Family Home Visiting Reporting Requirements for 2019

Minnesota Department of Health
Family Home Visiting Section – Evaluation Unit
PO Box 64882,
St. Paul, MN 55164-0882
651-201-3739
Health FHVData@state.mn.us
www.health.state.mn.us/fhv/

Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.
Introduction

Purpose of Data Collection

The Minnesota Department of Health (MDH) collects data for evaluation of Minnesota Family Home Visiting (FHV) programs, and to meet federal and state reporting requirements. MDH will use FHV evaluation data for:

▪ Reporting to the MN Legislature and communicating with stakeholders about the value of FHV services;
▪ Monitoring state, regional, and county performance;
▪ Identifying gaps and needs for training and technical assistance; and
▪ Prioritization of continuous quality improvement (CQI) projects.

Who Must Report

MDH requires the reporting of aggregate and individual-level data on FHV clients served by the following grants:

▪ FHV Temporary Assistance for Needy Families (TANF) grants;
▪ Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grants;
▪ State-funded Nurse-Family Partnership (NFP) grants;
▪ State-funded Evidence-Based Home Visiting (EBHV) grants.

Clients served wholly or in part by funds from these grants are required to be included in reporting to MDH. A summary of grant reporting requirements is provided in Appendix A: Summary of Required Data Submissions by Grant.

Agencies may optionally report data to MDH on FHV clients served entirely with funding sources other than the grants listed above, if the client has given informed consent. See section below regarding informed consent processes.

Data Practices and Informed Consent

FHV grant agreements require FHV grantees to comply with the Minnesota Government Data Practices Act, as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the grantee under the grant agreement.

All FHV grantees are required by their grant agreements to have a process that asks clients for written informed consent to provide the State of Minnesota with their individual-level data, including personal identifiers, for the purpose of evaluating FHV programs. FHV grantees must inform clients that their decision to not grant consent for this data sharing will not impact the client’s or the client’s family’s access to services. More information on informed consent is available from the Minnesota Department of Administration’s Data Practices Office (https://mn.gov/admin/data-practices/data/warnings/consent/).

Individual-level data should be reported to MDH according to the level of informed consent given by the client to share their data with the State of Minnesota. Details about identifying
data elements associated with each level of informed consent are provided in the section “Collection of Name and Address Data Elements.”

Grantees must track any FHV clients that do not grant informed consent to release their individual-level data to the State of Minnesota, in order to be able to include those clients in aggregate-level reports on services provided by FHV grant programs.

**Nurse-Family Partnership Data**

Local FHV programs implementing the Nurse-Family Partnership (NFP) model and entering FHV client data into the NFP Data Collection System (DCS) must provide authorization to the NFP National Service Office (NSO) before the NSO will provide client data to MDH on behalf of the local FHV program. In addition, NFP programs should provide a list of clients who have opted out of sharing their data with MDH to the NSO each month in order to exclude those clients’ data from files received by MDH.

During 2019, MDH will accept data sent by the NSO on behalf of the local agency as fulfilling reporting duties in MDH FHV grant agreements for NFP programs. For further information on authorization or the opt-out list process, contact the NFP NSO.

**Changes to FHV Reporting Requirements in 2020**

Beginning in January 2020, all FHV grantees will be required to report individual-level evaluation data to the new MDH FHV data system, Information for Home Visiting Evaluation (IHVE, pronounced “ivy”). More information about the transition to IHVE will be provided in the fall of 2019.

**Technical Assistance**

Questions about MDH FHV data collection and submission can be directed to Health.FHVData@state.mn.us.

For technical assistance with extracting data from your local data collection system for submission to MDH, or other questions related to using local data systems, please contact your data collection system vendor.
Requirements by FHV Grant Type

**MIECHV Grants**

MIECHV grantees began collecting data according to new requirements beginning October 1, 2016. The new requirements were implemented to collect data needed for new MIECHV performance measures as created by the federal Health Resources and Services Administration (HRSA). For more information on MIECHV performance reporting, please see the [HRSA Home Visiting Program website – Performance Reporting and Evaluation Resources.](https://www.hrsa.gov/homevisiting/

**Individual-Level Data for MIECHV Clients**

*Forms Data*

MIECHV grantees should collect individual-level data for MIECHV clients (except those served by the NFP model) using the [MIECHV Evaluation Forms Packet](http://www.health.state.mn.us/divs/cfh/program/fhv/content/document/pdf/miechvevalformspacket.pdf). This data can be collected using the MIECHV Forms Application provided by MDH, or in forms available in the PH-Doc system.

*Visit-Level Data*

MIECHV grantees should submit visit-level data files that include the date of each home visit provided to MIECHV clients. See [Appendix B: Visit-Level Data Specifications](#), for more details. For visits to MIECHV families with children, responses to the question on Behavioral Concerns and the questions on Emergency Room visits for injuries (items 8 through 13) are required.

All individual-level data files (Forms Data and Visit-Level Data) should be securely submitted to MDH via the [MDH File Transfer Site.](http://www.health.state.mn.us/divs/cfh/program/fhv/content/document/pdf/miechvevalformspacket.pdf) See [Appendix C: MDH File Transfer Site](#), for information on how to access this site. Do not submit this data to the Family Home Visiting Reporting and Evaluation System (FHVRES).

**Individual-Level Data for NFP MIECHV Clients**

Individual-level data for MIECHV clients served by the NFP model should be reported in the NFP DCS provided by the NFP NSO. MIECHV grantees must provide authorization to the NFP NSO to send client data to MDH on behalf of the grantee. See [Appendix D: NFP Supplemental Forms](#), for additional requirements.

MIECHV grantees should complete the NFP Client Funding Source form for each client to indicate that the client is being served using MIECHV grant funds.

**Aggregate Data for MIECHV Clients**

*Quarterly Data Collection Forms*

MDH requires MIECHV grantees to submit the Quarterly Data Collection Form. See page 9 for due dates. Aggregate data reported on this form includes the grantee’s Program Capacity,
Family Engagement, Staff Recruitment and Retention, and the number of households with no individual-level data reported to MDH (families who opted-out of sharing data with MDH).

*Child Maltreatment Measure Data*

MDH collects data for the MIECHV Child Maltreatment measure annually. This data consists of the aggregate number of children served by MIECHV who were involved with investigated (screened-in) child maltreatment cases. This reporting will be due in early October 2019, for children enrolled in MIECHV during the Federal Fiscal Year October 1, 2018 through September 30, 2019.

*Data for Non-MIECHV Clients*

MIECHV grantees have the option to collect and submit data to MDH for their non-MIECHV FHV clients according to the MIECHV requirements, rather than submitting data for these clients to the Family Home Visiting Reporting and Evaluation System (FHVRES).

*State EBHV Grants*

**Individual-Level Data for State EBHV Grant Clients**

*Forms Data*

State EBHV grantees should collect individual-level data for State EBHV clients (except those served by NFP) using the [MIECHV Evaluation Forms Packet](http://www.health.state.mn.us/divs/cfh/program/fhv/content/document/pdf/miechvevalforms.pdf). This data can be collected using the MIECHV Forms Application provided by MDH, or in forms available in the PH-Doc system.

*Visit-Level Data*

State EBHV grantees should submit visit-level data files that include the date of each home visit provided to State EBHV clients. See [Appendix B: Visit-Level Data Specifications](#), for more details. Responses to the question on Behavioral Concerns and the questions on Emergency Room visits for injuries (items 8 through 13) are *not* required for families served by State EBHV grants.

All individual-level data files (Forms Data and Visit-Level Data) should be securely submitted to MDH via the [MDH File Transfer Site](#). See [Appendix C: MDH File Transfer Site](#), for information on how to access this site. Do not submit this data to FHVRES.

**Individual-Level Data for NFP State EBHV Grant Clients**

Individual-level data for State EBHV Grant clients served by the NFP model should be reported in the NFP DCS provided by the NFP NSO. State EBHV grantees must provide authorization to the NFP NSO to send client data to MDH on behalf of the grantee. See [Appendix D: NFP Supplemental Forms](#), for additional requirements.

See [Appendix E: State NFP Grant and State EBHV Grant Reporting in NFP](#), for instructions on how to indicate that a client is being served by the State EBHV Grant in the NFP DCS.
Aggregate Data for State EBHV Grant Clients
MDH requires State EBHV grantees to complete the Quarterly Data Collection Form. See page 9 for due dates.

Data for Non-State EBHV Grant Clients
Similar to MIECHV grantees, State EBHV grantees have the option to collect and submit data to MDH for their non-State EBHV FHV clients according to the State EBHV requirements, rather than submitting data for these clients to FHVRES.

State NFP Grants

Individual-Level data for State NFP Grant Clients
Individual-level data for all clients served by state-funded NFP grants should be reported to the NFP DCS provided by the NFP NSO. State NFP grantees must provide authorization to the NFP NSO to send client data to MDH on behalf of the grantee. See Appendix D: NFP Supplemental Forms, for additional requirements.

See Appendix E: State NFP Grant and State EBHV Grant Reporting in NFP, for instructions on how to indicate that a client is being served by the State NFP Grant in the NFP DCS.

Aggregate Data for State NFP Grant Clients
State NFP grantees must complete the Quarterly Data Collection Form. See page 9 for due dates.

FHV TANF Grants
FHV TANF grantees who do not fall into the previous grantee categories will continue to report data by the same methods used in 2018.

Individual-Level data for FHV TANF Grant Clients
FHV TANF grantees should continue to use the FHV Evaluation Data Collection Forms (FHV Evaluation Data Collection Forms Standard Packet January 2015 Update Version 3.0) for reporting on FHV clients, excluding NFP clients. Data should be collected in local data systems (PH-Doc, Nightingale Notes, or Metro Alliance for Healthy Families database), and submitted to FHVRES. FHVRES access can be requested by sending an email to Health.FHVdata@state.mn.us.

Local FHV programs using CareFacts can continue to submit their data to MDH through the MDH File Transfer Site. See Appendix C: MDH File Transfer Site, for instructions. Local FHV programs using other data collection systems that are not certified to submit data to FHVRES should request the FHV Evaluation Electronic Data Collection Forms application that was made available by MDH in October 2015. For more information, contact Health.FHVdata@state.mn.us.
Individual-Level Data for NFP FHV TANF Grant Clients

Data for all clients served by the NFP model should be reported to the NFP-ETO system. Beginning with Quarter 4 2016 data, MN NFP Supplemental Forms must be completed in the NFP-ETO system. See Appendix D: NFP Supplemental Forms, for additional details.

TANF Statistical Report

The TANF Statistical Report for Calendar Year 2018 (January 1, 2018 through December 31, 2018) will be due on March 31, 2019. This report is part of the Title V MCH Block Grant module within the Local Public Health Act Annual Reporting system. The questions on the TANF Statistical Report will be the same as those in previous reporting years.
Reporting Due Dates

This schedule is subject to change. Changes will be communicated via Tuesday Topics and through emails to grantees. Grantees should make sure that their contact information is kept up-to-date by notifying their FHV grants managers of any changes.

Grantees that are not able to submit data by the due date should contact MDH at Health.FHVdata@state.mn.us to request an extension. Submissions sent after the due date without an extension will be counted as late.

Table 1 shows the due dates for all individual-level FHV data submissions. The due date for each data submission is the 10th day of the month following the end of each calendar quarter, or the next business day if the 10th day of the month falls on a weekend.

Table 1. 2019 Reporting schedule for FHV individual-level data file submissions.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>End of Quarter</th>
<th>Data submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>March 31, 2019</td>
<td>April 10, 2019</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>June 30, 2019</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>September 30, 2019</td>
<td>October 10, 2019</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>December 31, 2019</td>
<td>January 10, 2020</td>
</tr>
</tbody>
</table>

Table 2 shows the reporting schedule for Quarterly Data Collection Forms for MIECHV, State NFP Grants, and State EBHV Grants. Beginning July 2019, these forms are due on the 10th day of the month following the end of each calendar quarter, or the next business day if the 10th day of the month falls on a weekend.

Table 2. 2019 Reporting schedule for Quarterly Data Collection Forms.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>End of Quarter</th>
<th>Data submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>March 31, 2019</td>
<td>April 20, 2019</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>June 30, 2019</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>September 30, 2019</td>
<td>October 10, 2019</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>December 31, 2019</td>
<td>January 10, 2020</td>
</tr>
</tbody>
</table>
Additional Guidance

FHV Program Types

Table 3 provides definitions for the home visiting program type categories collected by MDH.

Required data collection forms and questions differ by FHV program type – specifically, not all forms and questions are required to be completed for clients enrolled in short-term/limited FHV. For more information on required forms and questions, please see the Family Home Visiting Forms Guidance 2015 document (for the FHV Evaluation Standard Forms Packet), and the MIECHV Forms Guidance document (for the MIECHV Evaluation Forms Packet).

Table 3. Family Home Visiting Program Type Category Definitions.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Short-term/limited FHV| Includes FHV services for assessment purposes, achieving short-term goals, or another limited purpose.  
An example of this type of program is a home visiting program designed to provide short-term home visiting to postpartum mothers.  
This category may also be used when reporting FHV services to caregivers whose children are in out-of-home placement. |
| Other Ongoing FHV     | Includes FHV services that are comprehensive in scope and intended to achieve long-term outcomes, but are not provided using one of the EBHV models listed. |
| Specific EBHV Model   | For clients enrolled in a specific EBHV model (such as Early Head Start, Family Connects, Family Spirit, Healthy Families America, Nurse-Family Partnership, or Parents As Teachers), indicate the specific model when reporting program type.  
Data systems are in the process of being updated to include additional EBHV models. If your data system does not list the specific EBHV model being used for a client, report the FHV Program Type as “Other Ongoing FHV” until the name of the specific model is available in your data system. |
Collection of Name and Address Data Elements

Local FHV programs should submit identifying data elements in individual-level data for FHV clients according to the level of informed consent given by the client. Clients may opt out of sharing some or all of their FHV data with the State of Minnesota.

LPH data systems that are certified to submit data to FHVRES allow local FHV programs to indicate the level of informed consent given by each client, and submit identifying data elements to FHVRES accordingly. Similarly, the MIECHV Forms Application distributed by MDH is designed to export data to files for submission to MDH with or without direct identifiers, as well as exclude data for clients who opt out of data sharing from export files.

For NFP clients, all direct identifiers are encrypted in files received by MDH from the NFP NSO.

Table 4 lists identifying data elements (determined using the HIPAA Privacy Rule’s Safe Harbor method for de-identification) that should be submitted according to the level of consent given by the client for data sharing with MDH.

**Table 4. Identifying data elements by level of client informed consent.**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Full Consent</th>
<th>Remove Direct Identifiers</th>
<th>No Consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregiver First Name</td>
<td>Include</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Caregiver Last Name</td>
<td>Include</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Caregiver Maiden Name</td>
<td>Include (Optional)</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Child First Name</td>
<td>Include</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Child Last Name</td>
<td>Include</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Include (Optional)</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Include (Optional)</td>
<td>Exclude</td>
<td></td>
</tr>
<tr>
<td>Caregiver ID</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>Caregiver ID2</td>
<td>Include (Optional)</td>
<td>Include (Optional)</td>
<td></td>
</tr>
<tr>
<td>Child ID</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>Child ID2</td>
<td>Include (Optional)</td>
<td>Include (Optional)</td>
<td></td>
</tr>
<tr>
<td>Caregiver Date of Birth</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>Child Date of Birth</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
<tr>
<td>Date of Visit¹</td>
<td>Include</td>
<td>Include</td>
<td></td>
</tr>
</tbody>
</table>

¹ Includes any visit dates, including Date of First Visit, any other Date of Visit, and Date of Closure, if applicable.
When to Submit a New Intake Form (Create a New FHV Set)

Individual-level FHV data are submitted as “sets”. A set is defined as the record of visit data for a client or caregiver-child dyad, or pair, continuously enrolled in a particular FHV model from intake through closure.

New Caregiver and Child Intake forms are required for the following situations:

- Caregiver-Child dyad changes home visiting program or model type;
- Caregiver-Child dyad moves to another LPH department’s jurisdiction (i.e. changes Site);
- Caregiver changes for a child;
- Caregiver-Child dyad restarts an FHV program for which they have already had a closure form completed.
Appendices

Appendix A: Summary of Required Data Submissions by Grant
Appendix B: Visit-Level Data Specifications
Appendix C: MDH File Transfer Site
Appendix D: NFP Supplemental Forms
Appendix E: State NFP Grant and State EBHV Grant Reporting in NFP Data Systems
Appendix F: Frequently Asked Questions
Appendix G: Version History
# Appendix A: Summary of Required Data Submissions by Grant

<table>
<thead>
<tr>
<th><strong>FHV Grant Type</strong></th>
<th>Individual-Level Forms Data</th>
<th>Visit-Level Data</th>
<th>Aggregate Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIECHV Grants</strong></td>
<td>Due Quarterly – use MIECHV Evaluation Forms Packet in MIECHV Forms App or PH-Doc; submit via MDH File Transfer Site *See footnote for NFP clients</td>
<td>Due Quarterly – include all home visit dates for all clients; submit via MDH File Transfer Site *See footnote for NFP clients</td>
<td>Due Quarterly – use Quarterly Data Collection Form; submit to <a href="mailto:Health.FHVData@state.mn.us">Health.FHVData@state.mn.us</a> Due Annually – Annual Child Maltreatment Measure data</td>
</tr>
<tr>
<td><strong>State EBHV Grants</strong></td>
<td>Due Quarterly – use MIECHV Evaluation Forms Packet in MIECHV Forms App or PH-Doc; submit via MDH File Transfer Site *See footnote for NFP clients</td>
<td>Due Quarterly – include all home visit dates for all clients; submit via MDH File Transfer Site *See footnote for NFP clients</td>
<td>Due Quarterly – use Quarterly Data Collection Form; submit to <a href="mailto:Health.FHVData@state.mn.us">Health.FHVData@state.mn.us</a></td>
</tr>
<tr>
<td><strong>State NFP Grants</strong></td>
<td>Due Quarterly – report in NFP Data Collection System *See footnote for NFP clients</td>
<td>Due Quarterly – included in NFP Data Collection System reporting (Encounter Form) *See footnote for NFP clients</td>
<td>Due Quarterly – use Quarterly Data Collection Form; submit to <a href="mailto:Health.FHVData@state.mn.us">Health.FHVData@state.mn.us</a></td>
</tr>
<tr>
<td><strong>FHV TANF Grants</strong></td>
<td>Due Quarterly – report to FHVRES system *See footnote for NFP clients</td>
<td>Not currently required; include counts of home visits to-date on each child age interval form</td>
<td>Not currently required</td>
</tr>
</tbody>
</table>

*Individual-level and visit-level data for NFP clients, regardless of FHV Grant type, is reported to the NFP-ETO system or to NFP’s successor data system. MN Supplemental Forms should be completed for all NFP clients.*
Appendix B: Visit-Level Data Specifications

MIECHV and State EBHV grantees are required to use the reports built into PH-Doc, Nightingale Notes, or the MAHF data system to submit a visit-level data file to MDH each quarter. This file should contain the date of every home visit provided to MIECHV and State EBHV clients, including visits to prenatal clients, and visits to families with children.

Responses to the question on Behavioral Concerns and the questions on Emergency Room visits for injuries (items 8 through 13) are required only for families with children served by MIECHV grants.

Below is the list of data elements that should be included in the visit-level data file. If you have questions about how to generate the visit-level data file, contact your local data system vendor.

<table>
<thead>
<tr>
<th>Data Element Number</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site</td>
<td>Values same as used for FHVRES reporting. This is the local health department serving the client.</td>
</tr>
<tr>
<td>2</td>
<td>Model</td>
<td>Values same as used for FHVRES reporting. Home visiting model of the program serving the client (e.g. EHS, HFA, NFP, PAT, Family Spirit, other ongoing, other short-term/limited)</td>
</tr>
<tr>
<td>3</td>
<td>Dfirstvisit</td>
<td>Values same as used for FHVRES reporting. Date of the client’s first home visit.</td>
</tr>
<tr>
<td>4</td>
<td>SysCode</td>
<td>Values same as used for FHVRES reporting. System Code identifying data system (PHD, NGN, MAF, etc.) that data originates from.</td>
</tr>
<tr>
<td>5</td>
<td>CaregiverID</td>
<td>Values same as used for FHVRES reporting.</td>
</tr>
<tr>
<td>6</td>
<td>ChildID</td>
<td>Values same as used for FHVRES reporting.</td>
</tr>
<tr>
<td>7</td>
<td>HomeVisitDate</td>
<td><strong>Required for all home visits.</strong> Date of home visit.</td>
</tr>
<tr>
<td>8</td>
<td>BehavConc</td>
<td>Only required for visits to families with children served by MIECHV grants. Response to Behavioral Concerns question: “Was the caregiver asked if they have any concerns regarding the child’s development, behavior, or learning?”</td>
</tr>
<tr>
<td>9</td>
<td>EDInjuryChild</td>
<td>Only required for visits to families with children served by MIECHV grants. Response to ER Visits Question 1: “Has the child been taken to the emergency room (ER) for an injury since the last home visit?”</td>
</tr>
<tr>
<td>Data Element Number</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>EDInjDate1</td>
<td><em>Only required for visits to families with children served by MIECHV grants.</em> Response to ER Visits Question 2: “If yes, report the approximate date of each ER visit (up to 3):” (omit value if none to report)</td>
</tr>
<tr>
<td>11</td>
<td>EDInjDate2</td>
<td><em>Only required for visits to families with children served by MIECHV grants.</em> Additional ER Visit date (omit value if none to report)</td>
</tr>
<tr>
<td>12</td>
<td>EDInjDate3</td>
<td><em>Only required for visits to families with children served by MIECHV grants.</em> Additional ER Visit date (omit value if none to report)</td>
</tr>
<tr>
<td>13</td>
<td>EDInjMore</td>
<td><em>Only required for visits to families with children served by MIECHV grants.</em> Response to ER Visits Question 3: “Please check box if there were more than three ER visits reported:”</td>
</tr>
</tbody>
</table>
Appendix C: MDH File Transfer Site

The MDH File Transfer Site is used to securely send data to the Minnesota Department of Health. In order to use the MDH File Transfer Site, you must have a Login account with a username and password. If you need an account, or if you forget your password send an e-mail to Health.FHVdata@state.mn.us.

Instructions:

1. Login to the site: MDH File Transfer (https://mdhfiletransfer.web.health.state.mn.us/)
2. If you are logging in for the first time or had your password reset, you will have the option to change the password by clicking the “Change Password” button at the top right corner.

3. The Home page is where users will upload their file. To be able to send, the user must enter in a valid MDH recipient’s email, upload the file, add a comment and click on Submit. For reporting individual and visit level data to MDH Family Home Visiting, use Health.FHVdata@state.mn.us as the recipient email address.

4. Use the “+ Choose” button to browse and select the file that you wish to send to the e-mail address listed under Recipient Email Address. If you wish to send multiple files, you can repeat the choose and select process to add additional files.

5. In the “Comments” box, please type in your agency name and a brief description of what you are sending (for example: Ramsey County Quarter 1 2019 data).

6. Once the user submits the file transfer, the recipient will see a message box in the upper right hand corner of the screen informing them that a file has been submitted.
Appendix D: NFP Supplemental Forms

All NFP clients must have a MN Primary Caregiver Intake Form and MN Child Intake Form (once the child is born) created in the NFP Data Collection System. MDH will no longer accept data extracted from the old NFP Supplemental PDF or HTML forms. Note that only certain sections of the Caregiver and Child Intake forms are required.

<table>
<thead>
<tr>
<th>ETO Assessment Name</th>
<th>NFP Supplemental Form Name</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| MN Primary Caregiver Intake | Primary caregiver intake | Only the following sections are required:  
- Assessment date  
- Section A (Data Entry Staff, Nurse Home Visitor, and Site)  
- Household Size under Family Economic Self-Sufficiency |
| MN Child Intake | Infant/Child Intake (1st postpartum visit) | Only the following sections are required:  
- Assessment date  
- Section A  
- Demographics |
| MN 6 Months Infant | 6 months infant/child (6 months postpartum follow-up) | No longer required |
| MN 12 Month Infant | 12 months infant/child (12 months postpartum follow-up) | No longer required |
| MN 18 Months Toddler | 18 months toddler (18 months postpartum follow-up) | No longer required |
| MN 24 Month Toddler | 24 months toddler (24 months postpartum follow-up) | No longer required |
| MN Primary Caregiver Closure | Primary Caregiver Closure | No longer required |
## MN Primary Caregiver Intake Form

### Section A.

<table>
<thead>
<tr>
<th>Data entry staff</th>
<th>Nurse Home Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Entity</td>
<td>View Entity</td>
</tr>
</tbody>
</table>

#### DEMOGRAPHICS (PRIMARY CAREGIVER/CLIENT)

- **Client First Name**: Abigail
- **Client Last Name**: Fake

#### IMPROVED MATERNAL & NEWBORN HEALTH

- **PREGNATAL CLIENTS ONLY**: How many weeks pregnant are you (client) now?
  - [ ]

  *Must be greater than or = to 1*

#### FAMILY ECONOMIC SELF-SUFFICIENCY

- **What is your (client's) **household** size? (Note: Count 1 for yourself)**
  - [ ]

  *Must be greater than or = to 1*
Appendix E: State NFP Grant and State EBHV Grant Reporting in NFP Data Systems

Nurse Family Partnership (NFP) sites serving families under State NFP Grants or State EBHV Grants should follow these instructions to indicate the correct grant for each family on the Client Funding Source Form in data systems administered by the NFP National Service Office. NFP sites who do not receive these grants should be aware of which fields on the Client Funding Source form are being used to indicate these grants, and avoid using these fields for other purposes.

**State NFP Grant**

On the NFP Client Funding Source form, select “Other 4” for clients funded by State NFP Grants (see image below for illustration from NFP-ETO). Note: The funding start date and end date will not appear until “Other 4” is checked.

![Client Funding Option in ETO](image)

**State EBHV Grant**

On the NFP Client Funding Source form, select “Other 6” for clients funded by State EBHV Grants.
Appendix F: Frequently Asked Questions

1) If a county is part of a multi-county home visiting program, and/or partnering with other sites (counties or tribal governments) in an MDH home visiting grant, should each partner send its own data reports, or should data be sent collectively within one report?

Answer: For aggregate data (FHV Quarterly Data Collection Forms), MDH expects that all partners working together under an MDH FHV grant agreement will coordinate to submit one report each quarter per grant.

For individual-level data (Forms Data and Visit-Level Data), grant partners may choose to either coordinate to submit their data together, or submit their data to MDH separately. For example, if not all grant partners are using the same local data system, it may not be feasible for the partners to combine their data before submission. Grant partners should keep MDH up-to-date on any changes to who will be submitting FHV data on their behalf. Please contact the FHV Evaluation Unit at Health.FHVData@state.mn.us if you have questions or want to discuss changes to data submission arrangements.

2) For MIECHV grantees implementing Nurse-Family Partnership (NFP), is child maltreatment measure information available in NFP-ETO? Should NFP families be included when reporting aggregate child maltreatment data to MDH?

Answer: Nurse-Family Partnership does not collect data for the MIECHV Child Maltreatment performance measure in its data system; it is not available in NFP-ETO. MIECHV grantees will need to partner with their local child protective services agency to obtain this information if possible. When reporting the aggregate number of children served by MIECHV who had an investigated child maltreatment case, MIECHV grantees should include all children who meet that criteria regardless of the home visiting model (NFP or HFA).

3) How do you report a client that has both MIECHV and TANF funding?

Answer: Question 5 (Funding Source) on the Caregiver Intake form in the MIECHV Evaluation Forms Packet allows the selection of more than one grant type, in both the MIECHV Forms Application and the PH-Doc MIECHV forms. If the client is being served by both MIECHV and FHV TANF funding, select both funding source options.

4) Question: What data time frame should we report to FHVRES in 2019?

Answer: For data being submitted to FHVRES, report all the data associated with any set that was open at any point in 2018 or 2019. This could include data for visits prior to 2018. In the examples in the table below, only Client #3 is not included in 2019 data submissions, because that client was closed before January 1st, 2018.

<table>
<thead>
<tr>
<th>Example Set</th>
<th>Intake</th>
<th>Closure</th>
<th>Need to Include in 2019 Data Submissions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client #1</td>
<td>March 1st, 2017</td>
<td>N/A (still open)</td>
<td>Yes</td>
</tr>
<tr>
<td>Client #2</td>
<td>January 1st, 2016</td>
<td>December 31st, 2017</td>
<td>No</td>
</tr>
<tr>
<td>Client #3</td>
<td>March 1st, 2017</td>
<td>October 31st, 2018</td>
<td>Yes</td>
</tr>
</tbody>
</table>
5) **Question:** Can I submit data to FHVRES for clients closed before 2018?

**Answer:** FHVRES will not reject data files that contain data for clients closed before the reporting timeframes described in the reporting schedule (see “When to Submit Data”). However, FHVRES will reject data if date values (for example, the date of first visit) are in the future (ex. Date of Visit = 05/05/2525).

It is not necessary to submit data for clients closed before 2018. If you have questions about correcting or changing data that was previously submitted to FHVRES, please contact the MDH Family Home Visiting Section Evaluation Unit at Health.FHVdata@state.mn.us.

6) **Question:** How does FHVRES work to prevent the creation of duplicate records?

**Answer:** FHVRES looks at the combination of Caregiver & Child ID (if there is a child), Site, System Code, Model, and Dfirstvisit fields, in order to match any newly imported data with preexisting data. If there are no matching sets, it creates a new set. Thus, if users change any one of these fields and resubmit the data, they have created a new combination and FHVRES will create a new set instead of updating the existing set in FHVRES. Therefore, FHVRES users should not make changes to the following six fields in FHV sets you have already submitted the set to FHVRES:

- CaregiverID
- ChildID
- SysCode
- Site
- Model
- Dfirstvisit

If you need to make a correction to one of these fields, please contact the MDH Family Home Visiting Section Evaluation Unit at Health.FHVdata@state.mn.us.

7) **Question:** After I import data into FHVRES, I get missing data errors for Caregiver and/or Child name fields in the Import and/or Validation reports. The client has not consented to sharing that information with MDH.

**Answer:** The missing data errors for Caregiver and Child First Name and Last Name can be ignored if the client declines to share that information with MDH. FHVRES was updated on June 24th, 2016 so that it no longer flags Caregiver or Child Name data as missing in newly submitted sets. However, sets submitted prior to this update will still display an error when running Submission and Validation Reports.
## Appendix G: Version History

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Release Date</th>
<th>Changes Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>December 21, 2018</td>
<td>Original Version</td>
</tr>
<tr>
<td>1.1</td>
<td>March 29, 2019</td>
<td>Changes made to Quarterly Data Collection Form submission due dates starting July 2019</td>
</tr>
<tr>
<td>1.2</td>
<td>June 3, 2019</td>
<td>Updated Appendix E to include instructions for reporting families served by State EBHV grants in NFP data systems; added section Changes to FHV Reporting Requirements in 2020 on page 4; removed outdated appendix “State EBHV Grant Reporting Requirements Memo”</td>
</tr>
</tbody>
</table>