

600-10 DATA COLLECTION AND STANDARDIZATION**PURPOSE**

To ensure local California Home Visiting Program (CHVP) staff are collecting required participant and program data in an accurate and timely manner.

POLICY

For Healthy Families of America (HFA) sites, staff shall collect, maintain, and input data into the Efforts-to-Outcome (ETO) database in accordance with the current CHVP Scope of Work (SOW), HFA ETO User Manual, and the HFA Data Collection Manual.

For Nurse Family Partnership (NFP) sites, staff shall collect, maintain, and input data into NFP ETO Solaris or the CHVP ETO mock site in accordance with the current CHVP SOW and NFP Data Collection Manual.

For HFA and NFP sites, compliance will contribute to the ongoing measurement of CHVP Benchmarks.

PROCEDURE

All CHVP sites must adhere to their respective data collection manuals in addition to complying with the data collection procedures below in a timely manner:

- I. Collect and electronically input data into the CHVP ETO data system or NFP ETO Solaris data system in accordance with respective model and CHVP requirements.
- II. Collect all information that will contribute to the constructs comprised of the legislatively-mandated benchmark domains and additional evaluation measures as identified by CHVP.
- III. Collect participant demographics, process measures, quality improvement and outcome data using the required tools through self-report and observation at each of the defined time intervals.

Note: Sites are not permitted to alter CHVP-developed forms, standardized tools, and/or data operation systems.

REFERENCES

- [CHVP Benchmark Plan](#)
- <http://www.cdph.ca.gov/programs/mcah/Documents/MO-MCAHCHVPform2benchmark04.18.2016.pdf>
- **NFP Community**
 - NFP Data Collection Manual
- **HFA Dashboard in ETO**
 - HFA Data Collection Manual
 - HFA ETO User Manual