

HFAST

Using the MIS Report to complete the 2024 Site Profile Report



CENTER FOR HUMAN SERVICES RESEARCH
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Site Profile Report: What is it?

- Helps national and regional HFA staff understand and respond to the needs of the network
 - State and national reports such as the annual Home Visiting Yearbook,
 - Technical assistance to the HFA Network, and,
 - Advocacy to fund and expand home visiting.
- Completed annually (by February 28th , 2024)
- Download the 2024 SPR Guide from the HFA website in Network Resources <https://www.healthyfamiliesamerica.org/network-resources/?search=2024+SPR+guide>
- Site contact and staff information updates are done directly in the HFA Community website.
- Enter all data in HFAST directly.
<https://community.healthyfamiliesamerica.org/page/HFAST>



2024 Site Profile Report Guide

- Download Guide from HFA website
- Log in to HFAST and select Site Profile Report (available as of 2/1/24)
- Once you are on the SPR, click on the tabs to move between sections

Jump to
Site Characteristics

Jump to
Family Data

Jump to
Financial

Jump to
Program Policy

- For each tab, find the row labeled 2024 and click 'Edit'
- Family Data is requested for families served in 2023 (calendar year). All other tabs request current year (2024) information.
- As you navigate through the sections within the tab, HFAST will temporarily save your progress. You will still need to click "Save Progress/Submit Data" at the bottom of each tab to save your information.



2024 Site Profile Report Guide

- Items shaded in gray: are not required. All other items are required. Leave blank if your site does not collect this information, use 0 (zero) to indicate none.
- Changes to this year's SPR include streamlining, clarifications. Updates appear in fuchsia on the guide.
- In 2024, only Site Characteristics data (with the exception of Service Area Changes) will pre-populate with your responses from the previous report.
- Remember to check the box at the bottom of each page that says: "I have reviewed the information above, and confirm it is accurate to the best of my knowledge"
- The SPR Dashboard can help you (available to download on 2/1/24)
- If you have any questions on how to enter data, email hfast@preventchildabuse.org



2024 Site Profile Report Changes

- Family Data- No changes (Yay!)
- Site Characteristics
 - New questions about criteria your site uses to determine eligibility and FROG Scale use
 - Cuts to many items, including service area types and evaluation/research
- Financial
 - Simplified funding source reporting
 - New items to report specific funding sources and the amount received
- Program Policy
 - Simplified reporting on primary parenting materials



2024 Site Profile Report Guide

Site Characteristic Tab

HFNY's recommended answers:

- Risk Screening (prior to FROG) You should select
 - Yes, service offer is based on screen
- FROG
 - No, service offer is not based on FROG
- Other Eligibility Criteria
 - No
- FROG Scale Use questions
 - Not applicable



HFAST report on MIS

- Log into MIS and click on Reports
- In the search box, write HFAST
- Run the report using: 01/01/23 to 12/31/23 (not default dates)
- Use MIS Report to complete the Family Data Tab. No changes, same questions as last year.
 - In the MIS report, each question is marked with FD (Family Data) and a number
 - Use the info on the MIS report to complete each question to complete the Family Data tab.



Summary

- Download the guide from HFA website
- Changes for 2024 appear in fuchsia
- Review carefully!
- Click “Confirm and Submit” at the bottom of each page to save your data frequently.
- You can make changes to your information after it is submitted until the SPR closes (2/28/24)
- Submit a ticket if you run into any problem with the MIS report used to complete the Family Data tab.

Thank You!

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