

## Visit Tracker Data Entry Instructions for HVSA Aligned Measure: Breastfeeding

For this measure, the HVSA evaluates whether children who were enrolled in your program before they were born received any amount of breastmilk at 6 months of age.

### When the child is between 6 and 12 months old, ask the caregiver:

Is your child receiving any breastmilk?

- Yes
- No – weaned/stopped
  - ↳ If no – weaned/stopped, what was the date your child last received any breastmilk?
- No – never
- No – medical reasons

#### Note:

- If you asked about breastfeeding before the child was 6 months old and indicated in Visit Tracker that the child was never breastfed or was weaned before 6 months, it is not necessary to ask about breastfeeding again when the child is between 6 and 12 months old.
- If you asked about breastfeeding before the child was 6 months old and the child was still receiving breastmilk at that time, the question **MUST** be asked again when the child is between 6 and 12 months old in order to determine if they continued receiving breastmilk once they turned 6 months of age.

#### Make sure each of the following are entered in Visit Tracker:

- Family Enrollment Date
- Family Exit Date (if applicable)
- Child Due Date
- Child DOB
- Breastfeeding Survey Date
- Did the child receive *any amount* of breastmilk at 6 months of age? (Y/N)
- If not, was the child unable to receive breastmilk due to a medical reason?

## Visit Tracker data entry locations:

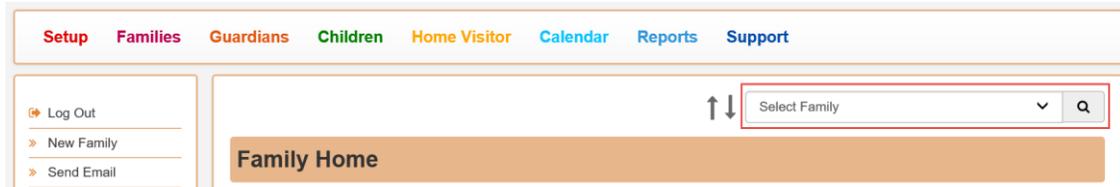
Personal Visit Record

Child Health Info Tab

Child Health Record

## Data entry in the Personal Visit Record (PVR):

1. Navigate to the *Family Home* page by clicking on the “Families” link in the horizontal navigation bar at the top of the page and choosing the family from the drop-down menu.



2. Click the “Contacts” link in the menu on the left side of the page.



3. Locate the visit when you asked about breastfeeding under *Contacts* and click on the “Private” link next to the visit date.

| Contacts |         |              |                   |                            |
|----------|---------|--------------|-------------------|----------------------------|
| Date     | Type    | Home Visitor | Guardians         | Children                   |
| 4/6/2020 | Private | Amy Smith    | Primary Caregiver | Born Child<br>Unborn Child |

4. You will find the location to enter breastfeeding data in the Individual Child section of the PVR near the bottom of the form. Click “Add” next to “Is your child receiving any breast milk?”



- Fill in the date the breastfeeding question was *asked* and the caregiver’s answer to the question “Is your child receiving any breast milk?”

- If “Yes,” “No – never,” “No – medical reasons,” or “Unknown” are chosen, click “Create” to complete entering data for this measure.

If “No – weaned, stopped,” is chosen, enter the date the child last received breast milk, and click “Create.”

### Data entry in the Child Health Info tab

- Navigate to the child’s data page by clicking the green “Children” link in menu bar at the top of the page, then choose the child’s name from the “Select Child” drop down menu.

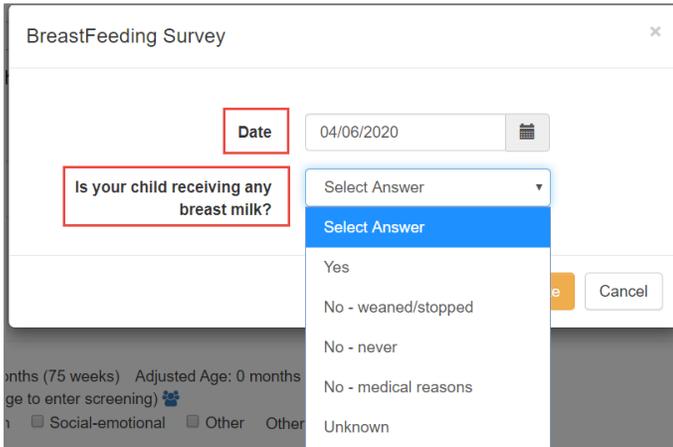
- While on the child’s data page, click the “Health Info” link in the menu on the left side of the page.

3. Click on the "Add Item" button next to Breastfeeding Survey.



BreastFeeding Survey Add Item

4. Fill in the date the breastfeeding question was *asked*, then choose the caregiver's answer.



BreastFeeding Survey

Date: 04/06/2020

Is your child receiving any breast milk?

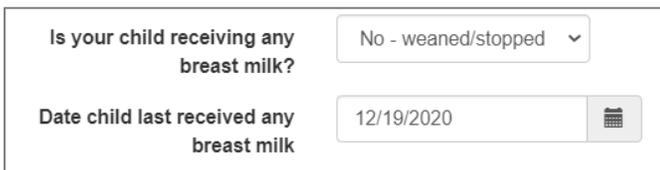
Select Answer

- Select Answer
- Yes
- No - weaned/stopped
- No - never
- No - medical reasons
- Unknown

Cancel

5. If "Yes," "No – never," "No – medical reasons," or "Unknown" are chosen, click "Create" to complete entering data for this measure.

If "No – weaned, stopped" is chosen, an additional question will appear. Enter the date the child last received breast milk, and click "Create."



Is your child receiving any breast milk?

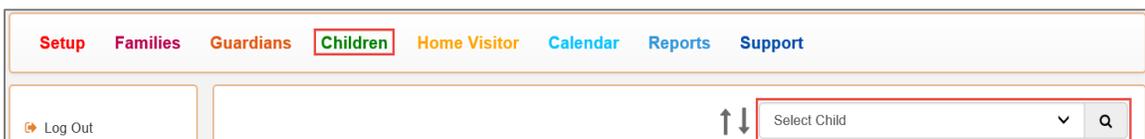
No - weaned/stopped

Date child last received any breast milk

12/19/2020

## Data entry in the Child Health Record

1. Navigate to the child's data page by clicking the green "Children" link in menu at the top of the page, then choose the child's name from the "Select Child" drop down menu.

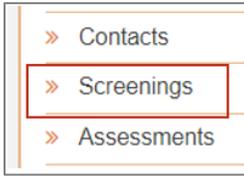


Setup Families Guardians **Children** Home Visitor Calendar Reports Support

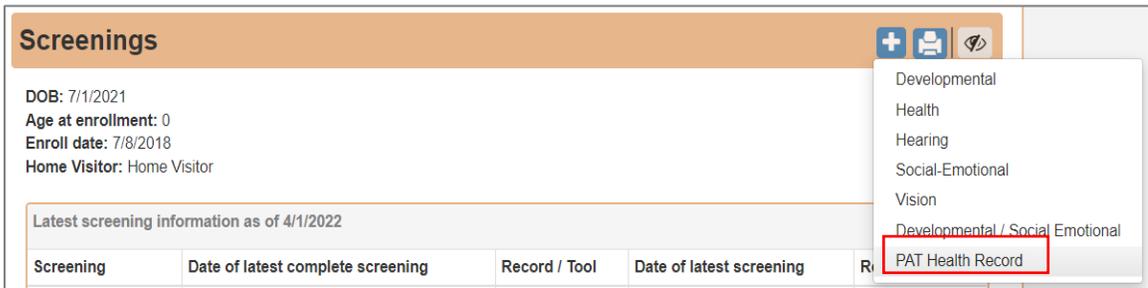
Log Out

Select Child

2. While on the child's data page, click the "Screenings" link in the menu on the left side of the page.



3. Click on the + button in the *Screenings* bar, and choose "PAT Health Record" from the drop down menu.



4. The breastfeeding question is in the *Nutrition Review* section of the Child Health Record. Choose the appropriate answer to the question "If breast milk, for how long?" from the drop down menu.



5. When finished with the Nutritional Review section, click save at the bottom of that section.