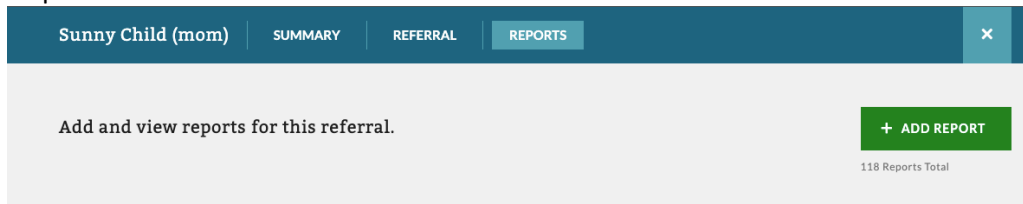
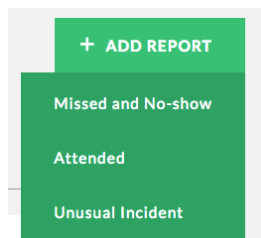


Sprout Reports for Family Time Providers

1. Visit Supervisors will go to Report tab in Sprout (for specific referral) and then select “Add Report”

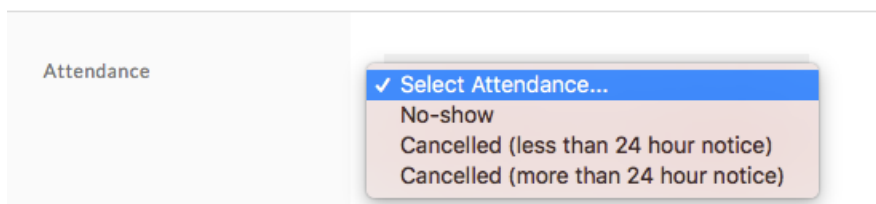


2. A menu with 3 choices will populate-Select which report type you are completing
 - a. Missed and No-Show
 - i. This is for any Canceled or No-Show report
 - b. Attended
 - i. Attended Visit Report
 - c. Unusual Incident
 - i. Also called a UIR-Please see contract for UIR requirements

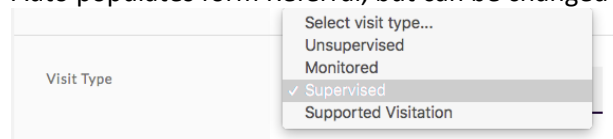


3. Missed and No-Show

- a. Visit Details
 - i. Attendance
 - a. Which type of missed or no-show report



- ii. Visit Date & Time
 - a. When visit was supposed to occur
- iii. Visit Type
 - a. Unsupervised, monitored, supervised or supported visitation
 - b. Auto populates form Referral, but can be changed as needed



- iv. Case #
 - a. Famlink Case ID-Auto populates from Referral page
- v. Case Name
 - a. Case Name-Auto-populates from Referral page
- vi. Social Worker
 - a. Auto-Populates SW name from Referral page
- vii. Visit Supervisors
 - a. Select the staff doing the visit from drop-down menu
 - b. Can add more than one visit supervisor if needed by selecting “Add Another Supervisor”
- viii. Who Missed or No-Showed
 - a. Select participants as needed
- ix. Visit Location
 - a. Provider site (provider adds this info to the Referral)
 - b. Other-use if location other than provider site
- x. Visit Transport Details
 - a. Complete an entry for each leg of transport (to visit and from visit)
 - b. Fill in all boxes with requested information
- xi. Other Travel Reimbursement
 - a. This would include things like sibling visit reimbursement or parking costs
- xii. Wait Times
 - a. Any wait times included in this section, multiple times can be added if needed
- xiii. Additional Reimbursement Comments
 - a. Add any notes that are needed related to Reimbursement costs
- b. Observations
 - i. Actions Taken
 - a. Notes related to contacting other parties regarding missed/no-show
 - ii. Explain missed visit
 - a. Information on why visit was missed

Edit Form Sunny Child (mom) SAVE DONE

Misted / No-show Visit
Last Saved: 9/8, 12:38:04 PM PDT

[MOVE TO ANOTHER REFERRAL](#)

1. VISIT DETAILS **2. OBSERVATIONS** 3. COMMENTS AND CONCERNS 4. REVIEW SUMMARY

Record observations from this visit
*Some fields required

Actions Taken Describe Any Actions Taken *

Explain missed visit Who Caused It * Cause *

Select who caused it... Select a cause...

Describe Why The Visit Was Misted

BACK NEXT

c. Comments and Concerns
i. General Comments

Edit Form | Sunny Child (mom) SAVE DONE

Missed / No-show Visit
Last Saved: 9/8, 12:38:04 PM PDT

MOVE TO ANOTHER REFERRAL

1. VISIT DETAILS 2. OBSERVATIONS 3. COMMENTS AND CONCERNS 4. REVIEW SUMMARY

Record additional comments and concerns about this visit.

General Comments

BACK NEXT

d. Review Summary

- i. A summary of the report
 - a. Any missing required info will be highlighted in Red
 - b. Visit supervisor writes full name and select "Submit for Approval" when report is complete.

Edit Form | Sunny Child (mom) SAVE DONE

Missed / No-show Visit
Last Saved: 9/14, 9:08:32 AM PDT

MOVE TO ANOTHER REFERRAL

1. VISIT DETAILS 2. OBSERVATIONS 3. COMMENTS AND CONCERNS 4. REVIEW SUMMARY

Review and submit this visit report.

Visit Details EDIT

4 fields need attention

Attendance: No-show

Visit Date & Time: 09/14/2018 12:00pm

Visit Type: Supervised

Service Status: Not active/enabled

Case #: 2325

Case Name: Child (mom), Sunny

Visit Supervisor(s): Flowers, Lenna
Phone: _____

Who Missed or No-Showed?: Child, Sunny
Child

Visit Location: _____

Visit Transport Details: Transport to visit
Driver: _____
Child: _____
Time: _____
Total Distance: _____

Observations EDIT

1 field needs attention

Actions Taken: _____

Explain missed visit: Parent - Unknown

Comments & Concerns EDIT

Report submitted for approval by:

↓

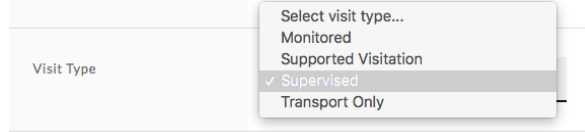
All required fields must be filled out before approving

APPROVE

4. Attended Visit

a. Visit Details

- i. Visit Date and Time
 - a. When Visit happened (not including travel or wait time)
- ii. Visit Type
 - a. Supervised, Monitored, Supported Visitation, Transport Only
 - b. Auto populates from Referral, but can be changed as needed



The image shows a screenshot of a web form. On the left, there is a text input field labeled 'Visit Type'. To its right, a dropdown menu is open, displaying a list of options: 'Select visit type...', 'Monitored', 'Supported Visitation', 'Supervised' (which is highlighted with a checkmark), and 'Transport Only'.

- iii. Case #
 - a. Famlink Case ID-Auto populates from Referral page
- iv. Case Name
 - a. Case Name-Auto-populates from Referral page
- v. Social Worker
 - a. Auto-Populates SW name from Referral page
- vi. Visit Supervisors
 - a. Select the staff doing the visit from drop-down menu
 - b. Can add more than one visit supervisor if needed by selecting "Add Another Supervisor"
- vii. Visit Attendees
 - a. Who attended the visit (children/parents/others)
- viii. Visit Location
 - a. Provider site (provider adds this info to the Referral and info auto-populates)
 - b. Other-use if location other than provider site, or location from Referral
- ix. Visit Transport Details
 - a. Complete an entry for each leg of transport (to visit and from visit)
 - b. Fill in all boxes with requested information
- x. Other Travel Reimbursement
 - a. This would include things like sibling visit reimbursement or parking costs
- xi. Wait Times
 - a. Any wait times included in this section, multiple times can be added if needed
- xii. Additional Reimbursement Comments
 - a. Add any notes that are needed related to Reimbursement costs

b. Observations

i. Visit Observations

- a. Check mark = yes
- b. X = no
- c. N/A = Not Applicable
- d. Add note = put additional details/comments here related to the specific observation

Record observations from this visit
* All answers required

Visit Observations

Parent was on time for visit	Children arrived on time for visit	Parent stayed entire visit
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
+ ADD NOTE	+ ADD NOTE	+ ADD NOTE
Parent is ready to meet the needs of the child <small>(food, child care supplies, activity items)</small>	Parent met the child's needs <small>(able to read cues, respond to needs and comfort the child if needed)</small>	Parent played with child <small>(completed arts / crafts, read stories, sang songs, helped with homework, etc.)</small>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
+ ADD NOTE	+ ADD NOTE	+ ADD NOTE

c. Comments and Concerns

ii. General Comments

1. VISIT DETAILS 2. OBSERVATIONS 3. COMMENTS AND CONCERNS 4. REVIEW SUMMARY

Record additional comments and concerns about this visit.

General Comments

BACK NEXT

d. Review Summary

iii. Review of completed Report

a. Any missing required info will be highlighted in red

iv. Once Visit Supervisor completes report they type their full name and select "Submit for Approval"

Test (dad), BILdy DONE

Approved Family Time Report - Attended DOWNLOAD

[MOVE TO ANOTHER REFERRAL](#)

Visit Details

Visit Date & Time	11/15/2018 9:00am - 9:00pm
Visit Type	Supervised
Service Status	Not at the provider
Case #	65432
Case Name	Test (dad), Billy
Social Worker	Smith, Sally Administrative Officer Spokane (214)

Visit Location	Provider site 888 N 5th St Spokane, WA, Spokane County
Visit Supervisor	Chevrolet, Jamie Phone
Visit Attendees	Test, Billy Child Test, Bill Jr Parent
Visit Transport Details	Transport to visit Driver: Chevrolet, Jamie Child Time: 12:00pm - 12:20pm Total Distance: 20 miles

Observations

Visit Observations

Parent was on time for visit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mom was 10 minutes late, stated traffic issues			
Children arrived on time for visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent stayed on time visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent is ready to meet the needs of the child	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent met the child's needs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent played with child	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent set limits with child and managed child's behavior appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent helped child say good-bye at the end of visit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visit location (home or community) was free of safety hazards for the child	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor had to intervene to maintain child safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe any incidents that occurred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments & Concerns EDIT

Enter comments here

By typing my name below, I confirm the validity of the information I am filing to the form above.

Full Name*
Jamie SUBMIT FOR APPROVAL



5. Unusual Incident Report

a. Basic Information

- i. Date and Report of Incident
 - a. Date you are completing report and the date the incident occurred.
- ii. Social Worker Information
 - a. Will auto-populate from Referral page
- iii. Case Details
 - a. Will auto-populate from Referral page
- i. Incident Details
 - b. Involved Parties
 - c. You can add people by selecting “Add Another Involved Party”
- iv. Incident Narrative
 - a. Documentation of what occurred
- ii. Action Taken by Visitation Agency
 - b. Drop-Down with selections of actions taken

Action taken by Visitation Agency

Actions	Action Taken *
	<input checked="" type="checkbox"/> Select an action taken... <input type="checkbox"/> None – Information only Visit Agency Supervisor intervention CA Social Worker consulted during visit CA Centralized Intake called 911 called Other (please describe)

iii. Original Notification to CA (DCYF)

- c. Notification Date and Time
- d. Report Recipient at CA (DCYF)
- e. Method of Original Report
 - i. Drop-down of how you reported this

Method Of Original Report	Contact Type
	<input checked="" type="checkbox"/> Select a method of contact... <input type="checkbox"/> Phone <input type="checkbox"/> Voicemail <input type="checkbox"/> Email

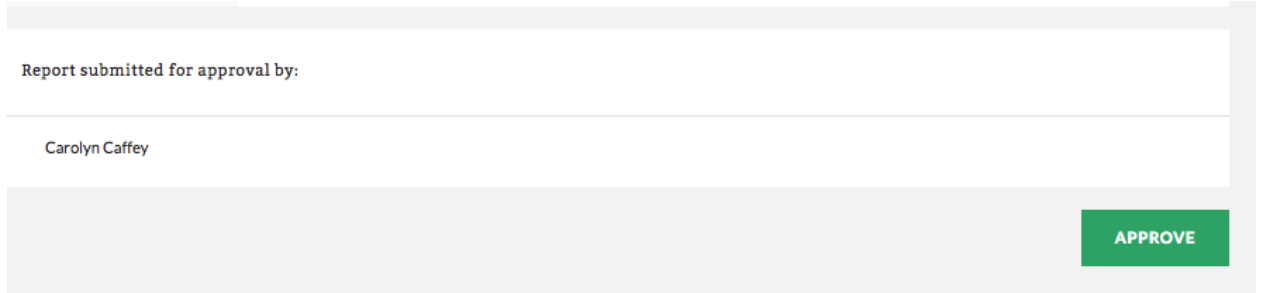
b. Summary

- i. Review of completed report
 - a. Any missing required info will be highlighted in red
 - b. Select “Submit for Approval”

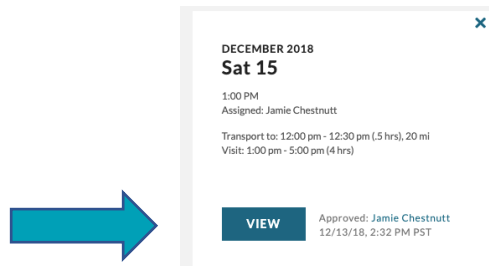
Basic Information EDIT	
Date of Report & Incident	Date of report: 07/25/2018 Date of incident: 07/25/2018
Social Worker Information	Best, Mia Administrative Office Hours Late (712) 509-555-6678
Case Details	SACWIS ID: 2125 Child(ren), Sundry
Involved Parties	Smith, Jane Parent
Incident Narrative	Man came to visit and was falling asleep while holding baby. Man was not able to remain alert.
Actions	CA Social Worker consulted during visit
Notification Date & Time	07/25/2018 12:00 pm
Report Recipient At CA	Best, Mia 509-555-9999
Method Of Original Report	Phone
<input type="button" value="SUBMIT FOR APPROVAL"/>	



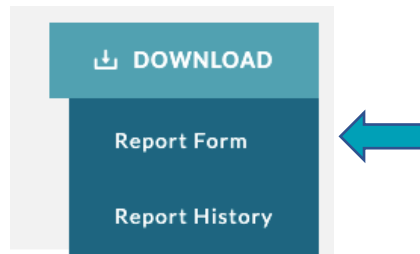
6. Once any report (No-Show/Attended/UIR) is submitted for approval, the Agency supervisor then reviews report for accuracy and approves by selecting “approve.”



- f. Report will now be in “view mode.”



- g. Supervisor will open the report by selecting “view.”
- h. Once supervisor approves the report, the Social Worker can access it in Sprout
- When Report is opened select the “Download” button at top/right of page and select “Report Form”



- A Word Document will populate, and this is the document that Social Worker can access in Sprout.
 - Attended Visits approved within 5 days
 - Missed/No-Show/Canceled within 24 hrs
 - UIR’s within 24 hrs
 - Social Worker’s cannot see reports until they are approved and in “View” mode

- i. Supervisor can see what reports need to be approved on the Referral Screen
 - i. Summary of what reports need approval or are in progress

12345 - Sunny Child (mom)
 Family Impact Network
 Assigned: Leona Flowers, Mia Best
 SACWIS ID: 2121

CASE DETAILS

REFERRAL DETAILS

Transportation Only
1 UIR in progress
10 for review
 48 in progress

7. Report Summary Page

- a. List of all reports from first report to last, organized by month
- b. Includes a summary of the time/date of visit, who was assigned to visit, transport information, and date/time/who completed last edit

August

<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Fri 17</div> <p>12:00 PM Unassigned</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs) Transport from: 2:00 pm - 2:30 pm (.5 hrs), 15 mi</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 3px;">REVIEW</div> <div style="font-size: 0.8em;"> Last Edit: Jamie Chestnutt 09/07/18, 11:08 AM PDT </div> </div>	<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Thu 16</div> <p>12:00 PM Unassigned</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs) Transport from: 2:00 pm - 2:30 pm (.5 hrs), 15 mi</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">VIEW</div> <div style="font-size: 0.8em;"> Approved: Jamie Chestnutt 09/05/18, 10:16 AM PDT </div> </div>	<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Thu 16</div> <div style="text-align: right; color: red; font-weight: bold; font-size: 0.9em;">Unusual Incident !</div> <p>12:00 PM Unassigned</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs) Transport from: 2:00 pm - 2:30 pm (.5 hrs), 15 mi</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">VIEW</div> <div style="font-size: 0.8em;"> Approved: Jamie Chestnutt 09/05/18, 10:18 AM PDT </div> </div>
<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Tue 14</div> <div style="text-align: right; color: red; font-weight: bold; font-size: 0.9em;">No-show !</div> <p>12:00 PM Assigned: Jamie Chestnutt</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Transport from: 12:15 pm - 12:45 pm (.5 hrs), 15 mi</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">VIEW</div> <div style="font-size: 0.8em;"> Approved: Jamie Chestnutt 09/05/18, 10:08 AM PDT </div> </div>	<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Fri 10</div> <p>12:00 PM Unassigned</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs)</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">VIEW</div> <div style="font-size: 0.8em;"> Approved: Jamie Chestnutt 09/07/18, 11:04 AM PDT </div> </div>	<div style="text-align: right; font-size: 1.2em; font-weight: bold;">AUGUST 2018</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Thu 09</div> <p>12:00 PM Assigned: Shannon Selland</p> <p>Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs) Wait Time: 11:25 am - 11:30 am (.08 hrs)</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">VIEW</div> <div style="font-size: 0.8em;"> Approved: Jamie Chestnutt 09/05/18, 10:01 AM PDT </div> </div>

- c. **Resume** = Report has been started but has not been completed or submitted for approval

OCTOBER 2018
Thu 04
12:00 PM
Unassigned
Visit: 12:00 pm - 2:00 pm (2 hrs)

RESUME Last Edit: Jamie Chestnutt
10/11/18, 12:11 PM PDT

- d. **Review** = Visit supervisor has submitted the report for approval

FEBRUARY 2017
Wed 15
1:07 PM
Assigned: Mike Fettig
Transport to: 12:45 pm - 1:05 pm (.33 hrs), 5.7 mi
Visit: 1:07 pm - 3:15 pm (2.13 hrs)
Transport from: 3:16 pm - 3:31 pm (.25 hrs), 5.7 mi

REVIEW Last Edit: Jamie Chestnutt
04/05/17, 1:51 PM PDT

- e. **View** = Report has been approved by a supervisor
 - i. Social Workers can only see reports that have been approved in Sprout (in View mode)

SEPTEMBER 2018
Fri 07
12:00 PM
Assigned: Jamie Chestnutt
Visit: 12:00 pm - 2:00 pm (2 hrs)

VIEW Approved: Jamie Chestnutt
10/11/18, 12:16 PM PDT