

**TRIBAL MIECHV
DRAFT HOME VISITING FORM 3
GRANTEE PERFORMANCE MEASURES**

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| 1. BENCHMARK AREA: CONSTRUCT: | |
| 2. PERFORMANCE MEASURE Name or brief description: Type (process or outcome): | |
| 3. OPERATIONAL DEFINITION Definition: Key terms: Participant population involved: Is this a subpopulation? yes/no Unit of analysis: | Type of scoring: If type of scoring is percentage or rate: Numerator: Denominator: |
| 4. MEASUREMENT TOOL UTILIZED: Yes/no If yes: scale or instrument utilized | If no: question(s) posed |
| 5. RATIONALE FOR THE MEASURE | 6. CONTEXT OF MEASUREMENT Date first family was enrolled: Date first data point was collected: Number of people assessed for baseline value: Number of people assessed for comparison value: |
| 7. DEFINITION OF IMPROVEMENT Direction: Type of Comparison: Description of baseline and comparison periods: Baseline value: Numerator: Denominator: Comparison value: Numerator: Denominator: | Target: yes/no If target selected, specify: Rationale/Source: |
| 8. IMPROVEMENT Improvement: yes/no Considerations: | |

ATTACHMENT E – Draft Home Visiting Form 3
(New Instrument)

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**INSTRUCTIONS FOR THE COMPLETION OF HOME VISITING FORM 2
GRANTEE PERFORMANCE MEASURES**

Please complete each numbered section as appropriate for the measure being described.

1. **Benchmark Area:** Select the name of the benchmark area.

Construct: Select the construct captured by the performance measure.

2. **Performance Measure:** Identify only one measure for the construct (it can be a process or outcome measure).

Name: Enter a brief description of the performance measure.

Type: Indicate the type of performance measure selected: process or outcome.

3. **Operational Definition:** Provide a detailed, specific definition of the performance measure. Describe how the value of the measure can be unambiguously constructed from the data by specifying:

Key terms: Clarify the meaning of the terms utilized in the definition (e.g., what counts as “care received?”); describe the criteria to be used (e.g., the time window during which the measurement ought to occur such as, in the case of breastfeeding for instance: at 3 months postpartum).

Participant population involved: For each measure define the categories of participants included and excluded from the calculation (e.g., is “child” the index child, all children in the household, or all siblings 0-5 years old?)

Is this a subpopulation?: Answer “yes” if those assessed for this measure do not represent the entire population served (e.g., pregnant mothers). Answer “no” if all program participants were assessed for this measure.

Unit of analysis: Describe the focus of analysis for this measure. A drop down menu of options will be provided. See below for definitions:

Participants: The focus of analysis is on program participants (either individual people or families). Specify the specific unit of person/people below:

Index child: The individual “target” child receiving home visiting services.

Other child: Any child other than the index child in the household receiving home visiting services.

Primary caregiver: The individual designated as the primary home visiting services recipient.

Other caregiver: Any adult in the household that is not the primary service recipient.

Family/Household: A group of individuals participating in home visiting services for the benefit of the same index child

Incidents: A value that represents a count of the number of times a given behavior is observed, an event takes place, or information is provided (examples of incidents include: referrals, screenings, visits to the ER, incidents of maltreatment, etc.).

Score: A single numeric value that represents answers on a scale or instrument.

Hours: The duration of an observed behavior or action is measured in number of hours.

Weeks: The duration of an observed behavior or action is measured in number of weeks.

Months: The duration of an observed behavior or action is measured in number of months.

Income: A single numeric value that represents individual or household finances (e.g., adjusted gross income or annual salary).

Other: If the unit of analysis for this construct is not found above, please choose other and provide a short description of the unit.

Type of scoring: Indicate if the measure is a count, a percentage, a rate or other type of scoring. If the measure is a percentage or a rate provide a clear and separate description of numerator and denominator

4. **Measurement Tool Utilized or Question(s) Posed:** Include any scale utilized to capture the data; if no measurement tool or scale is needed, articulate the type of observation or question(s) posed to capture the needed information.
5. **Rationale for the Performance Measure Selected:** Include reasons for the selection of this indicator among various other possible performance measures (e.g., What is the purpose of this indicator? What are the factors or stakeholder views that have determined the selection?)
6. **Context of Measurement**

Date first family was enrolled: Specify the date (MM/DD/YYYY) that the grantee enrolled the first family in home visiting services. This may be before the date services were first provided.

Date first data point was collected: For this construct, specify the first date (MM/DD/YYYY) that any benchmark data were collected (e.g., if a measure specifies that data are first collected from mothers at 6 months postpartum then the date provided would be the first date that any participating mother reached this target and was assessed.)

Number of people assessed for baseline value: Indicate the number of individual participants who were assessed at baseline measurement (Time 1). If unit of analysis (indicated in item 3 above) is participant (index child, other child, primary caregiver or other caregiver) this number will be the same as the denominator.

Number of people assessed for comparison value: Indicate the number of individuals who were assessed at comparison measurement (Time 2). If unit of analysis (indicated in item 3 above) is participant (index child, other child, primary caregiver or other caregiver) this number will be the same as the denominator.

7. **Definition of Improvement**

Direction: Specify if the direction of the desired change is an increase, decrease, or maintenance of a level considered acceptable.

Type of comparison: Individual, cohort, or cross-sectional. Individual comparison assesses change at two points in time for the same group of individuals. Cohort comparison assesses improvement of participants who are grouped by timing of enrollment. Cross-sectional comparison occurs between two groups of participants on the basis of data available for defined time periods (e.g., program year 1 and program year 2).

Description of Baseline and Comparison Periods: Identify the periods utilized for comparison, i.e., specify the time of data collection for the baseline group and the comparison group. For example:

Individual-level change: Baseline (Time1) = assessment data collected at intake compared to (Time 2) assessment data collected at 6 months post-enrollment for the same client population.

Cohort comparison: Baseline (Time 1) = data for participants enrolled in year 1 compared to (Time 2) data for participants enrolled in year 2.

Cross-sectional comparison: Baseline (Time 1) = data collected through funding year 1 compared to data collected during funding year 3.

For cohort and cross-sectional comparisons: Indicate the period that was used to collect baseline data for this measure. Specify beginning and ending date for baseline data collection. Grantees have discretion in defining the length of the baseline period to collect an adequate amount of data (i.e., the baseline period for purposes of comparison to show improvement need not coincide with the first reporting period after grant award).

Baseline Value: Enter the actual baseline score (i.e., the value of the measure for the baseline period considered). Specify numerator and denominator if value reported is a rate or percent.

Comparison Value: Enter the actual score or value obtained for the indicator during the comparison period. This is the value utilized to demonstrate improvement for a given construct by the end of the third reporting year. Specify numerator and denominator if score reported is a rate or percent.

Target: Specify the target if one adopted; articulate rationale and whether externally or internally developed.

8. Improvement

Improvement: This cell will be automatically populated to indicate whether improvement was achieved or not based on the definition provided by the grantee and the values obtained for the baseline and comparison periods.

Considerations: If improvement was not achieved, explain any factors that affected grantee's ability to show improvement for the performance measure (e.g., a major employer in the community closed a facility affecting the ability of program participants to obtain employment and improve family economic self-sufficiency).

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