

Performance Indicators – DATE RANGE

Note: Before each PI cycle, you will receive a copy with the current timeframes to run reports.

All data must be entered into MIS by 10th OF MONTH. Data entered after 10th may not be included.

<p>1. Quarterly Performance Targets -NYS Target Performance: 9 of 12 Performance Targets achieved in at least 3 of 4 quarters, from LAST YEAR -Four quarters of performance are reviewed for targets HD 1a, 2a, 3 through 8, PCI 1, FLC 1, 3, 7. If stated target is achieved at least 3 of 4 times, target is considered met.</p>	<p>Report Catalog/Quarterlies/ Quarterly Performance Targets for 4 Quarters Date Range: LAST QUARTER</p>
<p>2. Retention Rate at One Year -NYS Target Performance: 50% -Participants who enrolled from LAST 18-12 MONTHS</p>	<p>Report Catalog/Accreditation/ 3-4.A&B Retention Rate Analysis (Case Filter/Site Options) Date Range: LAST 18-12 MONTHS</p>
<p>3. Assessment Completed Prenatally or within two weeks of birth of Target Child for performance period -NYS Target Performance: 80%</p>	<p>Report Catalog/Accreditation/ 1-2.C Assessment Information (Case Filter/Site Options) Date Range: LAST 6 MONTHS</p>
<p>4. First Home Visit prior to 3 months after Target Child’s birth for performance period -NYS Target Performance: 95%</p>	<p>Report Catalog/Accreditation/ 1-3.B Timing of First Home Visit (Case Filter/Site Options) Date Range: LAST 6 MONTHS</p>
<p>5. Required forms (PSI, Follow-up, ASQ-SE or ASQ CCI) for last month of Performance period.* -NYS Target Performance: no invalid forms over 25%</p>	<p>Report Catalog/Analysis/ Quality Assurance Report (Case Filter/Site Options) Analysis Point: LAST DAY</p>
<p>6. Accreditation Requirements for Training: Orientation, Core, Shadowing, Prenatal, and FGP/ IFSP -Staff hired as of 01/01/LAST 5 YEARS</p>	<p>Report Catalog/Training/ 10-2 Orientation, 10-4 Intensive Role Specific Training for Staff, Shadowing, Prenatal (11-2.E), and IFSP (11-2.F)</p>
<p>7. Accreditation Requirements for Training: Wraparound Training: 3, 6 and 12 Month -Staff hired as of 01/01/LAST 5 YEARS</p>	<p>Report Catalog/Training/ 11-1 Wraparound 3 months, 11-2 Wraparound 6 months, and 11-3 Wraparound 12 months reports</p>
<p>8. HFA Home Visit Rate -NYS Target Performance: 75%</p>	<p>Report Catalog/Accreditation/ 4-2.B HFA Home Visiting Completion Rate Analysis - Summary (Case Filter/Site Options) Date Range: LAST QUARTER</p>
<p>9. Supervisor observation of FSS/FRS -NYS Target Performance: 4 home visits (FSSs), 2 assessments (FRSs), 2 home visits & 1 assessment (dual role) from LAST YEAR for staff hired before LAST YEAR (see indicator policy below)</p>	<p>Report Catalog/Accreditation/ 12-2.B Observations by Supervisor, for LAST YEAR</p>

Performance Indicators – DATE RANGE

10. Prenatal Enrollment in Performance Period** -NYS Target Performance: 65% -Percentage of all participants enrolled from LAST 6 MONTHS** (see example below)	Report Catalog/Quarterlies/ Quarterly Program Information for 8 quarters (Case Filter/Site Options) Date range: LAST QUARTER
11. Creative Outreach -NYS Target Performance: 10% or less as of quarter ending LAST QUARTER	Report Catalog/Quarterlies/ Quarterly Program Information for 8 quarters (Case Filter/Site Options) Date range: LAST QUARTER
12. Program Capacity in Performance Period*** -NYS Target Performance: 85% -Average of active enrolled participants at end of quarters ending LAST 2 QUARTERS , divided by contract FSW FTEs times 20 ***(see example below)	Report Catalog/Quarterlies/ Quarterly Program Information for 8 quarters (Case Filter/Site Options) Date range: LAST QUARTER
13. Regular and Protected Supervision -75% of expected supervision sessions for all staff for period LAST 6 MONTHS	Report Catalog/Accreditation/ 12-1.B Regularly Scheduled and Protected Supervision – Summary Date Range: LAST 6 MONTHS
14. Time on Level 1 -NYS Target Performance: 90% -90% of families served in past year should remain on Level 1 for a minimum of 6 months (183 days) after TC’s birth, or after enrollment, whichever is longer, excluding time on CO	Report Catalog/Accreditation/ 4.1B Intensive Home Visitation Level after TC is Born Date Range: LAST YEAR
15. Use of PCI Tool -NYS Target Performance: 90% -90% families who have been enrolled for at least 6 months or have received at least one follow-up visit will have been evaluated under the CHEERS Check-In in the past year	Report Catalog/Accreditation/ 6-3.D Use of CHEERS Check-In Tool Date Range: LAST YEAR

*Run reports after **FIRST OF MONTH**. You can run this report before then, but the end date of the period used needs to be over by the time you run the report.

**Prenatal Enrollment in Performance Period:

4. New Enrollments this quarter	9	1	4	4	6	8	2	11
a. % Prenatal	6 (67%)	1 (100%)	3 (75%)	3 (75%)	3 (50%)	7 (88%)	1 (50%)	11 (100%)

For this example, the prenatal rate for this six month period would be:

(1 + 11) divided by (2 + 11) or

12 divided by 13 or

92% for the six month Performance Indicator period

***Program Capacity:

Performance Indicators – DATE RANGE

5. Families Discharged this quarter

a. Families completing the program

6. Families Active at end of this Quarter ←

a. % on Level 1 at end of Quarter

1. Add Families Active at end of Quarter **LAST 2 QUARTERS** and divide by 2
2. Divide by contract capacity: FSW FTE's times 20.
3. Represented as a percentage

Example:

Your current contract would say something like this:

NUMBER OF FULLTIME FAMILY SUPPORT WORKERS: 8 X 20 FAMILIES = 160 BE SERVED AT ONE TIME.

1. Active at end of **2nd to Last Quarter**: 146
2. Active at end of **Last Quarter**: 156
3. Average of two: $(146 + 156)/2=151$
4. Contracted capacity: $8 \times 20 = 160$

Performance Indicator Capacity: $151/160=94\%$

Observation by Supervisor Policy

1. For workers who have done a **Parent Survey Assessment** in the last year, **two** observations are required, as noted on the Parent Survey form (item 13. Observation by supervisor). Observations should be done every six months.
2. For workers who have done a **home visit** in the last year, **four** observations are required, as noted on the home visit log (item 8a. Observation by supervisor). Observations should be done quarterly, and should not be done with the same family if possible.
3. For those workers (dual role) who have done **both** a Parent Survey Assessment and a home visit in the last year, the requirement is half of the required observations for each role. These **two home visit observations and one assessment** observation must occur in the past year.
4. If more than one observation (of the same type) for one worker occurs in the same month, they will be counted only once (e.g., a second home visit observation in the same month will not be counted).
5. Supervisors and Program Managers are not counted for this PI item.