



## Quarter Report Data Submission Guidelines

These reports are found in the HFNY MIS in the Reports Catalog on the Quarterly Reports Tab.

### A. Performance Targets (3 pages)

Send only the first part of the report, namely the Health and Development Targets, the Parent Child Interaction Targets and the Maternal Life Course Targets. **Do not send** the lists “Cases not meeting Performance Targets” and “Performance Targets Invalid/Missing Cases” that are attached to this report. **You will discuss the reasons for not meeting the targets and invalid/missing data in your narrative.**

### B. Enrolled Program Caseload Information (2 pages)

Send the first two parts of this report, “Enrolled Program Caseload” and “Case Visits per month for Enrolled Cases at the End of the Report Period.” **Do not send** the third part “Caseload List.”

### C. Pre-Assessment Engagement (2 pages)

Send only the first two parts of this report: “Pre-Assessment Engagement” and “Summary of Termination Reasons this Quarter.” **Do not send** the third part of this report, “Details of Total Cases to be Assessed this Quarter.”

### D. Pre-intake Engagement (2 pages)

Send only the first two parts of this report: “Pre-Intake Engagement” and “Summary of Termination Reasons this Quarter.” **Do not send** the third part of this report, “Details of Pre-Intake Engagement this Quarter.”

### E. Family Characteristics (2 pages)

Send both pages of this report entitled “Family Characteristics at Enrollment and Most Current.”

### F. Service Referrals (2 pages)

Send both parts of this report, “Service Referrals - Arranged by Family Support Workers” and “Service Referrals – Information Given to Families to Follow Through.”

### G. Home Visits Log Summary (1 page)

### H. Primary Caretaker 1 Issues (1 page)

### I. FSW Home Visit Record (1 or 2 pages)

J. Program Information for 8 Quarters (1 page)

K. Worker Characteristics

Send only the first part of this report, “HFNY Worker Characteristics Summary.”  
**Do not send** the second part “HFNY Worker Characteristics Detail.”

L. Performance Targets for 4 Quarters

**Do not send this report to your contract manager.**

M. Training Report Summary

This report is a summary of all trainings for the quarter and who attended.  
Remember, only the trainings you have entered into the computer will show up on this report.

N. Healthy Families America Home Visit Analysis (1 or 2 pages)

This report figures the home visit rate like the new credential report, *4-1b HFA Home Visiting Completion Rate Analysis*. (You will be sending both methods for figuring the Home Visit Rate in this report, the other being I. FSW Home Visit Record.)