

# How to update demographic data in Visit Tracker

Demographic data required by the HVSA 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 used for HVSA reporting is entered in Visit Tracker.



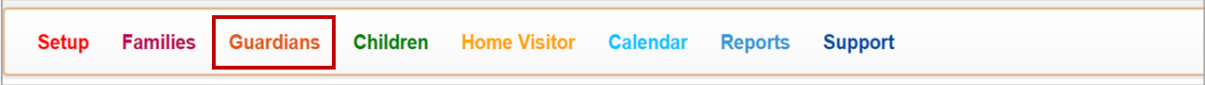
The Guardian Data page includes data entry locations for caregiver date of birth (DOB), ethnicity, race, gender, marital status, and primary language.

### Guardian Data Page

- Date of Birth
- Ethnicity
- Race
- Gender
- Marital Status
- 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 [v] [Q]

- 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.

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

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

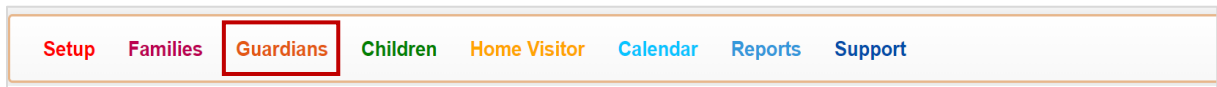
- After completing the form, click "Save" at the bottom of the page.

The remaining caregiver demographic data can be 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:**

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. (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.)



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



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** 👁

<b>Primary Caregiver Medicaid #</b>	Medicaid #	?
<b>Additional Caregiver Medicaid #</b>	Medicaid #	?
<b>Additional Caregiver Separate Household Medicaid #</b>	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.

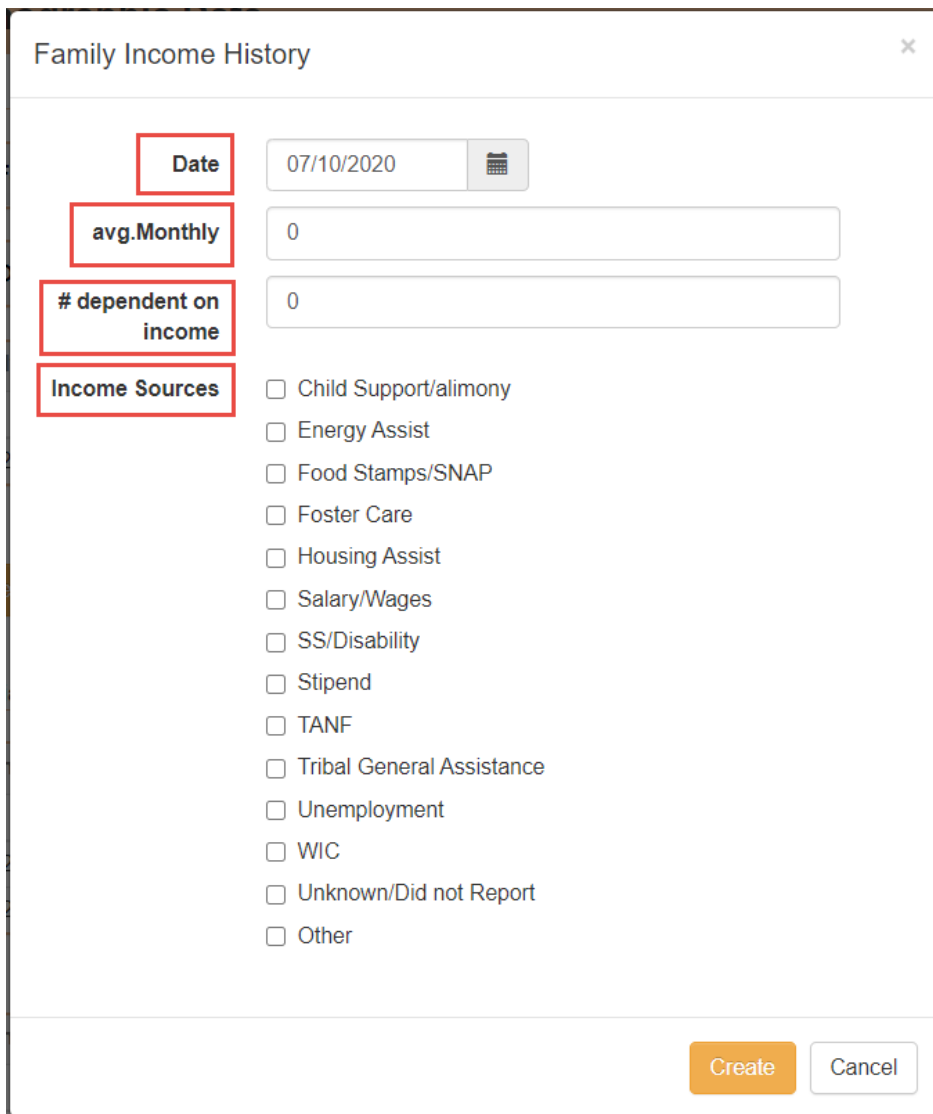
Parent Education History					<a href="#">Add Item</a>
Date	Guardian	Highest Level Attained	Current Status	#hrs/week	
5/15/2019	<a href="#">Primary Caregiver</a>	High School Diploma	Not a student/trainee	0	 
10/23/2018	<a href="#">Primary Caregiver</a>	Less than high school diploma or equivalent	Currently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

To update information on **Household Income**:

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



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.

A screenshot of a form titled "Family Income History" with a close button (X) in the top right corner. The form contains several input fields and a list of checkboxes. The "Date" field is set to "07/10/2020" and has a calendar icon. The "avg. Monthly" field contains "0". The "# dependent on income" field contains "0". The "Income Sources" section has a list of checkboxes: 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, and Other. At the bottom right, there are "Create" and "Cancel" buttons. Red boxes highlight the "Date", "avg. Monthly", "# dependent on income", and "Income Sources" labels.

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.

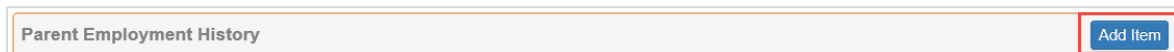
3. Click the "Create" button at the bottom of the menu to save the information.

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

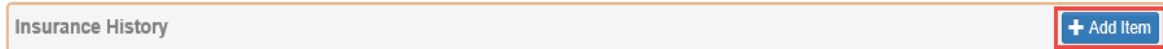
Select Status

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.

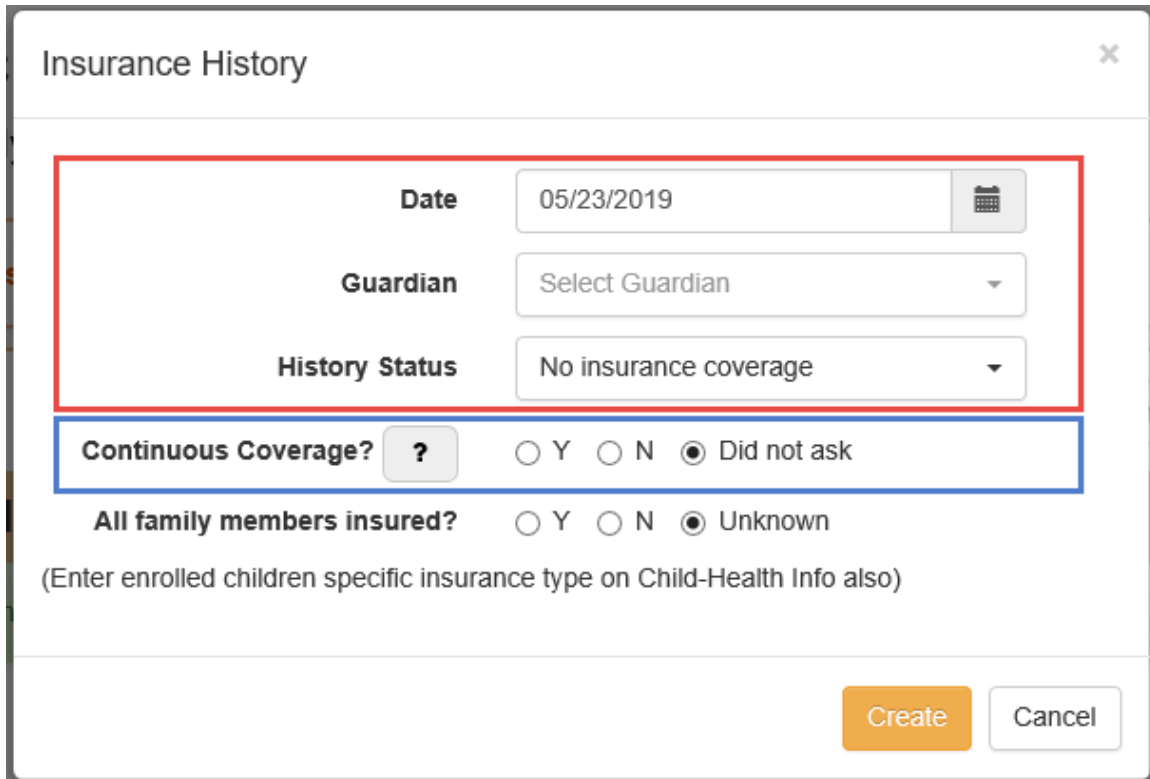
To update information on **Health Insurance Status**:

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** 05/23/2019 

**Guardian** Select Guardian ▼

**History Status** No insurance coverage ▼

**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)

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 child DOB, ethnicity, race, and/or gender, navigate to the Child Data page.

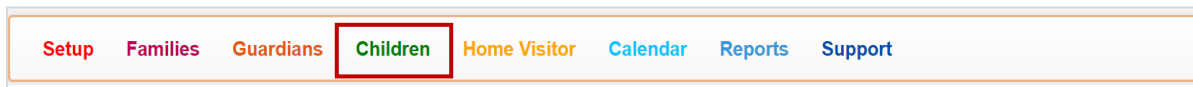
**Child Data Page**

**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.



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



3. 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."

A form for updating child demographic information. It contains several input fields and dropdown menus. The fields are: '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), and 'Race' (Multi race). The 'Birth Date', 'Gender', 'Ethnic Category', and 'Race' fields are highlighted with red boxes.

Note that for race you may select all that apply.

American Indian or Alaskan Native, Blæ ▾

- 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

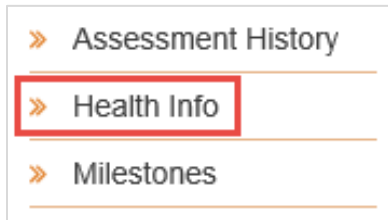
### To update additional child health information:

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

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

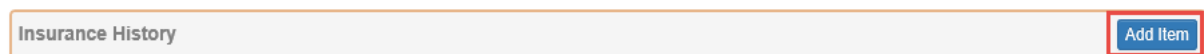
Log Out ↑↓ Child, Born ▾ 🔍

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.

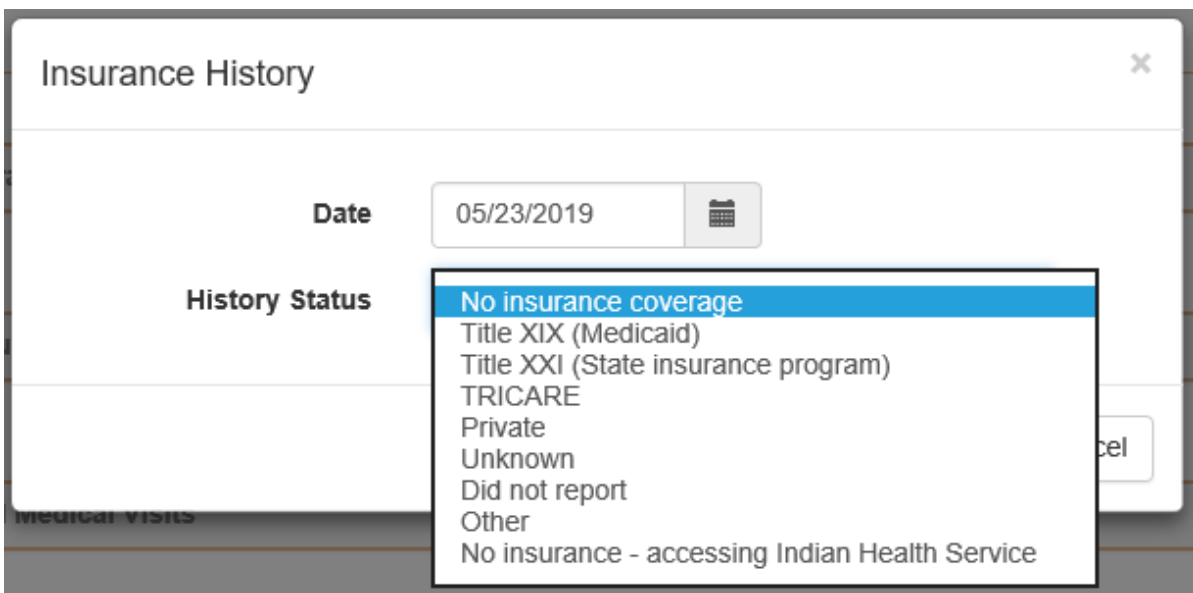


To enter information on the child's **Health Insurance Status:**

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

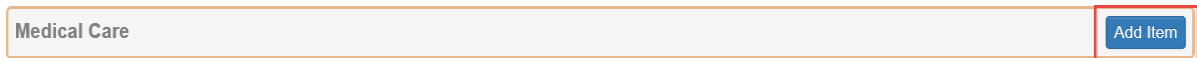


2. Record the date the question was asked, the child's current health insurance status, and click "Create."



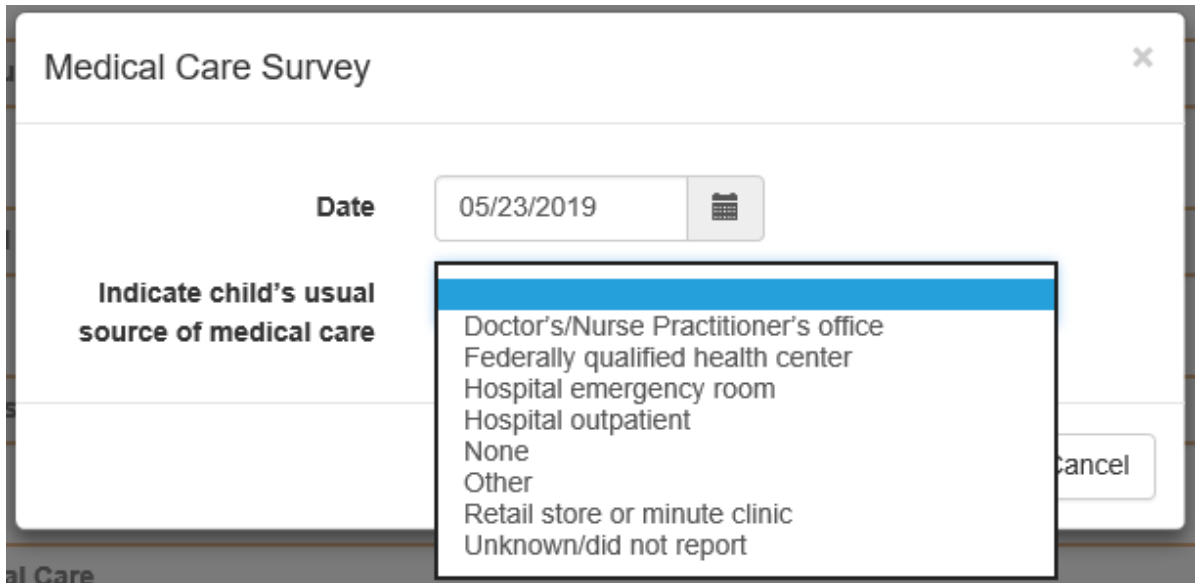
To enter information on **Usual Source of Medical Care:**

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



A screenshot of a form with a text input field containing the text "Medical Care" and a blue button labeled "Add Item" to its right. The text field and button are highlighted with a red border.


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



A screenshot of a "Medical Care Survey" form. The form has a title bar with "Medical Care Survey" and a close button. Below the title bar, there is a "Date" field with the value "05/23/2019" and a calendar icon. Below the date field, there is a section titled "Indicate child's usual source of medical care" with a dropdown menu. The dropdown menu is open, showing a list of options: "Doctor's/Nurse Practitioner's office", "Federally qualified health center", "Hospital emergency room", "Hospital outpatient", "None", "Other", "Retail store or minute clinic", and "Unknown/did not report". The first option is highlighted in blue. To the right of the dropdown menu, there is a "Cancel" button.

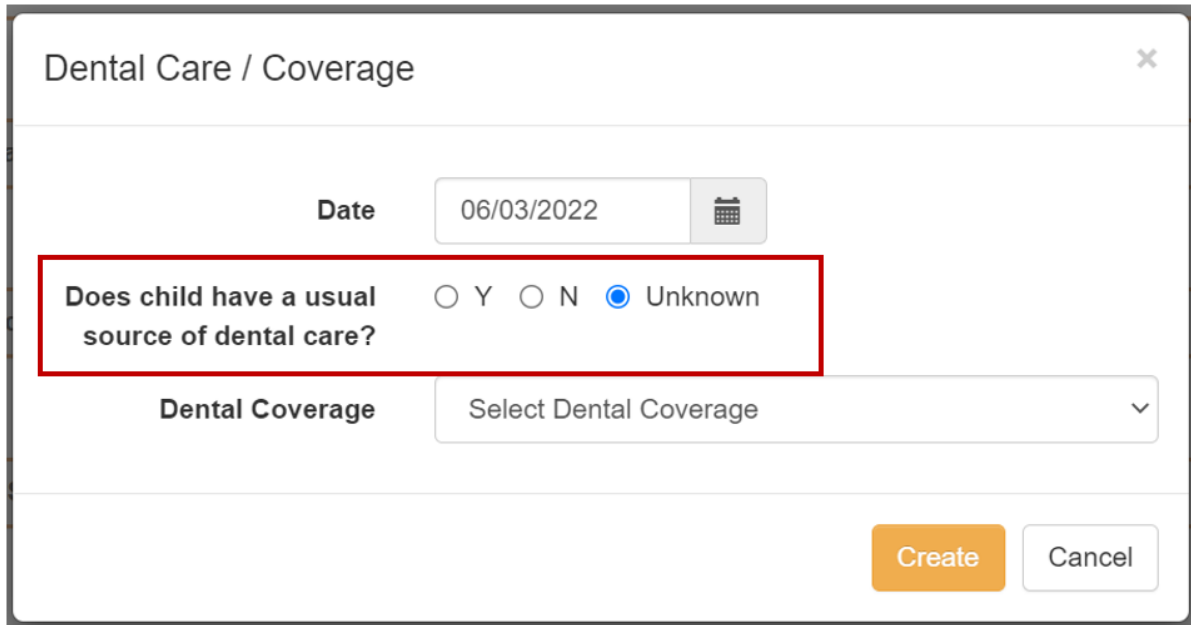
To enter information on **Usual Source of Dental Care:**

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




Dental Care / Coverage Add Item

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



Dental Care / Coverage ×

Date  

Does child have a usual source of dental care?  Y  N  Unknown

Dental Coverage  ▼

Create Cancel

Please reach out to [homevisiting@doh.wa.gov](mailto:homevisiting@doh.wa.gov) with any questions or comments about this guidance.