Log Maintained by Home Visitors on Service Delivery

DRAFT

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Home Visitor Log
Draft Variables: 11/3/11

Note: This document will continue to be revised. We will add information such as:

- Clear, specific operational definitions of terms that are understandable/compatible with all models.
- Instructions for completing the log.
- Skip patterns.We will need to develop clear, specific operational definitions of terms like consultation, training etc that is understandable/compatible with all models.

Variables that we could capture on log that would be aggregate (i.e., NOT tied to a specific client) for the past 7 days

1. Aggregate Supervision/Consultation (min.) _____

2. Aggregate Training (min.) _____

Home Visitors will select whether they attended any professional trainings during the last 7 days *(check box)*:

☐ No, did not attend any training during past 7 days.

☐ Yes, attended one or more trainings during past 7 days.

If Home Visitors selected *Yes*, they will provide the following information for each training they attended:

1. Topic(s) covered by training *(drop-down, select all that apply)*
   - Prenatal health/care
   - Alcohol and other drug use
   - Cigarette use
   - Mental health
   - Stress/anger management
   - Domestic violence
   - Caregiver relationships
   - Parenting behavior
   - Employment/job skills
   - Literacy/academic achievement
   - Economic management/ financial self-sufficiency

- Finding alternate caregivers
- Child health and development
- Public/governmental assistance
- Other _____

2. Length of the training (min.) _____

3. Teaching modalities *(drop-down, select all that apply)*
   - Web-based training/Webinar
   - Reading/manual training
   - In-person didactic/lecture
   - In-person demonstration by trainer/educator
   - In-person discussion and/or question and answer
   - In-person role playing/practice/behavioral rehearsal by trainees
     - If yes, was there an observation of the role play or rehearsal? *(select one, Y/N/Unknown)*
       - If yes, were there set performance criteria? *(select one, Y/N/Unknown)*

4. Evaluation methods used during training *(drop-down, select all that apply):*
   - Written Pretest
   - Written Post-test
   - Self-Assessment
   - Training to criterion
   - N/A

If the home visitor attended additional trainings during the past 7 days, they would be able to select subsequent topics, which would then prompt the same set of variables for the initial training.

Each home visitor will be prompted once a week to complete a log for each study participant on their caseload (until the case is closed). Data will be collected using checkboxes, dropdown boxes, etc.

- Home Visitor ID: _____ (*This would be auto-populated*)

- Case ID: _____ (*Drop-down*)

Variables Related to Collateral Activities for a Client (not with client present)

(*We actually need to ask these regardless of whether there was a face-to-face visit- so we need to move these up somehow).*

1. Number of (Scheduled) No-Show Face-to-Face Contacts _____

2. Travel Time Related to Client Contact (min.) _____ (*this if for time to and from visit for completed, cancelled, and no-show)*

3. Preparation for and Follow-Up from Contact with Client (min.) _____ (*this would include research, locating resources, preparing handouts for visit, progress notes, clinical documentation, etc.)*

4. Formal Supervision/Consultation Related to Client (min.) _____

NO CONTACT WITH CLIENT

If the home visitor did not interact with the client during the previous week, the home visitor will check off a box (or drop-down menu) that there was no interaction. Then there should be a skip pattern that takes visitor to Collateral Activities section.

☐ No contact with family during past 7 days.

If box checked, home visitor will select reason (1-3) for no contact.

1. Case closed
   a. Date of case closure _____
   b. Reason for case closure
      - Family moved out of service area
      - Transferred to another home visiting site
      - Unable to locate
      - Miscarriage or fetal/child death
      - Maternal death
      - Excessive missed appointments
      - Caregiver lost custody
      - Caregiver declined further participation (this would include going back to work, school, getting services from other agencies, pressure from family members, etc.
      - Other
2. No-show/Incomplete Face-to-Face Contact Only (attempted face-to-face contact but incomplete) (enter minutes) _____
3. No scheduled contact

CONTACT WITH CLIENT

Mode of communication

1. Non-face-to-face contact (phone, written, computer)
    a. Total minutes per week (*something like: in the past week how much time did you spend on the phone, texting, or writing letter to client)*
2. Face-to-face (*for each face-to-face meeting, complete the following. If we end up needing to reduce time for completing log, we might need to capture the number of visits that occurred during the week, and an aggregate re: minutes, content/activities, and materials provided during that week.)*
    a. Date of Contact: _____
    b. Length of Contact (minutes): _____
    c. Location of Face-to-Face Contact
        i. Client's Home
        ii. Community (*e.g., family/friend home, school, employer, doctor/clinic)*
        iii. Home visitor's agency
    d. Other participants participating in visit (this will have to be defined well)
        i. Client's mother
        ii. Client's partner
        iii. Other _____
    e. Participant Engagement in Contact*
    f. Parent Follow through from Previous Visit*
    g. Materials Provided to Client:
        i. Clothing (including uniforms)
        ii. Food
        iii. Financial assistance (e.g., rent, utilizes)
        iv. Transportation (bus token, etc.)
        v. Furniture
        vi. Medical supplies
        vii. Beds/Bedding
        viii. Appliance
        ix. Items for infant/child (e.g. diapers, books)
        x. Other
    h. Activity Categories (See below. This will either be checkbox grid or dropdown categories for each variable)

	Assessment	Teach/Educate**	Supportive Conversation	Referral	Homework assigned
Caregiver					
1. Prenatal health/care					
2. Alcohol and other drug use					
3. Cigarette use					
4. Mental health					
5. Stress/anger management					
6. Domestic violence					
7. Caregiver relationships					
8. Parenting behavior					
9. Employment/job skills					
10. Literacy/academic achievement					
11. Economic management/ financial self-sufficiency					
12. Finding alternate caregivers					
Child					
13. Child health and development					
Family					
14. Public/governmental assistance					
15. Medicaid/SCHIP					

** (For Teach/Educate only) Methods of Service Delivery

- Written materials
- Discussion
- Demonstration (live/videotape)
- Practice (Rehearsal or role-playing)

Possible additional categories for consideration for page 6:

- Postpartum physical health (This could include family planning/reproductive health)
- Transportation
- Childhood injury
- Childbirth education
- Lactation services
- Legal services