HFAST

Using the MIS Report to complete the 2023 Site Profile Report

Site Profile Report: What is it?

- Helps national and regional HFA staff understand and respond to the needs of the network

- The information collected supports the HFA Network and

  - 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.

- Needs to be completed annually (by February 28th 2023)

- Site contact and staff information updates are done directly in the HFA Community website

- Troubleshooting needs? https://community.healthyfamiliesamerica.org/page/HFAST

CENTER FOR HUMAN SERVICES RESEARCH
UNIVERSITY AT ALBANY State University of New York

2023 Site Profile Report Guide

- Download Guide from HFA website (the Guide is not where you enter data)

- Log in to HFAST and select Site Profile Report (available as of 2/1/23)

- 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 2023 and click 'Edit'

- Family Data is requested for families served in 2022 (calendar year). All other tabs request current year (2023) information.

- Items shaded in gray: 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, and updates.

- Remember to click 'Confirm and Submit' at the bottom of each tab to save!!

- Review and enter the information in HFA's website. If you have any questions email hfast@preventchildabuse.org

2023 Site Profile Report Changes

- Family Data
    - # of newly enrolled families who received the FROG visit in 2022
    - # of families in low-income households
    - Tri-Care health insurance is reported separately from Medicaid and CHIP

- Site Characteristics
    - Question about your site's FROG Scale cutoff
    - Additional service area reporting for sites to indicate counties served
    - Cuts include more than 20 items (affiliation date, immunizations, service duration and measures)

- Financial
    - New funding source option to note State/Fed Other Specify

- Program Policy
    - New categories for site enhancements and additional services

2023 Site Profile Report Guide
Site Characteristic Tab

HFNY's recommended answers:

- **For the FROG Scale, are you using HFA's recommended cut-off of 10 or higher?** You should select
    - Not applicable (my site does not use a cutoff score)

- Eligibility criteria:
    - Parent Age: Parents of any age
    - Number of children: Any number of children
    - Income: Any income level

- **Other FROG Cut-off or Eligibility Criteria Specify**
    - HFNY Screen

- **Family Data Collection System**
    - HFMIS (SUNY)

HFAST report on MIS

- Use MIS Report to complete the <mark>Family Data T</mark>ab
  - Each question is marked with FD (Family Data) and a number
- Log into MIS and click on Reports
- In the search box, write HFAST
- Run the report using: 01/01/22 to 12/31/22 (not default dates)
- HFA's report no longer has item numbering
- New items (in pink)
  - # of newly enrolled families who received the FROG visit in 2022 (they removed Parent Survey items)
  - Number of families in low-income households
  - Tri-Care is reported separately from Medicaid and CHIP (leave blank)

Summary

- Download the guide from HFA website or use the pdf attached to meeting notes: Changes for 2023 appear in fuchsia

- The order of items has been revised, 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 (2/28/23)

- Submit a ticket if you run into any problem with the MIS report

Thank You!

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