



HEAD START

An Office of the Administration for Children and Families
Early Childhood Learning & Knowledge Center (ECLKC)

The following information on data collection requirements pertains to Head Start and Early Head Start programs participating in the Maternal, Infant, and Early Childhood Home Visiting Grant Program (MIECHV). Please direct any questions on this communication to Elizabeth Hoffmann at elizabeth.hoffmann@acf.hhs.gov and Christina Benjamin at Christina.Benjamin@acf.hhs.gov.

Data Collection Requirements for HS/EHS Programs Providing EHS Home-based Services through MIECHV Funds

Head Start (HS) and Early Head Start (EHS) grantees participating in the Maternal, Infant, and Early Childhood Home Visiting program (MIECHV) have additional data collection responsibilities, since these agencies receive **multiple funding streams to deliver the EHS model**:

- **Federal to Local** - HS/EHS grantees are funded directly from the federal government through the Office of Head Start (OHS) to provide EHS home-based services meeting the Program Performance Standards and are required to follow federal reporting requirements.
- **Formula-Based Grants to States and Territories** - MIECHV is a funding stream through the Health Resources and Services Administration (HRSA) that provides formula-based grants to states and territories to support home visiting services. Through these grants, each participating state/territory received the flexibility to:
 1. Choose specific approved models of home visiting to use;
 2. Select which local agencies to fund; and
 3. Set separate data reporting requirements for MIECHV.

HS/EHS grantees receiving MIECHV state funds to provide home-based services through the EHS model will have to collect data to meet each funder's requirements.

OHS Requirements: Since your agency is providing EHS services to all enrolled families regardless of how their services are funded, OHS data reporting requirements apply to all families.

- Your agency will collect the same data on families who receive EHS services funded through MIECHV as families funded through OHS.

- All newly enrolled families should be entered in your current EHS data tracking system and included in your PIR reports at the end of the program year.

State Requirements: As part of receiving MIECHV funding from your state, your agency will need to collect supplemental data required by MIECHV. It is essential that you work with your state MIECHV leads to ensure a thorough understanding of all data reporting requirements before enrolling new families and providing services since:

- Each state has created a unique “Benchmark Plan” that describes what data elements the state will collect on families receiving home visiting services funded by MIECHV.
- States may require their local agencies to have home visitors use specific tools to screen and assess children and families. Examples of such tools could include the Ages and Stages Questionnaire (ASQ) or the Edinburgh Postnatal Depression Scale (EPDS). In other instances, home visitors may be required to ask families a set of standard questions about topics like tobacco use, visits to the emergency room, or household income and benefits.
- Some states have created new, online reporting systems that local agencies must use.

Two Frequently Asked Questions on Data Reporting:

1. How will data on EHS participants funded by MIECHV be included in the annual Program Information Report (PIR)?

Example: Your agency has a grant with OHS to provide 100 EHS slots. Your agency then receives MIECHV funding from your state to serve an additional 20 EHS participants. Due to expected turnover, your agency provides EHS services to a total of 140 participants cumulatively during the program year.

- Question A.2 on the PIR asks about Funded Enrollment by funding source.
 - For A.2.a, “HS/EHS Funded Enrollment, as identified on NOA,” enter 100 slots.
 - For A.2.c, “Funded Enrollment from the MIECHV Grant Program,” enter 20 slots.
- Most PIR questions ask about demographics and services to all children and pregnant women enrolled cumulatively throughout the program year.
 - Your program cumulatively served 140 participants and would report on all participants in demographic and service questions. Since all 140 participants are receiving EHS services, you should not report separately on participants based on funding source. OHS also intends to reduce burden on grantees by not requiring multiple PIR reports.
- Section B of the PIR asks about EHS staff.

- Include home visitors and any other staff newly hired to support EHS home-based services through MIECHV. As with the participant questions, you should not report separately on staff based on funding source.

2. Will there be overlap in data reporting or double-entry of the same data in two systems?

Yes, some overlap is likely.

- The Office of Head Start has worked with states that selected the EHS model for MIECHV as states developed their benchmark plans. States have tried to reduce burden on data collection. However, since most states are using more than one model for home visiting through MIECHV, data collection cannot perfectly match what OHS collects.
- Example: Prenatal Care:
 - States must collect data on prenatal care for MIECHV, but have chosen different ways to measure prenatal care. Some states are collecting how many prenatal visits a pregnant mother receives. Other states are collecting the trimester of pregnancy in which a woman's prenatal care started.
 - 2012 PIR Question C.14.a asks for the number of pregnant women who received prenatal care while enrolled in EHS.
 - By closely reviewing both sets of data requirements, EHS agencies can ensure home visitors ask pregnant women questions about prenatal care that will obtain information needed both by OHS for PIR reporting and by the state for MIECHV reporting.
- OHS recognizes that many Early Head Start programs use management information software to collect and track data, and that this software often allows for greater detail than is required by the PIR. EHS agencies may be able to use or modify existing data collection and tracking systems to record additional required information about MIECHV participants.
- EHS programs are required to submit the PIR annually through the online Head Start Enterprise System (HSES). The PIR will include information on all participants served by your agency that receive the EHS model, regardless of funding source.

If your state requires the use of a specific data system for agencies receiving MIECHV funds, your agency will also have to use this data system to enter information on participants receiving the EHS model funded through MIECHV.