



Illinois Home Visiting MIECHV Form 2 Training Part 1

Collecting and Entering Form 2 Data
Updated September 2022

Agenda

This training guides home visiting staff through an introduction to **HRSA Form 2** in the following areas:



- Running a Form 2 report in Visit Tracker
- Benchmarks and constructs
- Numerators, denominators and missing data
- Entering Form 2 participant data
- Resources

Running a Form 2 Report in Visit Tracker

- Report range: October 1st of the Federal Fiscal Year (FFY) through September 30 of the following calendar year – MIECHV programs
 - Update 7/1/2022 for IDHS State and IDHS ARP funded programs ONLY: Report date range will be on the State Fiscal Year (SFY) and begin on July 1st
- Ex: FFY22 date range is 10/01/2021 – 09/30/2022 for final, end-of-the-year reporting
 - SFY23 date range is 07/01/2022 – 06/30/2023 (IDHS State and IDHS ARP)
- During the FFY, the Report end date should be the last date of the prior month
 - This time period matches other monthly reports and your Periodic Performance Report (PPR) due quarterly to IDHS
 - Additionally, you have the option to run the report through the current date, to review and fix or complete your most current data available

Demonstration: Running a Form 2 Report in Visit Tracker

This slide includes a live video recording.

Notes:

Form 2 Content: Benchmarks

Form 2 reflects outcomes and progress toward meeting **benchmark goals in six areas**

1. Improvement in maternal and newborn health
2. Reduction in child injuries, abuse and neglect
3. Improved school readiness and achievement
4. Reduction in crime or domestic violence
5. Improved family economic self-sufficiency
6. Improved coordination and referrals for resources and support

Primary guardians and all children served are reported on Form 2

- Note: Secondary guardians and other household members are not included on Form 2

Form 2 Content, continued: Constructs

Throughout the 6 benchmark areas, a total of **19 individual constructs** are required to be met

1. Preterm birth
2. Breastfeeding
3. Depression screening
4. Well child visits
5. Postpartum care
6. Tobacco cessation
7. Safe sleep
8. Child injury
9. Child maltreatment*
10. Parent child interaction
11. Early language literacy
12. Developmental screening
13. Behavioral concerns inquiries
14. IPV (intimate partner violence) screening
15. Primary caregiver education
16. Health insurance continuity
17. Completed depression referrals
18. Completed developmental referrals
19. IPV referrals

* This data comes from an outside source; no entry or data collection required

Form 2 Content, continued: Construct details

Each construct is reported individually on Form 2 and includes the following details

- Numerator
 - Participants identified as having met construct requirements
- Denominator
 - Children or guardians identified as eligible or required to meet this construct
- Outcome (%)
 - Percentage of participants who have met construct requirements
- Missing
 - Participants who have not been screened or who have incomplete data entered in this area
- % Missing
 - Percentage of participants who have not been screened or who have incomplete data
- Definitions for each are included in your Form 2 report run in VT
 - See next slide for an example of Definitions on a Form 2 report

Form 2 Content, continued: Construct definitions on report

MIECHV Form 2 IL

Program Name: IL-Test Account Program Code: IL-CapStrat Date Range: 10/1/2021 - 4/30/2022 Site Codes: MIECHV(IL-CapStrat)

Use the 1st MIECHV Start Date to calculate this report: N MIECHV Target Child only: N Exclude families Exited or Inactive / On Hold due to COVID-19:N

Prepared 5/19/2022

Export all Constructs to CSV [Get CSV](#)

CONSTRUCT 1: PRETERM BIRTH [export to CSV](#)

	Numerator	Denominator	Outcome (%)	Missing	% Missing	Definitions
Totals	0	0	0	0	0%	<ul style="list-style-type: none">• Numerator: Children from the denominator that were born more than 21 days before their Due Date.• Denominator: Children born in the reporting period that were enrolled prenatally more than 21 days before their Due Date.• Missing: Children from the denominator whose Due Date is in the reporting period, no DOB, and are not exited.

CONSTRUCT 6: TOBACCO CESSATION [export to CSV](#)

	Numerator	Denominator	Outcome (%)	Missing	% Missing	Definitions
Totals	0	0	0	0	0%	<ul style="list-style-type: none">• Numerator: Primary guardians from the denominator that have a Resource Connection for Tobacco Cessation dated within 90 days from enrollment.• Denominator: Primary guardians enrolled 90 days in date range AND whose first Tobacco entry between enroll date and 90 days from enroll date equals 'Yes' for primary caregiver AND have at least 1 PVR dated 91 days or more from enrollment.• Exclusion: Primary guardians from the denominator that are indicated as "Yes" for "already receiving Tobacco Cessation services" on that first Tobacco Use Survey entry will be excluded from calculations.• Missing: Primary guardians enrolled 90 days in date range AND no Tobacco Survey recorded within 90 days of enrollment OR Tobacco entry recorded within 90 days of enrollment = "Unknown" or "Did not ask" for primary caregiver.

Getting started: Entering Form 2 data in Visit Tracker

Reference: [Guide to Entering HRSA Form 2 Data](#)

Reference: [Form 1 & 2 At A Glance](#) on igrowillinois.org [Benchmark Resources](#) for details on data collection requirements and timeframes (FFY for MIECHV; SFY for IDHS State and ARP)

Data reflected on Form 2 is entered into Visit Tracker in the following areas:

- PVRs / Contacts
- Health Info - Child
- Demographic/Health Info - Guardian or Family
- Assessments
- Screenings
- Resource Connections
- New child enrollment

Form 2 data in entered during New child enrollment



C1: Preterm birth

- Calculated based on DOB of the child
- No additional or separate entry is needed for Form 2
- As long as the Due date and DOB are entered in the Child data section, the calculation will count on Form 2
- Infants are considered preterm if the participant is enrolled prenatally before 37 weeks of pregnancy and the baby is born preterm
- Children whose due date has passed with no DOB entered will appear as missing

Entering Form 2 data on PVRs (Contacts)

C11: Early language literacy*

- Children who had a family member read, sing, or tell stories to them every day of the past week
- Asked at each visit

C13: Behavioral concerns inquires

- Visits in which the behavioral concerns question was asked to the participant
 - Based on visits (instead of participants), regardless of the response
- Asked at each visit

C2: Breastfeeding*

- Infants who were breastfed any amount for the first six months of age
- At least one entry required by six months of age

* These constructs can be entered either on a PVR or in the child Health Info section

Demonstration: Entering Form 2 data on PVRs (Contacts)

This slide includes a live video recording.

Notes:

Entering Form 2 data in Child Health Info

C4: Well child visits

- Based on the last well child visit the child was scheduled to attend
- AAP guidelines - 1st week after birth, then months 1, 2, 4, 6, 9, 12, 15, 18, 24, 30, and years 3, 4, 5

C8: Child injury*

- Any visit to the doctor for an injury

* These constructs can be entered either on a PVR or in the child Health Info section

Demonstrations: Entering Well Child Visits and Child Injury

This slide includes a live video recording.

Notes:

Entering Form 2 data in Child Health Info, cont.

C2: Breastfeeding*

- Infants who were breastfed any amount for the first six months of age
- At least one entry required by six months of age

C7: Safe sleep*

- During the first year, infants who meet 3 criteria:
 - Always placed to sleep on their backs
 - Never bed share
 - Never sleeps with soft bedding

C11: Early language literacy*

- Children who had a family member read, sing, or tell stories to them every day of the past week
- Asked at every visit

* These constructs can be entered either on a PVR or in the child Health Info section (see previous slides)

Demonstrations: Entering Breastfeeding, Safe Sleep & Literacy

This slide includes a live video recording.

Notes:

Form 2 data in Guardian Demographic/Health

C15: Primary caregiver education

- Reflects primary guardians who have attained less than a high school diploma or GED at enrollment and then attain this education level during participation in home visiting program

C16: Health insurance continuity

- Health insurance coverage for the previous consecutive six months (completed at enrollment, after first six months of enrollment and annually thereafter)

C6: Tobacco cessation

- Primary guardians who use tobacco and receive a referral for cessation services within 90 days (3 months) of enrollment
- If the participant is using tobacco products and not already receiving cessation services, a Resource Connection is also required (as demonstrated on the Resource Connections slide #25)

C5: Postpartum care

- Medical visit with reason= postpartum completed within 56 days (8 weeks) following birth date of baby

Demonstrations: Postpartum, Tobacco, Education and Insurance

This slide includes a live video recording.

Notes:

Entering Form 2 data in Guardian Assessments

C3: Depression screening

- Primary guardians screened for depression within 90 days (3 months) after the baby DOB if enrolled prenatally, or within the first 90 days of enrollment if without a prenatal child
- Participants who become pregnant after their enrollment date need to have another EPDS (Edinburgh Postnatal Depression Scale) completed within 90 days following the birthdate of the baby

C17: Completed depression referrals

- Primary guardians who needed a referral based on a depression screening at any time, and whose Resource Connection was completed, showing the participant received services (timeframe not specified)

C10: Parent child interaction

- Due each fiscal year, primary guardians are assessed with a PCI (Parent child interaction) tool, either PICCOLO or CHEERS Check-In

C14: IPV screening

- Primary guardians are screened with Intimate Partner Violence (IPV) using the HITS or Futures tool within the first 180 days of enrollment

Demonstration: Depression Screening and Referral

This slide includes a live video recording.

Notes:

Demonstrations: Parent Child Interaction and IPV Screening

This slide includes a live video recording.

Notes:

Entering Form 2 data in Child Screenings

C12: Developmental screening

- Children who were due for an ASQ-3 (Ages & Stages Questionnaire) and had at least one entry within the required date range within the reporting period
- Due at 9, 18, 24 and 30 months
- See Form 2 Definitions for exact range definitions with months and days
- Note: Children who have a developmental delay indicated on the Child Health Info page will not be included. However, children with a developmental delay at enrollment who also have an ASQ completed and demonstrate a concern will need a referral.

C18: Completed developmental referrals

- Important to note: [Resource Connection – Child Screenings](#)
- Children who needed a referral based on an ASQ-3 score demonstrating concern and received services from the home visitor (no timeframe), from Early Intervention services (within 45 days) or from a community agency (within 30 days)

Demonstration: Developmental Screenings and Referrals

This slide includes a live video recording.

Notes:

Entering Form 2 data for Resource Connections

C17: Completed depression referrals

- Primary guardians who needed a referral based on a depression screening at any time, and whose Resource Connection was completed, showing the participant received services (timeframe not specified)
- Primary Resource Connection is made below the screening score in the guardian Assessments (as shown on slide #20) – additional referrals are entered here, in the Resource Connections area

C19: IPV referrals

- Primary guardians who have a completed referral for an IPV screening scoring concern (timeframe not specified)
- reference C14: IPV screening

C6: Tobacco cessation

- Primary guardians who use tobacco and receive a referral for cessation services within 90 days (3 months) of enrollment
- In the Resource Connection, select **Tobacco Cessation** from the **Connection Type** dropdown menu options

Demonstration: Resource Connections – Depression, IPV & Tobacco

This slide includes a live video recording.

Notes:

Additional resources for data collection & entry



Igrow Illinois website – **Form 1 & 2 At A Glance**

- <https://igrowillinois.org/benchmark-resources/>

CPRD website

- [Guide to Entering HRSA Form 2 Data](#)

Visit Tracker Knowledgebase

- [Entering an assessment](#)
- [Resource Connection – child screenings](#)
- [Mothers and Babies curriculum](#)

Thank you

Please send any questions or feedback to your contact on the **Home Visiting Data Support Team** at CPRD

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