

Sprout for Family Time Providers

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

sprout
Connecting Youth & Families to Social Services

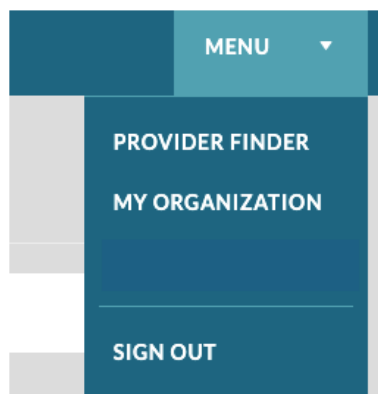
E-Mail
e.g. jane.smith@example.com
⚠ Enter your account e-mail

Password

FORGOT PASSWORD? SIGN IN

New? Request an account now.

3. **Top Right *Menu*** drop-down includes
 - a. Provider Finder – Provider’s Availability and Data
 - i. Also see handout Provider Finder for Family Providers for additional info
 - b. My Organization – Your Organization’s Information
 - c. Sign Out – Use to sign out of Sprout



4. Visitation Screen

The screenshot shows the Sprout Visitation Screen. At the top, there is a dark blue header with the 'sprout' logo and a 'MENU' dropdown. Below the header, a grey bar contains the text 'Manage, review, and report on services.' and a green '+ ADD REFERRAL' button. A search bar with the placeholder 'Find referrals by name or ID' and a '+ FILTERS' button is located below. A 'Sort' dropdown menu is set to 'Report Activity'. The main content area shows a list of referrals, with the first three visible:

Referral ID - Client Name	Organization	Assigned To	SACWIS ID	Case Details	Referral Details	Review Status
12345 - Sunny Child (mom)	Family Impact Network	Leona FLOWERS, Mia Best	2121	CASE DETAILS	REFERRAL DETAILS	Transportation Only 1 UIR in progress 14 for review 60 in progress
123456 - Carol Brady	CWTAP ACM Course	Joe Mienko	1234356	CASE DETAILS	REFERRAL DETAILS	Parent / Child 46 for review
12345678 - Chris Snelling	CSSAT Demo Test Org	Grant Balfour	8675309	CASE DETAILS	REFERRAL DETAILS	Parent / Child 6 for review 9 in progress

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

b. **Label**

- i. Child Name (oldest OPD on referral) and who the visit is for in parentheses
- ii. Provider Assigned
- iii. Resource Specialist and Social Worker Assigned
- iv. SACWIS ID = Famlink Case ID

12345 - Sunny Child (mom)

Family Impact Network

Assigned: Leona FLOWERS, Mia Best

SACWIS ID: 2121

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

Sunny Child (mom)
×

Viewing Case Summary for Date Range

Start Date

End Date

CLEAR FILTER

Overview - Approved Reports

34	18	9	7
Total Reports	Attended Visits	Missed Visits	URR

Visit Observations

Parent and child greeted each other at the beginning of the visit	7 <small>Yes</small>	1 <small>No</small>
Parent showed signs of affection consistent with family culture	8 <small>Yes</small>	0 <small>No</small>
Child showed signs of affection consistent with family culture	8 <small>Yes</small>	0 <small>No</small>
Child shared experiences with parent that occurred outside the visit	8 <small>Yes</small>	0 <small>No</small>
Parent set age-appropriate limits with child, managed the child's behavior	8 <small>Yes</small>	0 <small>No</small>
Parent helped child say good-bye at end of visit	17 <small>Yes</small>	0 <small>No</small>
Supervisor had to intervene to maintain child safety	5 <small>Yes</small>	10 <small>No</small>
Parent arrived on time for visit	14 <small>Yes</small>	3 <small>No</small>
Child(ren) arrived on time for visit	12 <small>Yes</small>	4 <small>No</small>
Parent stayed for entire visit	14 <small>Yes</small>	2 <small>No</small>
Parent planned food, snacks, or activities that were age appropriate	8 <small>Yes</small>	0 <small>No</small>
If visit was in home, was the home child safe and child proof for age of child	6 <small>Yes</small>	0 <small>No</small>
Parent is ready to meet the needs of the child	9 <small>Yes</small>	0 <small>No</small>
Parent met the child's needs	9 <small>Yes</small>	0 <small>No</small>
Parent played with child	8 <small>Yes</small>	1 <small>No</small>
Parent set limits with child and managed child's behavior	9 <small>Yes</small>	0 <small>No</small>
Visit location (home or community) was free of safety hazards for the child	1 <small>Yes</small>	1 <small>No</small>

Missed Visits

Cancelled (Less than 24 hours notice)	2 <small>Parent: 2</small>
No show	7 <small>Child: 1 Parent: 5 Foster Parent: 1</small>

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



Summary of Missed/No-Show visits and who missed for all reports under the Famlink Case ID



d. Referral Details

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



Summary of Total Types of Reports for this Referral only

Summary of Visit Observations from reports for the individual referral

Parent Attendance Visualization shows visit attendance

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

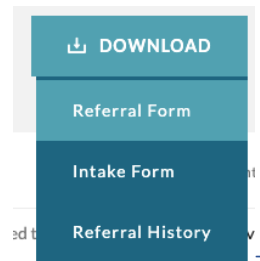
ii. **Referral:**

- a. Referral Timeline
 - i. Data on Provider Finder is pulled from timeline
 - ii. Please see Sprout Timeline Handout for details
- b. Referral Notes
 - i. Provider can use this section to document notes
 - ii. This field is NOT required
- c. Basic Details
 - i. This is the information from the referral
 - ii. *When providers get updated information, they should make those updates on the referral in Basic Details
 - 1. Edits can be made by selecting “edit” in the section you want to update



*This ability may change as Sprout is developed



- d. Children Participating in Visits
 - i. This information comes from the referral
- e. Schedule
 - i. The Timing and Time Negotiable fields are from the referral
 - ii. The Provider is responsible for adding Starting Date, Intake Completed (on New/Initial referrals only), Visit Schedule and Visit Supervisors
 - 1. For Intake you enter the date and hours the intake took in this section – this comes over in billing and is how you get paid for the intake.
 - 2. To actually fill out the Intake form, go to the top of the Referral page, select download, then select intake form. A Word doc will populate, and you complete the form there.



- f. Considerations
 - i. This information is from the referral

- iii. **Reports:** All visit reports
 - 1. Select *View* to review the individual report
 - 2. Types of Reports
 - a. Attended Visit Reports
 - b. No Show Reports
 - c. Canceled Reports
 - d. Unusual Incident Reports (UIR's)
 - 3. Also see handout Sprout Report for Family Time Providers for additional info

August

<p>AUGUST 2018 Fri 17</p> <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> <p>REVIEW Last Edit: Jamie Chestnutt 09/07/18, 11:08 AM PDT</p>	<p>AUGUST 2018 Thu 16</p> <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> <p>VIEW Approved: Jamie Chestnutt 09/05/18, 10:16 AM PDT</p>	<p>AUGUST 2018 Unusual Incident  Thu 16</p> <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> <p>VIEW Approved: Jamie Chestnutt 09/05/18, 10:18 AM PDT</p>
<p>AUGUST 2018 No-show  Tue 14</p> <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> <p>VIEW Approved: Jamie Chestnutt 09/05/18, 10:08 AM PDT</p>	<p>AUGUST 2018 Fri 10</p> <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> <p>VIEW Approved: Jamie Chestnutt 09/07/18, 11:04 AM PDT</p>	<p>AUGUST 2018 Thu 09</p> <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> <p>VIEW Approved: Jamie Chestnutt 09/05/18, 10:01 AM PDT</p>

Quick Reference Visitation

The screenshot shows the Sprout web application interface. At the top, there is a navigation bar with the Sprout logo, a search bar for providers and organizations, and a menu. Below this is a header area with the text "Manage, review, and report on services." and a prominent "DO NOT USE" warning next to a crossed-out "+ ADD REFERRAL" button. The main content area features a search bar for referrals by name or ID, a sort dropdown set to "Report Activity", and a pagination control. The data is presented in a list of referral cards. Each card includes the referral name, assigned staff, and two buttons: "CASE DETAILS" and "REFERRAL DETAILS". To the right of each card, there is a summary of visit status, such as "Transportation Only" with "1 UIR in progress", "14 for review", and "60 in progress". Annotations with orange arrows point to various elements: the search bar, the "DO NOT USE" warning, the "ADD REFERRAL" button, the "CASE DETAILS" and "REFERRAL DETAILS" buttons, and the visit status summary.

Navigation and Search:

- Where to find Provider Finder & My Organization
- Select Family Time or Family Support Services (In-Home Services)
- 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
- Sort: Report Activity
- Navigate between pages of results

Referral Card Data:

Referral Name	Assigned Staff	Case ID	Case Details	Referral Details	Visit Status
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12345678 - Chris Snelling	CSSAT Demo Test Org Assigned: Grant Balfour	SACWIS ID: 8675309	CASE DETAILS	REFERRAL DETAILS	Parent / Child 6 for review 9 in progress

Annotations:

- Referral Name and who is referral for
- Summary of all visits for referrals under the Famlink Case ID
- Summary of visits for this referral only
- Look up Referral and Review Reports
- Reports needing approval