

Credentialling

<u>Report Title</u>	<u>Report Description</u>
02. 1-1.D Assessment Information (Data Filter Option)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 1-1-D..Screenings/Assessments to determine eligibility for services occur either prenatally or within the first two weeks after the birth of the baby.
03. 1-2.A and B Kempe Analysis	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 1-2 A and B, measuring acceptance rates and "refusal" rates for participants with positive Kempe scores.
05. 1-3 Timing of First Home Visit (Data Filter Option)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 1-3. The program ensures that, for those who accept home visitor services, the first home visit occurs prenatally or within the first three months after the birth of the baby.
06. 2-2.C Kempe Training	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 2-2 C.. This report lists all current staff who have administered a Kempe Assessment, the date of their Kempe Training (FAW Core Training) and the date of the first Kempe Assessment they administered.
07. 3-3.C Use of Creative Outreach (Data Filter Option)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 3-3C. The program places participants in outreach appropriately and continues outreach for three months, only concluding outreach prior to three months when the participants have (re)engaged in services, refused services or moved from the area
08. 3-4.A and B Retention Rate Analysis (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 3-4 A and B. This report analyzes retention rates for enrolled participants, the reasons for their discharge and the demographics of this cohort, both at intake and closure. Closure is defined as the date of the last actual home visit.
10. 4-1.B. HFA Home Visiting Completion Rate Analysis (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 4-1 B., a report very similar to the Family Support Worker Home Visit Record on a case level, but this credential report uses the HFA formula to measure achievement rate on a worker and program level.
11. 4-2.B Intensive HV Services after Target Child is Born (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 4-2B. Program ensures that participants remain on the most intensive home visitation level (at least weekly) for a minimum of six months after the birth of the baby.
12. 4-3.B Participant in Program for at Least 3 Years as of Today (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 4-3B. The program ensures that it offers home visitation services to participants for a minimum of three years after the birth of the baby (for those participants who wish to continue participating).
13. 6-6 ASQ Training	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 6-6. Those who administer developmental screenings have been trained in the use of the tool before administering it.
14. 6-7.B and C Tracking under Cut-off Score of TC (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 6-7 B and C, a report tracking target children suspected of having a developmental delay and evidence of the program's follow through.

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50. 10-2 Orientation Training	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item10-2. Staff (assessment workers, home visitors, and supervisors) receive orientation (separate from intensive role specific training) prior to direct work with children and families to familiarize them with the functions of the program.
51. 10-3 Intensive Role Specific Training for Staff	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item10-3. Staff (assessment workers, home visitors, and supervisors) receive intensive training within six months of date of hire specific to their role within the home visitation program to help them understand the essential components of their role within the program.
52. 10-4 Demonstrated Knowledge Training for Staff by Six Months	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item10-4. Staff (assessment workers, home visitors, and supervisors) demonstrate knowledge on a variety of topics necessary for effectively working with families and children with six months of hire.
53. 10-5 Demonstrated Knowledge Training for Staff by Twelve Months	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item10-5. Staff (assessment workers, home visitors, and supervisors) demonstrate knowledge on a variety of topics necessary for effectively working with families and children with twelve months of hire.
54. 10-6 On-Going Training	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 10-6. The program ensures that all program staff receive ongoing training which takes into account the worker's knowledge and skill base.
55. 5-3 Culturally Sensitive Practices	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 5-3. The program provides staff training on culturally sensitive practices based on the unique characteristics of population(s) being served (i.e. , age related factors, language, culture, etc.) by the program.
56. NYS1 Shadowing	Heathly Families New York Required training report NYS1a and b. Home visitors and assessment workers shadow experienced staff prior to direct work with families
57. NYS2 Data Training	Heathly Families New York Required training report NYS2. Staff (Supervisors, assessment workers, home visitors) receive data forms training within six months of hire to a HFNY position.
58. NYS3 IFSP	Heathly Families New York Required training report NYS 3 Staff (home visitors and supervisors) receive IFSP training within three months of hire to a HFNY position.
59. 11-2.A Home Visit Observation by Supervisor (Data Filter)	Pre-Site visit evidence to address HFA Credentialling Site Self-Assessment Tool item 11-2 A, a report listing the last 5 visits for each active FSW where the Supervisor was present. NYS policy requires three home visits per year by the supervisor for each FSW.

Reports

<u>Report Title</u>	<u>Report Description</u>
A. Data Report	The Data Report provides a summary of program activity for a specified period of time. Screens, Pre-Assessment activities, Kempe Assessments, Pre-Intake activities and Enrolled Cases are displayed for use in management reports or as information to other interested parties.
B. Face sheet	The Face Sheet summarizes information about the case, the PC1, the PC2, the Contact Person and the Target Child. It also lists current information about medical insurance, public benefits and medical providers.
C. FAW Monthly Report	The FAW Monthly report summarizes FAW caseload information and their monthly activity. It is used for supervision and worker validation purposes.
D. Preintake Activity Summary	The Pre-Intake Activity Summary is a management report used to evaluate efforts being made to engage participants by Family Support Workers.
E. Summary of Home Visit Log	The Home Visit Log Summary aggregates information from the Home Visit Log for use in supervision and for worker validation.
F. Summary of Referral Sources	The Summary of Referral Sources report lists the number of times referral sources appear on the HFNY Screen form for any period of time.
G. Family Support Worker Home Visit Record (Data Filter Option)	The Family Support Worker Home Visit Record measures the FSW's home visit output and compares it to the expected amount of visits required by Healthy Families America guidelines. It is used both for supervision and worker validation.
H. Program Demographics (Data Filter Option)	The Program Demographics report summarizes characteristics for participants served over a specified period of time. Included in this summary are total participants, race/ethnicity of PC1, Age of PC1 at enrollment, education of PC1 at enrollment, employment and training at enrollment, families receiving public benefits at enrollment, PC1 married at enrollment, household composition at enrollment, first time mothers at enrollment, length of program participation, prenatal at enrollment and primary caretaker needs interpreter for English.
I. ASQ History (Data Filter Option)	Provides a history of ASQ scores for each participant by FSW caseload. There is an option to print this list for only cases with under cutoff scores.
J. PSI History (Data Filter Option)	Provides a history of PSI scores for each participant by FSW caseload. There is an option to print a list of only cases with scores above the 85th percentile.
K. Kempe PC1 Issues (Data Filter Option)	This report provides a list of all PC1's who have a Domestic Violence, Substance/Alcohol Abuse and/or Mental Health Issues that have been identified in the Kempe Current Issues. It also lists if there is a Service Referral made for that particular issue(s) within six months of the Intake Date.
L. Program Synopsis (Data Filter Option)	The Program Synopsis is used as a monthly summary of activity for the program. It can be run for any time period as well. Screens, Kempes, enrollment, referrals, home visits and form information give the user a quick management look at program status.
M. Level Change Report	Allows for viewing and printing of one participant level change history:

Reports

<u>Report Title</u>	<u>Report Description</u>
	PC1_ID, Level, Date Level Assigned, and Days on Level.
N. Screen/Referral Source Outcome Summary	Screen/Referral Source Outcome Summary lists individual referral sources during a time period and the corresponding ages of the target children at the time of the referrals and the current outcomes of those referrals. The same analysis is provided for all referral sources.
O. Screen/Referral Source Demographic and Outcome Analysis	The Screen/Referral Source Demographic and Outcome Analysis is a more indepth analysis of screens than the Screen/Referral Source Outcome Summary . The user has a choice between one referral source or all referral sources and the analysis is done on expectant parent type, age of expectant parent, timing of screening, type of referral, risk factors and reasons not referred.

Quarterly Reports

Report Title

A. Performance Targets (Data Filter Option)

Report Description

Performance Targets display the program's achievement rate in the areas of Health and Development, Parent Child Interaction and Maternal Life Course. This report also lists participants who have not meet a specific target and lists participants where the case data quality prevents measurement of a specific target.

B. Enrolled Program Caseload Information (Data Filter Option)

The Enrolled Program Caseload Information report summarizes the activity of the enrolled cohort for the time period. Numbers related to families enrolled at the beginning of the period, new families enrolled during the period, families discharged during the period and active enrolled cases at the end of the period are displayed. A summary of the discharge reasons, visits per month by level and a list of enrolled participants at the end of the period are also part of this report.

C. Pre-Assessment Engagement (Data Filter Option)

Pre-Assessment Engagement Report summarizes activity for the report period related to screens and the program's ability to assess participants once they score positive on the screen.

D. Preintake Engagement (Data Filter Option)

Pre-Intake Engagement Report summarizes activity for the report period related to Kempe Assessments and the program's ability to enroll participants once they score positive on the Kempe.

E. Family Characteristics (Data Filter Option)

A broad variety of characteristics are summarized for the families served during the report period. Characteristics are seen from two points of view: what the families looked like at enrollment and what the same cohort looks like as of the end of the report or currently.

F. Service Referrals (Data Filter Option)

The Service Referral component of the Quarterly report summarizes referrals and their outcomes from the beginning of the current contract to the end date of the quarter. The referrals are broken down by those arranged for the participant by the home visitor and those where information was given to the participant to follow through themselves.

G. Home Visits Log Summary (Data Filter Option)

The Home Visit Log Summary aggregates information from the Home Visit Log for the quarter and contract to date.

H. Primary Caretaker 1 Issues (Data Filter Option)

This quarterly report compares primary caretaker one issues at enrollment or Kempe to the most current record of issues.

I. FSW Home Visit Record (Data Filter Option)

The FSW Home Visit Record measures the FSW's home visit output and compares it to the expected amount of visits required by Healthy Families America guidelines for the Quarter.

J. Program Information for 8 quarters (Data Filter Option)

The Quarterly Program Information report displays eight quarters of program data for managers, contract managers, quality assurance persons and program staff.

K. Worker Characteristics Summary (Data Filter Option)

The Worker Characteristic Summary report has two parts:

1. an aggregate table of worker characteristics collected on the Worker Information at Hire form broken down by job category and
2. an individual listing of each worker used in constructing the worker characteristic table.

Quarterly Reports

Report Title

L. Performance Targets for 4 Quarters (Data Filter Option)

Report Description

Performance Targets displays four quarters of the program's achievement rate in the areas of Health and Development, Parent Child Interaction and Maternal Life Course.

M. Training Report Summary (Data Filter)

The Training Report Summary gives a chronological list of trainings during the report period. Date of training, title of training, training description, HFA training codes, length of time for each code, cultural competency and staff participating are included.

N. HFA Home Visit Record (Data Filter)

The HFA Home Visit Record measures the FSW's home visit output and compares it to the expected amount of visits required by Healthy Families America guidelines. It is used both for supervision and worker validation.

Ticklers & Lists

Report Title

Report Description

A. FSW Enrolled Case Tickler

The FSW Tickler provides the program staff with both a schedule of upcoming events and a form history of the case. Be patient when running this report as it may take a few seconds. This report should be run monthly.

B. FSW Pre-Intake Case Tickler

The FSW Pre-Intake Tickler should be run at the same time the FSW Tickler is run. It lists all pre-intake cases by worker. It lists the PC1 ID, the participant name, phone, Days since FSW assignment, Enrollment Age out date and Date of the last Pre-Intake form.

C. FSW Enrolled Case Tickler Summaries

The FSW Enrolled Case Tickler Summaries can be used by both Supervisors and FSW's to list cases with forms coming due. This report option allows the user to view or print ticklers by form: ASQ, PSI, Follow-up, IFSP or a combined tickler that includes ASQ, PSI, Follow-up, IFSP and Lead Assessment grouped by worker for each case.

D. FAW Tickler

The FAW Tickler lists all cases that have screened positive, been referred for an assessment and have not been assessed or terminated. The elements of the report are PC1 ID, Name, Phone, Screen date, Last Recorded pre/post-Natal status, EDC or DOB, Enrollment Age out Date, Assessment Critical Element Target Date, and Date of Last Pre-Assessment Form. This report should be run monthly.

E. Service Referrals Needing Follow-up

The Service Referrals Needing Follow-up Report lists referrals by case and by worker that have been data entered without an outcome. This list is used as a reminder to FSW's to check with their families for referral outcomes.

F. Supervisor's Case List

The Supervisor's Case List is a summary of family support worker caseloads organized by supervisor. It includes case weights, the total number of cases and the number of cases on each level.

G. FSW Case List

The FSW Case List displays cases for each FSW with helpful information such as Name, PC1 ID, address, phone number, Target Child Name or EDC, current level and current level start date. It also sums the number of Active cases, the number of Pre-Intake cases and the total case weight. This report should be run monthly and given to the FSW to check for accuracy.

H. Active Enrolled Case List (Data Filter Option)

The Active Enrolled Case list is used by managers to view or print a list of participants who are active at any point during a period of time.

I. Closed Enrolled Case List (Data Filter Option)

The Closed Enrolled Case list is used by managers to view or print a list of participants who were closed at any point during a period of time.

J. Quality Assurance Report (Data Filter Option)

Quality Assurance reports rate programs on their effectiveness to collect good data. Managers can pinpoint issues related to missing and untimely submission of data forms.

K. Time Table / Time Line

This is a two part report:

1. In table form, the Time Table report presents the paperwork, developmental, immunization, well baby checkup and lead screening schedule for one case organized by form, shot, visit or screening.
2. The Time Line report displays the events in the same schedules listed

Ticklers & Lists

<u>Report Title</u>	<u>Report Description</u>
	above, but is organized chronologically.
L. TANF Services Eligibility (TSE) Report (Data Filter)	The TANF Services Eligibility (TSE) Report lists all active participants in a time period and information about their eligibility for TANF services.
M. Report History	The Report History report shows the user a list of each report in the Report Catalog and the last 6 days it was run.
Z. Users and the Groups to which they belong	Simple listing of Users and the Groups to which each belongs