

THE MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

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

November 2017



Technical Assistance Resource
Design Options for Home Visiting Evaluation

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

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About DOHVE

The purpose of the Design Options for Home Visiting Evaluation (DOHVE) contract is to provide research and evaluation support to the Maternal, Infant, and Early Childhood Home Visiting Program.

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For additional DOHVE resources, visit <http://www.jbassoc.com/reports-publications/dohve>

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Contents

2016 Redesign of the Performance Measurement System	1
Annual Performance Reporting	2
About the Toolkit.....	2
Form 1 General Considerations	3
Table 1: Unduplicated Count of New and Continuing Program Participants Served by MIECHV Home Visitors.....	4
HRSA Table 1 Data Entry Form.....	4
Table 1 Data Entry Instructions.....	4
Table 1 Considerations and Tips	5
Table 2: Unduplicated Count of Households Served by MIECHV Home Visitors	6
HRSA Table 2 Data Entry Form.....	6
Table 2 Data Entry Instructions.....	6
Table 2 Considerations and Tips	6
Table 3: Unduplicated Count of Participants and Households Served by State Home Visiting Programs (non-MIECHV)	7
HRSA Table 3 Data Entry Form.....	7
Table 3 Data Entry Instructions.....	7
Table 3 Considerations and Tips	8
Table 4: Adult Participants by Age	9
HRSA Table 4 Data Entry Form.....	9
Table 4 Data Entry Instructions.....	9
Table 4 Considerations and Tips	10
Table 5: Index Children by Age	11
HRSA Table 5 Data Entry Form.....	11
Table 5 Data Entry Instructions.....	11
Table 5 Considerations and Tips	11
Table 6: Participants by Ethnicity.....	12
HRSA Table 6 Data Entry Form.....	12
Table 6 Data Entry Instructions.....	12
Table 6 Considerations and Tips	133
Table 7: Participants by Race.....	14
HRSA Table 7 Data Entry Form.....	14
Table 7 Data Entry Instructions.....	14

Table 7 Considerations and Tips	15
Table 8: Adult Participants by Marital Status	16
HRSA Table 8 Data Entry Form.....	16
Table 8 Data Entry Instructions.....	16
Table 8 Considerations and Tips	17
Table 9: Adult Participants by Educational Attainment	18
HRSA Table 9 Data Entry Form.....	18
Table 9 Data Entry Instructions.....	18
Table 9 Considerations and Tips	19
Table 10: Adult Participants by Educational Status	20
HRSA Table 10 Data Entry Form.....	20
Table 10 Data Entry Instructions.....	20
Table 10 Considerations and Tips	20
Table 11: Adult Participants by Employment Status	22
HRSA Table 11 Data Entry Form.....	22
Table 11 Data Entry Instructions.....	22
Table 11 Considerations and Tips	22
Table 12: Adult Participants by Housing Status	24
HRSA Table 12 Data Entry Form.....	24
Table 12 Data Entry Instructions.....	24
Table 12 Considerations and Tips	25
Table 13: Primary Language Spoken at Home	27
HRSA Table 13 Data Entry Form.....	27
Table 13 Data Entry Instructions.....	27
Table 13 Considerations and Tips	27
Table 14: Household Income in Relation to Federal Poverty Guidelines	28
HRSA Table 14 Data Entry Form.....	28
Table 14 Data Entry Instructions.....	28
Table 14 Considerations and Tips	29
Table 15: For Each Household, Indicate the Priority Population Characteristics	30
HRSA Table 15 Data Entry Form.....	30
Table 15 Data Entry Instructions.....	30
Table 15 Considerations and Tips	31
Section B: Service Utilization	33

Table 16: Service Utilization	33
HRSA Table 16 Data Entry Form.....	33
Table 16 Data Entry Instructions.....	33
Table 16 Considerations and Tips	33
Table 17: Family Engagement by Household	34
HRSA Table 17 Data Entry Form.....	34
Table 17 Data Entry Instructions.....	34
Table 17 Considerations and Tips	34
Table 18: Unduplicated Count of Home Visitor Full Time Equivalents	366
HRSA Table 18 Data Entry Form.....	366
Table 18 Data Entry Instructions.....	36
Table 18 Considerations and Tips	36
Table 19: Unduplicated Count of Households by Evidence-Based Home Visiting Model or Promising Approach.....	37
HRSA Table 19 Data Entry Form.....	37
Table 19 Data Entry Instructions.....	37
Table 19 Considerations and Tips	37
Section C: Insurance and Clinical Indicators	38
Table 20: Participants by Type of Health Insurance Coverage.....	38
HRSA Table 20 Data Entry Form.....	38
Table 20 Data Entry Instructions.....	38
Table 20 Considerations and Tips	39
Table 21: Index Children by Usual Source of Medical Care	40
HRSA Table 21 Data Entry Form.....	40
Table 21 Data Entry Instructions.....	40
Table 21 Considerations and Tips	40
Table 22: Index Children by Usual Source of Dental Care	42
HRSA Table 22 Data Entry Form.....	42
Table 22 Data Entry Instructions.....	42
Table 22 Considerations and Tips	42

The Maternal, Infant, and Early Childhood Home Visiting Program

Form 1 Demographic, Service Utilization, and Select Clinical Indicators Toolkit

2016 Redesign of the Performance Measurement System

Awardees funded under the Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV) must collect and report data on program implementation and performance for eligible families participating in the program in the legislatively mandated benchmark areas of: (1) improvements in maternal, newborn, and child health; (2) prevention of child injuries, child abuse, neglect, or maltreatment, as well as reductions of emergency room visits; (3) improvements in school readiness and child academic achievement; (4) reductions in crime or domestic violence; (5) improvements in family economic self-sufficiency; and (6) improvements in the coordination and referrals for other community resources and supports. MIECHV is administered by the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau in collaboration with the Administration for Children and Families (ACF).

In 2016, HRSA revised the existing performance measurement system for the MIECHV Program. The purpose was to simplify, standardize, and strengthen the reported performance measures. The redesigned performance measurement system builds on the PEW¹ Home Visiting Project and was developed with input from MIECHV awardees, federal partners, representatives of home visiting model developers, content experts, and technical assistance (TA) providers through listening sessions held from January through April 2015 and a public comment period from September through October 2015. The revised measures better align with other U.S. Department of Health and Human Services (HHS) performance metrics. The Office of Management and Budget (OMB) approved the revised performance measures in March 2016. Awardees began implementing the revised measures in October 2016.

The performance measures include two types of data:

Form 1 – Demographic, Service Utilization, and Select Clinical Indicators. These data summarize program participant demographics and characteristics of service utilization at the state level. Major revisions include the addition of variables related to the usual source of medical and dental care for index children, housing status, and participation by an evidence-based home visiting model. The revised form also streamlines reporting and reduces the burden for awardees by removing multi-variable tables (e.g., marital status by race).

Form 2 – Performance Indicators and Systems Outcome Measures. This form requires data to be submitted on eligible populations for select indicators that represent the six statutorily defined benchmark areas. There is an overall reduction in total measures from 37 to 19 in the revised system. Measures are standardized to better allow for aggregation and summarization at the national level. HRSA has included two types of measures in Form 2 – performance indicators and systems outcome measures.

¹ <http://www.pewtrusts.org/en/research-and-analysis/reports/2015/10/using-data-to-measure-performance-of-home-visiting>

Annual Performance Reporting

Awardees submitted benchmark Performance Measurement Plans (PMP) and made necessary updates and revisions to data systems in order to begin data collection on October 1, 2016. The first data collection period for the new measures was October 1, 2016, through September 30, 2017. Awardees began reporting the new measures to HRSA in October 2017. HRSA encourages awardees to work with their home visiting model developers and technical assistance providers while revising their data systems, providing training on data collection to local implementing agencies, and supporting local implementing agencies in new data collection procedures. In addition, awardees should work with their HSRA Project Officer to make any necessary changes to their Form 2 PMP, as needed. A change request should be submitted to HRSA for any change to a PMP, and all changes must be reviewed and approved by HRSA before being implemented by an awardee.

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. 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.

Form 1 General Considerations

- All Form 1 data should be collected at the time of enrollment and updated annually thereafter.
- 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 are served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding.
- 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 served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding.
- 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: <http://mchb.hrsa.gov/programs/homevisiting/ta/resources/index.html>.
- The Total Pregnant Women 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, Table 12 (Housing Status - Total), and Table 20.
- The Total Female Caregivers 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, Table 12 (Housing Status - Total), and Table 20.
- The Total Male Caregiver 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, Table 12 (Housing Status - Total), and Table 20.
- The 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, Table 12 (Housing Status - Total), and Table 20.
- The Total Female Index Children values should be consistent across all tables in the form: Table 1, Table 5, Table 6, Table 7, Table 20, Table 21, Table 22.
- Total Male Index Children values should be consistent across all tables in the form: Table 1, Table 5, Table 6, Table 7, Table 20, Table 21, Table 22.
- The Total All Index Children values should be consistent across all tables in the form: Table 1, Table 5, Table 6, Table 7, Table 20, Table 21, Table 22.
- The 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 14, Table 15, Table 17.
- 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 Women			
Female Caregivers			
Male Caregivers			
All Adults (Auto Calculate)			
Female Index Children			
Male Index Children			
All Index Children (Auto Calculate)			

*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
	Participants who sign up to participate in the home visiting program at any time during the reporting period, and who are served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding	Participants who were signed up and enrolled in the home visiting program prior to the beginning of the reporting period, and who were served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding
Pregnant Women	Enter the total number of participants who: <ul style="list-style-type: none"> were pregnant at the time of enrollment. 	Enter the total number of participants who: <ul style="list-style-type: none"> were pregnant at the time of the annual reassessment.
Female Caregivers	Enter the total number of participants who: <ul style="list-style-type: none"> are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of enrollment. 	Enter the total number of participants who: <ul style="list-style-type: none"> are a female household member, are considered the caregiver of an index child, and are not pregnant at the time of the annual reassessment.
Male Caregivers	Enter the total number of participants who: <ul style="list-style-type: none"> are a male household member, and are considered a caregiver of an index child. 	Enter the total number of participants who: <ul style="list-style-type: none"> are a male household member, and are considered the caregiver of an index child.
Female Index Children	Enter the total number of female children who: <ul style="list-style-type: none"> are between the ages of birth through Kindergarten entry, and are considered the index child in an individual household. 	Enter the total number of female children who: <ul style="list-style-type: none"> are between the ages of birth through Kindergarten entry, and are considered the index child in an individual household.

Male Index Children	Enter the total number of male children who: <ul style="list-style-type: none"> are between the ages of birth through Kindergarten entry, and are considered the index child in an individual 	Enter the total number of male children who: <ul style="list-style-type: none"> are between the ages of birth through Kindergarten entry, and who are considered the index child in an
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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.
- Pregnant Women/Female Caregivers:
 - If a woman is pregnant at the time she enrolls in the home visiting program, she should be reported as pregnant, even if she completes her pregnancy within the same reporting period. If she continues enrollment after pregnancy into subsequent reporting periods, she would be reported as a female caregiver in subsequent periods.
 - If a woman is enrolled as a female caregiver and becomes pregnant in the same reporting period, she will continue to be reported as a female caregiver since awardees will report her status at the time of enrollment.
 - If a woman is pregnant at the time she enrolls 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 5 years of age. 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 case of twins, triplets, etc.), then only one index child should be included in the table.

Table 2: Unduplicated Count of Households Served by MIECHV Home Visitors

HRSA Table 2 Data Entry Form

Households	Number Newly Enrolled	Number Continuing During Reporting Period	Total
Number of Households			

*Columns highlighted in grey are auto calculated by HVIS.

Table 2 Data Entry Instructions

Households	Number Newly Enrolled	Number Continuing During Reporting Period
	Participants who sign up to participate in the home visiting program at any time during the reporting period, and who are served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding	Participants who were signed up and enrolled in the home visiting program prior to the beginning of the reporting period, and who were served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding
Number of Households	Enter the total number of households with at least one adult who: <ul style="list-style-type: none"> is a pregnant woman, female caregiver, or male caregiver, and is considered a caregiver of an index child in the program. 	Enter the total number of households with at least one adult who: <ul style="list-style-type: none"> is a pregnant woman, female caregiver, or male caregiver, and 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 (e.g., pregnant women, female caregiver, male caregiver) 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 adult enrollees or the total number of index children.
- 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.

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 Women	
Female Caregivers	
Male Caregivers	
All Adults (Auto Calculate)	
Female Index Children	
Male Index Children	
All Index Children (Auto Calculate)	
Number of Households	

*Columns highlighted in grey are auto calculated by HVIS.

Table 3 Data Entry Instructions

Participants and Households	Total Number Served during Reporting Period
Pregnant Women	<p>Enter the total number of participants who:</p> <ul style="list-style-type: none"> enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are considered “non-MIECHV” program participants, and were pregnant at any time during the reporting period.
Female Caregivers	<p>Enter the total number of participants who:</p> <ul style="list-style-type: none"> enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are considered non-MIECHV program participants, are a female household member, are considered a caregiver of an index child, and were not pregnant for any length of time during the reporting period.
Male Caregivers	<p>Enter the total number of participants who:</p> <ul style="list-style-type: none"> enrolled in the program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are considered non-MIECHV program participants, are a male household member, and are considered a caregiver of an index child.
Female Index Children	<p>Enter the total number of female children who:</p> <ul style="list-style-type: none"> are between the ages of birth through 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.

Male Index Children	Enter the total number of male children who: <ul style="list-style-type: none"> are between the ages of birth through 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: <ul style="list-style-type: none"> is a pregnant woman, female caregiver, or male caregiver; 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.

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
Pregnant Women												
Female Caregivers												
Male Caregivers												
All Adults (Auto Calculate)												

*Columns highlighted in grey are auto calculated by HVIS.

Table 4 Data Entry Instructions

Adult Participants	Age of Adult Participants	Unknown/Did Not Report
Pregnant Women	<p>Enter the numbers of enrolled pregnant women who fall within each age category represented in the table at the time of data collection. This should include pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period or enrolled in a previous reporting period and received at least one home visit during the reporting period and were pregnant at the time of the enrollment or annual assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the age of a participant was not collected.
Female Caregivers	<p>Enter the numbers of enrolled female caregivers who fall within each age category represented in the table at the time of data collection. This should include female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the age of a participant was not collected.
Male Caregivers	<p>Enter the numbers of enrolled male caregivers who fall within each age category represented in the table at the time of data collection. This should include male caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male 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, 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.
- At a minimum, this table should include the primary caregiver of the index child for every household.
- 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).

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
Female Index Children						
Male Index Children						
All Index Children (Auto Calculate)						

*Columns highlighted in grey are auto calculated by HVIS.

Table 5 Data Entry Instructions

Index Children	Age of Index Children	Unknown/Did Not Report
Female Index Children	Enter the numbers of enrolled female index children who fall within each age category represented in the table at the time of data collection. This should include female index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 female index children served during the reporting period for which the age of a female index child was not collected.
Male Index Children	Enter the numbers of enrolled male index children who fall within each age category represented in the table at the time of data collection. This should include male index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 male index children served during the reporting period for which the age of a male 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, 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 through 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).

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 Women				
Female Caregivers				
Male Caregivers				
All Adults (Auto Calculate)				
Female Index Children				
Male Index Children				
All Index Children (Auto Calculate)				

*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 Women	<p>Enter the number of enrolled pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, were pregnant at the time of the assessment, and identify themselves as Hispanic or Latina. 	<p>Enter the number of enrolled pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, were pregnant at the time of the assessment, and identify themselves as non-Hispanic or non-Latina. 	<p>Enter the number of enrolled pregnant women served during the reporting period for which the ethnicity of a participant was not collected.</p>
Female Caregivers	<p>Enter the number of enrolled female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, were not pregnant at the time of the assessment, and identify themselves as Hispanic or Latina. 	<p>Enter the number of enrolled female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, 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-Latina. 	<p>Enter the number of enrolled female caregivers served during the reporting period for which the ethnicity of a participant was not collected.</p>

Male Caregivers	Enter the number of enrolled male caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, are considered a caregiver of an index child, and identify themselves as Hispanic or Latino. 	Enter the number of enrolled male caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, are considered a caregiver of an index child, and identify themselves as non-Hispanic or non-Latino. 	Enter the number of enrolled male caregivers served during the reporting period for which the ethnicity of a participant was not collected.
Female Index Children	Enter the number of enrolled female index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 Hispanic or Latina. 	Enter the number of enrolled female index children who: <ul style="list-style-type: none"> are between the ages of birth through 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-Latina. 	Enter the number of enrolled female index children served during the reporting period for which the ethnicity of a female index child was not collected.
Male Index Children	Enter the number of enrolled male index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 Hispanic or Latino. 	Enter the number of enrolled male index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 male index children served during the reporting period for which the ethnicity of a male 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.

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 Women								
Female Caregivers								
Male Caregivers								
All Adults (Auto Calculate)								
Female Index Children								
Male Index Children								
All Index Children (Auto Calculate)								

*Columns highlighted in grey are auto calculated by HVIS.

Table 7 Data Entry Instructions

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

Male Caregivers	Enter the numbers of enrolled male caregivers who fall within each race category represented in the table at the time of data collection. This should include male caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male caregivers served during the reporting period for which the race of a participant was not collected.
Female Index Children	Enter the numbers of enrolled female index children who fall within each race category represented in the table at the time of data collection. This should include female index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 female index children served during the reporting period for which the race of a female index child was not collected.
Male Index Children	Enter the numbers of enrolled male index children who fall within each race category represented in the table at the time of data collection. This should include male index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 male index children served during the reporting period for which the race of a male 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.

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 Women						
Female Caregivers						
Male Caregivers						
All Adults (Auto Calculate)						

*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 Women	Enter the numbers of enrolled pregnant women who fall within each marital status category represented in the table at the time of data collection. This should include pregnant women who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and were pregnant at the time of the assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the marital status of a participant was not collected.
Female Caregivers	Enter the numbers of enrolled female caregivers who fall within each marital status category represented in the table at the time of data collection. This should include female caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the marital status of a participant was not collected.
Male Caregivers	Enter the numbers of enrolled male caregivers who fall within each marital status category represented in the table at the time of data collection. This should include male caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male 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., 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.
- 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 woman is enrolled with her 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.”

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
Pregnant Women									
Female Caregivers									
Male Caregivers									
All Adults (Auto Calculate)									

*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
Pregnant Women	<p>Enter the numbers of enrolled pregnant women who fall within each educational attainment category represented in the table at the time of data collection. This should include pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and were pregnant at the time of the assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the educational attainment of a participant was not collected.
Female Caregivers	<p>Enter the numbers of enrolled female caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the educational attainment of a participant was not collected.
Male Caregivers	<p>Enter the numbers of enrolled male caregivers who fall within each educational attainment category represented in the table at the time of data collection. This should include male caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male 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, 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 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:
 - 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.
 - Some College/Training includes enrolled adult participants who are currently enrolled in a college or a technical training program and those who attended but did not complete college or a technical training program in the past.
 - Technical Training or Certification includes enrolled adult participants who completed a technical training program or obtained a technical certification, either in the current reporting period or prior.
 - Associate’s Degree includes enrolled adult participants who obtained an Associate’s Degree.
 - Bachelor’s Degree or higher includes adult participants who obtained a Bachelor’s Degree or other higher education degree, such as a Master’s Degree or Doctorate Degree.
 - The Other category includes enrolled adult participants who do not fall into the specified categories. Use the Form 1 “Notes” field to include a description of the “Other” educational categories representing enrolled adult participants.

Table 10: Adult Participants by Educational Status

HRSA Table 10 Data Entry Form

Adult Participants	Student/Trainee	Not a Student/Trainee	Unknown/Did Not Report	Total
Pregnant Women				
Female Caregivers				
Male Caregivers				
All Adults (Auto Calculate)				

*Columns highlighted in grey are auto calculated by HVIS.

Table 10 Data Entry Instructions

Adult Participants	Educational Status of Adult Participants	Unknown/Did Not Report
Pregnant Women	<p>Enter the numbers of enrolled pregnant women who fall within each educational status category represented in the table at the time of data collection. This should include pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and were pregnant at the time of the assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the educational status of a participant was not collected.
Female Caregivers	<p>Enter the numbers of enrolled female caregivers who fall within each educational status category represented in the table at the time of data collection. This should include female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the educational status of a participant was not collected.
Male Caregivers	<p>Enter the numbers of enrolled male caregivers who fall within each educational status category represented in the table at the time of data collection. This should include male caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male caregivers served during the reporting period for which the educational 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, 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 educational status 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 – either an enrolled adult participant is a student/trainee, or is not.
- Below are definitions of each category:
 - Student/Trainee includes enrolled adult participants who are considered a full- or part-time student by the institution he/she is attending.
 - Not a Student/Trainee includes enrolled adult participants who are not currently enrolled in any type of educational or training programs.

Table 11: Adult Participants by Employment Status

HRSA Table 11 Data Entry Form

Adult Participants	Employed Full Time	Employed Part Time	Not Employed	Unknown/Did Not Report	Total
Pregnant Women					
Female Caregivers					
Male Caregivers					
All Adults (Auto Calculate)					

*Columns highlighted in grey are auto calculated by HVIS.

Table 11 Data Entry Instructions

Adult Participants	Employment Status of Adult Participants	Unknown/Did Not Report
Pregnant Women	Enter the numbers of enrolled pregnant women who fall within each employment status category represented in the table at the time of data collection. This should include pregnant women who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and were pregnant at the time of the assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the employment status of a participant was not collected.
Female Caregivers	Enter the numbers of enrolled female caregivers who fall within each employment status category represented in the table at the time of data collection. This should include female caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the employment status of a participant was not collected.
Male Caregivers	Enter the numbers of enrolled male caregivers who fall within each employment status category represented in the table at the time of data collection. This should include male caregivers who: <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male caregivers served during the reporting period for which the employment 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 employment status 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: 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 category²:
 - 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.

² Healthcare.gov Glossary. <https://www.healthcare.gov/glossary/full-time-employee/>.

Table 12: Adult Participants by Housing Status

HRSA Table 12 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 Women												
Female Caregivers												
Male Caregivers												
All Adults (Auto Calculate)												

*Columns highlighted in grey are auto calculated by HIVIS.

Table 12 Data Entry Instructions

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

Female Caregivers	Enter the numbers of enrolled female caregivers who fall within each housing status category represented in the table at the time of data collection. This should include female caregivers who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, ▪ are a female household member, ▪ are considered a caregiver of an index child, and ▪ were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the housing status of a participant was not collected.
Male Caregivers	Enter the numbers of enrolled male caregivers who fall within each housing status category represented in the table at the time of data collection. This should include male caregivers who: <ul style="list-style-type: none"> ▪ enrolled in the MIECHV program during the reporting period or enrolled in a previous reporting period and received at least one home visit during the reporting period, ▪ are a male household member, and ▪ are considered a caregiver of an index child. 	Enter the number of enrolled male caregivers served during the reporting period for which the housing status of a participant was not collected.

Table 12 Considerations and Tips

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

- Table 12 is a cumulative count of adult participants. Table 12 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., 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.
- 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:³
 - Homeless includes enrolled adult participants who lack a fixed, regular, and adequate nighttime residence, no matter the type of housing they reside in at the time of the assessment (within the meaning of section 103(a)(1) of the McKinney-Vento Homeless Assistance Act).
 - Homeless and sharing housing includes enrolled adult participants who meet the definition of homeless and are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - Homeless and living in an emergency or transitional shelter includes enrolled adult participants who meet the definition of homeless and who (1) are living in an emergency or transitional shelter, (2) are abandoned in a hospital, or (3) are awaiting foster care placement.
 - Homeless and some other arrangement includes enrolled adult participants who meet the definition

³ http://nche.ed.gov/downloads/briefs/det_elig.pdf

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.⁴

- 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 sharing housing includes enrolled adult participants who meet the definition of “not homeless” and are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - Not homeless and living in an emergency or transitional shelter includes enrolled adult participants who meet the definition of not homeless and who (1) are living in emergency or transitional shelters, (2) are abandoned in hospitals, or (3) are awaiting foster care placement.
 - Not homeless and some other arrangement includes enrolled adult participants who meet the definition of not 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.⁵
- 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: http://portal.hud.gov/hudportal/HUD?src=/topics/housing_choice_voucher_program_section_8.
 - 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: http://portal.hud.gov/hudportal/HUD?src=/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”

^{4, 6} https://www.acf.hhs.gov/sites/default/files/ecd/homelessness_definition.pdf.

Table 13: Primary Language Spoken at Home

HRSA Table 13 Data Entry Form

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

*Columns highlighted in grey are auto calculated by HVIS.

Table 13 Data Entry Instructions

Primary Language Spoken at Home	Number of Index Children
English	Enter the number of enrolled female and male index children who reside in households in which the primary language spoken at home is English. This should include index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 female and male index children who reside in households in which the primary language spoken at home is Spanish. This should include index children who: <ul style="list-style-type: none"> are between the ages of birth through 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 female and male 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: <ul style="list-style-type: none"> are between the ages of birth through 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 female and male index children during the reporting period for which the primary language spoken at home was not collected.

Table 13 Considerations and Tips

- 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 5 years of age.
- 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).

Table 14: Household Income in Relation to Federal Poverty Guidelines

HRSA Table 14 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

*Columns highlighted in grey are auto calculated by HVIS.

Table 14 Data Entry Instructions

Income in Relation to the Federal Poverty Guidelines	Number of Households
50% and under	<p>Enter the number of households in which:</p> <ul style="list-style-type: none"> 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%	<p>Enter the number of households in which:</p> <ul style="list-style-type: none"> 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%	<p>Enter the number of households in which:</p> <ul style="list-style-type: none"> 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%	<p>Enter the number of households in which:</p> <ul style="list-style-type: none"> 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.
201–300%	<p>Enter the number of households in which:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 14 Considerations and Tips

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

- Table 14 is a cumulative count of households. Table 14 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 (e.g., pregnant women, female caregivers, male 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 adult enrollees or the total number of index children.
- 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 <https://liheapch.acf.hhs.gov/news/july16/FPG.htm> for the 2017 guidelines.

Table 15: For Each Household, Indicate the Priority Population Characteristics

HRSA Table 15 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				

*Columns highlighted in grey are auto calculated by HVIS.

Table 15 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.
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 15 Considerations and Tips

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

- Table 15 is not mutually exclusive. A household that meets multiple priority populations should be represented in each characteristic that applies.
- Each row in Table 15 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 (e.g., pregnant women, female caregivers, male 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 adult enrollees or the total number of index children.
- Below are definitions of each category:

Low Income — 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 <http://www.federalregister.gov/articles/2011/01/20/2011-1237/annual-update-of-the-hhs-poverty-guidelines>.

- Pregnant women under 21 — households with expectant mothers who enroll in the program and are under 21 years old during the reporting period.
- Have a history of child abuse or neglect or have had interactions with child welfare services — based on self-report, a household with 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.
- Have a history of substance abuse or need substance abuse treatment — 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.
- Are users of tobacco products in the home — 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).
- Have, or have children with, low student achievement — based on self-report, a household with members who have perceived themselves or their child(ren) as having low student achievement.
- Have a child or children with developmental delays or disabilities — based on self-report or home visitor/staff observation, a household with members who have a child or children suspected of having a developmental delay or disability.
- Are in families that are or have served in the U.S. Armed Forces — 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.

SECTION B: SERVICE UTILIZATION

Table 16: Service Utilization

HRSA Table 16 Data Entry Form

Home Visits	Number
Total number of home visits completed	

*Columns highlighted in grey are auto calculated by HVIS.

Table 16 Data Entry Instructions

Home Visits	Number
Total number of home visits completed	Enter the total number of home visits completed during the reporting period.

Table 16 Considerations and Tips

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

- Refer to model-specific guidelines for the definition of a completed home visit.

Table 17: Family Engagement by Household

HRSA Table 17 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)		

*Columns highlighted in grey are auto calculated by HVIS.

Table 17 Data Entry Instructions

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

Table 17 Considerations and Tips

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

- Definitions of each category:
 - Currently receiving services — refers to families that are participating in services at the end of the reporting

period.

- Completed program — refers to families who have completed the program according to model-specific definitions and criteria during the reporting period.
- Stopped services before completion — refers to families who left the program for any reason prior to completion.
- Enrolled but not currently receiving services/Other — 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.)

Table 18: Unduplicated Count of Home Visitor Full Time Equivalents

HRSA Table 18 Data Entry Form

Home Visitors	Number
Number of FTE Home Visitors	

Table 18 Data Entry Instructions

Home Visitors	Number
Number of FTE Home Visitors	Enter the number of full-time equivalent (FTE) home visitors who began or continued employment with a contracted local implementing agency during the reporting period.

Table 18 Considerations and Tips

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

- The value entered should be cumulative count.
- Awardees should only report the proportion of the FTE that is supported by MIECHV grant funds.

Table 19: Unduplicated Count of Households by Evidence-Based Home Visiting Model or Promising Approach

HRSA Table 19 Data Entry Form

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

*Columns highlighted in grey are auto calculated by HVIS.

Table 19 Data Entry Instructions

Home Visiting Model (Select One per Row — Add Rows for Additional Models)	Number Newly Enrolled	Number Continuing During Reporting Period
	Participants who sign up to participate in the home visiting program at any time during the reporting period, and who are served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding.	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 served by a trained home visitor implementing services with fidelity to the model for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding.
Name of Home Visiting Model	Enter the total number of households served by the identified home visiting model with at least one adult who: <ul style="list-style-type: none"> is a pregnant woman, female caregiver, or male caregiver, and 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: <ul style="list-style-type: none"> is a pregnant woman, female caregiver, or male caregiver, and is considered a caregiver of an index child in the program.

Table 19 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 women, female caregivers, male 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 adult enrollees or the total number of index children.

SECTION C: INSURANCE AND CLINICAL INDICATORS

Table 20: Participants by Type of Health Insurance Coverage

HRSA Table 20 Data Entry Form

Participants	No Insurance Coverage	Medicaid or CHIP	Tri-Care	Private or Other	Unknown/Did Not Report	Total
Pregnant Women						
Female Caregivers						
Male Caregivers						
All Adults (Auto Calculate)						
Female Index Children						
Male Index Children						
All Index Children (Auto Calculate)						

*Columns highlighted in grey are auto calculated by HVIS.

Table 20 Data Entry Instructions

Participants	Type of Health Insurance Coverage of Participants	Unknown/Did Not Report
Pregnant Women	<p>Enter the numbers of enrolled pregnant women who fall within each health insurance category represented in the table at the time of data collection. This should include pregnant women who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, and were pregnant at the time of the assessment. 	Enter the number of enrolled pregnant women served during the reporting period for which the health insurance status of a participant was not collected.
Female Caregivers	<p>Enter the numbers of enrolled female caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include female caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a female household member, are considered a caregiver of an index child, and were not pregnant at the time of the assessment. 	Enter the number of enrolled female caregivers served during the reporting period for which the health insurance of a participant was not collected.
Male Caregivers	<p>Enter the numbers of enrolled male caregivers who fall within each health insurance category represented in the table at the time of data collection. This should include male caregivers who:</p> <ul style="list-style-type: none"> enrolled in the MIECHV program during the reporting period (or enrolled in a previous reporting period) and received at least one home visit during the reporting period, are a male household member, and are considered a caregiver of an index child. 	Enter the number of enrolled male caregivers served during the reporting period for which the health insurance of a participant was not collected.

Female Index Children	Enter the numbers of enrolled female children who fall within each health insurance category represented in the table at the time of data collection. This should include female children who: <ul style="list-style-type: none"> ▪ are between the ages of birth through 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 female children served during the reporting period for which the health insurance of a participant was not collected.
Male Index Children	Enter the numbers of enrolled male children who fall within each health insurance category represented in the table at the time of data collection. This should include male children who: <ul style="list-style-type: none"> ▪ are between the ages of birth through 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 male children served during the reporting period for which the health insurance 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:

- Table 20 is a cumulative count of adult participants and index children. Table 20 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.
- 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.

Table 21: Index Children by Usual Source of Medical Care

HRSA Table 21 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
Female Index Children									
Male Index Children									
All Index Children (Auto Calculate)									

*Columns highlighted in grey are auto calculated by HVIS.

Table 21 Data Entry Instructions

Index Children	Medical Care Source of Participants	Unknown/Did Not Report
Female Index Children	<p>Enter the number of enrolled female children who fall within each medical care source category represented in the table at the time of data collection. This should include female children who:</p> <ul style="list-style-type: none"> are between the ages of birth through 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 female children served during the reporting period for which the medical care source of a participant was not collected.
Male Index Children	<p>Enter the number of enrolled male children who fall within each medical care source category represented in the table at the time of data collection. This should include male children who:</p> <ul style="list-style-type: none"> are between the ages of birth through 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 male children served during the reporting period for which the medical care source of a participant was not collected.

Table 21 Considerations and Tips

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

- Table 21 is a cumulative count of index children. Table 21 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 5 years of age.
- 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.

Table 22: Index Children by Usual Source of Dental Care

HRSA Table 22 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
Female Index Children				
Male Index Children				
All Index Children (Auto Calculate)				

*Columns highlighted in grey are auto calculated by HVIS.

Table 22 Data Entry Instructions

Index Children	Dental Care Source of Participants	Unknown/Did Not Report
Female Index Children	Enter the numbers of enrolled female children who fall within each dental care source category represented in the table at the time of data collection. This should include female children who: <ul style="list-style-type: none"> are between the ages of birth through 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 female children served during the reporting period for which the dental care source of a participant was not collected.
Male Index Children	Enter the numbers of enrolled male children who fall within each dental care source category represented in the table at the time of data collection. This should include male children who: <ul style="list-style-type: none"> are between the ages of birth through 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 male children served during the reporting period for which the dental care source of a participant was not collected.

Table 22 Considerations and Tips

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

- Table 22 is a cumulative count of index children. Table 22 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 through 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 dental care — refers to a usual source of dental care, or dental home, meaning that a

child's oral health care is delivered in a comprehensive, continuously accessible, coordinated, and family-centered way by a licensed dentist. The concept of the dental home reflects the American Academy of Pediatric Dentistry's clinical guidelines and best principles for the proper delivery of oral health care to all children, with a concentration on infant/age 1 patients. The dental home should be established no later than 12 months of age.⁶

⁶ American Academy of Pediatric Dentistry. Dental Home Resource Center. <http://www.aapd.org/advocacy/dentalhome/>.