Sprout for Family Time Providers

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

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**

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

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

Overview - Approved Reports

34	18	9	7
Total Reports	Attended Visits	Missed Visits	UIR

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

Visit Observations

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

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

Missed Visits

Cancelled (Less than 24 hours notice)	2 Parent: 2
No-show	7 Child: 1 Parent: 5 Foster Parent: 1

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

   ✎ EDIT

   *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.

   ⤓ DOWNLOAD

   Referral Form

   Intake Form

   Referral History
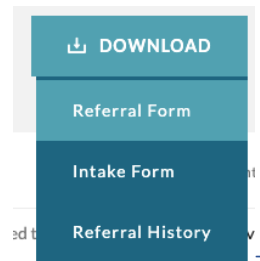
   f. Considerations
       i. This information is from the referral

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

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August

AUGUST 2018 **Fri 17** 12:00 PM Unassigned 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 REVIEW Last Edit: Jamie Chestnutt 09/07/18, 11:08 AM PDT	**AUGUST 2018** **Thu 16** 12:00 PM Unassigned 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 VIEW Approved: Jamie Chestnutt 09/05/18, 10:16 AM PDT	**AUGUST 2018** **Unusual Incident** ⊙ **Thu 16** VIEW Approved: Jamie Chestnutt 09/05/18, 10:18 AM PDT
AUGUST 2018 **No-show** ⊙ **Tue 14** 12:00 PM Assigned: Jamie Chestnutt Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Transport from: 12:15 pm - 12:45 pm (.5 hrs), 15 mi VIEW Approved: Jamie Chestnutt 09/05/18, 10:08 AM PDT	**AUGUST 2018** **Fri 10** 12:00 PM Unassigned Transport to: 11:30 am - 12:00 pm (.5 hrs), 15 mi Visit: 12:00 pm - 2:00 pm (2 hrs) VIEW Approved: Jamie Chestnutt 09/07/18, 11:04 AM PDT	**AUGUST 2018** **Thu 09** 12:00 PM Assigned: Shannon Selland 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) VIEW Approved: Jamie Chestnutt 09/05/18, 10:01 AM PDT

Quick Reference Visitation