FSSD HV Tracker Report Guide

The HV Tracker Report allows family support professionals and program managers to determine the status of the Home Visit Review forms in DAISEY.

Iowa Health & Human Services established the threshold of two Home Visit Review forms to be completed for each DAISEY primary caregiver actively enrolled during a calendar month. This report does not take into consideration individual program or family specific variations in frequency of visits and should be used to review and inform completeness of home visit review form data entry.

Report Filters

Parameters will be applied to each dashboard when modified. Users will only be able to access data according to their access assignment(s) in DAISEY. The following filters and parameters can be used to change the data displayed in the report.

Reporting Year allows selection of fiscal year of interest.

Reporting Period allows selection of individual quarters, single months, or the full year.

Home Visitor allows selection of home visitors who have their names in the Family Support Professional field on a completed Home Visit Review Form.

Organization allows selection of one or more DAISEY organizations, with access limited to only organizations assigned to the DAISEY user.

Program allows selection of one or more DAISEY programs, with access limited to only programs assigned to the DAISEY user; data in the report is linked to the program selected on the primary caregiver profile in DAISEY.

Caregiver DAISEY ID filters by primary caregivers.

Duplicate form in a day provides the option to view only families with duplicate or extra forms submitted on a single day. To view all data, select (All). To view only families with same day extras or duplicates, select True.

Definitions

Active/Actively Enrolled includes primary caregivers who have an enrollment date prior to or during the reporting period. Included are primary caregivers with a discharge date within the reporting period.

Total # of families served during this period includes primary caregivers that are active for at least one day in the reporting period.

Expected # of HV Review Forms is the expected number of Home Visit Review forms (2 home visits per month, per family). Regardless of how many days a family is active during a given month, per Iowa Health & Human Services guidance, the report uses this dosage as a baseline minimum.

# of completed HV Review Forms per expected dosage is calculated by adding the total number of Home Visit Review forms that have been completed and saved in DAISEY, up to the baseline 2 expected per month per family. If 3 or more home visits are completed in a month for a family, 2 of those home visits will be included in this count.

Total # of missing forms Total number of missing Home Visit Review forms is calculated using the Expected # of HV Review Forms minus # of completed HV Review Forms per expected dosage.

% of completed forms per expected dosage is calculated using the # of completed HV Review Forms per expected dosage divided by the Expected # of HV Review Forms.

Total # of days with extra forms reflects the count of days where a family has one or more home visit review forms with the same date of activity.

# of completed HV Review Forms, found along the bottom of the dashboard, provides a total count of home visit review forms for the selected reporting period. This count includes home visit review forms beyond the baseline dosage of 2 per month and will be a sum of the # of completed HV Review forms column of the dashboard table.

> *It is important to note that if a caregiver has two or more Home Visit Review Forms completed with the same date of activity, the report **will not include any of the forms** in the count. This includes the # of completed HV Review Forms per expected dosage count and # of completed HV Review Forms total at the bottom of the dashboard. This logic was prescribed by Iowa Health & Human Services.

A red box ■ in the Duplicate forms column of dashboard table highlights families with two or more home visit review forms with a single date of activity. There may be one or multiple dates with extra forms. By hovering over the red box, a tool tip will provide information on the most recent date with duplicates or extra forms, along with the number of extra forms. Once the extra or duplicate form has been corrected, if there are more dates with extra forms, the next most recent date with extras will appear in the tooltip following the nightly database refresh. Once all extras are resolved, the box will revert to gray, and the now single home visit form will be included in the report counts.

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