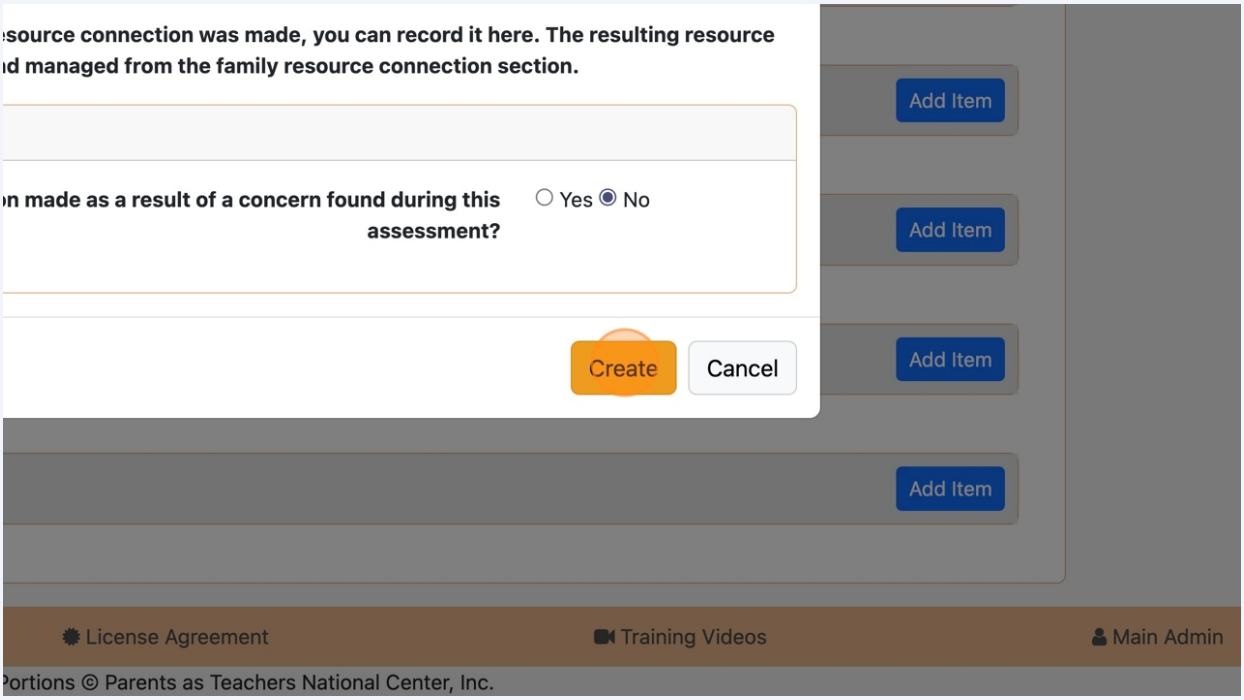
49 If you make a Tobacco Cession referral, click "Yes" and then fill in the Referral.



50

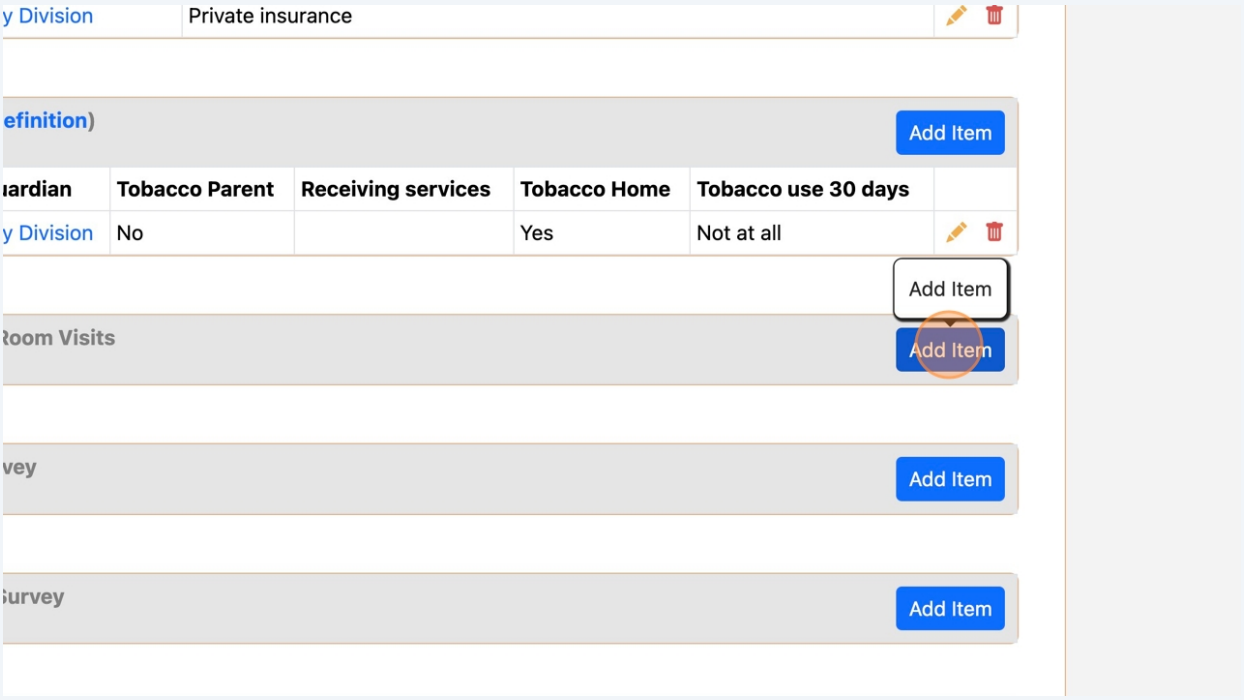


51 Click "Create".

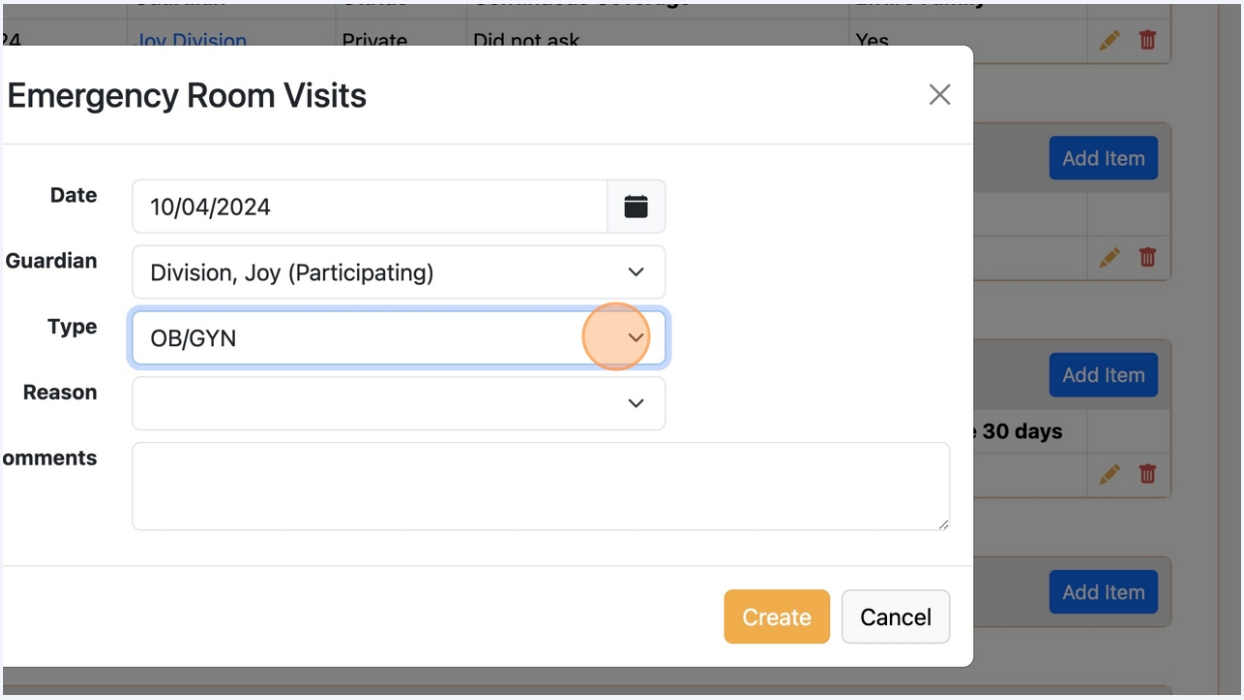


52 Next is Guardian Medical and Emergency Room Visits. Click the Add Item button.

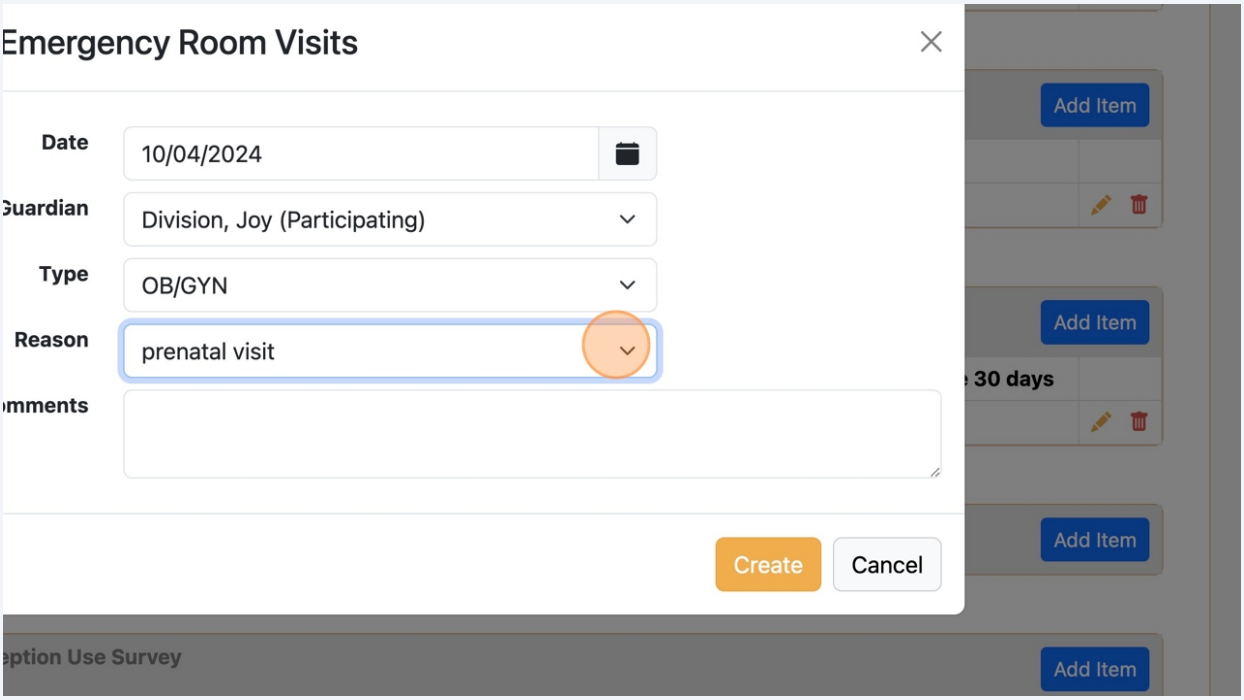
Note - the admin can add Guardian Medical visits to the Visit Record. You can then fill out this question on the visit record, and it will show up here in this section.



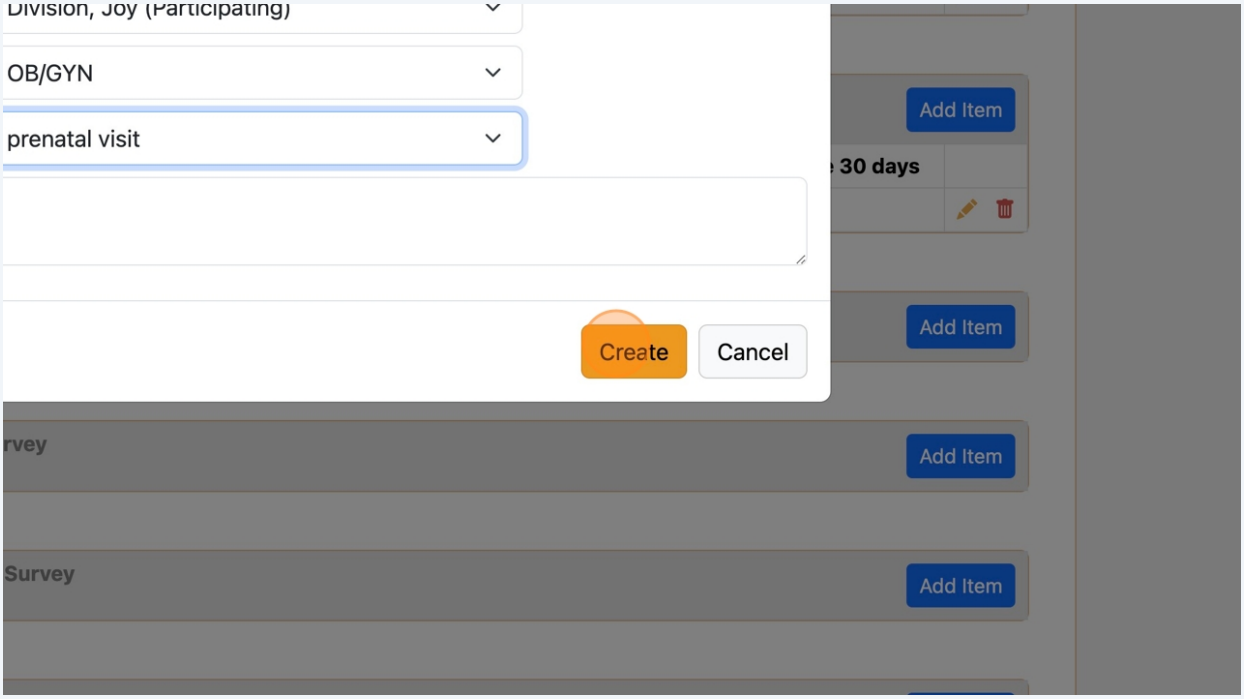
53 Fill in the fields



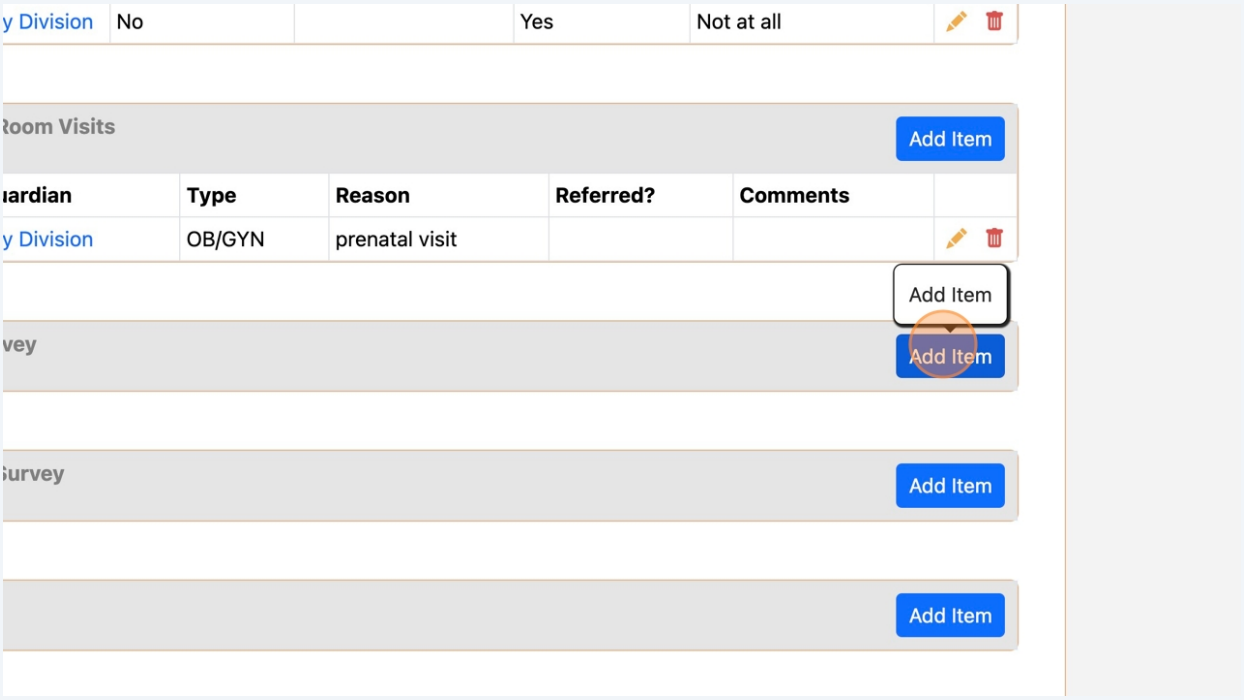
54



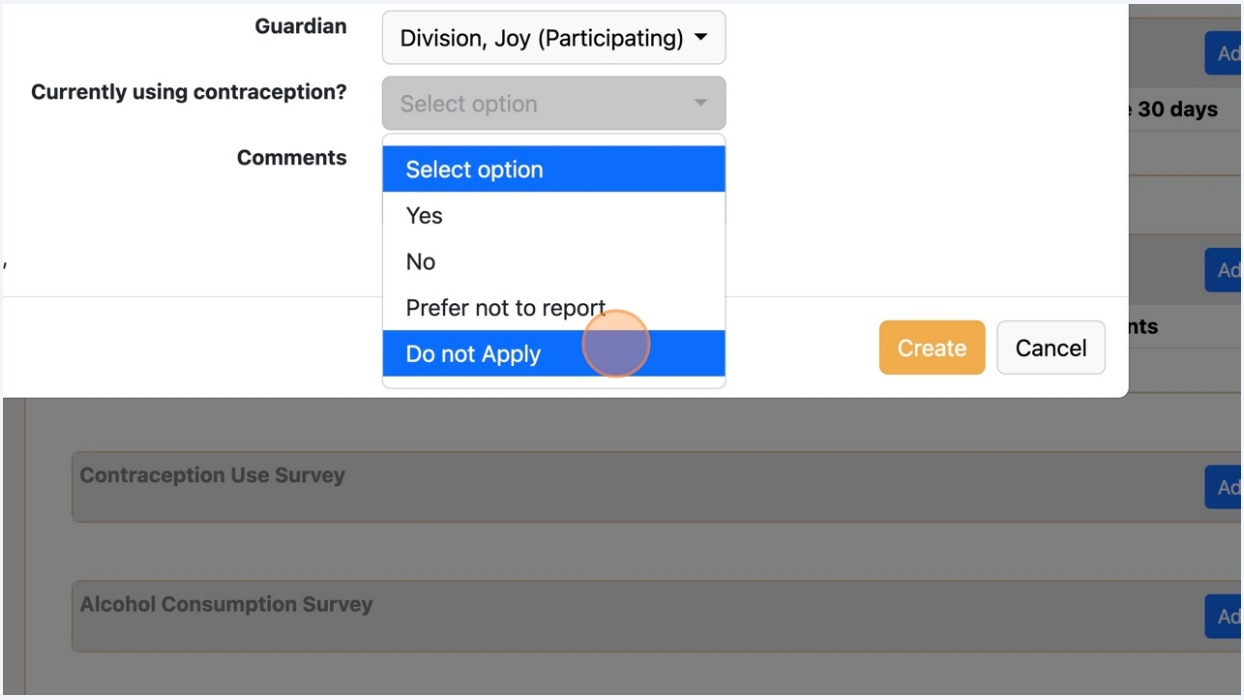
55 Click "Create".



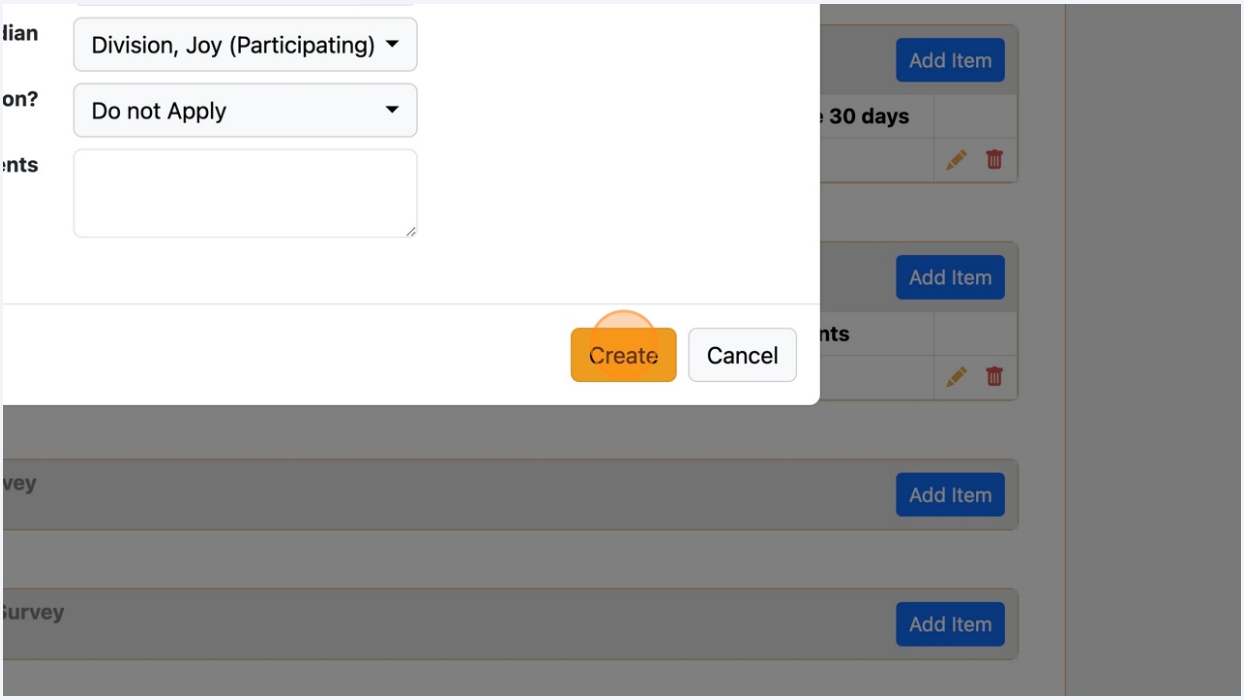
56 Moving on to the Contraception Survey. Click the Add Item button.



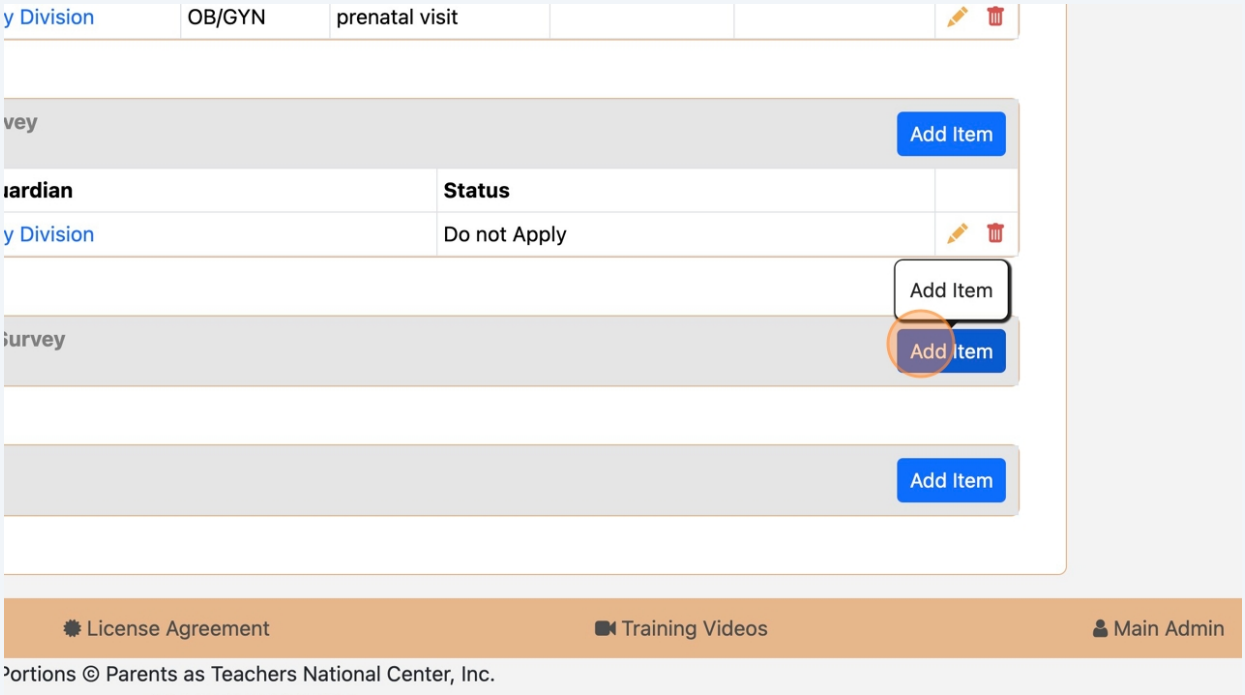
57 Fill in the fields



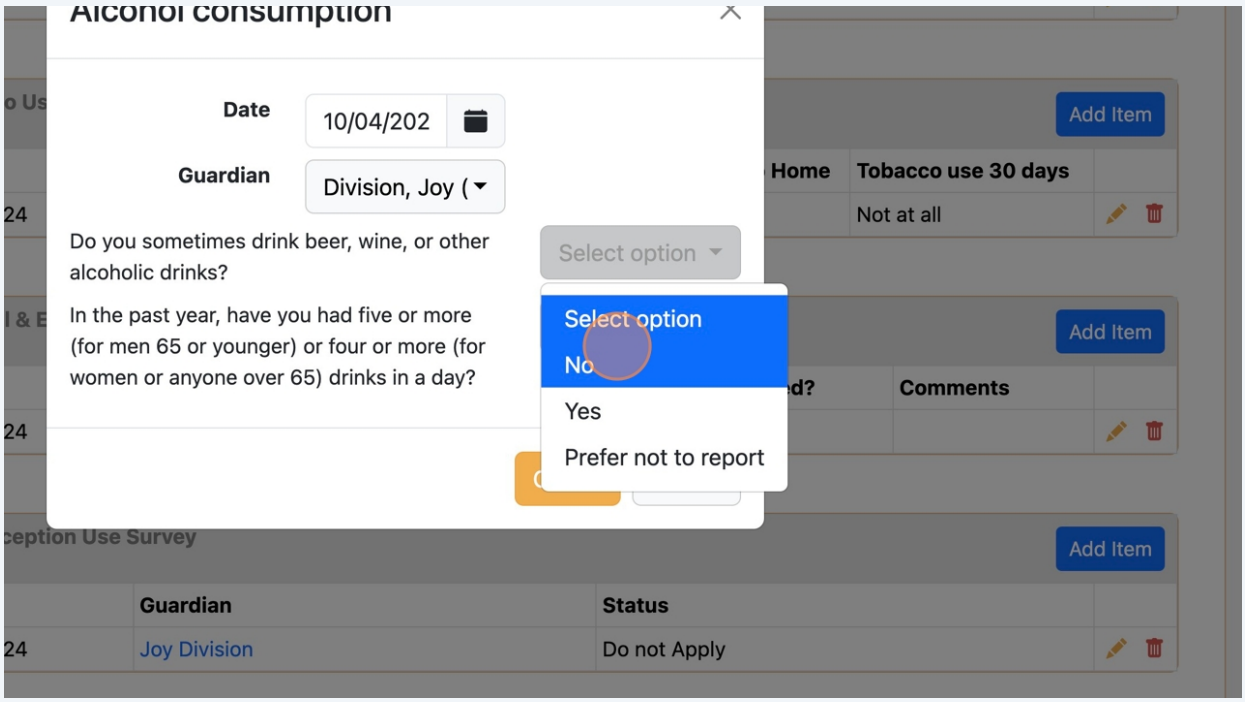
58 Click "Create".



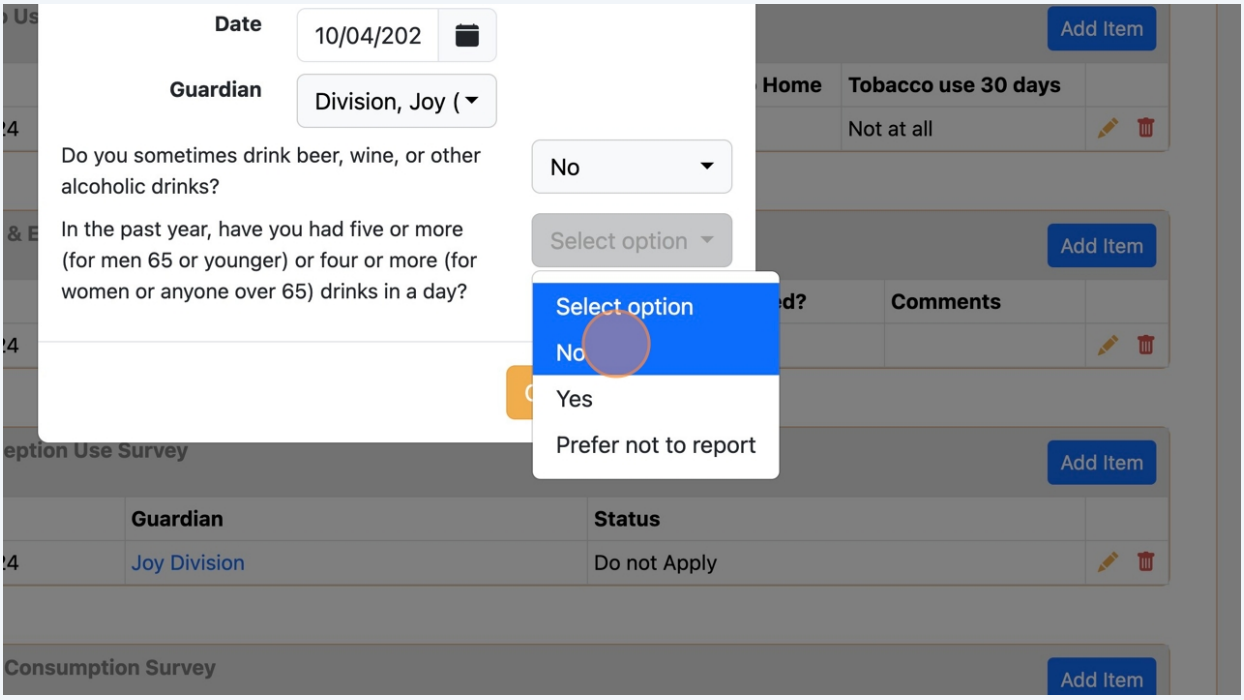
59 Next is the Alcohol Consumption Survey. cCick the Add Item button.



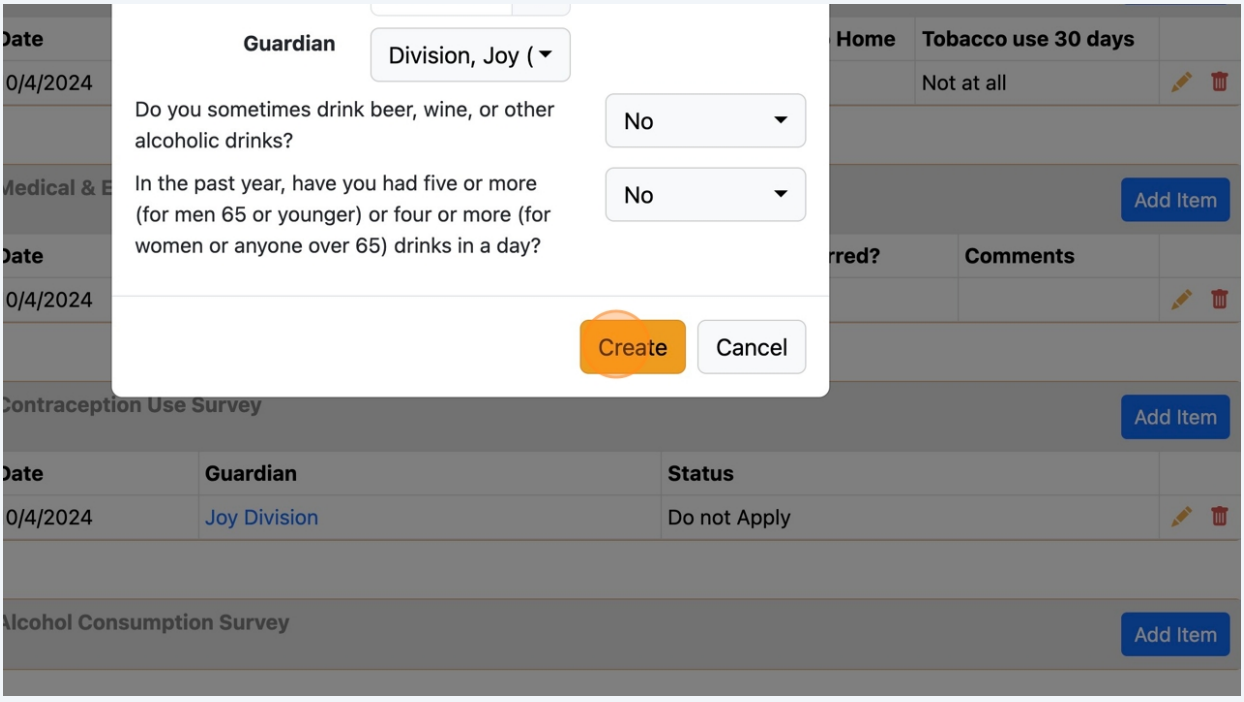
60 Fill in the fields



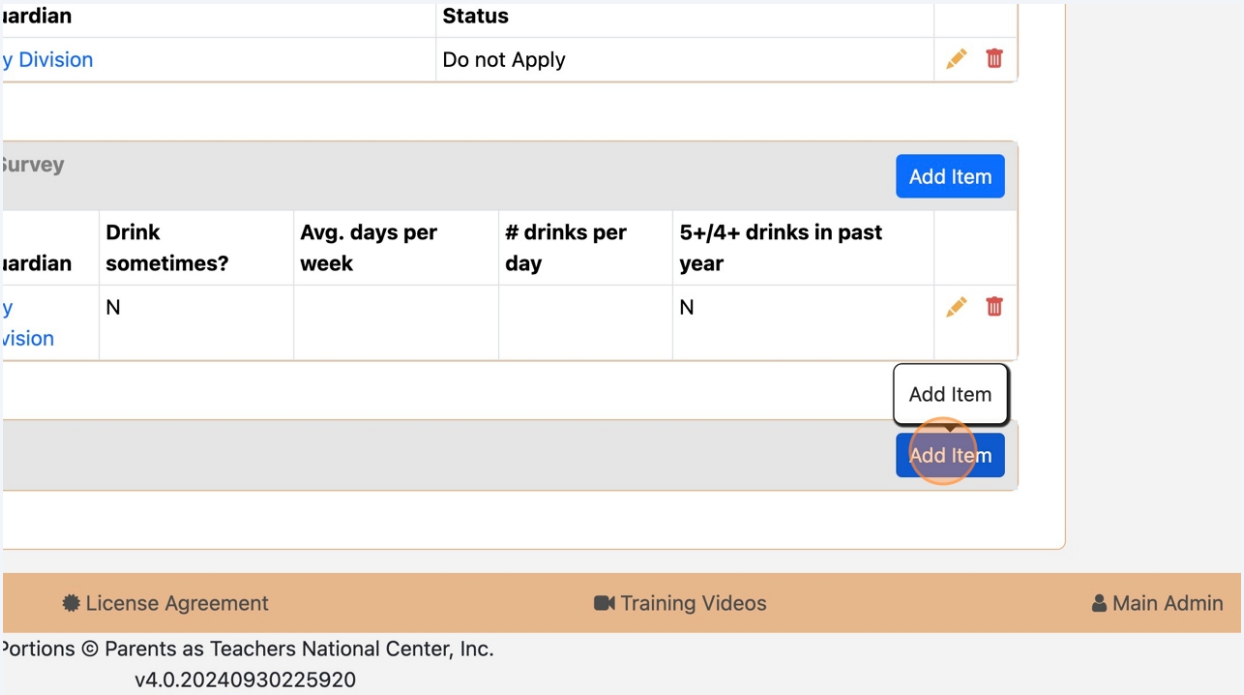
61



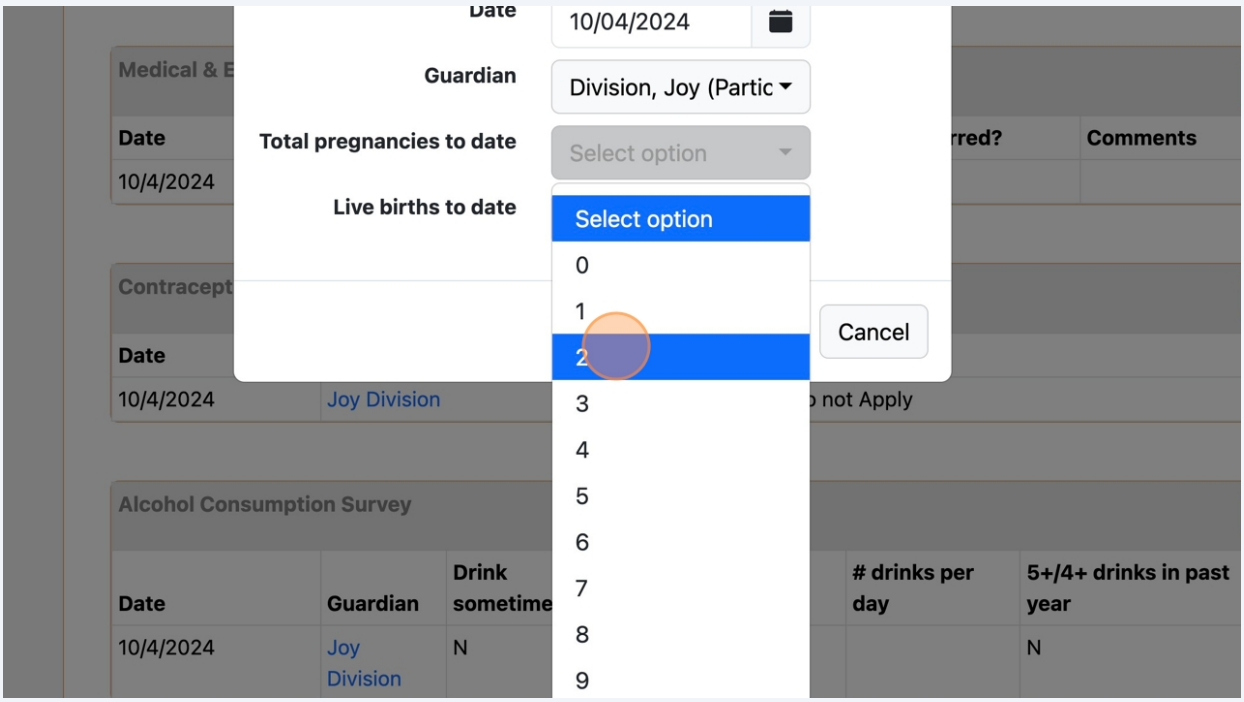
62 Click "Create".



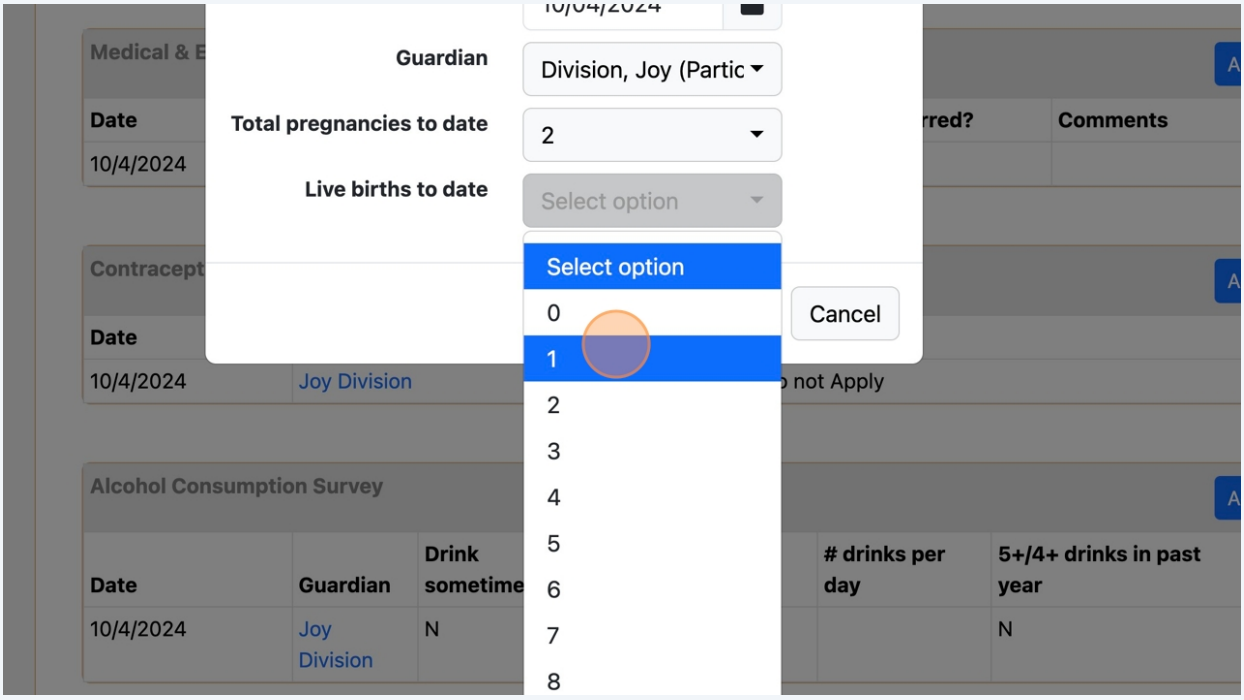
63 Finally, we have the Pregnancy History. Click the Add item button.



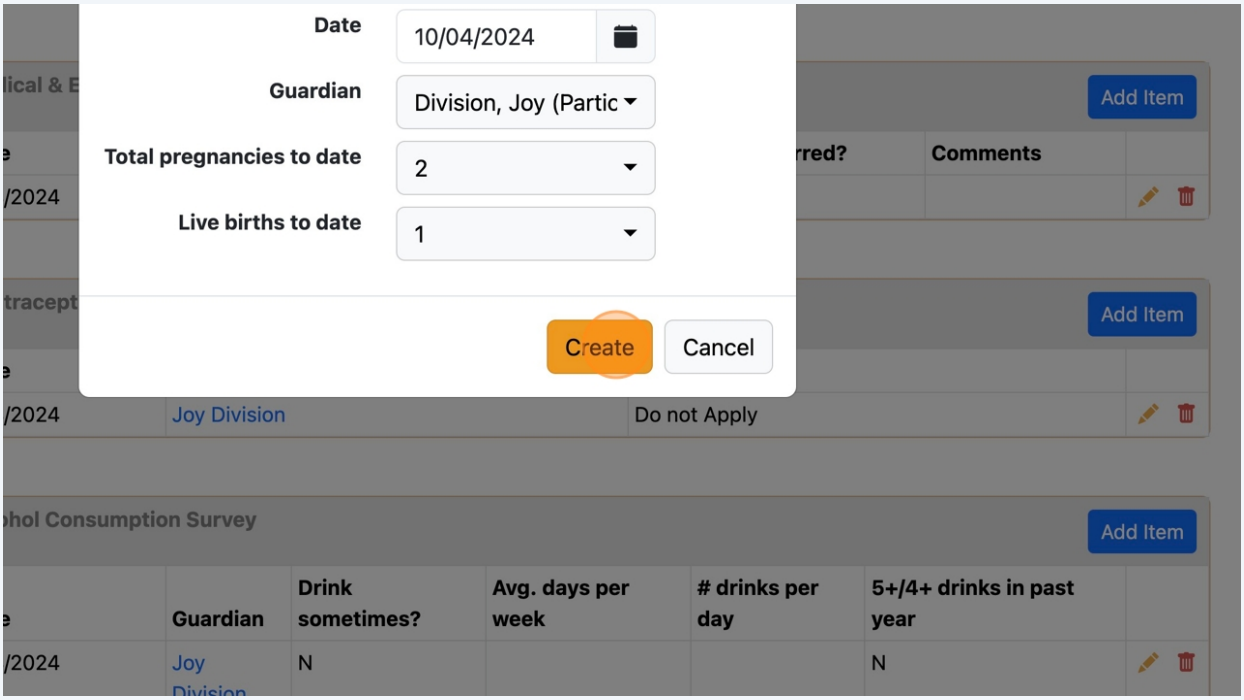
64 Fill in the fields



65



66 Click "Create".



This section should be reviewed and updated annually.