Home Visiting Budget Assistance Tool User Guide

Overview

The Home Visiting Budget Assistance Tool (HV-BAT) is designed for use by awardees of the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program and local implementing agencies (LIAs) to collect and report comprehensive home visiting program costs incurred by LIAs during a 12-month period. HV-BAT data can help MIECHV awardees and LIAs—

- Monitor program operations
- Develop budgets and estimate the financial impact of expanding services
- Conduct economic evaluations
- Inform alternative funding strategies

The HV-BAT User Guide was developed to assist MIECHV awardees and LIAs with HV-BAT data collection and use. The Health Resources and Services Administration recommends that awardees review Volumes I and II to understand the structure of the HV-BAT and the data elements LIAs are expected to provide. Appendices A–G provide additional guidance and resources for states/territories to manage HV-BAT submissions, conduct data quality reviews, prepare and analyze HV-BAT data, and estimate LIA budgets.

The HV-BAT User Guide includes—

- **Volume I: Instructions for Maternal, Infant, and Early Childhood Home Visiting Awardees.** Volume I provides guidance for implementing the HV-BAT in states/territories, assuring the quality of reported data, using the HV-BAT data, and preparing the HV-BAT data for analysis.
- **Volume II: Instructions for Local Implementing Agencies.** Volume II includes step-by-step instructions and frequently asked questions for LIAs to reference when completing the HV-BAT.
- **Appendix A: Submission Tracking Workbook.** Awardees can use this Excel-based workbook to manage HV-BAT data collection and to track LIA questions about tool completion and responses provided.
- **Appendix B: Data Quality Review Checklist.** Awardees can use this Excel-based checklist to conduct systematic reviews of the HV-BAT data submitted by LIAs.
- **Appendix C: Data Preparation Instructions.** This document provides awardees with guidance on how to prepare HV-BAT data for analysis.
- **Appendix D: Data Preparation Stata Program.** This Stata do-file includes code that compiles data from HV-BATs submitted by LIAs into one dataset and prepares an analysis data file.
- **Appendix E: Data Analysis Instructions.** This document suggests how the HV-BAT data can be analyzed and considerations for interpreting and disseminating cost analysis results.
- **Appendix F: Regression Analysis Stata Program.** This Stata do-file includes code that conducts regression analysis to identify and examine variables that best explain differences in cost per family across LIAs.
- **Appendix G: Budget Planning Worksheet.** This Excel-based worksheet can be used to estimate LIA budget needs after entering coefficients from a regression model estimating cost per family served, LIA-specific characteristics, and expected number of families served by each LIA.