

Appendix J - Capacity Analysis Report

CASELOAD AND CAPACITY ANALYSIS - to be completed for each month of the contract period	
INTRODUCTION & NOTES	This Excel tool has been adapted to streamline the caseload and capacity analysis and reporting processes, for both the Local Implementing Agency and the State Team; and to standardize the way metrics are calculated across all LIAs. Please do not copy this workbook to use next month. Instead, open the file named for monthly data you are reporting (i.e., in early January, use the file named "2021 12" to report December 2021 data). Please do not change the name of the file when emailing the report to NH DPHS. The "New Home Visitor" tab has been designed for home visitors in their first 24 months to better accommodate new HFA BPS.
USE	<ol style="list-style-type: none"> 1. Click on a home visitor worksheet (HV) tab, below. Enter the home visitor's information into the GREEN CELLS only: their Name, # hours per week paid by HFA, and % of HFA time as a home visitor. 2. Enter the number of families on each level that the home visitor saw in the reporting month. 3. Repeat Steps 1-2 for each home visitor allocated to HFA Home Visiting during the month, in the separate tabs provided. 4. If you have a home visitor position that is currently vacant, please indicate this using "RECRUITMENT" instead of the home visitor's name. 5. Click the "Capacity Analysis" worksheet tab to review the analysis for your Local Implementing Agency this month. <p>NOTE: to optimize your case-assignment planning, use next month's workbook to model your family and case-weight numbers, and see what your performance results will be!</p>
MAINTENANCE	<p align="center">PLEASE FOLLOW IF YOUR FAMILY SERVICE WORKERS CHANGED IN THE REPORTING MONTH</p> <p>If your HFA home visiting staff changed, but the number of HFA home visitors did not exceed 5, simply change the "Name of staff member" in Cell B2. Return to USE, Step 1.</p> <p>If the number of HFA home visitors during the reporting month was greater than 5, contact the State Team for technical assistance, OR:</p> <ol style="list-style-type: none"> 1. Duplicate the last FSW worksheet tab (right-click, select "move or copy", click box "create a copy", move to "before Capacity Analysis") 2. Update formulas in the Capacity Analysis worksheet tab to include the new FSW worksheet: <ol style="list-style-type: none"> a. # families served, per case weight category (cells E3:I3) b. % of monthly home visitor capacity utilized (cells E7, F7) c. Service Utilization % (cells, E10, F10)
<p>Note: The # of hours paid should be the salaried or expected contracted hours for HFA only, regardless of vacation days, out of office, sick, etc.</p> <p>Note: The % of time spent home visiting should be the % of time - of the HFA hours recorded above - doing home visiting work. For FSWs who are NOT also doing FAW work, the % will be 100%</p> <p>Once the green cells are filled, all orange fields and the Capacity Analysis worksheet will auto-calculate for the individual home visitors and for your LIA</p> <p>If the total number of families or the total weighted caseload is above the maximum, the corresponding field will turn red</p>	

Month for Caseload Analysis	January 2022
Hire Date (New Hire under 24 months emp)	
Name of staff member	
# hours per week worked for HFA only	
Of the hours above, % time as HFA home visitor	
Caseload multiplier	0.00

6/28/2022

Permanent Special Circumstances (PSC) families should be captured above at their level, AND in this section if they have any of the following: need an interpreter, have multiple births (twins, triplets, etc.), have significant additional travel time, or a child with special needs

of families with additional caseweight due to PSCs

Levels	Description	Number of Families on Level	Weight	Weighted Caseload per Level	0.5	1	1.5	2	2.5	3	Extra Case Weight
Level 2P	Prenatal - visits every other week during first and second trimester		2.00	0							0
Level 1P	Prenatal - visits every week in third trimester (or earlier if needed)		2.00	0							0
Level 1	First 6 months after birth or enrollment - visits every week		2.00	0							0
Level 2	Visits every other week		1.00	0							0
Level 3	Visits once per month		0.50	0							0
Level 1SS	Crisis Intervention - visits weekly, or more if needed		3.00	0							0
Level 4	Visits once per quarter		0.25	0							0
Creative Outreach (CO)	Creative Outreach (CO) is for families that completed at least one home visit but became disengaged.		2.00	0							
Level CO1	CO families are given the same caseweight they had prior to going on CO, to ensure space if re-engaged.		1.00	0							
Level CO2	CO families are given the same caseweight they had prior to going on CO, to ensure space if re-engaged.		0.50	0							
Level CO3	CO families are given the same caseweight they had prior to going on CO, to ensure space if re-engaged.		0.50	0							
Temporary Assignments (TO, TR)	Temporarily Out of Area (TO): for up to 3 months, families are given the same caseweight they had prior to going on CO, to ensure space if re-engaged.		2.00	0							
Level TO1	TO families are given the same caseweight they had prior to going on CO, to ensure space if re-engaged.		1.00	0							
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Level TR	Temporary Re-Assignment (TR): for up to 3 months, families accept voluntary re-assignment to another FSW due to leave or turnover		0.50	0							
Actual totals		0		0	Total additional PSC caseweights						
Maximum for fidelity		0		0	0						
HFA CAPACITY CALCULATION		#DIV/0!									
FSW Contribution to HRSA CAPACITY CALCULATION		0.0%									

not applicable

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6/28/2022

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not applicable

Month for Caseload Analysis	
Name of staff member	
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FSW Contribution to HRSA CAPACITY CALCULATION		0.0%									

LIA MONTHLY CAPACITY ANALYSIS

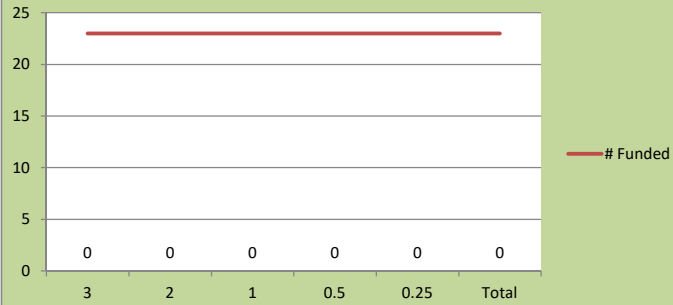
Case-Weight Categories:

	3	2	1	0.5	0.25	Total
# Families Served per category	0	0	0	0	0	0
# Funded	23	23	23	23	23	23

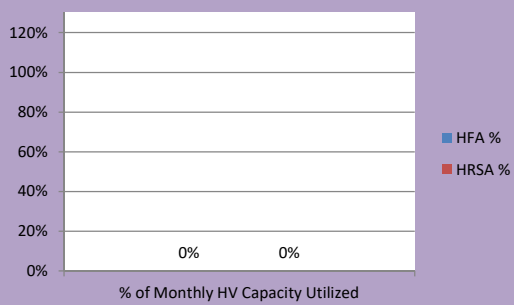
	HFA %	HRSA %	Difference
% of Monthly HV Capacity Utilized	#DIV/0!	0%	#DIV/0!

	Prenatal	Level 1-4	Temporary	Permanent
Service Utilization	0	0	0	0

Families in Case-Weight Categories



LIA Capacity Utilized, All FSWs



Service Utilization

