2.5: Example of a Missing Data Report

This report is compiled manually by counting each element or built automatically into your data system. This tool is an example of a data report that can be modified and based on the particular assessments and data collection schedule for your program.

| Example of a Tribal MIECHV Missing Data Report |
| --- |
| Period Beginning: MM/DD/YYYY | Ending: MM/DD/YYYY |
|  |
| Intake Form | Total | Number | Percentage |
| Administered at enrollment, typically during pregnancy | Completed |   |  |
| Partial |   |  |
| Missing |  |  |
|  |
| Family Profile Form | Total |  Number | Percentage |
| Administered at enrollment, typically during pregnancy | Completed |   |  |
| Partial |   |  |
| Missing |   |  |
|  |
| Tobacco Screening |
| Administered at enrollment and 12 months | *N/A* | *Complete* | *Partial* | *Missing* |
| Enrollment |  |  |  |  |
| 12 Months |  |  |  |  |
|  |
| Postnatal Depression Screening | Total |  |
| Administered within first 3 months postpartumNote: Screenings completed after the initial 3-month period are considered “out-of-range.” | Completed |  |
| Partial |  |
| Missing |  |
| Out-of-Range |  |
| N/A |  |
| Positive Screenings within date range  |  |
| Referrals generated based on positive screens |  |
|  |
| Substance Abuse Screening | Total |  |
| Administered at enrollment | Completed |  |
| Partial |  |
| Missing |  |
| Number of Positive Screens |  |
| Number of Referrals generated based on positive screens |  |
|  |
| Ages & Stages Questionnaires, Third Edition (ASQ-3) | Total |  |
| Administered at ages 9, 18, 24, and 30 months | *N/A* | *Complete* | *Partial* | *Missing* |
| Enrollment |  |  |  |  |
| 9 Months |  |  |  |  |
| 18 Months |  |  |  |  |
| 24 Months |  |  |  |  |
| 30 Months |  |  |  |  |
|  |
| Ages & Stages Questionnaires, Social-Emotional (ASQ:SE) | Total |  |
| Administered at age 12 months | Completed |  |
| Partial |  |
| Missing |  |
|  |
| HOME Inventory | Total |  |
| Administered at ages 6 and 18 months | 6 Months | Completed |  |
| Partial |  |
| Missing |  |
| 18 Months | Completed |  |
| Partial |  |
| Missing |  |
|  |
| HITS Screening Tool | Total |  |
| Administered at intake (enrollment) and 6 months | Completed |  |
| Partial |  |
| Missing |  |
| Out-of-Range |  |
| Number of Positive Screens |  |
| Number of Referrals generated based on positive screens  |  |
| Number of Referrals missed |  |
|  |
| Relationship Assessment Tool  | Total |  |
| Administered within first 6 months postpartumNote: Screenings completed after the initial 6-month period are considered “out-of-range.” | Completed |  |
| Partial |  |
| Missing |  |
| Out-of-Range |  |
| Number of Positive Screens |  |
| Number of Referrals generated based on positive screens  |  |
| Number of Referrals missed |  |
|  |