

THE MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

FORM 1 DEMOGRAPHIC, SERVICE UTILIZATION, AND
SELECT CLINICAL INDICATORS TOOLKIT

August 2016; Updated October 2023



The Maternal, Infant, and Early Childhood Home Visiting Program Form 1 Demographic, Service Utilization, and Select Clinical Indicators Toolkit

2024 Update

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The Maternal, Infant, and Early Childhood Home Visiting Program Form 1 Demographic, Service Utilization, and Select Clinical Indicators Toolkit

About the Toolkit

The purpose of this document is to support awardees in reporting quality, consistent, and accurate data for each of the standardized measures in Form 1. The toolkit has been updated to reflect the most recent changes to MIECHV reporting requirements (see [FY 2024 Annual Performance Reporting Updates](#) for more information). This document:

- supplies guidance on how to collect and report Form 1 measures,
- includes instructions for entering data in the awardee-populated fields, and
- provides helpful tips and considerations for reporting data.

Each performance measure includes three sections.

1. **HRSA Data Entry Form.** This section reproduces the data collection form from the Home Visiting Information System (HVIS). Data will be submitted on each measure in a table similar to what is presented here.
2. **Table Data Entry Instructions.** This section provides instructions to help operationalize each measure correctly, including inserting details accurately in each table. These instructions will be helpful to ensure that accurate and high-quality data are consistently reported in each table.
3. **Table Considerations and Tips.** This section provides additional guidance on how data should be collected and reported. Definitions of the target population and important inclusion and exclusion criteria are provided to help guide accurate reporting.

FY 2024 Annual Performance Reporting Updates

In July 2021, OMB approved updates to the MIECHV Annual Performance Reports ([Form 1](#) OMB NO. 0906-0017). The updates in this version of the Form 1 Performance Measurement Toolkit reflect changes prompted by MIECHV reauthorization requirements that will take effect FY24 (October 1, 2023 - September 30, 2024).

[Table 15](#) now reports service utilization by model. The updated Form 1 is available on the [MIECHV Data, Evaluation, and Continuous Quality Improvement \(CQI\) website](#).

Form 1 General Considerations

- All Form 1 data should be collected at the time of enrollment and updated annually thereafter.
- Awardees should report data in Form 1 in accordance with their selected method for identifying a MIECHV household. The two different methods that can be used to identify MIECHV households are described below:
 - Home Visitor Personnel Cost Method (preferred method): Families are designated as MIECHV at enrollment based on the designation of the home visitor they are assigned. Using this methodology, recipients designate all families as MIECHV that are served by home visitors for whom at least 25 percent of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding.
 - Enrollment Slot Method: Families are designated as MIECHV families based on the slot they are assigned to at enrollment. Using this methodology, recipients identify certain slots as MIECHV-funded and assign families to these slots at enrollment in accordance with the terms of the contractual agreement between the MIECHV state recipient and the LIA regardless of the percentage of the slot funded by MIECHV.
- Once designated as a MIECHV household, the household is tracked for the purposes of data collection through the tenure of household participation in the program. See [Appendix A](#) for more information.
- To be reported on Form 1, all participants (new and continuing enrollees) must have received at least one home visit during the reporting period.
- For the purposes of Form 1, the “number of newly enrolled” participants are those who sign up to participate in the home visiting program at any time during the reporting period, and who were identified as being part of a MIECHV household.
- For the purposes of Form 1, the “number of continuing” participants are those who were signed up and enrolled in the home visiting program prior to the beginning of the reporting period, and who were identified as being part of a MIECHV household.
- The definition of continuing participants differs slightly from [Form 4](#) Table A.1 because of the cross-sectional nature of that table. Definitions and Frequently Asked Questions for Form 4 can be accessed at: [Form 4 - Quarterly Performance Reporting Frequently Asked Questions](#).
- Total Pregnant Participants should be consistent across all tables in the form: [Table 1](#), [Table 4](#) (Sum of Newly Enrolled and Continuing), [Table 6](#), [Table 7](#), [Table 8](#), [Table 9](#) (Sum of Newly Enrolled and Continuing), [Table 10](#) (Sum of Newly Enrolled and Continuing), [Table 11](#) (Housing Status - Total), and [Table 18](#) (Sum of Newly Enrolled and Continuing).
- Total Caregivers should be consistent across all tables in the form: [Table 1](#), [Table 4](#) (Sum of Newly Enrolled and Continuing), [Table 6](#), [Table 7](#), [Table 8](#), [Table 9](#) (Sum of Newly Enrolled and Continuing), [Table 10](#) (Sum of Newly Enrolled and Continuing), [Table 11](#) (Housing Status - Total), and [Table 18](#) (Sum of Newly Enrolled and Continuing).
- Total All Adults values should be consistent across all tables in the form: [Table 1](#), [Table 4](#), [Table 6](#), [Table 7](#), [Table 8](#), [Table 9](#), [Table 10](#), [Table 11](#) (Housing Status - Total), and [Table 18](#).
- Total All Index Children values should be consistent across all tables in the form: [Table 1](#), [Table 5](#), [Table 6](#), [Table 7](#), [Table 12](#), [Table 18](#), and [Table 19](#).
- Total Number of Households should be less than or equal to the sum of total Adults and Children within [Table 1](#) and should be consistent across all tables in the form: [Table 2](#), [Table 13](#), [Table 14](#), and [Table 16](#).
- The (Grand) Total field must equal 100%.

SECTION A: PARTICIPANT DEMOGRAPHICS

Table 1: Unduplicated Count of New and Continuing Program Participants Served by MIECHV

HRSA Table 1 Data Entry Form

| Participants | Number Newly Enrolled | Number Continuing During Reporting Period | Total |
|---|-----------------------|---|-------|
| Pregnant Participants | | | |
| Caregivers – Female | | | |
| Caregivers – Male | | | |
| Caregivers – Gender Non-Binary | | | |
| Caregivers – Unknown/Did Not Report Gender* | | | |
| All Adults (Auto Calculate) | | | |
| Index Children – Female | | | |
| Index Children – Male | | | |
| Index Children – Gender Non-Binary | | | |
| Index Children – Unknown/Did Not Report Gender* | | | |
| All Index Children (Auto Calculate) | | | |
| Notes: | | | |

* When the percent of data that is “Unknown/Did not Report” is $\geq 10\%$, a table note should be provided that addresses the reason for the missing data, and if possible, plans to reduce the amount of missing data in future reporting

*Columns highlighted in grey are auto calculated by the Home Visiting Information System (HVIS).

Table 1 Data Entry Instructions

| Participants | Number Newly Enrolled | Number Continuing During Reporting Period |
|-----------------------|---|---|
| | Newly enrolled participants, including pregnant participants or caregivers, are those who sign up to participate in the home visiting program at any time during the reporting period, and who were identified as being part of a MIECHV household. | Continuing participants, including pregnant participants or caregivers, are those who were signed up and enrolled in the home visiting program prior to the beginning of the reporting period, and who were identified as being part of a MIECHV household. |
| Pregnant Participants | Enter the total number of participants who were pregnant at the time of enrollment. | Enter the total number of participants who were pregnant at the time of annual reassessment. |
| Female Caregivers | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as female; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at the time of enrollment. | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as female; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at annual reassessment. |

| Participants | Number Newly Enrolled | Number Continuing During Reporting Period |
|---|---|---|
| Male Caregivers | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as male; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at the time of enrollment. | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as male; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at annual reassessment. |
| Gender Non-Binary Caregivers | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as non-binary; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at the time of enrollment. | Enter the total number of participants who: <ul style="list-style-type: none"> ▪ Identify as non-binary; ▪ are considered a caregiver of an index child; and ▪ were not pregnant at annual reassessment. |
| Female Index Children | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as female; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as female; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. |
| Male Index Children | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as male; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as male; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. |
| Gender Non-Binary Index Children | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as non-binary; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. | Enter the total number of children who: <ul style="list-style-type: none"> ▪ Identify as non-binary; ▪ are between the ages of birth to kindergarten entry; and ▪ are considered the index child in an individual household. |
| Unknown/ Did Not Report Gender (Caregivers and Index Children): | If gender is unknown or not reported for caregivers or index children enter that count in the respective “Unknown/Did Not Report Gender” columns. | If gender is unknown or not reported for caregivers or index children enter that count in the respective “Unknown/Did Not Report Gender” columns. |

Table 1 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Awardees should complete Table 1 before completing other tables because all the subsequent validations are based on the values entered in Table 1.
- Gender Reporting:
 - Responses regarding gender should reflect participant gender identity and should be based on participant self-report. Responses regarding index child gender should reflect gender identity based on caregiver or self-report.
 - Form 1 (Definitions of Key Terms Section) includes additional information on gender category definitions.
- Pregnant Participants/Caregivers:
 - If a participant is pregnant at the time they enroll in the home visiting program, they should be reported as pregnant, even if they complete their pregnancy within the same reporting period. If they continue enrollment after pregnancy into subsequent reporting periods, they would be reported as a respective caregiver in subsequent periods.
 - If a participant is enrolled as a caregiver and becomes pregnant in the same reporting period, they will continue to be reported as a caregiver since awardees will report their status at the time of enrollment.
 - If a participant is pregnant at the time they enroll and the index child is born during the reporting period, the index child is considered a new enrollee at the time of birth and should be reported in that reporting period.
- Adult enrollees should be included per model guidelines. If the program model enrolls more than one caregiver in the household, then each enrolled caregiver would be reported as an adult enrollee in Table 1. If the program models only enrolls one caregiver per household, then only one caregiver should be included in the table regardless of how many adults live in the household.
- An index child is the target child in an individual household who is under the care of the adult enrollee(s) and between the ages of birth to kindergarten entry. Index children, or child enrollees, should be included per model guidelines. If the program model enrolls more than one child in the household (e.g., siblings), then each enrolled child would be reported as an index child in Table 1. If the program model only enrolls one child per household (except for cases of twins, triplets, etc.), then only one index child should be included in the table.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is $\geq 10\%$, a table note should be provided that addresses the reason for the missing data, and if possible, plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report” for all participants, sum the number of “All Adults” and “All Index Children” in the “Unknown/Did Not Report” column and divide by the sum of “All Adults” and “All Index Children” in the “Total” column.

Table 2: Unduplicated Count of Households Served by MIECHV

HRSA Table 2 Data Entry Form

| | | | |
|-----------------------------|------------------------------|--|--------------|
| Households | Number Newly Enrolled | Number Continuing During Reporting Period | Total |
| Number of Households | | | |
| Notes: | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 2 Data Entry Instructions

| Households | Number Newly Enrolled | Number Continuing During Reporting Period |
|----------------------|---|--|
| | Households including a pregnant participant and/or caregiver that sign up to participate in the home visiting program at any time during the reporting period. The household may include multiple caregivers depending on model-specific definitions. | Households including a pregnant participant and/or caregiver that were signed up and actively enrolled in the home visiting program prior to the beginning of the reporting period. The household may include multiple caregivers depending on model-specific definitions. |
| Number of Households | Enter the total number of households with at least one adult who: <ul style="list-style-type: none"> ▪ is a pregnant participant or is considered a caregiver of an index child in the program. | Enter the total number of households with at least one adult who: <ul style="list-style-type: none"> ▪ is a pregnant participant or is considered a caregiver of an index child in the program. |

Table 2 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- The household may include multiple caregivers per model guidelines. If the program model enrolls more than one caregiver in the household, then each enrolled caregiver would be reported as an adult enrollee in [Table 1](#).
- The total number of households should never exceed the total number participants.
- In cases where there is one index child and two enrolled caregivers who maintain their own households as distinct from the other caregiver’s, both households should be reported. For example, in this case, the awardee should report three participants (caregiver one, caregiver two, and index child) and two households.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.

Table 3: Unduplicated Count of Participants and Households Served by State Home Visiting Programs (non-MIECHV)

HRSA Table 3 Data Entry Form

| Participants and Households | Total Number Served during Reporting Period |
|------------------------------------|---|
| Pregnant Participants | |
| Caregivers | |
| All Adults (Auto Calculate) | |
| All Index Children | |
| Number of Households | |
| Notes: | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 3 Data Entry Instructions

| Participants and Households | Total Number Served during Reporting Period |
|-----------------------------|---|
| Pregnant Participants | <p>Enter the total number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered “non-MIECHV” program participants, and ▪ were pregnant at any time during the reporting period. |
| Caregivers | <p>Enter the total number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered non-MIECHV program participants, ▪ are considered a caregiver of an index child, and ▪ are not considered a pregnant participant. |
| Index Children | <p>Enter the total number of children who:</p> <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household and are under the care of a caregiver who is a non-MIECHV participant enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period. |
| Number of Households | <p>Enter the total number of households with at least one adult who:</p> <ul style="list-style-type: none"> ▪ is a pregnant participant or is considered a caregiver of an index child in the program; and ▪ is a non-MIECHV participant enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period. |

Table 3 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 3 is the only table where awardees will report on non-MIECHV participants.
- HRSA's intent for collecting participant information for non-MIECHV evidence-based and promising approach home visiting programs is to better document the reach of the MIECHV Program. A home visiting service delivery model that qualifies as a promising approach is defined in statute : "the model conforms to a promising and new approach to achieving the benchmark areas specified in paragraph (1)(A) and the participant outcomes described in paragraph (2)(B), has been developed or identified by a national organization or institution of higher education, and will be evaluated through well-designed and rigorous process." MIECHV Program awardees use federal awards to leverage additional funding to expand their evidence-based home visiting services. Documenting the scope of those services will allow HRSA to better understand the complete scope of the MIECHV Program.
- Awardees should report on any evidence-based home visiting program or program that qualifies as a promising approach that is overseen by the same entity that receives the MIECHV award in Table 3. Participants are considered "non-MIECHV" participants if they are served by a home visitor who receives less than 25 percent of their personnel costs from MIECHV funds and is overseen by the same state entity responsible for administering the MIECHV award.
- The state entity responsible for administering the MIECHV award is defined as the entity listed on the Notice of Award. In most states, this entity is the state Department of Health.
- Table 3 is intended to record an unduplicated cumulative count of non-MIECHV participants and households. This would include all participants and households that received at least one home visit during the reporting period, whether they were newly enrolled during the reporting period or continued enrollment from a previous reporting period.
- Refer to the [Table 1](#) and [Table 2](#) "Considerations and Tips" for definitions of adult enrollees, index children, and households. To the extent possible, awardees should use HRSA definitions for participant type to report in Table 3. In cases where definitions vary across MIECHV- and non-MIECHV-funded programs, the awardee should use their best judgment to categorize participants and explain any variation in reporting definitions in the "Notes" section of Form 1.
- Awardees may use the "Notes" field to add any clarifying or helpful information related to the table.

Table 4: Adult Participants by Age

HRSA Table 4 Data Entry Form

| Adult Participants | ≤17 | 18-19 | 20-21 | 22-24 | 25-29 | 30-34 | 35-44 | 45-54 | 55-64 | ≥65 | Unknown/ Did Not Report | Total |
|--------------------------------------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------------------------------|-------|
| Newly Enrolled Pregnant Participants | | | | | | | | | | | | |
| Newly Enrolled Caregivers | | | | | | | | | | | | |
| Continuing Pregnant Participants | | | | | | | | | | | | |
| Continuing Caregivers | | | | | | | | | | | | |
| All Adults (Auto Calculate) | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 4 Data Entry Instructions

| Adult Participants | Age of Adult Participants | Unknown/Did Not Report |
|--------------------------------------|---|--|
| Newly Enrolled Pregnant Participants | <p>Enter the numbers of newly enrolled pregnant participants who fall within each age category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, and, ▪ were pregnant at the time of enrollment. | Enter the number of newly enrolled pregnant participants served during the reporting period for which age was not collected. |
| Newly Enrolled Caregivers | <p>Enter the numbers of newly enrolled caregivers who fall within each age category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, and, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of enrollment. | Enter the number of newly enrolled caregivers served during the reporting period for which age was not collected. |

| Adult Participants | Age of Adult Participants | Unknown/Did Not Report |
|----------------------------------|---|--|
| Continuing Pregnant Participants | Enter the numbers of continuing pregnant participants who fall within each age category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ were pregnant at the time of the annual reassessment. | Enter the number of continuing pregnant participants served during the reporting period for which age was not collected. |
| Continuing Caregivers | Enter the numbers of continuing caregivers who fall within each age category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the annual reassessment. | Enter the number of continuing caregivers served during the reporting period for which age was not collected. |

Table 4 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 4 is a cumulative count of adult participants. Table 4 should include all the adult participants reported in [Table 1](#), disaggregated by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- It should include at a minimum one adult participant for every household - either the enrolled pregnant participant or the primary caregiver of the index child.
- The category may include more than one adult caregiver in a household if more than one caregiver is enrolled in the program (per model guidelines).
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Adults” in the “Unknown/Did Not Report” column by the number of “All Adults” in the “Total” column.

Table 5: Index Children by Age

HRSA Table 5 Data Entry Form

| Index Children | <1 year | 1-2 years | 3-4 years | 5-6 years | Unknown/Did Not Report | Total |
|--|---------|-----------|-----------|-----------|------------------------|-------|
| Newly Enrolled Index Children | | | | | | |
| Continuing Index Children | | | | | | |
| All Index Children (Auto Calculate) | | | | | | |
| Notes: | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 5 Data Entry Instructions

| Index Children | Age of Index Children | Unknown/Did Not Report |
|-------------------------------|---|--|
| Newly Enrolled Index Children | <p>Enter the numbers of newly enrolled index children who fall within each age category represented in the table at the time of data collection. This should include children who are:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period, ▪ between the ages of birth to kindergarten entry, ▪ considered the index child in an individual household, and ▪ under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | <p>Enter the number of newly enrolled index children served during the reporting period for which age was not collected.</p> |
| Continuing Index Children | <p>Enter the numbers of continuing index children who fall within each age category represented in the table at the time of data collection. This should include children who are:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period, ▪ between the ages of birth to kindergarten entry, ▪ considered the index child in an individual household, and ▪ under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | <p>Enter the number of continuing index children served during the reporting period for which age was not collected.</p> |

Table 5 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 5 is a cumulative count of index children. Table 5 should include all the index children reported in [Table 1](#), disaggregated by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- An index child is the target child in an individual household who is under the care of the adult enrollee(s) and between the ages of birth to kindergarten entry.
- The category may include more than one index child in a household if more than one index child is enrolled in the program (per model guidelines).
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Index Children” in the “Unknown/Did Not Report” column by the number of “All Index Children” in the “Total” column.

Table 6: Participants by Ethnicity

HRSA Table 6 Data Entry Form

| Participants | Hispanic or Latino | Not Hispanic or Latino | Unknown/Did Not Report | Total |
|------------------------------------|--------------------|------------------------|------------------------|-------|
| Pregnant Participants | | | | |
| Caregivers | | | | |
| All Adults (Auto Calculate) | | | | |
| All Index Children | | | | |
| Notes: | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 6 Data Entry Instructions

| Participants | Hispanic or Latino | Not Hispanic or Latino | Unknown/Did Not Report |
|-----------------------|---|---|--|
| Pregnant Participants | <p>Enter the number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ were pregnant at the time of the assessment, and ▪ identify themselves as Hispanic or Latino. | <p>Enter the number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ were pregnant at the time of the assessment, and ▪ identify themselves as non-Hispanic or non-Latino. | <p>Enter the number of pregnant participants served during the reporting period for which ethnicity was not collected.</p> |
| Caregivers | <p>Enter the number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, ▪ were not pregnant at the time of the assessment, and ▪ identify themselves as Hispanic or Latino. | <p>Enter the number of participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, ▪ were not pregnant at the time of the assessment, and ▪ identify themselves as non-Hispanic or non-Latino. | <p>Enter the number of caregivers served during the reporting period for which ethnicity was not collected.</p> |

| Participants | Hispanic or Latino | Not Hispanic or Latino | Unknown/Did Not Report |
|--------------------|---|---|--|
| All Index Children | Enter the number of children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten, ▪ are considered the index child in an individual household, ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period, and ▪ identify themselves as Hispanic or Latino. | Enter the number of children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period, and ▪ identify themselves as non-Hispanic or non-Latino. | Enter the number of index children served during the reporting period for which ethnicity was not collected. |

Table 6 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 6 is a cumulative count of adult participants and index children. Table 6 should include all the adult participants and index children reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period and received at least one home visit during the reporting period.
- A participant’s ethnicity is based on self-identification and is not based on percentages of ancestry.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10% for all participants, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report” for all participants, sum the number of “All Adults” and “All Index Children” in the “Unknown/Did Not Report” column and divide by the sum of “All Adults” and “All Index Children” in the “Total” column.

Table 7: Participants by Race

HRSA Table 7 Data Entry Form

| Participants | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | More than One Race | Unknown/Did Not Report | Total |
|------------------------------------|----------------------------------|-------|---------------------------|---|-------|--------------------|------------------------|-------|
| Pregnant Participants | | | | | | | | |
| Caregivers | | | | | | | | |
| All Adults (Auto Calculate) | | | | | | | | |
| All Index Children | | | | | | | | |
| Notes: | | | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 7 Data Entry Instructions

| Participants | Race of Participants | Unknown/Did Not Report |
|-----------------------|---|---|
| Pregnant Participants | <p>Enter the numbers of pregnant participants who fall within each race category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and ▪ were pregnant at the time of the assessment. | <p>Enter the number of pregnant participants served during the reporting period for which the race was not collected.</p> |
| Caregivers | <p>Enter the numbers of caregivers who fall within each race category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the assessment. | <p>Enter the number of caregivers served during the reporting period for which the race was not collected.</p> |

| Participants | Race of Participants | Unknown/Did Not Report |
|--------------------|---|---|
| All Index Children | Enter the numbers of index children who fall within each race category represented in the table at the time of data collection. This should include children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | Enter the number of index children served during the reporting period for which the race was not collected. |

Table 7 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 7 is a cumulative count of adult participants and index children. Table 7 should include all the adult participants and index children reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- A participant’s race is based on self-identification and is not based on percentages of ancestry.
- Participants who select more than one race should be reported in the “More than One Race” category.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10% for all participants, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report” for all participants, sum the number of “All Adults” and “All Index Children” in the “Unknown/Did Not Report” column and divide by the sum of “All Adults” and “All Index Children” in the “Total” column.

Table 8: Adult Participants by Marital Status

HRSA Table 8 Data Entry Form

| Adult Participants | Never Married (Excluding Not Married but Living Together with Partner) | Married | Not Married but Living Together with Partner | Separated/ Divorced/Widowed | Unknown/ Did Not Report | Total |
|------------------------------------|---|---------|--|-----------------------------|-------------------------|-------|
| Pregnant Participants | | | | | | |
| Caregivers | | | | | | |
| All Adults (Auto Calculate) | | | | | | |
| Notes: | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 8 Data Entry Instructions

| Adult Participants | Marital Status of Adult Participants | Unknown/Did Not Report |
|-----------------------|---|---|
| Pregnant Participants | <p>Enter the numbers of pregnant participants who fall within each marital status category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and ▪ were pregnant at the time of the assessment. | <p>Enter the number of pregnant participants served during the reporting period for which the marital status was not collected.</p> |
| Caregivers | <p>Enter the numbers of caregivers who fall within each marital status category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the assessment. | <p>Enter the number of caregivers served during the reporting period for which the marital status was not collected.</p> |

Table 8 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 8 is a cumulative count of adult participants. Table 8 should include all the adult participants reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The status category may include more than one member of the household if more than one individual is enrolled in the program (e.g., parents have both signed up to participate). It should include at a minimum one adult participant for every household - either the enrolled pregnant participant or the primary caregiver of the index child.
- If more than one adult participant in a household is enrolled in the program, enter the status for all enrollees. For example, if a pregnant participant is enrolled with their spouse in the program, both participants would be reported under the “Married” category.
- A divorced primary caregiver living with a partner should be categorized as “Separated/Divorced/Widowed.”
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Adults” in the “Unknown/Did Not Report” column by the number of “All Adults” in the “Total” column.

Table 9: Adult Participants by Educational Attainment

HRSA Table 9 Data Entry Form

| Adult Participants | Less than HS diploma | HS Diploma/ GED | Some College/ Training | Technical Training or Certification | Associate's Degree | Bachelor's Degree or Higher | Other | Unknown /Did Not Report | Total |
|--------------------------------------|----------------------|-----------------|------------------------|-------------------------------------|--------------------|-----------------------------|-------|-------------------------|-------|
| Newly Enrolled Pregnant Participants | | | | | | | | | |
| Newly Enrolled Caregivers | | | | | | | | | |
| Continuing Pregnant Participants | | | | | | | | | |
| Continuing Caregivers | | | | | | | | | |
| All Adults (Auto Calculate) | | | | | | | | | |
| Notes: | | | | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 9 Data Entry Instructions

| Adult Participants | Educational Attainment of Adult Participants | Unknown/Did Not Report |
|--------------------------------------|---|--|
| Newly Enrolled Pregnant Participants | <p>Enter the numbers of newly enrolled pregnant participants who fall within each educational attainment category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, and ▪ were pregnant at the time of enrollment. | <p>Enter the number of newly enrolled pregnant participants served during the reporting period for which educational attainment was not collected.</p> |

| Adult Participants | Educational Attainment of Adult Participants | Unknown/Did Not Report |
|----------------------------------|--|---|
| Newly Enrolled Caregivers | Enter the numbers of newly enrolled caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, and ▪ were not pregnant at the time of enrollment. | Enter the number of newly enrolled caregivers served during the reporting period for which educational attainment was not collected. |
| Continuing Pregnant Participants | Enter the numbers of continuing pregnant participants who fall within each educational attainment category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ were pregnant at the time of the annual reassessment | Enter the number of continuing pregnant participants served during the reporting period for which educational attainment was not collected. |
| Continuing Caregivers | Enter the numbers of continuing caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the annual reassessment. | Enter the number of continuing caregivers served during the reporting period for which educational attainment was not collected. |

Table 9 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 9 is a cumulative count of adult participants. Table 9 should include all the adult participants reported in [Table 1](#), reported by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The educational attainment category may include more than one member of the household if more than one individual is enrolled in the program (e.g., a father and a mother have both signed up to participate). It should include the primary caregiver of the index child at a minimum, for every household.
- The categories for this table are mutually exclusive and build off one another in an ordinal way. A participant should be categorized according to the highest level of educational attainment at the time of data collection. For example, if a participant did not receive a high school diploma, but has received a technical certification, they would be reported in the Technical Training or Certification category. Below are definitions of each category:
 - Less than HS Diploma includes enrolled adult participants who have not received their high school diploma or completed their GED. Any adult participant who did not complete a high school education or obtain a GED should be reported in the “Less than HS Diploma” category. This also includes primary caregivers who are less

than 18 and enrolled in high school.

- HS Diploma/GED includes enrolled adult participants who have received their high school diploma or completed their GED.
 - Some College/Training includes enrolled adult participants who are currently enrolled in a college or a technical training program and those who attended but did not complete college or a technical training program in the past.
 - Technical Training or Certification includes enrolled adult participants who completed a technical training program or obtained a technical certification, either in the current reporting period or prior.
 - Associate Degree includes enrolled adult participants who obtained an Associate Degree.
 - Bachelor's Degree or higher includes enrolled adult participants who obtained a Bachelor's Degree or other higher education degree, such as a Master's Degree or Doctorate Degree.
 - The Other category includes enrolled adult participants who do not fall into the specified categories. Use the Form 1 "Notes" field to provide a description of the "Other" educational categories for enrolled adult participants.
- Awardees may use the "Notes" field to add any clarifying or helpful information related to the table.
 - When the percent of data that is "Unknown/Did Not Report" is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
 - To calculate the percent of data that is "Unknown/Did Not Report," divide the number of "All Adults" in the "Unknown/Did Not Report" column by the number of "All Adults" in the "Total" column.

Table 10: Adult Participants by Employment Status

HRSA Table 10 Data Entry Form

| Adult Participants | Employed Full Time | Employed Part-Time | Not Employed | Unknown/Did Not Report | Total |
|--------------------------------------|--------------------|--------------------|--------------|------------------------|-------|
| Newly Enrolled Pregnant Participants | | | | | |
| Newly Enrolled Caregivers | | | | | |
| Continuing Pregnant Participants | | | | | |
| Continuing Caregivers | | | | | |
| All Adults (Auto Calculate) | | | | | |
| Notes: | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 10 Data Entry Instructions

| Participants | Employment Status of Adult Participants | Unknown/Did Not Report |
|--------------------------------------|--|---|
| Newly Enrolled Pregnant Participants | <p>Enter the numbers of newly enrolled pregnant participant who fall within each employment status category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> • enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, • were pregnant at the time of enrollment. | <p>Enter the number of newly enrolled pregnant participants served during the reporting period for which employment status was not collected.</p> |
| Newly Enrolled Caregivers | <p>Enter the numbers of newly enrolled caregivers who fall within each employment status category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of enrollment. | <p>Enter the number of newly enrolled caregivers served during the reporting period for which employment status was not collected.</p> |

| Participants | Employment Status of Adult Participants | Unknown/Did Not Report |
|----------------------------------|---|--|
| Continuing Pregnant Participants | Enter the numbers of continuing pregnant participants who fall within each employment status category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ Enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ were pregnant at the time of the annual reassessment. | Enter the number of continuing pregnant participants served during the reporting period for which employment status was not collected. |
| Continuing Caregivers | Enter the numbers of continuing caregivers who fall within each employment status category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ Enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the annual reassessment. | Enter the number of continuing caregivers served during the reporting period for which employment status was not collected. |

Table 10 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 10 is a cumulative count of adult participants. Table 10 should include all the adult participants reported in [Table 1](#), reported by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The employment status category may include more than one member of the household if more than one individual is enrolled in the program (e.g., parents have both signed up to participate). It should include the primary caregiver of the index child at a minimum, for every household
- The categories for this table are mutually exclusive: either an enrolled adult participant is employed or is not. If they are employed, they are either employed full-time or part-time.
- Below are definitions of each category¹:
 - Employed Full Time includes enrolled adult participants who are working for pay and who work an average of 30 hours or more per week at the time of the assessment.
 - Employed Part Time includes enrolled adult participants who are currently working for pay and who work an average of 29 hours or less per week at the time of the assessment.
 - Not Employed includes enrolled adult participants who are not working for pay at the time of the assessment. This category may include students, homemakers, and those enrollees actively seeking work but currently not employed.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that

¹ Healthcare.gov Glossary. <https://www.healthcare.gov/glossary/full-time-employee/>.

addresses the reason for the missing data and if possible, describes plans to reduce the amount of missing data in future reporting.

- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Adults” in the “Unknown/Did Not Report” column by the number of “All Adults” in the “Total” column.

Table 11: Adult Participants by Housing Status

HRSA Table 11 Data Entry Form (As it appears in HVIS)

Not Homeless

| Adult Participants | Owns or shares own home, condominium, or apartment | Rents or shares own home or apartment | Lives in public housing | Lives with parent or family member | Some other arrangement | Total Not Homeless |
|-----------------------------|--|---------------------------------------|-------------------------|------------------------------------|------------------------|--------------------|
| Pregnant Participants | | | | | | |
| Caregivers | | | | | | |
| All Adults (Auto Calculate) | | | | | | |

Homeless

| Adult Participants | Homeless and sharing housing | Homeless and living in an emergency or transitional shelter | Some other arrangement | Total Homeless |
|-----------------------------|------------------------------|---|------------------------|----------------|
| Pregnant Participants | | | | |
| Caregivers | | | | |
| All Adults (Auto Calculate) | | | | |

Housing Status – Total

| Adult Participants | Unknown/Did Not Report | Total Not Homeless | Total Homeless | Total |
|-----------------------------|------------------------|--------------------|----------------|-------|
| Pregnant Participants | | | | |
| Caregivers | | | | |
| All Adults (Auto Calculate) | | | | |

Table 11 Data Entry Instructions

| Adult Participants | Housing Status of Adult Participants | Unknown/Did Not Report |
|-----------------------|---|---|
| Pregnant Participants | <p>Enter the numbers of pregnant participants who fall within each housing status category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and ▪ were pregnant at the time of the assessment. | <p>Enter the number of pregnant participants served during the reporting period for which housing status was not collected.</p> |

| Adult Participants | Housing Status of Adult Participants | Unknown/Did Not Report |
|--------------------|--|---|
| Caregivers | Enter the numbers of caregivers who fall within each housing status category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the assessment. | Enter the number of caregivers served during the reporting period for which housing status was not collected. |

Table 11 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 11 is a cumulative count of adult participants. Table 11 should include all the adult participants reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The housing status category may include more than one member of the household if more than one individual is enrolled in the program (e.g., both parents have signed up to participate). It should include the primary caregiver of the index child at a minimum, for every household
- This is a tiered table. To complete the table, awardees should first classify the adult participants as homeless or not homeless. Once a participant is identified as either homeless or not homeless, identify which subcategory best represents his/her housing situation. The subcategories for this table are mutually exclusive. Awardees should categorize participants according to the category that most closely matches the participant’s housing status.
- Below are definitions of each category and subcategory:²
 - Homeless includes enrolled adult participants who lack a fixed, regular, and adequate nighttime residence, no matter the type of housing they reside in at the time of the assessment (within the meaning of section 103(a)(1) of the McKinney-Vento Homeless Assistance Act).
 - Homeless and sharing housing includes enrolled adult participants who meet the definition of homeless and are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - Homeless and living in an emergency or transitional shelter includes enrolled adult participants who meet the definition of homeless and who (1) are living in an emergency or transitional shelter, (2) are abandoned in a hospital, or (3) are awaiting foster care placement.
 - Homeless and some other arrangement includes enrolled adult participants who meet the definition of homeless and who (1) are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; (2) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C) of McKinney-Vento); or (3) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or

² <http://nche.ed.gov/downloads/briefs/conf-elig.pdf>

similar settings.³

- Not Homeless includes enrolled adult participants who have a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) of McKinney-Vento) at the time of the assessment.
 - Not homeless and owns or shares own home, condominium, or apartment includes enrolled adult participants who meet the definition of “not homeless” and are living in housing that they own or share ownership of.
 - Not homeless and rents or shares own home or apartment includes enrolled adult participants who meet the definition of “not homeless” and are living in housing that they rent or share the rental of.
 - Not homeless and lives in public housing includes enrolled adult participants who meet the definition of “not homeless” and are living in housing paid for by Federal, State, or local government programs.
 - Not homeless and living with parent or family member includes enrolled adult participants who meet the definition of “not homeless” and are living in the home of a parent or other family member.
 - Not homeless and some other arrangement includes enrolled adult participants who meet the definition of “not homeless” and who are living in motels, hotels, trailer parks, or camping grounds.⁴
- Housing choice vouchers are separate from public housing and participants utilizing these vouchers should be categorized as not homeless.
 - Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, and apartments. A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. For more information on housing choice vouchers, see:
https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet.
 - Public housing provides safe and affordable rental housing for eligible low-income families. It is managed by local housing agencies that receive federal aid from HUD. Public housing is distinguished from privately financed housing, regardless of whether federal subsidies or mortgage insurance are features of such housing developments. Further information on public housing can be found here:
https://www.hud.gov/topics/rental_assistance/phprog.
- Suggestions for discussing homelessness with clients include:
 - Ask questions about living arrangements rather than asking “are you homeless?”
 - Have discussions with families in a sensitive and private manner
 - Explain to families why you are asking questions about their living arrangements
 - Consider developing an “interview protocol”
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data

^{3, 4} https://www.acf.hhs.gov/sites/default/files/eecd/homelessness_definition.pdf.

in future reporting.

- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Adults” in the “Unknown/Did Not Report” column by the number of “All Adults” in the “Total” column.

Table 12: Primary Language Spoken at Home

HRSA Table 12 Data Entry Form

| Index Children | Number | Percent |
|--|--------|------------|
| English | | |
| Spanish | | |
| Other | | |
| Unknown/Did Not Report | | |
| All Index Children (Auto Calculate) | | 100 |
| Notes: | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 12 Data Entry Instructions

| Primary Language Spoken at Home | Number of Index Children |
|---------------------------------|---|
| English | Enter the number of enrolled index children who reside in households in which the primary language spoken at home is English. This should include children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. |
| Spanish | Enter the number of enrolled index children who reside in households in which the primary language spoken at home is Spanish. This should include children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. |
| Other | Enter the number of enrolled index children who reside in households in which the primary language spoken at home is neither English nor Spanish. This should include children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. |
| Unknown/Did Not Report | Enter the number of enrolled index children during the reporting period for which the primary language spoken at home was not collected. |

Table 12 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- The primary language selected should be the language used in the home the majority of the time.
- Table 5 is a cumulative count of index children. Table 5 should include all the index children reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- An index child is the target child in an individual household who is under the care of the adult enrollee(s) and between the ages of birth to kindergarten entry.

- The category may include more than one index child in a household if more than one index child is enrolled in the program (per model guidelines).
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table, including any additional information on other languages spoken.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.

Table 13: Household Income in Relation to Federal Poverty Guidelines

HRSA Table 13 Data Entry Form

| Households | Number of Households | Percent |
|--|----------------------|------------|
| 50% and under | | |
| 51-100% | | |
| 101-133% | | |
| 134-200% | | |
| 201-300% | | |
| >300% | | |
| Unknown/Did Not Report | | |
| All Households (Auto Calculate) | | 100 |
| Notes: | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 13 Data Entry Instructions

| Income in Relation to the Federal Poverty Guidelines | Number of Households |
|--|---|
| 50% and under | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is 50% or less than the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |
| 51–100% | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is 51–100% of the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |
| 101–133% | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is 101–133% of the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |
| 134–200% | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is 134–200% of the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |

| Income in Relation to the Federal Poverty Guidelines | Number of Households |
|--|---|
| 201–300% | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is 201–300% of the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |
| > 300% | Enter the number of households in which: <ul style="list-style-type: none"> ▪ the household income is greater than 300% of the Federal poverty level, and ▪ at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period. |
| Unknown/Did Not Report | Enter the number of households receiving at least one home visit during the reporting period in which income in relation to the federal poverty guidelines could not be determined. This may be because either the household income or the total number of individuals in the household is unknown. |

Table 13 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 13 is a cumulative count of households. Table 13 should include all households reported in [Table 2](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The household may include multiple caregivers per model guidelines. If the program model enrolls more than one caregiver in the household, then each enrolled caregiver would be reported as an adult enrollee in [Table 1](#).
- The total number of households should never exceed the total number of participants.
- To determine household income in relation to the Federal poverty guidelines, the awardee will need to know the household income and the number of household members reported in the household (both home visiting program enrollees and non-enrollees). The household may include multiple caregivers depending on model-specific definitions. Awardees are encouraged to use administrative data to report on this measure.
- Household income refers to the annual gross income for the household recorded at enrollment and annually thereafter.
 - Federal Poverty Guidelines — Annual income data can be estimated from monthly data (monthly income x 12). The HHS Poverty Guidelines are updated annually in February and published in the *Federal Register*. See [the Office of the Assistant Secretary for Planning and Evaluation](#) for updated guidelines. Includes all state and jurisdictional awardees.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.

Table 14: For Each Household, Indicate the Priority Population Characteristics

HRSA Table 14 Data Entry Form

| Households | Yes | No | Unknown/Did Not Report | Total |
|---|-----|----|------------------------|-------|
| 1.Low income household | | | | |
| 2.Household contains an enrollee who is pregnant and under age 21 | | | | |
| 3.Household has a history of child abuse or neglect or has had interactions with child welfare services | | | | |
| 4.Household has a history of substance abuse or needs substance abuse treatment | | | | |
| 5.Someone in the household uses tobacco products in the home | | | | |
| 6.Someone in the household has attained low student achievement or has a child with low student achievement | | | | |
| 7.Household has a child with developmental delays or disabilities | | | | |
| 8.Household includes individuals who are serving or formerly served in the US armed forces | | | | |
| Notes: | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 14 Data Entry Instructions

| Priority Population Characteristics | Number of Households Meeting Characteristic | Number of Households Not Meeting Characteristic | Unknown/Did Not Report |
|---|---|---|---|
| Low income household | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Household contains an enrollee who is pregnant and under age 21 | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Household has a history of child abuse or neglect or has had interactions with child welfare services | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |

| Priority Population Characteristics | Number of Households Meeting Characteristic | Number of Households Not Meeting Characteristic | Unknown/Did Not Report |
|---|---|---|---|
| Household has a history of substance abuse or needs substance abuse treatment | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Someone in the household uses tobacco products in the home | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Someone in the household has attained low student achievement or has a child with low student achievement | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Household has a child with developmental delays or disabilities | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |
| Household includes individuals who are serving or formerly served in the U.S. Armed Forces | Enter the number of households served during the reporting period for which the priority population characteristic applied. | Enter the number of households served during the reporting period for which the priority population characteristic did not apply. | Enter the number of households served during the reporting period for which the priority population characteristic could not be determined. |

Table 14 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 14 is not mutually exclusive. A household that meets multiple priority populations should be represented in each characteristic that applies.
- Each row in Table 14 is a cumulative count of households. Each row should include all households reported in [Table 2](#), including those that were newly enrolled during the reporting period and those that were enrolled in a prior reporting period, and all of which received at least one home visit during the reporting period.
- The total number of households reported in each row should never exceed the total number of participants.
- Below are definitions of each category:

- Low Income — an individual or family with an income determined to be below the poverty guidelines (<100% FPL) updated periodically in the *Federal Register* by HHS in accordance with section 673(2) of the Omnibus Budget Reconciliation Act of 1981 [Title V, Sec. 501(b)(2)]. See [the Office of the Assistant Secretary for Planning and Evaluation](#). Note that the combined number of households reported in the first two categories of [Table 13](#) (50% and under; 51-100%) should be the same number as those reported as being a low income household in Table 14, if the two data points are not the same, use the "Notes" field to provide an explanation for the differences."
 - Pregnant women under 21 — households with expectant mothers who enroll in the program and are under 21 years old during the reporting period.
 - Have a history of child abuse or neglect or have had interactions with child welfare services — based on self-report, a household with member(s) who have a history of abuse or neglect or have had involvement with child welfare services. This can include the index child, adult caregivers, or both.
 - Have a history of substance abuse or need substance abuse treatment — based on self-report, a household with member(s) who have a history of substance abuse or who have been identified as needing substance abuse services through a substance abuse screening administered upon enrollment.
 - Are users of tobacco products in the home — based on self-report, a household with member(s) who use tobacco products in the home or who have been identified as using tobacco through a substance abuse screening administered during intake. Tobacco use is defined as combustibles (cigarettes, cigars, pipes, hookahs, bidis), non-combustibles (chew, dip, snuff, snus, and dissolvables), and electronic nicotine delivery systems (ENDS).
 - Have, or have children with, low student achievement — based on self-report, a household with member(s) who have perceived themselves or their child(ren) as having low student achievement.
 - Have a child or children with developmental delays or disabilities — based on self-report or home visitor/staff observation, a household with member(s) who have a child or children suspected of having a developmental delay or disability.
 - Are in households that are or have served in the U.S. Armed Forces — based on self-report, households that include individual(s) who are currently serving or formerly served in the Armed Forces, including such households that have member(s) of the Armed Forces who have had multiple deployments outside of the United States. This definition includes a military member's dependents, which includes dependents acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty.
- Awardees may use the "Notes" field to add any clarifying or helpful information related to the table.
 - When the percent of data that is "Unknown/Did Not Report" is greater than 10% for any of the priority population characteristics, provide a table note that addresses the reason for the missing data, and if possible, describes plans to reduce the amount of missing data in future reporting. To calculate the percent of data that is "Unknown/Did Not Report," divide the number in the "Unknown/Did Not Report" column by the number in the "Total" column.

SECTION B: SERVICE UTILIZATION

Table 15: Service Utilization

HRSA Table 15 Data Entry Form

| | | | | |
|---|-----------------------|---------------------|------------------------|-------|
| Home Visiting Model (Select One per Row – Add Rows for Additional Models) | In-Person Home Visits | Virtual Home Visits | Unknown/Did Not Report | Total |
| Percent (Auto Calculate) | | | | |
| Notes: | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 15 Data Entry Instructions

| Home Visiting Model (Select One per Row – Add Rows for Additional Models) | In-Person Home Visits | Virtual Home Visits | Unknown/Did Not Report |
|---|---|---|--|
| Name of Home Visiting Model | Enter the total number of home visits completed in-person during the reporting period, by the identified home visiting model. | Enter the total number of home visits completed virtually during the reporting period, by the identified home visiting model. | Enter the total number of home visits where the service modality was unknown or not recorded during the reporting period, by the identified home visiting model. |

Table 15 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- A home visit is considered complete if it follows the completion criteria set by the various evidence-based home visiting models approved for implementation through the MIECHV Program or a promising approach. Please refer to model-specific guidance for specific definitions.
- “Virtual home visits” means a home visit, as described in an applicable service delivery model, that is conducted solely using electronic information and telecommunications technologies. Please refer to model-specific guidance for specific definitions.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.

Table 16: Family Engagement by Household

HRSA Table 16 Data Entry Form

| Households | Number of Households | Percent |
|---|----------------------|---------|
| Currently receiving services | | |
| Completed program | | |
| Stopped services before completion | | |
| Enrolled but not currently receiving services/Other | | |
| Unknown/Did Not Report | | |
| All Categories (Auto Calculate) | | |
| Notes: | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 16 Data Entry Instructions

| Level of Family Engagement | Number of Households |
|---|--|
| Currently receiving services | Enter the number of households that: <ul style="list-style-type: none"> ▪ include at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period, and ▪ are actively enrolled at the end of the reporting period. |
| Completed program | Enter the number of households that: <ul style="list-style-type: none"> ▪ include at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period, and ▪ have successfully completed the program during the reporting period. |
| Stopped services before completion | Enter the number of households that: <ul style="list-style-type: none"> ▪ include at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period, and ▪ have stopped services before completion. |
| Enrolled but not currently receiving services/Other | Enter the number of households that: <ul style="list-style-type: none"> ▪ include at least one enrolled adult participant who enrolled in MIECHV during the reporting period (or enrolled in the MIECHV Program in a previous reporting period) and received at least one home visit during the reporting period, and ▪ have enrolled but are not actively receiving services. |
| Unknown/Did Not Report | Enter the number of households that received at least one home visit during the reporting period in which the level of family engagement could not be determined. |

Table 16 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table.

- Definitions of each category:
 - Currently receiving services — refers to households that are participating in services at the end of the reporting period.
 - Completed program — refers to households who have completed the program according to model-specific definitions and criteria during the reporting period.
 - Stopped services before completion — refers to households who left the program for any reason prior to the model-specific definition and criteria for completion during the reporting period.
 - Enrolled but not currently receiving services/Other — refers to households who do not fall into the previous categories and may include unreachable participants (i.e., the household is not regularly participating but did not actively sever ties, etc.)
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table, including information on households that are categorized as “Other”.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.

Table 17: Unduplicated Count of Households by Evidence-Based Home Visiting Model or Promising Approach

HRSA Table 17 Data Entry Form

| Home Visiting Model (Select One per Row – Add Rows for Additional Models) | Number Newly Enrolled | Number Continuing During Reporting Period | Total |
|---|-----------------------|---|-------|
| | | | |
| Notes: | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 17 Data Entry Instructions

| Home Visiting Model (Select One per Row – Add Rows for Additional Models) | Number Newly Enrolled | Number Continuing During Reporting Period |
|---|--|--|
| | Households including a pregnant participant and/or caregiver who signs up to participate in the home visiting program at any time during the reporting period. | Households including a pregnant participant and/or caregiver who were signed up and actively enrolled in the home visiting program prior to the beginning of the reporting period. The household may include multiple caregivers depending on model-specific definitions |
| Name of Home Visiting Model | Enter the total number of households served by the identified home visiting model with at least one adult who: is a pregnant participant or is considered a caregiver of an index child in the program. | Enter the total number of households served by the identified home visiting model with at least one adult who: is a pregnant participant or is considered a caregiver of an index child in the program. |

Table 17 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- The household may include multiple caregivers (e.g., pregnant participant, caregivers) per model guidelines. If the program model enrolls more than one caregiver in the household, then each enrolled caregiver would be reported as an adult enrollee in [Table 1](#).
- The total number of households should never exceed the total number Participants.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.

SECTION C: INSURANCE AND CLINICAL INDICATORS

Table 18: Participants by Type of Health Insurance Coverage

HRSA Table 18 Data Entry Form

| Participants | No Insurance Coverage | Medicaid or CHIP | Tri-Care | Private or Other | Unknown/Did Not Report | Total |
|--------------------------------------|-----------------------|------------------|----------|------------------|------------------------|-------|
| Newly Enrolled Pregnant Participants | | | | | | |
| Newly Enrolled Caregivers | | | | | | |
| Continuing Pregnant Participants | | | | | | |
| Continuing Caregivers | | | | | | |
| All Adults (Auto Calculate) | | | | | | |
| All Index Children | | | | | | |
| Notes: | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 18 Data Entry Instructions

| Participants | Type of Health Insurance Coverage of Participants | Unknown/Did Not Report |
|--------------------------------------|---|--|
| Newly Enrolled Pregnant Participants | <p>Enter the numbers of newly enrolled pregnant participant who fall within each health insurance category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> • enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, • were pregnant at the time of enrollment. | Enter the number of newly enrolled pregnant participants served during the reporting period for which health insurance status was not collected. |
| Newly Enrolled Caregivers | <p>Enter the numbers of newly enrolled caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include participants who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of enrollment. | Enter the number of newly enrolled caregivers served during the reporting period for which health insurance status was not collected. |

| Participants | Type of Health Insurance Coverage of Participants | Unknown/Did Not Report |
|----------------------------------|--|--|
| Continuing Pregnant Participants | Enter the numbers of continuing pregnant participants who fall within each health insurance category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ were pregnant at the time of the annual reassessment. | Enter the number of continuing pregnant participants served during the reporting period for which health insurance status was not collected. |
| Continuing Caregivers | Enter the numbers of continuing caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include participants who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period and received at least one home visit during the reporting period, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the annual reassessment. | Enter the number of continuing caregivers served during the reporting period for which health insurance status was not collected. |
| All Index Children | Enter the numbers of index children who fall within each health insurance category represented in the table at the time of data collection. This should include children who: <ul style="list-style-type: none"> ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who is a MIECHV participant enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period. | Enter the number of index children served during the reporting period for which health insurance status was not collected. |

Table 18 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 18 is a cumulative count of adult participants and index children. Table 18 should include all the adult participants and index children reported in [Table 1](#), reported by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- The insurance coverage categories are mutually exclusive.
- No insurance coverage indicates that the individual is currently not covered by any source of insurance.
- This table is intended to capture insurance status, not health care access. For example, receipt of care provided by the Indian Health Service or another safety net health care provider (such as a Federally Qualified Health Center) does not constitute insurance coverage.

- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10% for all participants, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report” for all participants, sum the number of “All Adults” and “All Index Children” in the “Unknown/Did Not Report” column and divide by the sum of “All Adults” and “All Index Children” in the “Total” column.

Table 19: Index Children by Usual Source of Medical Care

HRSA Table 19 Data Entry Form

| Index Children | Doctor's/ Nurse Practitioner's Office | Hospital Emergency Room | Hospital Outpatient | Federally Qualified Health Center | Retail Store or Minute Clinic | Other | None | Unknown/Did Not Report | Total |
|--|--|-------------------------------|------------------------|---|-------------------------------------|-------|------|---------------------------|-------|
| Newly Enrolled Index Children | | | | | | | | | |
| Continuing Index Children | | | | | | | | | |
| All Index Children (Auto Calculate) | | | | | | | | | |
| Notes: | | | | | | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 19 Data Entry Instructions

| Index Children | Medical Care Source of Participants | Unknown/Did Not Report |
|-------------------------------|--|--|
| Newly Enrolled Index Children | <p>Enter the number of newly enrolled index children who fall within each medical care source category represented in the table at the time of data collection. This should include children who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program during the reporting period, ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | <p>Enter the number of newly enrolled index children served during the reporting period for which the medical care source was not collected.</p> |
| Continuing Index Children | <p>Enter the number of continuing index children who fall within each medical care source category represented in the table at the time of data collection. This should include children who:</p> <ul style="list-style-type: none"> ▪ enrolled in the MIECHV Program in a previous reporting period, ▪ are between the ages of birth to kindergarten entry, ▪ are considered the index child in an individual household, and ▪ are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | <p>Enter the number of continuing index children served during the reporting period for which the medical care source was not collected.</p> |

Table 19 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Table 19 is a cumulative count of index children. Table 19 should include all the index children reported in [Table 1](#), including those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- An index child is the target child in an individual household who is under the care of the adult enrollee(s) and between the ages of birth to kindergarten entry.
- The category may include more than one index child in a household if more than one index child is enrolled in the program (per model guidelines).
- The “usual source of medical care” categories are mutually exclusive.
- Usual source of care refers to the particular medical professional, doctor's office, clinic, health center, or other place where a child would usually be taken for sick or well child visits or if the caregiver is in need of advice about the child's health.
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Index Children” in the “Unknown/Did Not Report” column by the number of “All Index Children” in the “Total” column.

Table 20: Index Children (≥12 months of age) by Usual Source of Dental Care

HRSA Table 20 Data Entry Form

| Index Children | Have a Usual Source of Dental Care | Do not have a Usual Source of Dental Care | Unknown/Did Not Report | Total |
|--|------------------------------------|---|------------------------|-------|
| Newly Enrolled Index Children | | | | |
| Continuing Index Children | | | | |
| All Index Children (Auto Calculate) | | | | |
| Notes: | | | | |

*Columns highlighted in grey are auto calculated by HVIS.

Table 20 Data Entry Instructions

| Index Children | Dental Care Source of Participants | Unknown/Did Not Report |
|-------------------------------|--|--|
| Newly Enrolled Index Children | <p>Enter the numbers of newly enrolled index children (≥12 months of age) who fall within each dental care source category represented in the table at the time of data collection. This should include children who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV Program during the reporting period, are between the ages of 12 months to kindergarten entry, are considered the index child in an individual household, and are under the care of a caregiver who is a MIECHV participant enrolled in the program during the reporting period and received at least one home visit during the reporting period. | Enter the number of newly enrolled index children (≥12 months of age) served during the reporting period for which the dental care source was not collected. |
| Continuing Index Children | <p>Enter the numbers of continuing index children (≥12 months of age) who fall within each dental care source category represented in the table at the time of data collection. This should include children who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV Program in a previous reporting period, are between the ages of 12 months to kindergarten entry, are considered the index child in an individual household, and are under the care of a caregiver who enrolled in the MIECHV Program during the reporting period. | Enter the number of continuing index children (≥12 months of age) served during the reporting period for which the dental care source was not collected. |

Table 20 Considerations and Tips

Below are helpful considerations and tips to help ensure data accuracy for this table:

- Awardees should only report on usual source of dental care for children greater than or equal to 12 months of age at enrollment or at the annual update of this information.

- Table 20 is a cumulative count of index children 12 months of age or older. Table 20 should include index children reported in [Table 5](#) who are 12 months of age or older, reported by those who were newly enrolled during the reporting period and those who were enrolled in a prior reporting period, and all of whom received at least one home visit during the reporting period.
- An index child is the target child in an individual household who is under the care of the adult enrollee(s) and between the ages of birth to kindergarten entry.
- The category may include more than one index child in a household if more than one index child is enrolled in the program (per model guidelines).
- The “usual source of dental care” categories are mutually exclusive.
- Usual source of dental care — refers to a usual source of dental care, or dental home, meaning that a child's oral health care is delivered in a comprehensive, continuously accessible, coordinated, and family-centered way by a licensed dentist. The concept of the dental home reflects the American Academy of Pediatric Dentistry's clinical guidelines and best principles for the proper delivery of oral health care to all children, with a concentration on infant/age 1 patients. The dental home should be established no later than 12 months of age.⁵
- Awardees may use the “Notes” field to add any clarifying or helpful information related to the table.
- When the percent of data that is “Unknown/Did Not Report” is greater than 10%, provide a table note that addresses the reason for the missing data and, if possible, describes plans to reduce the amount of missing data in future reporting.
- To calculate the percent of data that is “Unknown/Did Not Report,” divide the number of “All Index Children” in the “Unknown/Did Not Report” column by the number of “All Index Children” in the “Total” column.

⁵ American Academy of Pediatric Dentistry. Dental Home Resource Center. <http://www.aapd.org/advocacy/dentalhome/>.

APPENDIX A

Definition of a MIECHV Household

For the purposes of reporting to HRSA on performance reporting Forms 1, 2, and 4, a “MIECHV household” is defined as a family served during the reporting period by a trained home visitor implementing services with fidelity to the model and that is identified as a MIECHV household at enrollment. HRSA has identified two different methods that can be used to identify MIECHV households that are described below:

1. *Home Visitor Personnel Cost Method:* Families are designated as MIECHV at enrollment based on the designation of the home visitor they are assigned. Using this methodology, recipients designate all families as MIECHV that are served by home visitors for whom at least 25 percent of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding.
2. *Enrollment Slot Method:* Families are designated as MIECHV families based on the slot they are assigned to at enrollment. Using this methodology, recipients identify certain slots as MIECHV-funded and assign families to these slots at enrollment in accordance with the terms of the contractual agreement between the MIECHV state recipient and the LIA regardless of the percentage of the slot funded by MIECHV.

Once designated as a MIECHV household, the household is tracked for the purposes of data collection through the tenure of household participation in the program.

MIECHV Household Status Changes

The revised definition of a MIECHV household includes the following language: “Once designated as a MIECHV family, the family is tracked for the purposes of data collection through the tenure of family participation in the program.” This language was included to encourage continued data collection on MIECHV families for the purpose of documenting outcomes as a benefit for families, programs, and awardees. In addition, the language is meant to limit shifts in participant status, particularly as it relates to temporary changes in participant status, in order to promote stability and consistency in provision of services.

Temporary Household Status Changes

It is HRSA’s understanding that in most circumstances, efforts are taken to minimize changes in participant status (i.e., changing from a MIECHV home visitor/slot to a non-MIECHV home visitor/slot, or vice versa), and any changes that do take place are generally permanent in nature. However, there are some circumstances that may warrant a temporary change in status. For example, a home visitor goes on family leave or extended medical leave, or a position is temporarily vacant, and families may not be able to transfer to another MIECHV home visitor/slot. In these cases, families may need to switch to a non-MIECHV home visitor/slot until they can return to the MIECHV home visitor’s caseload/MIECHV slot. In these instances, if an awardee is deeming the transfer as temporary, HRSA’s MCHB would expect continued data collection and reporting on these families.

- **Forms 1 and 2:** Data should continue to be reported on families, counting data as unknown/missing if it is unable to be provided.
- **Form 4:** Because HRSA's MCHB would anticipate that the slot for this family is being held for a defined period of time, we expect them to continue to be reported as part of the current caseload numbers in Table A.1, and that they would continue to be reported as currently receiving services in Table A.3.

Permanent Household Status Changes

MIECHV to Non-MIECHV Household Status Change

- **Forms 1 and 2:** If an awardee is considering the status change as permanent, awardees should consider if it is feasible to continue to collect and report MIECHV data.
 - For programs that continue data collection and reporting, awardees should continue to report data for those participants for Forms 1 and 2, while maintaining the family status as "currently receiving services" on [Table 17](#) (Family Engagement).
 - For programs that are not able to continue data collection and reporting for MIECHV, awardees should count families under "stopped services before completion" on Table 17.

Form 4: In both instances these families would no longer be counted towards current caseload numbers in Form 4 and should therefore be reported under "stopped services before completion" on Table A.3.

Non-MIECHV to MIECHV Household Status Change

- **Forms 1 and 2:** If an awardee is considering the status change as permanent, participant information should be collected and reported effective the household status change. If available, participant information prior to household status change should be reported as feasible. If participant information prior to household status change is unavailable, count data as "Unknown/Did Not Report". The date of enrollment should be used to determine inclusion in Form 1 and 2 reporting.
- **Form 4:** If an awardee is considering the status change as permanent, families should be counted towards current caseload numbers, using the date of enrollment to determine inclusion in new and continuing reporting categories.