

Special Topics –

CHEERS Check-In

Requirements for all HFNY programs:

By the HFA Best Practice Standards, all HFNY families are expected to be assessed with the CHEERS Check-In at least once annually. HFNY prescribes that these CCI assessments occur on the same schedule as the Follow-Up visits, excluding the 12-month visit. As such, *CCIs are expected for all families at 6 months, 18 months, 24 months, 36 months, 48 months, and 60 months.*

Remember, *different MIS reports measure CCI administration implementation in different ways.* The 6.3D Use of CHEERS Check-In Tool report (*used for Performance Indicator #15*) just requires one CCI in the past year/reporting period. The Quality Assurance report (*used for Performance Indicator #5*) examines whether the CCI, if due in the past month, was completed on time (meaning that it was completed within the 6, 18, 24, 36, 48, or 60 month interval). Performance Target PCI2 (found in the Quarterly Performance Targets report) requires that programs complete 95% valid *first required* (6-month) CCI assessments for target children with a 6-month Follow-Up due during the quarter. None of these reports specifically requires a CCI at 12 months.

So, given the annual administration requirement, consider completing a CCI with your families this summer! The CCI can be done outside while the weather is warm, if in-person in-home visits are still not an option. Alternatively, you could complete the CCI virtually by having families send you videos of the needed interactions. Please see the updated FAQ document for information on options to complete the CCI virtually.

Please reach out to your OCFS Contract Manager, your PCANY support team, or CHSR if you have any questions.

System Updates –

- Updates are continuously made to the HF MIS. **Check the News** regularly (located under Help and Docs) to see the latest updates and fixes.

We are available from 8-4 Monday through Friday. Please submit a support ticket (There is a direct link on the MIS, under Help and Docs) for any MIS related issues.

Please forward this missive to anyone who should be receiving it. Send us their email address so we can include them on the next one. **FYI, opting out of this email will remove you from the listserv.*

Best wishes for a safe and happy weekend.

Take care

Your MIS IT Team