THE MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

FORM 1 DEMOGRAPHIC, SERVICE UTILIZATION, AND
SELECT CLINICAL INDICATORS TOOLKIT
August 2016; updated September 2018 & May 2022

HRSA
Maternal & Child Health

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

2022 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 2022 Annual Performance Reporting Updates" section 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 Collection Form.** This is the data collection form as it appears in the Home Visiting Information System (HVIS). Data will be submitted on each measure in a table similar to what is presented on the data collection form. The HRSA data collection form for each measure is included in this document so that awardees may identify what information will be submitted during each annual report.
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 2022 Annual Performance Reporting Updates

In July 2021, OMB approved updates to the MIECHV Annual Performance Reports (Form 1 and Form 2; OMB NO. 0906-0017). The updates will take effect with the FY 2022 reporting period, (October 2021 – September 2022).

Changes are mostly related to data reporting and reflect the proposed changes outlined during the June Virtual All Grantee Meeting Technical Assistance Session titled "Updates and Advancements: What's New with MIECHV Data and Performance Measurement".

Copies of updated Forms are available in the MIECHV Data, Evaluation, and Continuous Quality Improvement (CQI) website. Additional technical assistance resources, including a webinar recording of the virtual AGM session, a summary of updates, and a list of validated screening tools are available on the MIECHV MALL or by contacting your TARC TA Specialist.

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 Participant 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 Home Visitors

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 ≥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
	A participant, including a pregnant participant or caregiver, who signs up to participate in the home visiting program at any time during the reporting period who was identified as being part of a MIECHV household.	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.
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 enrollment.
Female Caregivers	Enter the total number of participants who: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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: ▪ 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 includes additional information on gender category definitions.
- Pregnant Participant/ 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 ≥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.

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 who signs 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 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.
Number of Households	Enter the total number of households 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 with at least one adult who: 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	Enter the total number of participants who: ▪ 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	Enter the total number of participants who: ▪ 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 ▪ were not pregnant for any length of time during the reporting period.
Index Children	Enter the total number of children who: ▪ 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	Enter the total number of households with at least one adult who: ▪ 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 33: "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												
	Caregivers												
Continuing	Pregnant Participants												
	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	Enter the numbers of enrolled pregnant participant who fall within each age category represented in the table at the time of data collection. This should include pregnant participants who: ▪ 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 the age of a participant was not collected.
Newly Enrolled Caregivers	Enter the numbers of enrolled caregivers who fall within each age category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 the age of a participant was not collected.

Adult Participants	Age of Adult Participants	Unknown/Did Not Report
Continuing Pregnant Participants	Enter the numbers of enrolled caregivers who fall within each age category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 enrolled pregnant participants served during the reporting period for which the age of a participant was not collected.
Continuing Caregivers	Enter the numbers of enrolled caregivers who fall within each age category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 the age of a participant 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	Enter the numbers of enrolled index children who fall within each age category represented in the table at the time of data collection. This should include index children who: ▪ 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.	Enter the number of newly enrolled index children served during the reporting period for which the age of an index child was not collected.
Continuing Index Children	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 index children who: ▪ 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.	Enter the number of continuing index children served during the reporting period for which the age of an index child was not collected.

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	Enter the number of enrolled pregnant participants who: ▪ 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.	Enter the number of enrolled pregnant participants who: ▪ 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.	Enter the number of enrolled pregnant participants served during the reporting period for which the ethnicity of a participant was not collected.
Caregivers	Enter the number of enrolled caregivers who: ▪ 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.	Enter the number of enrolled caregivers who: ▪ 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.	Enter the number of enrolled caregivers served during the reporting period for which the ethnicity of a participant was not collected.

Participants	Hispanic or Latino	Not Hispanic or Latino	Unknown/Did Not Report
All Index Children	Enter the number of enrolled index children who: • 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 enrolled index children who: • 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 enrolled index children served during the reporting period for which the ethnicity of an index child 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	Enter the numbers of enrolled pregnant participants who fall within each race category represented in the table at the time of data collection. This should include pregnant participants who: ▪ 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.	Enter the number of enrolled pregnant participants served during the reporting period for which the race of a participant was not collected.
Caregivers	Enter the numbers of enrolled caregivers who fall within each race category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 enrolled caregivers served during the reporting period for which the race of a participant was not collected.

All Index Children	Enter the numbers of enrolled index children who fall within each race category represented in the table at the time of data collection. This should include index children who: ▪ 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 enrolled index children served during the reporting period for which the race of an index child 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	Enter the numbers of enrolled pregnant participants who fall within each marital status category represented in the table at the time of data collection. This should include pregnant participants who: • 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.	Enter the number of enrolled pregnant participants served during the reporting period for which the marital status of a participant was not collected.
Caregivers	Enter the numbers of enrolled caregivers who fall within each marital status category represented in the table at the time of data collection. This should include caregivers who: • 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 enrolled caregivers served during the reporting period for which the marital status of a participant was not collected.

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 Participant									
	Caregivers									
Continuing	Pregnant Participant									
	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	Enter the numbers of enrolled pregnant participants who fall within each educational attainment category represented in the table at the time of data collection. This should include pregnant participants who: ▪ 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 the educational attainment of a participant was not collected.

Adult Participants	Educational Attainment of Adult Participants	Unknown/Did Not Report
Newly Enrolled Caregivers	Enter the numbers of enrolled pregnant participants who fall within each educational attainment category represented in the table at the time of data collection. This should include pregnant participants who: ▪ 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 the educational attainment of a participant was not collected.
Continuing Pregnant Participants	Enter the numbers of enrolled caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 the educational attainment of a participant was not collected.
Continuing Caregivers	Enter the numbers of enrolled caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 enrolled caregivers served during the reporting period for which the educational attainment of a participant 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 at a minimum for every household the primary caregiver of the index child.

▪ The categories for this table are mutually exclusive.

▪ Below are definitions of each category:

  o 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.

- o <u>Some College/Training</u> 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.
- o <u>Technical Training or Certification</u> includes enrolled adult participants who completed a technical training program or obtained a technical certification, either in the current reporting period or prior.
- o <u>Associate's Degree</u> includes enrolled adult participants who obtained an Associate's Degree.
- o <u>Bachelor's Degree or higher</u> includes adult participants who obtained a Bachelor's Degree or other higher education degree, such as a Master's Degree or Doctorate Degree.
- o The <u>Other</u> category includes enrolled adult participants who do not fall into the specified categories. Use the Form 1 "Notes" field to include a description of the "Other" educational categories representing 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					
	Caregivers					
Continuing	Pregnant Participants					
	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	Enter the numbers of enrolled pregnant participant who fall within each employment status category represented in the table at the time of data collection. This should include pregnant participants who: • 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 the employment status of a participant was not collected.
Newly Enrolled Caregivers	Enter the numbers of enrolled caregivers who fall within each employment status category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 the employment status of a participant was not collected.

Participants	Employment Status of Adult Participants	Unknown/Did Not Report
Continuing Pregnant Participants	Enter the numbers of enrolled caregivers who fall within each employment status category represented in the table at the time of data collection. This should include caregivers who: ■ 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 enrolled pregnant participants served during the reporting period for which the employment status of a participant was not collected.
Continuing Caregivers	Enter the numbers of enrolled caregivers who fall within each employment status category represented in the table at the time of data collection. This should include caregivers who: ■ 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 the employment status of a participant 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 at a minimum for every household the primary caregiver of the index child.
- 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 category[1]:
  - 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.

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[1] Healthcare.gov Glossary. https://www.healthcare.gov/glossary/full-time-employee/.

- 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 11: Adult Participants by Housing Status
(Former Table 12)

HRSA Table 11 Data Entry Form

	Not Homeless					Total Not Homeless	Homeless			Total Homeless	Unknown /Did Not Report	Total
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		Homeless and sharing housing	Homeless and living in an emergency or transitional shelter	Some other arrangement			
Pregnant Participants												
Caregivers												
All Adults (Auto Calculate)												
Notes:												

*Columns highlighted in grey are auto calculated by HVIS.

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	Enter the numbers of enrolled pregnant participants who fall within each housing status category represented in the table at the time of data collection. This should include pregnant participants who: ▪ 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.	Enter the number of enrolled pregnant participants served during the reporting period for which the housing status of a participant was not collected.
Caregivers	Enter the numbers of enrolled caregivers who fall within each housing status category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 enrolled caregivers served during the reporting period for which the housing status of a participant 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., parents have both signed up to participate). It should include at a minimum for every household the primary caregiver of the index child.

▪ 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]

   o 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,

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[2] http://nche.ed.gov/downloads/briefs/conf-elig.pdf

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 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:

[3, 5] https://www.acf.hhs.gov/sites/default/files/ecd/homelessness_definition.pdf.

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 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
(Former Table 13)

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 index children who: ▪ 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 index children who: ▪ 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 index children who: ▪ 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
(Former Table 14)

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: ▪ the household income is 50% or less than the poverty level, and ▪ includes 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: ▪ the household income is 51–100% of the poverty level, and ▪ includes 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: ▪ the household income is 101–133% of the poverty level, and ▪ includes 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: ▪ the household income is 134–200% of the poverty level, and ▪ includes 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: ▪ the household income is 201–300% of the poverty level, and ▪ includes 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: ▪ the household income is greater than 300% of the poverty level, and ▪ includes 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 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, and 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.
- 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
(Former Table 15)

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				
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 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 reported in each row should never exceed the total number of participants.

- Below are definitions of each category:
  - <u>Low Income</u> — an individual or family with an income determined to be below the poverty guidelines 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 <u>the Office of the Assistant Secretary for Planning and Evaluation</u>. 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."
  - <u>Pregnant women under 21</u> — households with expectant mothers who enroll in the program and are under 21 years old during the reporting period.
  - <u>Have a history of child abuse or neglect or have had interactions with child welfare services</u> — based on self-report, a household with members who have a history of abuse or neglect and have had involvement with child welfare services. This can include the index child, adult caregivers, or both.
  - <u>Have a history of substance abuse or need substance abuse treatment</u> — based on self-report, a household with members 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.
  - <u>Are users of tobacco products in the home</u> — based on self-report, a household with members 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).
  - <u>Have, or have children with, low student achievement</u> — based on self-report, a household with members who have perceived themselves or their child(ren) as having low student achievement.
  - <u>Have a child or children with developmental delays or disabilities</u> — based on self-report or home visitor/staff observation, a household with members who have a child or children suspected of having a developmental delay or disability.
  - <u>Are in families that are or have served in the U.S. Armed Forces</u> — based on self-report, households that include individuals who are currently serving or formerly served in the Armed Forces, including such households that have members 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
(Former Table 16)

HRSA Table 15 Data Entry Form

Home Visits by Service Modality	Number	Percent
In-Person Home Visits		
Virtual Home Visits		
Unknown/Did Not Report*		
All Visits (Auto Calculate)		
Notes:		

*Columns highlighted in grey are auto calculated by HVIS.

Table 15 Data Entry Instructions

Home Visits	Number
In-Person Home Visits	Enter the total number of home visits completed in-person during the reporting period.
Virtual Home Visits	Enter the total number of home visits completed virtually during the reporting period.
Unknown/Did Not Report*	Enter the total number of home visits where the service modality was unknown or not recorded during the reporting period.

Table 15 Considerations and Tips

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

- Home visit refers to the definition of a completed home visit enacted 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 by the use of 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.

Table 16: Family Engagement by Household

(Former Table 17)

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: ▪ 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: ▪ 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: ▪ 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: ▪ 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 receiving 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:
  - <u>Currently receiving services</u> — refers to families that are participating in services at the end of the reporting period.
  - <u>Completed program</u> — refers to families who have completed the program according to model-specific definitions and criteria during the reporting period.
  - <u>Stopped services before completion</u> — refers to families who left the program for any reason prior to completion.
  - <u>Enrolled but not currently receiving services/Other</u> — refers to those families who do not fall into the previous categories and may include unreachable participants (i.e., the family 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.
- 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

(Former Table 19)

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						
	Caregivers						
Continuing	Pregnant Participants						
	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	Enter the numbers of enrolled pregnant participant who fall within each health insurance category represented in the table at the time of data collection. This should include pregnant participants who: • 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 the health insurance of a participant was not collected.
Newly Enrolled Caregivers	Enter the numbers of enrolled caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 the health insurance of a participant was not collected.

Participants	Type of Health Insurance Coverage of Participants	Unknown/Did Not Report
Continuing Pregnant Participants	Enter the numbers of enrolled caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 continued enrolled pregnant participants served during the reporting period for which the health insurance of a participant was not collected.
Continuing Caregivers	Enter the numbers of enrolled caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include caregivers who: ▪ 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 continued caregivers served during the reporting period for which the health insurance of a participant was not collected.
All Index Children	Enter the numbers of enrolled children who fall within each health insurance category represented in the table at the time of data collection. This should include children who: ▪ 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 enrolled children served during the reporting period for which the health insurance of a participant 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	Enter the number of enrolled children who fall within each medical care source category represented in the table at the time of data collection. This should include children who: - 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.	Enter the number of newly enrolled children served during the reporting period for which the medical care source of a participant was not collected.
Continuing Index Children	Enter the number of enrolled children who fall within each medical care source category represented in the table at the time of data collection. This should include children who: - 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 .	Enter the number of continuing children served during the reporting period for which the medical care source of a participant was not collected.

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).
- 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
(Former Table 22)

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				
Continuing Index				
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	Enter the numbers of newly enrolled 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: - 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 enrolled children (≥12 months of age) served during the reporting period for which the dental care source of a participant was not collected.
Continuing Index Children	Enter the numbers of continuing 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: - 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 enrolled children (≥12 months of age) served during the reporting period for which the dental care source of a participant 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 all index children reported in Table 5, 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).
- <u>Usual source of dental care</u> — 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.

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[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.