



Stronger Families.
Brighter Futures.

ARKANSAS HOME VISITING NETWORK

ARKANSAS DEPARTMENT OF HEALTH and ARKANSAS CHILDREN'S HOSPITAL

EFFORTS TO OUTCOMES (ETO) Reports MANUAL

FOR MIECHV FUNDED HOME VISITORS

All funding for this project is provided by the Maternal Infant and Early Childhood Home Visiting Program of the Health Resources and Services Administration of the U.S. Department of Health and Human Services through the Arkansas Department of Health.

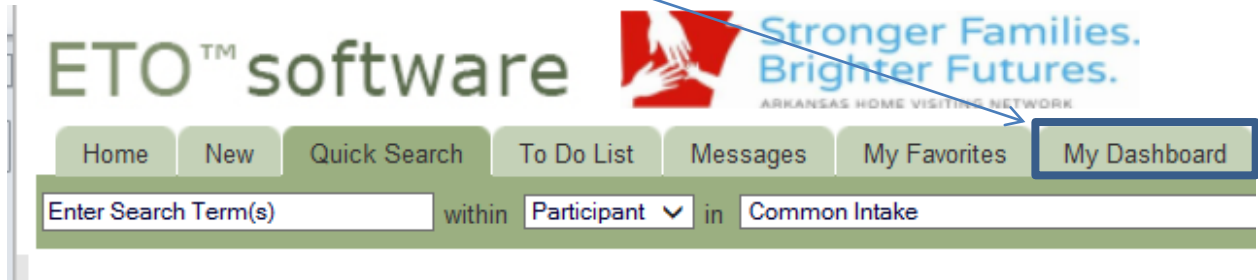
Table of Contents

Dashboard Report Messages and Navigation.....	2
Query Prompts.....	2
Prompt Questions Examples.....	3
Report Tabs.....	3
Filters and page arrows.....	4
Printing and Exporting.....	4
Reports Available.....	5
Benchmark Checklist Report Version: 11/4/2015.....	5
Capacity Report.....	5
Days Since Last HV.....	5
*Data Quality Report (With Referrals) – No Recruitment (Active).....	6
*Coordinator: Retention Plus Services.....	6
*Family Referrals by Caseworker.....	7
*Coordinator: Family Services by Caseworker.....	7
*Coordinator: ASQ Report Final.....	7
*Coordinator: ASQ Report Final.....	7
Participant Efforts and Notes with Effort Qualifiers – with filters.....	8
Entity Efforts and Notes with Effort Qualifiers.....	8

Dashboard Report Messages and Navigation

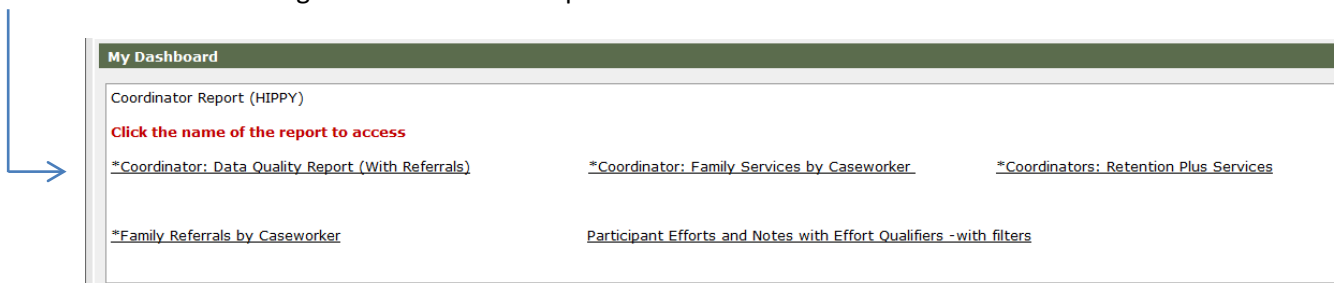
Messages have been placed on all staff dashboards. Each message contains one or more links. The links allow you to access reports to help manage clients and data entry into ETO.

To access the reports message click on the My Dashboard tab near the top of the ETO screen.



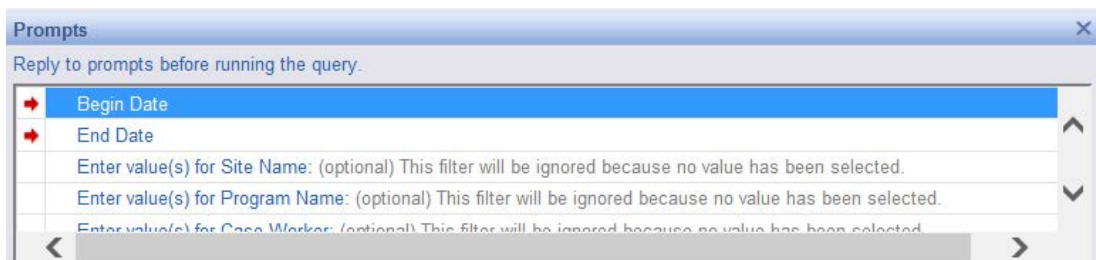
The report messages will be displayed at the top of the dashboard.

Click the link in the message to access all staff reports

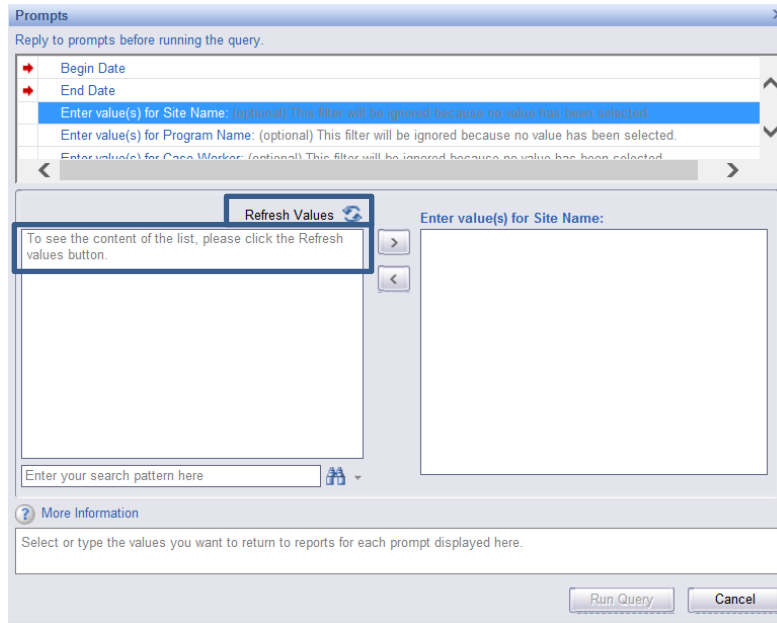


Query Prompts

Once you have clicked the link to the report, you will be prompted to answer a few questions. These questions allow you to define the scope of the report. In order to change any of the information for the questions you will need to click on each question.



If there are no values option available click the **Refresh Values** button. Then move the preferred value to the box on the right hand side using the arrows in the middle or by double clicking the value.



Prompt Questions Examples

- Enter Program Start Date (Start) - this date refers to the date a participant was enrolled into a program (remember there are two enrollment dates: Recruitment and Model Specific). This date is how far back you would like to search for a participant's enrollment date in the program
- Enter Date Taken (Start) - this date refers to the date an assessment or point of service was filled out. This date is when you would like to start your search.
- Enter Program Start Date (End) - this date also refers to the date a participant was enrolled into a program. This date is when you would like to end your search. Participants enrolled up to this date will appear in the report.
- Enter Date Taken (End) - this date refers to the date an assessment or point of service was filled out. This date is when you would like to end your search.

Note: Some reports may require your program and your recruitment program be selected.

After you have answered all the prompts click the "Run Query" button at the bottom right of the window.

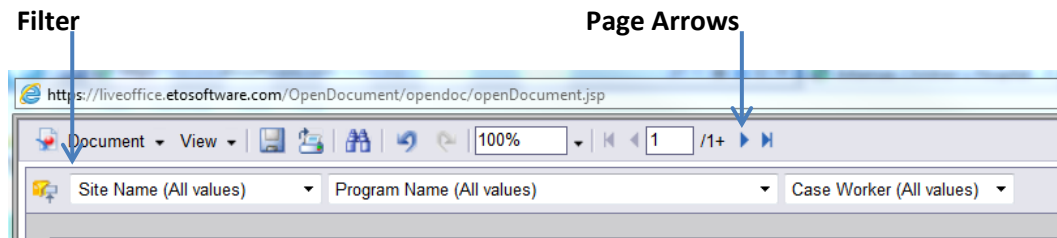
Report Tabs

There will be tabs at the bottom of each report. Click on each tab to see the different data provided. The side bar on the left shows the same tab options and can be minimized by clicking on the small arrow in the middle of the vertical break.



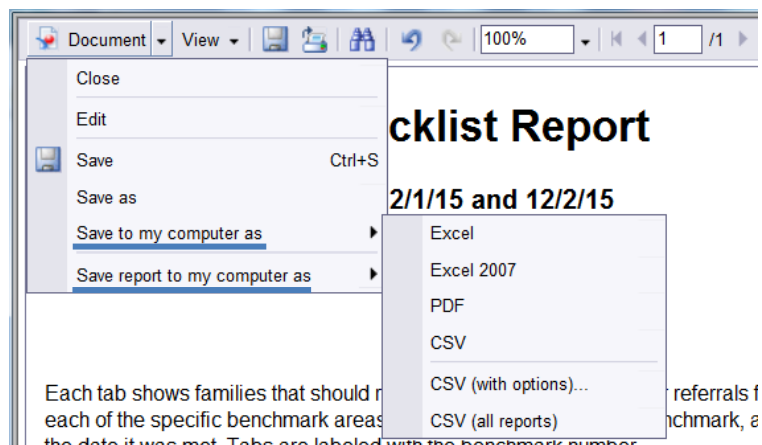
Filters and page arrows

Filter options are at the top of each report tab. These filters allow you to choose the participant relationship type (Primary Caregiver or Target Child 1, 2, 3, or 4), what program you want to view (if you have access to view more than one program), and for which Caseworker you would like to view the information. Each report has its own filters. The filters must be adjusted for each report tab, and filter options vary by report. Notice the left and right arrows, just above the filters, that allow you to page through the report or jump to the beginning or the end of the report.

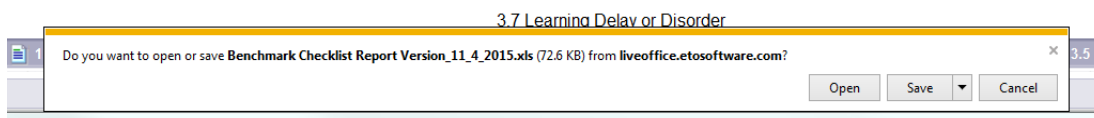


Printing and Exporting

- Step 1** Click the Document button in the top left of the report
- Step 2** Click *Save to my computer as* or *Save report to my computer as*
Save to my computer as-Saves the whole report including all tabs
Save report to my computer as- Saves on the current tab
- Step 3** Choose Excel or PDF



- Step 4** Look to the bottom of the screen and click open



Dashboard Reports

➤ **Benchmark Checklist Report Version: 11/4/2015**

The Begin and End dates that you enter will pull in only participants who were active during that date range. You will not need to enter a site name or program name. The report is already scoped to show only your model site and model program. You can enter a caseworker if you wish to refine the report more.

What is in this report?

- Instructions explaining the color coding in the report tabs
- Instructions on what is being counted in each report tab
- Separate report tabs for each benchmark on the MIECHV Benchmark Checklist
 - Plus one extra report tab on depression education and referrals
 - Each tab states the reason participants are in the report

How can this report help me?

- Identify participants who have met the benchmarks
- Identify participants who have not met the benchmarks but still have time to receive education or a referral
- Identify participants who have not met the benchmarks due to lack of education/lack of a referral or these were not done on time

➤ **Capacity Report**

Enter the current date into the Begin and End Date prompts. You will not need to enter a site name or program name. You will not need to enter a site name. The report is already scoped to only show your model site and model program.

What is in this report?

- Number of currently active families

How can this report help me?

- Make sure your program is meeting capacity deliverables

➤ **Days Since Last HV**

Enter the current date into the Begin and End Date prompts. You will not need to enter a site name or program name. You will not need to enter a site name. The report is already scoped to only show your model site and model program.

What is in this report?

- Shows all active participants in the date range provided
- Date of last home visit recorded in ETO
- Number of days from last home visit to current date

- Participants with no assessment recorded in ETO and number of days since enrollment

How can this report help me?

- Ensure that participants are currently receiving home visits
- Help to determine if participants not to be dismissed

➤ ***Data Quality Report (With Referrals) – No Recruitment (Active)**

The Begin and End dates that you enter will pull in only participants who were active during that date range. You will need to enter a site name, but will not need to enter a program name. The report is already scoped to only show your model program and will exclude the recruitment program.

What is in this report?

- Basic demographics
- Family composition
- Model program history
- Assessments completed
- Points of service completed
- All referrals

How can this report help me?

- Complete a basic review of all active participant or past participants
- Keep caseloads up-to-date
- Make sure all family members are entered or that expected delivery dates are entered
- Ensure program start and end dates are correct
- Ensure all assessments are up-to-date
- Ensure all points of service are up-to-date
- Ensure all referrals are up-to-date

➤ ***Coordinator: Retention Plus Services**

The Enter Program Start Date (Start) and Enter Program Start Date (End) dates that you enter will pull in only participants who started the program during that date range. You will need to enter a site name for this report. You will also need to enter your program name and the name of your recruitment program.

What is in this report?

- Home visit counts
- Averaged home visits per month based on total number of home visits
- Currently active or dismissed model program and recruitment
- Days in program

How can this report help me?

- Ensure participants are getting the correct amount of home visits
- Ensure participants are being dismissed from recruitment

➤ ***Coordinator: Family Services by Caseworker**

The Begin and End dates that you enter will pull in only home and group meetings that were recorded during that date range. You will need to enter a site name and program name.

What is in this report?

- Counts of home and group visits
- Dates of home visits
- Home and group visit time lengths
- Travel times for visits

How can this report help me?

- Ensure that visits meet the required length of time
- Calculate travel times
- Ensure all visits have been entered by correct dates

➤ ***Family Referrals by Caseworker**

The Enter Referral Date (Start) and Enter Referral Date (End) dates that you enter will pull in only referrals that were recorded during that date range. You will need to enter a site name.

What is in this report?

- All referrals
- Referrals for depression
- Follow-ups on depression

How can this report help me?

- Ensure that all referrals have been entered in to ETO
- Ensure that follow-ups to depression referrals have been entered

➤ ***Coordinator: ASQ Report Final**

The Enter Date Taken (Start) and Enter Date Taken (End) dates that you enter will pull in only assessments that were recorded during that date range. You will need to enter a site name and program name.

What is in this report?

- ASQ-3 assessments
- Categories and Scoring (White, Grey, Black)

How can this report help me?

- Review ASQ-3 scores for participants
- Review all ASQ-3 assessments for a participant in order to observe change over time

➤ ***Coordinator: ASQ Report Final**

The Enter Date Taken (Start) and Enter Date Taken (End) dates that you enter will pull in only assessments that were recorded during that date range. You will need to enter a site name and program name.

What is in this report?

- ASQ:SE assessments
- Categories and Scoring (Below Cut-off, Near Cut-off, Above Cut-off)

How can this report help me?

- Review ASQ:SE scores for participants
- Review all ASQ:SE assessments for a participant in order to observe change over time

➤ **Participant Efforts and Notes with Effort Qualifiers – with filters**

The Begin and End dates that you enter will pull in only points of service that were recorded during that date range. You will need to enter a site name and program name. You can also narrow your search by entering the name of the point of service you are most interested in reviewing.

What is in this report?

- Points of service and the date they were recorded for participants
- Values
- Extra values (Effort Qualifiers)
- Time spent
- Notes

How can this report help me?

- Ensure that all points of service are up-to-date

➤ **Entity Efforts and Notes with Effort Qualifiers**

The Begin and End dates that you enter will pull in only points of service that were recorded during that date range. You will need to enter a site name and program name. You can also narrow your search by entering the name of the Entity Name (staff member) you are most interested in reviewing.

What is in this report?

- Points of service and the date they were recorded for participants
- Values
- Extra values (Effort Qualifiers)
- Time spent
- Notes

How can this report help me?

- Ensure that all points of service are up-to-date