

### 2023 HFA & Tableau Data Quality Assurance and Reporting Calendar

*This schedule outlines submission deadlines to identify timely practice improvements for HFA BPS Quality Assurance including: data, worksheets, analysis, and plans for improvement.*

Key	
Due date for AAP-CA3 to send to sites	Due date for sites to complete/submit to AAP-CA3

HFA BPS	Format	Frequency	Analysis Rationale & Application	Data Timeframe	Due Date
6-5.B ASQ3 Screen	Worksheet	Biannual	Ensure children receive development screening <sup>2</sup>	Active clients through December 31, 2022	Data included in worksheet if entered by - January 6, 2023
					Draft – February 10, 2023
					Feedback due – February 17, 2023
					Final - February 24, 2023
1-1.C Tracking Referrals & Site Capacity	Tableau Dashboards	Quarterly	<ul style="list-style-type: none"> <li>Maximize program capacity and reduce gaps in service access<sup>1</sup></li> </ul>	Q2 FY 22/23	Data included in dashboard if entered by – March 1, 2023
					Final – March 15, 2023
3-4.A Retention Rate	Tableau Dashboards	Annual	<ul style="list-style-type: none"> <li>Explore retention rates for Year 5, 6, and 7 cohorts</li> <li>Inform strategies to engage priority populations and identify fiscal year patterns<sup>2</sup></li> </ul>	<b>Year 5</b> Oct. 1, 2018-Sept. 30, 2019 (6, 12, 24, 36 months) <b>Year 6</b> Oct. 1, 2019-Sept. 30, 2020 (6, 12, 24 months) <b>Year 7</b> Oct. 1, 2020-Sept. 30, 2021 (6, 12 months)	Data included in dashboard if entered by - February 3, 2023
					Draft - March 17, 2023
					Feedback due – March 24, 2023
					Final – March 31, 2023
3-4.B Retention Analysis	Online Form (FS Team Member Corner)	Every Other Year	Identify trends to improve family retention <sup>2</sup>	Oct. 1, 2019-Sept. 30, 2021	April 14, 2023
6-5.C ASQ:SE-2 Screen	Worksheet	Annual	Ensure children receive development screening <sup>2</sup>	Active clients through Dec. 31, 2022	Data included in worksheet if entered by - February 3, 2023
					Draft - March 17, 2023
					Feedback due – March 24, 2023
					Final – March 31, 2023

## First 5 First Steps Countywide Coordination and Support

HFA BPS	Format	Frequency	Analysis Rationale & Application	Data Timeframe	Due Date
7-1.B Medical Home	Tableau Dashboards	Annual	Ensure children receive medical care <sup>2</sup>	Active clients through Dec. 31, 2022	Data included in dashboard if entered by - March 3, 2023
					Draft - April 14, 2023
					Feedback due – April 21, 2023
					Final – April 28, 2023
7-2.B-C Immunization	Tableau Dashboards	Annual	Ensure children receive medical care <sup>2</sup>	Active clients through Dec. 31, 2022	Data included in dashboard if entered by - March 3, 2023
					Draft - April 14, 2023
					Feedback due – April 21, 2023
					Final – April 28, 2023
7-1.C Well-Child Visits	Tableau Dashboards	Annual	Ensure families receive adequate service <sup>2</sup>	Active clients through Dec. 31, 2022	Data included in dashboard if entered by - March 31, 2023
					Draft - May 12, 2023
					Feedback due – May 19, 2023
					Final – May 26, 2023
7-1.C Strategies to Address Barriers in Access to Well-Child Visits	Online Form (FS Team Member Corner)	Annual	Understand factors influencing access to early care <sup>2</sup>	Active clients through Dec. 31, 2022	June 9, 2023
1-1.C Tracking Referrals & Site Capacity	Tableau Dashboards	Quarterly	Maximize program capacity and reduce gaps in service access <sup>1</sup>	Q3 FY 22/23	Data included in dashboard if entered by – June 1, 2023
					Final – June 15, 2023
7-4.C-D PHQ-9 Screen	Tableau Dashboards	Annual	Ensure caregivers receive depression screening <sup>2</sup>	Active clients who enroll from Jan. 1 - Dec. 31, 2022	Data included in dashboard if entered by - May 5, 2023
					Draft – June 16, 2023
					Feedback due – June 23, 2023
					Final – June 30, 2023
9-4 Staff Retention and Satisfaction Survey	Survey	Every Two Years	Timely response to staffing patterns <sup>5</sup>	Network-wide staff survey from program start through June 30, 2023	Survey distribution – June 9, 2023
					Survey Completion Deadline - June 23, 2023
					Survey results distribution – July 7, 2023

## First 5 First Steps Countywide Coordination and Support

HFA BPS	Format	Frequency	Analysis Rationale & Application	Data Timeframe	Due Date
9-4 Site Staff Retention and Satisfaction Analysis and Plan	Online Form (FS Team Member Corner)	Every Two Years	Timely response to staffing patterns <sup>5</sup>	All staff from program start through June 30, 2023	July 21, 2023
6-3.D CCI Completion	Tableau Dashboards	Annual	Ensure focus on parent-child interaction <sup>2</sup>	Active clients through June 30, 2023	Data included in dashboard if entered by – July 15, 2023
					Draft – August 4, 2023
					Feedback due – August 11, 2023
					Final – August 18, 2023
Training Trackers	Worksheet	Annual	Inform system training planning <sup>4</sup>	Update through June 30, 2023	August 4, 2023
12-1.B Supervision Tracker	Worksheet	Annual	Timely response to the need for changes in practice <sup>3</sup>	FY 22/23	August 4, 2023
4-2.B-C and 8-1.B HV Completion and Caseload Management	Worksheet	Annual	Ensure families receive adequate service <sup>2</sup>	FY 22/23	August 4, 2023
1-1.C Tracking Referrals & Site Capacity	Tableau Dashboards	Quarterly	Maximize program capacity and reduce gaps in service access <sup>1</sup>	Q4 FY 22/23	Data included in dashboard if entered by – September 1, 2023
					Final – September 15, 2023
1-4.A Acceptance Rate	Tableau Dashboards	Annual	Inform strategies to engage and enroll priority populations <sup>1</sup>	FY 22/23	Data included in dashboard if entered by - July 21, 2023
					Draft – September 1, 2023
					Feedback due – September 13, 2023
					Final – September 20, 2023
1-1.C Strategies to fill slots/reduce gaps in service	Online Form (FS Team Member Corner)	Annual	Work with Community Advisor Board to reduce gaps in service access and strengthen relationships with referral partners <sup>1</sup>	FY 22/23	October 4, 2023
1-2.B Strategies to improve initial engagement	Online Form	Annual	Reduce the time between referral and the initial engagement process <sup>1</sup>	FY 22/23	October 4, 2023

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6-5.B ASQ3 Screen	Worksheet	Biannual	Ensure children receive development screening <sup>2</sup>	Active clients through June 30, 2023	Data included in worksheet if entered by - September 1, 2023
					Draft – October 20, 2023
					Feedback due – October 27, 2023
					Final – November 3, 2023
1-1.C Tracking Referrals & Site Capacity	Tableau Dashboards	Quarterly	Maximize program capacity and reduce gaps in service access <sup>1</sup>	Q1 FY 23/24	Data included in dashboard if entered by – December 1, 2023
					Final – December 15, 2023

Associated HFA Central Administration (CA) BPS: <sup>1</sup>HFA CA BPS Q-4.1; <sup>2</sup>HFA CA BPS Q-4.2; <sup>3</sup>HFA CA BPS Q-4.4; <sup>4</sup>HFA CA BPS Q-4.5; <sup>5</sup>HFA CA BPS Q-4.6