

Home Visiting Program

[Purpose](#)

[Home Visiting List Page](#)

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Purpose

The purpose of this job aid is to provide instructions for entering Home Visiting Program (HVP) case information.

Overview

The Home Visiting List and Home Visiting Detail pages allow the User to enter Home Visiting Program offers, their outcomes, and the date of the first home visit.

Home Visiting List Page

The Home Visiting List Page displays all HVP offer records for a case and provides access to the Home Visiting Detail page. From this page, Users may access the Home Visiting Detail page to add or edit records.

Accessing the Home Visiting List Page

Step	Action
1.	Place cursor over Eligibility in the Global navigation bar.
2.	Click Case Summary in the Local navigation bar.
3.	Click Home Visiting in the Task navigation bar.

Home Visiting Detail Page

The Home Visiting Detail page is used to document the outcome of an HVP offer, including when the individual asked to participate. If an offer is accepted, the User can also enter the date of the first home visit.

Adding a Home Visiting Program Record:

Step	Action
1.	On the Home Visiting List page: a) Click the Add button.
2.	On the Home Visiting Detail page: a) Enter a <Date> in the Date Offered text box. b) Select <Yes or No> from the Accepted Offer drop-down box. c) Enter a <Date> in the Begin Date text box if displayed. d) In the Person(s) section, select an <Option> from the Name drop-down box.

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| | <ul style="list-style-type: none">e) Click the Add button and repeat step 2d to add another person.f) Click the Save and Return button. |
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The Date of First Home Visit text box can be completed for each person with the Home Visiting Detail page in Edit mode.

Removing a Home Visiting Program Record:

To remove an HVP record, go to the Home Visiting List page, click the checkbox for the appropriate record and click the Remove button. The system creates a journal entry when the User removes an HPV record to document the action.

CalWORKs Home Visiting Program Form (CW 2224):

The CalWORKs Home Visiting Program (HVP) form, CW 2224, is completed by the Customer to accept or decline to volunteer for HVP. The English and Spanish CW 2224 is available in the template repository.