

2021 Rate Card Reference Guide

Last updated: 8/31/2021

Introduction

The 2021 Rate Card has been designed by the Connecticut Office of Early Childhood (OEC) to incentivize home visiting providers to achieve high priority outcomes. The goals for the Rate Card are to:

- i) reward providers for strong service delivery
- ii) incentivize metrics that OEC has prioritized
- iii) build a data feedback loop with OEC
- iv) inform future contracting decisions

The 2021 Rate Card will offer payments based on the achievement of four metrics (see Table 1). This document is intended to serve as a reference guide for home visiting providers to understand each metric's definitions, eligibility criteria for each metric, required data fields, and specific conditions required for outcome achievement. Please note that metric achievements will be recorded quarterly but payments will be made semiannually. Please also note that the Key Population Enrollment, Prenatal Enrollment, and Prenatal and Postpartum Care metrics are for caregivers who newly enroll in home visiting services as of July 1st, 2021 (although one exception is that the Prenatal and Postpartum Care metric includes caregivers with subsequent pregnancies). The Caregiver Education and Training or Employment metric is for caregivers who are served but have not necessarily newly enrolled as of July 1st, 2021. The Caregiver Education and Training or Employment metric can also be achieved each quarter in a year for the same caregiver, resulting in a maximum of four payments generated per year per caregiver. Data for the Caregiver Education and Training or Employment metric must be entered no later than 15 calendar days after the last day of the quarter.

TABLE 1: 2021 RATE CARD

Metric	Definition
1. Key Population Enrollment	Enroll any mother, father, or other Caregiver, who identifies as Black/African-American, Puerto Rican, and/or Native American and/or less than 20 years of age at enrollment date
2. Prenatal Enrollment	Enroll any Caregiver prenatally before 32 gestation weeks
3. Caregiver Education and Training or Employment	Each quarter, the Caregiver: (1) Enrolls or maintains enrollment in an Education and Training program (e.g., high school, job training, or ESL), or (2) Attains or is retained in Employment working at least 20 hours a week, or (3) Graduates from an Education and Training program
4. Prenatal and Postpartum Care	For any mother, father, or other Caregiver enrolled before 32 gestation weeks, completion of at least 3 prenatal visits with any healthcare provider after enrollment and at least 1 postpartum visit and 1 well-child visit within eight weeks after delivery

Metric 1: Key Population Enrollment

Definition: Enroll any mother, father, or other Caregiver, who identifies as Black/African-American, Puerto Rican, and/or Native American and/or less than 20 years of age at enrollment date

Eligibility	Metric is Achieved When...
Any newly enrolled mother, father, or other Caregiver	Caregiver identifies as Black/African American, Puerto Rican, and/or Native American, and/or age is less than 20 years at Enrollment Date

The Fine Print

- Metric achievement is available for caregivers who newly enroll in a given six-month reporting timeframe.
- Race and ethnicity should be entered into ECIS according to how the caregiver self-identifies/self-reports.
- If a caregiver identifies as two or more races and at least one is a key population (i.e., Native American, Black or African American, and/or Puerto Rican), then this would count towards metric achievement. For instance, if a caregiver identifies as both Asian and Black or African American, then the metric would be achieved.
- Only caregivers who identify as Puerto Rican, but not as other Latinx heritages, would count towards metric achievement. According to [provisional 2019 Connecticut Department of Public Health birth data](#), among Latinx heritages, Puerto Rican mothers, specifically, have adverse outcomes.
- To count towards the key population's age criterion, the caregiver must be under the age of 20 years at enrollment. Age will be assessed using Caregiver DOB and Enrollment Date. Reminder: the date of the first home visit determines the enrollment date.
- Each caregiver can only generate one key population payment, even if a caregiver meets multiple criteria (e.g., identifies as two or more key races or identifies as a key population race and was under the age of 20 at Enrollment Date).
 - Payment will be assessed for each eligible caregiver. If multiple caregivers (e.g., mother and father) in one family unit are enrolled in home visiting and achieve the metric, then the family could generate multiple payments for the provider.
- This metric should only be achieved once per caregiver (i.e., if a caregiver enrolls and exits and then re-enrolls in a later quarter). If this metric is not achieved on the original enrollment date but is achieved at re-enrollment, this would generate a payment.

The fields that need to be entered in ECIS are: Caregiver DOB, Race, Ethnicity (Hispanic or Latino Ethnicity, yes/no), and Puerto Rican (yes/no).



Things to do in ECIS

On the Referral Form

- For the caregiver:
 - Enter CaregiverDOB

On the Enrollment Form

- For the caregiver:

- Complete Race (see list of options)
- Complete Hispanic or Latino Ethnicity (yes/no)
- Complete Puerto Rican (yes/no)

Note that the fields Caregiver DOB, Race, Ethnicity, and Puerto Rican are each required, so you will be entering them in the usual course of enrolling a new caregiver. See illustrations below.

Screen Shots

Referral Form

The screenshot shows the 'New Referral' form with the following fields and values:

Date Spoke With Caregiver	Referral Source (Other, type in)	Spoke With	Screening Consent
11/11/2011		11/11/2011	YES

Below these are the 'First Name', 'Last Name', 'Date of Birth', and 'Identification' fields. The 'Date of Birth' field is circled in red and contains the value '11/11/1992'.

Enrollment Form

The screenshot shows the Enrollment Form with the following fields and values:

Date of Birth	Language		
11/11/1992	English		
Identifies As	Hispanic or Latino Ethnicity	Puerto Rican	Marital Status
Female	Yes	Yes	Single and never married
Race			
Black or African American			

The 'Date of Birth', 'Race', 'Hispanic or Latino Ethnicity', and 'Puerto Rican' fields are circled in red.

Metric 2: Prenatal Enrollment

Definition: Enroll any Caregiver prenatally before 32 gestation weeks

Eligibility	Metric is Achieved When...
Any newly enrolled mother, father, or other caregiver	A caregiver is enrolled before the first day of the 32nd week of gestation

The Fine Print

- Metric achievement is available for caregivers who newly enroll in a given six-month reporting timeframe.
- To achieve the metric, the caregiver must be enrolled before the first day of the 32nd gestation week; the last day to enroll and be eligible for metric achievement is 31 weeks and 6 days of pregnancy.
- Gestation weeks will be determined using Enrollment Date and Baby Estimated Due Date (Baby EDD). Reminder: the date of the first home visit determines the Enrollment Date.
- Payment will be assessed for each eligible caregiver. If multiple caregivers in one family unit (e.g., mother and father) are enrolled in home visiting and achieve the metric, then the family could generate multiple payments for the provider.
- This metric should only be achieved once per caregiver (i.e., if a caregiver enrolls and exits and then re-enrolls in a later quarter). If this metric is not achieved on the original enrollment date but is achieved at re-enrollment, this would generate a payment.

The fields that need to be entered in ECIS are: Baby’s estimated date of delivery (EDD) and whether the caregiver was prenatal at enrollment (under “Index Child” on the referral form).



Things to do in ECIS

On the Referral Form

- For the caregiver:
 - Enter Baby’s EDD
 - Prenatal (under “Index Child”)

If you don’t know the baby’s due date at the time the referral form is filled out, it is also possible to enter the due date after you enroll the caregiver and his/her record is established. In the health and wellness tab of the caregiver’s record, click on the “Pregnancy and Postpartum Information” button. That will bring up a pregnancy and postpartum information table (which will be empty if a baby’s due date has not been entered yet). Click on “Add pregnancy” and enter the EDD. See screenshot illustrations below.

Screen Shots

Referral Form

The screenshot shows the 'New Referral' form. The 'Index Child' field is circled in red, and the 'Estimated Delivery Date' field is also circled in red. Other fields include 'First Name', 'Last Name', 'Date of Birth', 'Town of Residence', 'Home Phone No.', 'Cell Phone No.', and 'First Child?'. The form is titled 'New Referral' and has a 'Caregiver Information' section.

Caregiver's Record

The screenshot shows the 'Caregiver's Record' page for 'Test, Martha (92770)'. The 'Health/Wellness' menu item is circled in red. The 'Pregnancy and Postpartum Information' button is also circled in red. The page displays various fields for medical care, insurance, and pregnancy information.

Name	Estimated Delivery Date	Date of Birth	Prenatal Care	Birth Outcome	Estimated Age	Postpartum Appointment	Postpartum Appointment Date	Index
Add Pregnancy								

Clicking on the "Add Pregnancy" button will bring up this small dialog box to enter the due date.

The dialog box is titled 'Update/Edit Pregnancy Info'. It contains a 'Estimated Delivery Date' field with a calendar icon and a 'Save' button.

Metric 3: Caregiver Education and Training or Employment

Definition: Each quarter, the Caregiver:

- (1) Enrolls or maintains enrollment in an Education and Training program (e.g., high school, job training or ESL), or
- (2) Attains or is retained in Employment working at least 20 hours a week, or
- (3) Graduates from an Education and Training program

Eligibility	Metric is Achieved When...
Any mother, father, or other caregiver served during the quarter	Caregiver meets at least one of the following criteria: <ul style="list-style-type: none"> • Caregiver is retained in an education/training program (e.g., maintain high school, any education or training, or ESL enrollment), or • Caregiver maintains employment (minimum working 20 hours per week), or • Caregiver graduates from an education program

The Fine Print

- Assess metric achievement for caregivers served (but not necessarily newly enrolled in the given quarter).
- As a reminder, metric achievements are noted each quarter although payments are made semiannually.
- A payment is earned for each quarter that the Caregiver meets one of the criteria listed above; continuous achievement across quarters is not required.
- One caregiver generates only a single payment each quarter for this metric even if multiple criteria are met within a quarter.
- The Verified/Updated Dates signal education or employment status as of a particular date. They are interpreted: as of the date recorded, the home visitor is confident of the corresponding education/employment status recorded. As such, they could be the date of a home visit at which education/employment was discussed. They are not necessarily the date that the home visitor entered the information.
- Education and employment information should be updated as changes in status occur. If there are no changes in education or employment status throughout the quarter, then the dates can be updated at any point during the quarter (with a date that falls during the quarter). If education and/or employment information has been updated at any point during the quarter, then no end of quarter verification is necessary. For instance, if a caregiver is employed as of August 1st, and is recorded as such with the verified date of August 1st, then the home visitor does *not* need to verify this again at the end of the quarter (September 30th, 2021). Conversely, if a caregiver was not working on August 1st but gained employment any time before September 30th, then that information should be recorded with the relevant date. **The metric requirement is that the caregiver is recorded as being employed, in an educational program, or graduated from an educational program with an associated date that falls during the quarter.**

- While the date entered for a caregiver’s education or employment must fall during the quarter for them to be eligible, the information can be entered by the user up to 15 calendar days after the last day of the quarter. The date stamp associated with the data entry will be included in determining eligibility; information which has been entered more than 15 days after the close of the quarter will not be considered for that quarter.
- **Education criteria** is met as long as there is verification of education in a given quarter
 - Any training and education program is eligible for this metric; common programs may include high school, post-secondary education, SNAP Employment and Training programs, industry-recognized certificate and credential programs, and English as a Second Language programs.
 - GED classes qualify for high school enrollment as long as caregivers enrolled in GED classes are correctly labeled as a Student or Trainee in ECIS.
 - If a caregiver graduates from an educational program, the education criteria are met for that quarter.
 - ESL classes and other training programs count towards enrollment/retention in education/training programs even if the caregiver is not necessarily labeled as a Student or Trainee.
- **Employment criteria** is met as long as there is verification of employment, with a minimum of 20 hours worked/week (if part-time) in a given quarter.
 - For verification of employment, Employment Status, Employer Name, and Job Title fields must be complete. **Note that Employer Name and Job Title can be very generic if the family is not comfortable giving details.**
 - For part-time employees, “No. Hours Per Week” must be complete in ECIS and indicate that caregivers are working at least 20 hours a week. “No. Hours Per Week” does not need to be completed for those working full-time; the full-time designation implies they are working at least 20 hours a week.
 - This metric intends to encourage providers to support families to obtain and maintain secure, high-quality employment **if that is the stated goal of the family/caregiver**. If the family is not actively looking to work, then OEC does not expect families to achieve this metric.
- A caregiver does not have to be enrolled in education or employed for the full quarter to achieve the metric. In other words, verification of any education or employment at any point in the quarter leads to metric achievement.
- Furthermore, a caregiver does not have to be enrolled or employed in the same education/training program or same job for the entire quarter to achieve the metric. For example, a caregiver could switch jobs during the quarter and this would still count towards metric achievement.

The fields that need to be entered in ECIS are:

For education:

Educational Status and Verified Date. If applicable: Graduation Date, Enrolled In ESL, and ESL Verified Date.

For employment:

Employment Status and Verified Date. If applicable: Employer Name (required if working full-time or part-time), Job Title (required if working full-time or part-time), and Number of Hours Per Week (required if working part-time).



Things to do in ECIS

In the caregiver's record:

- Enter "Educational Status" and "Date Educational Status Verified/Updated"
- If applicable, enter "Enrolled in ESL" and relevant ESL fields
- If applicable, enter Graduation Date. *Note that this is to record the date that the caregiver actually graduated. It is not an expected date of graduation.*
- Enter "Employment Status" and "Date Employment Status Verified/Updated"
 - If employed, enter Employer Name and Job Title
 - If Employment Status is part time, enter Number of Hours Per Week

Screen Shots

Education and employment information is recorded in each caregiver's record under the Education/Income tab.

Information necessary in ECIS to document that a caregiver is in an educational program (including GED) during the quarter:

Educational Status = Student or trainee	Name of Educational Institution/Program Fairfax High School	Graduation Date = 05/15/2021	Date Educational Status Verified/Updated = 06/01/2021
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- Educational Status must be "Student or trainee"
- The "Date Educational Status Verified/Updated" must fall within the quarter.

Information necessary in ECIS to document that a caregiver graduated during the quarter:

Educational Status = Not a student or trainee	Graduation Date = 05/15/2021	Date Educational Status Verified/Updated = 06/01/2021
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- Graduation Date must fall during the quarter
- Educational Status does not necessarily have to be "student or trainee". If Educational Status is updated after the caregiver graduated, they will most likely not be a student any longer.

Information necessary in ECIS to document that a caregiver was enrolled in an ESL program during the quarter:

Enrolled in ESL = Yes	Date ESL Verified/Updated = 07/05/2021	Name of ESL Program English Language Center of Fairfax	ESL Start Date = 01/20/2020
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- Enrolled in ESL must be "Yes"
- The "Date ESL Verified/Updated" must fall within the quarter.

Information necessary in ECIS to document that a caregiver was employed during the quarter:

Employment Status = Employed part-time	Date Employment Status Verified/Updated = 07/05/2021	Name of Employer Health Care Agency	Job Title CNA	No. Hours Per Week 20
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- Employment status must be “Employed full time” or “Employed part time”
- If the caregiver is employed part time, then “No. of hours per week” should be entered. To be eligible, a caregiver must work at least 20 hours per week.
If the caregiver works full time, there’s no need to enter hours per week; that field won’t even show when “Employed full time” is selected.
- The “Date Employment Status Verified/Updated” must fall within the quarter.
- Type in Name of Employer and Job Title. Note that for both of these, the description can either be specific (“McDonalds”) or general (“fast food restaurant”).

Metric 4: Prenatal and Postpartum Care

Definition: For any mother, father, or other Caregiver enrolled before 32 gestation weeks, completion of at least 3 prenatal visits with any healthcare provider after enrollment and at least 1 postpartum visit and 1 well-child visit within eight weeks after delivery.

Eligibility	Metric is Achieved When...
Any enrolled mother, father, or other caregiver who enrolls before the first day of the 32nd gestation week	Caregiver must complete: <ul style="list-style-type: none"> • At least 3 prenatal visits with any healthcare provider after enrollment in home visiting • At least 1 postpartum visit within eight weeks after delivery • At least 1 well-child visit within eight weeks after delivery

The Fine Print

- Metric achievement is available for caregivers who enroll in a given six-month reporting timeframe.
- Only caregivers who were enrolled prenatally before 32 gestation weeks are eligible for this metric; the last day to enroll and be eligible for metric achievement would be 31 weeks and 6 days of pregnancy.
- Gestation weeks will be determined using the caregiver’s enrollment date and the baby’s EDD. Reminder: the date of the first home visit determines the enrollment date.
- Metric is only achieved if all prenatal, postpartum, and well-child visit criteria are met:
 - At least three prenatal visits must occur, with dates after the enrollment date and before the child’s date of birth.
 - There must be at least one postpartum visit within 8 weeks (56 days) of delivery.
 - There must be at least one well-child visit within 8 weeks (56 days) of delivery.
- Virtual visits can count towards metric achievement. Visits with any healthcare provider (e.g., doula, midwife, birth center) would count towards metric achievement.¹
- If multiple caregivers in one family unit (e.g., mother and father) are enrolled in home visiting and achieve the metric, then the family could generate multiple payments for the provider.
- For a father or other caregiver to achieve this metric, he must attend all required visits (prenatal, postpartum, and well-child). The mother, by definition, must also be present at the prenatal visits and postpartum visit. For a mother to achieve the metric, she must attend all required visits (prenatal, postpartum, well-child).
- Although metric achievement requires at least three prenatal visits after home visiting enrollment, depending on where a mother is in her pregnancy, a home visitors should encourage more frequent visits as needed.

¹ According to the [Maternal, Infant, and Early Childhood Home Visiting \(MIECHV\) Program FAQs](#), “A postpartum visit is a visit between the woman and her health care provider to assess the mother’s current physical health, including the status of pregnancy-related conditions such as gestational diabetes, to screen for postpartum depression, to provide counseling on infant care and family planning, and to provide screening and referrals for the management of chronic conditions. Additionally, a provider may use this opportunity to conduct a breast exam and discuss breastfeeding. While there is no restriction on the types of health care providers that are seen in a postpartum visit, the purpose of the visit has to be for one of the reasons outlined above.”

- Although metric achievement requires at least one well-child visit within eight weeks of delivery, home visitors should encourage each pediatrician visit (i.e., newborn, within 3-5 days, and 1 month), as designated by the American Academy of Pediatrics (AAP)'s [Periodicity Schedule](#).
- Note that the schedule for well-child visits includes a 2-month visit that is appropriate when the child is two months and 0 days through three months and 30 days; attending the 2-month visit alone would not generate metric achievement since it falls on or after eight weeks.
- If a baby were born premature and the caregiver did not have time to complete three prenatal visits, the metric would not be achieved.
- This metric should only be achieved once (i.e., if a caregiver enrolls and exits and then re-enrolls in a later quarter). If this metric is not achieved on the original enrollment date but is achieved on the re-enrollment date, this would generate a payment. If a caregiver has multiple children/subsequent pregnancies; the metric could be achieved for both births if a mother re-enrolls prenatally before 32 gestation weeks.

The fields that need to be entered in ECIS are: Prenatal (under “Index Child”), Baby EDD, Baby’s DOB, Dates of Prenatal Visits, Date of Post-Partum Visit, Date of Well Child Visit



Things to do in ECIS

On the Referral Form

- For the caregiver:
 - Prenatal (under “Index Child”)
 - Enter Baby’s EDD

As described under metric #2 Prenatal Enrollment, if a caregiver is enrolled without baby’s EDD entered, it is possible to add that information to the caregiver’s record after they are enrolled. See metric #2 for more details, including screenshots.

In the Caregiver’s Record

- For the caregiver:
 - Enter Prenatal visits
 - Enter Postpartum visit information

On the Child’s Enrollment Form

- For the child:
 - Enter Baby’s DOB

The child’s date of birth is a required field entered in the usual course of enrolling a child.

In the Child’s Record

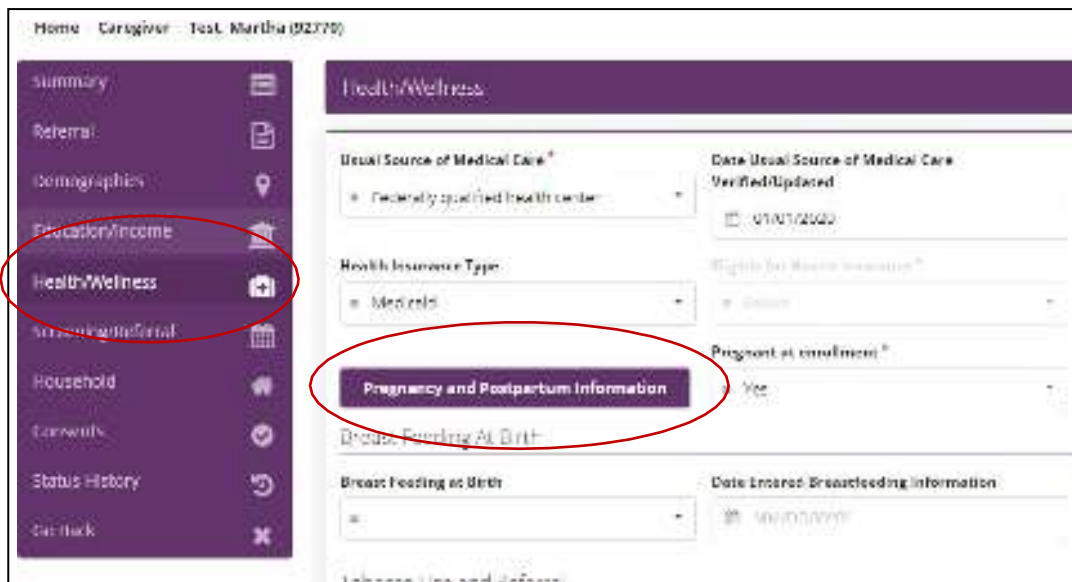
- For the child:
 - Enter well child visit information

Screen Shots

Screenshots below show where to enter the prenatal visits and postpartum information in the caregiver's record and the well child visit information in the child's record. See Prenatal Enrollment (metric #2) for screenshots on entering prenatal information.

Caregiver's Record

The Pregnancy and Postpartum Information table houses the prenatal visits and postpartum appointment information for caregivers who enroll prenatally (or who have a subsequent pregnancy while enrolled in home visiting). The Pregnancy and Postpartum Information table is in the caregiver's record under the health and wellness tab.



Once a due date (EDD) has been entered, it creates a record in the table. Prenatal care visits can be added by clicking on the "View" button under prenatal care. Postpartum appointment information can be entered by clicking on the "Edit" button at the end of the row.

Pregnancy and Postpartum Information									
name	Estimated Delivery Date	date of birth	pregnancy status	Birth Outcome	Gestational Age	Postpartum Appointment	Postpartum Appointment Date	index	
	05/15/2021		View						Edit
Add Pregnancy									

Child's Record

The well child visit information is located in the health and wellness tab of the child's record. Visits are grouped into those that are upcoming ("pending"), and those that have already happened ("completed"). In the screenshot below, the child had both a 3-5 day visit and a 1 month visit. The next visit that is due is the 2 month visit which should occur during the window of time shown. To record that there was a well child visit, click on the edit button for the corresponding visit.

Well-Child Visits				
Pending:	Visit Window	Date of Visit	Notes	Edit
1 Month	09/11/2021 - 11/10/2021			Edit
2 Months	11/11/2021 - 01/10/2022			Edit
Completed	Visit Window	Date of Visit	Notes	Edit
3-5 Days	07/12/2021 - 07/18/2021	07/19/2021		Edit
1 Month	07/26/2021 - 09/09/2021	08/22/2021		Edit

Note that the benchmarks keep track of whether each well-child visit was held during the prescribed window. In the example above, if the 2 month visit falls during 9/11/2021 – 11/10/2021 it will “count” for benchmarks; if it doesn’t, it won’t.

To qualify for the metric, the visit doesn’t necessarily have to fall within the prescribed window. Rather, there simply has to be at least one well child visit within the child’s first 8 weeks. If you have an instance where there was a well child visit within 8 weeks, but the visit didn’t fall in one of the prescribed windows, simply enter it on the line for the window that comes closest. In the example above, if there had been only one visit, and it was on 7/19/2021, that would count for the metric, and it could be entered on the line for the 3-5 days visit.