

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

February 27, 2024

Melissa Miller, MPH, PMP  
Noshin Ahmed, MPH

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

# Office Hour Agenda

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

# Poll

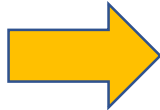
1. Where are you currently in the fidelity process?
  - a. Just starting out
  - b. In-Progress of completing the assessment
  - c. Almost complete
  - d. Complete and ready to submit
  
2. Please select which best describes how you are currently feeling about completing the Fidelity Assessment.
  - a. I have all the support and resources/data I need and am currently on track to completing this task.
  - b. I have some support and resources/data I need but there are some gaps.
  - c. I need support and more resources. I am feeling worried about not being able to get the data I need to complete the fidelity assessment

Fidelity Assessment Timeline,  
Reminders, Resources Available

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# Timeline: A look ahead

We are here.



ACTIVITY	DATE/TIME
<b>Customized Fidelity Assessment Tool:</b> Each HMG system will receive their unique tool pre-populated with last year's data. <b>Affiliates will have two months to complete this assessment.</b>	January 26, 2024
<b>2023 Annual Fidelity Assessment Data Collection Period:</b> HMG affiliates complete and return the annual Assessment.	January 26 - April 1, 2024
<b>Fidelity Office Hours:</b> 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
<b>Fidelity Assessment Due to HMG National:</b> All HMG affiliates must submit completed tool through the provided Smartsheet Link.	April 1, 2024
<b>Draft Preview Period:</b> 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
<b>Final Analysis:</b> HMG National will perform the final analysis of network's Fidelity Assessment data.	Mid-May - mid-June 2024
<b>Dissemination of Final Reports:</b> HMG National will oversee the distribution of final reports for this reporting period.	Mid-June 2024
<b>Fidelity Experience Survey:</b> 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
    - 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>
- **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.



Bookmark this!

# Live Q&A Document

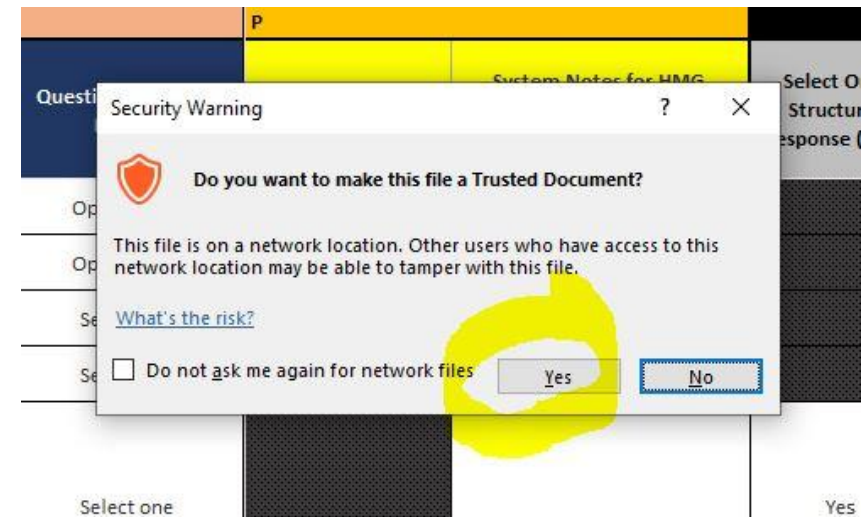
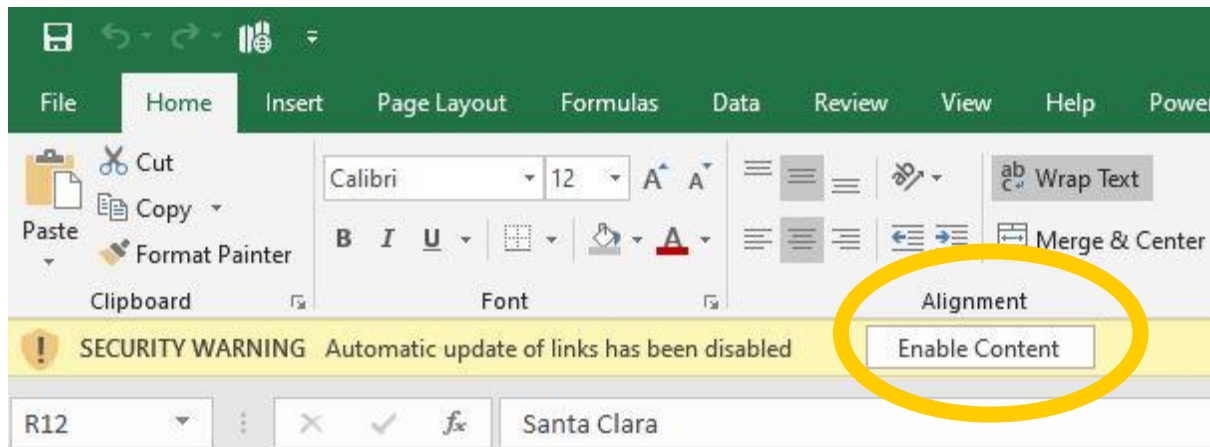
- Live Q&A document: [2023FidelityAssessment FAQ.xlsx - Microsoft Excel Online \(live.com\)](#)
- We will be updating this link with frequently asked questions.



Bookmark this!





# Reminder - Alerts



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



# Any additional questions?

- Unmute and ask your question 
- Add any questions/topics you'd like to discuss in the chat 



# Questions Received to Date

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In Reference to Q57: Feedback Loop (Child Health Care Provider Outreach)- HMG Care Coordinators close the feedback loop by sharing information about screening and/or referral outcomes in at least 75% of cases.

Is the Question Response Format functioning? I copied the Excel into a working document so it may be a formatting issue on my part - but I couldn't get the original to open under select one as well.

- Under the column “**Question Response Format**” this question should be labeled as a # and is marked as “**Select One.**”
- We will update this for future reports.

Q57	CHCPO	Feedback Loop (Child Health Care Provider Outreach)- HMG Care Coordinators close the feedback loop by sharing information about screening and/or referral outcomes in at least 75% of cases.	<p><b>UPDATE:</b> HMG closes the feedback loop with child health care providers by sharing information about the outcome of a particular child/family at least 75% of the time (if consented by family). This includes anyone who has been connected to HMG (anyone who has been referred regardless who they were referred by). We are also now requesting systems to enter in a % rather than selecting from a dropdown list of ranges like in previous years. If you do not have a CAP, leave blank.</p>	Select one	
Q58	CHCPO	If <75% of the time, please describe barriers that prevent more frequent follow-up:		Open-Ended	<p>Approximate % of cases Please enter a value between 0 to 100. You DO need to include the % sign.</p>



## Some questions within the excel based tool are missing.

- We have conducted a thorough review of the excel based tool and can confirm that all questions are included.
- Some question numbering are out of order to make sense for flow.
- We have identified two such instances where this happens and we have screenshotted below for awareness.

Q76	DCA	Please select the option that most appropriately characterizes the frequency with which your early childhood system analyzes local data collected by HMG:
Q91	DCA	Please indicate whether your system uses any of the following technologies to support early childhood systems building:
Q91a	DCA	Bright by Text
Q91b	DCA	Centers for Disease Control and Prevention (CDC) Milestone app
Q91c	DCA	Child and Adolescent Health Measurement Initiative (CAHMI)'s Well-Visit Planner

Q78	DCA	Please share with us if you have explored any new/novel approaches in the previous 12 months specific to your HMG efforts.
Q80	DCA	Please identify which Core Components and/or Structural Requirements were involved in the novel approaches shared in the previous question (select all that apply):
Q80a	DCA	Centralized Access Point
Q80b	DCA	Family & Community Outreach
Q80c	DCA	Child Health Care Provider Outreach
Q80d	DCA	Data Collection & Analysis
Q80e	DCA	Organizing Entity
Q80f	DCA	Continuous Quality Improvement
Q80g	DCA	Spread & Scale
Q79	DCA	If you have any resources, reports, tools you have invented as a result of your exploration and would like to share this with the HMG National Center and Affiliate Network please upload when submitting your completed Assessment.
Q81	Equity	Has your state-level HMG Organizing Entity set specific goals for racial equity?

## In Reference to Q40: If networking meetings are held, how many meetings occurred over the past 12 months?

**Question: What is the intent? Are you seeking to learn if we are hosting networking meetings to bring in new partners or do our standing advisory board meetings count since they strengthen partnerships that have already been developed or both?**

- Intent of networking key activities is to support networking among programs and agencies that touch children and families.
- This can include any networking meetings for which HMG is the convener or lead partner.



## In Reference to Q26-28 Our Centralized Access Point is operated by a contractor (who doesn't directly complete any screenings), who then connects families to their local district coordinator for screening (including through ASQ online). Do we count screenings completed at the local level in these #s or not since they were not directly completed by the staff at the CAP?

- For screenings facilitated **by your HMG CAP**, they should be counted in **Q26**.
- If your CAP operates similarly to the inquiry above, where screenings are **outsourced externally** and not directly conducted by HMG, but are instead conducted by an external partner and families are connected to an online or app-based platform, they should be recorded in **Q28**.
  - **Note:** We are thinking about revising this question in the future and would appreciate any feedback on how this is currently captured by HMG Systems.
  - Please submit this via the Q/A Inbox

Q26	CAP	Number of children for whom a developmental screening was conducted by HMG within the CAP or at a HMG-led event.	
Q27	CAP	Number of children referred to HMG after a developmental screening was conducted by a provider, organization, or partner agency in the community.	
Q28	CAP	Number of children whose developmental screening was conducted through online screening tool or web-based app platform as part of your HMG system.	2023 UPDATE/ CLARIFICATION: There may be overlap in the children counted in Q26, particularly if they were screened with an online/app based platform. This count can include children screened by partners that use an online/app screen connected to HMG.



# Any additional questions?

Please enter any questions/topics you'd like to discuss in the chat

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Previously reviewed questions &  
answers

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**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 (Now Uploaded)
- 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	<b>NOTE:</b> Includes OT, PT, Speech, Home Visiting	Select one		
Q7g	CAP	<b>We do not have a CAP at this time</b>	REMOVED NOT NEEDED	Select one		
Q8	CAP	<b>From whom does the specialized HMG CAP receive</b>	<i>Complete Column D, for Q8a-f. Skip Q8a-8f if you do not have a CAP.</i>			
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	<b>We do not have a CAP at this time</b>	REMOVED NOT NEEDED	Select one		
Q9a	CAP	<b>Implementation Indicator:</b> 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). <b>UPDATE:</b> 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 blank.	%		
Q10b	CAP	<i>If &lt; 75% of the time, describe barriers that prevent more frequent follow-up:</i>		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.



# Any additional questions?

Please enter any questions/topics you'd like to discuss in the chat







# Next Office Hours

- Fidelity Office Hour #3 March 18, 2024 | 3:00-4:00pm ET  
<https://connecticutchildrens.zoom.us/meeting/register/tJltf-urpjooEtQyHGyCmycNRLV1Wvp3V8CD>
- Fidelity Office Hour #4, March 26, 2024 | 3:00-4:00pm ET  
<https://connecticutchildrens.zoom.us/meeting/register/tJ0pf-uurjsoGNFBcaLUynFNpSJFjq8nKrXv>



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