

# RESOLUTION No. 24-004

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

**RESOLUTION APPROVING REVENUE CONTRACT 23-29 WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH RELATED TO THE CALIFORNIA HOME VISITING PROGRAM FOR THE TERM OF JULY 1, 2023 THROUGH JUNE 30, 2024 IN THE MAXIMUM REVENUE AMOUNT OF \$441,094; ACCEPTING THE ASSOCIATED STATE GENERAL FUND EXPANSION REVENUE AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE PUBLIC HEALTH DEPARTMENT'S BUDGET FOR FISCAL YEAR 2023/24 (4/5 AFFIRMATIVE VOTE REQUIRED)**

WHEREAS, the Patient Protection and Affordable Care Act of 2010 authorized the creation of the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program to promote and improve the health, development and well-being of at-risk children and families through evidence-based home visiting programs, and the California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division is implementing MIECHV in the state as the California Home Visiting Program (CHVP); and

WHEREAS, CDPH/CHVP SGF-funded Local Health Jurisdictions (LHJs) are approved to implement and/or expand Healthy Families America (HFA), Nurse Family Partnership (NFP), or Parents as Teachers (PAT) home visiting programs in accordance with State requirements to achieve positive outcomes; and

WHEREAS, under this agreement, home visiting services and curriculum will be expanded to include a second curriculum, Parents as Teachers. This expansion will support continued home visiting in Nevada County; and

WHEREAS, Parents as Teachers is a national model designed to help expectant and new parents get their children off to a healthy start; and

WHEREAS, the primary program goal is to prevent child abuse, maltreatment and/or neglect before it starts. This goal is achieved through regular home visitation and by: 1) identification of family's strengths and goals; 2) positive development of parent-child relationships; 3) healthy childhood development; and 4) enhanced family functioning.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the County approves contract CHVP 23-29 and hereby authorizes acceptance of funds from the California Department of Public Health related to the California Home Visiting Program State General Fund for the contract term of July 1, 2023 through June 30, 2024, in the maximum amount of \$441,094, and that the Nevada County Public Health Director, or her designee, is authorized to sign on behalf of the County the Acknowledgement of Allocation Letter and any necessary documents in connection with these awards and all amendments thereto, on behalf of Nevada County.

BE IT FURTHER RESOLVED that the Auditor-Controller is authorized and directed to amend the Public Health Department's Budget for the Fiscal Year 2023/24 as follows:

Fiscal Year 2023/24

Revenue	1589-40114-492-3415 / 445020	\$141,094
Expenditure	1589-40114-492-3415 / 510500	\$88,833
	1589-40114-492-3415 / 522271	\$18,740
	1589-40114-492-3415 / 530800	\$33,521

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 9th day of January, 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek and Hardy Bullock.

Noes: None.

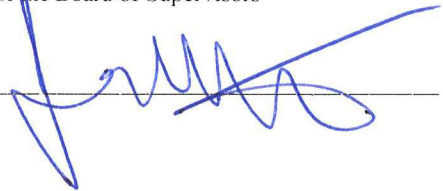
Absent: None.

Abstain: None.

ATTEST:

JEFFREY THORSBY  
Clerk of the Board of Supervisors

By: \_\_\_\_\_



Hardy Bullock, Chair



TOMÁS J. ARAGÓN, M.D., Dr.P.H  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

November 14, 2023

Jessica Ferrer  
MCAH Director  
Nevada County Public Health Department  
500 Crown Point Circle, Suite 110  
Grass Valley, CA 95945

Dear Jessica:

APPROVAL OF AGREEMENT FUNDING APPLICATION (AFA) FOR AGREEMENT  
CHVP 23-29 – FISCAL YEAR (FY) 2023-24

The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division approves your Agency’s AFA for administration of MCAH related programs.

To carry out the program(s) outlined in your approved SOW(s) and Budget(s), during the period of July 1, 2023 through June 30, 2024, the CDPH/MCAH Division will reimburse expenditures up to the following amounts:

**California Home Visiting Program FY23-24**

MIECHV.....	\$882,135
SGF EBHV.....	\$441,094

The availability of SGF funds are based upon funds appropriated in each respective FY (2023-24) Budget Act. Reimbursement of invoices is subject to compliance with all federal and state requirements pertaining to the CDPH/MCAH related programs and adherence to all applicable regulations, policies and procedures. Your Agency agrees to invoice actual and documented expenditures and to follow all the conditions of compliance stated in the current CDPH/MCAH Program and Fiscal Policies and Procedures manuals, including the ability to substantiate all funds claimed.

Caseload Requirements: All sites must maintain at least 85% of their negotiated caseload capacity (CC).



**Caseload Requirements:** Your LHJ is expected to reach and maintain the following caseload capacities (indicated below by model and funding source). If you are starting up or expanding a program or model, you have 18 months from the date of this AFA Approval notification to reach your contracted caseload capacity.

Funding Source	Model Type	Contracted Caseload Capacity
MIECHV	HFA	70
SGF EBHV	HFA	16

**MIECHV Maximum Service (MSC) Capacity:** The MSC is the number of participants that CHVP reports to HRSA. This number is based on the total FTE for all home visitors that are funded at .25 FTE or greater on the MIECHV budget.

Funding Source	Model Type	MIECHV Maximum Service Capacity
MIECHV	HFA	112

Please ensure that all necessary individuals within your Agency are notified of this approval and that the approved AFA documents are carefully reviewed. This approval letter constitutes a binding agreement. If any of the information contained in your approved Budget is incorrect or different from that negotiated, please contact your contract manager, Andria Soto by e-mail at [Andria.soto@cdph.ca.gov](mailto:Andria.soto@cdph.ca.gov) within 14 calendar days from the date of this letter. Non-response constitutes acceptance of your approved AFA documents.

Sincerely,

*Angelica Jimenez-Bean*

Angelica Jimenez-Bean  
 Section Chief, Contract Management and Allocations Process  
 Maternal, Child and Adolescent Health Division  
 Center for Family Health  
 California Department of Public Health

cc: Charlene Weiss-Wenzl  
 Nevada County Public Health

Brie Mendoza-Perez  
 Nevada County Public Health

Andria Soto  
 CHVP Contract Liaison



Erica Rodriguez  
CHVP Program Consultant

ORIGINAL BUDGET

**BUDGET SUMMARY**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2023-2024	QUARTERLY	ORIGINAL	ACTIVE	

Rev. TH 6/22/23, 2:10 PM

PURPOSE:	CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EBHV 23-29	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		441,094		441,094

EXPENSE CATEGORY				
PERSONNEL	\$120,433	100.00%	\$120,433	
FRINGE BENEFITS	\$47,785	100.00%	\$47,785	
OPERATING	\$27,291	100.00%	\$27,291	
EQUIPMENT				
TRAVEL	\$18,740	100.00%	\$18,740	
SUBCONTRACTS	\$150,000	100.00%	\$150,000	
OTHER COSTS	\$34,791	100.00%	\$34,791	
INDIRECT COST	\$42,054	100.00%	\$42,054	
<b>BUDGET TOTALS</b>		\$441,094	100.00%	\$441,094
<b>BALANCES</b>		=====		

<b>Maximum Amount Payable:</b>	<b>\$441,094</b>
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I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

**APPROVED**  
By Char Weiss-Wenzl at 5:34 pm, Oct 05, 2023

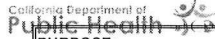
Signature over \_\_\_\_\_

Printed Name Charlene Weiss-Wenzl DATE \_\_\_\_\_  
Project Director

State Use Only	FUNDING SOURCE	CHVP - SGF	
	PCA CODE	51023	
PERSONNEL			120,433
FRINGE BENEFITS			47,785
OPERATING			27,291
EQUIPMENT			
TRAVEL			18,740
SUBCONTRACTS			150,000
OTHER COSTS			34,791
INDIRECT COST			42,054
Totals for PCA Codes	441,094		441,094

PERSONNEL						Remaining Funds	
						100.00%	120,433
TOTAL PERSONNEL COSTS						120,433	120,433
TOTAL WAGES						120,433	120,433
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES			

ORIGINAL BUDGET



Maternal, Child and Adolescent Health Division

PURPOSE:	<b>CHVP SGF Evidence-Based Home Visiting (EBHV)</b>		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		<b>CHVP - SGF, 51023</b>	
AGREEMENT #:	CHVP SGF EBHV 23-29	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		<b>441,094</b>		<b>441,094</b>

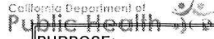
EXPENSE CATEGORY								
1	JF	MCAH Director/Senior Public Health Nurse	10%	112,414	11,241	100.00%	11,241	
2	JM	MCAH Coordinator/Public Health Nurse I/II	10%	101,110	10,111	100.00%	10,111	
3	CS	Administrative Assistant II	10%	68,441	6,844	100.00%	6,844	
4	TBD	Public Health Nurse/ Social Worker TBD	48%	101,110	48,533	100.00%	48,533	
5	TBD	Community Health Worker	50%	72,860	36,430	100.00%	36,430	
6	CW	Director of Public Health Nursing	5%	145,486	7,274	100.00%	7,274	
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FRINGE BENEFITS		Remaining Funds	
		100.00%	47,785
<b>TOTAL FRINGE BENEFITS</b>			<b>47,785</b>

OPERATING			Remaining Funds	
<b>TOTAL OPERATING EXPENSES</b>			<b>27,291</b>	<b>27,291</b>
1	Communication-cell phones		2,160	2,160
2	General Supplies		600	600
3	Printing/Duplication		1,800	1,800
4	Translation support		320	320
5	Training		15,500	15,500
6	Planning activities		5,711	5,711
7	Intercounty support (IT support)		1,200	1,200
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EQUIPMENT		Remaining Funds	
<b>TOTAL EQUIPMENT EXPENSES</b>			
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ORIGINAL BUDGET



Maternal, Child and Adolescent Health Division

PURPOSE:	CHVP SGF Evidence-Based Home Visiting (EBHV)		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EBHV 23-29	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		<b>441,094</b>		<b>441,094</b>

EXPENSE CATEGORY			
12			
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15			

TRAVEL		Remaining Funds	
		100.00%	
<b>TOTAL TRAVEL EXPENSES</b>		<b>18,740</b>	<b>18,740</b>
1	Travel	13,500	100.00% 13,500
2	Mileage	5,240	100.00% 5,240
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SUBCONTRACTS		Remaining Funds	
		100.00%	
<b>TOTAL SUBCONTRACT EXPENSES</b>		<b>150,000</b>	<b>150,000</b>
1	CANC Healthy Babies	150,000	100.00% 150,000
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OTHER COSTS		Remaining Funds	
		100.00%	
<b>TOTAL OTHER COSTS</b>		<b>34,791</b>	<b>34,791</b>
1	Special Support Activities	33,521	100.00% 33,521
2	Educational Supplies	1,270	100.00% 1,270
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INDIRECT COST		Remaining Funds	
		100.00%	
<b>TOTAL INDIRECT COSTS</b>		<b>42,054</b>	<b>42,054</b>
25.00% of Total Personnel and Benefits		42,054	100.00% 42,054

**Original Budget Justification Section**

CHVP SGF EBHV 23-29 Nevada

ACTIVE

**PERSONNEL**

		TOTALS	133.00%	601,421	120,433		47,785	
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification	
1	JF MCAH Director/Senior Public Health Nurse	10.000%	112,414	11,241	60.95%	6,851	To supervise home visitors, research, assess and aquire and deliver EBHV curriculum (planning and expansion, see implementation plan). To coordinate with SubK in delivery of CHVP expansion. Will ensure all policies are adheared to. Assess and improve satisfaction of staff and families. Ensure reports are completed and accurate. FY 23/24 Salary and benefits provided by CEO employee planner.	
2	JM MCAH Coordinator/Public Health Nurse I/II	10.00%	101,110	10,111	62.04%	6,273	Home Visitor to deliver PAT Curriculum to families per CHVP guidelines. Under the program direction of the MCAH Director shall conduct outreach and home visits with assigned families. Will help families identify strengths, develop a strong parent/child bond, set and meet goals, and develop parenting skills. See DS for further justification. In addition to MCAH caseload, will take-on 10% PAT families. Ensuring Coordinator is trained and efficient in PAT model will expand homevisiting infastructure and ensure sustainability.	
3	CS Administrative Assistant II	10.00%	68,441	6,844	8.65%	592	Support CHVP home visiting staff with reports, documentation and administration. FY 23/24 Salary and benefits provided by CEO employee planner.	
4	TBD Public Health Nurse/ Social Worker TBD	48.00%	101,110	48,533	8.65%	4,198	Home Visitor to deliver PAT Curriculum to families per CHVP guidelines. Under the program direction of the MCAH Director shall conduct outreach and home visits with assigned families. Will help families identify strengths, develop a strong parent/child bond, set and meet goals, and develop parenting skills. See DS for further justification.	
5	TBD Community Health Worker	50.00%	72,860	36,430	68.00%	24,772	Home Visitor to deliver PAT Curriculum to families per CHVP guidelines. Under the program direction of the MCAH Director shall conduct outreach and home visits with assigned families. Will help families identify strengths, develop a strong parent/child bond, set and meet goals, and develop parenting skills. See DS for further justification.	
6	CW Director of Public Health Nursing	5.00%	145,486	7,274	70.10%	5,099	Director to provide guidance and oversight in delivery of CHVP home visitors, nursing staff and SubK.	
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FRINGE BENEFITS		Justification
TOTAL FRINGE BENEFITS		47,785

OPERATING		Justification
TOTAL OPERATING		27,291
1	Communication-cell phones	2,160 Phones for home visiting staff. Three cell phone X 60/month X 12 months. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
2	General Supplies	600 50/month X 12 months: Baby scale covers, santizing wipes, folders, pens, tissues, measuring tapes, other supplies as needed. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
3	Printing/Duplication	1,800 \$150/month X 12 months. Provides brochures for outreach, fliers for events and educational material. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
4	Translation support	320 2 services provided X \$160/per service. County translation line, to provide translation services while serving families. Most all common languages included. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.

**Original Budget Justification Section**

CHVP SGF EBHV 23-29 Nevada

ACTIVE

5	Training	15,500	Initial fees for Parents as Teachers are \$4775, with \$2,200 annually. Foundation One initial set up for our employees is \$1150, plus \$75 per person, then \$220 annually. Foundation Two initiation is \$700, annually. Supervision training for PAT as well. Lactation Counseling Training (for 2 at \$1,400). There are several other vital continuing education opportunities, and mandatory trainings to support staff development. Parents as Teachers staff will be able to attend lactation seminars, birthing justice conferences, and MCAH Action education days to best provide care to families. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
6	Planning activities	5,711	MCAH department will continue to assess how to best expand current home visiting program to include EB Curriculum. Planning activities will include a needs assessment (meeting with SubK and community partner, researching data) to identify the best evidence based curriculum for our community. Implementation fees to remain flexible upon model choice. It is vital to expand in-house infrastructure for homevisiting to ensure excellent service delivery and care. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
7	Intercounty support (IT support)	1,200	IS support for computer set up, phone setup, and trouble shooting for new staff to provide EBHV to clients. IT will directly support HV. These expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
8			All operating cost expenses are not considered indirect costs, they are assigned and attributable to this specific funding source.
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EQUIPMENT				Justification
		TOTAL EQUIPMENT EXPENSES		
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TRAVEL				Justification
		TOTAL TRAVEL EXPENSES	18,740	
1	Travel	13,500		PAT model implementation training, Foundation 1 and 2 training for three staff, Supervision training, Lactation Counseling Training, Mandatory conferences, and networking meetings for up to three staff.
2	Mileage	5,240		500 (home visits) trips X 16/miles per round trip X 655/mile
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SUBCONTRACTS				Justification
		TOTAL SUBCONTRACT EXPENSES	150,000	
1	CANC Healthy Babies	150,000		Continue to Implement expansion into PAT, year two. Healthy Babies has hired staff, and started training for PAT. Funds will support personnel, and delivery of PAT program.
2				



**Original Budget Justification Section**

CHVP SGF EBHV 23-29 Nevada

ACTIVE

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OTHER COSTS		Justification
TOTAL OTHER COSTS		34,791
1	Special Support Activities	33,521
2	Educational Supplies	1,270
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INDIRECT COST		Justification
TOTAL INDIRECT COSTS		42,054
25.00%	of Total Personnel and Benefits	42,054



**California Home Visiting Program**  
**State General Fund (SGF) Evidence-Based Home Visiting (EBHV)**  
**Scope of Work**  
July 1, 2023- June 30, 2024

The purpose of this Scope of Work (SOW) is to provide guidance and outline requirements for implementing the California Home Visiting Program (CHVP) funded by California State General Fund (SGF). CDPH/CHVP SGF-funded LHJs are approved to implement and/or expand Healthy Families America (HFA), Nurse Family Partnership (NFP), or Parents as Teachers (PAT) home visiting programs in accordance with State requirements to achieve positive outcomes. The SOW includes the following goals:

1. Provide leadership and structure for implementation of CHVP in the LHJ
2. Integrate the home visiting program into the local early childhood system
3. Collect, enter, and report on all required participant data
4. Develop the infrastructure for a home visiting program (Planning Activities)
5. Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies (Special Support Activities)

Note: *LHJs can spend up to 25% of the FY 2023/24 SGF EBHV allocation on Special Support Activities*

Please check one or more of the following boxes to indicate use of funding for planning or special support activities:

X	Planning Activities
X	Special Support Activities

**California Home Visiting Program  
 State General Fund (SGF) Evidence-Based Home Visiting (EBHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

**Goals, Objectives, and Measures for July 1, 2023 – June 30, 2024**

Goal 1: Provide leadership and structure for implementation of the California Home Visiting Program (CHVP) in the Local Health Jurisdiction (LHJ)				
#	Objective	Activities	Responsible Party	Deliverables
<b>Staffing Requirements</b>				
1.1	Provide effective leadership and oversight for CHVP	<p><b>1.1. (a)</b> Provide leadership and oversight on all matters related to the development, implementation, operation, administration, evaluation, and reporting for local implementation of CHVP following the CHVP Policies and Procedures</p> <p><b>1.1. (b)</b> Attend monthly MCAH and quarterly CHVP Directors calls</p> <p><b>1.1. (c)</b> Participate in ongoing local community stakeholder groups, site visits, meetings, and/or conferences as directed</p>	MCAH Director or Designee*	<p>Submission of semi-annual status report</p> <p>Submission of quarterly staffing reports</p> <p>Submission of Community Advisory Board (CAB) meeting materials, roster, agendas, and minutes with status reports</p> <p>Participation in site visits as directed by CHVP</p> <p>Submission of CHVP Implementation Plan within 60 days of contract execution (<b>only for LHJs in 1<sup>st</sup> year of implementation</b>)</p> <p><b>Note:</b> If an LHJ establishes a subcontractor (subK) to deliver home visiting services, an LHJ representative must be present during technical assistance calls and virtual or in-</p>

**California Home Visiting Program  
 State General Fund (SGF) Evidence-Based Home Visiting (EBHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		<b>1.1 (d)</b> LHJs in the 1 <sup>st</sup> year of implementation will develop an Implementation Plan using the CHVP provided template		person site visits and must be involved in all ad-hoc programmatic, data, contract, or fiscal communications. Additionally, no more that 10% of the allocation can be spent on administrative oversight of a subK.*
<b>1.2</b>	Implement home visiting programs using culturally responsive practices	<b>1.2. (a)</b> Participate in opportunities designed to enhance cultural sensitivity through webinars, trainings, and/or conferences	Supervising Public Health Nurse (SPHN), Program Manager, or supervisor  Home Visitors	Submission of semi-annual status report  Submission of training log with status report
		<b>1.2. (b)</b> Recruit and hire staff that reflect the community served and/or speak the language of participants when possible	SPHN, Program Manager, or Supervisor  Home Visitors	Submission of quarterly staffing reports  Submission of semi-annual status report
<b>1.3</b>	Hire, train, and retain staff to comply with selected home visiting model requirements and CHVP policies and procedures	<b>1.3. (a)</b> Participate in required trainings as related to screening tools, health assessments, reflective supervision, data collection tools and software	SPHN, Program Manager, or Supervisor  Home Visitors	Submission of training log with status report  Submission of training plan with status report

**California Home Visiting Program  
 State General Fund (SGF) Evidence-Based Home Visiting (EBHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		<b>1.3. (b)</b> Maintain full staffing capacity to serve home visiting program participants and adhere to the specific model-based guidelines	SPHN, Program Manager, or Supervisor	Submission of quarterly staffing reports
		<b>1.3. (c)</b> All Staff will sign a Confidentiality Agreement at the time of hire and annually thereafter	SPHN, Program Manager, or Supervisor	Confirmation of signed Confidentiality Agreement for each staff member in status report

\* The Maternal, Child, and Adolescent Health (MCAH) Director and/or designee will dedicate no less than 5% Full Time Equivalent (FTE) and no more than 15% FTE on the CHVP budget and staffing reports.

\*\*See the *CHVP Budget Tips* document and/or reach out to your program consultant for further information.

<b>Program Requirements</b>				
<b>1.4</b>	Reach and maintain contracted Caseload Capacity (CC)	<b>1.4. (a)</b> Develop and sustain relationships with appropriate agencies to obtain home visiting participant referrals	MCAH Director or Designee  SPHN, Program Manager, or Supervisor	Submission of outreach log annually with status report

**California Home Visiting Program  
 State General Fund (SGF) Evidence-Based Home Visiting (EBHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		<b>1.4. (b)</b> Develop a referral triage process for incoming home visiting participants	SPHN, Program Manager, or Supervisor	Submission of referral triage plan outlining referral process (flow chart, logic model, narrative, etc.) annually with status report
		<b>1.4. (c)</b> Ensure each newly enrolled participant receives informed consent and signs a CHVP Participant Consent Form	SPHN or Program Manager	Confirmation of signed Participant Consent form for each enrolled participant with status report
		<b>1.4. (d)</b> Home visitors will maintain 100% contracted CC  <b>Note:</b> Any LHJ that falls below 85% of the contracted CC for three consecutive months may be required to participate in a corrective action process	SPHN, Program Manager, or Supervisor	Submission of complete and timely data for 100% contracted CC
<b>1.5</b>	Ensure selected home visiting model fidelity and quality assurance	<b>1.5. (a)</b> Implement model requirements in accordance with the NFP Model Elements, the HFA Best Practice Standards, and PAT Essential Requirements	MCAH Director or Designee	HFA: Submission of accreditation reports and/or proof of application for affiliation as requested by CHVP

**California Home Visiting Program  
 State General Fund (SGF) Evidence-Based Home Visiting (EBHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

			SPHN, Program Manager, or Supervisor	NFP: Submission of NFP Implementation Plan as requested by CHVP.  PAT: Submission of Affiliate Plan as requested by CHVP
1.6	Develop and implement home visiting policies and procedures	1.6. (a) Develop local policies and procedures related to home visiting; review annually and update as needed	MCAH Director or Designee  SPHN, Program Manager, or Supervisor	Submission of policies and procedures annually with status report
		1.6. (b) Conduct an annual review of CHVP policies and procedures	MCAH Director or Designee  SPHN, Program Manager, or Supervisor	Confirmation of CHVP P&P review with status report
1.7	Accurately collect and submit participant data using selected home visiting	1.7. (a) Implement all CHVP policies and procedures relating to screening and assessment tools into home visiting practice	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data

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	model and CHVP-required documents	<b>1.7. (b)</b> Adhere to all CHVP policies and procedures relating to data collection and standardization	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data
		<b>1.7. (c)</b> Comply with NFP Data Collection Documentation, CHVP HFA Data Collection Manual, or PAT Data in Motion	SPHN, Program Manager, or Supervisor	Submission of timely and accurate data

<b>Technical Assistance (TA) Requirements</b>				
<b>1.8</b>	Participate in Technical Assistance activities to support program implementation and improvement goals	<b>1.8. (a)</b> Participate in quarterly technical assistance (TA) meetings	SPHN or Program Manager	Participation in quarterly technical assistance (TA) meetings
		<b>1.8. (b)</b> Utilize the CAB to inform and address quality improvement projects and decisions	SPHN or Program Manager	Submission of Community Advisory Board (CAB) meeting materials (CAB roster, agenda, and minutes) with status report
		<b>1.8. (c)</b> Utilize data to inform and improve program activities	SPHN or Program Manager	Submission of CQI plans, data, and information as requested by CHVP



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<b>Goal 2: Integrate the home visiting program into the local early childhood system</b>				
<b>#</b>	<b>Objective</b>	<b>Activities</b>	<b>Responsible Party</b>	<b>Deliverables</b>
<b>2.1</b>	Collaborate with local early childhood system partners to ensure a continuum of services for families	<p><b>2.1. (a)</b> Meet and work with local early childhood system partners to coordinate services to families</p> <p><b>2.1. (b)</b> Maintain a CAB that meets at least quarterly to establish appropriate linkages to referral and service systems, including local early childhood system partners</p>	<p>MCAH Director or Designee</p> <p>SPHN, Program Manager, or Supervisor</p>	<p>Submission of Community Advisory Board (CAB) meeting materials (CAB roster, agenda, and minutes) with status report</p> <p>Submission of MOUs and/or informal agreements with status report</p>
<b>2.2</b>	Pursue, develop, and maintain relationships with local service agencies, hospitals, and referral resources to facilitate recruit participants	<p><b>2.2. (a)</b> Develop Memorandum of Understanding (MOU) agreements and/or informal written agreements (e.g., letters of support) with community agencies and service providers</p>	<p>MCAH Director or Designee</p> <p>SPHN, Program Manager, or Supervisor</p>	<p>Submission of MOUs and/or informal agreements with status report</p> <p>Submission of outreach log annually with status report</p>

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<b>Goal 3: Collect, enter, and report on all required participant data</b>				
<b>#</b>	<b>Objective</b>	<b>Activities</b>	<b>Responsible Party</b>	<b>Deliverables</b>
<b>3.1</b>	Maintain clean and compliant data for all home visiting activities and participants per model and CHVP policy	<p><b>3.1 (a)</b> Ensure accuracy and completeness of data input into designated data systems using data quality reports and monitoring</p> <p><b>3.1. (b.1)</b> NFP LHJs will coordinate data system requirements with the NFP National Service Office</p> <p><b>3.1. (b.2)</b> HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system</p> <p><b>3.1. (b.3)</b> PAT LHJs will coordinate data system requirements with the PAT National Office for use of the Penelope data system LHJ will</p>	<p>SPHN, Program Manager, or Supervisor</p> <p>Home Visitors</p> <p>Data Clerk</p>	<p>Evidence of signed participant consent forms.</p> <p>Demonstrated compliance with data-related policies and program quality measures</p> <p>Evidence of data cleaning on a monthly and quarterly basis using the CHVP data cleaning schedule (HFA) or model supplied data reports (NFP and PAT)</p> <p>Evidence of data submission within seven working days of data collection</p> <p>Participate in regular technical assistance calls and site visits with CHVP staff</p> <p>Submission of quarterly staffing reports</p>

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		<p>enter the participant data into a secure and designated data system within seven working days of data collection</p> <p><b>3.1 (c)</b> LHJ will adhere to all CHVP Policies and Procedures relating to compliant data</p> <p><b>3.1. (d)</b> LHJ will provide and/or coordinate with data collection system owners to provide CHVP with monthly enrollment and other reports as needed</p>		
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**Note:** All reports and documentation are due via SharePoint unless otherwise directed by CHVP

Frequency	Monitoring Channels
Quarterly on January 15 <sup>th</sup> , April 15 <sup>th</sup> , July 15 <sup>th</sup> , and October 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Staffing reports</li> </ul>
Semi-annually on April 15 <sup>th</sup> and October 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Priority Population Survey (NFP)</li> <li>CAB roster, minutes, and agendas</li> <li>Status Reports</li> <li>MOUs or informal agreements with community agencies and service providers</li> </ul>
Annually on April 15 <sup>th</sup> or October 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Outreach log</li> <li>Training logs and training plans</li> <li>Policies and Procedures</li> <li>Referral triage plan</li> <li>Confirmation of signed consent forms for all participants</li> <li>Confirmation of signed confidentiality agreements for all direct service staff</li> </ul>
During Site Visit. Dates to be determined	<ul style="list-style-type: none"> <li>Policies and procedures</li> <li>Participant consent forms</li> </ul>
Upon Request	<ul style="list-style-type: none"> <li>Model developer agreement, accreditation, and affiliation documentation</li> <li>CQI plans, data, and information</li> </ul>



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This section is for LHJs that are using funding for planning activities in State Fiscal Year 2023-2024

Goal 4: Develop the infrastructure for a home visiting program				
#	Objective	Activities	Responsible Party	Deliverables
1.1	Begin or continue planning for implementation of HFA, NFP, or PAT	<p><b>1.1(a)</b> LHJs in the 1<sup>st</sup> year of implementation will develop an Implementation Plan using the CHVP provided template, which may include and is not limited to the following:</p> <ul style="list-style-type: none"> <li>Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting</li> <li>Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs</li> <li>Apply for model affiliation, as applicable</li> <li>Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements</li> </ul>	SPHN, Program Manager, or Supervisor	<p>Submission of CHVP Implementation Plan within 60 days of agreement execution</p> <p>Submission of semi-annual status report</p> <p>Submission of quarterly staffing reports</p> <p>Participate in regular technical assistance calls with CHVP staff</p>

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		<p>Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ</p> <p>Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT</p> <p>Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program</p> <p>Develop a plan to recruit and enroll participants.</p> <p>Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model</p> <p><b>1.1(b)</b> Begin or continue planning and/or expansion activities outlined in CHVP Implementation Plan</p>		
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**This section is for LHJs that are using funding for Special Support Activities in State Fiscal Year 2023-2024**

<p><b>Goal 5: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.</b></p> <p><b>Note: LHJs can spend up to 25% of the FY 2023/24 SGF EBHV allocation on Special Support Activities.</b></p>	
Special Support Activity Categories	Deliverables
<p><b>Hazard pay and other staff costs:</b> Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>Number of staff (not FTE) receiving hazard pay/other staff costs</li> <li>Description of activities being performed for hazard pay/other staff cost</li> <li>Number of staff receiving technology</li> </ul>
<p><b>Training:</b> Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>Name of training</li> <li>Purpose/description of training</li> <li>Date of training</li> <li>Name of staff participating in training</li> <li>Number of staff participating in training</li> <li>All other activities related to staff training</li> </ul>



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<p><b>Technology:</b> Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>Hardware or software acquired</li> <li>Process used to identify and prioritize families</li> <li>Number of families receiving technology</li> </ul>
<p><b>Emergency Supplies:</b> Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>Process used to identify and prioritize families</li> <li>Type and amount of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed</li> <li>Number of families receiving emergency supplies</li> </ul>
<p><b>Goal 5.2: Maintain clean and compliant data for special support activities per CHVP guidance.</b></p>	
<p><b>Major Functions, Tasks, and Activities</b></p>	<p><b>Deliverables</b></p>
<p>Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.</p> <p>Maintain appropriate records and documentation to support expenditures.</p>	<ul style="list-style-type: none"> <li>Submission of data using CHVP templates and guidance</li> <li>Submission of records and documentation to support the charges using CHVP templates and guidance</li> </ul>

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**NOTE:** If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

**APPROVED**  
*By Jessica Ferrer at 1:33 pm, Aug 03, 2023*

Jessica Ferrer, BSN, RN, SR PHN

MCAH Director Name

MCAH Director Signature

Date