

# PIR Cheat Sheet – HS

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.*

Example:

Go into participant’s ChildPlus record.

Make sure the Application tab is highlighted.

Click name of 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. (see screen example at end of this document)+

You will repeat these steps for the Secondary Adult’s record, if applicable.

Please do this for all your enrolled and dropped children’s records you complete a PIR on.

## Family Services

	No	Yes
Homeless <b>PIR</b> – 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 Which includes McKinney Vento (lack a fixed regular or adequate nighttime residence.) see below for more*
Acquired housing during the program year <b>PIR</b> – 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 <b>PIR</b>	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 <b>PIR</b>	If the child is NOT a foster child	If child is foster child on application or a COS is completed that they become a foster child
Program receives a child care subsidy for this child <b>PIR</b>	Our program is NOT receiving a child care subsidy for this child Unless they were part of a collaborative center	NA, unless they were part of a collaborative center – collaborate with previous staff to find out if there was a subsidy

	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 FIP (Family Independence Program, cash assistance from DHHS)	Yes if the family is receiving FIP
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 (Bridge card)	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 or person who identifies as 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;

	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 Policy Council member
Parenting education workshops PIR	Yes if attended an event with parent education (Family engagement activities, Parent meeting, parent advisory or workshop)

### 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.

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	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

Substance Misuse Prevention PIR	Family received services to <i>prevent</i> substance misuse – this information could come through HS 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	Family received individually or attended a presentation (Parent meeting or workshop) with a medical or dental component
Assistance to Families of Incarcerated PIR	Family member received assistance due to incarceration
Research-based parenting curriculum PIR	Family received individually or attended a presentation (Parent meeting or workshop Or PC) Where YJT was used.
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 and assessments (TS GOLD and eDECA where applicable), 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 (childcare, HS, ISD pre-schools, Kindergarten)
Education on health/developmental issues of tobacco products PIR	Family received education regarding tobacco use by families who are pregnant and its effect on health and/or children's development.
Education on nutrition PIR	Family received individually or attended a presentation (Parent meeting or workshop) with a nutrition component.
Education on postpartum care PIR	Yes, if actual service provided. No if a referral. If family received any services related to education on postpartum care, then the answer is Yes.

\*\* If yes for emergency services, then it should be yes for crisis assistance because we need to meet that need.

### Health

	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:

	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 services 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 – No if we provide gas cards. Yes if bussing is provided.

**+When completing the PIR, the field Present Employment Status must be filled in for Primary Adult & Secondary Adult (if there is one) records.**

### ▼ Education and Employment

Currently in School?	<input type="text"/>	Occupation	<input type="text"/>
Highest Grade PIR Completed	<input type="text" value="College or Advance Training"/>	Employment status PIR at Enrollment	<input type="text" value="Full-time (35 hours/week or more)"/>
		Present Employment PIR Status	<input type="text"/>

\*McKinney Vento cont.

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

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