

**Illinois Department of Human Services-
Division of Early Childhood Home
Visiting (IDHS-DEC HV) Program Quality
Assessment Steps**

1: Program Preparation - Leadership/Directors

- Initial email to PD (with site visit prep guide)
- Schedule and complete program preparation phone call
- Schedule PD interview
- Generate/Send link for Program Director/Leadership Survey
- Obtain Home Visitor contact information
- PD to gather data and documentation (send reminders as needed):
 - Professional development documentation (performance reviews & training logs)
 - Policies and procedures manual,
 - Service delivery documentation (note: typically reports from VisitTracker)
 - Other documents (MOU's/partnership agreements, formal program reports)

2: Program Preparation -Home visitors/Staff

- Email with general instructions and tasks are sent to Home Visitor
- Site Visit Prep Guide sent to home visitors for review
- Schedule Individual Interviews with HV
- Generate/Send links for Home Visitor Survey
- Home visitors to sign a consent form and schedule HOVRS Visits with 2 families; (upload or zoom link provided)
- Home visitors collect and submit Family Consent Forms
- Home visitors conduct HOVRS Recordings with families (note: virtual visits are typically conducted through the Zoom link we provide)
- Home Visitors complete final HOVRS visit questionnaires

3: Submissions (documentation and recordings)

- PD to submit Program Evaluation Data and Documentation
- Ensure all consent forms for HVs and Families are submitted
- Ensure PD and HV Surveys are completed
- Ensure HOVRS recordings completed
- Ensure HOVRS Questionnaires are completed

4: Site Evaluation Week

- PD Interviews
- HV Interviews
- Follow-up re: HOVRS recordings as needed
- Send PD post-site visit survey once interviews completed

5: Post-Site Visit Data Review

- Export PD and HV Survey Data
- Download recordings to a folder on a secure drive
- Match family name to the consent form and de-identify data
- Review interview, survey, and program report data
- Score HVPQRT (Interviews for Program Director & Home Visitors, Survey Data, Program Reports)
- Score HOVRS for each recorded video
- Post site visit survey reminder, as needed

6: Report Generation

- HVPQRT Narrative
 - Site lead assessor generates first draft HVPQRT narrative, sends to site support assessor
 - First HVPQRT Narrative review
 - Site lead edits HVPQRT narrative, sends to support for the second review
 - Second HVPQRT Narrative review
- HOVRS Narrative
 - Site lead assessor collates HOVRS scores, generates the first draft HOVRS narrative, and sends to the site support assessor
 - HOVRS narrative reviewed by site support assessor
 - Site lead edits HOVRS narrative, sends to support for the second review
 - Second HOVRS Narrative review
- Review processes repeated as needed until ready for final

7. Report Finalization

- PI review of HVPQRT and HOVRS reports
- Site lead edits narratives as needed based on PI feedback
- Reports finalized and PDFs created of final documents
- Site lead creates a list of PD and HV names, generates summary highlights to attach to reports
- PI sends reports to IDHS for review with names of site visit participants and summary highlights for review with program

August, 2022