

DGIS USER GUIDE HEALTHY START FORMS

Version 2.0 – Updated 04/28/2023

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## HEALTHY START FORMS

On the **Healthy Start** forms, the grantee must provide details on women participants with a documented reproductive life plan, having who have a usual source of care, on women participants who conceive within 18 months of previous birth, and who received intimate partner violence screening. These forms also collect data on father/partner involvement during pregnancy and with a child participant younger than 24 months, and child participants being read to daily. The Healthy Start grantee also reports on whether they have a fully implemented Community Action Network (CAN) and on CAN participation details.

### APPLICABLE REPORT TYPES

The report types are as follows:

- New Competing Performance Reports (NCPR)
- Non-Competing Continuation (NCCPR)
- Project Period End Reports (PPER)

**Figure 1: Healthy Start Forms**

Healthy Start Forms			
Applicable Forms	Report Types		
	NCPR	NCCPR	PPER
Healthy Start 1	✓	✓	✓
Healthy Start 2	✓	✓	✓
Healthy Start 3	✓	✓	✓
Healthy Start 4	✓	✓	✓
Healthy Start 5	✓	✓	✓
Healthy Start 6	✓	✓	✓
Healthy Start 7	✓	✓	✓
Healthy Start 8	✓	✓	✓
Healthy Start 9	✓	✓	✓

## BUDGET YEAR REPORTING – SPECIAL INSTRUCTIONS FOR HEALTHY START

Note the following guidelines for Healthy Start grantees regarding budget year periods:

- DGIS automatically defaults to requesting data by budget year in the **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**; however, **Healthy Start grantees are to report on outcomes by calendar year**. For example, if the current budget year for year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data from 01/01/2020–12/31/2020. Examples of calculated calendar years for each year of the grant are below:

**Figure 2: Examples of calculated calendar years for each year of the grant**

<b>Project Period Year</b>	<b>For the budget periods displayed by DGIS below:</b>	<b>The grantee reports data based on the following calendar years:</b>
<i>Year 1</i>	4/1/2019 – 3/31/2020	4/1/2019 – 12/31/2019
<i>Year 2</i>	4/1/2020 – 3/31/2021	1/1/2020 – 12/31/2020
<i>Year 3</i>	4/1/2021 – 3/31/2022	1/1/2021 – 12/31/2021
<i>Year 4</i>	4/1/2022 – 3/31/2023	1/1/2022 – 12/31/2022
<i>Year 5</i>	4/1/2023 – 3/31/2024	1/1/2023 – 12/31/2023

## ANNUAL PERFORMANCE OBJECTIVES (REQUIRED)

The grantee must report on annual performance objectives for all of the forms.

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. **Non-Competing Continuation Performance Reports (NCCPRs)**: For future years, the grantee will have the ability to edit/modify the annual objective, if needed.

## HEALTHY START 1



### FORM INSTRUCTIONS

#### HEALTHY START 01 DETAIL SHEET

The following information is under the **Healthy Start 01 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 01 – Reproductive Life Plan
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 3: Healthy Start 01: Detail Sheet**

 <b>Healthy Start (HS 1)</b>	
<span>▶ DG000</span> <span style="float: right;">Due In: 9 Days   Status: Not Started</span>	
<span>▶ Resources</span> 	
<span>▼ HS 01 Detail Sheet</span>	
HS 01 - Reproductive Life Plan	The percent of Healthy Start participants that have a documented reproductive life plan.
Goal	To increase the proportion of Healthy Start women participants who have a documented reproductive life plan to 90%.
Level	Grantee
Domain	Healthy Start
Definition	There is no formal written format for a reproductive life plan. A participant is considered to have a reproductive life plan and included in the ... <a href="#">Show more</a>
Benchmark Data Sources	Pregnancy Risk Assessment Monitoring System (PRAMS) Phase 8, Question 14
Grantee Data Sources	Grantee data systems
Significance	A reproductive life plan reduces the risk of unintended pregnancy, identifies unmet reproductive health care needs, and increases the number of women ... <a href="#">Show more</a>

### ANNUAL PERFORMANCE OBJECTIVES (REQUIRED)

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed.

**Figure 4: Healthy Start 01: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	80
9/30/2019-9/29/2020	80
9/30/2020-9/29/2021	80
9/30/2021-9/29/2022	90

### DATA COLLECTION FOR DETAIL SHEET – REPRODUCTIVE LIFE PLAN (REQUIRED)

In this section, for **NCCPRs** and **PPERs**, the grantee must provide data for the current budget period:

1. **Numerator**: Number of Healthy Start (HS) women participants with a documented reproductive life plan in the reporting period. Enter an integer from 0–999,999. This is a required field.
2. **Denominator** (required): Number of HS women participants in the reporting period. Enter an integer from 0–999,999. The grantee will have ability to enter the data for current year only. The Denominator must be greater than or equal to the Numerator. This is a required field.

Note the following requirements and additional information before completing this section:

- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if the current budget year for the year 2 **NCCPR** is 4/1/2020–3/31/2021, then

the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:

- YEAR 1: 04-01-2019–12-31-2019
- YEAR 2: 01-01-2020–12-31-2020
- YEAR 3: 01-01-2021–12-31-2021
- YEAR 4: 01-01-2022–12-31-2022
- YEAR 5: 01-01-2023–12-31-2023

**Figure 5: Healthy Start 01: Data Collection for Detail Sheet – Reproductive Life Plan**

II. Data Collection for Detail Sheet - Reproductive Life Plan	
<b>Numerator</b> (Number of Healthy Start (HS) women participants with a documented reproductive life plan in the reporting period.)	25
<b>Denominator</b> (Number of HS women participants in the reporting period.)	100

### ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2, and the field is rounded to one decimal place.

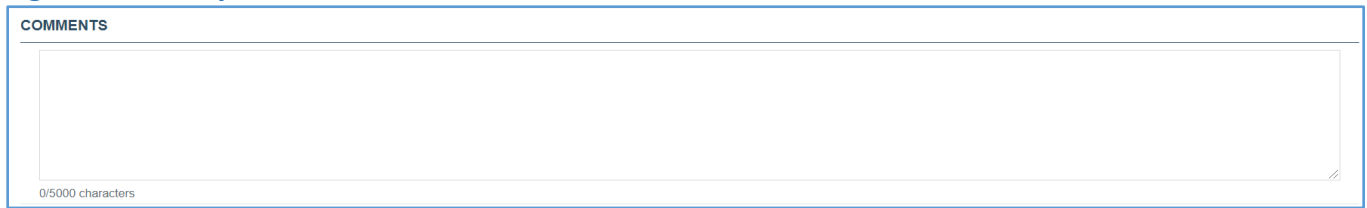
**Figure 6: Healthy Start 01: Annual Performance Score**

III. Annual Performance Score	
■ This score is calculated based on the information provided in Section 2.	
Budget Period	Score (%) (Numerator/Denominator * 100)
4/1/2020-3/31/2021	25

### COMMENTS

The grantee may provide additional comments here.

**Figure 7: Healthy Start 01: COMMENTS**



COMMENTS

0/5000 characters

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## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Reproductive Life Span.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).



## HEALTHY START 2

### FORM INSTRUCTIONS

#### HEALTHY START 02 DETAIL SHEET

The following information is under the **Healthy Start 02 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 02 – Usual Source of Care
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 8: Healthy Start 02: Detail Sheet**

**Healthy Start (HS 2)**

▶ DG00007
Due In: 28 Days | Status: Not Started

▶ Resources

▼ HS 02 Detail Sheet

<b>HS 02 - Usual Source of Care</b>	The percent of Healthy Start women and child participants that have a usual source of care.
<b>Goal</b>	To increase the percent of Healthy Start women and child participants who have a usual source of care to 80%.
<b>Level</b>	Grantee
<b>Domain</b>	Healthy Start
<b>Definition</b>	A participant is considered to have a usual source of care and included in the numerator if the participant identifies a regular place where they can go for routine and sick care other than an emergency room. A participant receiving regular prenatal care from a prenatal provider is considered to have a usual source of care. <a href="#" style="float: right; font-size: small;">Show less</a>
<b>Benchmark Data Sources</b>	National Survey of Children's Health (Children 0-5 with a Usual Source of Care 75.2%, 2019); National Health Interview Survey (Children 0-4 with a Usual Source of Care: 97.6%, 2019; National Health Interview Survey (Women aged 18 and over with a Usual Place of Care, 89.3%, 2018) <a href="#" style="float: right; font-size: small;">Show less</a>
<b>Grantee Data Sources</b>	Grantee data systems
<b>Significance</b>	Having a usual source of medical care has been shown to improve care quality as well as access to and receipt of preventative services. <sup>35</sup> Further, patients having a usual source of care reduce overall costs to patients, employers, and health plans by reducing emergency department visits, hospital readmissions, and inpatient visits. <a href="#" style="float: right; font-size: small;">Show less</a>

## ANNUAL PERFORMANCE OBJECTIVES

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods:
  - a. *Women* (%): Enter an integer from 0–100.
  - b. *Child* (%): Enter an integer from 0–100.
  
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed.

**Figure 9: Healthy Start 02: Annual Performance Objectives**

I. Annual Performance Objectives		
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>		
Budget Periods	Women (%)	Child (%)
9/30/2018-9/29/2019	80	80
9/30/2019-9/29/2020	85	90
9/30/2020-9/29/2021	85	90
9/30/2021-9/29/2022	90	90

## DATA COLLECTION FOR DETAIL SHEET – USUAL SOURCE OF CARE

1. In this section, for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee provides data for the current budget period.
  - a. Women Participants:
    - i. *Numerator*: The total number of Healthy Start (HS) women participants that report having a usual source of care as of the last assessment in the reporting period. Enter an integer from 0–999,999. This is a required field.
    - ii. *Denominator*: Total number of women HS participants in the reporting period. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field.
  - b. Child Participants:
    - i. *Numerator*: The total number of Healthy Start (HS) child participants whose parent/caregiver reports that they have the usual source of care as of the last assessment in the reporting period. Enter an integer from 0–999,999. This is a required field.
    - ii. *Denominator*: The total number of child HS participants in the reporting period. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field. The grantee will have ability to enter data for the current year only.

Note the following requirements and information before completing this section:

- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if the current budget year for year 2 **NCCPR** is 4/1/2020–3/31/2021, then the grantee will report data from 01/01/2020–12/31/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-2019–12-31-2019
  - YEAR 2: 01-01-2020–12-31-2020
  - YEAR 3: 01-01-2021–12-31-2021
  - YEAR 4: 01-01-2022–12-31-2022
  - YEAR 5: 01-01-2023–12-31-2023

**Figure 10: Healthy Start 02: Data Collection for Detail Sheet – Usual Source of Care**

II. Data Collection for Detail Sheet - Usual Source of Care	
<b>Women Participants</b>	
<b>Numerator</b> (Total number of Healthy Start (HS) women participants that report having a usual source of care as of the last assessment in the reporting period.)	2
<b>Denominator</b> (Total number of women HS participants in the reporting period.)	10
<b>Child Participants</b>	
<b>Numerator</b> (Total number of Healthy Start (HS) child participants whose parent/ caregiver reports that they have a usual source of care as of the last assessment in the reporting period.)	2
<b>Denominator</b> (Total number of child HS participants in the reporting period.)	10

**ANNUAL PERFORMANCE SCORE**

This section is automatically calculated based on the information provided in section 2.

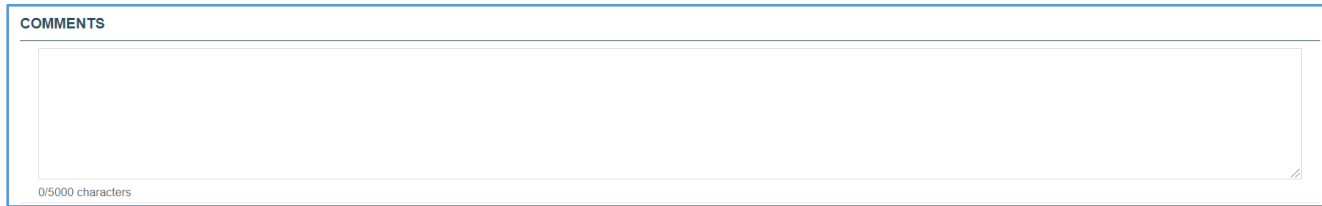
**Figure 11: Healthy Start 02: Annual Performance Score**

III. Annual Performance Score		
■ This score is calculated based on the information provided in Section 2.		
Budget Period	Women (%) (Numerator/Denominator * 100)	Child (%) (Numerator/Denominator * 100)
6/1/2020-5/31/2021	20	20

## COMMENTS

The grantee may provide additional comments here.

**Figure 12: Healthy Start 02: COMMENTS**



The image shows a screenshot of a web form. At the top left of the form area, the word "COMMENTS" is written in a small, dark font. Below this is a large, empty rectangular text input field. In the bottom left corner of the form area, the text "0/5000 characters" is displayed, indicating the current character count and the maximum allowed. The entire form area is enclosed in a thin blue border.

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## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Usual Source of Care.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 3



### FORM INSTRUCTIONS

#### HEALTHY START 03 DETAIL SHEET

The following information is under the **Healthy Start 03 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 03 – Interconception Planning
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 13: Healthy Start 03: Detail Sheet**

 <b>Healthy Start (HS 3)</b>	
<span>▶ DG00007</span> <span style="float: right;">Due In: 28 Days   Status: Not Started</span>	
<span>▶ Resources</span> 	
<span>▼ HS 03 Detail Sheet</span>	
HS 03 - Interconception Planning	The percent of Healthy Start women participants who conceive within 18 months of a previous birth.
Goal	To reduce the proportion of Healthy Start women participants who conceive within 18 months of a previous birth to 30%.
Level	Grantee
Domain	Healthy Start
Definition	The interval between the most recent pregnancy and previous birth is derived from the delivery date of the birth and the date of conception for the most recent pregnancy. <a href="#">Show less</a>
Benchmark Data Sources	CDC National Survey of Family Growth, Healthy People 2030 Family Planning Goal 2; Vital Statistics
Grantee Data Sources	Grantee data systems
Significance	Family planning is important to ensure spacing pregnancies at least 18 months apart to reduce health risks for both mother and baby. Pregnancy within 18 months of giving birth is associated with increased risk for the baby including low birth weight, small size for gestational age, and preterm birth. Additionally, the mother needs time to fully recovering from the previous birth. <a href="#">Show less</a>

### ANNUAL PERFORMANCE OBJECTIVES (REQUIRED)

1. In this section for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed.

**Figure 14: Healthy Start 03: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	80
9/30/2019-9/29/2020	80
9/30/2020-9/29/2021	80
9/30/2021-9/29/2022	90

### DATA COLLECTION FOR DETAIL SHEET – INTERCONCEPTION PLANNING

1. In this section, for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data for the current budget period:
  - a. *Numerator*: The number of Healthy Start (HS) women participants whose pregnancy during the reporting period was conceived within 18 months of the previous live birth. Enter an integer from 0–999,999. This is a required field.
  - b. *Denominator*: The total number of HS women participants enrolled before the current pregnancy in the reporting period who had a prior pregnancy that ended in live birth. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field. The grantee will have ability to enter the data for current year only.

Note the following information before completing this section:

- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For

example, if the current budget year for year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:

- YEAR 1: 04-01-2019–12-31-2019
- YEAR 2: 01-01-2020–12-31-2020
- YEAR 3: 01-01-2021–12-31-2021
- YEAR 4: 01-01-2022–12-31-2022
- YEAR 5: 01-01-2023–12-31-2023

**Figure 15: Healthy Start 03: Data Collection for Detail Sheet – Interconception Planning**

II. Data Collection for Detail Sheet - Interconception Planning	
<b>Numerator</b> <i>(Number of Healthy Start (HS) women participants whose pregnancy during the reporting period was conceived within 18 months of the previous live birth.)</i>	5
<b>Denominator</b> <i>(Total number of women HS participants enrolled before the current pregnancy in the reporting period who had a prior pregnancy that ended in live birth.)</i>	10

### ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

**Figure 16: Healthy Start 03: Annual Performance Score**

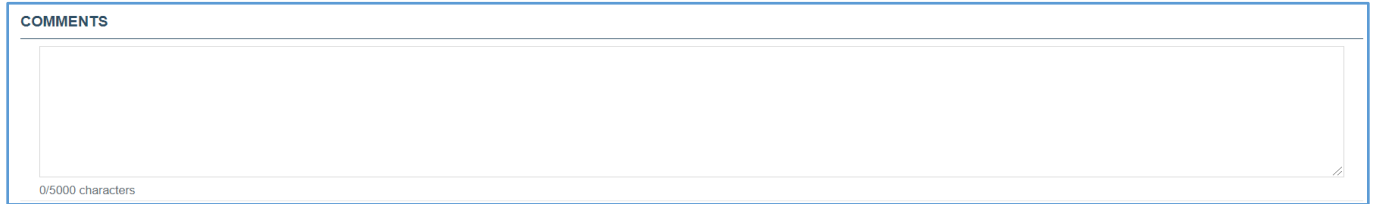
III. Annual Performance Score	
<p>■ This score is calculated based on the information provided in Section 2.</p>	
Budget Period	Score(%) (Numerator/Denominator * 100)
9/30/2021-9/29/2022	50



## COMMENTS

The grantee may provide additional comments here.

**Figure 17: Healthy Start 03: COMMENTS**



COMMENTS

0/5000 characters

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## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Interconception Planning.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 4



### FORM INSTRUCTIONS

#### HEALTHY START 04 DETAIL SHEET

The following information is under the **Healthy Start 04 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 04 – Intimate Partner Violence Screening
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 18: Healthy Start 04: Detail Sheet**

 <b>Healthy Start (HS 4)</b>	
<span style="float: left;">▶ DG0000</span> <span style="float: right;">Due In: 9 Days   Status: Not Started</span>	
<span>▶ Resources </span>	
<span>▼ HS 04 Detail Sheet</span>	
HS 04 - Intimate Partner Violence Screening	The percent of HS women participants who receive intimate partner violence screening.
Goal	To increase proportion of Healthy Start women participants who receive intimate partner violence (IPV) screening to 100%.
Level	Grantee
Domain	Healthy Start
Definition	A participant is considered to have been screened and included in the denominator if a standardized screening tool which is appropriately validated ... <a href="#">Show more</a>
Benchmark Data Sources	PRAMS
Grantee Data Sources	Grantee data systems
Significance	Intimate Partner Violence is a substantial yet preventable public health problem that affects women across the world. Research shows that intimate ... <a href="#">Show more</a>

## ANNUAL PERFORMANCE OBJECTIVES

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed. (NOTE: This field is required.)

**Figure 19: Healthy Start 04: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	80
9/30/2019-9/29/2020	80
9/30/2020-9/29/2021	80
9/30/2021-9/29/2022	85

## DATA COLLECTION FOR DETAIL SHEET – INTIMATE PARTNER VIOLENCE

1. In this section, for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data for the current budget period:
  - a. *Numerator*: This is the number of Healthy Start (HS) women participants who received intimate partner violence screening using a standardized screening tool during the reporting period. Enter an integer from 0–999,999. This is a required field.
  - b. *Denominator*: This is the total number of HS women participants in the reporting period. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field.

Note the following requirements and additional information before completing this section:

- The grantee will have ability to enter the data for current year only.
- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if current budget year for the year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-2019–12-31-2019
  - YEAR 2: 01-01-2020–12-31-2020
  - YEAR 3: 01-01-2021–12-31-2021
  - YEAR 4: 01-01-2022–12-31-2022
  - YEAR 5: 01-01-2023–12-31-2023

**Figure 20: Healthy Start 04: Data Collection for Detail Sheet – Intimate Partner Violence Screening**

II. Data Collection for Detail Sheet - Intimate Partner Violence	
<b>Numerator</b> (Number of Healthy Start (HS) women participants who received intimate partner violence screening using a standardized screening tool during the reporting period.)	3
<b>Denominator</b> (Total number of HS women participants in the reporting period.)	10

### ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

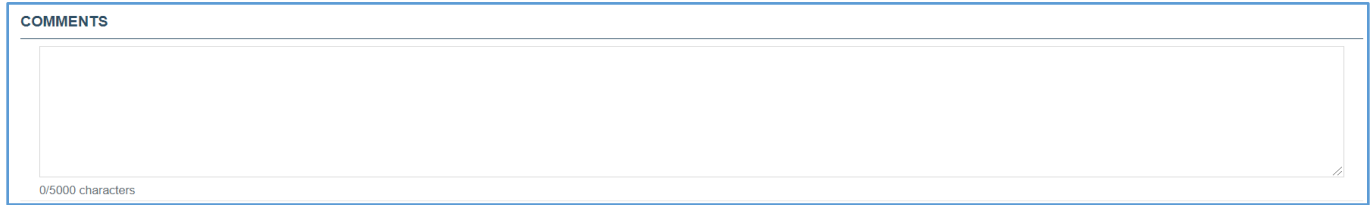
**Figure 21: Healthy Start 04: Annual Performance Score**

III. Annual Performance Score	
■ This score is calculated based on the information provided in Section 2.	
Budget Period	Score (%) (Numerator/Denominator * 100)
9/30/2021-9/29/2022	30

## COMMENTS

The grantee may provide additional comments here.

**Figure 22: Healthy Start 04: COMMENTS**



COMMENTS

0/5000 characters

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## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Intimate Partner Violence.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 5

### FORM INSTRUCTIONS

#### HEALTHY START 05 DETAIL SHEET

The following information is under the **Healthy Start 05 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 05 – Father/Partner Involvement During Pregnancy
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 23: Healthy Start 05: Detail Sheet**

**Healthy Start (HS 5)**

▶ DG0000
Due In: 28 Days | Status: Not Started

▶ Resources [↗](#)

▼ HS 05 Detail Sheet

<b>HS 05 - Father/ Partner Involvement during pregnancy</b>	The percent of Healthy Start women participants that demonstrate father and/or partner involvement during pregnancy.
<b>Goal</b>	To increase proportion of Healthy Start women participants that demonstrate father and/or partner involvement (e.g., attend appointments, classes) to 90%. <a href="#">Show less</a>
<b>Level</b>	Grantee
<b>Domain</b>	Healthy Start
<b>Definition</b>	<p>A participant is considered to have support and included in the numerator if she self- reports a partner who has a significant and positive role in the participant's pregnancy.</p> <p>Involvement during pregnancy may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>Partnership; social/ emotional support</li> <li>Attending prenatal appointments</li> <li>Attending prenatal classes</li> <li>Assisting in preparing the home for the baby e.g., putting together a crib</li> <li>Providing economic support</li> </ul> <p><a href="#">Show less</a></p>
<b>Benchmark Data Sources</b>	Child Trend Research Brief, CDC National Health Statistics Report
<b>Grantee Data Sources</b>	Grantee data systems
<b>Significance</b>	Research suggests that paternal involvement has been recognized to have an impact on both pregnancy and infant outcomes. Father involvement during pregnancy has shown to reduce negative maternal health behaviors, risk of preterm birth, low birth weight, fetal growth restrictions, and neonatal death rate. <a href="#">Show less</a>

## ANNUAL PERFORMANCE OBJECTIVES

1. In this section for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods:
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed (NOTE: This field is required.)

**Figure 24: Healthy Start 05: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	85
9/30/2019-9/29/2020	90
9/30/2020-9/29/2021	90
9/30/2021-9/29/2022	90

## DATA COLLECTION FOR DETAIL SHEET – FATHER/PARTNER INVOLVEMENT DURING PREGNANCY

1. In this section for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data for the current budget period:
  - a. *Numerator*: This is the number of Healthy Start (HS) prenatal participants who report supportive father and/or partner involvement (e.g., attend appointments, classes) in the reporting period. Enter an integer from 0–999,999. This is a required field.
  - b. *Denominator*: This is the total number of HS prenatal participants in the reporting period. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field.

Note the following additional information before completing this section:

- The grantee will have ability to enter the data for current year only. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if the current budget for the year 2 **NCCPR** is 4/1/2020–3/31/2021, then the grantee reports data from 01/01/2020–12/31/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-2019–12-31-2019
  - YEAR 2: 01-01-2020–12-31-2020
  - YEAR 3: 01-01-2021–12-31-2021
  - YEAR 4: 01-01-2022–12-31-2022
  - YEAR 5: 01-01-2023–12-31-2023

**Figure 25: Healthy Start 05: Data Collection for Detail Sheet – Father/Partner Involvement During Pregnancy**

II. Data Collection for Detail Sheet - Father/Partner Involvement during Pregnancy	
<b>Numerator</b> (Number of Healthy Start (HS) prenatal participants who report supportive father and/or partner involvement (e.g., attend appointments, classes) in the reporting period.)	<input type="text" value="10"/>
<b>Denominator</b> (Total number HS prenatal participants in the reporting period.)	<input type="text" value="50"/>



## ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

**Figure 26: Healthy Start 05: Annual Performance Score**

III. Annual Performance Score	
■ This score is calculated based on the information provided in Section 2.	
Budget Period	Score (%) (Numerator/Denominator * 100)
4/1/2020-3/31/2021	20

## COMMENTS

The grantee may provide additional comments here.

**Figure 27: Healthy Start 05: COMMENTS**

COMMENTS
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>0/5000 characters</p>

## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Father/Partner Involvement During Pregnancy.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 6



### FORM INSTRUCTIONS

#### HEALTHY START 06 DETAIL SHEET

The following information is under the **Healthy Start 06 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 06 – Father and/or Partner Involvement with Child <24 Months
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 28: Healthy Start 06: Detail Sheet**

 <b>Healthy Start (HS 6)</b>	
<span>▶ DG000</span> <span style="float: right;">Due In: 9 Days   Status: Not Started</span>	
<span>▶ Resources</span> 	
<span>▼ HS 06 Detail Sheet</span>	
HS 06 - Father and/or Partner Involvement with child <24 Months	The percent of Healthy Start women participants that demonstrate father and/or partner involvement with child <24 months.
Goal	To increase proportion of HS women participants that demonstrate father and/or partner involvement (e.g., attend appointments, classes, infant/child ... <a href="#">Show more</a> )
Level	Grantee
Domain	Healthy Start
Definition	A participant is considered to have support and included in the numerator if she self- reports a partner who has a significant and positive role for ... <a href="#">Show more</a>
Benchmark Data Sources	None
Grantee Data Sources	Grantee data systems
Significance	Research suggests that paternal involvement has been recognized to have an impact on both pregnancy and infant outcomes.

## ANNUAL PERFORMANCE OBJECTIVES

In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods:

1. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed. (**NOTE:** This field is required.)

**Figure 29: Healthy Start 06: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	85
9/30/2019-9/29/2020	90
9/30/2020-9/29/2021	90
9/30/2021-9/29/2022	90

## DATA COLLECTION FOR DETAIL SHEET – FATHER AND/OR PARTNER INVOLVEMENT WITH CHILD <24 MONTHS

1. **Numerator:** This is the number of Healthy Start (HS) child participants whose mother reports supportive father and/or partner involvement (e.g., attended appointments, classes, and childcare) during the reporting period. Enter an integer from 0–999,999. This is a required field.
2. **Denominator:** This is the total number of Healthy Start women participants with a child participant of <24 months. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field.

Note the following requirements and additional information before completing this section:

- This is a required field.
- The grantee will have ability to enter data for the current year only.
- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee report data for the current calendar year. For example, if the current budget year for year 2 **NCCPR** is 4/1/2020–3/31/2021, then the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-2019–12-31-2019
  - YEAR 2: 01-01-2020–12-31-2020
  - YEAR 3: 01-01-2021–12-31-2021
  - YEAR 4: 01-01-2022–12-31-2022
  - YEAR 5: 01-01-2023–12-31-2023

**Figure 30: Healthy Start 06: Data Collection for Detail Sheet – Father/Partner Involvement with a Child <24 Months**

II. Data Collection for Detail Sheet - Father and/or Partner Involvement with child <24 Months	
<b>Numerator</b> (Number of Healthy Start (HS) child participants whose mother reports supportive father and/or partner involvement (e.g., attend appointments, classes, child care, etc.) during the reporting period.)	10
<b>Denominator</b> (Total number of Healthy Start women participants with a child participant <24 months.)	50

## ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

**Figure 31: Healthy Start 06: Annual Performance Score**

III. Annual Performance Score	
<p>This score is calculated based on the information provided in Section 2.</p>	
Budget Period	Score (%) (Numerator/Denominator * 100)
9/30/2021-9/29/2022	20

## COMMENTS

The grantee may provide additional comments here.

**Figure 32: Healthy Start 06: COMMENTS**

COMMENTS

0/5000 characters

## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet – Father and/or Partner Involvement with Child <24 Months.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in Section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 7


### FORM INSTRUCTIONS

#### HEALTHY START 07 DETAIL SHEET

The following information is under the **Healthy Start 07 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 07 – Daily Reading
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 33: Healthy Start 07: Detail Sheet**

 <b>Healthy Start (HS 7)</b>	
<span>▶</span> DG00007: <span style="float: right;">Due In: 28 Days   Status: Not Started</span>	
<span>▶</span> Resources <a href="#">↗</a>	
<span>▼</span> <b>HS 07 Detail Sheet</b>	
HS 07 - Daily Reading	The percent of Healthy Start child participants age 6 through 23 months who are read to by a family member 3 or more times per week, on average.
Goal	To increase the proportion of Healthy Start child participants age 6 through 23 months who are read to 3 or more times per week to 50%.
Level	Grantee
Domain	Healthy Start
Definition	Reading by a family member may include reading books, picture books, or telling stories.
Benchmark Data Sources	National Survey of Children's Health
Grantee Data Sources	Grantee data systems
Significance	Reading to a child teaches them about communication, introduces concepts such as numbers, letters, colors, and shapes, builds listening, memory, and vocabulary skills, and gives them information about the world around them. The American Academy of Pediatrics (AAP) promotes reading aloud as a daily fun family activity to promote early literacy development as an important evidence-based intervention beginning in infancy and continuing at least until the age of school entry. <a href="#">Show less</a>

## ANNUAL PERFORMANCE OBJECTIVES (REQUIRED)

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, grantees will have the ability to edit/modify the annual objective fields if needed.

**Figure 34: Healthy Start 07: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	85
9/30/2019-9/29/2020	90
9/30/2020-9/29/2021	90
9/30/2021-9/29/2022	90

## DATA COLLECTION FOR DETAIL SHEET – DAILY READING

1. In this section, for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data for the current budget period:
  - a. *Numerator*: This is the number of Healthy Start (HS) child participants whose parent/ caregiver reports that they were read to by a family member on 3 or more days during the past week during the reporting period. Enter an integer from 0–999,999. This is a required field.
  - b. *Denominator*: Total number of Healthy Start child participants 6 through 23 months of age during the reporting period. Enter an integer from 0–999,999. Denominator must be greater than or equal to Numerator. This is a required field.

Note the following requirements and additional information before completing this section:

- This is a required field.
- The grantee will have ability to enter the data for current year only.
- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if current budget year for the year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-201912-31-2019
  - YEAR 2: 01-01-202012-31-2020
  - YEAR 3: 01-01-202112-31-2021
  - YEAR 4: 01-01-202212-31-2022
  - YEAR 5: 01-01-202312-31-2023

**Figure 35: Healthy Start 07: Data Collection for Detail Sheet – Daily Reading**

II. Data Collection for Detail Sheet - Daily Reading	
<p><b>Numerator</b>                      (Number of Healthy Start children participants whose parent/ caregiver reports that they were read to by a family member on 3 or more days during the past week during the reporting period.)</p>	<input type="text" value="4"/>
<p><b>Denominator</b>                      (Total number of Healthy Start child participants 6 through 23 months of age during the reporting period.)</p>	<input type="text" value="10"/>



## ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

**Figure 36: Healthy Start 07: Annual Performance Score**

III. Annual Performance Score	
<p>■ This score is calculated based on the information provided in Section 2.</p>	
Budget Period	Score (%) (Numerator/Denominator * 100)
9/30/2021-9/29/2022	40

## COMMENTS

The grantee may provide additional comments here.

**Figure 37: Healthy Start 07: COMMENTS**

COMMENTS

0/5000 characters

## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet–Daily Reading.
3. For **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).

## HEALTHY START 8

### FORM INSTRUCTIONS

#### HEALTHY START 08 DETAIL SHEET

The following information is under the **Healthy Start 08 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 08–CAN Implementation
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 38: Healthy Start 08: Detail Sheet**

**Healthy Start (HS 8)**

▶ DG0000. Due In: 9 Days | Status: Not Started

▶ Resources [↗](#)

▼ HS 08 Detail Sheet

HS 08 - CAN implementation	The percent of Healthy Start grantees with a fully implemented Community Action Network (CAN).
Goal	To increase the proportion of HS grantees with a fully implemented Community Action Network (CAN) to 100%.
Level	Grantee
Domain	Healthy Start

Definition	Two benchmarks are calculated to capture Community Action Network (CAN) implementation and progress towards achieving collective impact: This is ... <a href="#">Show more</a>
Benchmark Data Sources	National Survey of Children’s Health (Children 0-5 with a Usual Source of Care 91.7%, 2011-2012); National Health Interview Survey (Children 0-4 with ... <a href="#">Show more</a>
Grantee Data Sources	Grantee data systems
Significance	A Community Action Network, or CAN, is an existing, formally organized partnership of organizations and individuals. The CAN represents consumers and ... <a href="#">Show more</a>

### ANNUAL PERFORMANCE OBJECTIVES (REQUIRED)

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods:
  - a. *Community Action Network Components (%)*: Enter an integer from 0–100.
  - b. *Collective Impact (%)*: Enter an integer from 0–100.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, annual objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit/modify the annual objective fields if needed.

**Figure 39: Healthy Start 08: Annual Performance Objectives**

I. Annual Performance Objectives		
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>		
Budget Periods	Community Action Network (%) (CAN)	Collective Impact (%) (CI)
9/30/2018-9/29/2019	80	90
9/30/2019-9/29/2020	80	90
9/30/2020-9/29/2021	85	90
9/30/2021-9/29/2022	90	90

### DATA COLLECTION FOR DETAIL SHEET – CAN IMPLEMENTATION (REQUIRED)

In this section, for **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data for the current budget period:

1. CAN Components Element: In this section, the grantee must answer the following questions:
  - a. *Does your CAN have regularly scheduled meetings? The term “regularly scheduled” is minimally defined as every quarter during the reporting period. This can be documented by using sign-in sheets.* The grantee must select either Yes or No from the dropdown menu.
  - b. *Does your CAN have members from three or more community sectors? This refers to individuals with lived experience and Healthy Start consumers in faith-based, hospital, and school settings as well as community-based organizations, government agencies,*

*businesses, medical providers, and childcare providers.* The grantee must select either *Yes* or *No* from the dropdown menu.

- c. *Does your CAN have a 12-month work plan? This work plan should outline the CAN’s goals, objectives, entitled responsibilities for completion, and timelines.* The grantee must select either *Yes* or *No* from the dropdown menu.

**NOTE:** The grantee must choose the respond either *Yes (1)* or *No (0)*, and the selection will automatically populate the *Numerator* field of the *CAN Components Measure* section.

**Figure 40: Healthy Start 08: Data Collection for Detail Sheet – CAN Implementation**

II. Data Collection for Detail Sheet - CAN implementation	
<b>CAN Element</b>	
<ul style="list-style-type: none"> <li>■ Using a response of Yes (1) or No (0), indicate whether your training program has addressed the following program elements.</li> </ul>	
<p>★ 1. Does your CAN have regularly scheduled meetings? (Regular scheduled is minimally defined as every quarter during the reporting period). This can be documented by using sign in sheets.</p>	<div style="border: 1px solid #ccc; padding: 2px; text-align: right;">Yes ▾</div>
<p>★ 2. Does your CAN have members from three or more community sectors? (e.g., individuals with lived experience, Healthy Start consumer, faith based, hospital, school setting, community based organizations, government, business, medical provider(s), child care provider(s)).</p>	<div style="border: 1px solid #ccc; padding: 2px; text-align: right;">Yes ▾</div>
<p>★ 3. Does your CAN have a twelve month work plan? This work plan should outline the CAN’s goals, objectives, activities, entities responsible for completing, and timelines.</p>	<div style="border: 1px solid #ccc; padding: 2px; text-align: right;">Yes ▾</div>

**CAN COMPONENTS MEASURE**

1. **Numerator:** This is the number of related CAN components implemented by the CAN, in which the Healthy Start grantee participates. This section will be automatically populated with either *Yes (1)* or *No (0)* based on the responses given in the CAN Element section.
2. **Denominator:** This represents the Total of CAN Components.  
**NOTE:** This section will be prepopulated as 3 by default.

**Figure 41: Healthy Start 08: CAN Components Measure**

CAN Measure	
<p><b>Numerator</b>                      (Number of related CAN measure components implemented by the CAN in which the Healthy Start grantee participates.)</p>	<div style="border: 1px solid #ccc; padding: 5px; width: 60px; margin: 0 auto;">3</div>
<p><b>Denominator</b>                      (Representing total of CAN components)</p>	<div style="border: 1px solid #ccc; padding: 5px; width: 60px; margin: 0 auto;">3</div>

## COLLECTIVE IMPACT (CI) ELEMENT

In this section the user can answer the following questions:

1. *Does your CAN have a common agenda developed? All participants have a shared vision for change, including a common understanding of the problem and a joint approach to solving it. The grantee must select Yes, In Progress, or Not Started from the dropdown menu. (NOTE: This is a required field, and the grantee must provide a response.)*
2. *Does your CAN have Shared Measurement Systems? The CAN has identified a common set of scores that tracks progress/action related to the common agenda, collects data across partners, presents data on a consistent basis, and uses data to make informed decisions and to hold each other accountable. The grantee must select Yes, In Progress, or Not Started from the dropdown menu.*
3. *Does your CAN engage in Mutually Reinforcing Activities? Participant activities are differentiated while still being coordinated through a mutually reinforcing plan of action. This plan of action can be included on the work plan noted above and should include at least two to three activities, a description of how it is believed that the activities will impact the common agenda, how the activities will be measured, who or what organization will take the lead, and the timeline for implementation. The grantee must select Yes, In Progress, or Not Started from the dropdown menu.*
4. *Does your CAN have Continuous Communication? Consistent and open communication is needed across the many players to build trust, assure mutual objectives, and appreciate common motivation. A communication plan agreed upon by stakeholders should be included as part of the work plan noted above. The grantee must select Yes, In Progress, or Not Started from the dropdown menu.*
5. *Does your CAN have a backbone infrastructure in place? Creating and managing collective impact requires a dedicated staff and a specific set of skills to serve as the backbone for the entire initiative and to coordinate participating organizations and agencies. Documentation is shared with CAN members describing roles, responsibilities, and skills required for staff of the entity or entities supporting the backbone infrastructure. The grantee must select Yes, In Progress, or Not Started from the dropdown menu.*

Note the following requirements and additional information before completing this section:

- This is a required field.
- The grantee must choose either *Yes (2)*, *In Process (1)*, or *Not Started (0)* and it will automatically populate the Numerator field of the Collective Impact Measure section.
- The grantee will have the ability to enter data for current year only.
- For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if the current budget year for the year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:
  - YEAR 1: 04-01-2019–12-31-2019
  - YEAR 2: 01-01-2020–12-31-2020
  - YEAR 3: 01-01-2021–12-31-2021

- YEAR 4: 01-01-2022–12-31-2022
- YEAR 5: 01-01-2023–12-31-2023

**Figure 42: Healthy Start 08: Collective Impact Element**

CI Element	
<p>■ Using a response of Yes (2) or In Process (1) or Not Started (0), indicate whether your training program has addressed the following program elements.</p>	
<p>★ 1. Does your CAN have a common agenda developed? All participants have a shared vision for change including a common understanding of the problem and a joint approach to solving it through agreed upon actions. This can be documented by using a theory of change, logic model, work plan template that captures this information, and/or a charter.</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Yes ▾</div>
<p>★ 2. Does your CAN have Shared Measurement Systems? The CAN has identified a common set of scores that tracks progress/action related to the common agenda, collects data across partners, presents data on a consistent basis, and uses data to make informed decisions and to hold each other accountable.</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">In Progress ▾</div>
<p>★ 3. Does your CAN engage in Mutually Reinforcing Activities? Participant activities are differentiated while still being coordinated through a mutually reinforcing plan of action. This plan of action can be included on the work plan noted above and should include at least two to three activities, a description of how it is believed that the activities will impact the common agenda, how the activities will be measured, who/what organization will take the lead, and the timeline for implementation.</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Not Started ▾</div>
<p>★ 4. Does your CAN have Continuous Communication? Consistent and open communication is needed across the many players to build trust, assure mutual objectives, and appreciate common motivation. A communication plan agreed upon by stakeholders should be included as a part of the work plan noted above.</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Yes ▾</div>
<p>★ 5. Does your CAN have a backbone infrastructure in place? Creating and managing collective impact requires a dedicated staff and a specific set of skills to serve as the backbone for the entire initiative and coordinate participating organizations and agencies. Documentation is shared with CAN members describing roles and responsibilities, and skills required for staff of the entity(ies) supporting the backbone infrastructure.</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Yes ▾</div>

### COLLECTIVE IMPACT MEASURE

1. *Numerator*: The number of related Collective Impact (CI) measure components implemented by the CAN in which the Healthy Start grantee participates. This field will be automatically populated from the CI Element section with *Yes (2)*, *In Progress (1)*, or *Not Started (0)*. (**NOTE**: This is a required field, and the grantee must provide a response.)
2. *Denominator*: This represents the total points for five CI measure components. This field will be prepopulated as *10* by default.

**Figure 43: Healthy Start 08: Collective Impact Measure**

CI Measure	
<b>Numerator</b> (Number of related Collective Impact (CI) measure components implemented by the CAN in which the Healthy Start grantee participates.)	7
<b>Denominator</b> (Representing total points for 5 CI measure components)	10

**ANNUAL PERFORMANCE SCORE**

This section is automatically calculated based on the information provided in section 2.

**Figure 44: Healthy Start 08: Annual Performance Score**

III. Annual Performance Score		
This score is calculated based on the information provided in Section 2.		
Budget Period	CAN (%) (Numerator/Denominator * 100)	CI (%) (Numerator/Denominator * 100)
4/1/2020-3/31/2021	100	70

**COMMENTS**

The grantee may provide additional comments here.

**Figure 45: Healthy Start 08: COMMENTS**

COMMENTS
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>0/5000 characters</p>

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## FORM-LEVEL RULES AND VALIDATIONS

1. For the **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For the **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet–CAN Implementation.
3. For the **Non-Competing Continuation Performance Reports (NCCPRs)**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).



## HEALTHY START 9


### FORM INSTRUCTIONS

#### HEALTHY START 09 DETAIL SHEET


The following information is under the **Healthy Start 09 Detail Sheet**. The grantee may expand the accordion menu to view the following details:

1. HS 09 – CAN Participation
2. Goal
3. Level
4. Domain
5. Definition
6. Benchmark Data Sources
7. Grantee Data Sources
8. Significance

**Figure 46: Healthy Start 09: Detail Sheet**

 **Healthy Start (HS 9)**

▶ DG0000;
Due In: 28 Days | Status: Not Started

▶ Resources 

▼ HS 09 Detail Sheet

HS 09 - CAN participation	The percent of Healthy Start grantees with at least 25% community members and Healthy Start program participants serving as members of their CAN.
Goal	To increase the proportion of Healthy Start grantees with at least 25% community members and Healthy Start program participants serving as members of their CAN to 100%. <a href="#" style="font-size: small; color: #0070C0;">Show less</a>
Level	Grantee
Domain	Healthy Start
Definition	<p>A Community Action Network, or CAN, is an existing, formally organized partnership of organizations and individuals. The CAN represents consumers and appropriate agencies which unite in an effort to collectively apply their resources to the implementation of one or more commons strategies to achieve a common goal within that project area.</p> <p><b>Community Member:</b> an individual who has lived experience that is representative of the project's Healthy Start target population.</p> <p><b>Program Participant:</b> an individual having direct contact with Healthy Start staff or subcontractors and receiving Healthy Start services on an ongoing systematic basis to improve perinatal and infant health.</p> <a href="#" style="font-size: small; color: #0070C0;">Show less</a>
Benchmark Data Sources	None
Grantee Data Sources	Grantee data systems
Significance	Consumer involvement in setting the community agenda and informing efforts to effectively meet the community's needs is critical to the effectiveness of the CAN. <a href="#" style="font-size: small; color: #0070C0;">Show less</a>

## ANNUAL PERFORMANCE OBJECTIVES

1. In this section, for **New Competing Performance Reports (NCPRs)**, the grantee must provide annual objectives (%) for all future budget periods.
2. **Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs)**:
  - a. Pre-population: All budget period objectives will be prepopulated from the previously approved report.
  - b. Annual Performance Objectives: For current and previous years, Annual Performance Objective fields will not be editable.
  - c. For **Non-Competing Continuation Performance Reports (NCCPRs)** future years, the grantee will have the ability to edit and/or modify the Annual Objective Fields if needed. (NOTE: This field is required.)

**Figure 47: Healthy Start 09: Annual Performance Objectives**

I. Annual Performance Objectives	
<p>■ For New Competing reports, you must provide objectives in Section 1.                      For Non-Competing Continuation and Project Period End reports, you must provide data in Section 2.                      Additionally, for Non-Competing Continuation reports, you may update the objectives for future years in Section 1, if needed.</p>	
Budget Periods	Objectives (%)
9/30/2018-9/29/2019	85
9/30/2019-9/29/2020	90
9/30/2020-9/29/2021	90
9/30/2021-9/29/2022	90

## DATA COLLECTION FOR DETAIL SHEET – CAN PARTICIPATION

1. In this section, for **Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs)**, the grantee provides the following data for the current budget period:
  - a. *Numerator*: Number of community members and Healthy Start (HS) program participants serving as members of the CAN. Enter an integer from 0–999,999. This is a required field.
  - b. *Denominator*: The total number of individual members serving on the CAN. Enter an integer from 0–999,999. The Denominator must be greater than or equal to the Numerator. This is a required field.
2. For **Non-Competing Continuation Performance Reports (NCCPRs) and Project Period End Reports (PPERs)**, the grantee reports data for the current calendar year. For example, if the current budget year for the year 2 **NCCPR** is 4/1/2020–3/31/2021, the grantee will report data

from 01/01/2020–12/21/2020. Examples of calculated calendar years for each year of the grant are below:

- a. YEAR 1: 04-01-2019–12-31-2019
- b. YEAR 2: 01-01-2020–12-31-2020
- c. YEAR 3: 01-01-2021–12-31-2021
- d. YEAR 4: 01-01-2022–12-31-2022
- e. YEAR 5: 01-01-2023–12-31-2023

**Figure 48: Healthy Start 09: Data Collection for Detail Sheet – CAN Participation**

II. Data Collection for Detail Sheet - CAN participation	
<b>Numerator</b> <i>(Number of community members and Healthy Start (HS) program participants serving as members of the CAN.)</i>	2
<b>Denominator</b> <i>(Total number of individual members serving on the CAN.)</i>	10

### ANNUAL PERFORMANCE SCORE

This section is automatically calculated based on the information provided in section 2.

**Figure 49: Healthy Start 09: Annual Performance Score**

III. Annual Performance Score	
<p>■ This score is calculated based on the information provided in Section 2.</p>	
Budget Period	Score (%) (Numerator/Denominator * 100)
4/1/2020-3/31/2021	20

### COMMENTS

The grantee may provide additional comments here.

**Figure 50: Healthy Start 09: COMMENTS**

COMMENTS
<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div> <p>0/5000 characters</p>

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## FORM-LEVEL RULES AND VALIDATIONS

1. For **New Competing Performance Reports (NCPRs)**, the grantee must provide objectives in section 1, Annual Performance Objectives.
2. For **Non-Competing Continuation Performance Reports (NCCPRs)** and **Project Period End Reports (PPERs)**, the grantee must provide data in section 2, Data Collection for Detail Sheet–CAN Participation.
3. For **Non-Competing Continuations Reports**, the grantee may update the objectives for future years in section 1, if needed.
4. The *Comments* text box will accept both text and numerical values (maximum of 5,000 characters).