

Help Me Grow Utah Family Database

The family database is used to keep track of all families in our program, the resources they've requested and any follow-up required.

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Page 2: Family Record

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Page 4: Reports that can be generated from the database

Page 5: Example of a report of follow-up items and reminders.

Page 6: Example of an ASQ Report – we can see a child and the multiple ASQs they've completed and on the last page the total number of ASQs administered.

Page 7-20: Section from our intern manual describing the family database usage and protocol.

Help Me Grow Database

Search:

Contacts:

#1 Last Name: 1112 #2 Last Name:
 #1 First Name: #2 First Name:
 Relationship: Mother Relationship:
 Language: English only

Active: Recurring Contact:
 Start Date: 4/17/2010 End Date: 7/1/2010

Address: City: Spanish Fork State: UT Zip: 84660
 Day Phone: Evening Phone: Cell:
 Best Time to Contact: E-mail:

Parent Permission: Permission Date: HMG Worker: Stephaniel Enrollment Form:
 Health Insurance: Medicaid Insurance Note: Double-click the box above to add/remove attachments.

General Notes:
 3/17/2010: called wanting to have a hearing screening done on her 5 month old daughter. Daughter did not pass hearing screening in hospital at birth, but mother felt the baby was hearing

Who is calling:
 Parent

How did family hear:
 Referral from 2-

Initial reason for call:
 Developmental

Demographics:
 Caucasian

Success Story?

-
-
-
-
-
-
-

Pediatrician/ Family Practitioner: 90

Doctor Last Name: McCune First Name: Brian Title: MD Dr. Employer: Utah Valley Pediatrics - Sarat
 Dr. Work Address: 1305 N. Commerce Dr. #2 City: Saratoga Springs State: UT Zip: 84045
 Phone: 801-407-6500 Fax: E-mail:

Child Name	Gender	Birthdate	Age	Age in mo	Early	Adj. Age in mo
girl	F					0
* <input type="button" value="Add"/>						

Record: 1 of 3

Children Details

Gaps	Notes
* <input type="button" value="Add"/>	

Record: 1 of 1

Barrier	Notes
* <input type="button" value="Add"/>	

Record: 1 of 1

Family Referrals:

Issue	Referral	ASQ M	Ref. Date	Follow-up	Why Follow-up	Done	Notes	HMG Contact	Outcomes
Other	Close File		7/1/2010	7/1/2010	File Closed	<input checked="" type="checkbox"/>	File closed, unable to contact	RobinL	No response from family
Other	Close File		5/10/2010	5/10/2010	Still interested?	<input checked="" type="checkbox"/>	Called 2x and never returned calls-RobinL	RobinL	No response from family
Hearing	Other		3/17/2010	3/24/2010	Connected to Referral?	<input checked="" type="checkbox"/>	UVRMC Hearing Screening Program-LM re imptc of hearing	RobinL	No response from family
Hearing	BYU Comprehensive Clinic 801-422-7759		3/17/2010	3/24/2010	Connected to Referral?	<input checked="" type="checkbox"/>		RobinL	No response from family
* <input type="button" value="Add"/>						<input type="checkbox"/>			

Record: 1 of 4

Help Me Grow Child Record

- All the children are listed for the #1 Name person
 - Press the "next" and "previous" child to get to the right child
 - Edit the data, press "Return" when done

#1 Name:

Monitoring by HMG:

ASQ: (green = AAP) ASQ/SE:

[Return](#)

[Print Child Information](#)

Child's Name: [Next Child](#)
[Previous Child](#)

Notes on this child:

Birthdate:
 Age:
 Age in months:
 Weeks Early:
 Adj. Age in months:
 Monitoring:

2:	<input type="checkbox"/>	22:	<input type="checkbox"/>	6:	<input type="checkbox"/>
4:	<input type="checkbox"/>	24:	<input type="checkbox"/>	12:	<input type="checkbox"/>
6:	<input type="checkbox"/>	27:	<input type="checkbox"/>	18:	<input type="checkbox"/>
8:	<input type="checkbox"/>	30:	<input type="checkbox"/>	24:	<input type="checkbox"/>
9:	<input type="checkbox"/>	33:	<input type="checkbox"/>	30:	<input type="checkbox"/>
10:	<input type="checkbox"/>	36:	<input type="checkbox"/>	36:	<input type="checkbox"/>
12:	<input type="checkbox"/>	42:	<input checked="" type="checkbox"/>	48:	<input type="checkbox"/>
14:	<input type="checkbox"/>	48:	<input type="checkbox"/>	60:	<input type="checkbox"/>
16:	<input type="checkbox"/>	54:	<input type="checkbox"/>		
18:	<input type="checkbox"/>	60:	<input type="checkbox"/>		
20:	<input type="checkbox"/>				

Letters to parents: [Preview](#)

- First time ASQ user
- Subsequent ASQs
- First time ASQ user (Spanish)
- Subsequent ASQs (Spanish)

ASQ's Received:

Type	Month	Date Completed	Date Scored	ASQ Online	Sent to Provider	Score	Notes on the Score	
ASQ	42	1/12/2012	1/20/2012		2/3/2012	Gray	gray in comm and personal social	0(1)
*								0(0)

Records: 1 of 1

Child Referrals:

Issue	Referral	ASQ	Ref. Date	Follow-up	Why Follow-up	Done	Notes	HMG Cont	Outcomes
General Development/ASQ3	ASQ	48	2/3/2012	4/1/2012	Verify HMG ASQ receipt	<input type="checkbox"/>		DeborahW	
General Development/ASQ3	ASQ	48	2/3/2012	3/20/2012	Send ASQ	<input type="checkbox"/>		ASQ Intern	
Follow-up	Alpine Assessment Center 801-717-4835		2/6/2012	3/1/2012	Connected to Referral?	<input type="checkbox"/>		DeborahW	
Communication	Alpine Assessment Center 801-717-4835		2/6/2012	2/6/2012	Relay Information	<input checked="" type="checkbox"/>		DeborahW	Information received by client
Follow-up	Nebo School District Preschool 801-491-2165		2/3/2012	2/6/2012	Connected to Referral?	<input checked="" type="checkbox"/>	family moved to orem - give apline information.	DeborahW	Child situation changed
Communication	Nebo School District Preschool 801-491-2165	42	2/3/2012	2/3/2012	Relay Information	<input checked="" type="checkbox"/>		DeborahW	Child situation changed
General Development/ASQ3	Activities, ASQ3 Activities	42	2/3/2012	2/3/2012	Relay Information	<input checked="" type="checkbox"/>		DeborahW	Information received by client
General Development/ASQ3	ASQ	42	2/3/2012	2/3/2012	Give ASQ Results	<input checked="" type="checkbox"/>		DeborahW	HMG complete
Follow-up	ASQ	42	1/9/2012	1/16/2012	Verify HMG ASQ receipt	<input checked="" type="checkbox"/>		DeborahW	Received service
General Development/ASQ3	ASQ	42	12/6/2011	1/6/2012	Verify HMG ASQ receipt	<input checked="" type="checkbox"/>	left message	DeborahW	HMG complete
General Development/ASQ3	ASQ	42	12/6/2011	12/6/2011	Send ASQ	<input checked="" type="checkbox"/>	Include enrollment form	EmilyM	HMG complete

Records: 8 of 11

Reports

- Specify a from and to date (leave blank for all)
- Select the report criteria and report type.
- Then press "Print" or "Preview" buttons

Active only:

City:

School District:

HMG Worker:

From Date:

To Date:

Return

Preview

Print

Export

Families:

- List of Families
- List of Families (by zip code)
- List with e-mail addresses
- List by doctor:
- Success Stories
- List of Families (with enrollment form)
- List of Families (for the survey)

Children:

- ASQ Report
- ASQ/SE Report
- ASQ Report by Family Name
- ASQ Report by month (all)
- ASQ Report by month:
- Monitor HMG Report
- Families and Children - Family Events

Family Referrals:

- All
- Not Done
- Sorted by referrals
- Sorted by referrals, with outcomes
- Sorted by worker
- Sorted by worker, not done
- By Issue:

Child Referrals:

- All
- Not Done
- Sorted by referrals
- Sorted by referrals, with outcomes
- Sorted by worker
- Sorted by worker, not done
- By Issue:

Family and Child Referrals:

- Counts by Referral Name/Outcomes, for:
- Counts by Referral Name/Outcomes (all)
- Counts by Referral Name/Outcomes (all, referrals only)

Error Checking (items not in "Defined List*"): (uses the "Active only" option)

- Family Referrals with "Outcomes"
- Family Referrals with "Referred to"
- Family Referrals with "Why Follow-up"
- Family with "How Did They Hear "
- Child Referrals with "Outcomes"
- Child Referrals with "Referred to"
- Child Referrals with "Why Follow-up"
- Child ASQ Records (w/form, w/date)

Worker	Family/Child Name	Type	Why	Referral Date	Done	Notes	Follow-up Date
BarbaraL							
			Send ASQ	14-May-12	<input type="checkbox"/>		14-Feb-12
			Send ASQ	05-May-12	<input type="checkbox"/>		11-May-12
		TC	Send ASQ	13-Jan-12	<input type="checkbox"/>		01-May-12
			Send ASQ	02-Feb-12	<input type="checkbox"/>	Mom moved but still interested in receiving the ASQ MOVED to Brigham City	08-May-12
		Letter	2nd ASQ screening	03-Feb-12	<input type="checkbox"/>	Talked with mom and she will rescreen in about a month, and she will resend back in one month.	24-Feb-12
		Letter	Send ASQ	25-May-12	<input type="checkbox"/>	Son in HS during the school year may need more resources for the summer	25-May-12
			Send ASQ	13-Jan-12	<input type="checkbox"/>	Just sent out ASQ for mom use only , don't followup just set up for next ASQ-48	16-May-12
			Connected to Referral?	06-Jan-12	<input type="checkbox"/>	Michele Thompson	09-Jan-12
			Connected to Referral?	06-Jan-12	<input type="checkbox"/>	LDS Special Needs Primary 801-836-0244	09-Jan-12
			Connected to Referral?	06-Jan-12	<input type="checkbox"/>		09-Jan-12
			Connected to Referral?	06-Jan-12	<input type="checkbox"/>		09-Jan-12
			Connected to Referral?	06-Jan-12	<input type="checkbox"/>		09-Jan-12

of referrals: 12

ASQ Report

Report run: Feb 7, 2012

Family Name	Child's Name	Calc. Age (months)	ASQ: 2	4	6	8	9	10	12	14	16	18	20	22	24	27	30	33	36	42	48	54	60
		45.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		40.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		50.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		45.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		11.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		65.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		22.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		47.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		42.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		8.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		11.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		65.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		65.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		13.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		44.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		53.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		11.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		41.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		8.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		21.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		25.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		15.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Family Name	Child's Name	Calc. Age (months)	ASQ: 2	4	6	8	9	10	12	14	16	18	20	22	24	27	30	33	36	42	48	54	60
		21.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		41.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total number of children: 362			42	46	38	33	18	23	33	31	27	32	26	25	43	27	34	21	43	25	23	16	33

Total number of ASQ's 639

Average ASQ's per child: 1.8

- Based on the family's needs and what the ASQ has shown, we use Volunteer Solutions (our online resource database) to find appropriate resources which we give to them.
- Depending on the family we follow-up with them to see if the resource was a match!

Care Coordination

When families contact us, we need to get basic information from them so that we can find the best answer for their concern.

- Always have the **Family Database** open to record their information and referrals made so that we can follow up with them.
- Always be signed in to your admin account on **Volunteer Solutions** so that you can search the information we have to find answers to their questions.
- Feel free to discuss any question a family might have with Barb or Robin to get ideas of what are good referrals to make to a family.
- Always give information to the family that they would need to have when they call.

Family Database

The Family Database is where all of our family contact information is kept. It is how we follow the progress of the child and helps us to have reliable follow-up to make sure that a family doesn't fall through the cracks.

Family Record Information

The screenshot shows the Microsoft Access interface for the 'Families - Microsoft Access' database. The main form is titled 'Help Me Grow Database' and contains several sections:

- Search box:** Located at the top center, containing a search field and buttons for 'Find', 'Next', 'Show Active', 'Show All Items', and 'Previous'.
- Caller Info Red Box:** A red-bordered box on the right side containing fields for 'Who is calling:', 'How did family hear:', 'Initial reason for call:', 'Demographics:', and 'Success Story?'.
- Referral/Parent Info:** Fields for '#1 Last Name:', '#1 First Name:', 'Relationship:', and 'Language:'.
- General Contact Info:** Fields for 'Address:', 'City:', 'State:', 'Zip:', 'Day Phone:', 'Evening Phone:', 'Cell:', and 'E-mail:'.
- Parent Permission Section:** Fields for 'Parent Permission:', 'Permission Date:', 'HMG Worker:', 'Enrollment Form:', 'Health Insurance:', and 'Insurance Note:'.
- Doctor Info:** Fields for 'Doctor Last Name:', 'First Name:', 'Title:', 'Dr. Employer:', 'Dr. Work Address:', 'City:', 'State:', 'Zip:', 'Phone:', 'Fax:', and 'E-mail:'.
- Child Info:** A table with columns for 'Child Name', 'Gender', 'Birthdate', 'Age', 'Age in mo', 'Early', 'Adj. Age', and 'Referral'.
- Family Referral:** A table with columns for 'Issue', 'Referral', 'ASQ', 'Ref. Date', 'Follow-up', 'Type', 'Why Follow-up', 'Done', 'Notes', 'HMG Contact', 'Connec', and 'Outcom'.
- Children Details:** A table with columns for 'Gaps' and 'Notes'.
- Barrier:** A table with columns for 'Barrier' and 'Notes'.
- Buttons:** 'Add', 'Exit', 'Add', 'Delete', 'Reports', 'Define Lists', 'Totals', and 'Print Family Information'.

Search Box: This is where you search for families. It's best to search by last name and then click the "find" button.

Referral/Parent Information: This is where referral's name, relationship, and language preference are recorded. Usually the parent's information is here (mom's info on the left and dad's on the right). However the referral could be from someone besides the caregiver like the grandmother or LDS family services.

Contact Information: Make sure to gather as much information as possible, especially, email and phone number so that we have multiple ways of contacting the family. Some of these families are very transient and we need to have more than one way to contact them.

Parent Permission Section: Checking this box and selecting a date means that the parent has given us permission to send ASQ results to their primary care provider and discuss any concerns with any other professionals as needed. When we open a new record we need to get this permission from the parent through an enrollment form and signature. We attach a scanned copy of the enrollment form in the box titled "Enrollment Form." "HMG Worker" to the left is the person that first added the file and talked to the family. "Health Insurance" is to select their type of health insurance and to the right is an area for more specific insurance notes. Ask what type of insurance they have. Our referrals will change depending on if they have Medicaid or private insurance.

Doctor Information: Here you record their child care provider's information. You cannot type in the information. You must select their doctor from our list under "Select the Doctor." If the doctor is not listed then you must update the list. See below on how to enter in a new doctor under Updating Doctor and Setup Lists.

CHILD Information: This is to put information specific to each child in the family.

Child Name: for each child

Gender: M is Male and F is Female

Birthdate: If we don't have the birthdate but only the age of the child, enter the birthdate as the first of January. For example, if we know the child is two years old, then we would enter 1/1/2009. After the birthdate is entered, the computer will automatically enter the **Age** and **Age in months**.

Early: If a child was premature, enter the amount of weeks early they were born. Then the computer will adjust the age. Then we can send the ASQ appropriate to their stage of development, by the **Adjusted Age.**

Referral: Check this box when there is a referral on a child record, whether it's ASQ monitoring or a community referral.

General Notes Section: The section is used to record how the family came to be in our system, include the date of event or program if needed. Also include today's date and your initials.

Caller Info Red Box: This is how we can keep track of who is calling and why. It is very important to include this information for purposes of funding and validity to the program. If you edit any of the lists, you must let Bruce know in an email.

- Who is calling
- How did family hear
- Initial reason for call
- Demographics- don't have to get this, can guess it for now
- Success Story?

ADD: To add a new family into the database

GAPS AND BARRIERS: While working with a family, if you see any gaps in services or barriers from receiving services, record them here. Select the type of gap or barrier from the list and add any additional notes to the right.

Family Referrals vs. Child Referrals: A family referral is any referral not specific to one of the children, i.e. a parenting class, or a caller that didn't want to give specifics but wanted a referral. Any referral specific to one of the children, including ASQs mailed out, should be recorded on the individual child record.

Entering in a Family or Child Referral:

Issue: Select the genre of concern the family is asking about. Most are self-explanatory; however a few need to be defined:

- Adaptive: selected when we're referring to a disability that requires a machine or apparatus for special care.
- Basic Need: basic needs are food, housing, clothing, etc. Usually a 2-1-1 referral.
- Behavioral: selected when there's a behavioral concern like autism
- Bonding/attachment

- Childcare
- Cognitive (Learning)
- Communication
- Diagnosis: selected when we are making a referral based on a specific diagnosis from a doctor, i.e. referral to CHADD because an individual has been diagnosed with ADHD.
- Education
- Expressive language
- Family Issues: this could be marriage issues, etc.
- Fine Motor
- Follow-up: selected when follow-up is needed to see if the family was connected to a community referral
- General Development: selected when a parent has a basic question about their child's development. Also selected when the referral made is to send out an ASQ.
- General Information: selected when we need to obtain contact or basic information from the family.
- Gross Motor
- Health Insurance
- Health/Medical: any referral that needs to be made to a health professional or resources. The parents takes care of this, we don't make professional referrals.
- Hearing
- Interagency: selected when we speak with other community organizations
- Interoffice: selected when ASQs are transferred from one worker to another in the office. Also used to give reminders to yourself of tasks to do.
- Living Conditions: questions or concerns about a family's home environment. Usually a 2-1-1 referral.
- Mental Health
- Other
- Parental Education: selected for referrals specific to parenting classes.
- Problem Solving
- Receptive Language
- Social/Emotional
- Vision

Referral: put in the name of the agency or ASQ that we referred to the family. Use only the options in the list. Do not type in a referral. Find one that fits or edit the list to insert your referral under "Define Lists." Referrals that are typed in and not selected from the list are sometimes lost and it makes reports very difficult. Do not select a numbered ASQ, always "ASQ." The numbered ASQs will soon be deleted.

Ref. Date: the referral date is the date you are entering the referral i.e. today's date.

Follow-up: the date that you plan to follow up with the family (i.e. two days, two weeks, or two months)

Type: how you contacted the family, via telephone call (TC), email, fax, letter, home visit (HV), other

Why Follow-Up: indicate why you are following up with the family (to verify if they were connected to resources, to send an ASQ, etc.) Use only the options in the list. If you need to make additional notes, you can do so in the Notes section. A few definitions:

- 2nd ASQ screening: some ASQs are scored and show a delay. Depending on the delay we'll provide activities and re-screen in a few weeks or month to check if there is improvement.
- Connected to referral? Follow-up to see if they contacted the referral.
- File Closed: the final referral when a record is closed.
- Give ASQ Results: selected when the parent needs to be called to give the ASQ score.
- Other
- Parent Assignment: selected when we need to follow-up on any specific assignment made to a parent.
- Relay Information: once research has been done for a family, this is selected to remind us to relay the information to the parent.
- Research: selected when further research needs to be made on a question a parent made or community resource
- Send ASQ
- Scan/Fax to Doctor: reminder to scan the ASQ and fax the results to their health care provider
- Scored ASQ: record when you scored ASQs
- Still Interested? Before a file is closed, we call to check if they are still interested or not.
- *Verify family ASQ receipt:* selected when we call the family to verify that they received the ASQ in the mail.

- **Verify Family Information:** when following up on basic contact information
- **Verify HMG ASQ receipt:** selected when we want to make sure that we've received the ASQ from the family.
- **Verify Improvement:** a follow-up call to see if the child has improved since the last call.

Done: this is the check box to mark if you have done your part of the follow up (i.e. called the family to relay information and referrals, or sent the ASQ)

Notes: to include additional information about the referral so that anyone looking at the child's record can know what needs to be done in follow-up. Always include today's date or the date you completed the task and your initials. Most of the notes should be included here and not in the bigger notes section!

HMG Contact: The name of the person that will be following-up with the family.

Connected: this column will soon be deleted, so don't worry about it.

Outcomes: select options from the list, this will eventually replace the Connected column

CHILD RECORD Information

The screenshot shows the 'Help Me Grow Child Record' form in Microsoft Access. The form is titled 'Help Me Grow Child Record' and includes several sections:

- Contact Name:** A text field for the child's name.
- Birthdate Section:** Fields for Birthdate, Age, Age in months, Weeks Early, and Adj. Age in months.
- ASQ's Received:** A table with columns: Type, Month, Date Completed, Date Scored, Score, Sent to Provider, and Notes on the Score.
- Monitoring by HMG:** A section with checkboxes for ASQ (green = AAP) and ASQ/SE, followed by a grid of checkboxes for months 2 through 60.
- ASQ Box:** A section with checkboxes for 'First time ASQ user' and 'Subsequent ASQs'.
- Return:** A button to return to the previous screen.
- Letters to Parents:** A section with a 'Preview' button.
- Print Child Information:** A button to print the child's information.

ASQ's Received: Here we record only the ASQs that have been returned to us from the families.

Type: Select whether or not it was an ASQ-3 or ASQ-SE

Month: Select the ASQ month

Date Completed: Date the parent completed the ASQ

Date Scored: Date we scored the ASQ

Score: The predominant score color. If there is one domain in gray, select Gray as the score and say for example, "gray in communication" in the notes section. Even if the score is all white except for one area in gray or black, select the score color as gray or black. Then specify in the notes.

Sent to Provider: Date when the ASQ summary (results) sheet was faxed to the pediatrician

Notes on the Score: Any additional notes on the score, like “perfect score”

Paper Clip Sign: Where to attach a scanned copy of the ASQ with the score sheet

Birthdate section: This information will update automatically from the “Child Info” on the first page of the record.

Contact Name: This is the first contact name on the first page of the record. This will come up automatically. So will the Child's name.

Next/Previous Child: These buttons are used to go back and forth between the children's records of the family.

Monitoring by HMG: This is checked whenever this is a child referral, i.e. ASQs and community referrals.

ASQ Box: When we received a completed ASQ back from a family, the ASQ month needs to be checked off. The months colored in green stand for the American Academy of Pediatrics' schedule for completing the ASQ. When a child shows normal development we don't need extra monitoring, we therefore follow the AAP schedule for that child. The ASQ's Received section and ASQ Box section should always match.

Letters to Parents: Check the box of the letter you would like to send, press the Preview button which shows the letter with the parent's name, and then print it.

First time ASQ user: When we send out the first ASQ, we include this letter to the caregiver.

Subsequent ASQs: When we send out any ASQ after the first one, we include this letter to the caregiver.

Return: Click this button to return to the first page of the record.

Things to remember

- Sometimes we get calls from agencies calling in behalf of a client. They usually will not release the name of their client to you. In these situations, use the Clinic List and Follow-up Database.

- Always fill out the “Who is calling?” Section!
- Unless a family doesn't want us to contact them again, **WE MUST always include a referral that isn't marked “Done.”** Otherwise that family will never come up on our weekly reports and therefore we won't follow up with them.
- Always keep a record detailed enough so that a worker unfamiliar with the family situation would be able to see what has been done to help that family.
- Use the “ASQ Intern” as the HMG Contact anytime we need to send out an ASQ. Feel free to use your own name if you plan on sending out the ASQ yourself that same day.

Specifics on How to Enter Family/Child Referrals

For every phone call and action taken, a referral line needs to be entered. Here are examples with the correct format to follow:

Regular ASQ Monitoring:

The following are the steps to record an ASQ under Child Referrals. You make a line when the ASQ is sent, to verify it's received, when it's scored, to give the results to the parents, and then to start over again.

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contz	Connected	Outcomes
General Development	ASQ	27	7/28/2011	9/19/2011	Letter	Send ASQ	<input type="checkbox"/>	Include enrollment form for doctor permission.	MiriamC	<input type="checkbox"/>	
General Development/AS	ASQ	24	7/27/2011	7/28/2011	TC	Give ASQ Results	<input checked="" type="checkbox"/>	Mother doesn't have ques or concerns, happy about score.	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	24	7/27/2011	7/27/2011	Other	Scored ASQ	<input checked="" type="checkbox"/>		CourtneyH	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	24	7/26/2011	7/27/2011	TC	Verify HMG ASQ receipt	<input checked="" type="checkbox"/>	HMG received ASQ.	CourtneyH	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	24	7/8/2011	7/26/2011	TC	Verify HMG ASQ receipt	<input checked="" type="checkbox"/>	Left message. 7/26/11 MC	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	24	6/17/2011	7/8/2011	TC	Verify HMG ASQ receipt	<input checked="" type="checkbox"/>	Left message. 7/8/11 MC	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	24	6/17/2011	6/17/2011	Letter	Send ASQ	<input checked="" type="checkbox"/>		MiriamC	<input type="checkbox"/>	Referral complete

Community Referrals:

When community referrals are given, a line needs to be entered for every single one. Relay information is put in the "Why Follow-up" column. Then a follow up line should be entered for each community referral to see if the family was connected. When more than one community referral needs to be followed up on like in the situation below, you must record every time you call. But this only needs to be done for one community referral. The other referral can just have the date of follow-up changed until the family is reached or until they're connected. When ASQ3 activities or Informational Resources are given as a referral, the process is the same.

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contact	Connec	Outcome:
Parental Education	Utah Parent Center 801 272 1051, 800 468 1160		7/7/2011	8/1/2011	TC	Connected to Referral?	<input type="checkbox"/>	Also get daughter's name	MiriamC	<input type="checkbox"/>	
Follow-up	Utah Parent Center 801 272 1051, 800 468 1160		5/23/2011	7/19/2011	TC	Connected to Referral?	<input checked="" type="checkbox"/>	Mom says received info but has not had time to	RobinL	<input type="checkbox"/>	No follow through by
Follow-up	Utah Parent Center 801 272 1051, 800 468 1160		6/1/2011	7/7/2011	TC	Connected to Referral?	<input checked="" type="checkbox"/>	Called, left message 7/7/11 MC	MiriamC	<input type="checkbox"/>	Client cannot be
Follow-up	Utah Parent Center 801 272 1051, 800 468 1160		5/18/2011	5/23/2011	Email	Connected to Referral?	<input checked="" type="checkbox"/>	She's been out of town but will call resources	RobinL	<input type="checkbox"/>	No follow through by
Follow-up	CAST For KIDS		5/23/2011	8/1/2011	TC	Connected to Referral?	<input type="checkbox"/>		MiriamC	<input type="checkbox"/>	Referral complete
Parental Education	CAST For KIDS		5/23/2011	5/23/2011	Email	Relay Information	<input checked="" type="checkbox"/>		RobinL	<input type="checkbox"/>	Referral complete
Parental Education	Utah Parent Center 801 272 1051, 800 468 1160		5/18/2011	5/18/2011	Email	Relay Information	<input checked="" type="checkbox"/>	Emailed Utah Parent Center resource.	AmandaM	<input type="checkbox"/>	Referral complete
Interoffice	Interoffice		5/18/2011	5/18/2011	Email	Research	<input checked="" type="checkbox"/>	Research resources for disabled daughter.	AmandaM	<input type="checkbox"/>	Referral complete

Interoffice:

Interoffice is used when ASQs are exchanged within the Help Me Grow office. For example, an ASQ is given to Robin because it's in the black. An Interoffice line is a reminder to yourself to scan and fax the ASQ in the future. Interoffice helps us keep track of ASQs and ensures that families aren't lost when they're exchanged between Help Me Grow representatives. Interoffice is also used to give reminders to yourself of any tasks to be do. For example, when you need to follow up with a family to "Verify Family Information" you would use Interoffice.

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contz	Connected	Outcomes
Interoffice	Interoffice		6/30/2011	7/8/2011	Fax	Scan/Fax to Doctor	<input checked="" type="checkbox"/>		MiriamC	<input type="checkbox"/>	Referral complete

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contact	Connec	Outcome:
Interoffice	Interoffice		4/20/2011	4/20/2011	TC	Verify Family Information	<input checked="" type="checkbox"/>	Wants a home visistor.	MiriamC	<input type="checkbox"/>	Referral complete

Interagency:

Interagency is used when Help Me Grow call another agency. Below HMG called PEIP to give a referral and make sure they were a good match for a family. Make sure to follow up.

Follow-up	PEIP 801-852-4525 (Ben)		7/8/2011	7/29/2011	TC	Connected to Referral?		DeborahW			
Interagency	PEIP 801-852-4525 (Ben)		7/8/2011	7/8/2011	TC	Relay Information	<input checked="" type="checkbox"/>	Called PEIP, gave family info, will call her in Spanish.	MiriamC	<input type="checkbox"/>	Referral complete

Close file:

When a family is not interested in HMG services or does not respond to our calls, then we enter a Close File line in the Family Referrals. To do so, make sure to enter the Outcome, End date and uncheck active on the first page of the file.

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contact	Connec	Outcome:
Other	Close File		7/5/2011	7/5/2011	Other	File Closed	<input checked="" type="checkbox"/>		MiriamC	<input type="checkbox"/>	Parent refused

Still Interested?:

Before a file is closed, we call to check if the family is still interested or not. This is usually the third time we call the family.

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contz	Connected	Outcomes
General Development/AS	ASQ	42	7/7/2011	7/7/2011	TC	Still interested?	<input checked="" type="checkbox"/>	Called but phone said the number has been changed.	MiriamC	<input type="checkbox"/>	Referral complete

CHILD CARE PROVIDER FAMILIES:

When families complete ASQs with their child care provider, protocol is somewhat different. The forms received are scanned and then we call the family to address any concerns or needed community resources. Both the ASQs completed by the parent and child care provider are scanned, faxed and recorded. Any resources or activities given are recorded. Last, a follow up line is created to make sure ASQ monitoring continues. See the example below.

ASQ's Received:

Type	Month	Date Complete	Date Scored	Score	Sent to Provider	Notes on the Score	
ASQ	2	6/22/2011	6/28/2011	Black		Black in gross motor, Gray ir	0(1)
ASQ	2	6/15/2011	6/28/2011	Gray	6/30/2011	Borderline gray in communic	0(1)
*							0(0)

Record: 14 1 of 2 No Filter Search

Child Referrals:

Issue	Referral	ASQ	Ref. Date	Follow-up	Type	Why Follow-up	Done	Notes	HMG Contz	Connected	Outcomes
General Development	ASQ	4	6/30/2011	8/30/2011	Other	Verify HMG ASQ receipt	<input type="checkbox"/>	have we received next ASQ from child care provider?	MiriamC	<input type="checkbox"/>	
General Development/AS	ASQ	2	7/1/2011	7/5/2011	TC	Give ASQ Results	<input checked="" type="checkbox"/>	Address looking to the right concern, mailed	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	Activities, ASQ3 Activities	2	7/1/2011	7/5/2011	TC	Relay Information	<input checked="" type="checkbox"/>	Mailed communication activities 7/5/11 MC	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	2	6/30/2011	7/1/2011	TC	Give ASQ Results	<input checked="" type="checkbox"/>	Called, no answer 7/1/11 MC	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	2	6/30/2011	6/30/2011	TC	Give ASQ Results	<input checked="" type="checkbox"/>	Called, left message. 6/30/11 MC	MiriamC	<input type="checkbox"/>	Referral complete
Interagency	Childcare Resource and		6/30/2011	6/30/2011	TC	Relay Information	<input checked="" type="checkbox"/>	Received both ASQs and parental consent form. Called	MiriamC	<input type="checkbox"/>	Referral complete
General Development/AS	ASQ	2	6/20/2011	6/30/2011	Fax	Scan/Fax to Doctor	<input checked="" type="checkbox"/>	Scanned enrollment form, parental consent form. Faxed	MiriamC	<input type="checkbox"/>	Referral complete

REPORTS

To pull a report, go to "Reports". Types of reports are:

1. All – All referrals ever made
2. Not Done – all referrals that haven't been completed
3. Sorted by Referrals – list of referrals sorted by agency
4. Sorted by Worker – list of referrals both completed or incomplete by worker
5. Sorted by Worker Not Done – list of referrals sorted by worker that are incomplete
6. By Issue-list of referrals by issue

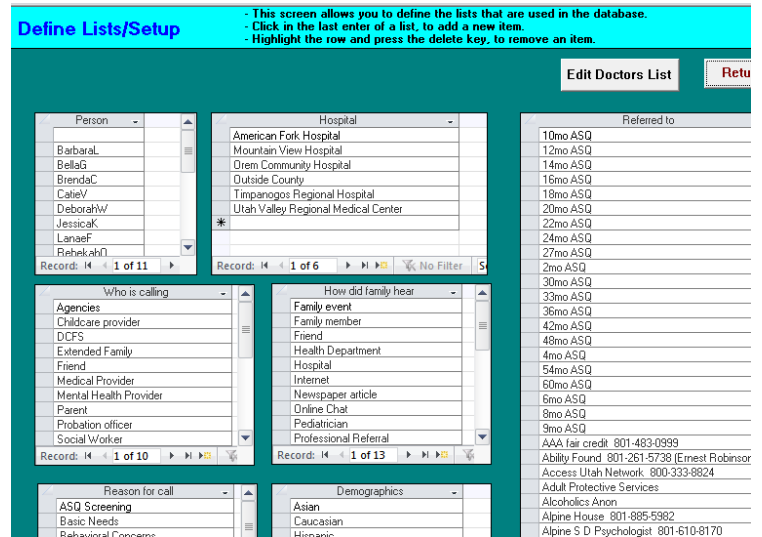
Every week an intern generates a weekly report for Family and Child Referrals. This gives each worker their follow-up assignments for the week.

1. Click the button "Reports"
2. Check the "Active only" box
3. Check the "Sorted by worker, not done" box under Family Referrals
4. Click Preview to preview the report
5. Print report
6. Repeat these steps again but check the "Sorted by worker, not done" box under Child Referrals
7. Distribute reports to appropriate worker

Navigation Pane

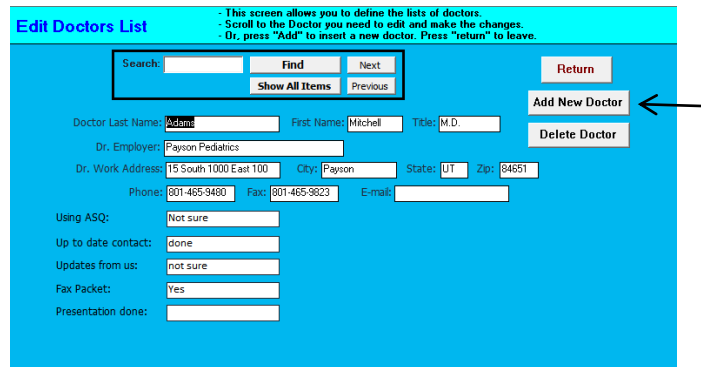
Updating the Define Lists

1. All the drop down menus in the database can be defined to help us stay organized
2. Open the Family Database and click the button "Define Lists"
3. In any box, you can change the lists of information based on what we need to utilize in the database.
4. Make sure to close out of the database and re-open for the changes to be seen.



Updating Doctor List

1. Open the Family Database and click the button "Define Lists"
2. Click on Edit Doctor List
3. Click on Add New Doctor
 - a. To edit a Doctor, search for Doctor, then update his/her information
4. Close out of Microsoft Access and then go back in and the doctor you inserted will show up.



Totals

1. Log into Database, click on Totals
2. Set date parameters
3. We are working on getting these numbers to reflect the date selection.
4. We use this information to generate reports useful for grants and presentations

