# PIR Cheat Sheet

# Family Services

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|  | No | Yes |
| Homeless PIR – COS’s should be completed when a family becomes homeless | Family was NOT homeless at any time during the program year | Family was homeless at any time during the program year |
| Acquired housing during the  program year PIR – this is blank if the above question was marked No | The family is still homeless | The family now has housing –  COS should be completed |
| Referred for services by a child  welfare agency PIR | The family was NOT referred by  CPS, foster care, Families First, etc | The family was referred by CPS,  foster care, Families First, etc., noted on the application |
| Foster care during program year | If the child is NOT a foster child | If child is foster child on |
| PIR |  | application or a COS is |
|  |  | completed that they become a |
|  |  | foster child |
| Program receives a child care subsidy for this child PIR | This would always be No for our home-based program. Our program is NOT receiving a child care subsidy for this child | NA, unless they were part of a collaborative center – collaborate with previous staff to find out if there was a subsidy |

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|  | At Enrollment (of the current program year) | At End of Enrollment (of the current enrollment year) |
| TANF – cash assistance PIR | Yes if the family receives TANF  (Temporary Assistance for Needy Families, cash assistance from DHHS) | Yes if the family is receiving  TANF |
| SSI PIR | Yes if ANYONE in the family  receives Social Security Income (Social Security Disability does not count) | Yes if the family continues to  receive SSI |
| WIC PIR | Yes if the family is receiving WIC | Yes if the family is receiving WIC |
| Receiving Supplemental Nutrition Assistance Program (SNAP) PIR – food stamps | Yes if they receive food stamps through DHHS | Yes if the family receives food stamps through DHHS |
| At least one parent/guardian is  an active duty member of the US military PIR | Double check it is accurate | NA |
| At least one parent/guardian is a  veteran of the United States military PIR | Double check it is accurate | NA |

**Activities a father/father figure engaged in during this program year**

(father figure could be any male role model for the enrolled child) – this is only completed at end of enrollment, meaning when they transition out or when completing the annual PIR;

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|  | At End of Enrollment of current program year |
| Family Assessment PIR | Yes if the father/father figure engaged in FOT or any other family assessment |
| Family goal setting PIR | Yes if engaged in family goal setting at any time |
| Involvement in child’s Head Start developmental experiences PIR | Yes if engaged in home visits at any time |
| Head Start program governance PIR | Yes if attended Policy Council or Parent Advisory  Committee |
| Parenting education workshops PIR | Yes if attended an event with parent education (Family engagement activities, socialization) |

# Services Received

Refer to your Needs Identified in Child Plus and consider if they fall into any of these categories, it must be beyond a referral and the service must have been received *within the current program year.* Families may be counted in more than one category. Only include families that received services directly through the program or through program referrals. Please count only those families that actually received the services, not those that were referred and either did not go or were not yet able to receive the services. Families who attend educational presentations including those provided through electronic means (e.g. online training modules) may be counted as receiving a service. Informational brochures and pamphlets distributed to all families are not counted in the PIR.

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| Emergency PIR | Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter) |
| Crisis Assistance PIR | Emergency/crisis intervention (e.g. meeting  immediate needs for food, clothing, or shelter) |
| Food PIR | Food assistance (SNAP, food pantries, Hoophouse,  Double Up bucks, NMCAA) |
| Clothing PIR | Clothing (any clothing or clothing voucher they received as a donation) |
| Transportation | No for home-based: This is only if we provide  transportation directly (bussing); not gas cards |
| Housing Assistance PIR | Housing assistance (e.g. subsidies, utilities, repairs) |
| Mental Health Services PIR | Counseling services through our agency or  through a community agency |
| Literacy or Education | YES for all families – Literacy and education is part  of each home visit! |
| English as a Second Language PIR | Support in learning English as a second language |
| Adult Education PIR | Family is working on their GED, high school diploma or college classes as an adult |
| Job training PIR | Family received job training |

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| Substance Misuse Prevention PIR | Family received services to *prevent* substance misuse – this information could come through  EHS or another agency |
| Substance Misuse Treatment PIR | Family is receiving treatment (AA, NA, residential,  counseling for misuse) |
| Child Abuse and Neglect Services | Family is receiving services from CPS or prevention programs |
| Domestic Violence Services | Family received services for domestic abuse  (shelter, counseling through a domestic abuse center or through any other counseling service if this is the focus) |
| Child Support Assistance | Family received child support assistance |
| Education on preventative medical and oral health PIR | YES for all families – we work with families monthly to educate them on medical and oral health, it is also in monthly newsletter |
| Assistance to Families of Incarcerated PIR | Family member received assistance due to  incarceration |
| Research-based parenting curriculum PIR | YES for all families - both Your Journey Together and PAT are research-based curriculums |
| Education on Relationship/Marriage PIR | Family received education/counseling for  relationship or marriage |
| Asset Building Services PIR | Family received financial education or debt counseling |
| Discussed screening/assessment results and  progress PIR | YES to all families – we discuss screenings (ASQ  and eDECA), and assessments (TS GOLD), along with progress and set child development goals |
| Supporting transitions between programs PIR | For children who are transitioning and have a  transition plan or children who are younger, but some transition activities/conversations are already happening. Transitions could be between any programs (child care, HS, center-based EHS, ISD pre-schools) |
| Education on health/developmental issues of  tobacco products PIR | Family received education given regarding  tobacco use and its effect on health and/or children’s development |
| Education on nutrition PIR | YES for all families – discussed monthly at a  minimum and is part of newsletters and socializations. |
| Education on postpartum care PIR | Families who have received the 2 week  postpartum visit, which should be all infants where we had the pregnant mom, whether we completed it or a nurse. You may be giving education on postpartum care for an infant enrolled |

# Health

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|  | At Enrollment (of the current program year) | At End of Enrollment of current program year |
| Primary Health Coverage PIR | Check for accuracy at  enrollment | What is their medical coverage  when they transition out or when you complete the annual PIR |
| Immunization Status PIR | Michelle will check for accuracy | Michelle will check for accuracy |

Does the child:

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|  | At Enrollment (of the current program year) | At End of Enrollment of current program year |
| Have a medical home PIR | Check for accuracy | Does the child have a medical  home? |
| Receive medical services through a federally qualified Health Center, Indian Health Services, Tribal and/or Urban Indian Health Program Facility  PIR | Check for accuracy | Is the family receiving serves through a qualified Health Center or Tribal Facility? |
| Have Dental Home PIR | Check for accuracy | Does the child have dental home? |

*When Auto is in the box, this means the answer is fed from Child Plus from areas already completed in Health, Disability, etc, - you will not need to complete these boxes.*

# Transportation

Is transportation provided for this child PIR – answer will always be No, as we do not offer transportation for our home-based program

***Additional PIR information***

There is a new PIR question this year that is not in the PIR tab. Each Primary and/or Secondary adult must have the Present Employment Status field filled in. That means at end of enrollment what was their employment status? This may already be filled in if a new application was taken with the family recently. If a family has dropped and you did not know what their employment status was at that time then choose the same as Employment Status at Enrollment field above it.

To complete this process

* Go to services and choose the child you plan to complete the PIR on.
* Make sure the Application tab is highlighted to look like picture below
* Click Primary Adult so it is highlighted
* Scroll down the page until you see the Present Employment Status PIR question
* Choose the accurate answer from the drop down menu then click save at the top right of your screen.
* You will repeat these steps for the Secondary Adult’s record if there is a secondary adult.

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