



Family Strengthening Reporting

Demographics

- **Special Needs and Disabilities Questions:** In addition to the questions found in the child form around disabilities or children with disabilities, the adult form asks for the number of children/youth in the family with a disability (independently of whether they are directly receiving services). If the child demographics form identifies a condition that has lasted a year or more, the family/case level response should list at least one child in the family with a disability. On the other hand, the family/case level response may show one or more children in the family have a disability, yet the target child listed in the information form may not be one of the children with the condition or disability.
- **Referred From field:** This field has been activated for all family service programs only. Providers are expected to select the source of referral for all new participants being enrolled.
- **Open and Close Dates:** To get an accurate measure of monthly sessions attended, the open date should be the same as the first date of attendance and close date should be the same as the last date of attendance.

Attendance

- **Creating Groups:** To avoid confusion, group names should NEVER include the activity name. For group parenting activities, it is recommended that the group name include the cohort number and site name. For home visiting, it should include the home visitors name.
- **Entering Attendance:** The decision to enter attendance for a parent, a child or both is based on EBP requirement and reflected in the Scope of Services (Attachment A).
- Providers implementing a curriculum requiring both parent and child to attend services, must enter attendance for both participants, regardless of whether they had the session together.
- **Make up sessions:** for individual services, a make up session should be rescheduled as close to the missed session as possible to allow time for homework and practice prior to the next scheduled session. Two sessions in one day is only expected when EBP requires a separate session with each parent-child dyad in the family.
- **Individual service attendance tracking** will be based on the total number of families contracted to be served and their attendance across all activities not on individual participants (parents/children) served per activity. On the other hand, dosage expectation (e.g. 3 visits per month) remains specific to the activity and must be met each participant.

Performance Measures (PM)

- Measurement tools trainings are **NOT** required prior to implementation. Even the more complex tools include a very comprehensive manual and, as per the developer, does not require training to administer. Discussions around tool administration, interpretation, and implications for treatment plan should occur during regular supervision.
- **Service Component Start Date:** To avoid confusion, be sure service components start date is the same as the participant open date.
- **Service Component Assignment:** indicate the participants who should have the respective service component assign to them. For example, in some cases there may be a parent report tool that measures the target child's behavior and therefore would be reported under the target child instead of the parent. Refer to the outcome table from your scope of services (Attachment A) to assure the appropriate participants are tested.
- **Timing of tool administration:** Carefully follow the tool timing schedule in the outcome table from your scope of services (Attachment A) to assure participants are tested as expected.