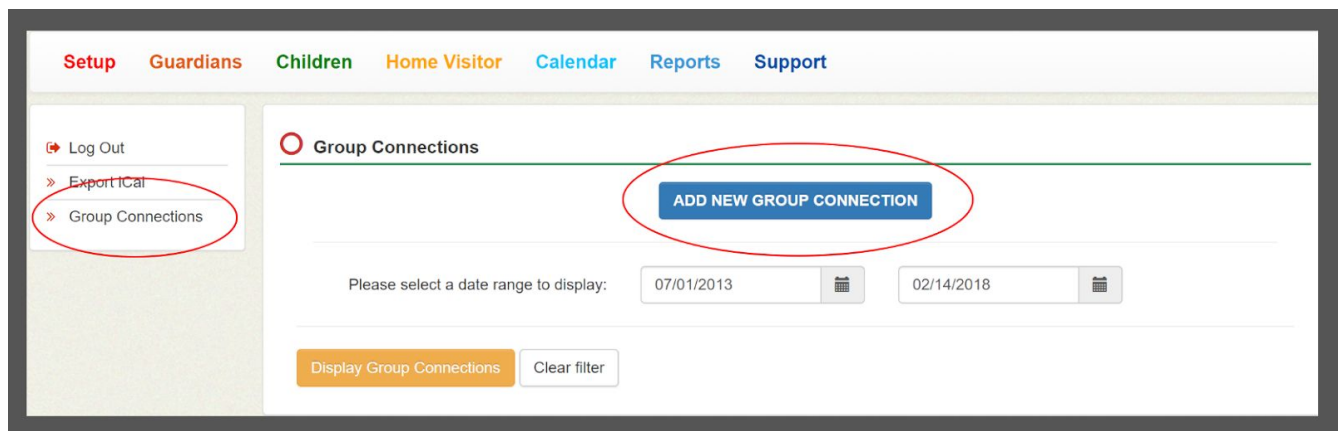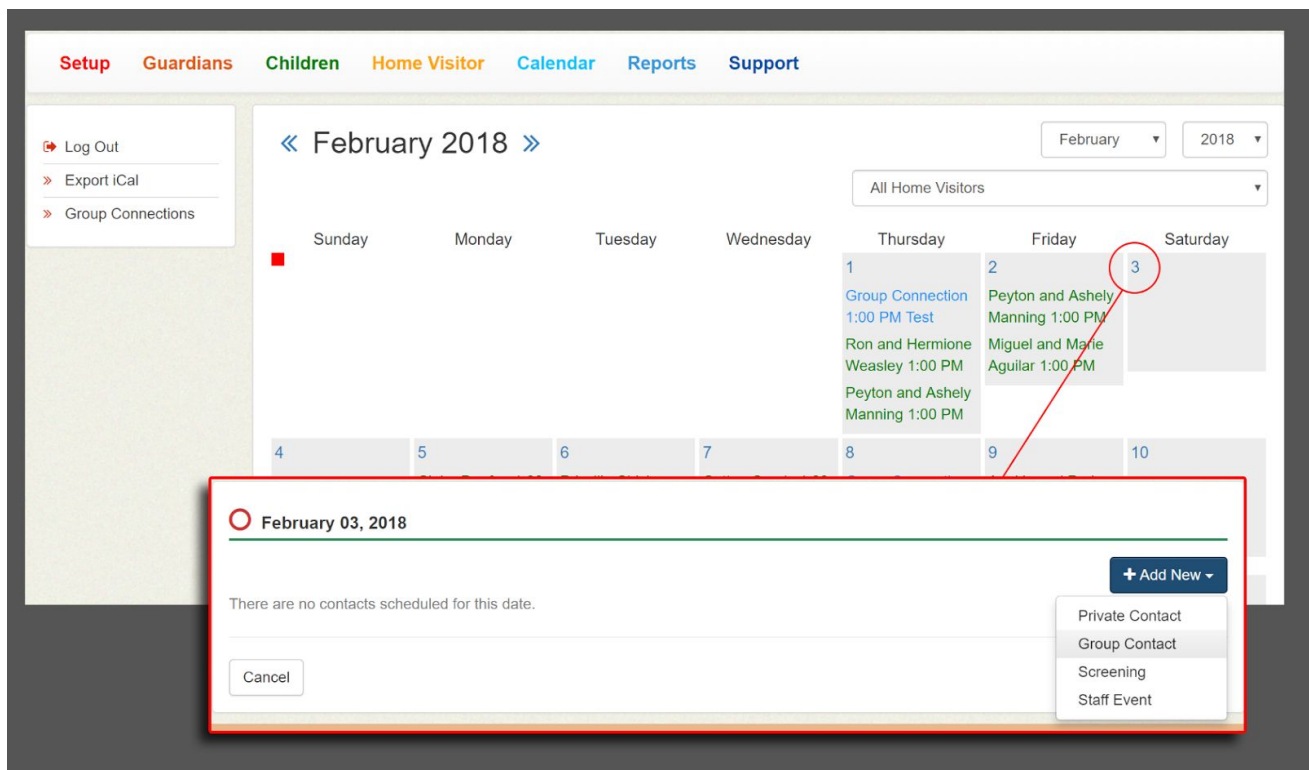**TUTORIAL - GROUP CONNECTIONS**

The Group Connections Plan and Record has been updated to reflect the changes to PAT Requirements and HIPPYUSA Reporting. As you go through this tutorial, you will see notes on how your program type will determine what inputs will be available to you.

CREATING A GROUP CONNECTION

A Group Connection can be created from 2 places which are both located in the Calendar tab:
1. Click on the date to get directed to the page where you can "Add New" and select "Group Contact"
2. Group Connections page - The next image illustrates that you can go to the Group Connections page and click on "ADD NEW GROUP CONNECTION"

Whichever way you chose to create a Group Connection, both will open the "Add Group Contact" window.

For PAT Affiliates, there will be 3 buttons at the bottom. "Continue Plan" will only show for PAT programs since there is more items to record in the Plan required by PAT National.

Here is a view of what the rest of the Plan looks for PAT programs.
- Clicking "Continue Plan" while on the "Add Group Contact" page will automatically open up this portion of the form
- If "Create and close" is chosen, you will be able to access the complete plan from the Group Connections page as you will see further down.

Group Connections Plan

Publicity	Personal invitation ▼
Incentives	sweethearts
Refreshments	Yes ▼ chocolate
Areas of emphasis	Select option ▼

Intent: What will we focus on at this group connection?

Topics and key points of information from home visitor resources and other sources:

Prompts and questions for sharing observations, questions, or reactions:

Learning Activities

Facilitation strategies (note additional staffing needs):

Materials and supplies:

Number of volunteers in group:	0
Volunteer names:	

Save   Cancel

EDIT THE PLAN, RECORD ATTENDANCE, COMPLETE THE RECORD AFTER THE EVENT

From the Group Connections page, you can:
1. Edit the Plan *(this can also be accessed by clicking on the event name in the calendar)*
2. Take Attendance *(this can also be accessed by clicking on the event name in the calendar)*
3. Complete the Record
4. Print the complete Group Connection - Plan, Record and Attendance

Access the Plan, Attendance and Record from the Group Connections page.
You can still access editing and attendance by clicking on the even in the calendar.

When opening the Record, all programs **other than HIPPY** will have these fields available. (see the HIPPY Record further down)

*PAT Programs will have these fields plus the additional fields on the next image

Group Connections Record

Meeting Title: Date: 1/20/2015   Start Time: 4:00 PM   End Time: 5:30 PM
Location:
Presenter(s):
Format:

Facilitator:
Home Visitor:

Number of enrolled families attended: 1   **Number of enrolled children attended:** 1

Total Physically Present [0]   **Total Fathers Present** [0]

Number of families expected: 0   **Targeted age of children:**

Was this meeting meant to pertain to children: ☐ **0-36 mos.?** | ☐ **36 mos. & older?**

Was this meeting a: ◉ **Parent/Child Activity** or a ○ **Parents Only Activity**?

Enter the number of minutes spent on the following topics: (total should = total time)

Child Growth & Development	0	Language-Literace Development	0
Child Birth and Child Care	0	Health and Safety	0
Pre/Postnatal Care - Infants & Mothers	0	Nutrition	0
Prevention of Child Abuse/Violence	0	Substance and Other Addiction	0
Fam. Structure, Function, Mgmt.	0	Discipline And Anger Management	0
Family Relationships	0	Other Social and Family Fun Activities	0
Parenting Skill Development	0		

Notes

[ ]

[Save Record]

Additional Record items for PAT Programs

Actual expenses:

Budget shortfall or surplus(please explain):

Opportunities for feedback from participants and presenters, including surveys(check all that apply):

☐ PAT Group Connection feedback survey ☐ Other survey ☐ Informal ☐ Focus Group

Items for follow-up:

Other program considerations:

Parent handouts(please list):

Successes and challenges:

Notes

Save Record

HIPPY Record - For HIPPY programs, the "topics covered" will those fields that are required to report for the HIPPYUSA quarterly report

Group Connections Record

Meeting Title: testing gc by admin   **Date:** 2/3/2018   **Start Time:** 1:00 PM   **End Time:** 2:00 PM

Location: this location

Presenter(s): axel

Format: Presentation, Parent cafe.

Facilitator: Shanta Porter
Home Visitor: Abigail Ponce, Adriana Calles, Carmela Montealvo

Number of enrolled families attended: 14   **Number of enrolled children attended:** 4

Total Physically Present [2]   **Total Fathers Present** [1]

Number of families expected: 6   **Targeted age of children:** Prenatal, Less than 12 months, 13 to 24 months, 25 to 36 months, 37 to 48 months, 49 to 60 months, Enrolled in kindergarten.

Was this meeting meant to pertain to children: ☑ **0-36 mos.?** | ☐ **36 mos. & older?**

Was this meeting a: ◯ **Parent/Child Activity** or a ⦿ **Parents Only Activity**?

Select all the topics covered

☑ Academic/Creative Activities   ☑ Personal/Professional Goals

☑ Community Services   ☑ Social/Emotional Development

☑ Domestic Violence   ☑ Awards/Recognition

☑ Education/Schools   ☑ Banquet

☑ Field Trip   ☑ End of Year/Graduation

☑ Financial Literacy   ☑ Holiday

☐ Health/Nutrition/Safety   ☑ Picnic

☑ HIPPY Orientation   ☑ Other Celebration Purpose

☑ Parenting/Positive Discipline   ☑ Other - List Any Other Enrichment Topic(s)

[lista de topics]

If Role Play was an activity at the Group Connections, users will need to be able to check which curriculums were role played at the Group Meeting:

☑ **Year 1, Packet:**   [1]

☑ **Year 2, Packet:**   [2]

☑ **Year 3, Packet:**   [3]

☑ **Language Role Played**   [Both ▼]

Notes

[this notes are available forthis group connection called testing gc by admin]

[**Save Record**]

REPORTS

Because HIPPY programs have different topics, there is a new HIPPY Group Connections report available in the HIPPY Reports column.