

# Home Visiting Data Entry Guide

**Roles that Have Access:** Home Visit Manager, Home Visit Supervisor, Home Visitor

The purpose of this document is to provide guidance regarding the data entry across several home visiting records inside of the Hubbe system. The records themselves can be overwhelming as many of them contain fields that are not relevant to your specific program. This guide is meant to inform you of the *required* data points for a **CalWORKS funded home visiting initiative**.

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# Required Data on the Family Record

When creating a "Family Record" there are a handful of fields that are relevant to a Home Visiting Program. The following fields should always be completed when entering Family data:

## **Household ID**

This is a system generated unique identifier for the family. No additional entry is needed for this field, it is fine to leave as is.

## **Household Name**

This is the "name" of the household. Oftentimes this will be the last name of one of the members of the household.

## **CalWORKS Case Number**

The CalWORKS number that has been assigned to the family.

## **Family Size**

The size of the family. Everyone that is included in this household. If there are multiple households, (i.e. divorced parents) do not count them in this household count.

2

Here is an example of a Household Record with the required data fields completed:

# Update Hernandez Family



Household ID

HH16297211

Household Name

Hernandez Family

Primary Contact

Primary Contact Phone Number

Primary Contact Email

Unique Identifier

Family Identification / Case Number (FICN)

CalFresh Case Number

CalWORKS Case Number

1113

FDPIR Case Number

Family Size

3

Initial Subsidized Service Date

07/01/2020

End of Service Date

mm/dd/yyyy

Cancel

Save

# Required Data on the Parent Record

When creating a "Parent Record" there are a handful of fields that are relevant to a Home Visiting Program. The following fields should always be completed when entering Parent data:

**First Name**

This is the first name of the parent/guardian.

**Last Name**

This is the last name of the parent/guardian.

**Parent ID**

This is a system generated unique identifier for the parent. No additional entry is needed for this field, it is fine to leave as is.

**Parent Best Described As**

This is what the parent/guardian is best described as in relation to the child in the household.

**Primary Language**

This is the primary language spoken by the parent/guardian.

**Ethnicity**

This is the Ethnicity of the parent/guardian.

**Race**

This is the Race of the parent/guardian, multiple can be selected.

2

Here is an example of a Parent Record with the required data fields completed:

# Add New Parent



<b>First Name</b> <input type="text" value="Mark"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="Hernandez"/>
<b>Parent ID</b> <input type="text" value="PA001037"/>	<b>Courtesy Title</b> <input type="text" value="None"/>	<b>Designation Title</b> <input type="text" value="None"/>
<b>Professional Title</b> <input type="text" value="None"/>	<b>Unique Identifier</b> ⓘ <input type="text"/>	<b>Parent Best Described As</b> <input type="text" value="Father (biological or adopt)"/>
<b>Parent A or B</b> <input type="radio"/> A <input type="radio"/> B	<b>Head of Household</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Parent Gender</b> <input type="radio"/> Male <input type="radio"/> Female
<b>Is parent a single parent?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Birth Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Highest Education Level</b> <input type="text"/>
<b>Country of Birth</b> <input type="text" value="- SELECT -"/>	<b>State of Birth</b> <input type="text" value="- SELECT -"/>	<b>City of Birth</b> <input type="text"/>
<b>Language (select all that apply)</b> <a href="#">+ Add Language</a> <input type="text" value="- SELECT -"/>	<b>Primary Language</b> <input type="text" value="Spanish"/>	<b>Preferred Language for Messaging</b> <input type="text" value="English"/>
<b>Ethnicity</b> <input type="text" value="Hispanic or Latino"/>	<b>Race (select all that apply)</b> <a href="#">+ Add Race</a> <input type="text" value="× Hispanic"/>	
<b>Home Phone Number</b> <input type="text"/>	<b>Mobile Phone Number</b> <input type="text"/>	<b>Work Phone Number</b> <input type="text"/>
<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred <input type="checkbox"/> Allow	<input type="checkbox"/> Preferred

Activate Windows  
Go to Settings to activate Windows  
Cancel Save

# Required Data on the Child Record

When creating a “Child Record” there are a handful of fields that are relevant to a Home Visiting Program. The following fields should always be completed when entering Child data:

**First Name**

This is the first name of the child.

**Last Name**

This is the last name of the child.

**Student ID**

This is a system generated unique identifier for the child. No additional entry is needed for this field, it is fine to leave as is.

**Date of Birth**

The Date of Birth for the child (or expected Date of Birth)

**Language**

This is the primary language spoken by the child.

**Ethnicity**

This is the Ethnicity of the child.

**Federal Race**

This is the Race of the child.

2

Here is an example of a Child Record with the required data fields completed:

## General Information

### Update General Information ⌵ ✕

<b>First Name</b> <input type="text" value="Abby"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text" value="Hernandez"/>
<b>Student ID</b> <input type="text" value="ST16297213"/>	<b>Unique Identifier</b> ⓘ <input type="text"/>	<b>Preferred Name</b> <input type="text"/>
<b>SSID</b> <input type="text"/>	<b>Date of Birth</b> <input type="text" value="10/04/2021"/> ⓘ	<input type="checkbox"/> <b>Expected Date of Birth?</b> ⓘ
<b>Country of Birth</b> <input type="text" value="- SELECT -"/>	<b>State of Birth</b> <input type="text" value="- SELECT -"/>	<b>City of Birth</b> <input type="text" value="Maple"/>
<b>Weeks Premature</b> ⓘ <input type="text" value="Not Premature or Not App"/>	<b>Birth Certificate Number</b> <input type="text"/>	<b>Date the child was first served in the program</b> <input type="text" value="mm/dd/yyyy"/> ⓘ
<b>QRIS Parent Consent</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Photo/Video Consent</b> <input type="text" value="- SELECT -"/>	

## Demographic Information

### Update Demographic Information ⌵ ✕

<b>Language</b> English <span>⌵</span>	<b>Ethnicity</b> Hispanic or Latino <span>⌵</span>	<b>Federal Race</b> Bi-Racial/Multi-Racial <span>⌵</span>
<b>State Race</b> <span>⌵</span>	<b>Additional State Race</b> N/A <span>⌵</span>	<b>Additional State Race</b> N/A <span>⌵</span>
<b>Additional State Race</b> N/A <span>⌵</span>	<b>Additional State Race</b> N/A <span>⌵</span>	<b>Gender</b> Female <span>⌵</span>

**DRDP-2015 Race categories**  
⌵

**Dual Language Learner**  
 Yes  No

**Is English the only language spoken at the child's home?**  
 Yes  No

**English Language Learner**  
 Yes  No

Cancel Save



# Required Data on the Family Program Assignment

When creating a “Family Program Assignment” there are a handful of fields that are relevant to a Home Visiting Program. The following fields should always be completed when entering a Family Program Assignment:

## **Family Service Program Assignment ID**

This is a system generated unique identifier for the Family Service Program. No additional entry is needed for this field, it is fine to leave as is.

## **Family Service Program**

Select the program that this family will be participating in. If there are no options shown in the drop-down, talk to your manager about setting these up for your program.

## **Enrollment Date**

The Date the the family started in the program.

## **Exit Date (If Applicable)**

The Date the family has exited or will exit the program. If this is not known, leave it blank and come back and enter it when it is known.

## **Funding Type**

Select the Funding source that is tethered to the Family Service Program. If there are no options shown in the drop-down, talk to your manager about setting these up for your program.

## **CalWORKS Client Type**

This is the CalWORKS Client Type for this family.

## **Family Members Participating**

The list of all parents and children that are participating in the program. If there are no names showing in this field, then the records need to be created. See the sections above for entering data for Parents and Children.

## **First Time Parent (All Parents)**

Enter this field for all parents, yes or no if they are a First Time Parent.

## **Mandatory WTW (All Parents)**

Enter this field for all parents, yes or no if they are “Mandatory Welfare-to-Work”.

2

Here is an example of a Family Program Assignment with the required data fields completed:

# Update Household Program Assignment



## Family Service Program

Assignment ID

FS123456

## Family Service Program

CalWORKS Home Visiting Program

Enrollment Date

12/15/2022



Exit Date

mm/dd/yyyy



Funding Type

CalWORKS Home Visiting

CalWORKs Client Type

WTW Eligible

Family Members Participating

Abby Hernandez (child), Mary Hernandez (parent/guardian)

If any children are selected, they will be classified as "under age 3" or "age 3-5" based on provided birth date

Mary Hernandez

First time parent

Yes  No

Mandatory WTW

Yes  No

Cancel

Save

# Required Data on the Home Visit Log

When creating a “Home Visit Log” there are a handful of fields that are necessary for reporting purposes. The following fields should always be completed when entering a Home Visit:

## **Home Visit ID**

This is a system generated unique identifier for the Home Visit Log. No additional entry is needed for this field, it is fine to leave as is.

## **Home Visit Synopsis**

This is a brief summary of the Home Visit. A snapshot of what was accomplished during the visit.

## **Visit Date**

The date that the visit took place

## **Time**

The time that the visit took place

## **Status**

The “status” of the home visit log. The most common status is “Completed” meaning that the visit actually happened. But other statuses are there for cancellations, reschedulings and more.

## **Program Assignment**

This is the program that the family is enrolled in. There will usually only be one option here. If you do not see any option, go back and enroll the family in a Program Assignment. Refer to the section above.

## **Method Of Home Visiting**

This is how the visit was offered, such as in person or via zoom or other methods.

## **Home Visit Staff**

The person who visited the family or completed the “visit”.

## **Attendees Information**

Select all family members that were either present or impacted during the home visit session.

## **Family Member Impacted / Family Member Present**

Check either of these boxes to indicate if the family member is present and/or impacted by the visit.

## **Pregnant Parent**

This is only relevant for Parents, check the box if the mother is present during the time of the visit.

2

Here is an example of a Home Visit Log with the required data fields completed:

## General Information:

### Update Home Visit

[Back](#) Minimum required data: ✔ Complete

Home Visit ID	Visit Status	Home Visit Program *
<input type="text" value="HV001059"/>	<input type="text" value="Completed"/>	<input type="text" value="CalWORKS Home Visiting Program"/>
Visit Date	Method Of Home Visit	
<input type="text" value="10/2/2023"/> <input type="text" value="10:15 AM - 11:30 AM"/>	<input type="text" value="In-Home Visit"/>	
Purpose of Visit	Supervisor Staff	
	<input type="text"/>	

Program Models [+ Add](#)

---

Location

Visit Category (Internal) Internal Notes (0)

Home Visit Synopsis

Home Visit Staff [+](#)

## Attendee Information:

### Attendees Information \* [Add Family Member](#)

Family Member	Pregnant Parent	Present	Impacted
Mary Hernandez (Parent A)	No	Yes	Yes
Abby Hernandez (Student)	No	Yes	Yes

# Required Data on an ASQ Screening

When creating an ASQ Screening for a child, there are a handful of fields that are necessary for reporting purposes. The following fields should always be completed when entering an ASQ:

## **Reviewer Name**

The name of the person who conducted the screening.

## **Type**

The “Type” of ASQ that was administered. This is a custom field, if you do not see options here, speak with your program manager to get it set up.

## **ASQ Version**

The version of the ASQ in months, the system will recommend a version for you based on the child’s Date of Birth and the date the screening was Distributed.

## **Date Distributed**

The date that the screening was Distributed for use.

## **Date Completed**

The date that the screening was actually completed/administered.

## **Date Scored**

The date that the screening was officially scored.

## **Scoring**

When scoring an ASQ, the minimum data required is to enter a “Total” score for each section of the ASQ. For example, on an ASQ-3, you will need to enter Total Scores for each of the following six sections:

- Communication
- Gross Motor
- Fine Motor
- Problem Solving
- Personal Social

You have the option to be more detailed with the scoring, but at a minimum Total Scores for each section are needed.

2

Here is an example of an ASQ-3 screening with the required data fields completed:

## ASQ-3 Information

Reviewer Name

Hannah Valentine x

Student Birth Date

10/4/2021 (23 months, 28 days)

Type

Annual

ASQ-3 Version Administered

(Months)

24

ASQ-3 Version Recommended



24 Months

Date Distributed

10/02/2023

Date Completed

10/02/2023

Date Scored

10/02/2023

Date Shared with Family

mm/dd/yyyy

## ASQ-3 Scores

Must Score All Criteria

Communication Gross Motor Fine Motor Problem Solving Personal - Social

- |   |                           |  |  |
|---|---------------------------|--|--|
| 1 | <input type="radio"/> Yes | <input checked="" type="radio"/> Sometimes | <input type="radio"/> Not Yet            |
| 2 | <input type="radio"/> Yes | <input checked="" type="radio"/> Sometimes | <input type="radio"/> Not Yet            |
| 3 | <input type="radio"/> Yes | <input type="radio"/> Sometimes            | <input checked="" type="radio"/> Not Yet |
| 4 | <input type="radio"/> Yes | <input type="radio"/> Sometimes            | <input checked="" type="radio"/> Not Yet |
| 5 | <input type="radio"/> Yes | <input type="radio"/> Sometimes            | <input checked="" type="radio"/> Not Yet |
| 6 | <input type="radio"/> Yes | <input checked="" type="radio"/> Sometimes | <input type="radio"/> Not Yet            |

5
5
0
0
0
5
Total 15

# Required Data on the Child or Parent Referral

When creating a “Referral Record” for a child or a parent, there are a handful of fields that are necessary for reporting purposes. The following fields should always be completed when entering a referral:

## **Referral ID**

This is a system generated unique identifier for the Referral. No additional entry is needed for this field, it is fine to leave as is.

## **Date Referral Made**

The Date that the referral was made/created.

## **Child Receiving Referral to Services for the First Time due to a Developmental Screening?**

A yes/no field just asking if this referral was a result of a developmental screening, such as an ASQ.

## **Referral Status**

The current state of the referral, was it a “Referral Made” or “Parent Did Not Follow Through with Referral”?

## **Referral To**

The location or entity that the child is being referred to. If this list is empty, talk to your manager about setting up these fields for your program.

## **Did This Referral Result in Services Offer to the Parent/Caregiver or Their Child?**

A Yes/no field asking if services began for the child or parent. If this is not known at the time of the referral, come back and enter that information for this field.

## **(Optional) Date Services Begin**

If the referral did result in services, enter the date that the services began.

2

Here is an example of a Referral with the required data fields completed:

## First Half of Referral

### Update Child Referral

Referral ID  
CR10208429

Date Referral Made: 10/05/2023  
Date Referral Closed: mm/dd/yyyy

Child Receiving Referral to Services for the First Time due to a Developmental Screening?  
 Yes  No

HVP 19 Referral Service Category  
h. Infant and toddler health care

Referral Status  
Referral Made

Referral To  
Children's Hospital Speech Program

Referral Made Due to One or More of the Following Reasons

Developmental Areas of Concern (when applicable)

## Second Half of Referral (If Known)

Did This Referral Result in Services Offer to the Parent/Caregiver or Their Child?  
 Yes  No

Date Services Begin: 10/18/2023

Parent Declined Services