

How to update demographic data in Visit Tracker

Demographic data should be collected at enrollment and updated annually thereafter for *each* caregiver and child enrolled in your program. There are several locations where demographic data is entered in Visit Tracker:



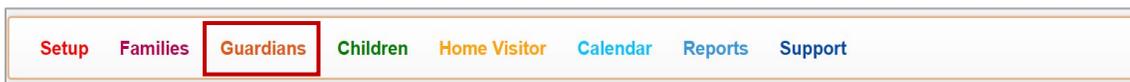
The Guardian Data page closely matches the form used to enter a new family in Visit Tracker. This page includes data entry locations for caregiver DOB, ethnicity, race, gender, marital status, and primary language.

Guardian Data Page

<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Gender
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Marital Status
<input type="checkbox"/> Race	<input type="checkbox"/> Primary Language

To update caregiver demographic information on the Guardian Data page:

1. From the Home Page, click on the “Guardians” link in the menu bar at the top of the page.



2. Choose a caregiver from the “Select Guardian” drop down menu, or click on the magnifying glass icon to search using a Guardian Id.

Select Guardian [dropdown arrow] [magnifying glass icon]

3. Update the caregiver’s demographic information if it has changed or if it was previously missing. The fields outlined in red are required by the HVSA.

Referral Source	Referral Source	Referral Date	
Ethnic Category	Hispanic/Latino		
Race	American Indian or Alaskan Native, Bl		
Guardian Gender	Female (F)	DOB	
Marital Status	Married		
Primary Language	Spanish		

Note that for race you may select all that apply. If a caregiver shares the multiple races they identify with, please select each in the drop-down menu.

Race	American Indian or Alaskan Native, Bl
Guardian Gender	American Indian or Alaskan Native ✓
Marital Status	Black or African American ✓
Primary Language	Multi race
Secondary Language	Native Hawaiian
Speaks English	Other Pacific Islander
	Prefer not to report
	White
	Other

- After completing the form, click "Save" at the bottom of the page.

The remaining caregiver demographic data is entered on a separate page in Visit Tracker: the Demographic/Health Information page.

Demographic/Health Page

<input type="checkbox"/> Household Income	<input type="checkbox"/> Guardian Housing Status
<input type="checkbox"/> Guardian Employment Status	<input type="checkbox"/> Guardian Health Insurance Status
<input type="checkbox"/> Guardian Educational	

To update information on the Demographic/Health Information page:

- From the Home Page, click on the "Guardians" link in the menu bar at the top of the page.

Setup	Families	Guardians	Children	Home Visitor	Calendar	Reports	Support
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- Choose a caregiver from the "Select Guardian" drop down menu, or click on the magnifying glass icon to search using a Guardian Id. (You may also reach the Demographic/Health Information page by clicking on Families in the menu bar at the top of the page rather than Guardians.)

Select Guardian [v] [Q]

- Click on the "Demographic/Health" link in the vertical menu bar on the left-hand side of the page.

- > Family Home
- > Demographic/Health
- > Contacts

Demographics required for all programs are outlined in red below. Demographics required for MIECHV programs only are outlined in blue.

Demographic Data

Family Demographics

- ▶ Family Experiences: Strengths and Stressors (definitions) Stressors: 2
- ▶ Other Family Characteristics
- ▶ MIECHV Priority Population Characteristics
- Family Income History Add Item

Last Updated: 9/10/2021

Save Cancel

Guardian Demographics

- Parent Employment History Add Item
- Parent Education History Add Item
- Parent Housing Status Add Item
- Military History Add Item
- Participation in Other Programs Add Item

Health Info

Primary Caregiver Medicaid #	Medicaid #	?
Additional Caregiver Medicaid #	Medicaid #	?
Additional Caregiver Separate Household Medicaid #	Medicaid #	?

- Insurance History + Add Item
- Dental Insurance + Add Item

When updating information on this page, it is important to click “Add Item” instead of editing the existing item. Adding a new item retains a history, allowing your program and the HVSA to look at changes in demographics over time. After adding a new item, an additional row will be included in the corresponding table.

Parent Education History					Add Item
Date	Guardian	Highest Level Attained	Current Status	#hrs/week	
5/15/2019	Primary Caregiver	High School Diploma	Not a student/trainee	0	 
10/23/2018	Primary Caregiver	Less than high school diploma or equivalent	Currently enrolled in high school	0	 

To update information on **Household Income:**

1. Click on the “Add Item” button next to Family Income History.

Family Income History
Add Item

2. Record the date the question was asked, the family’s average monthly income, the number of individuals dependent on the income, and the family’s income sources (optional). Checking TANF as an income source here is used to determine whether a family qualifies the LIA for an additional retention performance payment award.

Family Income History

Date: 07/10/2020

avg.Monthly: 0

dependent on Income: 0

Income Sources:

- Child Support/alimony
- Energy Assist
- Food Stamps/SNAP
- Foster Care
- Housing Assist
- Salary/Wages
- SS/Disability
- Stipend
- TANF
- Tribal General Assistance
- Unemployment
- WIC
- Unknown/Did not Report
- Other

Create Cancel

The “# dependent on income” is not restricted to those enrolled in your program. This number should include anyone in the household who is

dependent on the reported income, even if they are not involved in your program.

3. Click the "Create" button at the bottom of the menu to save the information.

While Household Income is collected for the family as a whole, each of the following demographics are about individual caregivers. Each menu includes a "Guardian" drop down to indicate which caregiver you are adding a response for. When you enter responses for multiple caregivers, two separate rows will appear in the table for the characteristic you are entering (like below).

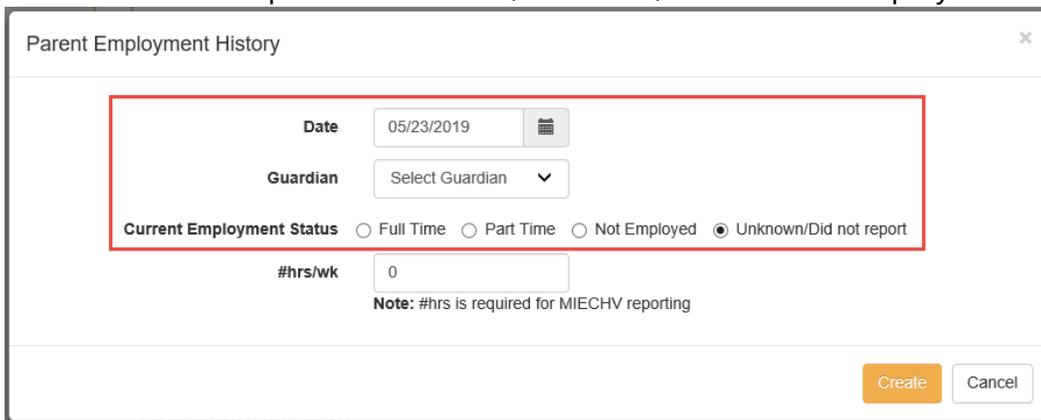
Parent Employment History				Add Item
Date	Guardian	Employment Status	#hrs/wk	
5/23/2019	Primary Caregiver	Full Time	40	 
5/23/2019	Additional Caregiver	Not employed	0	 

To update information on **Guardian Employment:**

1. Click on the "Add Item" button next to Parent Employment History.



2. Fill in the HVSA required fields: Date, Guardian, and Current Employment Status.



Parent Employment History

Date: 05/23/2019

Guardian: Select Guardian

Current Employment Status: Full Time Part Time Not Employed Unknown/Did not report

#hrs/wk: 0

Note: #hrs is required for MIECHV reporting

Create Cancel

3. Click the "Create" button at the bottom of the menu to save the information.
4. Repeat for any additional caregivers enrolled in the family.

To update information on **Guardian Educational Attainment:**

1. Click on the "Add Item" button next to Parent Education History.
2. Fill in the form. Fields outlined in red are required for all HVSA families. Fields outlined in blue are required for MIECHV-funded families.

Parent Education History

Date 05/23/2019

Guardian Select Guardian

Highest Level Attained

Current Status

#hrs/week 0

Create Cancel

3. Click the "Create" button at the bottom of the menu to save the information.
4. Repeat for any additional caregivers enrolled in the family.

To update information on **Housing Status:**

1. Click on the "Add Item" button next to Parent Housing Status.
2. All fields in this menu are required for all HVSA funded families.

Parent Housing Status

Date 05/23/2019

Guardian Select Guardian

Select the Housing Status below that best matches the families living arrangement

Select Status

Create Cancel

3. Click the "Create" button at the bottom of the menu to save the information.
4. Repeat for any additional caregivers enrolled in the family.

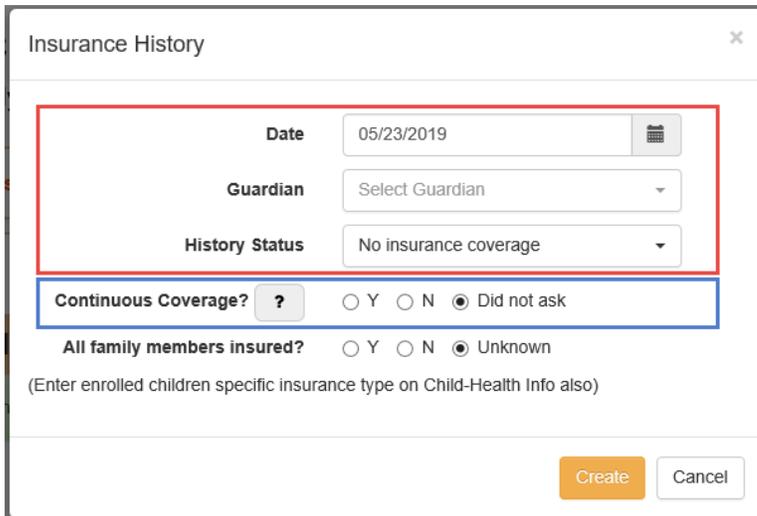
To update information on **Health Insurance Status**:

1. Click on the "Add Item" button next to Insurance History.



Insurance History + Add Item

2. Fields outlined in red are required for all HVSA families. Fields outlined in blue are required for MIECHV-funded families.



Insurance History ×

Date 

Guardian

History Status

Continuous Coverage? Y N Did not ask

All family members insured? Y N Unknown

(Enter enrolled children specific insurance type on Child-Health Info also)

3. Click the "Create" button at the bottom of the menu to save the information.
4. Repeat for any additional caregivers enrolled in the family.

To update child DOB, ethnicity, race, and/or gender, you'll need to navigate to the Child

Child Data Page

Includes questions about children who are already born, including:

Date of Birth Race

Ethnicity Gender

To update information on the Child Data page:

1. From the Home Page, click on the "Children" link in the menu bar at the top of the page.

- Click on the magnifying glass to the right of the "Select Child" drop down menu.

Select Child

- Update the child's demographic information if any elements have changed or were previously missing. HVSA-required fields are outlined below. Once complete, click "Create."

Due Date: 06/28/2018

Birth Date: 07/01/2021 Age: 11 months **Gender**: Female (F)

Immunizations Current As of: 10/20/2021

Home Visitor: Home Visitor

Ethnic Category: Hispanic/Latino

Race: Multi race

Note that for race you may select all that apply.

American Indian or Alaskan Native, Bl...

American Indian or Alaskan Native

Asian

Black or African American

Multi race

Native Hawaiian

Other Pacific Islander

Prefer not to report

White

Other

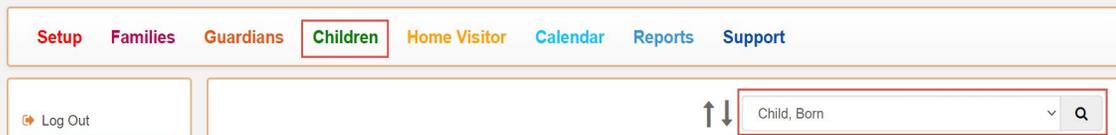
The remaining child demographic/health data is entered on a separate page in Visit Tracker: the Child Health Info page. Like for caregivers, when updating a child's information on the Health Info page, it is important to click "Add Item" instead of editing an existing item to maintain a history.

Child Health Info Form

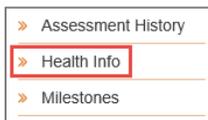
- Health Insurance Status
- Usual Source of Medical Care
- Usual Source of Dental Care

To update additional child health information:

1. Click on "Children" in the top horizontal menu, and choose the child from the drop down menu.



2. While on either the child's data page, you'll see a "Health Info" link in the left-hand vertical menu bar. Click the "Health Info" link.

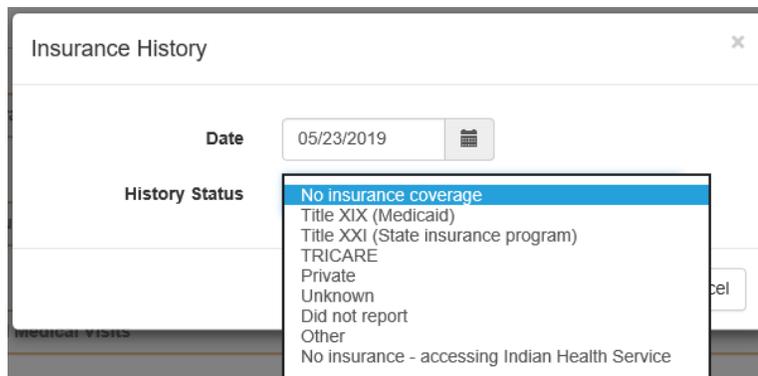


To enter information on the child's **Health Insurance Status**:

1. Click on the "Add Item" button next to Insurance History.



2. Record the date the question was asked, the child's current health insurance status, and click "Create."

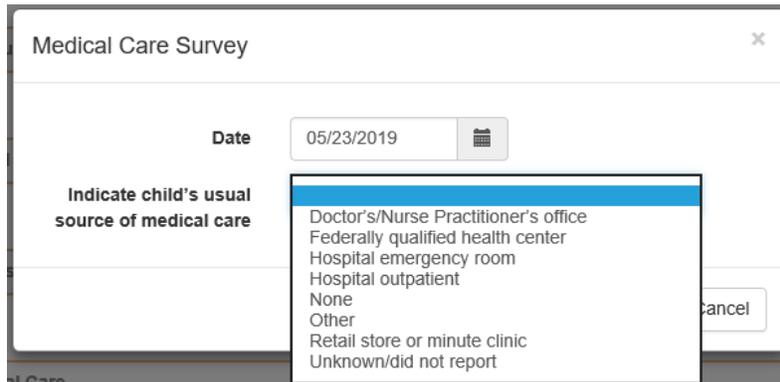


To enter information on **Usual Source of Medical Care:**

1. Click on the "Add Item" button next to Medical Care.



2. Fill in the data collection date, the child's usual source of medical care, and click

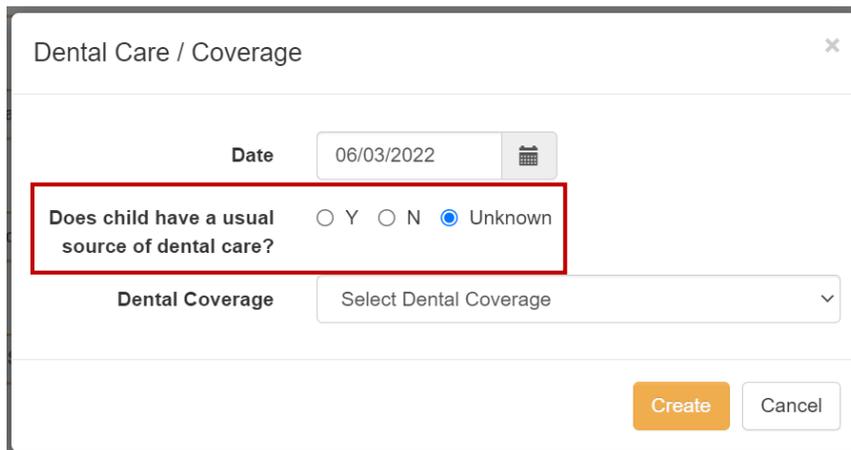


To enter information on **Usual Source of Dental Care:**

1. Click on the "Add Item" button next to Dental Care/Coverage.



2. Fill in the data collection date, indicate if the child has a usual source of dental care, and click "Create."



Please reach out to homevisiting@doh.wa.gov with any questions or comments about this guidance.