

Completing Family Demographics and Guardian Health Information.



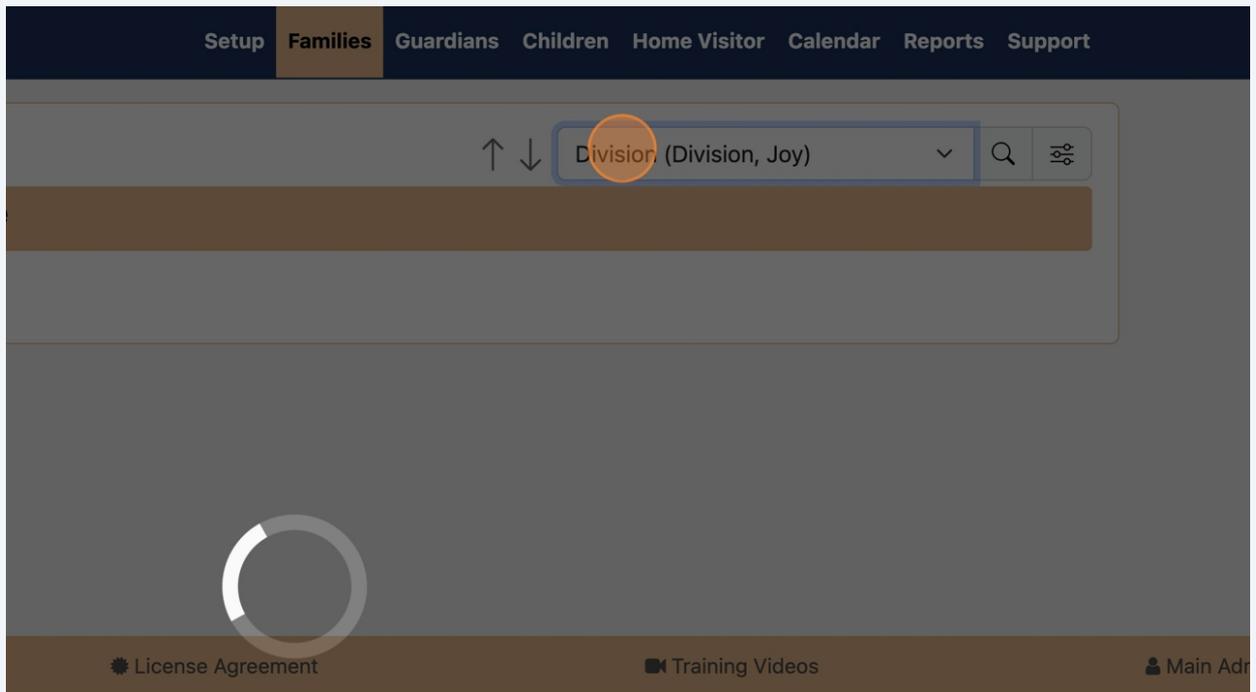
1 This tutorial will cover the Family Demographics and Guardian Health Information.

2 Click "Families"

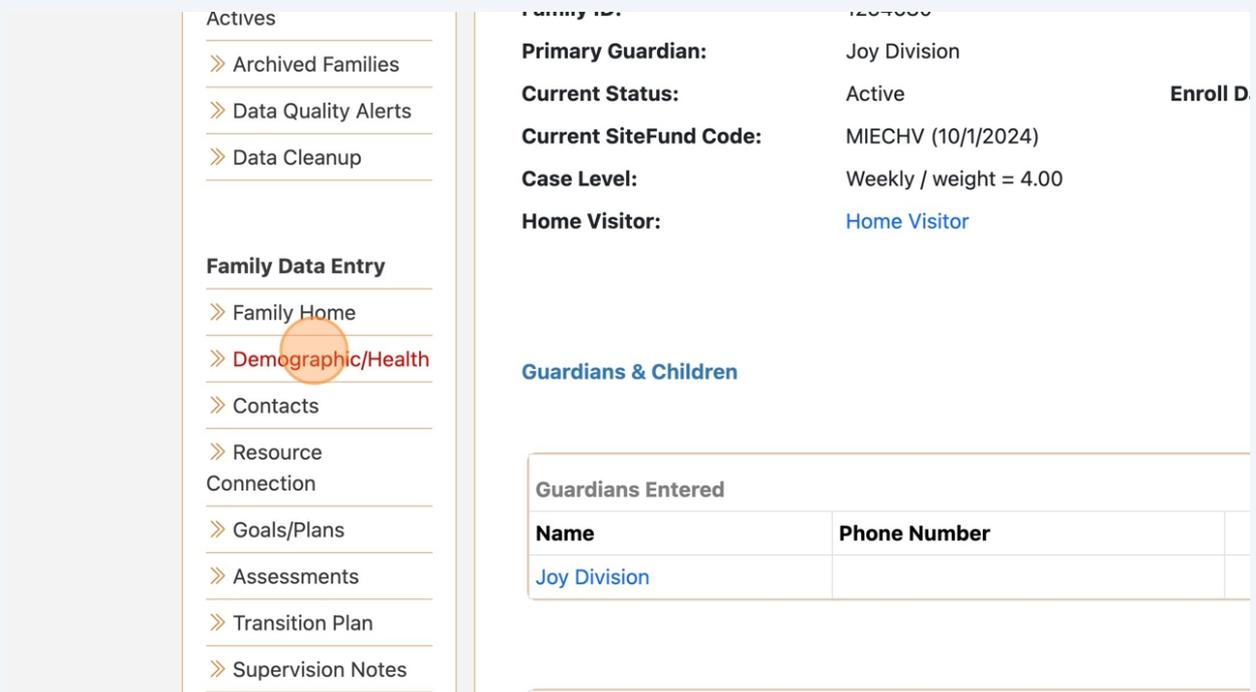
The screenshot shows a software interface with a dark blue navigation bar at the top. The 'Families' menu item is highlighted with a circular orange glow. Below the navigation bar, there is a white content area with an orange header that says 'Welcome Main Admin'. Underneath, there are two lines of text: 'Program Code: CO-80004-VT' and 'Program Name: Training / Scribe Account'. A section titled 'Upcoming Private Contacts' contains a table with columns for Date, Time, Location, Family, Phone, and Home V. The table lists three contacts: Potter (Harry Potter) on 10/9/2024 at 10:00 AM, Jones (Jenny Jones) on 10/11/2024 at 2:00 PM, and Everdeen (Katniss Everdeen) on 10/25/2024 at 3:00 PM. Below the table, there is a section for 'Upcoming Reminders' with a link to 'View all Reminders' and a message stating 'You have no reminders scheduled in the next 28 days'.

| Date | Time | Location | Family | Phone | Home V |
|------------|----------|----------|---------------------------------------------|-------|---------|
| 10/9/2024 | 10:00 AM | Home | Potter (Harry Potter) | | Home Vi |
| 10/11/2024 | 2:00 PM | Home | Jones (Jenny Jones) | | Home Vi |
| 10/25/2024 | 3:00 PM | Home | Everdeen (Katniss Everdeen) | | Home Vi |

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.

The screenshot shows the 'Visit Tracker' application interface. At the top, there is a navigation bar with 'Setup', 'Families', 'Guardians', 'Children', and 'Home Visits'. On the left, a sidebar contains various menu items like 'Log Out', 'Home Page', 'New Family', 'Send Email', 'Family Non-Actives', 'Guardian Non-Actives', 'Archived Families', 'Data Quality Alerts', and 'Data Cleanup'. The main content area is titled 'Demographic Data' and includes sections for 'Family Demographics', 'Family Experiences: Strengths and Stressors (definitions)', 'Other Family Characteristics', and 'Family Income History'. The 'Family Experiences' section is highlighted with an orange circle. At the bottom, there are 'Save' and 'Cancel' buttons.

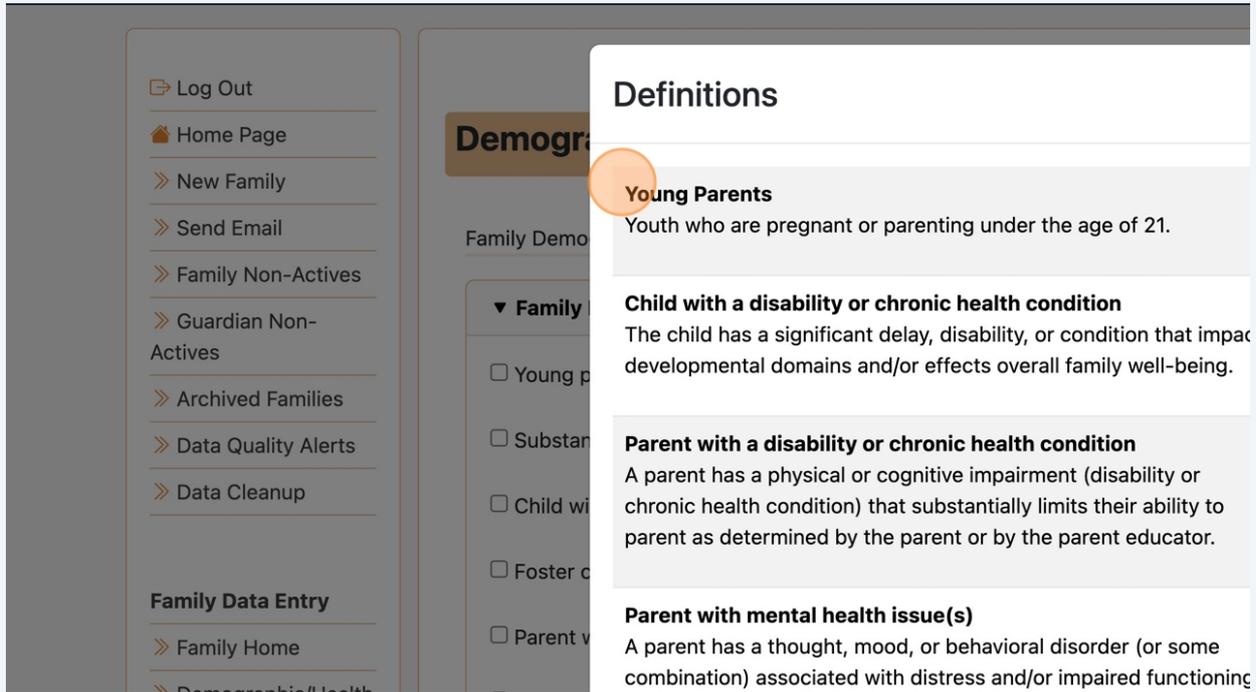
6 If you are a Parents as Teachers program, this section will be used to determine Visit Frequency.

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

This screenshot shows the 'Demographic Data' section with the 'Family Experiences: Strengths and Stressors (definitions)' link highlighted. Below the link is a table with the following structure:

| | Start Date | End Date | Stressor |
|-------------------------------------------------------------------------------|----------------------|----------------------|----------|
| <input type="checkbox"/> Young parents | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> Substance use disorder | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> Child with a disability or chronic health condition | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> Foster care or other temporary caregiver | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> Parent with a disability or chronic health condition | <input type="text"/> | <input type="text"/> | |

7



Definitions

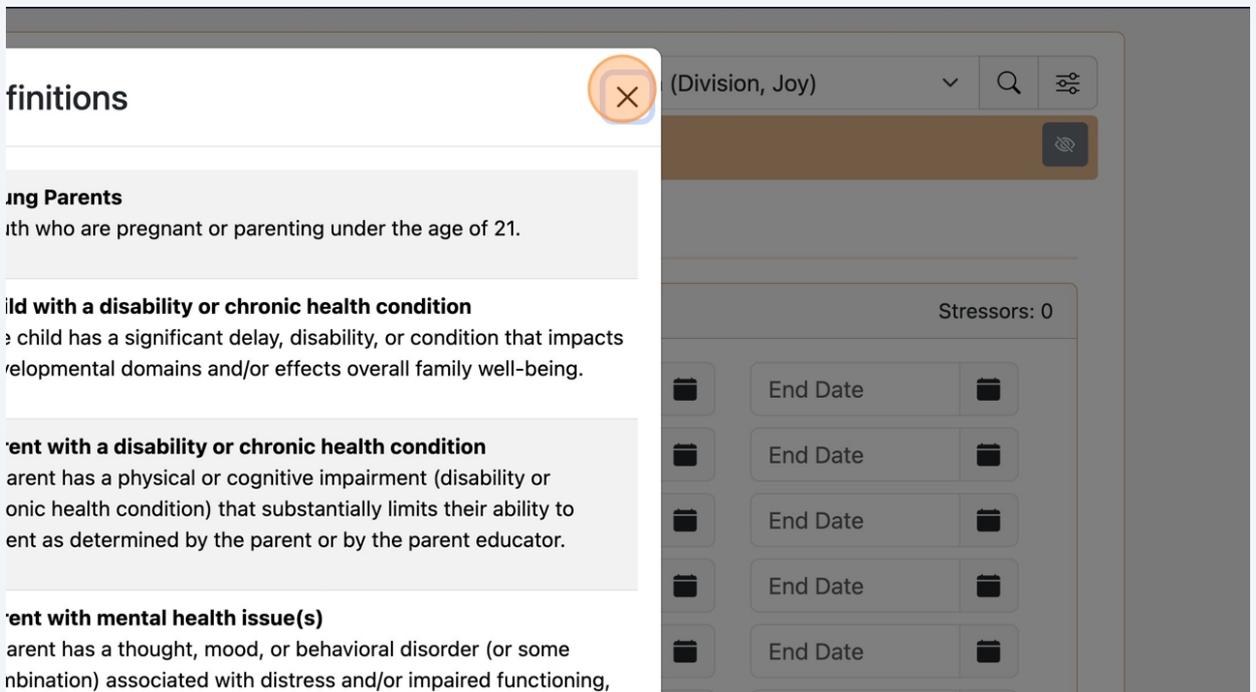
Young Parents
Youth who are pregnant or parenting under the age of 21.

Child with a disability or chronic health condition
The child has a significant delay, disability, or condition that impacts 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



Definitions

Young Parents
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Child with a disability or chronic health condition
The child has a significant delay, disability, or condition that impacts developmental domains and/or effects overall family well-being.

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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.

9 Check off any stressors that pertain to the family.

- » New Family
- » Send Email
- » Family Non-Actives
- » Guardian Non-Actives
- » Archived Families
- » Data Quality Alerts
- » Data Cleanup

Family Data Entry

- » Family Home
- » Demographic/Health
- » Contacts
- » Resource Connection

Family Demographics

▼ **Family Experiences: Strengths and Stressors** (definitions)

- Young parents Start Date
- Substance use disorder Start Date
- Child with a disability or chronic health condition Start Date
- Foster care or other temporary caregiver Start Date
- Parent with a disability or chronic health condition Start Date
- Child Abuse or neglect Start Date
- Parent with mental health issue(s) Start Date
- Housing instability Start Date

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.

Family Experiences: Strengths and Stressors (definitions) Stressors: 0

| Stressor | Start Date | End Date |
|------------------------------------------------------|------------|----------|
| Young parents | Start Date | End Date |
| Substance use disorder | Start Date | End Date |
| Child with a disability or chronic health condition | 10/01/2024 | End Date |
| Foster care or other temporary caregiver | Start Date | End Date |
| Parent with a disability or chronic health condition | Start Date | End Date |
| Child Abuse or neglect | Start Date | End Date |
| Parent with mental health issue(s) | Start Date | End Date |
| Housing instability | Start Date | End Date |

11 Check all stressors that apply.

- » Demographic/Health
- » Contacts
- » Resource Connection
- » Goals/Plans
- » Assessments
- » Transition Plan
- » Supervision Notes
- » File Upload

Data Quality Tools

- » PAT Records
- » PAT Compliance
- » Reminders
- » Family DQ Alerts

- Child Abuse or neglect
- Parent with mental health issue(s)
- Housing instability
- High school diploma or equivalency not attained
- Parent incarcerated during child's lifetime
- Low Income
- Very low birth weight and preterm birth
- Recent immigrant or refugee family
- Death in the immediate family
- Intimate partner violence
- Military Deployment

- Start Date

12 Click "Save".

- » Goals/Plans
- » Assessments
- » Transition Plan
- » Supervision Notes
- » File Upload

Data Quality Tools

- » PAT Records
- » PAT Compliance
- » Reminders
- » Family DQ Alerts

- High school diploma or equivalency not attained
- Parent incarcerated during child's lifetime
- Low Income
- Very low birth weight and preterm birth
- Recent immigrant or refugee family
- Death in the immediate family
- Intimate partner violence
- Military Deployment

- Start Date
- Start Date
- Start Date
- 10/01/20
- Start Date

Save

▼ Other Family Characteristics

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

The screenshot shows a web interface with a table header. At the top, there is a search bar with the text 'Division (Division, Joy)' and a search icon. Below the search bar is a table header with the text 'ata' and a search icon. A green notification bar at the top left says 'Successfully updated.' with a close icon. The table header has two columns: 'Strengths and Stressors (definitions)' and 'Other Characteristics'. The 'Strengths and Stressors (definitions)' column has a value of 'Stressors: 2' circled in orange. The 'Other Characteristics' column has a value of 'Other Characteristics: 0'. Below the table header is a blue 'Add Item' button. At the bottom right, it says 'Last Updated: 10/4/2024'.

14 Click to open "Other Family Characteristics".

The screenshot shows a web interface with a sidebar menu on the left and a main content area on the right. The sidebar menu has the following items: Home Page, New Family, Send Email, Family Non-Actives, Guardian Non-Actives, Archived Families, Data Quality Alerts, Data Cleanup, Family Data Entry, Family Home, Demographic/Health, Contacts, Resource Connection. The main content area has a header 'Demographic Data' and a green notification bar that says 'Your information was successfully updated.' Below the notification bar is a section 'Family Demographics' with two dropdown menus: 'Family Experiences: Strengths and Stressors (definitions)' and 'Other Family Characteristics' circled in orange. Below the dropdown menus is a section 'Family Income History' and two buttons: 'Save' and 'Cancel'. At the bottom, there is a section 'Guardian Demographics'.



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.

» Archived Families

» Data Quality Alerts

» Data Cleanup

Family Data Entry

» Family Home

» Demographic/Health

» Contacts

» Resource
Connection

» Goals/Plans

» Assessments

» Transition Plan

» Supervision Notes

» File Upload

▼ **Family Experiences: Strengths and Stressors** (definitions)

▼ **Other Family Characteristics**

Formerly served in the US Armed Forces.

Start Date

ESL/Limited English?

Start Date

Single Parent

Start Date

Adoptive Parent

Start Date

Children with low student achievement

Start Date

First Time Parents

Start Date

Multiple Children Under 6

Start Date

Uninsured

Start Date

16

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

A screenshot of a web form. On the left is a sidebar menu with three items: 'PAT Compliance', 'Reminders', and 'Family DQ Alerts', each with a right-pointing arrow. The main content area contains a list of checkboxes with corresponding labels: 'Underinsured', 'Involved with correctional system', 'All guardians work outside the home', 'Other-State Approved', and 'Foster youth who are pregnant or parenting'. Below these are three 'Other' categories: 'Other 1 (specify)', 'Other 2 (specify)', and 'Other 3 (specify)', each followed by a text input field. An orange 'Save' button is located below the 'Other' fields. To the right of the form, a vertical column of 'Start Date' labels is partially visible. An orange circle highlights the 'Foster youth who are pregnant or parenting' checkbox.

17

Click "Save"

A screenshot of the same web form as in step 16, but with a different focus. The 'Foster youth who are pregnant or parenting' checkbox is now checked. The orange 'Save' button is highlighted with an orange circle. Below the form is a grey header for 'Family Income History'. At the bottom of the form, there are two buttons: 'Save' (orange) and 'Cancel' (white with grey border). The text 'Guardian Demographics' is visible at the very bottom of the page.

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

Successfully updated. ✕

Strengths and Stressors (definitions) Stressors: 2

Characteristics Other Characteristics: 1

Add Item

Add Item

Last Updated: 10/4/2024

History Add Item

19 Fill in the Date and Average monthly income.

- 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
- » Demographic/Health

Family Income History

Date 10/04/2024 📅

avg. Monthly

Avg Cash Avg Non-Cash

Prefer not to report

dependent on income 0

Income Sources

Cash Sources Select all that apply

Non-Cash Sources Select all that apply

20 Fill in the number dependents on income.

Date 10/04/2024

avg.Monthly 3500

Avg Cash Avg Non-Cash

Prefer not to report

dependent on income 0

Income Sources

Cash Sources Select all that apply

Non-Cash Sources Select all that apply

Create

21 Select Cash sources.

dependent on income 4

Income Sources

Cash Sources Select all that apply

Non-Cash Sources

Select All Deselect All

Child Support/alimony

Salary/Wages

Social Security/Disability

TANF

Unemployment

Unknown/Did not Report

Other

22 And Non- Cash sources.

The screenshot shows a web application interface. On the left is a sidebar titled "Family Data Entry" with various menu items. The main content area is partially obscured by a dropdown menu for "Non-Cash Sources". The dropdown menu is open, showing a list of options: "Energy Assist", "Food Stamps/SNAP", "Housing Assist", "WIC" (highlighted in blue), "Unknown/Did not Report", and "Other". Above the list are buttons for "Select All" and "Deselect All". The background shows sections for "Parent Employment", "Parent Education History", "Parent Housing Status", and "Health Info".

23 Click "Create".

The screenshot shows a web application interface with a "Create" dialog box open. The dialog box has a text input field at the top, followed by a dropdown menu showing "2 items selected". Below that is another dropdown menu showing "MIC". At the bottom of the dialog box are two buttons: "Create" (highlighted in orange) and "Cancel". The background shows a list of items with "Add Item" buttons. One item is visible with the text "Characteristics: 1" and "Updated: 10/4/2024".

24

- » Send Email
- » Family Non-Actives
- » Guardian Non-Actives
- » Archived Families
- » Data Quality Alerts
- » Data Cleanup

Family Data Entry

- » Family Home
- » Demographic/Health
- » Contacts
- » Resource Connection
- » Goals/Plans

Your information was **successfully saved**.

Family Demographics

▼ **Family Experiences: Strengths and Stressors** ([definitions](#))

▼ **Other Family Characteristics**

Family Income History

| Date | avg.Monthly | # dependent on income |
|-----------|-------------|-----------------------|
| 10/4/2024 | 3500 | 4 |

Save

Cancel

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.

- » Family Home
- » Demographic/Health
- » Contacts
- » Resource Connection
- » Goals/Plans
- » Assessments
- » Transition Plan
- » Supervision Notes
- » File Upload

Data Quality Tools

- » PAT Records
- » PAT Compliance
- » Reminders

| Date | avg.Monthly | # dependent on income |
|-----------|-------------|-----------------------|
| 10/4/2024 | 3500 | 4 |

Save

Cancel

Guardian Demographics

Parent Employment History

Parent Education History

Parent Housing Status

26

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

| | | | | |
|--|--|---------------------------------------|--|--|
| | | Unemployment (Cash) WIC (Non-Cash) | | |
|--|--|---------------------------------------|--|--|

Last Updated: 10/4/2024

story Add Item

ry Add Item

Add Item

🔍

27

Fill in all the fields

Parent Employment History

Date

Guardian

Current Employment Status

#hrs/wk

Create Can

Parent Education History

Parent Housing Status

28 and click "Create".

The screenshot shows a form with a modal dialog box overlaid. The modal contains the following fields:

- Date: 10/04/2024
- Division: Division, Joy (dropdown)
- Status: Part Time (dropdown)
- Hours/week: 30

At the bottom of the modal are two buttons: "Create" (highlighted with an orange circle) and "Cancel".

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

The screenshot shows a table with the following columns: "Guardian", "Employment Status", and "#hrs/wk".

| Guardian | Employment Status | #hrs/wk |
|--------------|-------------------|---------|
| Joy Division | Part Time | 30 |

Below the table, there are several "Add Item" buttons. The second "Add Item" button is highlighted with an orange circle.

30 Fill in the fields

Division, Joy (Participating) ▾

Highest Level Attained: Some college/training ▾

Training or Certification:

Current Status: Not a student/trainee ▾

#hrs/week: 0

Enrollment status:  ▾

Joy Division Medicaid # ?

31 and click "Create"

Status: Not a student/trainee ▾

#hrs/week: 0

Status: ▾

Division Medicaid # ?

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

ry Add Item

| Guardian | Highest Level Attained | Technical Training or Certification | Current Status | #hrs/week | Enrollment Status | |
|----------|------------------------|-------------------------------------|-----------------------|-----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| vision | Some college/training | not applicable | Not a student/trainee | 0 | |   |

Add Item

Add Item

Medicaid #

33 Fill in the fields.

JS ×

ate 

lian 

that best matches the families living 

Create Cancel

34 and click "Create".

Date: 10/04/2024
 Guardian: Division, Joy (Participating)
 that best matches the families living: Not Homeless: Rents or sh
 Buttons: Create, Cancel

35 Review the Guardian Demographics tables.

- » Assessments
- » Transition Plan
- » Supervision Notes
- » File Upload

Data Quality Tools

- » PAT Records
- » PAT Compliance
- » Reminders
- » Family DQ Alerts

Guardian Demographics

Parent Employment History

| Date | Guardian | Employment Status |
|-----------|--------------|-------------------|
| 10/4/2024 | Joy Division | Part Time |

Parent Education History

| Date | Guardian | Highest Level Attained | Technical Training or Certification |
|-----------|--------------|------------------------|-------------------------------------|
| 10/4/2024 | Joy Division | Some college/training | not applicable |

Parent Housing Status

| Date | Guardian | Status |
|------|----------|--------|
|------|----------|--------|

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.

» Family DQ Alerts

| | | | |
|-----------|--------------|-----------------------|----------------|
| 10/4/2024 | Joy Division | Some college/training | not applicable |
|-----------|--------------|-----------------------|----------------|

Parent Housing Status

| Date | Guardian | Status |
|-----------|--------------|----------------------------------|
| 10/4/2024 | Joy Division | Not Homeless: Rents or shares ow |

Health Info

Joy Division Medicaid #

Insurance History



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.

The screenshot shows a form titled "Insurance History" with a list of items. Each item is represented by a horizontal bar. The first bar is highlighted in orange and contains a "Medicaid #" field with a question mark. Below it, there are four more bars, each with an "Add Item" button on the right. The second bar's "Add Item" button is circled in orange. The form also includes a "definition)" label on the left side.

38 Fill in the fields.

The screenshot shows a form with several fields. The "Guardian" field is set to "Division, Joy (Participating)". The "History Status" field is set to "No insurance coverage" and has a dropdown menu open. The dropdown menu lists the following options: "No insurance coverage", "Title XIX (Medicaid)", "Title XXI (State insurance program)", "TRICARE", "Private", "Unknown", "Did not report", "Other", and "No insurance - accessing Indian Health Service". The "Private" option is highlighted. Other fields include "Continuous Coverage?" with a question mark, "All family members insured?", and "enter enrolled children specific insurance". There are also "Create" and "Cancel" buttons visible.

39

Date 10/04/2024

Guardian Division, Joy (Participating) ▾

History Status Private ▾

Continuous Coverage? ? Did not ask ▾

Family members insured? Unknown ▾

Enrolled children specific insurance type on Child-Health Info also) Yes ▾

No

Unknown

Create Cancel

Tobacco Use Survey (definition) Add Item

Medical & Emergency Room Visits Add Item

40 Click "Create".

Division, Joy (Participating) ▾

Status Private ▾

? Did not ask ▾

ed? Yes ▾

insurance type on Child-Health Info also)

Create Cancel

efinition) Add Item

room Visits Add Item

vev Add Item

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

| Guardian | Status | Continuous Coverage | Entire Family | |
|--------------|---------|---------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joy Division | Private | Did not ask | Yes |   |

Add Item

Add Item

Add Item

Add Item

Add Item

42 Fill in the fields.

Joy Division Medicaid # Medicaid # ?

Insurance ✕

Date: 10/04/2024 

Guardian: Division, Joy (Participating ▾)

Insurance: Private insurance ▾

Create **Cancel**

Acco Use Survey (definition) **Add Item**

ical & Emergency Room Visits **Add Item**

43 Click "Create".

Date 10/04/2024

Guardian Division, Joy (Participating)

Insurance Private insurance

Create Cancel

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

| | | | | |
|-------------|-----------------------------------|-------------|-----|----------|
| y Division | Private | Did not ask | Yes | |
| | | | | Add Item |
| Guardian | Primary dental insurance coverage | | | |
| y Division | Private insurance | | | Add Item |
| | | | | Add Item |
| definition) | | | | Add Item |
| | | | | |
| Room Visits | | | | Add Item |
| | | | | |
| vey | | | | Add Item |

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

y

Date 10/04/2024

Guardian Division, Joy (Participating)

Products or electronic nicotine delivery N

Tobacco products or electronic nicotine Unknown

Have you used any kind of tobacco product in vaping or something else? Prefer not to report

If a resource connection was made, you can record it here. The resulting resource and managed from the family resource connection section.

Add Item

46

rey

Date 10/04/2024

Guardian Division, Joy (Participating)

Products or electronic nicotine delivery N

Do these tobacco products or electronic nicotine...? Y

Have you used any kind of tobacco product in vaping, vaping or something else? Prefer not to report

If a resource connection was made, you can record it here. The resulting resource and managed from the family resource connection section.

Connection made as a result of a concern found during this assessment? Yes No

Add Item

47

Date 10/04/2024

Guardian Division, Joy (Participating)

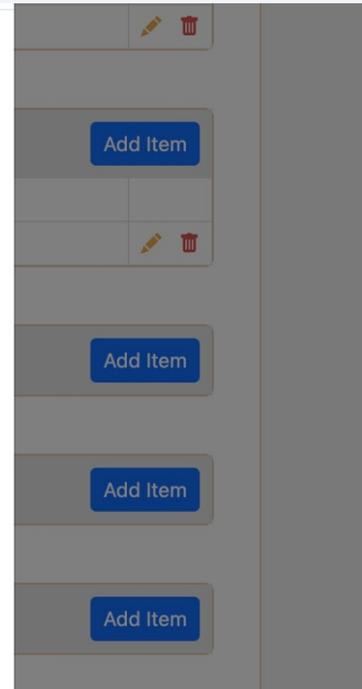
Does guardian use tobacco products or electronic nicotine delivery systems? N

Does anyone in the house use tobacco products or electronic nicotine delivery systems? Y

How often in the last month, have you used any kind of tobacco product in the last month (cigarettes, dip, vaping or something else)? Not at all

As a result of this survey if a resource connection was made, you can record it here. The resulting resource connection can be reviewed and managed from the family resource connection section.

Was a resource connection made as a result of a concern found during this assessment? Yes No



48

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

Does guardian use tobacco products or electronic nicotine delivery systems? N

Does anyone in the house, use tobacco products or electronic nicotine delivery systems in the home? Y

How often in the last month, have you used any kind of tobacco product in the last month (cigarettes, dip, vaping or something else)? N

As a result of this survey if a resource connection was made, you can record it here. The resulting resource connection can be reviewed and managed from the family resource connection section.

Resource Connection

Was a resource connection made as a result of a concern found during this assessment?

49

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

ie, use tobacco products or electronic nicotine
ome?

Y

nth, have you used any kind of tobacco product in
s, dip, vaping or something else)?

Not at all

ay if a resource connection was made, you can record it here. The resulting resource
ewed and managed from the family resource connection section.

n

onnection made as a result of a concern found during this
assessment? Yes No

Create Cancel

ory

Add Item

Add Item

Add Item

Add Item

Add Item

Add Item

50

the last month (cigarettes, dip, vaping or something else)?

As a result of this survey if a resource connection was made, you can record it
connection can be reviewed and managed from the family resource connector

Resource Connection

Was a resource connection made as a result of a concern found during thi
assessment

Resource Connection Date 10/04/2024 This is the date first discussed.

Pertains To Select please

Connection Type Tobacco Cessation

Connected By Home Visitor

Connected To

51 Click "Create".

source connection was made, you can record it here. The resulting resource
id managed from the family resource connection section.

in made as a result of a concern found during this assessment? Yes No

Create

Cancel

Add Item

Add Item

Add Item

Add Item

License Agreement

Training Videos

Main Admin

Portions © Parents as Teachers National Center, Inc.

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.

Division Private insurance

| Guardian | Tobacco Parent | Receiving services | Tobacco Home | Tobacco use 30 days |
|----------|----------------|--------------------|--------------|---------------------|
| Division | No | | Yes | Not at all |

Emergency Room Visits

Survey

Survey

Add Item

Add Item

Add Item

Add Item

53 Fill in the fields

The screenshot shows a modal form titled "Emergency Room Visits" with a close button (X) in the top right corner. The form contains the following fields:

- Date:** A text input field containing "10/04/2024" and a calendar icon.
- Guardian:** A dropdown menu with the selected value "Division, Joy (Participating)".
- Type:** A dropdown menu with the selected value "OB/GYN", which is highlighted with a blue border and an orange circle around the dropdown arrow.
- Reason:** A dropdown menu with a downward arrow.
- Comments:** A large text area for entering notes.

At the bottom right of the form are two buttons: "Create" (orange) and "Cancel" (white with grey border). The background shows a blurred table with "Add Item" buttons and a "30 days" label.

54

This screenshot shows the same "Emergency Room Visits" form as in step 53, but with the "Reason" field selected. The "Reason" dropdown menu is open, showing the selected value "prenatal visit", which is highlighted with a blue border and an orange circle around the dropdown arrow. The other fields remain the same as in the previous step.

55 Click "Create".

Division, Joy (Participating) ▾

OB/GYN ▾

prenatal visit ▾

Create Cancel

Add Item

30 days

Add Item

Add Item

Add Item

Add Item

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

| Division | No | Yes | Not at all | |
|-------------|--------|----------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | |   |
| Room Visits | | | | Add Item |
| Guardian | Type | Reason | Referred? | Comments |
| Division | OB/GYN | prenatal visit | |   |
| | | | | Add Item |
| Survey | | | | Add Item |
| Survey | | | | Add Item |
| | | | | Add Item |

57 Fill in the fields

Guardian

Currently using contraception?

Comments

Yes

No

Prefer not to report

Do not Apply

Create Cancel

Contraception Use Survey

Alcohol Consumption Survey

58 Click "Create".

Guardian

Currently using contraception?

Comments

Create Cancel

Add Item

30 days

Add Item

Add Item

Add Item

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

The screenshot shows a software interface with a header bar containing 'y Division', 'OB/GYN', and 'prenatal visit'. Below the header is a table with columns for 'Guardian' and 'Status'. The first row shows 'y Division' and 'Do not Apply'. A table below this has a circled 'Add Item' button. At the bottom of the interface, there are links for 'License Agreement', 'Training Videos', and 'Main Admin', and a copyright notice for 'Portions © Parents as Teachers National Center, Inc.'

60 Fill in the fields

The screenshot shows a form titled 'Alcohol consumption' with fields for 'Date' (10/04/202) and 'Guardian' (Division, Joy). The form contains two questions: 'Do you sometimes drink beer, wine, or other alcoholic drinks?' and 'In the past year, have you had five or more (for men 65 or younger) or four or more (for women or anyone over 65) drinks in a day?'. A dropdown menu is open, showing options: 'No', 'Yes', and 'Prefer not to report'. The background shows a table with columns for 'Home', 'Tobacco use 30 days', and 'Comments'.

61

Date 10/04/2022

Guardian Division, Joy (▼)

Do you sometimes drink beer, wine, or other alcoholic drinks?

In the past year, have you had five or more (for men 65 or younger) or four or more (for women or anyone over 65) drinks in a day?

No

Select option

Select option

No

Yes

Prefer not to report

Home Tobacco use 30 days

Not at all

Add Item

Comments

Add Item

Guardian Status

Joy Division Do not Apply

Contraception Use Survey

Add Item

Consumption Survey

Add Item

62 Click "Create".

Date 10/4/2024

Guardian Division, Joy (▼)

Do you sometimes drink beer, wine, or other alcoholic drinks?

In the past year, have you had five or more (for men 65 or younger) or four or more (for women or anyone over 65) drinks in a day?

No

No

Create

Cancel

Home Tobacco use 30 days

Not at all

Add Item

Comments

Add Item

Date Guardian Status

10/4/2024 Joy Division Do not Apply

Contraception Use Survey

Add Item

Alcohol Consumption Survey

Add Item

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

| Guardian | Status | |
|--------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joy Division | Do not Apply |   |

| Alcohol Consumption Survey | | | | | Add Item |
|----------------------------|------------------|--------------------|------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guardian | Drink sometimes? | Avg. days per week | # drinks per day | 5+ /4+ drinks in past year | |
| Joy Division | N | | | N |   |

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64 Fill in the fields

| | | |
|---------------------------|-----------------------|-------------------------------------------------------------------------------------|
| Date | 10/04/2024 |  |
| Guardian | Division, Joy (Partic | |
| Total pregnancies to date | Select option | |
| Live births to date | Select option | |
| | 0 | |
| | 1 | |
| | 2 | |
| | 3 | |
| | 4 | |
| | 5 | |
| | 6 | |
| | 7 | |
| | 8 | |
| | 9 | |

65

The screenshot shows a form with several sections. A dropdown menu is open for the 'Live births to date' field, displaying a list of options from 0 to 8. The option '1' is highlighted with a blue bar and a circular cursor. The background form includes fields for 'Date' (10/4/2024), 'Guardian' (Division, Joy (Partic...)), 'Total pregnancies to date' (2), and 'Live births to date' (Select option). There is also a 'Cancel' button.

66 Click "Create".

The screenshot shows the same form as in step 65, but the dropdown menu is closed. The 'Live births to date' field now shows the value '1'. The 'Create' button is highlighted with an orange circle, indicating it should be clicked. The background form includes fields for 'Date' (10/04/2024), 'Guardian' (Division, Joy (Partic...)), 'Total pregnancies to date' (2), and 'Live births to date' (1). There is also a 'Cancel' button.



This section should be reviewed and updated annually.