

Help Me Grow Fidelity Assessment Final Guidance Information Session *CY 2024 Reporting Period*

January 22, 2025

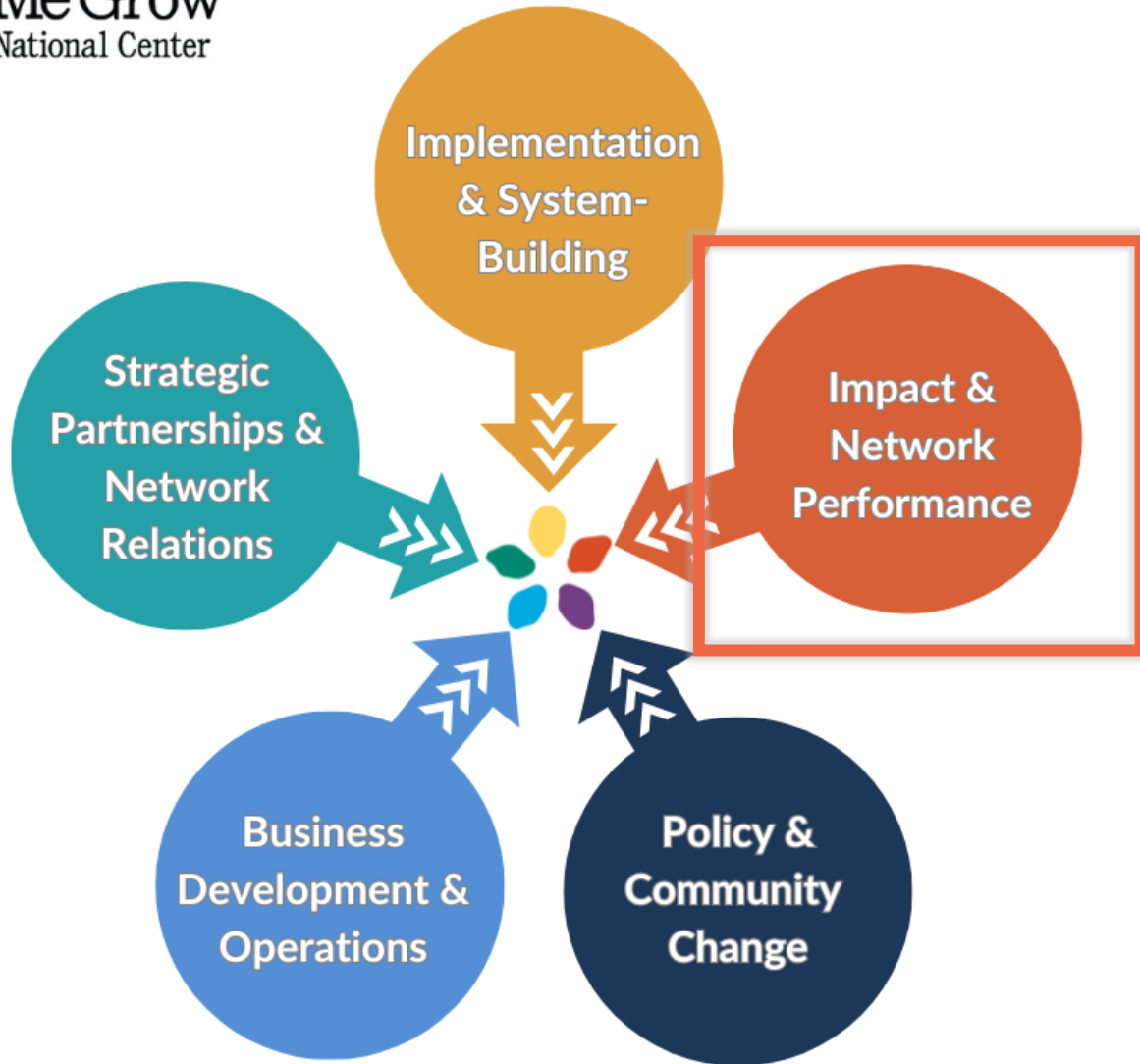
Melissa Miller, MPH, PMP
Chandni Patel, MPH

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

Welcome from our Executive Director, Kimberly Martini-Carvell

- Uniqueness of the HMG approach to affiliation
- Importance of the HMG Fidelity Assessment





Melissa Miller, MPH, PMP
Associate Director



Chandni Patel, MPH
Program Coordinator

Webinar Agenda

- 1. Quick Poll: Who's here?**
- 2. Overview and Importance of Fidelity Assessment Data**
- 3. Fidelity Assessment Timeline**
 - a. Recap of our Fidelity process to date
 - b. Future timeline
- 4. Open Comment: Summary of Feedback Received**
 - a. Summary of Open Comment
 - b. Update on changes to tool
- 5. Update: Fidelity Guidance**
 - a. Walkthrough key guidance updates
 - b. Submission process
- 6. HMG National Support and Next Steps**
 - a. Fidelity Assessment Tool distribution
 - b. Office hours
 - c. Support resources
 - d. Fidelity Assessment Q&A inbox
 - e. Recap how to submit fidelity, deadline

POLL: Introduction & Attendance

1. Is this your first time taking the Fidelity Assessment?
2. Is this your system's first time taking the Fidelity Assessment?
3. Did you attend the *Fidelity Guidance Preview (Webinar 1 of 2)* on December 16?

Overview and Importance of Fidelity Assessment Data



Overarching Data Goals and Vision

Complete Data

Maintaining high response rate for Fidelity Assessment (**Completion of Fidelity Assessment annually is a *requirement* of affiliation**)

Identifying ways to facilitate the data collection process (**Excel-Based Tool, *New* Google Sheets**)

Understand why missing values are occurring in our data set

Valid and Reliable Data

Consolidate Fidelity Assessment into one tool (“apples to apples”)

Ensuring the measures are valid and reliable

Conducting a report preview period (**last year over 80% of systems participated**)

Identifying how HMG National can support data infrastructure and create forums to foster data needs and collaboration

Outcomes-Driven & Actionable Data

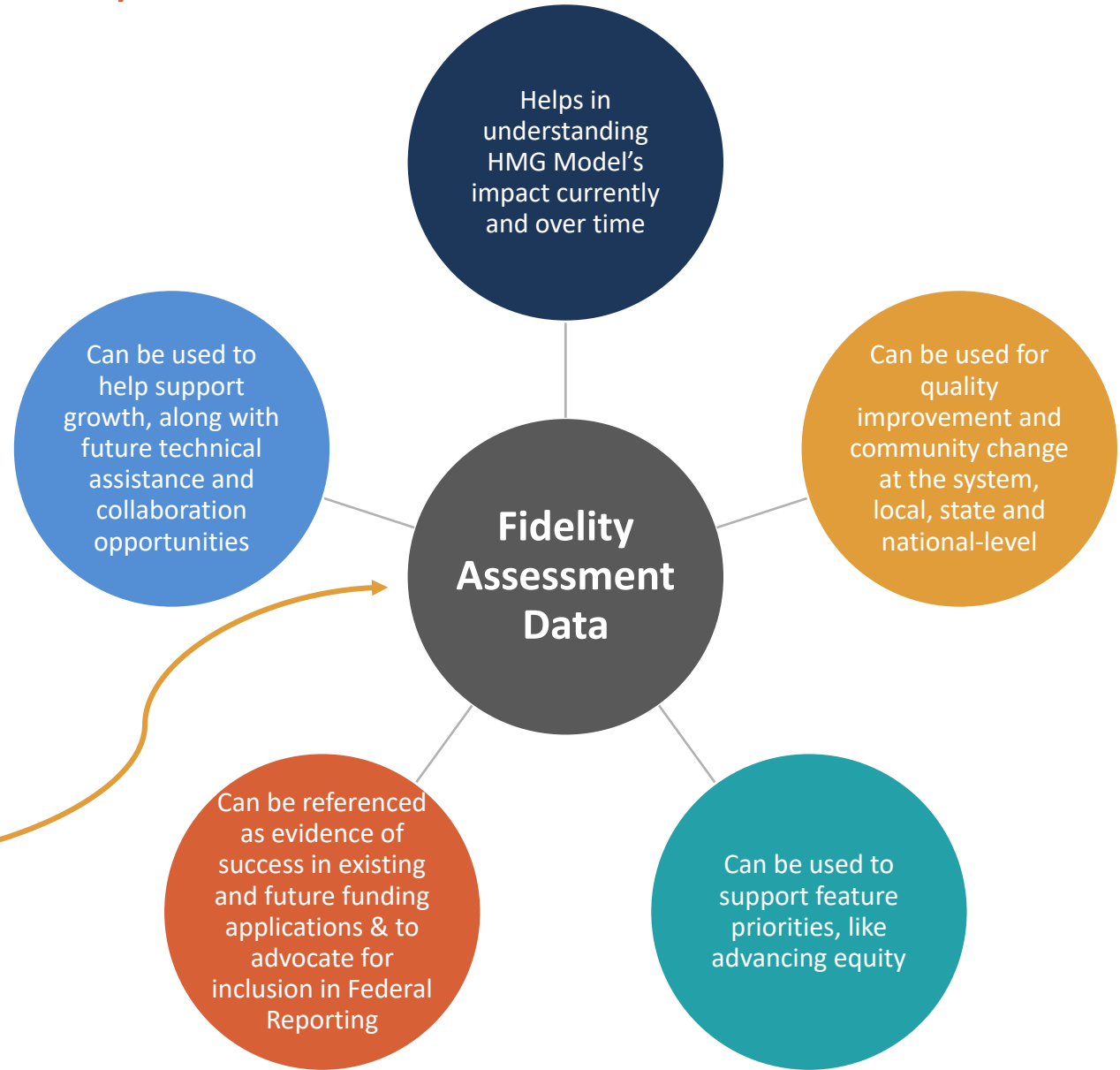
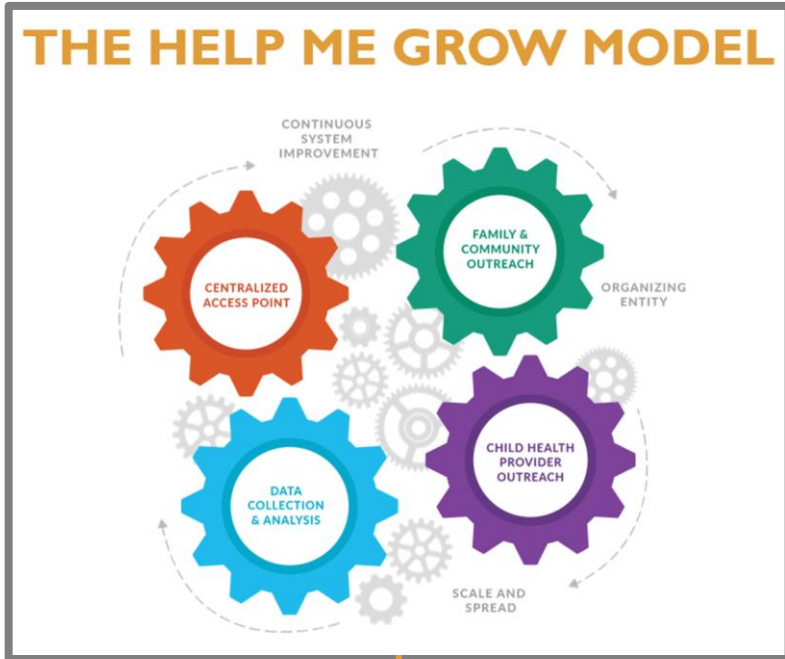
Considering ways to streamline, and optimize the data collected in the tool

As systems move into full implementation shifting from process → outcomes measurement

Developing measures to better determine HMG’s impact and drive actionable change at the local, state and national-level

Leveraging data to support quality improvement, maintenance and sustainability

Why is Fidelity Assessment data important to HMG National, the HMG Network & the early childhood field?



Help Me Grow Strategic Planning

5 Growth Priorities

Further validate
HMG's impact
model

Accelerate use of
data for
community
change

Define HMG's
role in advancing
racial equity

Secure robust
funding for
HMG

Pursue growth in
existing HMG
states and
systems

FIDELITY ASSESSMENT DATA

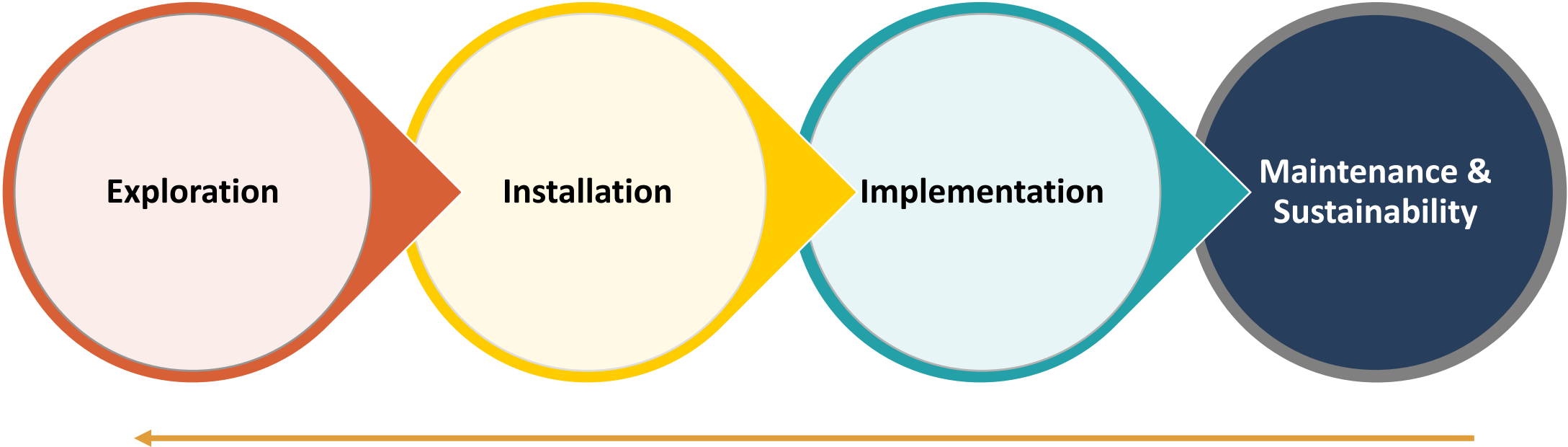
A Continued Effort to Optimize the Affiliate Fidelity Assessment Experience and Obtain Valid Data

Fidelity Assessment: Experience Inputs

1. Fidelity Assessment: Frequently Asked Questions
2. Fidelity Experience Survey
3. Fidelity Office Hours
4. Ongoing Conversations & Dialogue



Phases of Implementation



NOTE: It is possible for a system to move in the opposite direction too. This happens with system change and/or as a result of staff changes, funding shortages, etc.

Fidelity Assessment Timeline

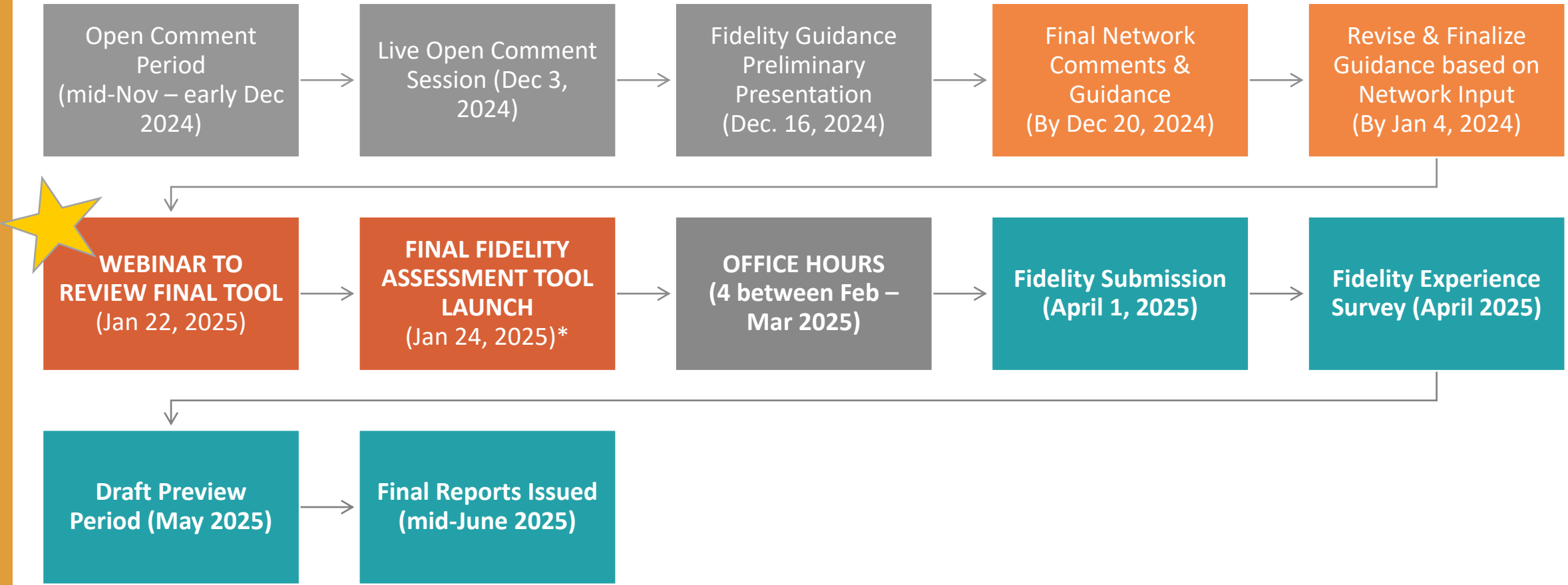
Recap: Key Highlights from December 16 Webinar

- Systems have the option to submit their annual Fidelity Assessment data submission through two formats:
 - Excel-based tool
 - Google Sheets (*NEW*)
- There have been updates made to guidance - largely focused on providing clarification based on past frequently asked questions, including some [new questions](#).

2024 Fidelity Process



We are here.



*HMG NATIONAL CENTER TO GENERATE CUSTOMIZED TOOL POPULATED WITH 2023 DATA

Next Steps - Submitting Fidelity

January 24

- **All HMG system leads** will receive their customized Excel tool via email on January 24, 2024.
- If available, the tool will be pre-populated **with the system's 2023 Fidelity or Sustainability Assessment data**.

January 24-
April 1

- **Compilation of data:** Two months to compile your data and complete the tool.
- **Office Hours:** 4 office hours (links on future slide)
- **Submit questions to the Fidelity Q & A inbox:**
<https://app.smartsheet.com/b/form/cd3cfc28a6654cc6ab8c2e5f284c2152>

April 1

- Submit completed tool with any supplemental information to HMG National Center via this SmartSheet Link:
<https://app.smartsheet.com/b/form/a90c3dc91c3b4e19aa46c518f6f11f3c>

Quality Check & Analysis of Fidelity Assessment Data

By Early May
2025

- **HMG National** to review Fidelity Assessment submissions and follow up on any missing data.
- **Network** to participate in **preview period** and review and provide edits to draft report.

Mid-May to
mid-June 2025

- **HMG National** conducts final analysis of Fidelity Assessment data.
- **HMG National** creates final reports.

By mid- to
June 2025

- **HMG National** disseminates final reports.
- **Network** issues Fidelity Assessment Experience Survey.

Poll #2: Pre-Test

Test Your 2024 Fidelity Assessment Knowledge

1. How is the Fidelity Assessment tool being disseminated?
2. What is the data reporting period?
3. Where can I submit questions on Fidelity Assessment?
4. What resources are available to me to complete Fidelity Assessment?
5. How do I submit the Fidelity Assessment?

Open Comment: Summary of Feedback Received

Open Comment Summary

- Occurred from November 13, 2024 – December 20, 2024
 - 22 questions/comments received
 - 11 states, 17 systems represented
- Live Open Comment Session on December 3, 2024
 - 23 Participants attended



Summary of Findings: Open Comment

#	Summary Feedback	HMG National Response
1	Cell and text sizes: The font is small and runs long in the cells. The rows should be enlarged to ensure full readability.	Adjusted the formatting of fonts, columns, rows. Added the accordion/collapsible/expandable feature (+) The cells have been expanded for full readability of the content.
2	Challenges with the Excel Tool/Excel Usability	Google Sheets offered as an alternative this year.
4	Question and concerns on disaggregation	We have revised and reduced the number of questions we are asking – will discuss later.
5	Request to have questions separated by topic.	The filter feature allows to see one topic at a time.
6	Request for previous year's data.	Last year's data will be available on the right side of the tool.

Additional feedback

- “The draft guidance in orange and the clarifications were helpful, incorporated response to feedback, and created more specificity for our answers.”
- “Loved the excel sheet last year!”
- “Offering a Google sheets option will be extremely helpful.”

Update: Fidelity Guidance

Guidance Updates Since December 16 Webinar (January 2024)

1. Updates to existing guidance

- Did not receive any comments that resulted to guidance from systems through the question inbox
- Please review to the December 16 slides for a complete summary of guidance changes. Download here: <https://helpmegrownational.org/hmg-fidelity-assessment/>

2. Updates since December 2024

1. Created Google Sheets Template in addition to Excel
 - Quick Survey distributed to requested Network preferences (early January 2025)
2. Adjusted the disaggregation data questions/requests

Disaggregated Data (Previously Optional Data Tab (*NEW*))

Help Me Grow Strategic Planning

5 Growth Priorities



Activities to address this strategic priority:

- Understanding the Network's current capabilities in disaggregating data.
- Work with Seed Collaborative to understand how the Targeted Universalism Framework can be applied to our work.

Disaggregated Data Questions

- **Goals:**

- To understand **capabilities** of affiliates in disaggregated data
 - **Q33a_DDa-f, zz: Children Served** (Age, Geographic Locations, Race, Ethnicity, Insurance, Language, Other)
 - **Q34a_DDa-f, zz: Families Served** (Age, Geographic Locations, Race, Ethnicity, Insurance, Language, Other)
 - **Format:** Yes/No
- To understand **what data affiliates currently collect**
 - Upload a report of data you have available and by categories when you submit

Note: The answers of any of these questions **are not used to determine Fidelity implementation status**; this is just a landscape scan. Last year it was optional to submit this information, and we are hoping to get a fuller picture this year. A response of “No” is ok!

Fidelity Assessment Tool Walkthrough



Fidelity Assessment Tool

Facilitates Collaboration in Completion: The tool allows for collaborative efforts amongst HMG teams, data sharing, and response editing. You can filter questions, share the sheet, and see everything all at once.

Save your Work: The tool allows you to save your work and return to it easily.



Guidance & Definitions: The tool includes question guidance & definitions all in one place (no need to refer to separate documents).

Historical Fidelity Data: The tool provides a seamless way to carry over historical Fidelity data from previous years so affiliates are able to track their progress over time.

Data Standards/Guidelines: The tool ensures that the data entered meets the required format and is consistent with HMG National's data standards. If any discrepancies or errors are identified, the tool prompts users to make corrections.

Notes: One of the features of the tool includes the ability to include notes on data submitted, ensuring users can actively provide context and additional information about the data being reported to HMG National.

MG Fidelity Assessment Tool
Instructions: Please complete columns F, G, H, and I. For detailed instructions, please review the "Instructions and Resources" tab.

CELLS HIGHLIGHTED IN YELLOW ARE REQUIRED

NEW GUIDANCE FOR 2024 IS HIGHLIGHTED IN ORANGE

2024 UPDATED GUIDANCE = ORANGE CELLS

SYSTEMS: CY 2024 Responses, Reporting Period: Jan. 1, 2024 - Dec. 31, 2024
Please complete columns: F, G, H, I

CY 2023 DATA

Category	Question	2024 Guidance (If applicable)	Question Responses & Format	Select One or Enter in Value (CY 2024)	Open-Ended Responses (CY 2024)	Unable to Answer/Report	System Notes for HMG National Center or Internal Tracking	Select One or Enter in Value (2023 DATA)	Open-Ended Responses (CY 2023)	Unable to Answer/Report 2023	2023 System Notes
System Information	Data Reporting Period Start Date:	Response should be Y1/24, but please indicate if otherwise in Column G.	Select one								
System Information	Data Reporting Period End Date:	Response should be 12/31/24, but please indicate if otherwise in Column G.	Select one								
System Information	Your Name:		Open-Ended								
System Information	Your Email Address:		Open-Ended								
System Information	State:		Select one								
System Information	HMG System Name:		Select one								
CAP	Implementation Indicator: An entity has been identified to serve as the HMG Centralized Access Point (CAP) for the HMG system, with the intent to serve a target population of young children and the providers that serve them.		Select one								
CAP	Implementation Indicator: Is the specialized HMG CAP currently accepting referrals/clients?		Select one								
CAP	Implementation Indicator: Please provide the MINIMUM age served by the CAP.	Select the minimum age of children served by the CAP. - Child of expectant parent: Select "Prenatal" - From birth: Select "Birth" - All other ages: Select # of months through 12 months, years, age 2 and older.	Select one								
CAP	Implementation Indicator: Please provide the MAXIMUM age served by the CAP.	NOTE: All Fidelity impact indicator #s should only be children up to age 8. In other words, data reported does not include those age 8 or older.	Select one								

Live Demo: New Fidelity Assessment Tool

- Tool walkthrough
 - Google Sheets
 - Excel
- Key Functions
 - Populating the tool with data
 - Submitting your completed Fidelity Assessment
 - Questions



HMG National Support & Next Steps

IMPORTANT

Fidelity Assessment Tool Distribution

- **On January 24, by midnight EST**, all HMG system leads will receive an email from Melissa Miller with their customized, Excel-based or Google Sheets-based Fidelity Assessment tool for the 2024 data reporting plan.
- **ACTION REQUIRED:** HMG State leads, primary systems leads, secondary system leads and evaluation leads will receive this email, please forward this email to any members of your team that are responsible for completing the Fidelity Assessment. All other team members, check with your HMG leads and/or evaluation lead if you have not heard yet.

Tips on Getting Started:

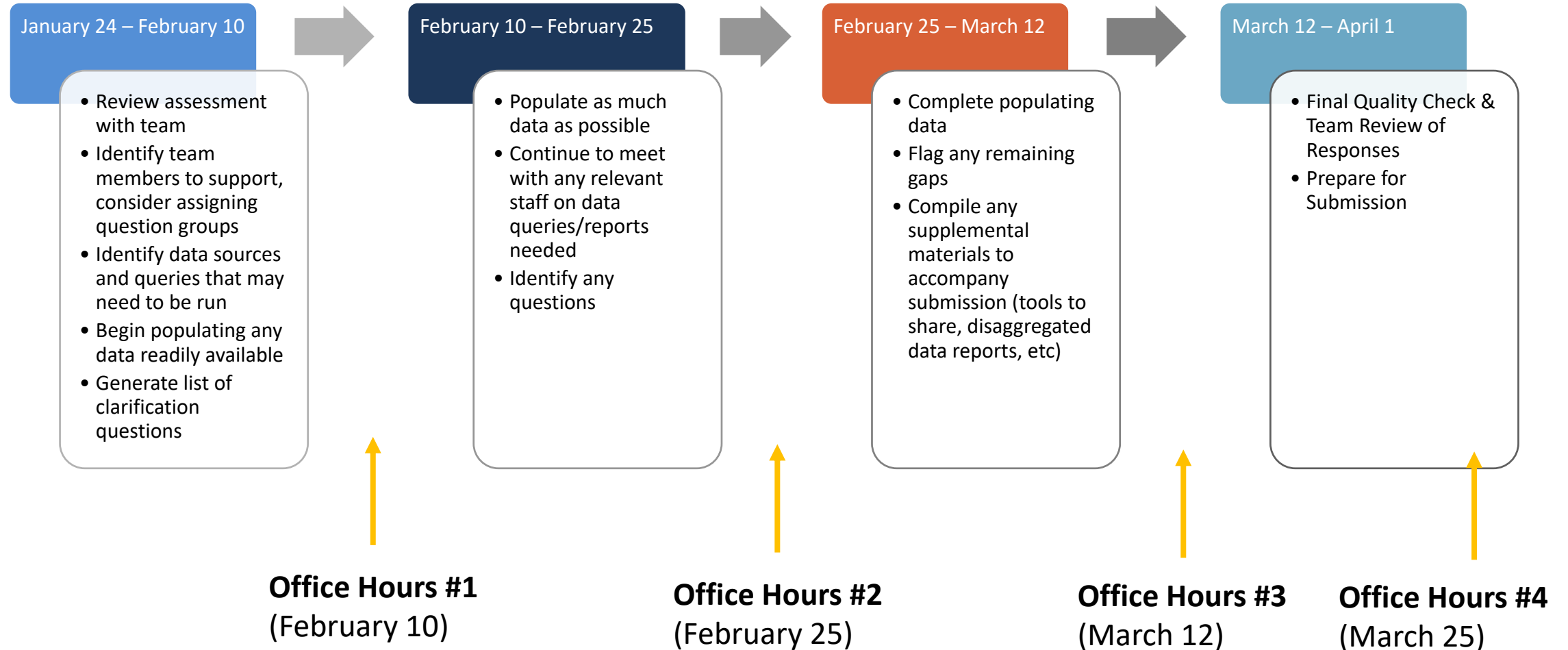
“This is my first time completing Fidelity Assessment.”

- Add Fidelity Assessment as an agenda item at any regular team meetings until submission. Use this as an opportunity to:
 - Identify who on your team might be able to support the process
 - Consider splitting up the process/assigning roles
 - Identify the data sources
 - Structured Responses (Yes/No, Multiple Choice) & Open/Ended Free-Responses: Identify who might be able to complete each question
 - Impact Indicators/Numerical Responses: Identify what queries or reports need to be generated
 - Review all the questions and use the notes column to write any notes and assignments
 - Develop an internal timeline (See *Sample timeline on next slide*)
- Set up regular check ins with key team members to monitor progress.
- NOTE: For systems new in 2024 and might not have a full year of data: Please indicate what portion of the year you are reporting your Assessment data for. It is ok if you are unable to answer all the questions and may need to put N/A for some questions. This assessment is used as a baseline.

Tips on Getting Started:

“This is my first time completing Fidelity Assessment.”

SAMPLE TIMELINE



Office Hours

All office hours will begin with a 10-15 minute presentation from HMG National, followed by a 45-minute open Q&A from participants. They will be recorded, though we encourage you to attend live and raise any questions you have.

Office Hours	10-15 minute topic focus	Date & Time (all times in EST)	Link to Register
1	Excel support & first-time completing Fidelity Assessment	February 10 2:00 p.m. - 3:00 p.m.	https://connecticutchildrens.zoom.us/j/9876543210
2	Frequently asked questions (FAQs)	February 25 3:00 p.m. - 4:00 p.m.	https://connecticutchildrens.zoom.us/j/1234567890
3	Frequently asked questions (FAQs)	March 12 2:00 p.m. - 3:00 p.m.	https://connecticutchildrens.zoom.us/j/0987654321
4	FAQs and Fidelity Assessment submission	March 25 2:00 p.m. - 3:00 p.m.	https://connecticutchildrens.zoom.us/j/5678901234

HMG Fidelity Assessment Resource Webpage: One stop shop

- All resources for Fidelity Assessment will be posted and accessible through our HMG Fidelity Assessment Resource Webpage
 - Link: <https://helpmegrownational.org/hmg-fidelity-assessment/>
- Information on the page
 - Past Fidelity Assessment webinars
 - December 16
 - Live Q&A document
 - Office hours recordings (forthcoming)
 - Tools and resources
 - Guidance document (Forthcoming)
 - Video tutorials (Forthcoming)
 - 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 (Chandni & 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: [FidelityFAQ_2024ReportingPeriod.xlsx](#)
- We will be updating this link with frequently asked questions.



Bookmark this!

Poll: Feedback

1. On a Scale of 1-5, how valuable did you find today's session, 5 being very valuable and 1 being not valuable.
2. Please let us know any additional ways we can be of support during the Fidelity Assessment process. (short answer)

Questions & Recap

- Questions? Concerns?
- Thank you again for your participation and diligence in completing this tool.
- Reminder: Look out for an email from Melissa Miller, Friday, January 24.



DUE JANUARY 31, 2025



HELP ME GROW NATIONAL FORUM 2025

IN-PERSON EVENT

July 14-16, 2025, Hartford, CT

Interested in Presenting at the 2025 Help Me Grow National Forum? Call for Proposals Now Open

The HMG National Forum is an opportunity for affiliates and collaborators to network, create partnerships, learn new things, and grow together.

HMG Forum 2025

**Weathering Any Storm:
Building Resilient Early Childhood Systems**

Join us in-person on July 14-16, 2025 in Hartford, Connecticut!

<https://helpmegrownational.org/our-affiliate-network/annual-forum/>



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