

F5FS Data QA & Reporting Calendar

Due date for AAP-CA3 to send to sites	Due date for sites to complete/submit to AAP-CA3
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MONTH <i>frequency</i>	HFA BPS	Data Timeframe	Format	Due Dates
JANUARY <i>annual</i>	6-5.B ASQ-3, 6-5.C ASQ:SE-2	Active children as of 12/31/24	HFA Worksheet	Data included if entered by - January 3, 2025
				Draft – January 13, 2025
				Feedback due – January 20, 2025
				Final – January 27, 2025
MARCH <i>annual</i>	6-3.D CCI Completion	Active children as of 12/31/24	Tableau	Data included if entered by - February 1, 2025
				Draft – March 7, 2025
				Feedback due – March 14, 2025
				Final – March 21, 2025
APRIL <i>quarterly</i>	1-1.C Tracking Referrals & Site Capacity*	Q2 FY 24/25	Tableau / HFA Worksheet	April 30, 2025
MAY <i>annual</i>	7-1.B Medical Home 7-2.B-C Immunization 7-1.C Well-Child Visits	Active children as of 12/31/24	Tableau Online Form (HFSDC Team Member Corner)	Data included if entered by – April 4, 2025
				Draft – May 9, 2025
				Feedback due – May 16, 2025
				Final - May 23, 2025
JUNE <i>quarterly</i>	1-1.C Tracking Referrals & Site Capacity*	Q3 FY 24/25	Tableau / HFA Worksheet	June 27, 2025
JULY <i>annual</i>	7-4.C-D PHQ-9 Screen	Active families that enroll from Jan.1 – Dec. 31, 2024	Tableau	Data included if entered by – June 20, 2025
				Draft – July 11, 2025
				Feedback due – July 18, 2025
				Final - July 25, 2025

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MONTH <i>frequency</i>	HFA BPS	Data Timeframe	Format	Due Dates
SEPTEMBER <i>annual</i>	1-4.A Acceptance Rate*	FY 23-24	Tableau	Data included if entered by – August 15, 2025
				Draft – September 5, 2025
				Feedback due – September 12, 2025
				Final - September 19, 2025
SEPTEMBER <i>annual</i>	1-1.C Strategies to fill slots/reduce gaps in service 1-2.B Strategies to improve initial engagement	FY 23-24	Online Form (HFSDC TMC)	September 26, 2025
NOVEMBER <i>annual</i>	3-4.A Retention Rate*	Year 8 Jul. 1, 2021-Jun. 30, 2022 (6, 12, 24, 36 mos.) Year 9 Jul. 1, 2022-Jun. 30, 2023 (6, 12, 24 mos.) Year 10 Jul. 1, 2023-Jun. 30, 2024 (6, 12 mos.)	Tableau	Data included if entered by - October 17, 2025
				Draft – November 7, 2025
				Feedback due – November 14, 2025
				Final – November 21, 2025
NOVEMBER <i>every other year</i>	3-4.B Retention Analysis	Jul. 1, 2021-Jun. 30, 2024	Online Form (HFSDC TMC)	November 28, 2025
DECEMBER <i>quarterly</i>	1-1.C Tracking Referrals & Site Capacity*	Q1 FY 25-26	Tableau	December 12, 2025

Sites will be required to complete and submit their own HFA worksheets during **scheduled site visits and desk reviews** for the following HFA BPS:

4-2.B/8-1.B
Home Visit Completion & Caseload Monitoring

4-3.B
Offer of 3 years of service

12-1.B
Supervision & Frequency & Duration

*These sections may be helpful for sites to review and take into consideration when preparing for HFA Standard 5 (Diversity, Equity, Inclusion, and Belonging) and Equity Plan development.

