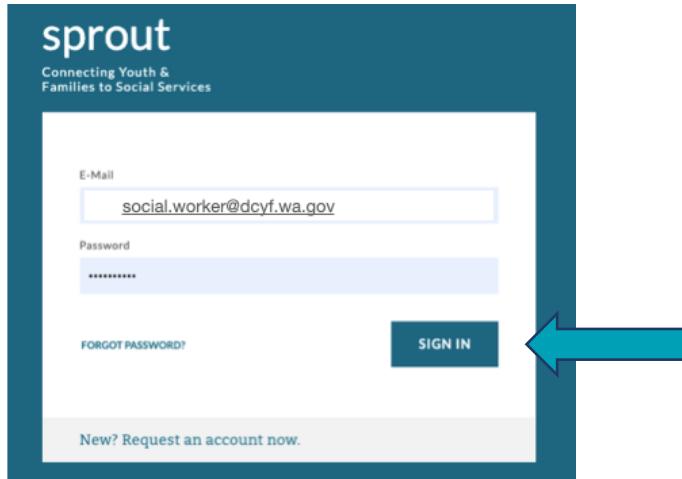


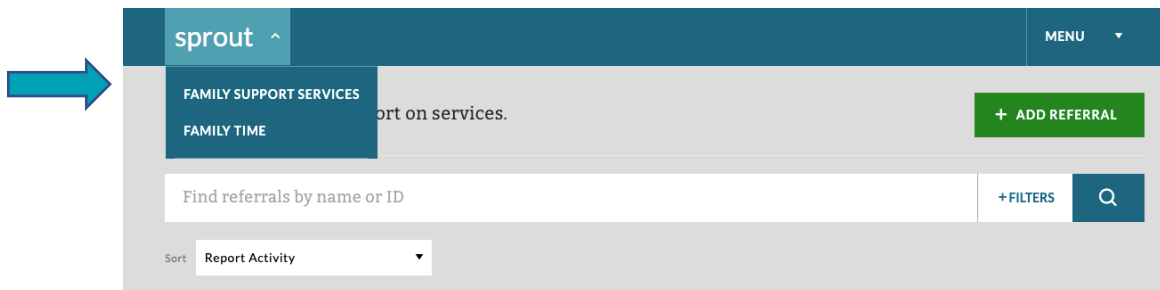
Sprout for Social Workers

1. Go to <https://sproutservices.org>
2. Enter your email address and password then select *Sign In*



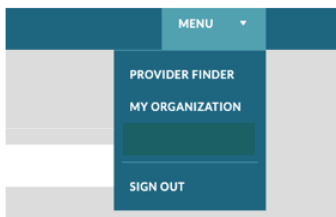
The image shows the Sprout login page. At the top, the logo 'sprout' is displayed with the tagline 'Connecting Youth & Families to Social Services'. Below this is a login form with two input fields: 'E-Mail' containing 'social.worker@dcyf.wa.gov' and 'Password' with masked characters. A 'SIGN IN' button is to the right of the password field. A blue arrow points to this button. Below the form is a link for 'FORGOT PASSWORD?' and a link at the bottom that says 'New? Request an account now.'

3. **Top Left *Sprout*** drop-down to navigate between Visitation Referrals (*Visitation*) and In-Home Service Referrals (*Family Support Services*)



The image shows the Sprout dashboard. At the top, there is a header with the 'sprout' logo and a 'MENU' dropdown. A blue arrow points to the 'sprout' logo. Below the header, a dropdown menu is open, showing 'FAMILY SUPPORT SERVICES' and 'FAMILY TIME'. To the right of the dropdown is a green button labeled '+ ADD REFERRAL'. Below the dropdown is a search bar with the text 'Find referrals by name or ID' and a '+ FILTERS' button. At the bottom, there is a 'Sort' dropdown menu currently set to 'Report Activity'.

4. **Top Right *Menu*** drop-down includes
 - a. Provider Finder – Provider’s Availability and Data
 - b. My Organization – Your Organization’s Information
 - c. Sign Out – Use to sign out of Sprout



The image shows the 'MENU' dropdown menu. It contains three options: 'PROVIDER FINDER', 'MY ORGANIZATION', and 'SIGN OUT'.

***You have to use Microsoft Edge to see Provider Finder (Internet Explorer does not work)**

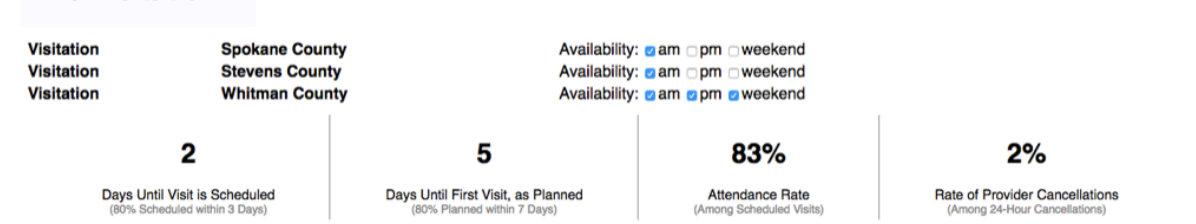


Sprout for Social Workers

5. Provider Finder

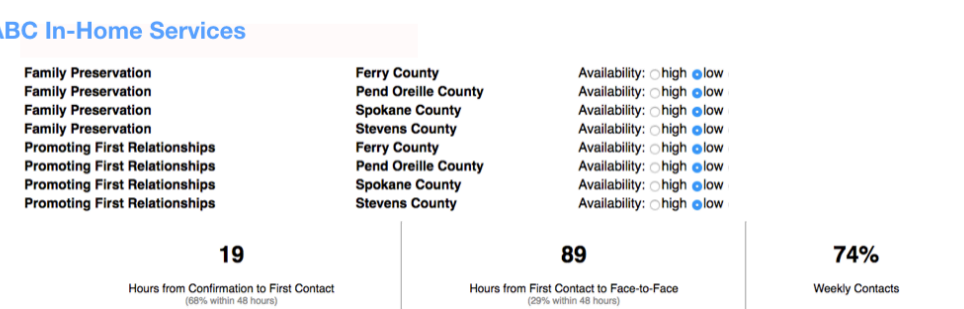
- a. Shows all PCV and In-Home Service Provider's availability and data
 - i. **Visitation Availability** shows counties provider does visits in and if they have am/pm/weekend availability in those areas
 - ii. **Visitation Data**
 1. The average number of days to schedule a visit
 2. The average number of days until first visit is set to happen
 3. Attendance rate
 4. Rate that provider cancels visits

ABC Visitation



- iii. **In-Home Services Availability** shows types of in-home services, which counties they are provided in and if they have a high or low amount of availability to take a referral for that service
- iv. **In-Home Services Data**
 1. Average number of hours from Service Confirmation to Initial Contact with family
 2. Average number of hours from Initial Contact to First Face to Face
 3. Percentage of weekly contacts

ABC In-Home Services



Sprout for Social Workers

6. Visitation Screen

sprout

MENU

Manage, review, and report on services.

+ ADD REFERRAL

Find referrals by name or ID

+ FILTERS (5)

Q

Sort Report Activity

Viewing 1-20

<< < 1 2 3 ... > >>

Brady, Carol - (1234356)

External ID: 123456
CWTAP ACM Course - (Tacoma (752))
Assigned: Joe Mienko
Visits authorized from

CASE DETAILS

REFERRAL DETAILS

Parent / Child
1 UIR in progress
48 for review
3 in progress

Ross (mom & dad), Tim - (698574)

External ID: 211893
FIN Test On-Boarding PCV Agency - (Spokane DCFS (714))
Assigned: Mike Fettig, Jamie Chestnutt, Bob Barker
Visits authorized from

CASE DETAILS

REFERRAL DETAILS

Parent / Child
18 for review
12 in progress

a. Search bar: search by client name, Famlink Case ID, Famlink Referral ID

Find referrals by name or ID

+ FILTERS (5)

Q

Sort Report Activity

b. Label

- DCYF Case Name and Famlink Case ID
- External ID (FIN Billing Number)
- Agency Assigned and DCYF Office Referral came from
- Resource Specialist and Social Worker Name
- Visits Authorized Date (from – to)

BRADY, CAROL - (1234356)

External ID: 123456

CWTAP ACM Course - (Tacoma (752))

Assigned: Joe Mienko

Visits authorized from

Sprout for Social Workers

- c. **Case Details:** Overview of all visits for ANY referral with that Famlink Case ID
i. You can search by date range

Viewing referral summary for date range.

Start Date	End Date		
e.g. mm/dd/yyyy	e.g. mm/dd/yyyy	CLEAR	FILTER

Overview - Approved Reports			
27	22	1	4
Total Reports	Attended Visits	Missed Visits	UIR

Visit Observations		
Parent was on time for visit	8	15
	Yes	No
Child(ren) arrived on time for visit	22	0
	Yes	No
Parent stayed entire visit	19	3
	Yes	No
Parent is ready to meet the needs of the child	22	1
	Yes	No
Parent met the child's needs	21	1
	Yes	No
Parent played with child	22	0
	Yes	No
Parent set limits with child and managed child's behavior	22	1
	Yes	No
Parent helped child say good-bye at the end of visit	22	0
	Yes	No
Visit location (home or community) was free of safety hazards for the child	22	0
	Yes	No
Supervisor had to intervene to maintain child safety	2	20
	Yes	No

Missed Visits	
Cancelled (Less than 24 hours notice)	1
	Parent: 1
No-show	0



Summary of Total Types of Reports for all referrals under the Famlink Case ID



Summary of Visit Observations from reports from all reports under the Famlink Case ID

Sprout for Social Workers

d. Referral Details

i. Summary: Overview of all visits for this specific referral

Viewing referral summary for date range.

Start Date

e.g. mm/dd/yyyy



End Date

e.g. mm/dd/yyyy



CLEAR

FILTER

Overview - Approved Reports

1

Total Reports

1

Attended Visits

0

Missed Visits

0

UIR

Visit Observations

Parent was on time for visit

1

Yes

0

No

Child(ren) arrived on time for visit

0

Yes

1

No

Parent stayed entire visit

1

Yes

0

No

Parent is ready to meet the needs of the child

1

Yes

0

No

Parent met the child's needs

1

Yes

0

No

Parent played with child

1

Yes

0

No

Parent set limits with child and managed child's behavior

1

Yes

0

No

Parent helped child say good-bye at the end of visit

1

Yes

0

No

Visit location (home or community) was free of safety hazards for the child

1

Yes

0

No

Supervisor had to intervene to maintain child safety

0

Yes

1

No

Missed Visits

Cancelled (Less than 24 hours notice)

0

No-show

0

Summary of Total
Types of Reports
for this Referral
only

Summary of Visit
Observations
from reports for
the individual
referral

Summary of
Missed/No-Show visits
and who missed on
that referral

Sprout for Social Workers

BRADY, CAROL

SUMMARY

REFERRAL

REPORTS

- ii. **Referral:** Referral Information
- iii. **Reports:** All visit reports
 - 1. You can only view reports that the provider has approved
 - 2. Select *View* to review the individual report
 - 3. Types of Reports
 - a. Attended Visit Reports
 - b. No Show Reports
 - c. Canceled Reports
 - d. Unusual Incident Reports (UIR's)

March

MARCH 2020
Sun 01

3:11 PM
Unassigned

Cancelled !

VIEW

Approved: Jamie Chestnutt
03/17/21, 7:16 PM PDT

MARCH 2020
Sun 01

9:21 AM
Assigned: FIN Test-Staff

VIEW

Approved: Jamie Chestnutt
03/17/21, 7:18 PM PDT

Transport to: 11:00 am - 3:00 pm (4 hrs), 176 mi
Visit: 9:21 am - 3:50 pm (6.48 hrs)
Transport from: 3:50 pm - 7:50 pm (4 hrs), 175 mi

February

FEBRUARY 2019
Fri 08

10:00 AM
Assigned: FIN Test-Staff

VIEW

Approved: Jamie Chestnutt
03/17/21, 7:18 PM PDT

FEBRUARY 2019
Tue 05

2:00 PM
Assigned: FIN Test-Staff

No-show !

VIEW

Approved: Jamie Chestnutt
03/17/21, 7:20 PM PDT

Transport to: 1:30 pm - 2:00 pm (.5 hrs), 40 mi
Wait Time: 2:00 pm - 2:15 pm (.25 hrs)
Transport from: 2:15 pm - 2:45 pm (.5 hrs), 40 mi

FEBRUARY 2019
Tue 05

Unusual Incident !

VIEW

Approved: FIN Test-Staff
01/23/21, 12:07 PM PST

Sprout for Social Workers

7. In-Home Services Screen

- a. **Search bar:** search by client name, Famlink Case ID, Famlink Referral ID
- b. **Label**
 - i. Case Name from Referral and who the service is for in parentheses (ex. mom, dad, caregiver)
 - ii. Referral ID # = Referral ID on Referral
 - iii. Referral Type = Which Service (ex. FPS, PFR, etc.)
 - iv. Case ID = Famlink Case ID
 - v. External ID = FIN billing number
 - vi. Date = Date listed on Referral
 - vii. Assigned To = Agency providing service for that referral

sprout ▾

MENU ▾

Manage, review, and report on services.

+ NEW REFERRAL

Find referrals by name or SACWIS ID

+ (4) 🔍

Viewing 1-13

<< < 1 > >>









Case name	Referral type	Case ID	External ID	Date	Assigned to
<div>Joe Anderson</div> <div>(dad)</div> <div>REFERRAL ID 876321</div>	PROMOTING FIRST RELATIONSHIPS	654098	90876	07/07/2017	FAMILY IMPACT NETWORK
<div>Sally Smith</div> <div>(mom)</div> <div>REFERRAL ID 123456</div>	FAMILY PRESERVATION SERVICES	654321	98765	03/10/2018	FAMILY IMPACT NETWORK
<div>Sally Smith</div> <div>(dad)</div> <div>REFERRAL ID 98765</div>	FAMILY PRESERVATION SERVICES	783450	67543	02/10/2018	FAMILY IMPACT NETWORK

Sprout for Social Workers

- c. Select Client Name to open case
 - i. Referral = Referral Information (not including Assessment Info)
 - ii. Case Notes = Notes entered by provider and FIN to track data (no clinical information)
 - 1. Service Confirmation
 - 2. Initial Contact
 - 3. First Face to Face Meeting
 - 4. Weekly Contact
 - 5. End of Service

Manage case notes and events for this referral.

+ NEW CASE NOTE

End of Service 03/24/2021 12:00 PM	 EDIT
Weekly Meeting - Successful (In person) 03/23/2021 12:00 PM	 EDIT
Weekly Meeting - Successful (In person) 03/16/2021 12:00 PM	 EDIT
Weekly Meeting - Successful (In person) 03/09/2021 12:01 PM	 EDIT
First Face to Face Meeting - Successful (In person) 03/09/2021 12:00 PM	 EDIT
Initial Contact - Successful (Phone) 03/04/2021 12:00 PM	 EDIT
Initial Contact - Unsuccessful (Phone) 03/03/2021 1:00 PM mom phone disconnected	 EDIT
Service Confirmation - Successful (Email) 03/02/2021 12:00 PM	 EDIT

Sprout for Social Workers

Quick Reference for Family Time

sprout Select Family Time or In-Home Referrals Where to Find Provider Finder MENU

Manage, review, and report on services. **DO NOT USE** + ADD REFERRAL

Find referrals by name or ID Search by Client Name, Famlink Case ID or Famlink Referral ID + FILTERS (5) Q

Sort Report Activity

Viewing 1-20

DCYF Case Name

Summary of all visits for referrals under the Famlink Case ID

Summary of visits for this referral only

Look up Referral and review reports

Parent / Child

1 UIR in progress

48 for review

3 in progress

BRADY, CAROL - (1234356)

External ID: 123456

CWTAP ACM Course - (Tacoma (752))

Assigned: Joe Mienko

Visits authorized from

CASE DETAILS REFERRAL DETAILS

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Assigned: Mike Fettig, Jamie Chestnutt, Bob Barker

Visits authorized from

CASE DETAILS REFERRAL DETAILS

Parent / Child

18 for review

12 in progress

Quick Reference In-Home Services

sprout Select Family Time or In-Home Referrals Where to Find Provider Finder MENU

Manage, review, and report on services. **DO NOT USE** + NEW REFERRAL

Find referrals by name or SACWIS ID Search by Client Name, Famlink Case ID or Famlink Referral ID + (4) Q

Viewing 1-13

Case Name from Referral and who referral is for

Navigate between pages of results

Case name	Referral type	Case ID	External ID	Date	Assigned to
Joe Anderson (dad) REFERRAL ID 876321	PROMOTING FIRST RELATIONSHIPS	654098	90876	07/07/2017	FAMILY IMPACT NETWORK
Sally Smith (mom) REFERRAL ID 123456	FAMILY PRESERVATION SERVICES	654321	98765	03/10/2018	FAMILY IMPACT NETWORK

Type of Service Famlink Case ID FIN Billing Number Date on Referral Agency providing services