ADMINISTRATIVE PROTOCOL

Kane County Health Department

Level:	DHP Division	**Policy Number:**	DHP-MIECHV 6
Applicability:	MIECHV	**Date of Last Update:**	
Effective Date:	12/13/2013	**Approved**	12/13/2013

Subject: **Maternal Infant Early Childhood Home Visitation Project Data Collection, Monitoring, and Reporting**

Policy: CI continuously collects data, develops reports related to MIECHV Home Visit referrals and outcomes, and conducts analysis in collaboration with home visit partners that refer and/or visit families in order to implement improvements and enhancements to the referral system.

Purpose: To collect, measure, monitor and describe referral trends, sources, and outcomes so that best practices can be sustained, problems addressed, and improvements can be implemented.

Procedure: Data collection leads to the development, dissemination and analysis of referral system reports and measurement of outcomes and benchmarks.

1. CI continuously collects and maintains data for all Kane County home visit programs in the Kane County Access Home Visit database and in the MIECHV Excel Transparency Database: demographic, referral sources, dates, outcomes and the like.

2. CI produces and disseminates standard monthly referral reports:
   a. **Referrals "In" Report** for every referring agency: gives information through graphic charts on the number of referrals, by type of mother (1st time, second, etc.), and what percent of the total referrals to the system each agency contributes-10th of the month.
   b. **Referrals "Out" Report** for every home visit program that receives referrals: gives information through graphic charts on number of referrals received and the cumulative outcomes/dispositions of these referrals—first of the month.
   c. **Disposition Report** for every home visit program that receives referrals: produces list of pending referrals so that the programs can report the outcomes/dispositions-second Fridays (or more frequently if needed).
   d. **Feedback Report** for every referring agency: gives the disposition outcome for any families that the agency referred, allowing them to utilize *resources more effectively-third Fridays.*
   e. **Type of Mother Report** for both referring and home visiting agencies: gives information through graphic charts about the types of mothers

referred: gives trends per month on first time, second time, and third or more time mothers referred—included with "In" and "Out" Reports.

f. **MIECHV Active Caseload Trend Report** gives information through graphic charts about caseloads and the current percent of capacity each individual home visiting program is at individually and as a MIECHV team as a whole.

g. **Transparency Report** gives the referral information about every MIECHV referral each month so that MIECH program supervisors can see if any CI decisions about referral assignment are erroneous or unfair. The report is sent one week prior to the MIECHV Team meeting without names so the supervisors have opportunity to review. A copy with names is brought to the meeting as a reference if any issues need to be discussed.

h. **Benchmark Report** gives quarterly information on achievement of benchmarks related to CI and CSD such as achievement of caseload.

3. CI produces and disseminates special referral reports on an ad hoc basis as determined by the entire Elgin MIECHV Team:
   a. **WIC Outreach Report** gives information about referrals obtained by MIECHV staff during outreach to the Elgin Well child WIC Program on Wing Street.
   b. **Declination Survey Report** gives information about reasons why clients decline to accept home visits when home visitor attempts to engage them in services.
   c. **Unable to Locate Tracking Report** gives information through graphic reports to measure the effectiveness of our training and efforts to reduce the number of families we cannot find.
   d. **Waiting List Report** gives information through graphic charts about any referrals of second or more mothers who remain on the waiting list for PAT.
   e. **Special Break Out Report for Type of Mothers Referred** gives additional information about first time mothers < 28 weeks, ≥ 28 weeks, or with infants up to 2 weeks who are referred for home visits. This data is utilized to measure effectiveness of outreach and incentives.
   f. **Reports Upon Request** are generated when the MIECHV team members determine there is a need to monitor an issue or measure effects of activities and other efforts.

4. The MIECHV CI, CSD, and home visitor supervisors conduct analysis of the reports at monthly meetings to measure current outreach activities and take improvement actions as needed.
5. The MIECHV CI, CSD, and home visitor The MIECHV CI, CSD, and home visitor supervisors use the data analysis process to identify problems, issues, and

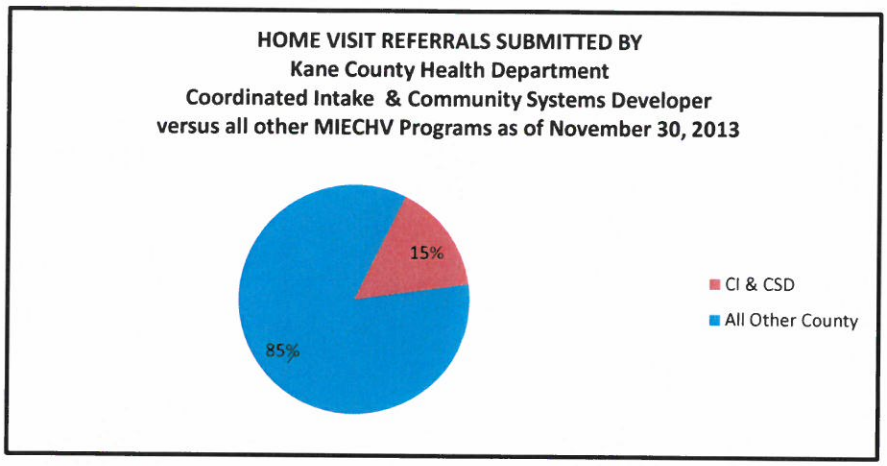
challenges and to develop solutions using a consensus model for decision-making and conflict management.

6. CSD, CI, MIECHV Supervisors share reports with staff in order to encourage ongoing efforts.
7. CSD, CI, MIECHV Supervisors and Home Visitors use these reports to conduct continuous quality improvement.

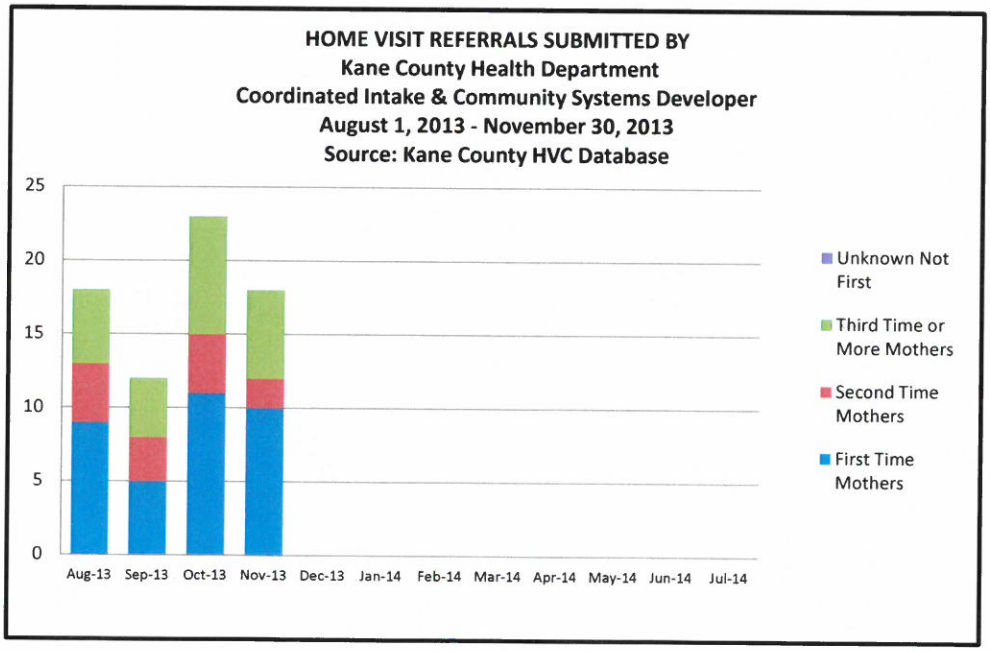
FORMS: **Report Templates for 2.a-g and 3.a-e**

Approved By: (Signature)	Theresa Heaton
Approved By: (Name & Title)	**Theresa Heaton, CI/CSD Manager**
Date of Approval:	**12/13/2013**

	Referrals
CI & CSD	71
All Other County	388



	Total Referrals	First Time Mothers	Second Time Mothers	Third Time or More Mothers	Unknown Not First
Aug-13	**18**	9	4	5	0
Sep-13	**12**	5	3	4	0
Oct-13	**23**	11	4	8	0
Nov-13	**18**	10	2	6	0
Dec-13	**0**				
Jan-14	**0**				
Feb-14	**0**				
Mar-14	**0**				
Apr-14	**0**				
May-14	**0**				
Jun-14	**0**				
Jul-14	**0**				
TOTAL	71				

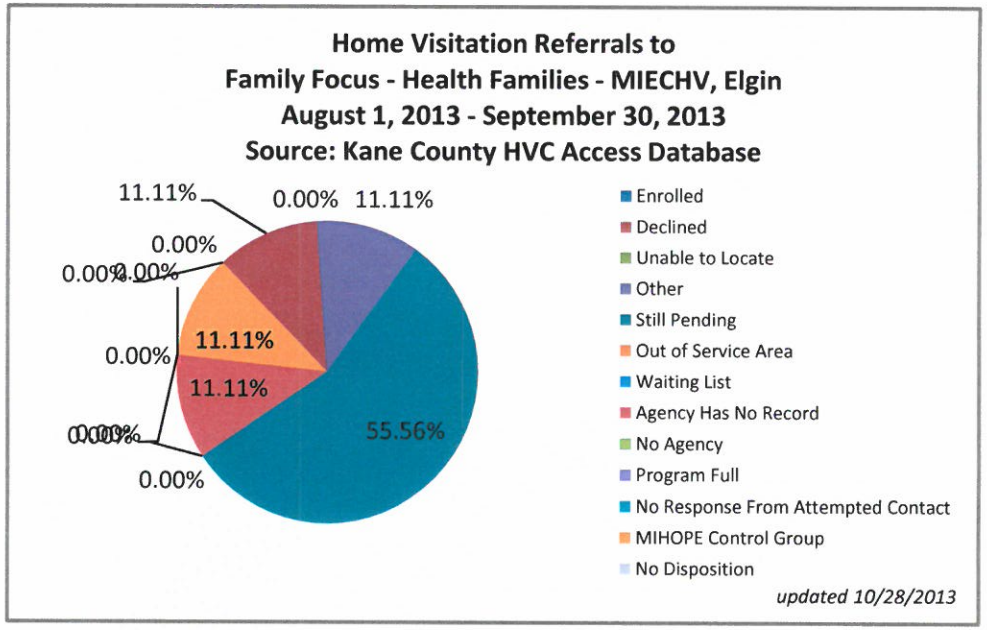


Summary:

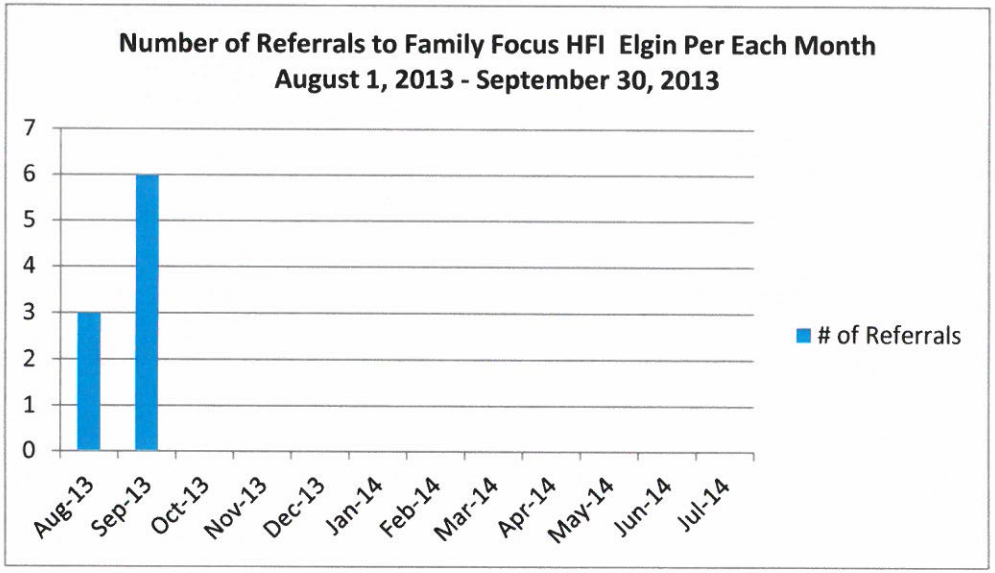
SAMPLE HOME VISIT "OUT" REPORT

Family Focus-Healthy Families-MIECHV-Elgin

Enrolled	0	0.00%
Declined	1	11.11%
Unable to Locate	0	0.00%
Other	1	11.11%
Still Pending	5	55.56%
Out of Service Area	0	0.00%
Waiting List	0	0.00%
Agency Has No Record	1	11.11%
No Agency	0	0.00%
Program Full	0	0.00%
se From Attempted Contact	0	0.00%
MIHOPE Control Group	1	11.11%
No Disposition	0	0.00%
	9	100.00%



	# of Referrals
Aug-13	3
Sep-13	6
Oct-13	
Nov-13	
Dec-13	
Jan-14	
Feb-14	
Mar-14	
Apr-14	
May-14	
Jun-14	
Jul-14	
	9



Kane County Home Visit Collaborative
Disposition Report SAMPLE

Disposition Codes:

1-Enrolled 2-Declined 4-Other (specify) 5-Still Pending 6-Out of service area 7-Waiting list 8-Agency has no record 10-Program full 11-No Response From Attempted Contact 12-MIHOPE Control Group 13-Unable to physically locate 14-Unable to locate by phone or email

Last Name	First Name	DOB	HV Referral To	Date Received	Code
		7/21/1994	FF HF Elgin	10/16/2013	
		12/19/1991	FF HF Elgin	8/16/2013	
		1/15/1997	FF HF Elgin	12/11/2013	
		4/13/1990	FF HF Elgin	11/15/2013	
		4/20/1990	FF HF Elgin	12/10/2013	
		3/23/1991	FF HF Elgin	7/26/2013	
		4/8/1995	FF HF Elgin	10/18/2013	
		5/1/1995	FF HF Elgin	11/29/2013	
		3/5/1992	FF HF Elgin	10/16/2013	
		7/1/1992	FF HF Elgin	4/19/2013	
		10/8/1991	FF HF Elgin	11/15/2013	
		6/5/1990	FF HF Elgin	9/11/2013	

Received:
Thank You Sent:
Access:
Excel:
Pie Chart Updated:

Home Visitation Referral Feedback to Great Elgin Family Care Center FCM

Referrals sent from June 2012 - January 2013

On behalf of Theresa Heaton, this report has been put together to give you feedback on what happened to the referrals that you sent in to Coordinate Intake. This will be a monthly ongoing report. We hope that this is helpful to you and to your program.

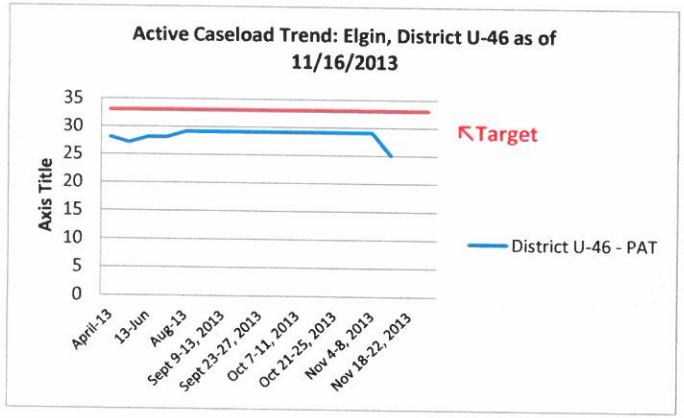
Disposition Codes: 1-Enrolled 2-Declined 3-Unable to locate 4-Other (specify) 5-Still Pending 6-Out of service area 7-Waiting list 8-Agency has no record 9-No agency to refer to 10-Program full 11-No Presponse From Attempted Contact

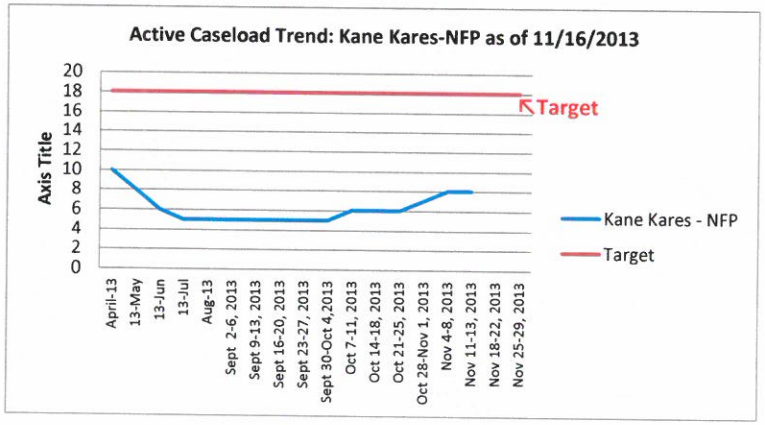
Last Name	First Name	DOB	Referral Date	Referring Agency	Date Received by Coordinated Intake	HV Referral To	Code	Comments
			11/28/2012	GEFCC FCM	11/28/2012	VNA HF Elgin	5-Still Pending	Late prenatal care
			12/13/2012	GEFCC FCM	1/22/2013	KK NFP non MIECHV	5-Still Pending	
			9/26/2012	GEFCC FCM	10/15/2012	Dist U46 non-MIECHV	7-Waiting List	
			10/25/2012	GEFCC FCM	11/28/2012	NO AGENCY	7-Waiting List	Qualifies for TRHS and Dist. U-46. On a waiting list for next available agency.
			10/4/2012	GEFCC FCM	10/15/2012	FF HF Elgin	5-Still Pending	Was not able to make contact before 28 wks pregnant. Re-assigning to another agency 12/21/12.
			1/14/2013	GEFCC FCM	1/22/2013	Dist U46 non-MIECHV	5-Still Pending	
			11/12/2012	GEFCC FCM	11/28/2012	KK NFP non MIECHV	5-Still Pending	
			1/10/2013	GEFCC FCM	1/22/2013	Dist U46 MIECHV	5-Still Pending	Lots of risk factors. Infant was refered to Easter Seal - did not pass hearing test. Born at 34 wks.
			1/15/2013	GEFCC FCM	1/22/2013	FF HF Elgin	5-Still Pending	Risk factors - Domestic/family violence and Substance abuse
			11/28/2012	GEFCC FCM	12/14/2012	FF HF Elgin	5-Still Pending	Lots of risk factors.

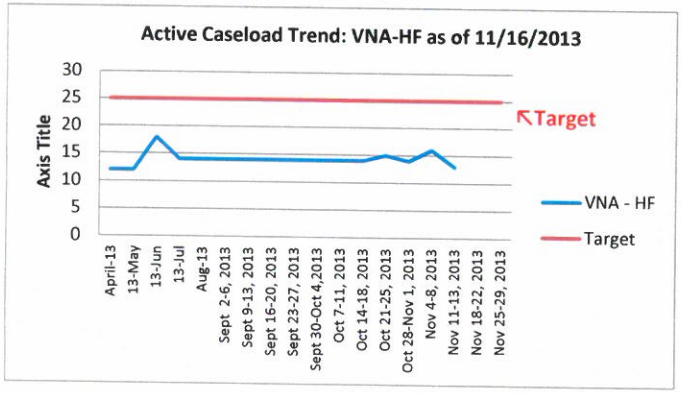
Type of Mother Report Sample

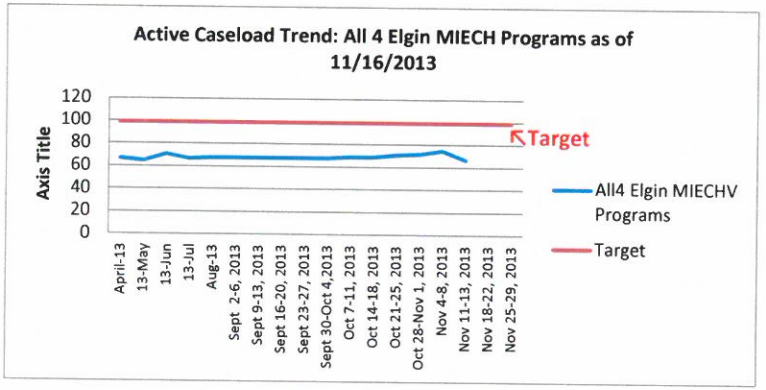
	Referrals Total	First Time Mothers	Second Time Mothers	Time or More Mothers	Unknown Not First
Aug-13	**109**	64	23	16	6
Sep-13	**82**	49	16	15	2
Oct-13	**88**	47	19	22	0
Nov-13	**114**	61	28	25	0
Dec-13	**0**	0	0	0	0
Jan-14	**0**	0	0	0	0
Feb-14	**0**	0	0	0	0
Mar-14	**0**	0	0	0	0
Apr-14	**0**	0	0	0	0
May-14	**0**	0	0	0	0
Jun-14	**0**	0	0	0	0
Jul-14	**0**	0	0	0	0
TOTAL	**393**				

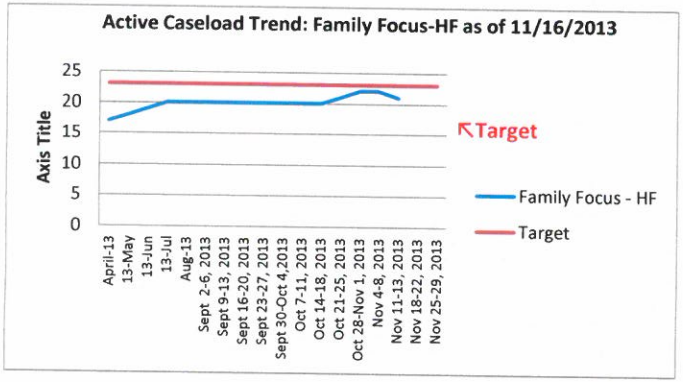
CUMULATIVE


Active Caseload Trend: Elgin, District U-46 as of 11/16/2013
Axis Title
35
30
25
20
15
10
5
0
April-13
13-Jun
Aug-13
Sept 9-13, 2013
Sept 23-27, 2013
Oct 7-11, 2013
Oct 21-25, 2013
Nov 4-8, 2013
Nov 18-22, 2013
Target
District U-46 - PAT


Active Caseload Trend: Kane Kares-NFP as of 11/16/2013
Axis Title
20
18
16
14
12
10
8
6
4
2
0
April-13
13-May
13-Jun
13-Jul
Aug-13
Sept 2-6, 2013
Sept 9-13, 2013
Sept 16-20, 2013
Sept 23-27, 2013
Sept 30-Oct 4,2013
Oct 7-11, 2013
Oct 14-18, 2013
Oct 21-25, 2013
Oct 28-Nov 1, 2013
Nov 4-8, 2013
Nov 11-13, 2013
Nov 18-22, 2013
Nov 25-29, 2013
Target
Kane Kares - NFP
Target


Active Caseload Trend: VNA-HF as of 11/16/2013
Axis Title
30
25
20
15
10
5
0
April-13
13-May
13-Jun
13-Jul
Aug-13
Sept 2-6, 2013
Sept 9-13, 2013
Sept 16-20, 2013
Sept 23-27, 2013
Sept 30-Oct 4,2013
Oct 7-11, 2013
Oct 14-18, 2013
Oct 21-25, 2013
Oct 28-Nov 1, 2013
Nov 4-8, 2013
Nov 11-13, 2013
Nov 18-22, 2013
Nov 25-29, 2013
Target
VNA - HF
Target


Active Caseload Trend: All 4 Elgin MIECH Programs as of 11/16/2013
Axis Title
120
100
80
60
40
20
0
April-13
13-May
13-Jun
13-Jul
Aug-13
Sept 2-6, 2013
Sept 9-13, 2013
Sept 16-20, 2013
Sept 23-27, 2013
Sept 30-Oct 4,2013
Oct 7-11, 2013
Oct 14-18, 2013
Oct 21-25, 2013
Oct 28-Nov 1, 2013
Nov 4-8, 2013
Nov 11-13, 2013
Nov 18-22, 2013
Nov 25-29, 2013
Target
All4 Elgin MIECHV Programs
Target


Active Caseload Trend: Family Focus-HF as of 11/16/2013
Axis Title
25
20
15
10
5
0
April-13
13-May
13-Jun
13-Jul
Aug-13
Sept 2-6, 2013
Sept 9-13, 2013
Sept 16-20, 2013
Sept 23-27, 2013
Sept 30-Oct 4,2013
Oct 7-11, 2013
Oct 14-18, 2013
Oct 21-25, 2013
Oct 28-Nov 1, 2013
Nov 4-8, 2013
Nov 11-13, 2013
Nov 18-22, 2013
Nov 25-29, 2013
Target
Family Focus - HF
Target

Transparency Report - Elgin Community MIECHV Referrals

	Date Central Intake Receive Referral	Client Name	DOB	Age at time of referral received	EDC	Gestation (weeks)	Child Name	Child DOB	Age of Child at time of referral received (months)	Birth order of current child (first, second, third)	Referring Agency (Source code if available)	HV Agency that received the referral	Disposition Code (when it is available)	Second Referral Date	Second HV that received the referral	Second Disposition Code	Comments
1	11/2/2011		3/10/1985	26	5/5/2012	10				First	VNA-n	Kane Kares	1-Enrolled				
2	12/16/2011		3/9/1982	29	4/1/2012	25				First	VNA-n	Kane Kares	1-Enrolled				
3	1/4/2012		2/2/1992	19	9/4/2012	5				First	VNA-n	Kane Kares	1-Enrolled				
4	1/23/2012		8/3/1992	19				1/4/2012	0.6	unknown	VNA FCM Elgin	Dist U-46	1-Enrolled				
5	2/6/2012		12/1/1995	16	8/22/2012	12				First	VNA-n	Kane Kares	2-Refused				
6	2/6/2012		1/27/1984	28	4/16/2012	30				First	VNA-n	Dist U-46	5-Still Pending				
7	2/10/2012		3/16/1988	23	4/29/2012	29				First	VNA-n	Dist U-46	3-Unable to Locate				
8	2/10/2012		9/13/1992	19	5/10/2012	27				First	VNA-n	Kane Kares	1-Enrolled				
9	2/10/2012		11/22/1991	20	3/21/2012	34.5				First	VNA-n	Dist U-46	7-Waiting List				
10	2/10/2012		9/13/1986	25				1/20/2012	0.7	First	VNA-n	Dist U-46	2-Declined				
11	2/10/2012		8/21/1990	21	9/23/2012	8				First	VNA-n	Kane Kares	1-Enrolled				
12	3/7/2012		2/25/1994	18	8/21/2012	16.5				First	GEFCC	Kane Kares	2-Declined				
13	3/7/2012		5/1/1995	16	4/2/2012	36.5				First	GEFCC	Dist U-46	2-Declined				
14	3/7/2012		5/9/1983	28	8/5/2012	18				Third	GEFCC	Dist U-46	5-Still Pending				
15	3/7/2012		2/21/1995	17	8/21/2012	16.5				Second	GEFCC	Dist U-46	3-Unable to Locate	9/20/2012	Family Focus	8-Agency Has No Record	
16	3/7/2012		3/19/1994	17				8/25/2011	6.4	Second	GEFCC	Dist U-46	1-Enrolled				
17	3/7/2012		8/26/1992	19	8/23/2012	16				First	GEFCC	Kane Kares	1-Enrolled				
18	3/9/2012		2/3/1986	26	11/2/2012	6				First	Kane Kares MIECHV - 2	Kane Kares	1 - Enrolled				
19	3/12/2012		12/11/1994	17				1/26/2012	1.5	First	GEFCC	Dist U-46	3-Unable to Locate				
20	3/12/2012		9/20/1994	17	9/15/2012	13.5				First	GEFCC	Family Focus	1-Enrolled				
21	3/12/2012		7/6/1995	16	3/23/2012	38.5				First	GEFCC	Dist U-46	2-Refused				
22	3/12/2012		12/27/1993	18	7/24/2012	21				First	GEFCC	Kane Kares	1-Enrolled				
23	3/12/2012		1/20/1997	15	10/2/1012	11				First	GEFCC	Kane Kares	1-Enrolled				
24	3/12/2012		8/16/1997	14	10/17/2012	10.5				First	GEFCC	Kane Kares	1-Enrolled				
25	3/13/2012		3/28/1983	28				7/26/2010	19.5		Dist U-46	Dist U-46	1-Enrolled				
26	3/13/2012		11/16/1981	30				2/3/2009	3 years	Unknown	Dist U-46	Dist U-46	1-Enrolled				
27	3/13/2012		2/20/1984	28				4/27/2010	22.5	First	Dist U-46	Dist U-46	1-Enrolled				
28	3/13/2012		1/25/1984	28	10/10/2012	10		8/2/2011	7.3	Third	Dist U-46	Dist U-46	1-Enrolled				
29	3/16/2012		5/13/1987	24				6/18/2009	32.9		Dist U-46	Dist U-46	1-Enrolled				
30	3/19/2012		11/29/1986	25				6/4/2010	21.4		Dist U-46	Dist U-46	1-Enrolled				
31	3/22/2012		3/17/1995	17	11/3/2012	8				First	GEFCC	Kane Kares	2-Declined				
32	3/22/2012		4/10/1977	34				2/11/2011	13.3	Unknown/not 1st	Dist U-46	Dist U-46	1-Enrolled				
33	3/29/2012		4/6/1978	33				2/4/2012	1.8	Unknown/not 1st	VNA-n	Dist U-46	2-Refused				
34	3/29/2012		6/21/1990	21				3/10/2012	0.6	First	VNA-n	Dist U-46	3-Unable to Locate				
35	3/29/2012		2/6/1992	20				12/5/2011	3.8	Second	VNA-n	Dist U-46	3-Unable to Locate				
36	3/29/2012		10/21/1986	25				2/16/2012	1.4	First	VNA-n	Dist U-46	2-Refused				
37	3/29/2012		7/14/1982	29				1/11/2012	2.6	First	VNA-n	Dist U-46	11-No Response From Attempted Contact				
38	4/11/2012		8/2/1977	34				3/26/2011	12.5	Unknown	Dist U-46	Dist U-46	1-Enrolled				
39	4/11/2012		11/30/1973	38				9/13/2010	18.9	Unknown	Dist U-46	Dist U-46	1-Enrolled				
40	4/13/2012		9/7/1987	24				8/14/2010	19.9		Dist U-46	Dist U-46	1-Enrolled				
41	4/17/2012		5/11/1993	18				12/14/2011	4.1		Dist U-46	Dist U-46	1-Enrolled				
42	4/23/2012			112				8/8/2010	20.5		Dist U-46	Dist U-46	1-Enrolled				
43	4/27/2012		9/9/1979	32				4/18/2012	0.3	Third	VNA-n	Dist U-46	3-Unable to Locate				
44	5/4/2012			112				12/15/2009	28.6		Dist U-46	Dist U-46	1-Enrolled				
45	5/4/2012		4/23/1986	26	6/27/2012	32.5		6/20/2012	-1.5	Third	VNA-n	Dist U-46	2-Declined				
46	5/4/2012		1/25/1992	20				3/31/2011	13.1		Dist U-46	Dist U-46	1-Enrolled				
47	5/7/2012			112				1/17/2011	15.6	Unknown	Dist U-46	Dist U-46	1-Enrolled				
48	5/7/2012		12/6/1993	18	11/19/2012	12.5				First	Kane Kares MIECHV - 2	Kane Kares	4-Other				
49	5/7/2012		2/4/1977	35				10/5/2009	31.0		Dist U-46	Dist U-46	1-Enrolled				
50	5/8/2012		5/18/1984	27	7/4/2012	31.5				First	Kane Kares MIECHV - 2	Dist U-46	7-Waiting List				
51	5/9/2012		9/18/1983	28				10/25/2010	18.4		Dist U-46	Dist U-46	1-Enrolled				
52	5/10/2012		6/1/1991	20				10/25/2010	18.5		Dist U-46	Dist U-46	1-Enrolled				
53	5/18/2012		1/25/1984	28	5/30/2012	38.5				Second	VNA-n	Dist U-46	7-Waiting List				
54	5/18/2012		10/3/1990	21	12/7/2012	11				Second	VNA-n	Family Focus	4-Other				
55	5/29/2012		9/9/1989	22				12/24/2010	17.1	Unknown/not 1st	Dist U-46	Dist U-46	1-Enrolled				
56	6/1/2012		6/24/1974	37	10/3/2012	22.5				Third	VNA-n	Dist U-46	7-Waiting List				
57	6/1/2012		9/3/1987	24				5/12/2012	0.7	Sixth	VNA-n	Dist U-46	7-Waiting List				
58	6/1/2012		5/1/1981	31				5/27/2011	12.2	Third	VNA-n	Dist U-46	11-No Response From Attempted Contact				
59	6/1/2012		12/26/1990	21				5/18/2012	0.5	Unknown/not 1st	VNA-n	Dist U-46	7-Waiting List				
60	6/1/2012		10/31/1984	27				2/13/2012	3.6	Second	VNA-n	Dist U-46	11-No Response From Attempted Contact				
61	6/1/2012		10/6/1978	33	6/18/2012	37.5				Second	VNA-n	Dist U-46	11-No Response From Attempted Contact				
62	6/4/2012		6/22/1987	24	1/27/2013	6.5				Third	Kane Kares MIECHV-2	Dist U-46	7-Waiting List				
63	6/5/2012		3/22/1984	28	1/1/2013	10				Third	Kane Kares MIECHV-2	Dist U-46	7-Waiting List				
64	6/6/2012			112				12/13/2009	29.7		Dist U-46	Dist U-46	1-Enrolled				
65	6/6/2012		8/28/1989	22				8/10/2010	21.8		Dist U-46	Dist U-46	1-Enrolled				
66	6/8/2012		12/23/1990	21				5/21/2012	0.6	Third	VNA-n	Dist U-46	2-Declined				
67	6/8/2012		8/23/1991	20				4/28/2012	1.3	First	VNA-n	Family Focus	2-Refused				
68	6/8/2012		11/15/1973	38				1/3/2011	17.1		Dist U-46	Dist U-46	1-Enrolled				

Well Child WIC Classes - Tally of Classes

Month of October 2013

	PRENATAL ENGLISH				L&D ENGLISH				L & D SPANISH				
Date of Class:	11/6/2013	11/13/2013	11/20/2013	11/27/2013	11/6/2013	11/13/2013	11/20/2013	11/27/2013	11/6/2013	11/13/2013	11/20/2013	11/27/2013	Total
	KK	KK	FF	KK	VNA	KK	KK	KK	VNA	VNA	VNA	KK	
Total attendees at class:	0	No one showed		1	6	No one showed	4	No one showed					11
How many did you talk to?	0			5	2		4						11
1st time moms pregnant	0			4	2		4						10
2nd time moms pregnant	0			1	4		0						5
1st time w/ baby under 3 months	0			0	0		0						0
2nd time w/ baby under 3 months	0			0	0		0						0
1st time w/ baby under 2 weeks	0			0	0		0						0
2nd time w/ baby under 2 weeks	0			0	0		0						0
3rd time or more eligible for Parents as Teachers	0			0	0		0						0
Agreed to be enrolled in your program	0			0	0		0						0
Agreed to be contacted by another HV program	0			0	0		1						1
Agreed to have a further conversation about HV	0			0	2		0						2

MIECHV Elgin Declination Data Analysis, November 16, 2013

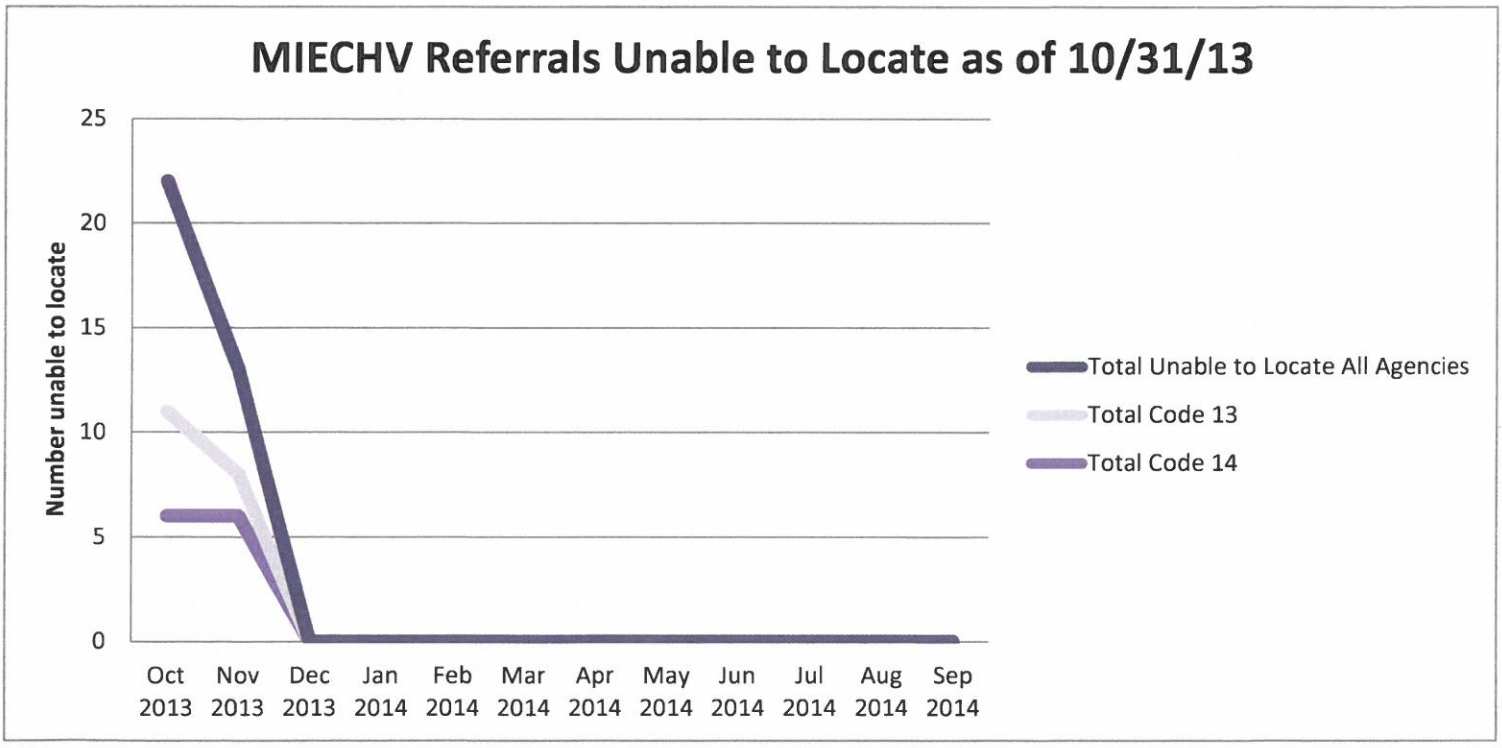
Reasons for Declination** By Agency: November 1, 2013 – November 16, 2013

HV Agency Submitting Surveys	Total Declination Surveys Received			1 Busy-Work			2 Busy-school			3 No Need			4 Moving			5 S/O or Family does not support HV			6 Does not want home-based services		
Type of Mom: First, Second, or Third Time+	1	2	3+	1	2	3+	1	2	3+	1	2	3+	1	2	3+	1	2	3+	1	2	3+
VNA HF	12	0	0	2						7											
FF HF																					
KK NFP																					
U-46	0	0	4							1								1			
Total	**12**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

** Each mother may respond with more than one reason for declining.

7. **Additional client comments: First Time Moms:**
   - MOB stated she has no interested in the home visitation program
   - MOB stated she does not have any time for visits
   - MOB declined after completing over the phone questionnaire w/ MIHOPE
   - Will not have time once baby is born
7. **Additional client comments: Third Time or more Moms:**
   - No time, but no work or school
   - Already receiving
8. **Home Visitor observations-- First Time Moms, HV observed**
   -
8. **Home Visitor observations-- Third Time or more Moms, HV observed**
   - Didn't seem interested

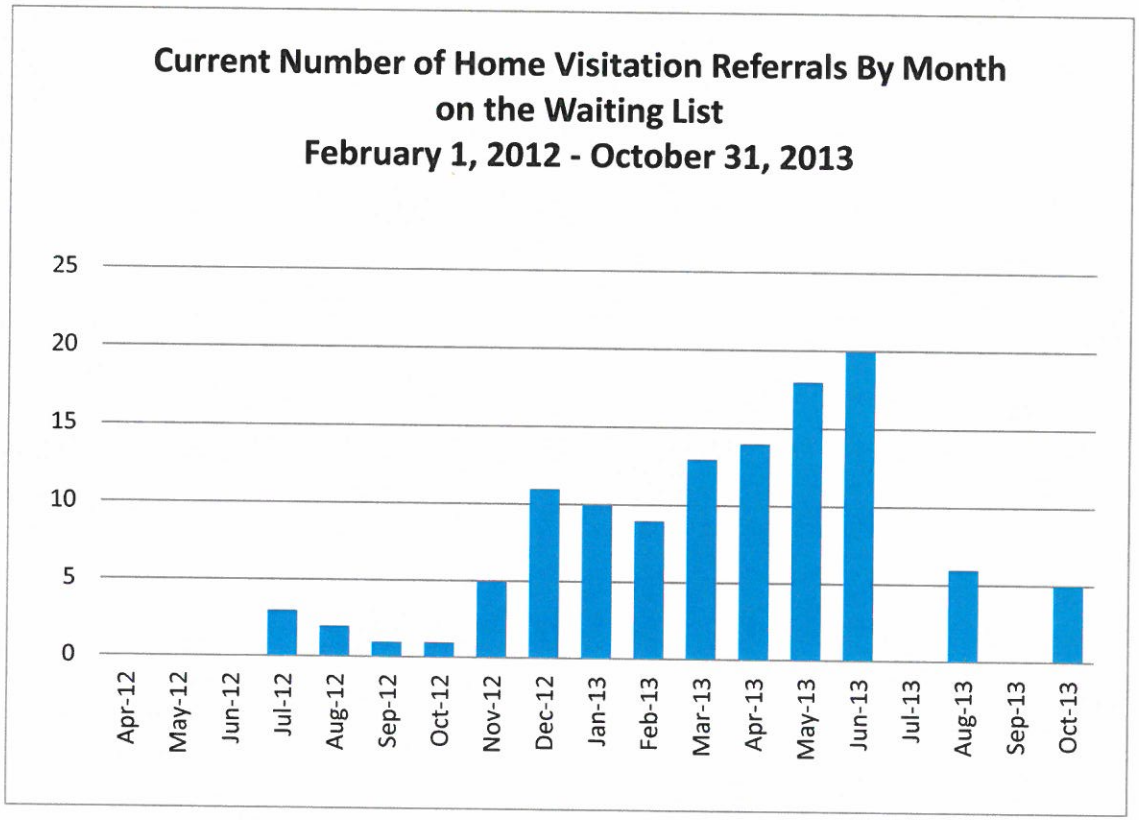
Trends for Unable to Locate Elgin MIECHV Referrals												
	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014
Unable to Locate by Telephone (Code 14)												
District U-46	0	2	0	0	0	0	0	0	0	0	0	0
Family Focus	3	0	0	0	0	0	0	0	0	0	0	0
Kane Kares	1	2	0	0	0	0	0	0	0	0	0	0
VNA	2	2	0	0	0	0	0	0	0	0	0	0
Total Code 14	**6**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Unable to Physically Locate (Code 13)												
District U-46	1	1	0	0	0	0	0	0	0	0	0	0
Family Focus	2	0	0	0	0	0	0	0	0	0	0	0
Kane Kares	1	0	0	0	0	0	0	0	0	0	0	0
VNA	1	1	0	0	0	0	0	0	0	0	0	0
Total Code 13	**5**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Unable to Locate Codes 13 & 14 Combined												
District U-46	1	3	0	0	0	0	0	0	0	0	0	0
Family Focus	5	0	0	0	0	0	0	0	0	0	0	0
Kane Kares	2	2	0	0	0	0	0	0	0	0	0	0
VNA	3	0	0	0	0	0	0	0	0	0	0	0
Total Unable to Locate All Agencies	**11**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**



The waiting list

Current clients on Waiting List by Month of Referral

	# of referrals
Feb-12	0
Mar-12	0
Apr-12	0
May-12	0
Jun-12	0
Jul-12	3
Aug-12	2
Sep-12	1
Oct-12	1
Nov-12	5
Dec-12	11
Jan-13	10
Feb-13	9
Mar-13	13
Apr-13	14
May-13	18
Jun-13	20
Jul-13	0
Aug-13	6
Sep-13	0
Oct-13	5
	118



Special Type of Mother Break Out Report

	May	June	July	August	September	October	November	December
28 weeks or less								
29 weeks+								
babies 2 weeks old or less								
babies 3 wks-6 months old								