



Instructions for Agency: Adding Providers

1. Go to *BabiesCount.org*
2. Click *Login* (upper right; blue box)
3. Enter your *Username* and *Password*. Please change your password periodically 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 immediately 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.)