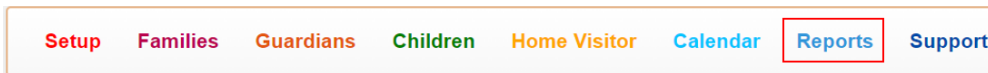


How to identify missing demographic data in Visit Tracker using the Form 1 report

The "Form 1" report in Visit Tracker is a great tool to identify in real time families, caregivers, and children that are missing demographic data. The link to the report is located under the "MIECHV Reports" heading on the Reports page. Don't be deterred by the MIECHV label - the report can be run for all Site/Fund Codes and is a useful tool even if your program does not receive MIECHV funding!

To run the Form 1 report:

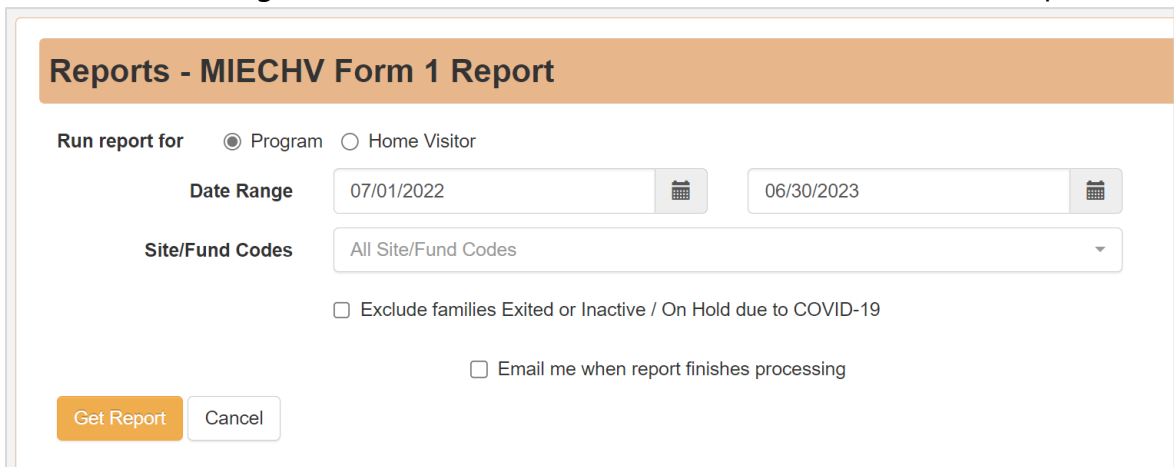
1. Navigate to the Reports page by clicking "Reports" in the menu at the top of the screen.



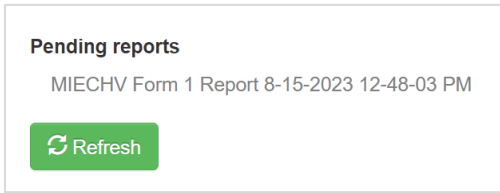
2. Click on "Form 1" under the MIECHV Reports heading.




3. Enter the date range, select the desired Site/Fund codes, and click "Get Report."

A form titled 'Reports - MIECHV Form 1 Report'. It includes a 'Run report for' section with radio buttons for 'Program' (selected) and 'Home Visitor'. Below this is a 'Date Range' section with two date input fields: '07/01/2022' and '06/30/2023'. There is a 'Site/Fund Codes' dropdown menu currently set to 'All Site/Fund Codes'. Two checkboxes are present: 'Exclude families Exited or Inactive / On Hold due to COVID-19' and 'Email me when report finishes processing'. At the bottom are two buttons: 'Get Report' and 'Cancel'.

- The report will appear under the "Pending reports" header until it is finished running. After a little while, click "Refresh" to see if the report is available.



- When the report is ready, it will show up in the "Reports Ready to View" table. Click on the blue paper icon under "Options" to view the report.

Date Range	Site/Fund Codes	MIECHV Target Children only	COV	Options	
7/1/2022 to 6/30/2023	All Site/Fund Codes	All Children	No		<input type="checkbox"/>

To interpret the Form 1 report:

After completing the steps above, the report will open in a new tab within your browser. To get an overall idea how your program is doing in terms of missing demographic data, scroll down to the last table in the report – "Form 1 – Unknown / Missing Data."

The table includes a "% Missing" column. The HVSA strives for less than 10% missing data for each demographic characteristic. We encourage you to address missing data for any demographic characteristic that is missing 10% or more.

	% Missing
	62%
	0%
	23%
	8%
	0%
	0%

There are also several ways to identify individual participants who are missing data:

- The first option is to review the "Unknown/Did not report" columns within the summary tables (Tables 1 – 22).

Participants	Hispanic or Latino	Not Hispanic or Latino	Unknown/Did not report	Total
Pregnant Participants	9	3	0	12
Caregivers	14	22	3	39
All Adults (Auto Calculate)	23	25	3	51
All Index Children	14	29	2	45

Click on any of the blue hyperlinked numbers in the “Unknown/Did not report” column to view a table that lists each participant that is missing data, as well as their ID number and their home visitor.

TABLE 6: Participants by Ethnicity

All Adults (Auto Calculate) Unknown/Did not report				
Pcode	Participant ID	Participant Name	HV ID	Home Visitor Name
PAT-Demo	1100541	Jane Jetson	10810	Home Visitor
PAT-Demo	1123013	Lindsey Smith	15945	David Nevada
PAT-Demo	1139727	Chloe Gill	14576	Home Visitor

- The second option is to scroll all the way to the bottom of the report to find the “Summary of Missing Data” table.

Summary of Missing Data				
Table	# Missing	Total Reported in table	% Missing	
4 - Adults by Age	14	30	47%	
5 - Children by Age	0	24	0%	
6.1 - Adults by Ethnicity	3	30	10%	
6.2 - Children by Ethnicity	0	24	0%	

Click on any of the blue hyperlinked numbers in the “# Missing” column to view a list of all of the participants missing data in the category you chose.

TABLE 20: Index Children (≥ 12 months of age) by Usual Source of Dental Care

All Index Children (Auto Calculate) Unknown/Did not report				
Pcode	Participant ID	Participant Name	HV ID	Home Visitor Name
PAT-Demo	1149191	Golden Bear	14576	Home Visitor
PAT-Demo	1299926	Pebbles Flintstone	10810	Home Visitor
PAT-Demo	1319167	joe john	9229	Amy Smith
PAT-Demo	1353535	crusher blade	29646	Dwayne Johnson
PAT-Demo	1355986	Lily Potter	10810	Home Visitor
PAT-Demo	1363458	Brown Bear	9229	Amy Smith
PAT-Demo	1435531	rey los	9229	Amy Smith
PAT-Demo	1436311	Toothless Dragon	9229	Amy Smith
PAT-Demo	1441817	Judy Jetson	10810	Home Visitor

- The third option is to download spreadsheets of families, guardians, or children and their demographic information. You may choose to include all families, guardians, and children in the output, or just families, guardians, or children with an unknown data item.

Export Families to CSV	<input checked="" type="radio"/> All Families	<input type="radio"/> Only Families with an unknown data item	Get CSV
Export Guardians to CSV	<input checked="" type="radio"/> All Guardians	<input type="radio"/> Only Guardians with an unknown data item	Get CSV
Export Children to CSV	<input checked="" type="radio"/> All Children	<input type="radio"/> Only Children with an unknown data item	Get CSV

The table in the spreadsheet will look similar to the Demographics Quality Assurance report provided by DOH, but it includes the report parameters at the top of the sheet, as well as many additional columns.

Guardians Export Only Guardians with an unknown data item							
Program Name (s): Demo Parents As Teachers							
Program Code (s): PAT-Demo							
Date Range: 1/1/2022 - 4/30/2022							
MIECHV Target Children only: 'N'							
Site/Fund Codes: All Site/Fund Codes							
Exclude families Exited or Inactive / On Hold due to COVID-19: N							
Gender Key Female(F) Non-bina Prefer no Unknown(U)							
Pcode	Program	Family ID	Family Na	Family's 1s	Family's la	Family's la	Family's la
PAT-Demo	PAT Affilia	1110482	Monster	#####	#####		
PAT-Demo	PAT Affilia	1112557	000Affiliat	#####	#####	7/2/2022	Child(ren)
PAT-Demo	PAT Affilia	1112557	000Affiliat	#####	#####	7/2/2022	Child(ren)
PAT-Demo	PAT Affilia	1113709	The Grouc	#####	#####		

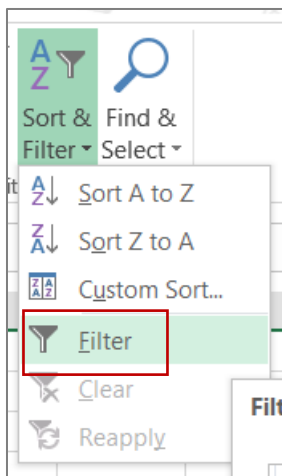
You may want to do some cleanup on the table to make it easier to read. The instructions below outline suggestions for how to do this using Microsoft Excel.

To add filters to the column headers:

1. Highlight the header row by clicking on the row number 11, which will select all of row 11.

9	Gender Key	Female(F)	Non-bina	Prefer n
10				
11	Pcode	Program	Family ID	Family N
12	PAT-Demo	PAT Affilia	1110482	Monster
13	PAT-Demo	PAT Affilia	1112557	000Affili
14	PAT-Demo	PAT Affilia	1112557	000Affili
15	PAT-Demo	PAT Affilia	1113709	The Gro
16	PAT-Demo	PAT Affilia	1118276	Chloe

2. Click on "Sort & Filter" in the right-hand side of the ribbon at the top of your Excel screen, then click on "Filter." (For more info, see: [Quick start: Filter data by using an AutoFilter \(microsoft.com\)](https://support.microsoft.com/en-us/office/quick-start-filter-data-by-using-an-autofilter-1696089d-9241-4900-b068-999999999999))



To expand all columns column widths to more easily review data:

1. Drag your cursor from the letter B in the column label header all the way to that last column in the table.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ns	Export Only Guardians with an unknown data item														
Name (s):	Demo Parents As Teachers														
Code (s):	PAT-Demo														
ng:	1/1/2022 - 4/30/2022														
Target Children only:	'N'														
d Codes:	All Site/Fund Codes														
families Exited or Inactive / On Hold due to COVID-19:	N														
Key	Female(F)	Non-bina	Prefer no	Unknown(U)											
	Program	Family	Family	Family	Family	Family	Family	Family	Family	Family	Due to	COVID	Current	1st MIE	Home
m	PAT Affilia	1110482	Monster	#####	#####								MIECHV	#####	14576
m	PAT Affilia	1112557	000Affilia	#####	#####	7/2/2022	Child(ren)	Complete	Active				HVSA-TAT	#####	9229

- With the columns selected, double click on the line between B & C. This will automatically change the width of all of the selected columns.

B	C	D	E
Export Only Guardians with an unknown data			
Name (s): Demo Parents As Teachers			
Code (s): PAT-Demo			
Date: 1/1/2022 - 4/30/2022			
Target Children only: 'N'			
Codes: All Site/Fund Codes			
Families Exited or Inactive / On Hold due to COVID			
Female(F) Non-bina Prefer no Unknown(U)			
Program	Family	Family	Family

To hide unneeded columns:

- Highlight the columns you don't need, right click on a column label (F shown below) and choose "Hide" in the menu that appears.

E	F	G
Unknown(U)		
Family's 1st Enroll Date	Family	Family's latest Exit Date
11/19/2021		
12/9/2021		7/2/2022

- Make sure to keep "Home Visitor Name," the Id (Guardian, Family, or Child depending on which report you chose), and columns for all the required demographic characteristics.

Now you can sort or filter by any of the columns. You may want to sort or filter by Home Visitor Name to provide a list of participants missing data to each of your programs home visitors, or sort or filter individual columns to show only those participants missing data (usually labeled "no data" or "Unknown/Did not report). For more info, see (For more info, see: [Quick start: Filter data by using an AutoFilter \(microsoft.com\)](https://support.microsoft.com/en-us/topic/quick-start-filter-data-by-using-an-autofilter-1693063d-9142-484d-8121-61d324744311))

Marital Status	Education: Highest Level Attained	Education: Current Status
Never Married	no data	no data
Unknown/did not report	no data	no data
Never Married	no data	no data
Married	Some college/training	Not a student/trainee
Unknown/did not report	no data	no data

Please reach out to homevisiting@doh.wa.gov with any questions or comments about this guidance.