

## Help Me Grow Mini & Fidelity Assessment Frequently Asked Questions:

### HMG Mini Assessment Support Materials

- A [HMG Fidelity and Mini Assessment webpage](#) for easy access to information.
- [An updated and clear guidance document](#) on the operational definitions and methodology of the Impact Indicators included within the Mini Assessment.
- A [one-pager detailing the adjustments](#) from the 2016 Data Collection & Reporting Guidelines to the new 2022 guidelines.
- [PDF of HMG Mini Assessment Survey Questions](#)

**Q: Are we required to prioritize altering our data collection processes and systems right away to capture new/adjusted metrics that will be reported in the Mini Assessment?**

**A:** No. We understand that these adjustments take time, capacity, and resources. The HMG National Center suggests that systems take this time to fully understand the Mini Assessment metrics and identify what types of adjustments might need to be made to their collection processes and data systems, so that we may in the future accurately quantify the true reach and impact of HMG across the nation. However, systems should wait until the administration of the full Fidelity Assessment in March 2022 before implementing any formal changes to their data system.

**Q: If our system is brand new, has not launched, or does not have a CAP at this time, do we have to submit a HMG Mini Assessment?**

**A:** Yes. All HMG systems **must** complete the HMG Mini Assessment. For your system, please fill out the administrative questions at the beginning of the assessment and leave fields blank for Impact Indicators you cannot yet report.

**Q: What if there is an Impact Indicator included on the Mini Assessment that we do not collect currently? Should I report an approximation or leave blank?**

**A:** Leave blank in 2022 and explore how your system might capture this moving forward.

**Q: What if our data system can only pull the Number of Children Served (CS) and not Number of Families Served (FS)?**

**A:** Leave blank in 2022 and explore how your system might capture this moving forward.

**Q: My HMG system serves children older than 8 years of age, should I include the older children when reporting?**

**A:** All data reported on the HMG Mini Assessment and Fidelity Assessment should represent children up to age 8.

**Q: What was the rationale of adding the Total Number of CAP Activities (TCA) metric?**

**A:** *Total Number of CAP Activities: Encompasses every activity conducted by CAP staff with or for a child and family in service of their stated goals and contributing to developmental promotion, early identification, referral, linkage, basic needs and family support. TCA includes activities such as calls, text, web, in-person, etc.*

Capturing the total Number of Families Served (FS) and Number of Children Served (CS) is important, but it does not fully showcase the immense effort required of HMG to connect families to services. In order to capture this, we have introduced the Total Number of CAP Activities (TCA) metric. Data collected from this new TCA metric will demonstrate to funders the full scope and value of HMG Care Coordination. To support systems in reporting TCA, we have provided examples of over 20 different activities that could count towards this metric.

*Note:* The Total # of CAP Activities (TCA) metric does not include the variety of activities that HMG systems are conducting *outside of the CAP* to reach and educate families. This metric should only reflect efforts undertaken by the CAP.

**Q: What if we do not capture the Total Number of CAP Activities (TCA) in a way that allows me to pull a total?**

**A:** In 2022, systems can report their best estimate of Total Number of CAP Activities (TCA). The HMG National Center encourages systems to investigate how they might collect, document, and pull data on the activities conducted by CAP staff on behalf of families in order to report accurate data starting in 2023.

As a reminder, the purpose of the list of example CAP activities included in the [Data Collection & Reporting for the HMG Mini Assessment](#) is only to provide examples of activities that might be conducted by the HMG Care Coordinators, and are neither a requirement nor an exhaustive list of possible activities that may be included.

**Q: Do social media interactions count towards Total Number of CAP Activities (TCA)?**

**A:** No. The metric, Total Number of CAP Activities (TCA) is only intended to capture activities that are in the direct service of a given family's stated needs/goals and contribute towards developmental promotion, early identification, referral, linkage, basic needs and family support.

*Note:* We are considering how social media and website interactions may be included in a future revised metric that would more clearly depict HMG’s reach.

**Q: Do we count individuals who interacted with the CAP solely through text, social media, or website?**

**A:** Yes. You will count those individuals/families in the metrics Children Served (CS) and Families Served (FS).

If the interaction resulted in a Referral (R) or Education or Information Only (EO), it would be counted accordingly under R or EO.

The number of activities conducted by the CAP on behalf of this individual will be counted under Total Number of CAP Activities (TCA).

**Q: What if our HMG system does not track when an interaction resulted in sharing Information or Education Only (EO)?**

**A:** Leave blank in 2022 and explore how your system might capture this moving forward.

**Q: How do we calculate Linkage (L) when we are unable to successfully follow-up?**

**A:** When outcomes are unknown due to unsuccessful follow-up, these individuals/families will not be counted in Known Outcomes (KO) and therefore, cannot be included in the calculation for Linkage (L):

**How to calculate Linkage (L):**

$$\text{Linkage} = \text{SC} \div \text{KO} \times 100$$

<u># of Successful Connection (SC)</u>	×	100
# of Known Outcomes (KO)		

**Q: If a parent is given multiple referrals to different services/programs/or supports for the same child, how should this be reported per the [new metric guidance](#)?**

**A:** In this scenario, you will count:

**Total Families Served (FS): 1**

**Total Children Served (CS): 1**

**Families Served that Resulted in Referral (R): 1**

If family receives HMG follow-up: **Families Served that Received Follow-Up (RF): 1**

*Note:* Per local system process and procedure, to serve this family the HMG Care Coordinators may have had to (1) perform an intake, (2) email the results of the screening to the parent, (3) make a referral, (4) conduct a follow-up call, and (5) send follow-up email to the family. In this hypothetical scenario, these five activities would be counted in the Total Number of CAP Activities (TCA) metric as well.

**Q: What if our system is unable to report large numbers for Needs Met (NM) due to barriers?**

**A:** The answers to the Mini Assessment and Fidelity Assessment are not punitive and we encourage all HMG systems to report the data they have. The Fidelity Assessment provides the opportunity to share about barriers. The HMG National Center utilizes Needs Met (NM) data in the aggregate only and no system’s individual data are ever shared.

**Q: Is being on a waitlist considered a Successful Connection (SC)?**

*Successful Connection (SC):* Child or family is registered for, has an appointment for, or is receiving at least one service. If a family received multiple referrals, only one must be successfully connected according to this definition in order to report that the family received Successful Connection (SC).

**A:** Yes. A family on a waitlist is considered to be successfully connected to a service as their appointment is assumedly forthcoming.

**Q: Sometimes it could take a few months for a family to be successfully connected to services. If a family is not yet successfully connected at the time of reporting, how should HMG systems reflect these families in calculating Linkage (L)?**

**A:**

**How to calculate Linkage (L):**

Linkage= SC ÷ KO x 100

<u># of Successful Connection (SC)</u>	×	100
# of Known Outcomes (KO)		

If the outcome is not yet known for a given family at the time of reporting, the family should not be included in your Linkage (L) calculation (see above for calculation). HMG systems should only report data for the families with Known Outcomes (KO) during that particular reporting period.

The increased reporting frequency provided by the introduction of quarterly Mini Assessments starting in 2023 will provide opportunity for systems to include families that experience lengthy wait times for connection in subsequent reporting periods.

## Help Me Grow Fidelity Assessment

### Frequently Asked Questions:

**Q: Will there be more changes to the way HMG National Center collects data from systems going forward?**

**A:** The updated [Guidelines for Data Collection and Reporting for the Mini Assessment](#) is the beginning of a revisions process for all Fidelity Assessment metrics. Over the next several months, the HMG National team and HMG Implementation Experts will further revise existing metrics for increased clarity on calculations and definitions.

Optional questions introduced in last year's Fidelity Assessment that were related to income and particular breakdown of ages served (prenatal-3 years old and 4-10 years old) will be required ongoing in the Fidelity Assessment.