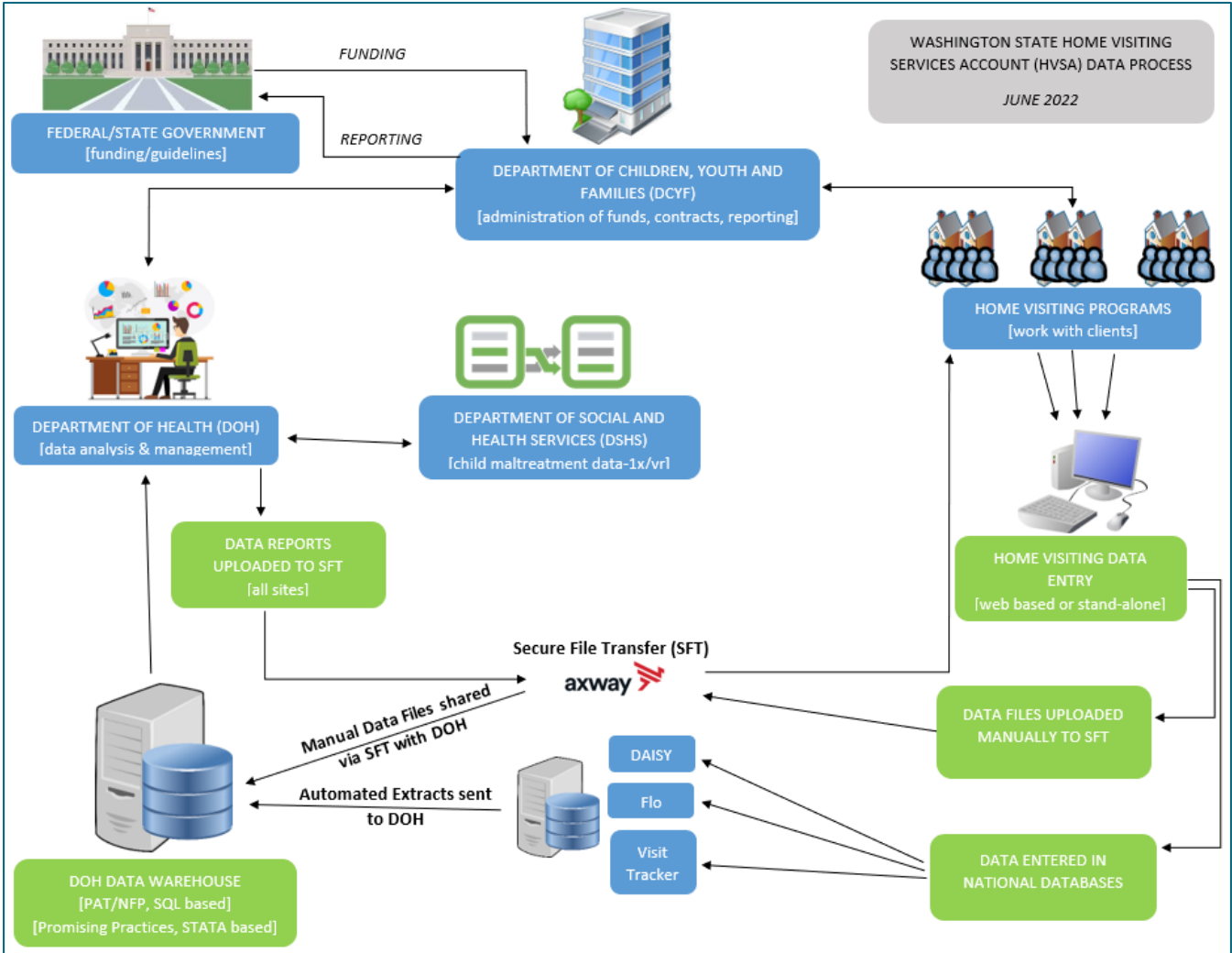


Data Reporting Process

The HVSA's Home Visiting Data Pathway

LIAs are tasked with collecting data, which satisfy both model and HVSA requirements, for all enrolled HVSA families. The process for sharing data across the HVSA is complex (see diagram). First the LIAs enter participant data into their local or national data system. These data are then shared with DOH either through monthly extracts from model data systems (Daisy, FLO and Visit Tracker) or through quarterly data submissions shared via Secure File Transfer (SFT) accounts. DOH consolidates the data, calculates performance measures and produces various reports that are shared with LIAs, DCYF, and other home visiting partners. The information generated from these data supplied by the families, supports DCYF in responding to legislators, funders, and advocates of home visiting, providing data to tell the home visiting story in Washington.



Steps to Sharing Data

- Step 1** First there needs to be an executed contract in place between the LIA and DCYF, with a Data Attachment that identifies all the data reporting requirements.
- Step 2** Department of Health will then establish a contractual Data Sharing Agreement (DSA) with the new LIA. This DSA details the expectations for data sharing, security and protections, that cover the sharing of participant data between the LIA, DOH and DCYF.
- Step 3** Once the DSA has been executed, DOH will setup a Secure File Transfer (SFT) account for the LIA to use for sharing data and reports between the LIA and DOH.
- Step 4** The LIA will identify a data system of record for their home visiting services. This system may be a national model data system or a local agency system. The selection of a data system may impact the method of sharing data with DOH, the timeliness of sharing data, and the level of effort needed to transfer and consolidate data by the LIA and DOH. Please discuss system options with DOH in advance of any changes or purchases to ensure that your preferred system meets the HVSA needs. Note if you use a national data system, there may be one additional request to share data from the system with DOH. This is typically an easy step and one that DOH will initiate as needed.
- Step 5** Start entering data for all program participants. Keep in mind these best practices:
- ✓ Complete data entry into your data system **within five business days of data collection**. This minimizes incomplete reporting and ensures that data is available for sharing with DOH at the close of the reporting period.
 - ✓ Every family supported by HVSA funds **must have a funding code assigned at enrollment**. If an HVSA funding code is not assigned, then the family will not be included in any reporting from the HVSA

and will not be considered served by the HVSA. Please note funding start date and end dates. This is particularly important when funding source changes; however, you are urged to speak with DOH if you plan to change the funding source for a family.

- ✓ Every family must **be informed** that de-identified program service data will be shared with DOH and DCYF. Additionally, every family must be given the **opportunity to give consent** to share personally identifiable data (e.g., child name, caregiver name, family address, ProviderOne ID numbers) with DOH and DCYF in support of evaluation work to improve home visiting services.

Data Systems currently supported

The HVSA currently supports nine models using seven different data systems. The complexity of the system, the capacity of the LIA and DOH, and the volume of data produced, all impact the ability to automate the data sharing process and consolidate the LIAs data with all HVSA providers. The table below indicates whether data is easily consolidated into the DOH SQL database and the frequency of data transfers. The goal of the HVSA is to consolidate all data into SQL at minimum monthly in order to produce reports and analyses with the most up-to-date information.

| Data System | Models | Data Integration | |
|---------------|---|------------------|-----------|
| | | Type | Frequency |
| Apricot | Outreach Doula (OD) | SQL | Quarterly |
| ChildPlus | Early Head Start (EHS-home based) | Non-SQL | Quarterly |
| DAISY | ParentChild+ (PC+) | Non-SQL | Quarterly |
| EHR | Child-Parent Psychotherapy (CPP) | Non-SQL | Quarterly |
| Flo | Nurse-Family Partnership (NFP) | SQL | Monthly |
| Penelope | Parents As Teachers (PAT) | Non-SQL | Quarterly |
| Visit Tracker | Early Steps to School Success (ESSS); Family Spirit; Parents As Teachers (PAT); Steps Toward Effective, Enjoyable Parenting (STEEP) | SQL | Monthly |