

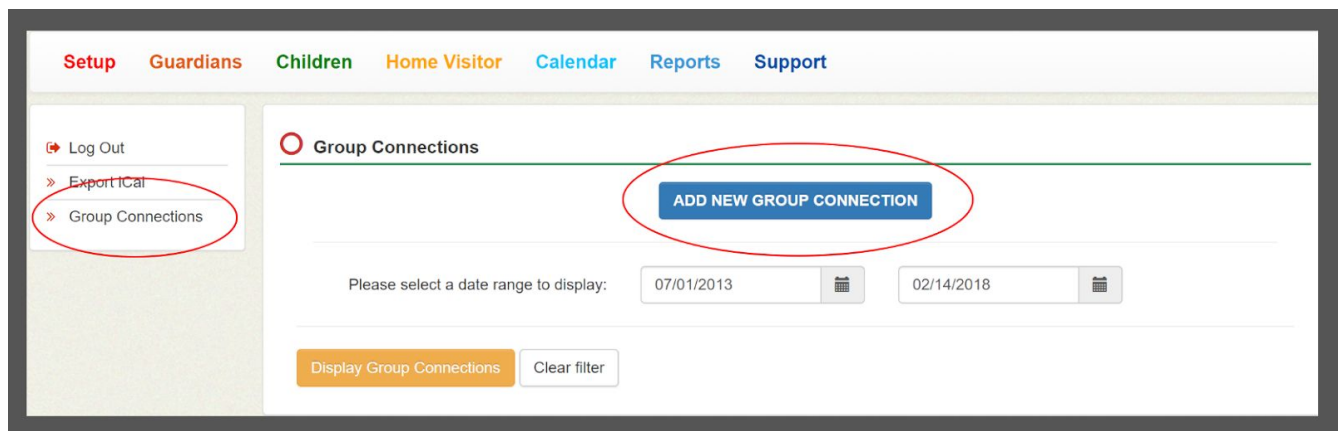
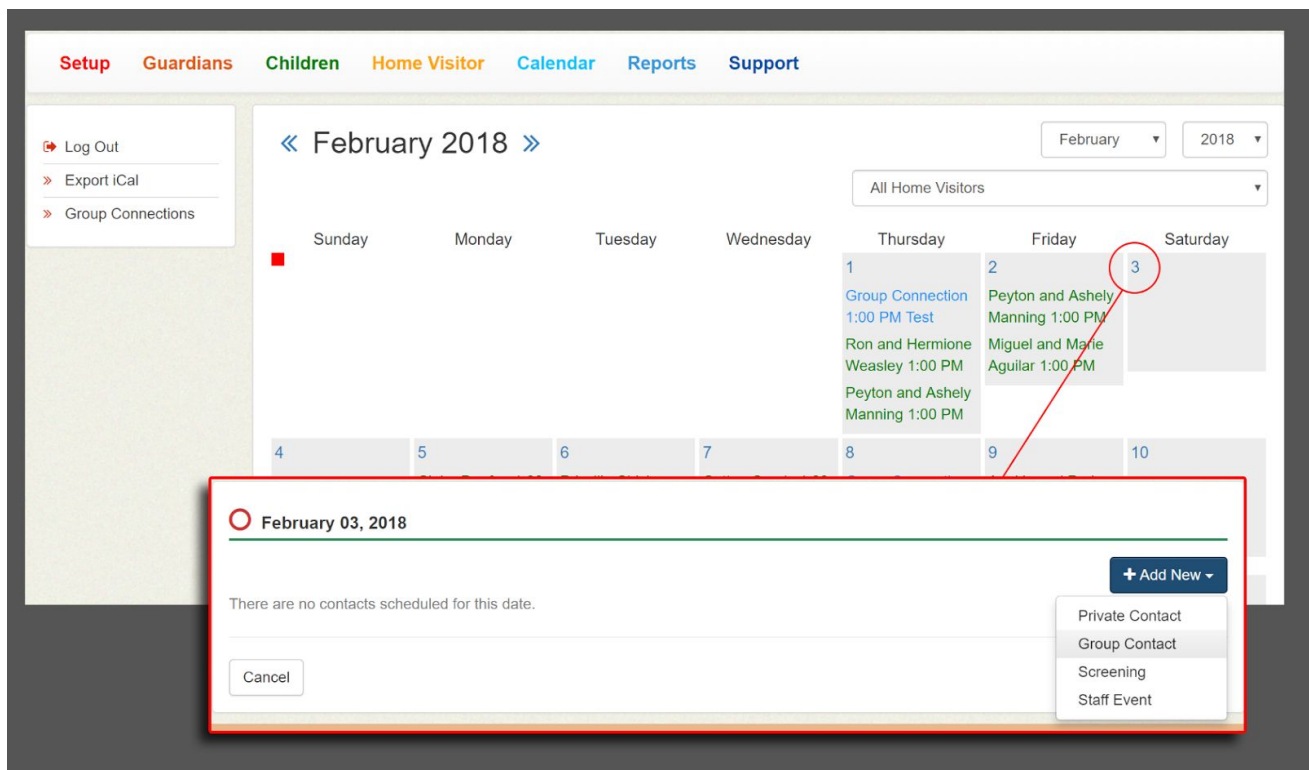
TUTORIAL - GROUP CONNECTIONS

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”



ADD 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.

The screenshot shows the 'Add Group Contact' form with the following fields and values:

- Contact Type:** Group Connection
- Date:** 02/03/2018
- Start Time:** 1:00 PM
- End Time:** 02:00 PM
- Duration:** 60 minutes.
- Title of Event:** Group Connection Tutorial
- Location:** Visit Tracker Web
- Presenter(s):** David
- Format:** Presentation
- Number of families expected:** 100
- Targeted ages of children:** Less than 12 months, 13 to
- Home Visitors:** David Nevada, Ellen Vaughn, Home Visitor, Sal
- Notes:** (empty text area)
- Recurring Event?** ☒ No ☐ Yes

At the bottom of the form, three buttons are visible: 'Create and close' (orange), 'Continue Plan' (blue), and 'Cancel' (grey). A red circle highlights these buttons. A callout box on the right explains their functionality:

- “Create and close”** will display for all programs.
- “Continue Plan”** will show for PAT programs.
- When clicking “Continue Plan”, the complete planning form required by PAT will open up.
- NOTE: PAT programs can also choose to “Create and close” and return to the rest of the plan later on.

ADDITIONAL PLANNING RECORD FOR PAT PROGRAMS

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

The screenshot shows the 'Group Connections' page in a web application. The top navigation bar includes links for Setup, Guardians, Children, Home Visitor, Calendar, Reports, and Support. A left sidebar contains 'Log Out', 'Export iCal', and 'Group Connections'. The main content area has a header 'Group Connections' and a button 'ADD NEW GROUP CONNECTION'. Below this is a date range selector with 'Please select a date range to display:' and two date inputs: '07/01/2013' and '02/14/2018'. There are buttons for 'Display Group Connections' and 'Clear filter'. A table shows a list of group connections with columns for Date, Time, and Meeting Description. The table has 5 entries. To the right of each entry are links for 'Plan | Attendance | Record' and a 'Delete' button. A red circle highlights these links for the first three entries. A red box at the bottom contains the following text:

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.

Date	Time	Meeting Description	Plan Attendance Record Delete
2/14/2018	1:00 PM	Happy V-day	Plan Attendance Record Delete
2/13/2018	1:00 PM		Plan Attendance Record Delete
2/8/2018	1:00 PM	Test	Plan Attendance Record Delete
2/3/2018	1:00 PM	Group Connection Tutorial	Plan Attendance Record Delete
2/1/2018	1:00 PM	Test	Plan Attendance Record Delete

THE RECORD

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 Total Fathers Present

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	<input type="text" value="0"/>	Language-Literacy Development	<input type="text" value="0"/>
Child Birth and Child Care	<input type="text" value="0"/>	Health and Safety	<input type="text" value="0"/>
Pre/Postnatal Care - Infants & Mothers	<input type="text" value="0"/>	Nutrition	<input type="text" value="0"/>
Prevention of Child Abuse/Violence	<input type="text" value="0"/>	Substance and Other Addiction	<input type="text" value="0"/>
Fam. Structure, Function, Mgmt.	<input type="text" value="0"/>	Discipline And Anger Management	<input type="text" value="0"/>
Family Relationships	<input type="text" value="0"/>	Other Social and Family Fun Activities	<input type="text" value="0"/>
Parenting Skill Development	<input type="text" value="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 HIPPLYUSA 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 Montevalvo

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

Total Physically Present **Total Fathers Present**

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Academic/Creative Activities | <input checked="" type="checkbox"/> Personal/Professional Goals |
| <input checked="" type="checkbox"/> Community Services | <input checked="" type="checkbox"/> Social/Emotional Development |
| <input checked="" type="checkbox"/> Domestic Violence | <input checked="" type="checkbox"/> Awards/Recognition |
| <input checked="" type="checkbox"/> Education/Schools | <input checked="" type="checkbox"/> Banquet |
| <input checked="" type="checkbox"/> Field Trip | <input checked="" type="checkbox"/> End of Year/Graduation |
| <input checked="" type="checkbox"/> Financial Literacy | <input checked="" type="checkbox"/> Holiday |
| <input type="checkbox"/> Health/Nutrition/Safety | <input checked="" type="checkbox"/> Picnic |
| <input checked="" type="checkbox"/> HIPPY Orientation | <input checked="" type="checkbox"/> Other Celebration Purpose |
| <input checked="" type="checkbox"/> Parenting/Positive Discipline | <input checked="" type="checkbox"/> 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:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Year 1, Packet: | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Year 2, Packet: | <input type="text" value="2"/> |
| <input checked="" type="checkbox"/> Year 3, Packet: | <input type="text" value="3"/> |
| <input checked="" type="checkbox"/> Language Role Played | <input type="text" value="Both"/> |

Notes

this notes are available for this 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.

Children

Home Visitor

Calendar

Reports

Support

General Reports

Service Reports

Admin / State / National

HIPPY Reports

Guardian Labels

Family Lists

Child Labels

Child Lists

Ethnicity

High Needs

Military Families

Referral Source Summary

Service Counts

Service Record

Screening

PVR Report

Resource Connections

Goals/Plans

Assessment Reports

Health Info Reports

Caseload Summary

Group Connections

Exit Summary

Visit Frequency

MIECHV Form 2 Colorado

MIECHV Form 2 Illinois (new)

MIECHV Form 2 Data

Tracking IL

MIECHV Form 1 (new)

PE Train/Supervise

Pending e-mail Verification Report

AmeriCorps Report

ASQ/Bracken

Caseload Roster

Caseload Summary

Children Summary

Exit Report

Guardian Summary

HIPPY Group Connections

Home Visit Record

Home Visits Delivered Report

Packets Delivery Report

Packets Dosage Report

Parent Involvement Report

Parent Involvement Report-TX

PFS/PII

Retention Report