Guidelines for HFNY PI #9 How to Use the 12-2.B MIS Report and How to Document Observations in the MIS

August 2022



- For Regular Programs, the requirements are:
 - FSS 4 observations by supervisor per year. BPS perform quarterly
 - FRS 2 observations by supervisor per year. BPS perform every 6 months or more frequently
 - Dual Role 2 HV observations and 1 Assessment (FROG) per year or more frequently

More info: https://www.healthyfamiliesnewyork.org/Staff/support.htm

- For CE Programs, the requirements are:
 - 1 Welcome Family Visit, 2 HV, and 1 Assessment observation
 - The WFV is listed as a HV observation in the 12-2.B MIS Report.



- 12-2.B MIS Report
- We run the report for the previous year. Thus:
 - For the October 2022 Pls,
 We will run the report from 10/1/2021 9/30/2022.
 - For the April 2023 PIs,
 We will run the report from 4/1/2022 3/31/2023.
 - (Just change the year forward to adjust the date range for subsequent PI cycles)
 - To prepare for the PIs, we recommend you use these future dates rather than the default dates.

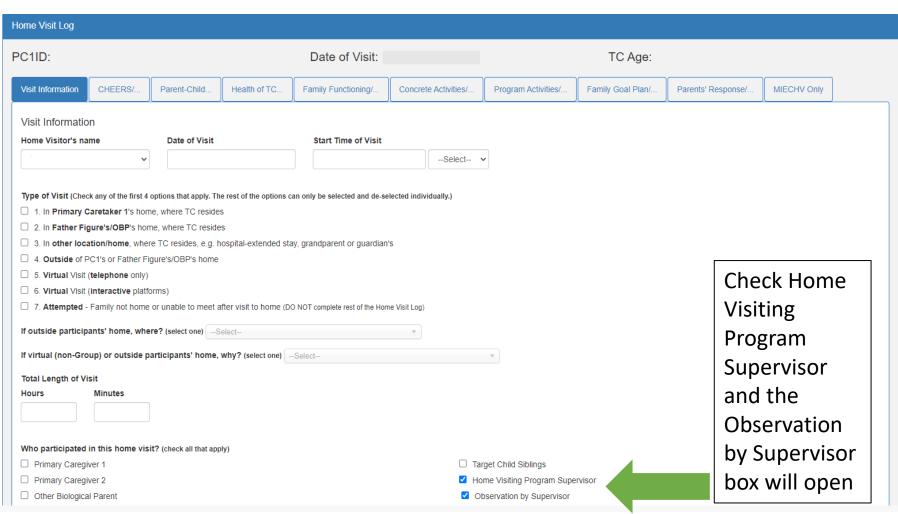


- The Summary Section of the 12-2.B MIS Report lists how many workers are meeting for PI# 9 for the given date range
 (ex. 2 of 4 FSSs, 1 of 3 FRSs, 3 of 8 Dual Role workers)
- The Details Section of the 12-2.B MIS Report lists each worker and her/his status for observations in the given date range. The Details Section can be used to determine how many more observations a given worker needs and the schedule for these observations.
- If a worker's name is greyed out, s/he does not count because:
 - her/his first HV/Assessment date was after the start date requested for the report
 - OR s/he is a Supervisor or Program Manager

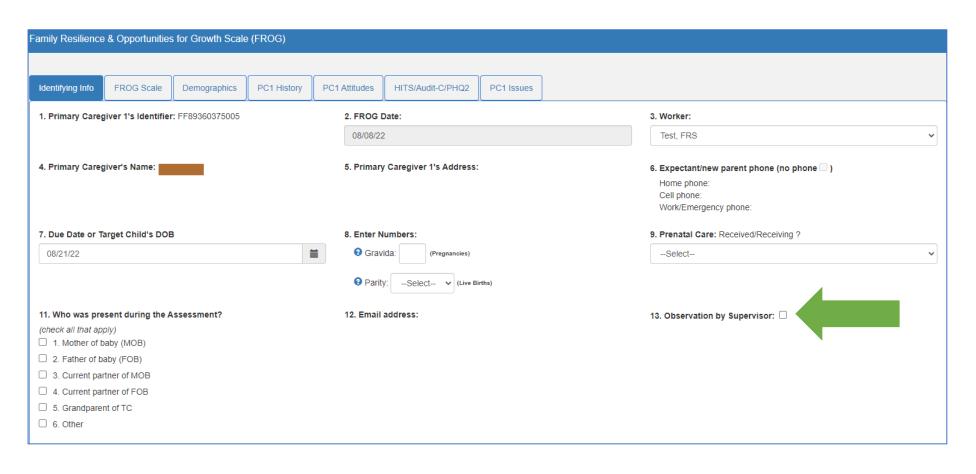


- Only one visit of the same type counts per month. Thus:
 - If a worker has 2 HV observations in the same month, only one will count.
 - If a Dual Role worker has 1 HV observation and 1 FROG observation in the same month, both will count because they are observations of different types.
- The Best Practice guidance is to not conduct observations with the same family. However, this is still allowed for meeting PI #9.
- In the Details Section of the 12-2.B Report, each observation for each worker is listed, and there is a column for "Meets Req's", Y or N.

How to Document HV Observations in the MIS – Use the HV Log –



How to Document Assessment (FROG) Observations in the MIS – Use FROG Form –



Thank you!

Please contact us with any questions

Corinne Noble <u>cnoble@albany.edu</u>; Youngeun Nam <u>ynam3@albany.edu</u> Maile Ray <u>mray2@albany.edu</u>

