**EBHV GRANTEE SYSTEMS WEB-BASED DATA ENTRY**

**SYSTEMS DOMAIN DATA FIELDS AND RESPONSE CATEGORIES**

REPORTING ENTITY: GRANTEE (N=17)

FREQUENCY OF REPORTING: EVERY 6 MONTHS

This document is intended to provide information about reporting expectations for the system domain. This is not intended to be a data collection instrument. All data will be collection via a web-based data collection instrument. The instrument consists of the following sections:

SECTION I: INFRASTRUCTURE DEVELOPMENT GOALS

SECTION II: EXTERNAL ENVIRONMENT – CHANGES AND KEY EVENTS

SECTION III: EBHV PROGRAM SUCCESSES AND CHALLENGES

SECTION IV: INFRASTRUCTURE CAPACITY

SECTION V: IMPLEMENTING AGENCIES AND LOCATIONS

SECTION VI: FAMILIES ENROLLED IN EBHV SERVICES

**SECTION I: INFRASTRUCTURE GOALS**

**SHORT-TERM INFRASTRUCTURE GOALS:**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response Type** | **Response Categories** |
| According to our records, the following are short-term infrastructure development goals for your EBHV grant program. | Pre-populated | [Pre-populated with goals identified by grantees] |
| Please list any new short-term infrastructure development goals you have added between xx/xxxx and xx/xxxx. | Open field |  |
| For each short-term infrastructure development goal, please list the indicators you are using to measure your progress. | Open field |  |
| For each goal, short-term infrastructure development please indicate its current status – attained, in progress, or no longer a goal. | Drop down | Attained  In Progress  No Longer a Goal |
| If “in progress,” please indicate how close you are to attaining each goal on a scale from 0 to 99 percent. | Open number field | Valid response 0 to 99 percent |
| If “in progress,” please briefly describe the concrete actions you have taken toward attainment of each short-term infrastructure development goal. | Open field |  |
| If “no longer a goal,” please indicate why it is no longer a goal. | Open field |  |

**LONG-TERM INFRASTRUCTURE DEVELOPMENT GOALS:**

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| **Question** | **Response Type** | **Response Categories** |
| According to our records, the following are long-term infrastructure development goals for your EBHV grant program. | Pre-populated | [Pre-populated with goals identified by grantees] |
| Please list any new long-term infrastructure development goals you have added between xx/xxxx and xx/xxxx. | Open field |  |
| For each long-term infrastructure development goal, please indicate its current status – attained, in progress, or no longer a goal. | Drop down | Attained  In Progress  No Longer a Goal |
| If “in progress,” please indicate how close you are to attaining each goal on a scale from 0 to 99 percent. | Open number field | Valid response 0 to 99 percent |
| If “in progress,” please briefly describe the concrete actions you have taken toward attainment of each long-term infrastructure development goal. | Open field |  |
| If “no longer a goal,” please indicate why it is no longer a goal. | Open field |  |

**SECTION II: EXTERNAL ENVIRONMENT – CHANGES AND KEY EVENTS**

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| --- | --- | --- |
| **Question** | **Response Type** | **Response Categories** |
| Did changes or events occur external to your organization that affected (helped or hindered) your grant activities between xx/xxxx and xx/xxxx. | Check Box | Yes  No |
| If yes, please list each change or event. | Open field |  |
| For each change or event, please explain how it has affected your grant activities. | Open field |  |
| For each change or key event, how did your EBHV program adapt? | Open field |  |
| For each change or key event, please indicate which infrastructure capacities were affected by the change or key event. | Check all that apply | 1. Strategic planning or other program development activities 2. Program outreach, intake, home visiting, or referral services 3. Fiscal planning or fundraising activities 4. Communicating program information to program partners, stakeholders, or the public 5. Developing formal and informal program partnerships or collaborations 6. Building community awareness or political support for the program 7. Providing training, coaching, supervision, or other technical assistance 8. Program monitoring, evaluation, or quality improvement activities |

**SECTION III: EBHV PROGRAM SUCCESSES AND CHALLENGES**

**SUCCESSES**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response Type** | **Response Categories** |
| What are the three most important successes that your organization has achieved related to developing the infrastructure capacity of the EBHV grant program in the past six months? | Open field | 1. [text field]  2. [text field]  3. [text field] |
| For each, briefly describe the main factors that contributed to the success. | Open field | 1. [text field]  2. [text field]  3. [text field] |
| For each success, briefly describe why it was important. | Open field | 1. [text field]  2. [text field]  3. [text field] |

**CHALLENGES**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response Type** | **Response Categories** |
| What are the three most important challenges that your organization has faced related to developing the infrastructure capacity of the EBHV grant program in the past six months? | Open field | 1. [text field]  2. [text field]  3. [text field] |
| For each, briefly describe the main factors that contributed to the challenge. | Open field | 1. [text field]  2. [text field]  3. [text field] |
| For each challenge, briefly describe why it was important. | Open field | 1. [text field]  2. [text field]  3. [text field] |

**SECTION IV: INFRASTRUCTURE CAPACITIES**

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| --- | --- | --- |
| Question | Response Type | Response Categories |
| On a scale from 1 to 5, where 1 is undeveloped, 3 is partially developed, and 5 is fully developed, how would you rate the following infrastructure capacities of your organization’s EBHV grant program at this point in time?   1. Planning: Strategic planning or other program development activities 2. Operations: Program outreach, intake, home visiting, or referral services 3. Funding: Fiscal planning or fundraising activities 4. Communication: Communicating program information to program partners, stakeholders, or the public 5. Collaboration: Developing formal and informal program partnerships or collaborations 6. Community and Political Support: Building community awareness or political support for the program 7. Workforce Development: Providing training, coaching, supervision, or other technical assistance 8. Evaluation: Program monitoring, evaluation, or quality improvement activities | Check box | 1 to 5 |