Babies Count in WI

Process Description:

1. WI Babies Count Coordinator (Colleen Kickbush, TVI, Vision Forward Association) will add new agencies (i.e. Vision Forward, WCBVI, CESA, Independent Contractors, etc.).

2. Agencies will add new providers (i.e. TVIs or primaries by name). Agencies contact the WI Babies Count Coordinator with questions/concerns and periodically remind their providers to complete these surveys with families. Agencies can access their data anytime and will meet annually with the WI Babies Count Coordinator.

3. Providers will then complete surveys with families of children ages 0-3 who are VI. These surveys are great for building rapport and starting important conversations! Providers contact their lead agency and/or the WI Babies Count Coordinator with questions/concerns.

Instructions for Agency: Adding Providers

1. Go to BabiesCount.org

2. Click Login (upper right; blue box)

3. Enter your Username and Password (Password: 123456). Please change your password by going to My Profile, Update My Password.

4. Click Service Providers tab near the upper left.

5. Click Add Service Provider.

6. Enter the provider’s information and click Add near the bottom right. It is suggested that you use a generic password that is the same for all providers, such as 123456 (see Provider Instructions below).

7. You can view, edit, and delete your service providers on the list under the Service Providers tab. If you need to reassign a survey to a different provider within your agency, please select Reassign Survey.

8. Under the Surveys tab, you can view the status of surveys within your agency.

9. Under the Reports tab, you can download the report of the data from your agency's completed surveys.
Instructions for Providers:

1. Go to BabiesCount.org

2. Click Login (upper right; blue box)

3. Enter your Username and Password (username is the first letter of your first name followed by your last name (i.e. ckickbush) and password is 123456 by default). Please change your password by going to My Profile, Update My Password.

4. Click Take New Survey and complete the anonymous survey in-person or virtually with each family of a child 0-36 months (B-3) at intake or now if a current student.

   a. Survey can be done online (recommended) or with a hard copy (provider still enters it online afterward).

   b. Help is built into the questions if needed.

   c. Sometimes these questions regarding information about the parents or guardians are personal and sensitive. Please note that if the family is uncomfortable in answering, they do not have to answer, however they should be asked. The person completing the survey can ask questions in a culturally responsible manner with a matter of fact and non-judgmental way, which really depends on the family and the situation. One suggestion is to say, “I work with many types of families. The following questions are meant to give information about the diversity of families of children with visual impairments around the nation, however if any makes you feel uncomfortable, just let me know and we can move on. Remember, your name is not on this survey and nobody will identify you.”

2. The survey will assign a code. Important: Make sure you write the code down on the child’s file and/or a Babies Count Tracking Sheet, so you can keep track of which children you have completed an entry/exit survey for on your caseload! You will need this code to complete the child’s exit survey.

3. Provider completes the survey again with the family at discharge from the program (just before the child turns 3). (You will do 2 surveys total for each child.)