

Help Me Grow Fidelity Assessment Office Hours *2023 Reporting Period*

February 8, 2024

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Help Me Grow National Center
Office for Community Child Health
Connecticut Children's Medical Center

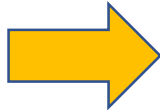
Office Hour Agenda

1. Welcome
2. Fidelity Assessment Timeline, Reminders, Resources Available
3. Questions Received to Date
4. Excel Demo
5. Open Q/A Time

Fidelity Assessment Timeline,
Reminders, Resources Available

Timeline: A look ahead

We are here.



ACTIVITY	DATE/TIME
Customized Fidelity Assessment Tool: Each HMG system will receive their unique tool pre-populated with last year's data. Affiliates will have two months to complete this assessment.	January 26, 2024
2023 Annual Fidelity Assessment Data Collection Period: HMG affiliates complete and return the annual Assessment.	January 26 - April 1, 2024
Fidelity Office Hours: Have questions? Join us during office hours for assistance!	3-4pm ET, February 8, 2024 3-4pm ET, February 27, 2024 3-4pm ET, March 18, 2024 3-4pm ET, March 26, 2024
Fidelity Assessment Due to HMG National: All HMG affiliates must submit completed tool through the provided Smartsheet Link.	April 1, 2024
Draft Preview Period: HMG National will send a draft preview report to Affiliates. Affiliates are requested to submit any edits within one week to HMG National.	Early May 2024
Final Analysis: HMG National will perform the final analysis of network's Fidelity Assessment data.	Mid-May - mid-June 2024
Dissemination of Final Reports: HMG National will oversee the distribution of final reports for this reporting period.	Mid-June 2024
Fidelity Experience Survey: HMG National will distribute a fidelity experience survey, allowing affiliates to provide feedback on their experience with the new Excel-based tool.	Mid to late-June 2024

HMG Fidelity Assessment Resource Webpage:

- All resources for Fidelity Assessment will be posted and accessible through our HMG Fidelity Assessment Resource Webpage
 - Link: <https://helpmegrownational.org/hmg-fidelity-assessment/>
- Quick demo
- Information on the page
 - Past Fidelity Assessment webinars
 - Live Q&A document
 - Office hours recordings
 - Tools and resources
 - Guidance document
 - Fidelity Fundamentals Document (Forthcoming)
 - Video tutorials
 - Links to submit questions



Bookmark this!

Questions for HMG National

- If you have questions on guidance & the Excel-based tool:
<https://app.smartsheet.com/b/form/cd3cfc28a6654cc6ab8c2e5f284c2152>



Bookmark this!

- **Importance of using the inbox**
 - We (Noshin & Melissa) can monitor simultaneously and track frequently asked questions.
 - Ensure a quicker response to participants.
 - Can also help identify if there's a need to push out any broad clarifications.

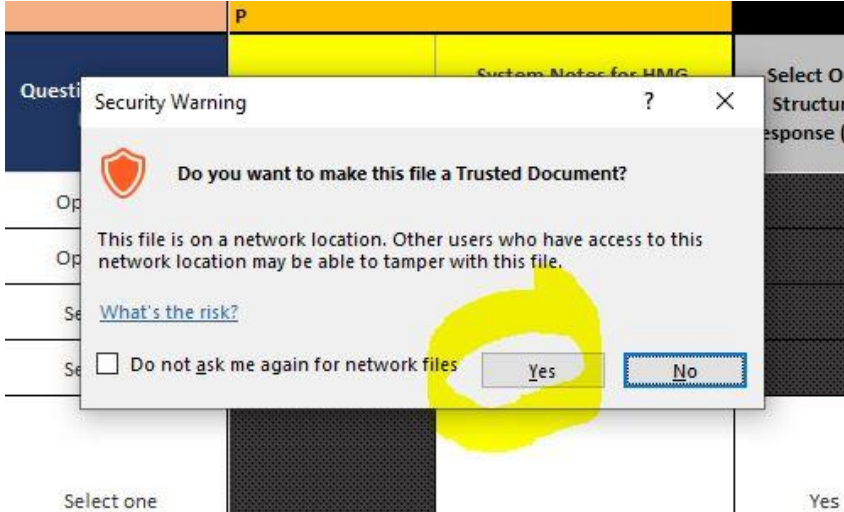
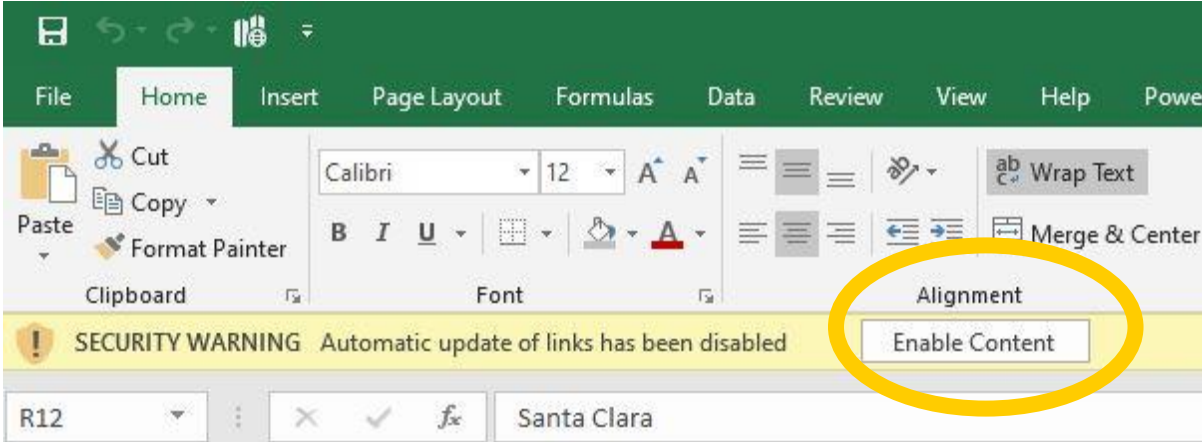
Live Q&A Document

- Live Q&A document: [2023FidelityAssessment FAQ.xlsx - Microsoft Excel Online \(live.com\)](#)
- We will be updating this link with frequently asked questions.



Bookmark this!

Reminder - Alerts



If you receive these alerts, when opening the excel based tool select the options circled in **yellow!**



Questions Received to Date

In reference to Q37: Linkage (L): The Impact Indicator Linkage is the proportion of families that report successful connection (SC) to a service or program provided through the HMG CAP.

Can you confirm if we should follow the data collection manual from 2018 for the definition of linked/connected or the excel based tool? The manual says connected means the child is receiving at least one service. (6a). And pending service is split out which includes waitlists, registrations, pending enrollments. In the 2023 updated definitions guidance document a successful connection is defined as family is registered for, has an appointment for, or is receiving at least one service. Are you including waitlist as a successful connection in the new definition? Should we stop using the 2018 data collection manual?

- All HMG Systems should use the following materials circulated in January 2024
 1. The excel based tool
 2. Updated guidance and definitions document
 3. Fidelity Fundamentals Document (Forthcoming)
- For families who are on a waitlist, this should be considered as a successful connection as their appointment is forthcoming.

Q17e Does this mean connects families to programs for the purpose of screening or connects them to programs which also screen?

- For this question you would select yes to all the ways in which your CAP supports screening efforts. For Q17e this would specifically mean if your CAP connects families to programs that will conduct a screening for them.

Q17	CAP	Please indicate the ways in which the CAP supports screening efforts:		
Q17a1	CAP	Shares screening results with early learning	Q17a, split into two questions. If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17a2	CAP	Shares screening results with community-based providers	Q17a, split into two questions. If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17b	CAP	Shares screening results with child health care providers	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17c	CAP	Directly administers screening	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17d	CAP	Connects families to an online resource for screening	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17e	CAP	Connects families to community programs that administer screening	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17f	CAP	Reviews screening results with families	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17g	CAP	Receives screening results from child health care providers	If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17h1	CAP	Receives screening results from early learning	Q17h, split into two questions. If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17h2	CAP	Receives screening results from community-based providers	Q17h, split into two questions. If you do not have a CAP, select "N/A" (Not Applicable).	Select one
Q17i	CAP	No CAP	Q17i has been removed for 2023 reporting.	Select one

Disaggregated data and the optional tab?

- We are curious on understanding if you have the capability to disaggregate data for fidelity metrics.
- For each question, please respond with 'Yes,' 'No,' or 'Unsure' regarding your HMG System's ability to disaggregate data on this category.
- It's perfectly acceptable if the answer is 'No'; we are simply seeking clarity on what capabilities exist within our network."

Question	(1) Does your system collect disaggregated data for this indicator?	(a) Undocumented Status/ National Origin	(b) Gender Identity or Expression	(c) Sex/ Sexual Orientation	(c) Mental and Physical Disabilities	(d) Age	(e) Religion	(f) Income
Families served (FS): Please answer the following for total number of families served (FS). This number does not need to be unique. Families that have returned to HMG for services more than once during the reporting period can be counted more than once.								
Education & Outreach (EO): Total number of families served that resulted in sharing information or education only.								
Referrals (R): Total number of families served that resulted in referral.								
Referrals Follow-Up (RF): Total number of families served with whom HMG followed-up								
Children Served (CS): Please answer the following for total number of children served (CS).								

Sensitive Data and the Optional Data Tab

- Submission of the Fidelity Assessment will be through SmartSheet which is password protected on servers.
- We strongly encourage the submission of aggregated data only, and for HMG Systems to exclude any personally identifiable information.

What are the blacked out cells?

- **Black** cells do not require an answer.
- Only yellow cells require an answer, these cells will turn **white** once they are populated with your data

2023 UPDATED GUIDANCE = ORANGE CELLS					SYSTEMS: 2023 Responses, Reporting Period: Ja Please complete columns: M, I	
#	Category	Question	2023 Guidance (If applicable)	Question Response Format	Select One or Enter in Value (2023)	Open-Ended Responses (2023)
Q7f	CAP	Other service providers or community-based staff	NOTE: Includes OT, PT, Speech, Home Visiting	Select one		
Q7g	CAP	We do not have a CAP at this time	REMOVED NOT NEEDED	Select one		
Q8	CAP	From whom does the specialized HMG CAP receive	Complete Column D, for Q8a-f. Skip Q8a-8f if you do not have a CAP.			
Q8a	CAP	Family members/caregivers		Select one		
Q8b	CAP	Health care providers		Select one		
Q8c	CAP	Child care providers		Select one		
Q8d	CAP	School district personnel		Select one		
Q8e	CAP	Early intervention providers		Select one		
Q8f	CAP	Other service providers or community-based staff		Select one		
Q8g	CAP	We do not have a CAP at this time	REMOVED NOT NEEDED	Select one		
Q9a	CAP	Implementation Indicator: HMG Care Coordinators follow-up with the initial caller regarding the referral that was made in approximately what percentage of cases? Families that did not want follow-up can be excluded from this estimate.	HMG Care Coordinators provide follow-up to the initial caller regarding the referral at least 75% of the time (if parent permission is received). UPDATE: We are now asking everyone to enter in a %, versus from an option list. Please indicate in column R if the number you provided is an estimate. If you do not have a CAP, leave black.	%		
Q10b	CAP	If < 75% of the time, describe barriers that prevent more frequent follow-up:		Open-Ended		

How should we collaborate amongst partners and team members with the excel based tool?

- Our Fidelity Resource Page includes a comprehensive guidance document containing all the questions for the fidelity assessment, along with definitions and guidance for each question.
- The Excel-based tool is equipped with filters, allowing you to sort by core component. This enables one team member to address all CAP questions, while another team member can focus on DCA questions.
- You can utilize the notes feature to add any important information or alerts for team members. This will help ensure that all relevant details are readily available and effectively communicated.

Excel Demo



WWW.HELPMEGROWNATIONAL.ORG