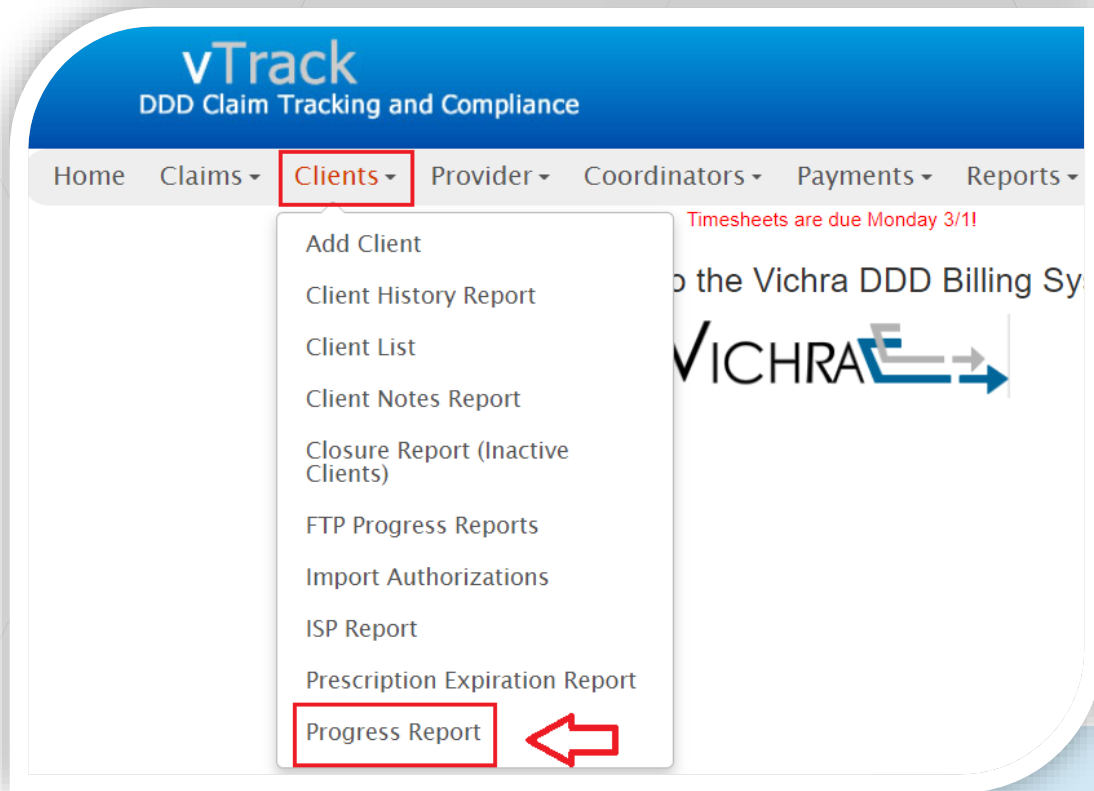


## How to Create HAH Progress Reports

### 1. Navigate to Clients Drop Down

- Select → Progress Report




### 2. Enter Report Ranges


- Enter → Start Date and End Date
- Report Mode → Select HAH Progress Report
- Select Discipline → Select Habilitation
- Select Client → Select specific client
- Click → Submit




## Progress Report

Select the range for the report


Start Date:  

End Date:  



Report Mode



Select Discipline



Select client

**After clicking submit, two tabs will open in your browser:**

- **HAH Progress Summary** – Includes optional information that can be used for additional language on the HAH Progress Report Tab (Main Tab)
- **Habilitation Progress Report:** Main Report Tab

### 3. HAH Progress Summary Tab Lists:

- Each Goal
- Trial Average
- Completed
- Service Dates
- Activities
- Progress for each goal



**Goal 1:** Vanessa will walk to the school bus stop  
Trial Average: 34.38% - Completed: 0/16



Goal, Trial average %, completed

02/01/2021: Activity: Monday-Friday each morning  
02/02/2021: Activity: Monday-Friday every morning.  
02/09/2021: Activity:



Lists of service dates and activities performed each day

01/22/2021: Progress: Client did a great job but needs more work  
01/26/2021: Progress: client did a great job but needs more work  
01/29/2021: Progress: Client did a great job but needs more work  
02/01/2021: Progress: Vanessa walked to the bus stop with minimal assistance  
02/02/2021: Progress: Client needed assistance walking to the bus stop  
03/01/2021: Progress: Client walked to the bus stop on the first verbal prompt with minimal assistance



List of service dates and progress for each day

#### 4. HAH Progress Report Tab (Main Tab):

- Select → Reporting Frequency (Monthly, Quarterly, Semi-Annual)
- Verify → Member Info
- Verify → Support Coordinator and Select → District
- Select → BTP Plan Check box Yes or No
- Enter → Type of Habilitation
- Outcomes Exactly from the ISP → Will auto fill from goals on data sheets
- Written summary describing specific activities including current and potential barriers → Activity Summary data can be copied and pasted from the HAH Progress Summary Tab (Optional)
- Outcome Results → Trial Average % will auto fill from HAH Progress Summary Tab
  - Progress Summary data can be copied from HAH Progress Summary Tab or a brief summary of the client's progress can also be typed (Optional)
- Continue for each goal



### HABILITATION PROGRESS REPORT ← Main tab

Reporting Frequency Requirement:  Monthly  Quarterly  Semi Annual

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Member Name: Carlos Fuentes      Member Assist ID: 987654322      DOB: 12/25/2010

Qualified Vendor: Name: Demo 2 Company      Vendor ID: 123456789       Independent Provider: Name: \_\_\_\_\_

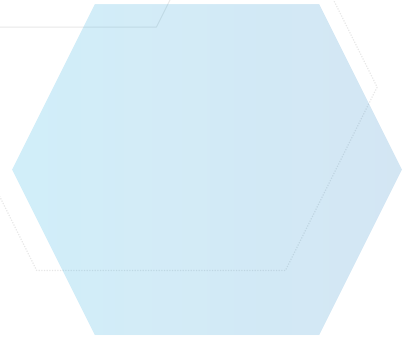
Support Coordinator Name: \_\_\_\_\_      District:  Central  West  East  South  North

BTP Plan:  Yes  No      Type of Habilitation: Habilitation

Outcomes-Exactly from the ISP	Written summary describing specific activities including current and potential barriers	Outcome results
<input type="checkbox"/> ISP <input type="checkbox"/> BTP Client will learn how to brush his teeth Goal #1 is auto filled from HAH Progress Summary Tab	Client will apply tooth paste to brush and brush teeth for 60 seconds. **Activity Summary data can be copied or typed from the HAH Progress Summary Tab (Optional)	Trial Average: 44.64% - Completed: 4/14 Trial average % is auto filled from HAH Progress Summary Tab. **Enter a brief summary of the client's progress or copy and paste Progress Summary data from the HAH Progress Summary Tab (Optional)**
<input type="checkbox"/> ISP <input type="checkbox"/> BTP Client will learn how to cook Goal #2 is auto filled from HAH Progress Summary Tab	Client will makq a peanut butter and jelly sandwich **Activity Summary data can be copied from the HAH Progress Summary Tab (Optional)	Trial Average: 53.33% - Completed: 7/12 Trial average % is auto filled from HAH Progress Summary Tab. **Enter a brief summary of the client's progress or copy and paste data from the HAH Progress Summary Tab (Optional)**

## 5. Validation/Signature

- Scroll → To the bottom of the Habilitation Progress Report tab
- SP Action Items/Update → Type SP Actions Items/Updates if any
- Comments/Other → Type comments or Other items to report
- Add → Signature
- Date sent → Enter date sent
- Click → Save



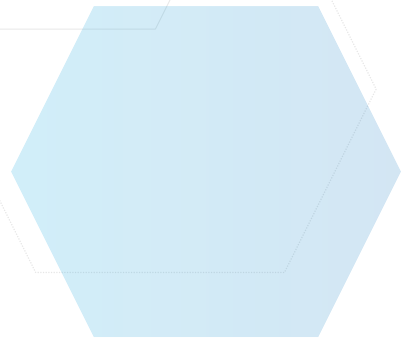
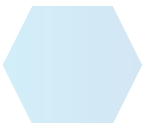
The screenshot shows a form with the following elements:

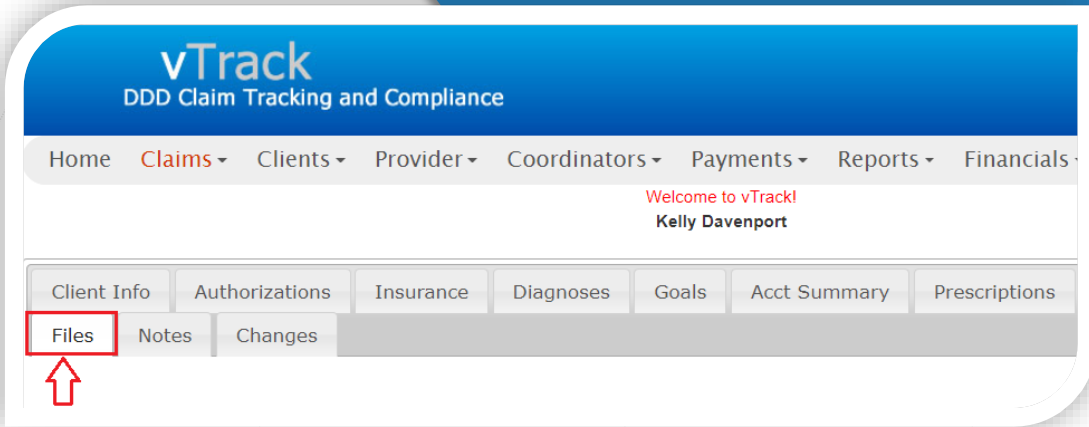
- SP Action Items/Updates:** A text input field at the top, highlighted with a red box and a red arrow pointing left.
- Comments / Other (Medical Appointments, home visits, issues, etc...):** A text input field below the first, highlighted with a red box and a red arrow pointing left.
- PROVIDER SIGNATURE(S):** A large grey area for a signature, containing the text "Signature here" in red cursive.
- Clear** and **Edit**: Two buttons located below the signature area.
- Date Completed:** A text input field at the bottom right, highlighted with a red box and a red arrow pointing left.
- Save** and **Cancel**: Two buttons at the bottom left. The **Save** button is highlighted with a red box, and a red arrow points down to it from the "Date Completed" field.

**\*\*You will automatically be directed to the Client Info Tab of the client's portal\*\***

### 6. Client Portal Files Tab

- Click → Client's files tab

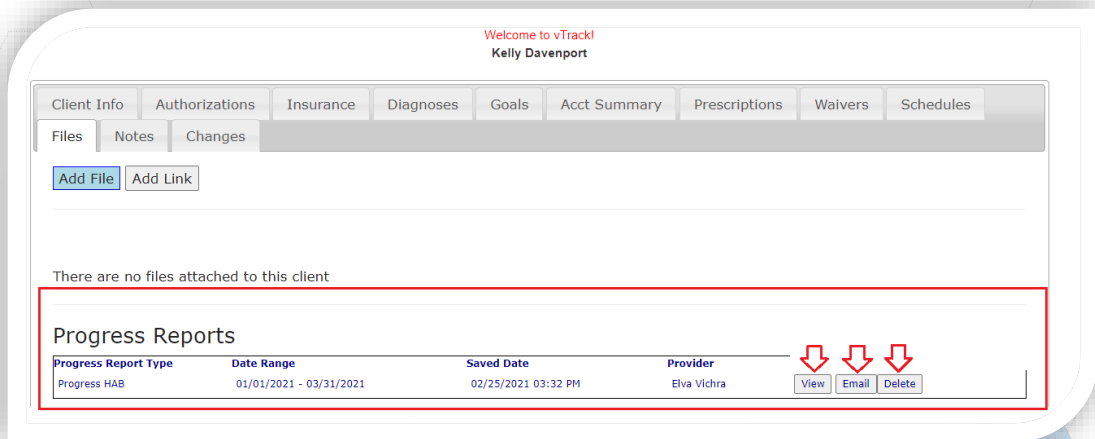




**\*\*Progress Reports are located under progress Reports Section\*\***

**Options Available on Files Tab:**

- View → Edit, review, or print
- Email → Email Report securely from vTrack
- Delete → Remove from client's files



**\*\*\*Admin Staff Only: Progress reports can automatically be uploaded instead of using the manual method of emailing individually\*\*\***



*\*\*For additional support, please contact us at [vTrack@Vichra.com](mailto:vTrack@Vichra.com)\*\**

v

[vTrack@Vichra.com](mailto:vTrack@Vichra.com)



Vichra LLC Tutorials

