



FY 2021-2022 Monthly Summary Report

The purpose of the Help Me Grow Florida (HMGF) Monthly Summary Report is to facilitate accurate and thorough reporting of HMGF Affiliate activities and accomplishments for each reporting period. Affiliates should follow the template guidelines provided below when completing the Monthly Summary Report.

- Do not report on previous reporting periods, unless it is relevant to this reporting period's activities.
- Submit this report with the monthly deliverable to helpmegrow@thechildrensforum.com.

AFFILIATE NAME: _____

MONTH: _____

1.0 SUCCESS STORY

Share one success story describing a family helped by HMG during the reporting period.

STAR Case ID#: _____

2.0 AFFILIATE HIGHLIGHTS

List/describe up to three highlights of your Help Me Grow performance during this reporting period.

3.0 CENTRALIZED ACCESS POINT (CAP)

Expected Outcome: Increase in the number of families assisted with early childhood questions, receiving basic child developmental screening, and receiving care coordination services, as evidenced by the number of calls received, number of child developmental screenings completed, and the number of families effectively connected to services.

3.1 Which activities related to your site’s CAP were accomplished during this reporting period. *Select all that apply.*

- 2-1-1 call specialists were trained on HMG and/or HMG referral processes
- HMG referral processes between 2-1-1 and HMG were updated/revised

What updates/revisions were made:

_____.

- Resource directory was updated
- No activities were accomplished.
- Other/Additional activities:

3.2 Describe any significant barriers, challenges, or gaps related to your site’s CAP that were experienced during this reporting period. *Select all that apply.*

- Staff resignation/turnover
- Lack of interest/participation from local CAP/2-1-1 call specialists
- Gaps in referral process between CAP/2-1-1
- Lack of interest from parents/caregivers to call 2-1-1
- No barriers, challenges, or gaps were experienced.
- Other/Additional comments:

4.0 CHILD HEALTH CARE PROVIDER OUTREACH (CHCPO)

Expected Outcome: Increase the medical community’s practice of conducting child development screening and use of HMG services as evidenced by the number of physicians and other child health care providers receiving information about HMG, referring families to HMG, and conducting child developmental screening.

4.1 Which activities related to your site’s CHCPO were accomplished during this reporting period. *Select all that apply.*

- Office-based education sessions/meetings/presentations
- Office visits for check-ins
- Material distribution
- Follow-ups to healthcare providers previously contacted (via email, phone, or office visit)
- New healthcare provider partnership developed
- New referral process developed from healthcare provider to HMG
- New initiative (screening iPad/milestone checklist)planned with healthcare provider
- Developed new follow-up process with healthcare provider
- No CHCPO activities were conducted this reporting period.
- Other:

4.2 Describe any significant barriers, challenges, or gaps related to CHCPO that were experienced during this reporting period. *Select all that apply.*

- Healthcare providers were not accepting outside visitors
- Healthcare providers were not interested in receiving HMG information or materials
- Healthcare providers were not interested in developing a referral process
- Healthcare providers did not return phone calls or emails
- Provider office staff did not relay HMG information to physicians/nurses

- HMG staff turnover/no HMG outreach staff or outreach position
- No barriers, challenges, or gaps related to CHCPO were experienced.
- Other/Additional comments:

4.3 What efforts to recruit, engage, and maintain a Physician Champion were accomplished during this reporting period? *Select all that apply.*

- A new Physician Champion was recruited:
 - Physician name + post nominal letters: _____
 - Name of office/practice: _____
 - Website URL: _____
 - Letter of acknowledgement acquired (section 2.3.2)? Yes No
- Physician/s were invited to become Physician Champion/s, but declined
- A new potential Physician Champion was found
- Current Physician Champion/s were contacted to check-in
- Current physician champion advocated for HMG
- A developmental screening/iPad/milestone checklist initiative was suggested/offered
- A temporary developmental screening/iPad/milestone checklist initiative was conducted
- An indefinite developmental screening/iPad/milestone checklist initiative was developed
- No efforts to recruit and engage a Physician Champion were accomplished.
- No contact with our current Physician Champion this reporting period.
- Other/Additional comments:

**4.4 What activities did your Physician Champion accomplish during the reporting period?
*Select all that apply.***

- Presented at local American Academy of Pediatrics (AAP) chapter meeting
- Presented at HMG Leadership/Advisory team meeting
- Participated in HMG Leadership/Advisory team meeting
- Made referrals from practice to HMG
- Requested more HMG materials
- Requested HMG educational session/training
- Other:

5.0 FAMILY AND COMMUNITY OUTREACH

Expected Outcome: Increase the number of families and members of the community that are provided information about child screening and HMG, as evidenced by the number of individuals reach through family and community outreach activities.

5.1 Write a brief narrative that summarizes and analyzes the activities that were accomplished during the reporting period toward meeting this expected outcome. *Select all that apply.*

- In-person “Books, Balls, and Blocks” event held
- Virtual “Books, Balls, and Blocks” event held
- “HMG on the Go” event held
- Attended a community fair, expo, event, etc.
- Visited a local childcare center, library, etc.
- Material distribution (printed materials/HMG giveaway items) to families and caregivers
- Media/Marketing activities (newspaper/magazine ad/article, radio, website information. etc.)
- Social media ad campaign or boosted post (paid posts)

- Other/Additional comments:

5.2 Describe any significant barriers, challenges, or gaps related to implementation of this HMG component that were experienced during the reporting period. *Select all that apply.*

- No community events were held this reporting period
- Difficulty maintaining relationships with local libraries, childcare centers, etc.
- HMG staff turnover/position vacancy
- Lack of HMG outreach materials in inventory
- Other/Additional comments:

5.3 Write a brief narrative that describes and summarizes the efforts to plan and conduct at least one in person and one virtual Books, Balls, and Blocks community screening event. *Select all that apply.*

- Currently in the planning stages for a virtual BBB event
- Currently in the planning stages for an in-person BBB event
- Partners were established for BBB event
- Secured date/location for in person BBB event
- In-person BBB event was held this reporting period
- Virtual BBB event was held this reporting period
- In-person BBB event was held in a previous period

- Virtual BBB event was held in a previous reporting period
- Not currently planning any BBB events
- Other/Additional activities:

5.4 Provide an assessment of how the community system is working in the service area, including, but not limited to, any new partners that have been engaged during the reporting period, progress made with existing partners, or potential future partnerships. *Select all that apply.*

- Attended workshop/committee meeting/seminar/training
- Follow-up with potential agency partnership
- Developed new referral process with community service agency
- Developed new follow-up process with community service agency
- Distributed materials to community agencies
- New community agency partnership established.
 - o Agency/organization: _____
 - o What does partnership entail?

- Other:

