



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
 - a. Grant number
 - b. Grantee organization
 - c. DUNS number
 - d. FEIN
 - e. Period covered by the PPR

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PPR in accordance with the terms established in the UGA.
2. The frequency of the PPR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PPR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
3. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report of more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
4. A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period.



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Section	Data Element	Section Instruction for PPR
1	<i>Grantee Name (per UGA)</i>	Enter the name of the grantee exactly as stated in the UGA.
2	<i>Grant Number</i>	Enter the number assigned by the awarding state agency; Grant Number specified in the UGA.
3	<i>Grantee DUNS</i>	Enter the grantee's Dun and Bradstreet number.
4	<i>CSFA Number</i>	Enter the number assigned to the program through the Catalog of State Financial Assistance.
5	<i>Grantee FEIN</i>	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
6	<i>Program Name (per UGA)</i>	Enter the program name exactly as stated in the UGA.
7	<i>CFDA Number(s)</i>	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
8	<i>State Agency (Grantor)</i>	Enter the name of the state agency awarding the grant as identified in the UGA.
9	<i>Agreement Period</i>	Enter the agreement period established in the Grant Agreement. This may span multiple years, based on the terms of the UGA.
10	<i>Report Period End Date</i>	Enter the ending date of the reporting period. The reporting periods are specified in the UGA.
11	<i>Final Report?</i>	Mark appropriate box. Check "yes" only if this is the final or last PPR for the Agreement Period specified in Section 9.
12	<i>Report Frequency</i>	Select the appropriate term corresponding to the requirements specified in the UGA. "Other" may be used when a different reporting schedule is required due to Specific Conditions. State the frequency as state in the UGA Specific Conditions.
13	<i>Prepared Date:</i>	Enter date the PPR was prepared by the grantee.
Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.		
14	<i>Deliverable (if applicable)</i>	<p>List all high-level deliverables required under the current, approved UGA. Enter one Deliverable per row.</p> <p style="margin-left: 40px;">- Examples of Deliverables could include:</p> <ul style="list-style-type: none"> o Provide IT training o Purchase equipment o Hire contractors o Conduct workshop o Submit document <p>As delineated in the UGA, "Deliverables" are not "Performance Measures." Performance Measures are addressed in Section 18 - 22.</p> <p>Grantees are not required to report on deliverables that were due and <u>completed</u> in prior reporting periods.</p>
15	<i>Due Date</i>	Per the current, approved UGA , enter the Due Date for the corresponding Deliverable. This date may fall outside the time frame of the current PPR.
16	<i>Date Completed</i>	Enter the date the Deliverable task was completed. If the task has not yet been completed, leave this cell blank.



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17	<i>Deliverable Explanation</i>	<p>Briefly explain progress towards meeting the Deliverable to inform the awarding agency of challenges and successes. If additional space is needed, attach a supporting narrative.</p> <p>A description of the challenges and plans for overcome must be provided if:</p> <ul style="list-style-type: none"> - Deliverable was completed after the Due Date, - Deliverable is not completed and the Due Date has passed, or - Grantee anticipates the Deliverable will not be completed by a future Due Date. <p>If the grantee is on pace to complete a Deliverable that comes due after the reporting period, the grantee should, at a minimum, enter "On schedule" in Section 17.</p>
18	<i>Performance Measures</i>	Enter all Performance Measures required in Exhibit E of under the <u>current, approved</u> UGA. Enter one Performance Measure per row.
19	<i>Performance Standard/Frequency</i>	<p>Based on the <u>current, approved</u> UGA, enter the Performance Standard (or target) for the corresponding Performance Measure and the reporting frequency (annual/quarterly/monthly/etc.) based on Exhibit F of the Grant Agreement.</p> <ul style="list-style-type: none"> - Examples of Performance Standards/Frequency could include: <ul style="list-style-type: none"> o 1,000 Persons Trained/quarter o \$250,000 capital leveraged/year o 500 Patients Rehabilitated/month <p>If the Performance Standard fluctuates over time per the UGA, the Standard listed should apply to the specific report period.</p>
20	<i>Results/Accomplishments in Reporting Period</i>	Based on the <u>current, approved</u> UGA, enter the actual results for the corresponding Performance Measure for the specific report period.
21	<i>Required (R) or Inform Only (IO)</i>	<p>Based on the <u>current, approved</u> UGA, indicate whether the performance standard in Section 19 is a grant "requirement."</p> <ul style="list-style-type: none"> - Enter "R" if meeting or exceeding the Performance Standard is necessary to satisfy grant terms. Failure to meet the Standard may indicate that the grantee in not in compliance. - Enter "IO" if the data is collected for programmatic or assessment purposes. Failure to meet an "IO" Performance Standard may not imply that the grantee is out of compliance.
22	<i>Performance Explanation - Award to Date</i>	<p>Mark the appropriate check box based on whether or not ALL performance accomplishments are on schedule with performance standards.</p> <p>Section 22 is not limited to the reporting period. Responses are <u>award to date</u>.</p> <p>If any performance measure results / accomplishments (Section 20) are below the required standards (Section 19), an explanation must be provided to inform the awarding agency about the deviation. Consider internal and external factors that impact performance. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to highlight factors that enable grant performance to exceed performance standards.</p>



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Section	Data Element	Section Instructions for PPR
All grantees must complete Section 23.		
23	<i>Performance Accomplishment Correlated to Reported Expenses</i>	<p>Federal Uniform Guidance requires periodic reporting to correlate performance and expenses within a report period. Correlation reporting focuses on the degree to which expended resources are effectively achieving anticipated outcomes.</p> <p>Determine if grant performance (service / outcomes) is on schedule with the anticipated timing of incurred grant expenditures / earnings per the terms of the UGA. Mark the appropriate box. Per the UGA, the award may have services / outcomes that occur at a different time than the expense. The award may be on schedule because it is expected that expenses and services / outcomes occur at different intervals.</p> <p>Grantees must provide an explanation if grant performance to-date does not correlate to the timing of incurred expenses / earnings per UGA terms. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to inform the awarding agency if internal or external factors are causing a better than anticipated correlation.</p>
Grantee Certification / State Agency Acceptance		
<i>Grantee Certification</i>		
Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative certify the accuracy of the information provided in the PPR.		
24	<i>Name and Title of Authorized Individual from Grantee Organization</i>	Enter the name and title of the grantee representative certifying the PPR. This individual must be authorized to represent the grantee in this capacity.
25	<i>Phone Number</i>	Enter the phone number of the grantee representative certifying the PPR.
26	<i>Email Address</i>	Enter the email address of the grantee representative certifying the PPR.
27	<i>Name and Title of State Agency PPR Approver</i>	Enter the name and title of the state agency representative authorized to approve the PPR.
28	<i>Date Received</i>	Enter the date the state agency representative received the PPR.
29	<i>Date Approved</i>	Enter the date the state agency representative approves the PPR.



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Report Transmittal

1. Grantee Name (per UGA):		2. Grant Number:		3. Grantee DUNS:	
		4. CSFA Number:		5. Grantee FEIN:	
6. Program Name (per UGA):				7. CFDA Number(s):	
8. State Agency (Grantor): Illinois Department of Human Services (IDHS)					
9. Agreement Period:			10. Report Period End Date:		
Start Date (Month/Day/Year):		End Date (Month/Day/Year):		(Month/Day/Year):	
07/01/2023		06/30/2024			
11. Final Report?		12. Report Frequency:			13. Prepared Date:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):			
<p>Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.</p> <p><input type="checkbox"/> Alternative file or database used.</p>					
File Name or Database Source:					
14. Deliverable (if applicable): (Separate line for each based on UGA)		15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	
					Add - Delete



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
1. Home visiting models: A. Implement one of the following evidence-based home visiting models with fidelity: i. Early Head Start Home-Based (EHS). ii. Healthy Families America (HFA). iii. Nurse-Family Partnership (NFP). iv. Parents as Teachers (PAT) Note: Successful applicants must request the HFA child welfare protocol from the HFA National Office within 6 months of the contract start date.	June 30th, 2024		Home visiting model implemented: If HFA, date HFA child welfare protocol requested and/or date HFA Child Welfare Protocol received: _____ _____ (N//A if implementing another model)	ADD DEL
1.B. Programs must be in good standing with their national model.	June 30th, 2024		Is your program currently in good standing with the model? _____ Yes _____ No _____ In Progress Provide the date of the program's most recent accreditation or credentialing review by the model: _____ If not in good standing, please explain:	ADD DEL
1. C. Prior approval from the Department must be secured prior to any anticipated change to the program model	June 30th, 2024		Do you intend to change your model? _____ Yes _____ No If yes, please contact HV manager for prior approval:	ADD DEL



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Program policies and procedures: 2.A. Maintain written local program policies and procedures that are consistent with the program standards set by one of the four home visiting models noted above.	June 30th, 2024		Do you maintain written policies and procedures that are consistent with program standard set by your model? _____ Yes _____ No _____ In Progress Please provide narrative explanation including how your program ensures consistency, how staff are made aware of policies and procedures, how often policies and procedures are updated:	ADD DEL
2.B. Review and incorporate all policies and procedures found on the igrow Illinois website, including those related to breastfeeding, safe sleep, child welfare, substance use issues, cultural and linguistic responsiveness, and dual enrollment.	June 30th, 2024		Have all policies and procedures been incorporated? _____ Yes _____ No _____ In Progress If no or in progress, please indicate which policies still need to be incorporated and what your plan it to incorporate. Please include whether you need additional training and technical assistance to incorporate these policies:	ADD DEL
2. C. Maintain written policies and procedures for connecting referred families to other available services when your program has no openings.	June 30th, 2024		Do you maintain written policies and procedures for connecting referred families to other available services when your program has no openings? _____ Yes _____ No _____ In Progress If no or in progress, please explain your plan to develop a written policy:	ADD DEL
2. D. Assure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).	June 30th, 2024		Is your program in compliance with HIPAA? _____ Yes _____ No	ADD DEL
2. E. For educational institutions, assure compliance with the Family Educational Rights and Privacy Act (FERPA).	June 30th, 2024		Is your program in compliance with FERPA? _____ Yes _____ No _____ N/A ***Only applicable to school institutions.	ADD DEL



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Hiring and compensation: 3.A. Recruit, hire, and retain home visitors who mirror the cultural, ethnic, and linguistic characteristics of the families served.	June 30th, 2024		Describe to what extent your program's home visiting workforce reflects the population served (in terms of race, ethnicity, primary language, and other characteristics). Describe hiring plans (whenever vacancies occur) to ensure staff reflect the population served:	ADD DEL
3. B. Fill any staff vacancies without delay.	June 30th, 2024		Describe your process for ensuring timely posting and filling of vacant positions:	ADD DEL
3. C. Assure that all home visitors and supervisors join the Gateways to Opportunity Registry. Assure that home visitors receive the salaries shown in the table below, at minimum. The indicated minimum salaries for supervisors are strongly recommended. If it is not feasible to implement the minimum salary requirement for home visitors in SFY24, applicants can propose to incrementally raise salaries in order to reach the minimum salary by SFY25. Position Minimum Salary for 1.0 FTE (Chicago, Cook, and Collar Counties) Minimum Salary for 1.0 FTE (rest of the state) Home Visitor \$46,800 \$37,485 Home Visiting Supervisor \$59,598 \$48,058	June 30th, 2024		Have your home visitor and Supervisors registered in Gateways? _____ Yes _____ No _____ In Progress If no or in progress, please explain your plans to do so: Do your home visitors meet the salary minimums? _____ Yes _____ No _____ In Progress If no or in progress, explain your plan to incrementally raise salaries in order to meet by SFY25:	ADD DEL



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Professional development: 4.A. Assure that home visitors receive program-specific training and ancillary training according to the standards specified by the home visiting model.	June 30th, 2024		Do your home visitors receive specified model trainings? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
4. B. Assure that all staff participate in trainings required by IDHS.	June 30th, 2024		IDHS will provide a training list. Will you assure staff participate in required trainings? _____ Yes _____ No If no, please explain:	ADD DEL
4. C. Maintain documentation of the training received by each direct service staff and supervisor.	June 30th, 2024		Do you maintain documentation of training? _____ Yes _____ No _____ In Progress If no or in progress, please explain your plan to maintain documentation:	ADD DEL
Reflective supervision and reflective practice: 5.A. Follow the home visiting model's required supervisor/home visitor ratio to ensure adequate supervision.	June 30th, 2024		Model requirements for supervisor/home visitor ratio: _____ Your program's supervisor/home visitor ratio: _____	ADD DEL



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5. B. Provide home visitors with the individual reflective supervision hours required by the model.	June 30th, 2024		Your home visiting model's requirements for individual reflective supervision hours: _____ Does your program meet this requirement? _____ Yes _____ No _____ In Progress If no or in progress, please describe your plan to provide home visitors with required reflective supervision:	ADD DEL
5. C. Maintain documentation of supervision, team meetings, field observations, training, and other staff development led by the supervisor.	June 30th, 2024		Does your program maintain documentation of supervision, team meetings, field observations, training, and other staff development led by the supervisor? _____ Yes _____ No _____ In Progress If no or in progress, please describe your plan to maintain documentation:	ADD DEL
5.D. Utilize Infant/Early Childhood Mental Health Consultation (IECMHC) as described in the Illinois model for IECMHC on the Governor's Office of Early Childhood Development (GOECD) IECMHC webpage: https://www2.illinois.gov/sites/OECD/Pages/Illinois-Infant-Early-Childhood-Mental-Health-Consultation.aspx . To find a consultant, use the Illinois registry of IECMH Consultants: https://registry.ilgateways.com/find-consultants .	June 30th, 2024		Are you utilizing IECMHC? _____ Yes _____ No _____ In Progress Is your IECMHC registered on the Illinois registry of IECMH Consultants? _____ Yes _____ No _____ In Progress If no or in progress, please describe your plan to utilize IECMHC:	ADD DEL



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Program capacity: 6.A. Minimum contractual capacity is the smallest number of families that could potentially be enrolled at a point in time, if the program were operating with a full complement of hired and trained home visitors funded by this program. This number does not change if the program is not fully staffed (for example, if there is a vacancy). The minimum service capacity number per 1.0 FTE home visitor is as follows: i. Early Head Start: 10 families ii. Healthy Families America: 12 families iii. Nurse-Family Partnership: 25 families iv. Parents as Teachers: 15 families	June 30th, 2024		Model: _____ FY24 HV FTE: _____ FY24 Minimum service capacity: _____	ADD DEL
6. B. Programs that have been active for a year or longer will maintain at least 85% of their minimum service capacity.	June 30th, 2024		Has your program been active under this funding stream (IDHS) for a year or longer? _____ Yes _____ No	ADD DEL
6. C. Programs must have a plan in place for maintaining continuity of services to home visiting families if their home visitor is on extended leave or leaves the agency.	June 30th, 2024		Do you have a plan in place for maintaining continuity of services to home visiting families if their home visitor is on extended leave or leaves the agency? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL



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Priority populations: 7.A. Prioritize the MIECHV priority populations for enrollment. i. At least 80% of enrolled families must meet at least one of the 8 IDHS DEC HV/MIECHV priority population criteria. ii. Therefore, no more than 20% of enrolled families may meet none of the 8 MIECHV priority population criteria. These remaining families must represent at least one Early Learning Council priority population OR have a mental health concern.	June 30th, 2024		Does your program prioritize MIECHV priority populations for enrollment? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
7. B. If there are open slots in the program, the program must accept all referrals of model-eligible families with child welfare involvement and model-eligible families experiencing homelessness, regardless of family income.	June 30th, 2024		Model eligible child welfare involved families will be enrolled when there are open slots? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
Service plans, assessments, and screenings: 8.A. Develop and update a service plan or goal plan for each participant within the timeframe required by the model.	June 30th, 2024		Service plans/goal plans are developed for each participant per model requirements? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL



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8.B. For each participant, complete any model-required assessments within the time frame required by the model.	June 30th, 2024		Model required assessments are completed per model requirements? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
8. C. For child participants, conduct developmental screenings using a screening tool approved by the Department and refer to services as indicated.	June 30th, 2024		For child participants, the Ages and Stages Questionnaire (ASQ) is conducted? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
8. D. For adult participants, conduct intimate partner violence screening, mental health screening, and substance use screening using tools approved by the Department, and refer to services as indicated.	June 30th, 2024		For adult participants, does your program: - Conduct intimate partner violence screening using the Futures without Violence tool: _____ Yes _____ No _____ In Progress -Conduct mental health screening and substance use screening using the 4 P's Plus: _____ Yes _____ No _____ In Progress If no or in progress, please explain: Please contact IDHS HV Management for training and support on utilizing these tools.	ADD DEL



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8. E. For adult participants, provide education on topics including breastfeeding, safe sleep, well child visits, and postpartum care, and refer to services as needed.	June 30th, 2024		Does your program provide education on topics including: -Breastfeeding _____ Yes _____ No _____ In Progress - Safe sleep _____ Yes _____ No _____ In Progress - Well child visits _____ Yes _____ No _____ In Progress -Postpartum care _____ Yes _____ No _____ In Progress -Refer to services as needed _____ Yes _____ No _____ In Progress If no or in progress, please explain: Please contact IDHS HV Management for training and support.	ADD DEL
Culturally responsive program services: 9.A. Provide model-specific home visiting services that are culturally and linguistically responsive to the populations served. For guidance, see the Guiding Principles for Cultural and Linguistic Responsiveness from the Erikson Institute.	June 30th, 2024		Does your program provide culturally and linguistically responsive home visiting services to families? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
9. B. Provide culturally and linguistically responsive program materials (e.g., brochures, curricula, handouts, etc.) for the major groups within the population to be served.	June 30th, 2024		Does your program provide culturally and linguistically responsive program materials? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL



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Screening, enrollment, and coordinated intake: 10.A. Participate in the local All Our Kids (AOK) Network, Integrated Referral and Intake System (IRIS), or other coordinated intake and referral initiative, where such a system exists. (If there is no such initiative in your program's geographic area, this requirement does not apply to your program.)	June 30th, 2024		Does your community have AOK? ____ Yes ____ No ____ In Progress If yes, does your program participate in AOK? ____ Yes ____ No ____ In Progress Does your program participate in IRIS? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
10. B. Engage in community public awareness and outreach activities to support program enrollment.	June 30th, 2024		Does your program engage in community public awareness and outreach activities to support program enrollment? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
10. C. Avoid dual enrollment in more than one intensive home visiting program.	June 30th, 2024		Does your program avoid dual enrollment in more than one HV program? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
10. D. Avoid waitlisting families when there are open home visiting slots offered by another local program (for example, by establishing referral partnerships with the other program).	June 30th, 2024		Does your program avoid wait lists when there are open slots elsewhere? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL



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10. E. Respond to all referral sources with the status of referrals and timeline for enrollment within two (2) business days of receiving the referral.	June 30th, 2024		Does your program plan to respond to all referral sources within 2 business days? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
10. F. Respond to all follow-up inquiries from referral sources within two (2) business days of receiving the inquiry.	June 30th, 2024		Does your program plan to respond to follow up inquiries within 2 business days? ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
10. G. Track trends related to the population served, and adjust program plans to assure that families from priority populations are prioritized for services.	June 30th, 2024		Does your program track trends related to population served and adjust program plans to assure families from priority populations are prioritized for services. ____ Yes ____ No ____ In Progress If no or in progress, please explain:	ADD DEL
Community systems development and cross-program referrals: 11.A. Dedicate a portion of a designated staff member's time to participate regularly as a member of at least one local community collaboration to support the goals and principles defined in the 2021 Joint Statement on Community Systems, Coordinated Intake, and IRIS	June 30th, 2024		Does your agency/program dedicate a portion of a designated staff member's time to participate regularly as a member of at least one local community collaboration? ____ Yes ____ No ____ In Progress ____ Not Applicable (i.e., my community does not have a collaboration) If no or in progress, please explain:	ADD DEL



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11. B. Share with the collaboration available, relevant, aggregated program data that contribute to community needs assessment, setting a common agenda, or other local initiatives.	June 30th, 2024		Does your program share with the collaboration available, relevant, aggregated program data that contribute to community needs assessment, setting a common agenda, or other local initiatives. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress <input type="checkbox"/> Not Applicable (i.e., my community does not have a collaboration) If no or in progress, please explain:	<input type="button" value="ADD"/> <input type="button" value="DEL"/>
11. C. Promote shared messaging and materials from the collaboration among families and staff.	June 30th, 2024		Does your program promote shared messaging and materials from the collaboration among families and staff. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress <input type="checkbox"/> Not Applicable (i.e., my community does not have a collaboration) If no or in progress, please explain:	<input type="button" value="ADD"/> <input type="button" value="DEL"/>
11. D. Participate in at least one local collaboration initiative, such as developmental screening tracking using the ASQ-Enterprise, or the use of the Integrated Referral and Intake System (IRIS).	June 30th, 2024		Does your program participate in at least one local collaboration initiative, such as developmental screening tracking using the ASQ-Enterprise, or the use of the Integrated Referral and Intake System (IRIS): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress <input type="checkbox"/> Not Applicable (i.e., my community does not have a collaboration) If no or in progress, please explain:	<input type="button" value="ADD"/> <input type="button" value="DEL"/>
11. E. Assist participating families in connecting with Early Intervention (EI), using the protocols and forms developed by the Illinois Chapter, American Academy of Pediatrics.	June 30th, 2024		Does your program assist families to connect with Early Intervention as appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress If no or in progress, please explain:	<input type="button" value="ADD"/> <input type="button" value="DEL"/>



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
11. F. Assist participating families in connecting with medical providers and with ancillary services such as mental health services, the Women, Infant, and Children (WIC) program, and intimate partner violence services, with support from the Department.	June 30th, 2024		<p>Does your program assist families in connecting with medical providers and with ancillary services such as mental health services, the Women, Infant, and Children (WIC) program, and intimate partner violence services? _____ Yes _____ No _____ In Progress</p> <p>If no or in progress, please explain:</p>	ADD DEL
Data and data systems: 12.A. With written consent from participants, use the information management system designated by the Department to record information on program participants, and the activities of program staff.	June 30th, 2024		<p>Does your program have participants sign data base consent provided by IDHS? _____ Yes _____ No _____ In Progress</p> <p>Do you use Visit Tracker to record information on program participants, and the activities of program staff: _____ Yes _____ No _____ In Progress</p> <p>If no or in progress, please explain:</p>	ADD DEL
12. B. Maintain an individual case record for each family enrolled in the home visiting program. Record required demographic data, including but not limited to participant age, race, ethnicity, primary language, and income. Information for each month must be entered in the data system by the fifth (5th) day of the following month.	June 30th, 2024		<p>Does your program maintain an individual case record for each family enrolled in the home visiting program? _____ Yes _____ No _____ In Progress</p> <p>If no or in progress, please explain:</p>	ADD DEL



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
12. C. Collect and report the IDHS DEC HV/MIECHV benchmark data, with support and technical assistance from the Department.	June 30th, 2024		Does your program collect and report the MIECHV benchmark data, with support and technical assistance from the Department? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
12. D. Participate in regular data calls coordinated by the Department, to assure data quality and completeness.	June 30th, 2024		Does your program participate in regular data calls coordinated by the Department with CPRD? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
Quality assurance and program improvement: 13.A. Implement a plan for quality assurance, as specified by the home visiting model.	June 30th, 2024		Does your program Implement a plan for quality assurance, as specified by the home visiting model? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
13. B. Participate in Continuous Quality Improvement (CQI) efforts offered by IDHS.	June 30th, 2024		MIECHV Only: Does your program participate in CQI Efforts offered by IDHS (CPRD): _____ Yes _____ No _____ In Progress _____ Not Applicable* If no or in progress, please explain: *Not applicable for IDHS DEC HV. IDHS DEC HV will not be implementing CQI at the state level. Please follow your model requirements around CQI.	ADD DEL



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Family voice: 14.A. Regularly incorporate input from home visiting families to improve program quality, as specified by the home visiting model.	June 30th, 2024		Does your program regularly incorporate input from home visiting families to improve program quality? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
14. B. Invite families to participate in local collaborations and advisory bodies.	June 30th, 2024		Does your program invite families to participate in local collaborations and advisory bodies? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL
Partnership with IDHS 15.A. Participate in required regular programmatic and fiscal monitoring reviews. Programmatic monitoring will include use of the HOVRS (Home Visit Rating Scale).	June 30th, 2024		Will your program participate in required regular programmatic and fiscal monitoring reviews as requested/scheduled? _____ Yes _____ If no, please explain:	ADD DEL
15. B. Participate in required monthly provider calls and other required meetings as scheduled by IDHS.	June 30th, 2024		Does your program participate in required monthly provider calls and other required meetings as scheduled by IDHS? _____ Yes _____ No _____ In Progress If no or in progress, please explain:	ADD DEL



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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete	
15. C. Participate in the Department's efforts to improve the health and well-being of families enrolled in program services.	June 30th, 2024		Will your program participate in the Department's efforts to improve the health and well-being of families enrolled in program services as scheduled/ requested? ____ Yes ____ No If no, please explain:	ADD DEL	
18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period		21. Required (R) or Inform Only (IO)	Add - Delete
1. Report the number of home visiting supervisors and home visitors, and the percentage of these staff with registry numbers in the Gateways to Opportunity Registry. Reported quarterly.	100%. **Found in Visit Tracker and Program Budget.	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 Data should be collected by program and reported for each quarter as indicated above. ____ / ____ = ____ % Number of DHS funded HV, and Supervisors in Gateways/total number of DHS funded HV and Supervisors (Q1) ____ / ____ = ____ %Number of DHS funded HV, and Supervisors in Gateways/total number of DHS funded HV and Supervisors (Q2) ____ / ____ = ____ %Number of DHS funded HV, and Supervisors in Gateways/total number of DHS funded HV and Supervisors (Q3) ____ / ____ = ____ %Number of DHS funded HV, and Supervisors in Gateways/total number of DHS funded HV and Supervisors (Q4) Name of Staff: Title: Gateways Number: Name of Staff: Title: Gateways Number:		R	ADD DEL



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
<p>2. Report the number of unduplicated families served year-to-date. Entered into the IDHS selected database, including race, ethnicity, and primary language. Reported quarterly from the data summary report (September, December, March, June).</p>	<p>Report the number quarterly.</p> <p>**Found on DSR, under Enrollment and Services (3rd row down).</p>	<p>Update list each quarter.</p> <p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>_____ Number of unduplicated families (households) (Q1) _____ Number of unduplicated families (households) (Q2) _____ Number of unduplicated families (households) (Q3) _____ Number of unduplicated families (households) (Q4)</p> <p>See attached Form 1 for race (Table 7), ethnicity (Table 6) and language (Table 12). - (attach for each quarter)</p>		<p>ADD</p> <p>DEL</p>
<p>3. Current caseload as a % of minimum contractual caseload capacity.</p> <p>(Minimum contractual caseload capacity is the smallest number of households that could be enrolled at a point in time, if the program is operating with a full complement of hired and trained home visitors.)</p> <p>Reported quarterly from the data summary report.</p>	<p>Programs that have been active for one year or longer must achieve at least 85% of minimum caseload capacity. Entered into the IDHS selected database.</p> <p>**Found on DSR at the top under Pcode and Program Name. Report as total families / max capacity = %.</p>	<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>_____ / _____ = _____ % (Current number of families enrolled/ Minimum caseload capacity) Q1 _____ / _____ = _____ % (Current number of families enrolled/ Minimum caseload capacity) Q2 _____ / _____ = _____ % (Current number of families enrolled/ Minimum caseload capacity) Q3 _____ / _____ = _____ % (Current number of families enrolled/ Minimum caseload capacity) Q4</p>		<p>ADD</p> <p>DEL</p>



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
		Program has been active under this funding stream one year or longer Yes No (update answer each Quarter)		
4. Percentage of participants meeting no MIECHV priority population criteria, reported quarterly from the data summary report: <ul style="list-style-type: none"> • Low-income household (below 100% FPL) • Household contains an enrollee who is pregnant and under age 21 • Household has a history of child abuse or neglect or had had interactions with child welfare • Household has a history of substance abuse or needs substance abuse treatment • Someone in the household uses tobacco products in the home • Someone in the household has attained low student achievement or has a child with low student achievement • Household has a child with developmental delays or disabilities • Household includes individuals who are serving or formerly served in the United States armed forces 	4. No more than 20% of participants meet no MIECHV priority population criteria. Entered into the IDHS selected database. **Found on DSR, under Form 1 - Table 14 - MIECHV Priority Populations Characteristics.	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 _____ / _____ = _____ % of participants not meeting any priority populations (Q1) _____ / _____ = _____ % of participants not meeting any priority populations (Q2) _____ / _____ = _____ % of participants not meeting any priority populations (Q3) _____ / _____ = _____ % of participants not meeting any priority populations (Q4)		ADD DEL
5. Membership in local collaborations (as documented by an MOU, letter, or other document from a collaboration that confirms the program's membership and describes expectations for member participation). Reported annually	5. Membership document from least one collaboration, provided annually (Due by June 30th, 2024).	Number of Membership Document(s) attached (Submitted Q4 Only) Data should be collected by program and reported for each quarter as indicated above. _____		ADD DEL



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
(June).				
6. Percentage of program participants with missing demographic data in data system. Reported quarterly from the data summary report.	6. No more than 10% missing data for any data indicator. Entered into the IDHS selected database. **Found on the DSR, under Form 1 - Table 14 - MIECHV Priority Populations Characteristics. In the last column labeled "%Missing" - add the number of rows with more than 11% data missing.	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 _____ Number of rows missing 11% or more missing data on Form 1 Unknown/Missing Data Table on Data Summary Report (Q1) _____ Number of rows missing 11% or more missing data on Form1 Unknown/Missing Data Table on Data Summary Report (Q2) _____ Number of rows missing 11% or more missing data on Form 1 Unknown/Missing Data Table on Data Summary Report (Q3) _____ Number of rows missing 11% or more missing data on Form 1 Unknown/Missing Data Table on Data Summary Report (Q4)		ADD DEL
7. Percentage of program participants with missing benchmark data in the data system. Reported quarterly from the data summary report.	7. No more than 10% missing data for any benchmark outcome data indicator. Entered into the IDHS selected database. **Found on the DSR, under Form 2 Table, in the last column labeled "%	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 _____ Number of rows missing 11% or more missing data on Form 2 Table on Data Summary Report (Q1) _____ Number of rows missing 11% or more missing data on		ADD DEL



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
	Missing" - add the number of rows with more than 11% data missing.	Form 2 Table on Data Summary Report (Q2) _____ Number of rows missing 11% or more missing data on Form 2 Table on Data Summary Report (Q3) _____ Number of rows missing 11% or more missing data on Form 2 Table on Data Summary Report (Q4)		
8. Percentage of children receiving their last well-child visit based on the American Academy of Pediatrics schedule. Reported annually from the data summary report (June).	8. 80%. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 4.	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 ____ / ____ = ____ % Q1 ____ / ____ = ____ % Q2 ____ / ____ = ____ % Q3 ____ / ____ = ____ % Q4 Report on each quarter but only Q4 will be evaluated.		ADD DEL
9. Percent of mothers enrolled prenatally or within 30 days after delivery who received a postpartum care visit within 8 weeks (56 days) of delivery. Reported annually from the data summary report (June).	9. 75%. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 5.	For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024 ____ / ____ = ____ % Q1 ____ / ____ = ____ % Q2 ____ / ____ = ____ % Q3 ____ / ____ = ____ % Q4 each quarter but only Q4 will be evaluated.		ADD DEL
				ADD



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
<p>10. Percentage of children with at least one timely Ages and Stages Questionnaire 3 (ASQ-3) screening during the reporting period (for children aged 9 months, 18 months, 24 months, 30 months). Reported annually from the data summary report (June).</p>	<p>10. 80%. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 12.</p>	<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>_____ / _____ = _____ % Q1 _____ / _____ = _____ % Q2 _____ / _____ = _____ % Q3 _____ / _____ = _____ % Q4</p> <p>each quarter but only Q4 will be evaluated.</p>		DEL
<p>11. Percent of participants who are screened for depression using the Edinburgh Postnatal Depression Scale (EPDS) within 3 months of enrollment (for those not enrolled prenatally) or within 3 months of delivery (for those enrolled prenatally). Reported annually from the data summary report (June).</p>	<p>11. 85% of participants screened. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 3.</p>	<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>_____ / _____ = _____ % Q1 _____ / _____ = _____ % Q2 _____ / _____ = _____ % Q3 _____ / _____ = _____ % Q4</p> <p>each quarter but only Q4 will be evaluated.</p>		ADD DEL
				ADD



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
<p>12. Percent of primary caregivers screened for intimate partner violence (IPV) within 6 months of enrollment using a validated tool (Futures Without Violence for women, Baylor for men). Reported annually from the data summary report (June).</p>	<p>12. 90%. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 14.</p>	<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>____ / ____ = ____ % Q1 ____ / ____ = ____ % Q2 ____ / ____ = ____ % Q3 ____ / ____ = ____ % Q4</p> <p>each quarter but only Q4 will be evaluated.</p>		<p style="text-align: center;">DEL</p>
<p>13. Percent of primary caregivers with a positive screen for IPV (21+ for Futures and 11+ for Baylor) who receive referrals to IPV resources. Reported annually from the data summary report (June).</p>	<p>13. 90%. Entered into the IDHS selected database. **Found on DSR, Form 2 Table, row 19.</p>	<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p> <p>____ / ____ = ____ % Q1 ____ / ____ = ____ % Q2 ____ / ____ = ____ % Q3 ____ / ____ = ____ % Q4</p> <p>each quarter but only Q4 will be evaluated.</p>		<p style="text-align: center;">ADD DEL</p>
		<p>For this Performance Standard: SFY 24Q1 Reporting Period is July 1, 2023-September 30, 2023 SFY24 Q2 Reporting Period is July 1, 2023- December 31, 2023 SFY 24 Q3 Reporting Period is July 1, 2023 -March 31, 2024 SFY24 Q4 Reporting Period is July 1, 2023 -June 30, 2024</p>		<p style="text-align: center;">ADD DEL</p>



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18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
<p>14. Number of home visiting families participating in group activities, such as parent groups, program advisory board meetings, CQI team meetings, or local collaboration meetings. Reported quarterly.</p>	<p>14. Report the number quarterly. **Found in program records.</p>	<p>Data should be collected by program and reported for each quarter as indicated above.</p> <p>_____ Number of home visiting families participating in group activities, such as parent groups, program advisory board meetings, CQI team meetings, or local collaboration meetings. (Q1)</p> <p>_____ Number of home visiting families participating in group activities, such as parent groups, program advisory board meetings, CQI team meetings, or local collaboration meetings. (Q2)</p> <p>_____ Number of home visiting families participating in group activities, such as parent groups, program advisory board meetings, CQI team meetings, or local collaboration meetings. (Q3)</p> <p>_____ Number of home visiting families participating in group activities, such as parent groups, program advisory board meetings, CQI team meetings, or local collaboration meetings. (Q4)</p>		



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22. Performance Explanation - Award to Date:		Add - Delete
<input type="checkbox"/> All performance accomplishments are on schedule with performance standards. <input type="checkbox"/> Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below: (Separate lines as appropriate.)		
		ADD DEL
23. Performance Accomplishments Correlated to Reported Expenses:		Add - Delete
<input type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings. <input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)		
		ADD DEL

GRANTEE CERTIFICATION (2 CFR 200.415)

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

24. Name and Title of Authorized Individual from <u>Grantee Organization</u> :	25. Phone Number
	26. Email Address:

STATE AGENCY USE ONLY

27. Name and Title of <u>State Agency</u> PPR Approver:	28. Date Received:	28. Date Approved: