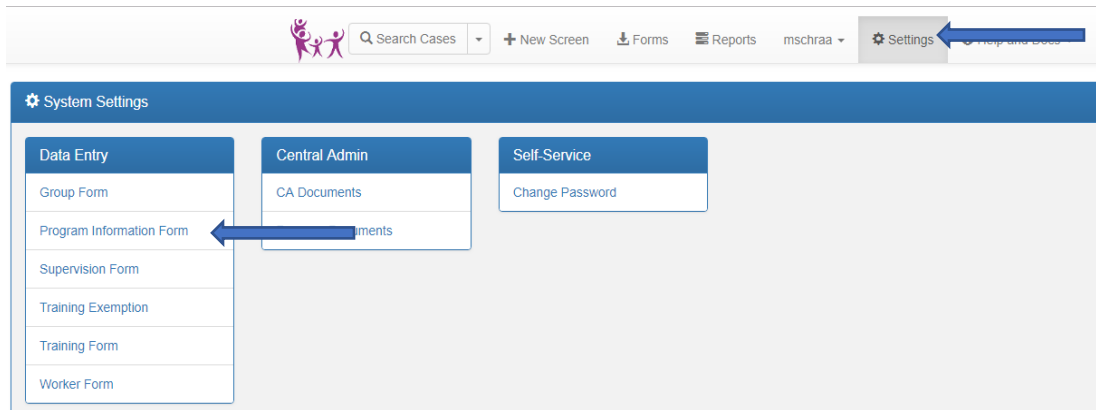
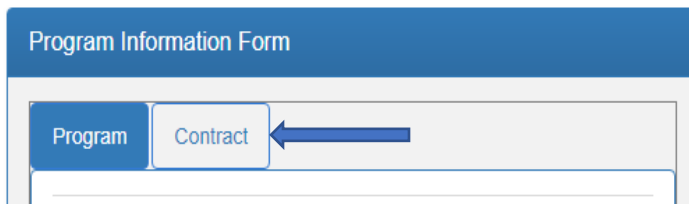


In the Management Information System (MIS) system, you can set the default contract quarters for quarterly reports by:

1. Clicking on **Settings** tab
2. Then click on the **Program Information form** tab



3. Then click on **Contract** tab



4. Enter contract quarter dates

A screenshot of the 'Contract' tab in the 'Program Information Form'. The page has a blue header with the text 'Program Information Form'. Below the header are two tabs: 'Program' and 'Contract'. The 'Contract' tab is active. Below the tabs are four input fields:

Contract Manager	Tom Dwyer
Contract Number	CO27561
Contract Start Date	07/01/18
Contract End Date	06/30/19

Blue arrows point to the 'Contract Start Date' and 'Contract End Date' fields.

Your quarterly data report will include the following **7 data reports**:

<b>Data Report Title (from MIS)</b>	<b>MIS Tab</b>	<b>Data report pages to be sent</b>	<b>√= data received X= data not submitted</b>
Home Visits Log Summary	Quarterlies	All pages	
Program Information for 8 quarters (Quarterly Program Summary)	Quarterlies	All pages	
<b>4-2.B</b> HFA Home Visit Completion Rate Analysis-Summary	Accreditation	All pages	
Performance Targets for 4 Quarters (last 4 quarters including the quarter they're reporting on)	Quarterlies	All pages	
Elapsed Times Between Key Dates (if there are significant time lapses b/t key enrollment dates, programs should speak to this in their quarterly report narrative)	Analysis	Last page only	
<b>1-4.A &amp; B</b> Acceptance Rate and Analysis	Accreditation	All pages	
Capacity Building	Analysis	All pages	

Tips for pulling these reports from MIS:

1. Utilizing the search tool and/or filters ribbon on the report page can help the user navigate to the correct report swiftly. For example, if you wanted to run the Elapsed Times Between Key Dates Report:
  - a. Once you've clicked on the **Reports** tab, click on the **Analysis** tab (located in the filters ribbon at the top of the reports page).

## Quarterly Report Guidelines for Data Reports

### Healthy Families Report Catalog

Click any report row to display criteria options for the report

Filters: **All** | Analysis Quarterlies Accreditation Training | Columns: Recent-You Recent-All Frequent-You Frequent-All

#### b. Scroll down until you locate the report and click to open and run report

Show 15 entries

Category	Report Name
Analysis	Aggregate Counts
Analysis	Approved Curriculum Monitoring
Analysis	Capacity Building
Analysis	Cases Served In Time Period
Analysis	Data Report
Analysis	Days Between Home Visits
Analysis	Elapsed Times Between Key Dates (Case Filter/Site Options)
Analysis	Family Support Specialist Home Visit Record - Detail (Case Filter/Site Options)
Analysis	Family Support Specialist Home Visit Record - Summary (Case Filter/Site Options)
Analysis	FRS Monthly Report
Analysis	HFAST

- The user can also utilize the **search** option (located on the top right-hand corner of reports page). It's recommended that the user first click on the **All** tab in the filters ribbon and then type key word(s) in **search** box to locate desired report.

The screenshot shows the top navigation bar with a search icon and the text "Search Cases". Below the navigation bar is the filters ribbon with "All" selected. Below the filters ribbon is a search bar with the text "Search:" and a search icon. The "All" tab in the filters ribbon and the search bar are highlighted with blue arrows.

#### Tips/Reminders for completing quarterly report narratives:

- Please include narrative based on your review/analysis of **Length of Time Between Key Pre-Enrollment Dates** and **Home Visit Log Summary** reports from MIS.
- To determine the number of father figures that participated in Parent Surveys and home visits for the quarter, refer to the **Aggregate Counts** Report. Enter the start and end date accordingly and run report. The information can be found under the Parent Surveys and Home Visits section of the report.

- For more detailed information on uploading documents into CMS please refer to the “Instructions and Tips for CMS online claiming and reporting” located on the OCFS website