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**U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Care**

**Affordable Care Act
Tribal Maternal, Infant, and Early Childhood
Home Visiting Program**

**Guidance for Submitting an
Annual Report to the Secretary**

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Care
370 L'Enfant Promenade SW, 5th Floor East
Washington, DC 20447



Affordable Care Act Tribal Maternal, Infant, and Early Childhood Home Visiting Program

**Background Information:
Guidance for Submitting an Annual Report to the Secretary**

Section 511(e)(8)(A) of the Social Security Act, as added by Section 2951 of the Affordable Care Act, requires that grantees under the MIECHV program for States and Jurisdictions submit an annual report to the Secretary of Health and Human Services regarding the program and activities carried out under the program, including such data and information as the Secretary shall require. Section 511 (h)(2)(A) further states that the requirements for the MIECHV grants to Tribes, Tribal Organizations, and Urban Indian Organizations are to be consistent, to the greatest extent practicable, with the requirements for grantees under the MIECHV program for States and Jurisdictions. In the Affordable Care Act Tribal Maternal, Infant, and Early Childhood Home Visiting Program Needs Assessment and Plan for Responding to Identified Needs (Phase 2 Implementation Plan) (OMB Control No. 0970-0389, Expiration Date 6/30/14), Tribal MIECHV grantees were notified that in Years 2-5 of their grant they must comply with the requirement for submission of an Annual Report to the Secretary regarding the program and activities carried out under the program.

This report shall be submitted to HHS by Tribal MIECHV grantees **90 days following the end of Years 2-5** of the grant. Reports shall be submitted via GrantSolutions.gov per instructions provided to each grantee by the Federal Project Officer.

Any questions and comments regarding this guidance may be addressed to:

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Guidance for Submitting an Annual Report to the Secretary

Following Years 2-5 of the grant, Affordable Care Act Tribal Maternal, Infant, and Early Childhood Home Visiting grantees must provide a written update regarding the program and activities carried out under the program that includes the following.

Section 1: Update on Home Visiting Program Goals and Objectives

- Progress made under each goal and objective (as stated by the grantee in its Phase 2 Implementation Plan) during the reporting period
- Barriers to progress that have been encountered and strategies/steps taken to overcome them
- Any updates/revisions to goals and objectives identified in the Implementation Plan
- Updates or changes to logic model, if necessary

Section 2: Update on the Implementation of Home Visiting Program in Targeted Community(ies)

Please provide updates regarding experience in planning and implementing the home visiting programs selected for targeted community(ies), as identified in the Implementation Plan, addressing each of the items listed below. Where applicable, grantees should discuss any barriers/challenges encountered and steps taken to overcome the identified barriers/challenges.

- Update on the grantee's progress in engaging the targeted community(ies) around the home visiting program
- Update on work to-date with the developer of the implemented home visiting model(s), including:
 - Description of any technical assistance and support provided to-date through the model(s)
 - Update on securing curriculum and other materials needed for the home visiting program
 - Update on training and professional development activities obtained from the home visiting model developer
- Update on staff recruitment, hiring, professional development activities, and retention for all positions including subcontracts
- Update on participant recruitment and retention efforts
- Update on challenges to maintaining quality and fidelity of each home visiting program, and the responses to the issues identified
- Update on grantee efforts to meet the following legislative requirements, including a discussion of any barriers/challenges encountered and steps taken to overcome the identified barriers/challenges:
 - Training efforts to ensure well-trained, competent staff
 - Steps taken to ensure high quality reflective supervision
 - Steps taken to ensure referral and services networks to support the home visiting program and the families it serves in at-risk communities
 - Updates on new policy(ies) created by the grantee, Tribe, organization, or community to support home visiting programs
- Update on the development of a coordinated early childhood system that includes home visiting programs, including coordination and collaboration between home visiting program(s) and other existing programs and resources for pregnant women, expectant fathers, young children, and families in the community(ies)
- Testimonials, vignettes, and photos regarding the implementation of the home visiting program,

if desired

Section 3: Progress toward Meeting Legislatively Mandated Benchmark Requirements

Please provide a narrative discussing the benchmark data collection efforts, including a summary of barriers/challenges encountered during data collection efforts and steps taken to overcome them.

Section 4: Update on Rigorous Evaluation Activities

Please provide an update on the grantee's rigorous evaluation activities, including:

- General update on the progress of rigorous evaluation
- Any revisions to your evaluation plan
- Barriers and challenges encountered and steps taken to overcome them
- List of materials/products or publications developed for dissemination. If applicable, please also provide copies of reports or materials developed. Relevant materials/products could include:
 - Peer-reviewed publications in scholarly journals – published and submitted
 - Books and book chapters
 - Reports and monographs (including policy briefs and best practices reports)
 - Conference presentations and posters presented
 - Web-based products (Blogs, podcasts, Web-based video clips, etc.)
 - Electronic products (CD-ROMs, DVDs, audio or videotapes)
 - Press communications (TV/Radio interviews, newspaper interviews, public service announcements, and editorial articles)
 - Newsletters (electronic or print)
 - Pamphlets, brochures, or fact sheets
 - Academic course development and distance learning modules
 - Doctoral dissertations/Master's theses

Section 5: Home Visiting Program Continuous Quality Improvement (CQI) Efforts

Update on the grantee's efforts regarding planning and implementing CQI for the home visiting program, including CQI opportunities, changes implemented, data collected, and results obtained. If applicable, please provide copies of CQI reports developed.

Section 6: Administration of Home Visiting Program

- Updated organizational chart and fiscal/management plan for program implementation and evaluation, if applicable
- Updates regarding changes to key personnel, if any (note: changes in key personnel require prior approval by HHS)

Section 7: Technical Assistance Needs

An update on technical assistance needs anticipated for implementing and evaluating the home visiting program or for developing a coordinated early childhood system. For example:

- Programmatic (e.g., outreach and recruitment, workforce and professional development, effective collaboration, implementation)
- Evaluation-related
- Benchmarks
- Data Systems
- Continuous Quality Improvement
- Sustainability