Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program Quarterly Performance Report
Frequently Asked Questions

General Questions:

Q: What is the status of the Quarterly Reporting?

A: Grantees will submit DGIS-HV Quarterly Performance Reports beginning on April 1, 2016. They will report data from the previous quarter (Jan-March 2016). Grantees have 60 days to submit the report.

Q: When is my DGIS-HV Quarterly Report due?

A: Grantees have 60 days from the first day of the report submission period to submit their DGIS-HV Quarterly Report and Project Officers have 30 days after the end of the report submission period to request changes and approve the report. Please note that a grantee report must be approved for the previous quarter before the next quarter's report can be started. The annual schedule of reporting is provided below:

Quarter	Data Collection Period	Report Submission Period	PO Approval
1	October 1-December 31	January 1-February 28	No later than March 31
2	January 1-March 31	April 1-May 31	No later than June 30
3	April 1-June 30	July 1-August 31	No later than September 30
4	July 1-September 30	October 1-November 30	No later than December 31

Q: Will grantees be reporting on combined data from their formula and competitive grants into the one report?

A: Each grantee will only submit one report. Grantees should pool data across all active grants and report at the state level.

Q: Will the reporting period be: the reporting year to date, quarter to date, or point in time at the end of the quarter for each reporting table?

A: Note that some data is defined as a point in time at the end of the quarter and some is defined as a cumulative representation of services provided throughout the quarter. Please see the Definitions of Key Terms section of the reporting forms for more information.

NEW - Q: On Form 1, a participant is defined as someone receiving services from a home visitor with at least 25% FTE paid from MIECHV. This stipulation is not specified on Form 4. Does the stipulation apply to both reports?

A: Yes, the FY 2016 Funding Opportunity Announcement indicates that individuals and families reported on Form 4 must be served by a trained home visitor who receives 25% or more of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding.

Accessing the Report Deliverable:

Q: How do HRSA grantees access the DGIS-HV Quarterly Report?

A: The DGIS-HV Quarterly Report is accessed by HRSA MIECHV grantees to report their service utilization, place-based services, and grantee performance measures data to the Maternal Child Health Bureau (MCHB).

The DGIS-HV Quarterly Report deliverable can be found under "Other Submissions" in the Grant Folder in the Electronic Handbooks (EHB).

Q: Will the quarterly report be in the new X10 folders in EHB?

A: For the first several reporting periods, the reports will appear under the X02 or D90 grant number used for the annual report in October 2015. In future reporting periods, HRSA intends to associate the report deliverable with the new X10 grant number. More information will be provided in future reporting periods.

Q: Where is my D89 Report Deliverable?

A: The DGIS-HV Quarterly Report allows HRSA grantees to report on deliverables under X02 and D90 activity codes. Deliverables are not created under the D89 grant number.

Submitting the Report Deliverable:

Q: Can I edit my information after I submit?

A: No. Once the DGIS-HV Quarterly Report has been submitted, the status of the report becomes read only and grantees can no longer make changes to the report. If the grantee needs to make changes to the report, the grantee should request return of the report from their HRSA Project Officer. Upon return of the report, the grantee may revise and resubmit.

Q: How can I view a PDF of my grantee report?

A: A PDF of the DGIS-HV Quarterly Report is available regardless of the status of the report. Grantees can select "View/Download PDF" from the left navigation menu to view the PDF of the grantee report.

Q: Why don't I see Section B: Grantee Performance Measures listed in the left navigation menu?

A: Section B (Grantee Performance Measures) is only applicable to grantees that are currently implementing an Improvement Plan related to the formal assessment of improvement conducted after Year 3 of their MIECHV grant.

Q: Why is my report prepopulated with data from the previous quarter?

A: To reduce grantee burden, beginning in the second report submission period, data from the previous quarter's report will be copied over to the next quarter's report. Grantees will have the ability to review this data to ensure accuracy, change any of the information that is no longer relevant or correct, and submit the report.

Table A.1: Program Capacity

Q: Section A.1, Columns A and B asks for the total number of new households and continuing households. Since this is over a three month time frame, a family can potentially enroll, disengage, and a new family may enroll. How would these households be reported on Table A.1?

A: The definition for the purposes of Table A.1 is that new enrollees must continue to be enrolled at the end of the reporting period. In this scenario, a household that enrolls during the reporting period then disengages before the end of the reporting period would not be included in this table. This is the same also for continuing enrollees. The Current Caseload (Column C) auto-calculated in the system is a cross-sectional snapshot of households enrolled at the end of each reporting period and not a cumulative total of all households enrolled during the reporting period. **(Note: The cumulative total of all households served during the reporting period should be reported in Tables A.2 (Place-Based Services) and A.3 (Family Engagement).)**

Table A.2: Place-Based Services

Q: In Table A.2 will grantees be reporting Place-Based Services on those Communities/Zip Codes that had one or more clients served in the reporting period? Or are we to list all Communities/Zip Codes in the LIA regardless if a client was actually served/enrolled in that area during a quarter?

A: Grantees should only report those communities and zip codes where one or more clients resided during the reporting period.

Q: Do we report all ZIP codes in a service area or only those where an enrolled participant resided during that time period?

A: Grantees should only report those zip codes where clients who received services reside, not all zip codes within the defined community. If a client moves during the reporting period, only the most recent community and zip code should be reported

Q: How specific do we need to be when listing communities? Is county sufficient if a County Health Department is targeting a specific population within the entire county, or do we need to break things down to smaller geographical subdivisions?

A: Communities should be defined in a way that is salient to the grantee and the local population. If county is the most salient geographic unit that may be an appropriate definition. See the definition of community in the appendix to Form 4.

Q: What value is added by allowing states to define 'community'?

A: One of the purposes of the quarterly performance reporting is to ensure grantee compliance with legislative requirements. The authorizing legislation requires grantees to identify and provide services for families who reside in at-risk communities. States and territories have defined "communities" in their state needs assessments in different ways. By allowing grantees to define "community" in a way that is salient to their local program and geography, HRSA is better able to determine that grantees are serving families in the at-risk communities they identified.

Table A.3: Family Engagement

NEW - Q: For Table A.3 regarding family engagement: How should we code families who are transitioning out of current MIECHV programming due to the FY16 Formula funding limitations?

A: Households should be reported as "Stopped before Completion" if they did in fact stop receiving services prior to the completion of the model. HRSA understands that households may stop services before completion due to a number of circumstances, including changes in MIECHV funding levels. While the form does not currently have a section where the grantee can provide an explanation for why households are stopping before completion, we are planning to add this feature in future reporting periods.

Table A.4.1: Staff Recruitment and Retention:

Q: Is Table A.4.1 reporting point-in-time numbers for a specific quarter and not a cumulative statistic?

A: This table is intended to record the number of new and continuing FTE home visitors, supervisors, and other staff supported through MIECHV funds. This table is intended to be a cross-sectional report of the FTEs employed at the end of each reporting period, and is not cumulative. Grantees should only report the proportion of the FTE that is supported by MIECHV grant funds. For example, a 1.0 FTE staff member who is supported at 30% through MIECHV funds and 70% through other funds would be reported as 0.3 FTE for the purposes of this table.

NEW - Q: The available categories for reporting are: Home Visitor, Supervisor, and Other. LIA staff have a variety of job titles, depending on the agency and model. Is there a federal definition that would help classify FTEs?

A: Definitions for the staffing categories are available in the key terms section of Form 4. Grantees should classify staff in the category that most closely aligns with the staff responsibilities. If the staff has multiple responsibilities (i.e. home visitor and supervisor) the proportion of time spent in each role and funded by MIECHV should be reported accordingly. For example, for a staff that spends 25% of their time providing home visits and 75% of their time supervising other staff and is supported 100% by MIECHV funds, they should be reported as 0.25 FTE home visitor and 0.75 FTE supervisor.

NEW - Q: How should staff on temporary leave be reported? For example, if a home visitor goes on maternity leave during a quarter, and is not working as of the last day of the quarter, would the position be "vacant"? When she returns, would she be "new" or "continuing?"

A: Staff on temporary leave should be reported according to the FTE of their position that is currently being supported by MIECHV funds at the end of the reporting period. If staff on leave do not receive any funding from MIECHV while on leave, they should not be reported in Table A.4.1. The vacancy would be reported on Table A.4.2 if the leave resulted in the LIA operating without a full complement of trained staff.

Table A.4.2: Staff Vacancies:

Q: In terms of reporting vacancies, how are program managers, directors, and financial staff classified?

A: MIECHV home visitors are defined as those staff supported through MIECHV funds, either in whole or in part, who provide evidence-based home visiting services or promising approaches to families in at-risk communities. MIECHV supervisors are defined as those staff supported through MIECHV funds, either in part or whole, who provide direct supervision to MIECHV-supported home visitors. Other staff are defined as those staff supported through MIECHV funds, either in whole or in part, who do not fall into the previous two categories. Grantees should only report the proportion of the FTE that is supported by MIECHV grant funds.

Section B: Grantee Performance Measures:

Q: Is Section B intended to capture only those families receiving services at the time the Improvement Plan was implemented or all families regardless of when services began?

A: Section B is intended to capture all families receiving services during the quarterly reporting period and who meet the inclusion and eligibility criteria, as defined by the grantee's benchmark plan.

Q: Is Section B measuring cumulative/year-to-date data or quarterly data?

A: Section B is designed to measure cross-sectional, quarterly data. Data should be updated, as appropriate and in alignment with definitions of each construct in the grantee’s benchmark plan.