HMG System Readiness Assessment

Thank you for completing this survey. The*HMG System Readiness Assessment* captures information on the structures and efforts in place currently that may serve to found the core components of the HMG system model. The *Readiness Assessment* can be used to guide the Work Group's environmental scanning efforts and also serve as a reporting tool to both the HMG National Center and your HMG Leadership Team.

Please provide answers to each of the questions below. It is advisable that the full Work Group be allowed contribution to these questions. Please note the questions span multiple pages.

* 1. Name of lead respondent

[   ]

* 2. Title

[   ]

* 3. Organization

[   ]

* 4. State

[   ]

* 5. County/Community

[   ]

6. Email address

[   ]

7. How did you and your partners first learn of HMG?

[   ]

* 8. Are the responses reported in this questionnaire informed by the entirety of membership participating in the HMG Data Collection & Analysis Work Group?

◯ Yes

◯ No

◯ If not, please elaborate.

[   ]

* 9. For how long has this Work Group been meeting around HMG?

◯ 1-2 months

◯ 3-4 months

◯ Over 5 months

◯ Has not met yet

* 10. Does this Work Group feel adequately supported and/or have sufficient knowledge related to the Help Me Grow model, the core component of focus, and their role/responsibilities in order to complete this Assessment?

◯ Yes, we feel adequately supported and sufficiently knowledgeable

◯ Yes, we feel adequately supported and sufficiently knowledgeable

◯ We feel only partially supported and feel our knowledge is not entirely sufficient

◯ We feel unsupported and do not have sufficient knowledge

* 11. Please identify the support activities this Work Group has conducted or received in completing this Assessment?

☐ Reviewed sections of the Help Me Grow Manual related to this core component

☐ Met or connected with our lead Help Me Grow coordinators

☐ Met or connected with our Help Me Grow Leadership Team

☐ Received a Work Group orientation webinar (or the materials from that webinar) from the National Center

☐ Explored resources on the affiliate side of the Help Me Grow National website

☐ Connected with Help Me Grow National Center

☐ Reviewed the National Center's Help Me Grow Data Collection & Reporting Guidelines

☐ Connected with other Help Me Grow affiliates

* 12. With which of the other HMG Work Groups has yours intentionally coordinated?
Through in-person joint meetings, cross-membership, and/or standardized communications channels and feedback loops

☐ Centralized Access Point

☐ Family & Community Outreach

☐ Child Health Care Provider Outreach

☐ None of the above

Please describe how your Work Group coordinated implementation planning and completion of this Assessment with the other Work Groups.

Data Collection & Analysis is one of the four core components of the Help Me Grow system model. Data collection & Analysis ensure ongoing capacity for continuous system improvement, a key structural requirement of HMG. Data are collected throughout all Components of the HMG system, including child health provider outreach, family and community outreach, and within the centralized access point.

The collection of a set of shared metrics across the HMG National Affiliate Network advances understanding of collective impact, informing the national narrative regarding the impact of HMG on children and families across the country. The collection of locally-sourced metrics enables HMG affiliates to benchmark progress, identify areas of opportunity and systemic gaps, determine potentially advantageous partnerships, and guide strategic quality improvement projects.

Four Key Activities of HMG Data Collection & Analysis

1.   Annual reporting of Impact Indicators and Local Use to National Center: Impact Indicators and Local Use reports are submitted to the National Center.

2.   Sharing data across partners: Leveraging the collective impact principles underlying HMG implementation to institute standardized data sharing across key early childhood partners. Not necessarily formalized client-level data sharing or bridged data systems, this data sharing key activity may be the establishment of a venue and mechanism for quarterly reporting across Work Groups, Leadership Team, and key organizational partners carrying out Core Component work.

3.   Continuous System Improvement efforts guided by data: Demonstration of concrete ways that the system is using data to guide quality improvement of HMG operations. Does not have to be leveraging formalized CQI methodology.

4.   Community change through data: Demonstration of concrete ways that data collected through HMG are used to advance early childhood system change. Examples include the identification of gaps in services and barriers to access, strategic planning, advocacy efforts, joint funding endeavors.

13. Has the HMG Data Collection & Analysis Work Group reviewed the*HMG Data Collection & Reporting Guidelines*, the HMG National Center's guidance around locally-driven Common Indicators and nationally-reported Impact Indicators?

◯ Yes

◯ No

◯ If no, please share why not.

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14. Has the HMG Data Collection & Analysis Work Group connected with the HMG National Center research team around planning for this core component?

○ Yes

○ No

○ If no, why not?

[   ]

15. Is there an existing electronic platform or similar technology to support a database to track key data that may be generated through this HMG system?

○ Yes

○ No

○ If yes, please describe.

[   ]

16. Has this Work Group successfully identified data already that is existing/being collected in the community to potentially serve as "baseline" data prior to launching the HMG system in your community, to which future data may be compared in order to track change?

○ Yes

○ No

17. Please share all data that may serve as baseline, the source of that data, and how those data are collected.

[   ]

18. If you are planning to install HMG in pilot regions, for which pilot areas are these baseline data available?

[   ]

19. If Yes, please share any timeline or anticipated approaches to collecting/reviewing/analyzing those data for the purposes of HMG implementation.

[   ]

20. Please share any intended/anticipated strategies to tracking changes in those baseline data points over time, and the ways in which HMG implementation is positioned to collect and/or impact changes in those data.

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21. Please share the outcome metrics that this Work Group has determined to be top priority for HMG implementation to track and/or influence.

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22. What is the significance of each metric identified?

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23. If your HMG implementation efforts are funded in part or whole by an outside entity (or entities), does the funder expect the implementation of HMG to yield specific short- or long-term outcomes? If so, describe those outcomes and a brief plan for how those outcomes will be assessed over the course of your implementation.

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24. Has the HMG Data Collection & Analysis Work Group conducted planning around any additional data collection to capture the functioning of the other three core components (HMG Centralized Access Point, Family & Community Outreach, and Child Health Care Provider Outreach) in your unique community, *beyond the process metrics outlined by the National Center's Common Indicators*?

◯ Yes

◯ No

25. Has this Work Group met with the other three HMG Work Groups to co-produce a set of data points and metrics of priority to capture the development, operation, and success of the Family & Community Outreach, Centralized Access Point, and Child Health Care Provider Outreach efforts in your HMG implementation?

◯ Yes

◯ No

◯ If not, please share why not.

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26. If Yes, please describe locally-driven plans and decisions made to capture the functioning of these three core components.

[text box]

27. Has this Work Group researched existing early childhood advocacy initiatives or met with any policy partners that may help to guide locally-specific data collection and reporting to advance strategic policy change?

○ Yes

○ No

28. Is there an existing agency or agencies that have been identified as key early childhood advocacy partners that may be able to leverage HMG-generated data in order to advance an early childhood agenda in your community?

[text box]

29. What types of data have been identified that can potentially be captured via HMG operations to support existing early childhood advocacy and policy agendas?

[text box]

30. Please describe any areas of opportunity or ways in which data collected through the HMG system may be used to bolster and advance existing early childhood advocacy efforts in your community.

[text box]

31. Please describe this Work Group's overall recommendations regarding the types of locally-driven data points, outputs, outcomes, or other information to be collected through this HMG system?

[text box]

32. Reflecting on the desired data points, outputs, and outcomes listed above, has this Work Group explored how much customization would be necessary to build out existing database technology at the call centers currently being considered to lead Centralized Access Point efforts in order to successfully capture these priority data?

○ Yes

○ No

33. If yes, please generally describe the extent of customization and level of difficulty anticipated to be associated with that customization, of each call center database currently being considered for HMG implementation.

34. Please describe how the outcome metrics described above may be leveraged to promote the early childhood agenda in your community.

35. Do you currently have a relationship with an individual or organization that can provide evaluation support for HMG?

( ) Yes

( ) No

( ) If yes, please name the evaluator and describe any existing plans for formal, local HMG evaluation.

36. If Yes, have these individuals or organizations been engaged around potential evaluation efforts at this time?

( ) Yes

( ) No

37. If Yes, have these individuals or organizations received thorough and sufficient orientation to/education around the HMG system model?

( ) Yes

( ) No

( ) If no, please share any planned/anticipated next steps.

38. If Yes, have these individuals or organizations connected to the HMG National Center Evaluation Team around planning for HMG evaluation?

◯ Yes

◯ No

◯ If no, please share any planned/anticipated next steps.

[   ]

39. If Yes, have these individuals or organizations reviewed existing HMG evaluations or connected with other HMG evaluators?

◯ Yes

◯ No

◯ If no, please share any planned/anticipated next steps.

[   ]

40. What are some anticipated challenges related to HMG data collection and analysis?

[   ]

41. What are the greatest areas of need in moving forward with data collection and evaluation (check all that apply)?

☐ Evaluation expertise

☐ Funding and budget

☐ Database infrastructure

☐ Other (please specify)

[   ]

42. Which of the above is the most important?

[   ]

43. Has this Work Group coordinated with the HMG Centralized Access Point Work Group to jointly scan and identify data collection capabilities at Centralized Access Point (call center) options?

◯ Yes

◯ No

◯ If no, why not?

[   ]

44. If Yes, please share the strengths perceived by this Work Group around the data collection processes and technology at the various Centralized Access Point (call center) options. If a decision has been made on the organization to act as the HMG Centralized Access Point, please describe the data collection and technological strengths of this organization in particular.

45. If Yes, please share the weaknesses or challenges perceived by this Work Group around the data collection processes and technology at the various Centralized Access Point (call center) options.

46. Please name the agency or agencies best positioned to contribute to the oversight, management, and coordination of the HMG Data Collection & Analysis core component.

47. Has the Data Collection & Analysis Work Group met with or conducted any research into organizations identified by the Centralized Access Point Work Group to be viable options for serving as HMG call center?

◯ Yes

◯ No

If yes, please name call center organizations with which this Work Group has met.

48. Please describe the overall strategy that this Work Group has determined to be the best course to implement the HMG Data Collection & Analysis core component for your HMG implementation. Concepts to consider here mirror those included in this Assessment: Data system technology; Annual reporting of Impact Indicators and Local Use to National Center; Data sharing across partners; Baseline data to track over time; Continuous System Improvement efforts guided by data; Community change through data.

49. What type of assistance or support would best serve to move efforts forward in developing and implementing the HMG Data Collection & Analsysis core component?