

HS-FS Home Visiting Form Sequence 12/16/2022

Client	Visit Type	Forms Used
Pregnant Women	Enrollment	<ul style="list-style-type: none"> ● Informed Consent/Info Release (site specific) ● Client Enter/Edit Screen (demographics some info flows to other forms) ● HS Background Form ● HS Prenatal Form ● HS Prenatal Enrollment Addendum ● Prenatal Visit Encounter Form ● Prenatal Medical Chart Review (2nd tab of encounter form in system)
	Monthly F/U	<ul style="list-style-type: none"> ● Prenatal Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals) ● Prenatal Medical Chart Review Form (Updated each visit) ● Prenatal SCRIPT (As needed, Part of encounter form)
	Post-Pregnancy Follow-Up	<ul style="list-style-type: none"> ● Prenatal Rescreen- Pregnancy Ends ● Encounter Form (Update Prenatal Visit Schedule Table) ● (complete forms before changing client to postpartum in system)
	Exit before end of pregnancy or Other Update	<ul style="list-style-type: none"> ● HS Background Rescreen Form –Exit ● HS Prenatal Rescreen Form-Exit ● HS Background Rescreen Form- Other Major Change ● HS Prenatal Rescreen Form-Other Major Change ● HS Prenatal Rescreen Form- Prenatal Visit
Infant	Enrollment	<ul style="list-style-type: none"> ● Informed Consent/Parent-Guardian Permission Info Release ● Client Enter/Edit Screen (demographics and grant assignment) ● Infant-Child Addendum ● HS Parent/Child Form (birth-18 months) ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated each visit)
	Monthly F/U Through 12 months old (try to visit every 2 weeks through 6 months)	<ul style="list-style-type: none"> ● Infant/Child Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals) ● Infant/Child Medical Chart Review Form (Updated each visit) ● ASQ-3 at months 2,4,6,8,10 ● ASQ-SE2 at month 2, 6
	6 Month	<ul style="list-style-type: none"> ● HS Parent/Child Rescreen Form- 6 month (if applicable) ● ASQ3- 6 month ● ASQ-SE2 6 month

Toddler	1 Yr Old Assessment	<ul style="list-style-type: none"> ● HS-FS 1 Yr Child Assessment (review MICR for Imm status) ● ASQ-3 and ASQ-SE2 12 months ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated at each visit)
	Monthly F/U Through 24 months old	<ul style="list-style-type: none"> ● Infant/Child Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals) ● Infant/Child Medical Chart Review Form (Updated at each visit) ● ASQ-3 at months 14,16,18,20,22 ● ASQ-SE2 at month 18
	18 months	<ul style="list-style-type: none"> ● Grant Assignment- "Close" from Healthy Start ● Parent/Child HRSA Exit Form (if possible)
	2 Yr Old Assessment	<ul style="list-style-type: none"> ● HS-FS 2 Yr Child Assessment (review MICR for Imm status) ● ASQ-3 and ASQ-SE2 24 month ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated at each visit)
	Monthly F/U Through 36 months old	<ul style="list-style-type: none"> ● Infant/Child Visit Encounter Form (completed at each visit, log of lessons delivered, education provided and referrals) ● Infant/Child Medical Chart Review Form (Updated at each visit) ● ASQ-3 at months 27, 30, 33 ● ASQ-SE2 at month 30
	3 Yr Old Assessment	<ul style="list-style-type: none"> ● HS 3 Yr Child Assessment (review MICR for Imm status) ● ASQ-3 and ASQ-SE2 36 month ● Lollipop ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated at each visit)
	Monthly F/U Through 48 months old	<ul style="list-style-type: none"> ● Infant/Child Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals) ● Infant/Child Medical Chart Review Form (Updated at each visit) ● ASQ-3 at month 42 (3 ½)
	4 Yr Old Assessment	<ul style="list-style-type: none"> ● HS 4 Yr Child Assessment (review MICR for Imm status) ● ASQ-3 and ASQ-SE2 48 month ● Lollipop ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated at each visit)
	Monthly F/U Through 60 months old	<ul style="list-style-type: none"> ● Infant/Child Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals) ● Infant/Child Medical Chart Review Form (Updated at each visit) ● ASQ-3 at month 54 (4 ½)
	5 Yr Old Assessment	<ul style="list-style-type: none"> ● HS 5 Yr Child Assessment (review MICR for Imm status) ● ASQ-3 and ASQ-SE2 60 month ● Infant/Child Visit Encounter Form ● Infant/Child Medical Chart Review Form (Updated at each visit) ● Lollipop
Exit	<ul style="list-style-type: none"> ● HS Parent/Child Rescreen Form-Exit 	
Preschooler		

	Or Other	<ul style="list-style-type: none"> ● Program Exit on Client Enter/Edit Screen (change status to exit, close grant assignments, document reason for exit, mark if satisfaction survey was given) ● HS Parent/Child Rescreen Form- Other
Post Partum Mother	Enrollment for New Clients who are Postpartum	<ul style="list-style-type: none"> ● Informed Consent/Info Release (if new to program) ● Client Enter/Edit Screen (demographics and grant assignment) ● Postpartum Enrollment Addendum ● HS Background Form *Only Clients with Child under 18 months ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review (tab on encounter form)
	Already Enrolled client changing from prenatal to postpartum	<ul style="list-style-type: none"> ● HS Background Rescreen Form- Post Pregnancy Follow-up ● HS Postpartum Enrollment Addendum ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review (tab on encounter form)
	Monthly Follow Up (try to visit every 2 weeks through 6 months)	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each visit, log of lessons delivered, education provided and referrals) ● Postpartum Medical Chart Review Form (Updated each visit)
	6 Month Assessment	<ul style="list-style-type: none"> ● HS Postpartum 6 Month Assessment (EPDS) ● HS Background Rescreen- 6 month (enrolled child turns 6 months) ● Postpartum/ICC Visit Encounter Form ● Update Postpartum Medical Chart Review Form
	Monthly Follow Up	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each visit, log of lesson delivered, education provided and referrals) ● Postpartum Medical Chart Review Form (Updated each visit)
	1 Yr Assessment	<ul style="list-style-type: none"> ● HS 1 Yr Postpartum Assessment (EPDS) ● HS Background Rescreen- 1 Year ● PICCOLO ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review Form (Updated each visit)
	Monthly Follow Up	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each visit, log of lessons delivered, education provided and referrals) ● Postpartum Medical Chart Review Form (Updated each visit)
	18 months	*(if possible) HRSA Background Rescreen Form -EXIT (When child turns 18 months and exits HS)
	2 Yr Assessment	<ul style="list-style-type: none"> ● HS-FS Parent Assessment 2 Yr (PHQ-9) ● PICCOLO ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review Form (Updated each visit)
	Monthly Follow Up	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each visit, log of lessons delivered, education provided, and referrals)

		<ul style="list-style-type: none"> ● Postpartum Medical Chart Review Form (Updated each visit)
	3 Yr Assessment	<ul style="list-style-type: none"> ● HS-FS Parent Assessment 3 Yr (PHQ-9) ● PICCOLO ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review Form (Updated each visit)
	Monthly Follow Up	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each visit, log of lessons delivered, education provided and referrals) ● Postpartum Medical Chart Review Form (Updated each visit)
	4 Yr Assessment	<ul style="list-style-type: none"> ● HS-FS Parent Assessment 4 Yr (PHQ-9) ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review Form (Updated each visit) ● PICCOLO
	Monthly Follow Up	<ul style="list-style-type: none"> ● Postpartum/ICC Visit Encounter Form (completed at each monthly visit, log of education provided and referrals) ● Postpartum Medical Chart Review Form (Updated each visit)
	5 Yr Assessment	<ul style="list-style-type: none"> ● HS 5 Yr Mother Assessment (PHQ-9) ● Postpartum/ICC Visit Encounter Form ● Postpartum Medical Chart Review Form (Updated each visit) ● PICCOLO
	Exit or Other	<ul style="list-style-type: none"> ● HS Background Rescreen –Exit or ● HS Background Rescreen – Other Major Change <p>And/ or</p> <ul style="list-style-type: none"> ● Program Exit on Client Enter/Edit Screen (change status to exit, close grant assignments, document reason for exit, mark if satisfaction survey was given)
Father/ Other Responsible Adult	Enrollment	<ul style="list-style-type: none"> ● Informed Consent/Info Release (if new to program) ● Client Enter/Edit Screen (demographics and grant assignment) ● Fathers and Others Enrollment (PHQ-9) ● HS Background Form ● Fathers and Others Visit/Encounter Form ● Father/Other Medical Chart Review Form
	Monthly if Primary Parent; as needed if secondary and education is provided	<ul style="list-style-type: none"> ● Fathers and Others Visit/Encounter Form ● Update Father/Other Medical Chart Review Form (Updated at each visit)
	Annual Assessments (Yr 1 to Yr 5)	<ul style="list-style-type: none"> ● Fathers and Others Annual Assessment (PHQ-9) ● HS Background Rescreen Form ● If Primary- PICCOLO Annually (for a parent of a child who is 1, 2, or 3 years old) ● Fathers and Others Visit/Encounter Form ● Father/Other Medical Chart Review Form

	Exit	<ul style="list-style-type: none"> ● HS Background Rescreen – Exit ● HS Background Rescreen- Other ● Program Exit on Client Enter/Edit Screen (change status to exit, close grant assignments, document reason for exit, mark if satisfaction survey was given)
--	------	--

All Forms above (except Informed consent) are to be entered in HS Data System: forms should be entered into data system within 1 week of the home visit.

Current Version of Forms can be found at:

<http://www.itcmi.org/departments/maternal-and-early-childhood-services/1731-2/program-forms-2/>
password: homevisiting

Other Program Forms: These are forms that do not need to be entered into the on-line database, but are used in your day to day work.

Assessment Due Date Calculators: Optional – these are auto-populated tools that will tell you the due dates of all assessments and forms specific to the individual client based on their birth date and enrollment dates.

Quarterly Report: Required –collect via Survey Monkey- this is a quarterly report and summary of outreach activities, community education and other kinds of activities that are part of your work, but not captured on the client forms that you input into the online system.

Reproductive Life Plan: Required for all postpartum women by 12 months postpartum – the plan is not entered in the data system, but kept in client’s paper chart. The box on the Postpartum /ICC Visit Encounter form should be checked once a RLP is developed and reviewed with the client.

Safety Plan for Domestic violence: Required for all clients who screen positive for domestic violence – the plan – is not entered in the data system, but kept discussed with the client and kept in their paper chart. The box on the appropriate Visit Encounter form (prenatal, postpartum of father/other) should be checked once a safety plan is developed and reviewed with the client. ***Use caution and it is recommended for clients to NOT retain a copy or take one home. Discovery by the perpetrator is likely to endanger them further.

Additional EPDS/PHQ9 Depression Screen: As Needed - Using your professional judgment, any time you feel the need to screen a client for depression outside of or in addition to the depression screening that is built into the routine assessment protocol, you may do so. You use the EPDS form (questionnaire) and also record the screening and results using a Visit/Encounter form

Other Contact Form: Not required - Used to document other contacts with enrolled clients that would not be recorded on a Visit/Encounter form, such as a No Show for appointment, Invite to an activity, Supply distribution, or other case management activities.