

## THE FAMILY HOME PAGE

In this tutorial, we'll take a look at the Family Home page. But first, let's do a quick overview of the main navigation bar and navigating to each family, guardian and child.

On the top row of links, participants are organized into **Families**, **Guardians** and **Children**.

The screenshot shows the 'Visit Tracker' web application. The header includes the title 'Visit Tracker' and the subtitle 'Web-based Family Contact Management'. A navigation bar at the top contains links for 'Setup', 'Families', 'Guardians', 'Children', 'Home Visitor', 'Calendar', 'Reports', and 'Support'. The 'Families' link is highlighted with a red box. On the left side, there is a sidebar with options: 'Log Out', 'New Family', 'Export Data', and 'File Upload'. The main content area features a 'Welcome Ellen Vaughn' banner and a table titled 'Upcoming Private Contacts'.

Date	Time	Location	Family	Phone	Home Visitor
2/19/2019	1:00 PM		Potter (Harry and Gennie Potter)		David Nevada
2/21/2019	1:00 PM	home	Flintstone (Wilma and Fred Flintstone)	360.236.8888	Home Visitor1
2/25/2019	1:00 PM		Lannister (Jamie and Cersei Lannister)	9705641195	ellen vaughn
2/28/2019	1:00 PM		Muppet (Bert and Ernie Muppet)		Home Visitor2
2/28/2019	1:00 PM		Flintstone (Wilma and Fred Flintstone)	360.236.8888	Home Visitor1

### Click on Families

- The drop-down selector on the right will list each Active Family.
- In the Active Family selection list, the names appear as **Family Name (Primary Guardian)**
- Next to the family selector is the **Search** button where you can search for any family by name, partial name, ID # or phone number

The screenshot shows the 'Families' page in the 'Visit Tracker' application. The 'Families' link in the navigation bar is circled in red. A red box labeled 'Active Families' points to a dropdown menu that lists various families, such as 'Bear (Bear, Jodi)', 'Bunny (Bunny, Bugs and Babbs)', and 'Flintstone (Flintstone, Wilma and Fred)'. Another red box labeled 'Search All Families' points to a search button next to the dropdown. The main content area shows a 'Family Home' section. The footer contains copyright information for DataKeeper Technologies, LLC and Parents as Teachers National Center, Inc.

## Click on Guardians

- The drop-down selector on the right will list each Active Guardian.
- In the Active Guardian selection list, the names appear as **Guardian Name**
- Next to the guardian selector is the **Search** button where you can search for any guardian by name, partial name, ID # or phone number

Web-based Family Contact Management

Setup Families **Guardians** Children Home Visitor Calendar Reports Support

Log Out  
Send Email  
Family Non-Actives  
Guardian Non-Actives

Guardian Data

Select Guardian

- Select Guardian
- Bear, Jodi
- Bunny, Bugs and Babbs
- Candy, Cotton
- Caregiver, Primary
- Carlson, Sherry
- Carrey, Jim
- Carrey, Mariah
- cruz rojas, celia
- Cruz, Maria
- Dogg, Snoop
- Duck, Donald and Daisy Flower

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Vaughn

## Click on Children

- The drop-down selector on the right will list each Active Child.
- In the Active Children selection list, the names appear as **Child's Name**
- Next to the children selector is the **Search** button where you can search for any child by name, partial name, or ID #.

Web-based Family Contact Management

Setup Families Guardians **Children** Home Visitor Calendar Reports Support

Log Out  
Non-Actives

Child Data

Select Child

- Select Child
- asdf, rtes
- Bean, Jellie
- Bear, Golden
- Bunny, Baby
- Candy, Apple
- candy, baby
- Carrey, Paul
- Cruz Rojas, Simon
- Cruz, Baby
- Dogg, Baby

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Vaughn

## FAMILY HOME PAGE

- Select a family from the list of active families to get to the **Family Home** page
- On the Family Home page, all guardians and children for that family will appear here.

Click on a guardian or child's name to view their data page

**Setup Families Guardians Children Home Visitor Calendar Reports Support**

Log Out  
New Family  
Send Email  
Family Non-Actives  
Guardian Non-Actives

Family Home  
Demographics  
Contacts

Carrey (Carrey, Mariah)

### Family Home

**Family Home**  
Primary Guardian: Mariah Carrey  
Current Status: Active  
Current SiteFund Code: MIECHV  
Visit Frequency/Case Level: Bi-Weekly / weight = 2.00  
Enroll Date: 01/01/2019

**Guardians & Children**

Guardians Entered [+ Add Guardian](#)

Name	Phone Number	ST	Set as Primary?
Mariah Carrey	9402685323	P	Yes
Jim Carrey	9402685323	P	

Children Entered [+ Add Prenatal Child](#) [+ Add Child](#)

Name	DOB	Age	ST	Home Visitor	Sex
Paul Carrey	1/1/2018	1 yr. 1 month	A	Home Visitor	M

The Family Home page will list all guardians and children for the family.  
Click on the individuals name to see their data page.

Add guardians and children to the family.

Log Out  
New Family  
Send Email  
Family Non-Actives  
Guardian Non-Actives

Family Home  
Demographics  
Contacts  
Guardians & Children  
Household  
Resource Connection  
Goals/Plans  
Assessments  
Health Info

Delete Family

Carrey (Carrey, Mariah)

### Family Home

**Family Home**  
Primary Guardian: Mariah Carrey  
Current Status: Active  
Current SiteFund Code: MIECHV  
Visit Frequency/Case Level: Bi-Weekly / weight = 2.00  
Enroll Date: 01/01/2019

**Guardians & Children**

Guardians Entered [+ Add Guardian](#)

Name	Phone Number	ST	Set as Primary?
Mariah Carrey	9402685323	P	Yes
Jim Carrey	9402685323	P	

Children Entered [+ Add Prenatal Child](#) [+ Add Child](#)

Name	DOB	Age	ST	Home Visitor	Sex
Paul Carrey	1/1/2018	1 yr. 1 month	A	Home Visitor	M

Add Guardians and Children from the Family Home page.

Select a link on the left to record data for the family and guardians.

The screenshot shows a web application interface for family management. On the left, there is a sidebar with a 'Log Out' button and several navigation links: 'New Family', 'Send Email', 'Family Non-Actives', and 'Guardian Non-Actives'. Below these is a 'Family Home' section with a red border, containing links for 'Demographics', 'Contacts', 'Guardians & Children', 'Household', 'Resource Connection', 'Goals/Plans', 'Assessments', and 'Health Info'. At the bottom of the sidebar is a 'Delete Family' button. The main content area has a search bar at the top right with the text 'Carrey (Carrey, Mariah)'. Below this is a 'Family Home' header. Underneath, there is a summary of family information: 'Primary Guardian: Mariah Carrey', 'Current Status: Active', 'Enroll Date: 01/01/2019', 'Current SiteFund Code: MIECHV', and 'Visit Frequency/Case Level: Bi-Weekly / weight = 2.00'. A red box with a red arrow pointing to the 'Guardians & Children' link in the sidebar contains the text: 'The left links allow you to navigate to specific areas where you can record data related to the family selected. Enter data for each family and guardian in these sections. Navigate to the child section to enter data specific to a child.' Below this is a table of guardians with columns for Name, ID, and Role. The table shows 'Jim Carrey' with ID '9402685323' and Role 'P'. To the right of the table is a 'Set as Primary?' button with a pencil icon and a 'Yes' option. Below the guardians table is a 'Children Entered' section with a table that has columns for Name, DOB, Age, ST, and Home Visitor. The table shows 'Paul Carrey' with DOB '1/1/2018', Age '1 yr. 1 month', ST 'A', and Home Visitor 'Home Visitor'. There are also '+ Add Prenatal Child' and '+ Add Child' buttons.

Log Out

- » New Family
- » Send Email
- » Family Non-Actives
- » Guardian Non-Actives

**Family Home**

- » Demographics
- » Contacts
- » Guardians & Children
- » Household
- » Resource Connection
- » Goals/Plans
- » Assessments
- » Health Info

Delete Family

↑ ↓ Carrey (Carrey, Mariah)

### Family Home

**Family Home**

**Primary Guardian:** Mariah Carrey  
**Current Status:** Active  
**Current SiteFund Code:** MIECHV  
**Visit Frequency/Case Level:** Bi-Weekly / weight = 2.00  
**Enroll Date:** 01/01/2019

The left links allow you to navigate to specific areas where you can record data related to the family selected. Enter data for each family and guardian in these sections. Navigate to the child section to enter data specific to a child.

Name	ID	Role
Jim Carrey	9402685323	P

Set as Primary? Yes

Children Entered + Add Prenatal Child + Add Child

Name	DOB	Age	ST	Home Visitor
Paul Carrey	1/1/2018	1 yr. 1 month	A	Home Visitor