

MIECHV Quarterly Data Collection Form

Agency:	
Reporting Period:	
Year:	
Name of Person Completing Form:	

Reporting Schedule

Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grantees are required to submit the information requested on this form to the Minnesota Department of Health (MDH) on a quarterly basis. Please submit one MIECHV Quarterly Data Collection form per grantee (CHB) to Health.FHVdata@state.mn.us by the appropriate due date listed below.

Quarter End Date	Form Due Date
Quarter 1: March 31, 2017	May 16, 2016
Quarter 2: June 30, 2017	July 29, 2016
Quarter 3: September 30, 2017	October 31, 2016
Quarter 4: December 31, 2017	January 31, 2017

Directions for Completing This Form

- Please fill in the tables on the next two pages. When answering each question, give an exact value – do not use a number range.
- For sites that receive both MIECHV Formula and Expansion Funding, report the number of households or staff for both grants combined.
- For sites that implement HFA and NFP models, report the value for both models combined.

Definitions

MIECHV Household: HRSA has provided a new definition of a MIECHV household as a household that is served by a trained home visitor implementing services with fidelity to the model, for whom at least 25% of her/his personnel costs (salary and wages including benefits) are paid for with MIECHV funding. A household may consist of a pregnant woman, or one or more caregivers participating in home visiting services, plus children under their care. The primary caregiver may be the parent of the child(ren), or may be a grandparent, other relative of the child(ren), or a foster parent. A household may include multiple caregivers depending on model-specific definitions.

MDH is planning a transition to HRSA's new definition of a MIECHV household beginning October 1st, 2016 as follows:

- Families newly-enrolled in MIECHV on 10/1/2016 or later should meet the new MIECHV household definition.
- Families enrolled in MIECHV prior to 10/1/2016, under the grantee's previous definition of MIECHV families, will continue as MIECHV families until leaving the MIECHV program.

This transition will impact reporting to MDH beginning January 2017. Data for Quarter 4 of 2016 (10/1/2016 – 12/31/2016) will include all MIECHV families enrolled, under both old and new definitions of MIECHV families.

Households Currently Receiving Services: The number of households that are enrolled and active in home visiting, as of the end of the quarterly reporting period. Households should be classified as "active" according to the guidance or definitions provided by the evidence-based model; this may exclude some cases that are still "open" but are inactive.

Section A: Number of households with no individual-level data reported to MDH

1. Households with no individual-level data reported to MDH: Report the number of MIECHV households that did not provide written informed consent to share any individual-level data with MDH that were enrolled in home visiting at any point during the reporting period. This could include households currently receiving services, households that were inactive but still open during the reporting period, or households that were closed during the reporting period.	
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Section B: Program Capacity

For items 2 and 3: Report the total number of MIECHV households enrolled at the end of the quarterly reporting period. This **includes** clients reported in Section A, who did not consent to share individual-level data with MDH.

2. Number of New Households Enrolled: The total number of MIECHV households that initially enrolled in home visiting during the quarterly reporting period, and remain enrolled in home visiting at the end of the quarterly reporting period. New households that drop out before the end of the reporting period are not counted in this item.	
3. Number of Continuing Households: The total number of MIECHV households that were enrolled in home visiting prior to the beginning of the quarterly reporting period, and continue enrollment through the entire reporting period. This excludes new households reported in item 2, and households where home visiting services stopped prior to the end of the reporting period (reported in items 6 and 7 below).	
4. Maximum Service Capacity: This is equal to the target caseload specified in the grantee's MIECHV work plan.	

Section C: Family Engagement

For items 5 through 8: Report the total number of MIECHV households enrolled during the reporting period according to their engagement status as of the end of the reporting period. This **includes** clients reported in Section A who did not consent to share data with MDH.

5. Number of Households Currently Receiving Services: The total number of MIECHV households enrolled and active in home visiting at the end of the reporting period. (See Definitions above for additional guidance.) This number should equal the sum of items 2 and 3 in Section B.	
6. Number of Households that Completed (Graduated from) Program: The total number of MIECHV households that completed or graduated from the program, according to home visiting model-specific definitions and criteria, during the quarterly reporting period. This includes MIECHV households that completed the program and transitioned to a non-MIECHV home visiting program.	
7. Number of Households that Stopped Services before Completion: The total number of MIECHV households that left the home visiting program, or were closed for any reason prior to completion of the program, during the reporting period.	
8. Other: The total number of MIECHV households that do not fall into the previous three categories. This may include unreachable participants and any other households not receiving services that have not yet been closed by the end of the reporting period.	

Section D: Staff Recruitment and Retention

Report the number Full-Time Equivalents (FTEs) paid for using MIECHV funding. **Only count the proportion of FTE for each staff member that is supported by MIECHV grant funds.** For example, a 1.0 FTE staff member who is supported 30% through MIECHV funds and 70% through other funds would count for 0.3 FTE for the purposes of this section.

Family Home Visitors

9. Number of New FTE MIECHV Home Visitors: This is the number of home visitor FTEs who began employment during the reporting period.	
10. Number of Continuing FTE MIECHV Home Visitors: This corresponds to the number of home visitor FTEs supported by MIECHV funds retained from the end of the previous quarter.	
11. Number of Vacant FTE MIECHV Home Visitors: This is the number of home visitor FTEs that became vacant during the reporting period.	

Supervisors

12. Number of New FTE MIECHV Supervisors: This is the number of supervisor FTEs who began employment during the reporting period.	
13. Number of Continuing FTE MIECHV Supervisors: This corresponds to the number of supervisor FTEs supported by MIECHV funds retained from the end of previous quarter.	
14. Number of Vacant FTE MIECHV Supervisors: This is the number of supervisor FTEs that became vacant during the reporting period.	

Other Staff (Data Entry, Support Staff)

15. Number of New FTE MIECHV Other Staff: This is the number of other FHV staff FTEs who began employment during the reporting period.	
16. Number of Continuing FTE MIECHV Other Staff: This corresponds to the number of other staff FTEs supported by MIECHV funds retained from the end of previous quarter.	
17. Number of Vacant FTE MIECHV Other Staff: This is the number of other staff FTEs that became vacant during the reporting period.	

Section E: Additional Comments

Please provide any additional comments that would help the Family Home Visiting Section understand the information in this report.

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