

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

To ensure local California Home Visiting Program (CHVP) staff is correctly and accurately collecting required program data.

POLICY

All CHVP sites must collect, maintain and input data into the CHVP and NFP ETO systems as outlined in the current CHVP Scope of Work (SOW) and the CHVP Data Collection and Efforts to Outcome (ETO) User Manuals. CHVP sites are not allowed to alter any CHVP-developed forms, standardized tools/instruments and/or data operations.

PROCEDURE

CHVP sites must adhere to the following CHVP data collection requirements:

- I. Collect and electronically input data into the CHVP ETO data system according to model and CHVP requirements.
- II. Collect all information that will contribute to the 35 constructs that comprise the six legislatively-mandated benchmark domains and additional evaluation measures identified by CHVP.
- III. Collect participant demographic, process, quality improvement and outcome data using the required tools through self-report and observation at each of the defined time intervals.
- IV. Use CHVP and model required data forms and processes defined in the CHVP Data Collection Manual.

REFERENCES

- CHVP Benchmark Plan <http://cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>
- NFP Community:
 - NFP Data Collection Manual
- CHVP Supplemental Program Dashboard in ETO:
 - CHVP Supplemental Data Collection Manual For NFP Sites
 - ETO User Manual For NFP Sites
- HFA Dashboard in ETO:
 - CHVP Data Collection Manual, HFA Sites
 - ETO User Manual For HFA Sites