Semi-Annual Data Report Guidance

General guidelines:

1. The performance measures outlined in this document seek to capture and summarize data and narrative themes for Children’s Integrated Services. Data submitted to the State should reflect only information regarding CIS clients and service providers, and exclude data pertaining to other services provided in conjunction with CIS.

2. Please contact the State with any questions regarding interpretation of these measures, or if you require State assistance training field staff in your region that are responsible for providing this data to you.

3. In an effort to streamline the collection of data across regions and enhance the quality of information about Children’s Integrated Services, please do not make any changes or edits to the State-provided data template. This includes adding or removing columns and/or rows, changing the wording of a heading, or in any way altering the template that may interfere with the uniformity of statewide CIS data collection. If you need to add any information or footnotes to the data you have provided, please utilize the Notes tab on the data template.

4. Please note that data is only being collected and reported for clients who entered the Children’s Integrated Services program on November 1, 2010 or later. (This date reflects the birth of Children’s Integrated Services, as the program currently exists.)

5. The name of the submitter and region and date of submission to State (Barre, Bennington, Brattleboro, Burlington, Middlebury, Morrisville, Newport, Rutland, St. Albans, St. Johnsbury, Springfield, Hartford) must be included on reports before submitting to the State.

6. The following template will be provided to all regions to be used for semi-annual/annual reporting:
CIS Semi/Annual Data Template:

Excel spreadsheet capturing raw numbers for seven performance measures, which are outlined in this guidance document. Numbers must be entered for all cells highlighted in yellow. Breakdown of numbers by program is required only for non-bundled regions.