

CEPI Helpful Hint: Reporting 32p(4) Home Visitation

Section 32p(4) Home Visitation programs are for children birth to age 6 or kindergarten entry who are experiencing factors that place the children at risk of not achieving success in school, being served in home visiting programs. The new program code in MSDS, program code 19, is only for reporting children being served with Section 32p(4) funding. Children being served with Section 32p Early Childhood Programming funds will still be entered using program code 18.

If you have questions regarding your MSDS reporting, please contact Rachel Mellema at mellemar@michigan.gov. Below are tips on how to report for 32p(4):

Required for Reporting (indicated below with blue arrows):

The screenshot shows the 'EC Programs' tab of the MSDS reporting form. Several fields are marked with a blue asterisk and have blue arrows pointing to them, indicating they are required for reporting. The fields are: 'Fiscal Entity Type Code' (dropdown menu), 'FiscalEntityCode' (text input), 'EC Program' (dropdown menu), 'ECProgStartDate' (calendar input), 'EC Delivery Method' (dropdown menu), and 'ECProgExitReason' (dropdown menu). Other fields include 'School or Facility', 'EC Comment', 'EC Delivery Schedule', and 'ECProgEndDate'.

Fiscal Entity Type Code

-Select "D" as the Entity Code.

Fiscal Entity Code

-This will be the 5-digit number assigned to the ISD (it will end in "000").

EC Program

-Select code 19: "Section 32p(4) Home Visitation" as the EC Program code.

EC Prog Start Date

-Enter the date the child started receiving services utilizing Section 32p(4) Home Visitation funds.

EC Delivery Method

-Select code 3: "Home Based" as the Delivery Method from the dropdown menu.

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The following characteristics should only be reported when services are no longer being provided to a child utilizing Section 32p(4) funds (indicated below with red arrows).

Children receiving these services need to be reported in the EC End-of-Program Collection:

Personal Demographics | **EC Programs**

*Fiscal Entity Type Code: Please Select

*FiscalEntityCode: [Text Box]

School or Facility: [Text Box]

EC Comment: [Text Box]

*EC Program: Please Select

*ECProgStartDate: [Calendar]

*EC Delivery Method: Please Select

EC Delivery Schedule: Please Select

ECProgEndDate: [Calendar] ←

ECProgExitReason: Please Select ←

EC Prog End Date

-Enter the date the child stopped receiving services utilizing Section 32p(4) Home Visitation funds. The EC Prog End Date should be before the child’s 6th birthday, as Section 32p(4) Home Visitation funds serve children birth to age 6 or kindergarten entry.

EC Prog Exit Reason

-Select the reason the child is no longer receiving services from the dropdown menu.

The following characteristics will not be utilized in reporting children served with Section 32p(4) Home Visitation funds (indicated below with black arrows):

Personal Demographics | **EC Programs**

*Fiscal Entity Type Code: Please Select

*FiscalEntityCode: [Text Box]

School or Facility: [Text Box] ←

EC Comment: [Text Box] ←

*EC Program: Please Select

*ECProgStartDate: [Calendar]

*EC Delivery Method: Please Select

EC Delivery Schedule: Please Select ←

ECProgEndDate: [Calendar]

ECProgExitReason: Please Select

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School or Facility

EC Comment (Can be utilized for district purposes)

EC Delivery Schedule

Refer to our [2016/2017 MSDS Collections Details Manual](#) for more details.