Tribal MIECHV – Tribal Engagement and Capacity Monthly Snapshot – Instructions

Tribal Maternal, Infant, and Early Childhood Home Visiting (Tribal MIECHV) Program:
Tribal Engagement and Capacity Monthly Snapshot (TECS)
OMB Control Number: 0970-0490
Expiration Date: XX/XX/XXXX

Purpose of the Monthly Engagement and Capacity Snapshot

The Tribal Engagement and Capacity Monthly Snapshot (TECS) is a brief set of family engagement and service capacity measures collected during monthly calls between Federal Project Officers (FPOs) and Tribal Maternal, Infant, and Early Childhood Home Visiting (Tribal MIECHV) grant recipients. The TECS replaces the discontinued Quarterly Performance Report (QPR) and is designed to provide timely insight into enrollment activity, family engagement patterns, and overall program capacity. Responses help the Office of Early Childhood Development (ECD) identify emerging challenges, offer targeted technical assistance, and maintain awareness of service delivery levels across Tribal MIECHV programs. No personally identifiable information (PII) is collected.

Instructions for Federal Project Officers (FPOs)

- Ask each question exactly as written in the TECS instrument.
- Record all numeric responses in the designated TECS tracking spreadsheet.
- Do not request or record any individual-level information or PII.
- Use the optional notes field only for brief context relevant to technical assistance, if offered by the grant recipient.
- TECS responses represent monthly snapshots; do not attempt to reconcile differences between months.

Instructions for Tribal MIECHV Grant Recipients

- Provide responses based on current program records for the past month.
- Report only aggregated counts; do not provide names, case numbers, or household-level details.
- If no households fall into a particular category for the month, report “0.”
- You may optionally provide brief context if it is helpful for technical assistance, but narrative information is not required.
- There will be no significant data quality review or reconciliation process; data are collected only for ongoing monitoring and technical assistance purposes.

PII and Data Protection

- The TECS collects only aggregated, program-level counts and does not collect any personally identifiable information.

- Responses should never include names, addresses, case identifiers, or any other identifying information about individuals or households.