Today's agenda

- Go through each standard on the ASR and look at the related MIS reports
- Look at each MIS report to identify where to find the information needed for required narratives
- Look at the standards that don't have a related MIS report & identify where this information can be found
- Questions

Program Eligibility Criteria (1-1. A)

- the site's eligibility criteria (**boiler plate language included in the ASR**)

- how these criteria were selected, (**census info, vital statistics, demographics by county, etc.**)

- the defined service area, and (**look at info shared in workplans & run demographics report in MIS – and compare to your current defined service area**)

- the number of families the site has the capacity to serve (the total number of families projected annually to be served based on site capacity). (**this is your program's contracted capacity**)

Program Eligibility Criteria (1-1. A)

MIS Report - Report Catalog/Analysis/ Program Demographics

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Referring Organizations (1-1B)

Please include narrative identifying organizations within the community where families can be referred from, and the formal/informal agreements in place. Identify any noteworthy community collaboration efforts including coordination with local social services districts/health departments and other community partners (WIC, OB/GYN, Clinics, etc.)

MIS Report- Report Catalog/Lists/Screen Form Referral Sources

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Tracking Referrals and Site capacity (1-1.C)

The site tracks the number of families identified or referred by referral source, and their eligibility status. The site implements strategies to help maximize existing program capacity and support family needs in the community. **AND**

a. the number of families identified or referred by each referral source, and their eligibility status.

MIS Report- Report Catalog/Accreditation/ 1-1.C Referral Source Outcome Summary Report.

–   Remember this is a transition year so the report includes referrals/screens prior to moving to a one-step

Tracking Referrals and Site capacity (1-1.C)

- Please provide narrative on the following as it relates to Enrollment and Utilization (Note: (Please note: HFNY acknowledges that your program provides most of the information on a quarterly basis in Quarterly Reports. We are asking for a narrative that provides more context to your findings.)

  b. The number of enrolled families at the beginning of the contract period.

  c. How many families were discharged in the contract period?

  d. The number of enrolled families at the end of the contract period?

  e. Analyze these data and describe your plan with specific strategies to fill available slots or reduce gaps in service availability for the upcoming year.

- **MIS Reports- Report Catalog/Analysis/ Capacity Building Report (One-Step); Report Catalog/Quarterlies/ 8 Quarter Report/Report Catalog/Quarterlies/ Quarterly Engagement Summary**

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Tracking Referrals and Site capacity (1-1.C)

MIS Report:

Report Catalog/Quarterlies/ 8 Quarter Report (have to enter your contract start & end dates for the year in review, before running the report)

    b. The number of enrolled families at the beginning of the contract period.

        b.   Line #4, 5th column over

    c. How many families were discharged in the contract period?

        c.   Line #6 and add the number of discharges for all 4 quarters of the contract period

    d. The number of enrolled families at the end of the contract period?

        d.   Line #7, eight column over

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Tracking Referrals and Site capacity (1-1.C)

e. Analyze these data and describe your plan with specific strategies to fill available slots or reduce gaps in service availability for the upcoming year.

MIS Report:

Report Catalog/Analysis/ Capacity Building Report (One-Step);

Tracking Referrals and Site capacity (1-1.C)

e. Analyze these data and describe your plan with specific strategies to fill available slots or reduce gaps in service availability for the upcoming year.

MIS Report:
Report Catalog/Quarterlies/ Quarterly Engagement Summary (enter contract start & end dates for the year in review)

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Tracking Referrals and Site capacity (1-1.C)

Please be sure to include how the demographic and social factors of the families enrolled compare to your program's defined service area.

MIS Report:

Report Catalog/Analysis/Program Demographics – (enter contract start and end dates)

Initial Engagement Process (1-2.B)

- Please provide narrative on how your site monitors its initial engagement process and activities reflecting all families referred in the most recent year. Please include the following information in your narrative:
    - o The length of time from referral to initial contact
    - o The length of time from initial contact to offer of services
    - o Whether able to establish initial contact or not
    - o Whether services were offered or not.
    - o Reasons why if services were not offered.

MIS Report:

Report Catalog/Accreditation/1-2.B Initial Engagement Process Report (enter contract start & end dates, include 1st page of this report in your narrative).

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Initial Engagement Process – Developed Strategies (1-2.C)

To provide narrative for this standard, look at the 1-2B report and ask the following questions:

1) How do the time frames look; 2) How successful is your team at establishing first contact with families; 3) What are the reasons why families aren't being offered services? Continue your exploration by asking yourself and your team: 1) does anything surprise you; 2) what strategies can you explore; 3) is the process/materials accessible to families; 4) what's the best way to keep track of this work?

These questions along with the DEIB focus questions may help you develop strategies to address challenges with initial engagement.

MIS Report:

Report Catalog/Accreditation/1-2.B Initial Engagement Process Report (enter contract start & end dates, include 1st page of this report in your narrative). Report Catalog/Analysis/Referral Form Information Report.

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Measure Acceptance Rate (1-4A) & Measure Retention Rate (3-4A)

For these two standards we're asking for narrative on the definition of Acceptance Rate and Retention Rate. There is boiler plate language in the ASR that you will use.

And for 1-4A, you'll run that report to also include the current acceptance rate for all families offered services in the most recent year.

MIS Report - Report Catalog/Accreditation/1-4. A & B Acceptance Rate and Analysis

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Acceptance Analysis (1-4B)

- Please provide narrative on the analysis of your data from all families who were offered services during at least the most recent year. Analyze both formally and informally:
  - 1. Families who refused services in comparison to families who accept services.
  - 2. Includes at least one analysis factor (The analysis includes one or two factors in its comparison of those who accepted and those who declined during the same time period for a 2 rating and at least 3 factors for a 3 rating).
  - 3. The reasons why families decline enrollment.

MIS Reports - Report Catalog/Quarterlies/Quarterly Engagement Summary
Report Catalog/Accreditation/1-4. A & B Acceptance Rate and Analysis & refer to the May 2023 Statewide Presentation provided below by Dr. Margaret Gullick (CHSR) on acceptance for one and two step to assist with this section.

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Retention Analysis (3-4B)

- Please provide narrative on the analysis of your data for all families who enrolled within at least one cohort year, analyze both formally (numbers and percentages) and informally (anecdotal information from staff and advisory members)
  -

1. Families who remain in services in comparison to families who leave.
2. Includes at least one analysis factor (The analysis includes one or two factors in its comparison of those who remained and those who left during the same period for a 2 rating, and at least 3 factors for a 3 rating).
3. 3. The reason why families leave.

MIS Report - Report Catalog/Accreditation/ 3-4. A and B Retention Rate Analysis & refer to the May 2023 Statewide Presentation provided below by Dr. Margaret Gullick (CHSR) on acceptance for one and two step to assist with this section.

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Performance Targets

Provide a narrative on how your program monitors well childcare visits (7-1C) (i.e.- performance indicator cycles, narrative on performance targets in quarterly reports, MIS reports related to performance targets, feedback from annual site visits, etc.) Include narrative on strategies developed to address barriers identified with well childcare target achievement and any strategies that have been implemented. Please also provide narrative on barriers identified in meeting performance targets.

DEIB Focus: Reflect on your performance achieving these targets and how realistic they are given the demographics, cultural values, and practices of your service population.

MIS Reports- Report Catalog/Quarterlies/ Quarterly Performance Targets & Report Catalog/Quarterlies/ Performance Targets for 4 Quarters

Performance Indicators

For each performance indicator achieved, what particular factors do you attribute this success to? For each indicator not achieved, please describe steps taken to identify barriers to achievement, strategies developed, and strategies implemented to address barriers identified. Ongoing monitoring and updates are included in Quarterly Reports.

There is no report in MIS for indicators. Performance Indicators are run twice a year and sent to programs from CHSR. Please reference P.I cycles accordingly for your contract period in review.

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Family & Staff Input (5-4A)

Submit a narrative of the program's most recent efforts to obtain meaningful feedback from parents/caregivers and staff.

Using the information gathered from staff and families, the site will identify areas of strength and where there is opportunity for growth in the way the site promotes greater equity in service delivery and reducing the causes of disparity and inequity that exist within their larger community. Be sure to address curricula and materials, if applicable. This information should be incorporated into the site's equity plan.

MIS Report - Report Catalog/Quarterlies/ Quarterly Worker Characteristics Summary

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Family & Staff Input (5-4A)

You'll put this summary narrative in the space provided in this section of the ASR and include this in the 5-4B section of the ASR:

Summary of Staff and Family Input related to staff relational skills, interactions with families, and advocacy at the community level to promote equity (also include results from a formal equity assessment of the program or organization, if applicable):

Equity Plan (5-4B)

How do I speak about the "equity plan" in the ASR since that is something we are actively working on now and our contract year ends 6/30/23. It's new, so there is no annual review, updates, or new strategies to speak of. For the past year, we had activities related to our Cultural Analysis and Plan. They are similar but I am assuming they are not interchangeable?

For the equity plan piece (5-4B) you'll consider the DEIB focus questions that you spoke to in each section of your ASR and the info you gathered from staff and families (5-4A) to help develop strategies that you'll list in the equity plan (which is embedded in the ASR). You'll share the equity plan created with your staff and Advisory board in Q1 of the following contract year and share that feedback in your Q1 quarterly report.

Equity Plan Review (5-4C)

Then for 5-4C, for this year you can include info received from your CAP from last year and plug that into the related section.
You'll put this narrative in the text box in the 5-4C section:

Summary of Equity Plan Annual Review (includes lessons learned and new input from staff and families). **Note any strategies from previous plan that were completed or retired.**

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Staff Retention and Satisfaction (9-4)

Please provide narrative indicating factors associated with staff who have left along with satisfaction feedback from existing HFA staff. Also indicate how these data have been used to develop staff retention strategies, improve staff diversity and inclusion, and promote equity. Include which strategies have been implemented. Progress on implementation of strategies can be documented in the Quarterly Report.

For staff satisfaction, include a summary of staff satisfaction input in regard to work conditions that contribute both negatively and positively to job satisfaction (typically aggregated survey results) for those currently employed with the HFA site.

Please note: Agency-wide staff satisfaction surveys, if used, must be filtered and reported for HFA staff only.

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Staff Retention and Satisfaction (9-4)

Please provide narrative indicating factors associated with staff who have left along with satisfaction feedback from existing HFA staff. Also indicate how these data have been used to develop staff retention strategies, improve staff diversity and inclusion, and promote equity. Include which strategies have been implemented. Progress on implementation of strategies can be documented in the Quarterly Report.

For staff retention, include data of staff who have left. Include staff (by position title) who left during the timeframe (12 months for new sites, 24 months for all others), their hire date, termination date, reason why they left; and any other pertinent characteristics & Include strategies developed for staff retention based on what was learned from retention and satisfaction data.

Model Specific Training & Standard 11 – Training to Fulfill Job Functions

Please provide narrative on trainings provided to staff that were relevant to your site's target population throughout the year. Please also provide a list of trainings provided to staff related to Child Abuse and Neglect (11-4B) and a list of all DEIB trainings provided to staff throughout the year. Summarize any additional interpersonal and skill development opportunities to support staff in their role.

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Governance and Administration

Organization and Function of Community Advisory Board (GA-1A)

Submit a narrative, policy or bylaw describing the community advisory board's role in advising with regards to planning, implementation, and evaluation of site activities.

Advisory with Wide Range of Skills & Knowledge (GA-1B)

Please share the roster for your community advisory board which includes organization affiliation(s) and a summary of skills, knowledge, and abilities to effectively serve the interest of the community.

Program Manager and Community Advisory Board Work Effectively (GA-1C)

Please submit a narrative describing how the program manager partners with the community advisory board by providing members site information for each meeting and engages them in advising site operations.

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Reminders & Tips

- Remember to consider DEIB focus questions that are provided for standards in the ASR. You don't have to answer every DEIB question but should consider some when developing your narratives. This will help to inform your site's Equity Plan.

- We realize there have been a lot of changes to the ASR template. Please do your best to provide narratives. Remember that your ASR will be reviewed by your OCFS PCM and feedback will be provided. If there are sections of your ASR that are missing required information your PCM will share that information which can then be edited before uploading into SharePoint for accreditation.

- If site's want to modify their ASR for purposes of sharing with your agency or advisory board that is ok. However, the ASR submitted to your OCFS PCM should be on the ASR template provided.

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QUESTIONS??

Questions?

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Supporting Families

Right From the Start

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