

**DESIGN AND IMPLEMENTATION OF AN AUTOMATED MANAGEMENT INFORMATION SYSTEM (MIS)
FOR RESPONSIBLE FATHERHOOD PROGRAMS**

U.S. Dept of Health and Human Services, Office of the Asst. Sec. for Planning and Evaluation (ASPE),
Office of Child Support Enforcement

September 1998 – December 2001

Project Summary: The U.S. Department of Health and Human Services contracted with The Lewin Group to design and implement a management information system (MIS) for eight responsible fatherhood demonstration projects funded by the Administration on Children and Families (located in Colorado, Massachusetts, New Hampshire, California, Wisconsin, Missouri, Maryland, and Washington). Capital Research Corporation (CRC), under subcontract to the Lewin Group, played a major role in the design and implementation of the system – referred to as the Responsible Fatherhood Management Information System (RFMIS). This system was implemented at the project sites, as well as adopted as the model (with very few modifications) for the DHHS' Fragile Families Program. This technical assistance project was designed to assist each site with the development of data forms and a working automated data system that tracks participant characteristics, services received, outcomes, and costs. CRC project staff visited responsible fatherhood sites as part of this project to examine client records and how participants flowed through services. Project staff then designed an automated system using Microsoft ACCESS that included manual data forms, automated file formats, data entry screens, and pre-formatted reports. CRC staff developed a detailed manual to guide sites with installation and ongoing operation of the system, as well as provided on-site and telephone technical assistance. The project was coordinated with other responsible fatherhood projects (e.g., Parents' Fair Share and the Ford Foundation's Fragile Families Initiative) to help ensure the system that was developed would be adaptable to other private and public responsible fatherhood programs.

Reports:

J. Trutko and B. Barnow, *Guidebook to the Responsible Fatherhood Project Participant Management Information System*, The Lewin Group, prepared for the Office of the Assistant Secretary for Planning and Evaluation and the Office of Child Support Enforcement, Department of Health and Human Services, 1999.

J. Trutko and B. Barnow, *Overall Approach and Strategy for Development of Management Information Systems for Responsible Fatherhood Projects*, The Lewin Group, prepared for the Office of the Assistant Secretary for Planning and Evaluation and the Office of Child Support Enforcement, Department of Health and Human Services, 1999.