



# RESOLUTION No. 24-003

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

**RESOLUTION APPROVING A REVENUE CONTRACT WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH RELATED TO THE CALIFORNIA HOME VISITING PROGRAM FOR JULY 1, 2023 THROUGH JUNE 30, 2024 IN THE MAXIMUM AMOUNT OF \$882,135, ACCEPTING THE ASSOCIATED MATERNAL, INFANT, EARLY CHILDHOOD HOME VISITING 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

WHEREAS, 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, under this agreement, home visiting services will be subcontracted, and overseen by Public Health's MCAH Department. The subcontractor shall continue to provide County-wide delivery of the Healthy Families America (HFA) model for home visiting services; and

WHEREAS, Healthy Families America 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 is hereby authorized to accept the funds from CHVP by approving Contract CHVP 23-29 for the provision of Healthy Families America Home Visiting services for implementation of the CHVP for the contract term of July 1, 2023 through June 30, 2024, in the maximum amount of \$882,135, and that the Public Health Director, or her designee, is hereby authorized to sign on behalf of 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	\$176,427
Expenditure	1589-40114-492-3415 / 510500	\$176,427

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.

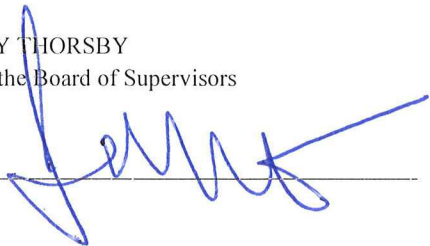
Absent: None.

Abstain: None.

ATTEST:

JEFFERY 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

**BUDGET SUMMARY**

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

Rev. TH 6/23/23; 10:40AM

PURPOSE:	California Home Visiting Program - MIECHV	FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
	CONTRACTOR:	CHVP, 53128							
AGREEMENT #:	Nevada	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:	CHVP 23-29	%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>		882,135		882,135					

EXPENSE CATEGORY									
PERSONNEL	\$17,402	100.00%	\$17,402						
FRINGE BENEFITS	\$10,578	100.00%	\$10,578						
OPERATING	\$1,746	100.00%	\$1,746						
EQUIPMENT									
TRAVEL	\$792	100.00%	\$792						
SUBCONTRACTS	\$844,622	100.00%	\$844,622						
OTHER COSTS									
INDIRECT COST	\$6,995	100.00%	\$6,995						
<b>BUDGET TOTALS</b>	\$882,135	100.00%	\$882,135						
<b>BALANCES</b>		=====>							

<b>Maximum Amount Payable:</b>	<b>\$882,135</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 4:56 pm, Oct 05, 2023*

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

State Use Only	FUNDING SOURCE	CHVP							
	PCA CODE		53128						
PERSONNEL			17,402						
FRINGE BENEFITS			10,578						
OPERATING			1,746						
EQUIPMENT									
TRAVEL			792						
SUBCONTRACTS			844,622						
OTHER COSTS									
INDIRECT COST			6,995						
<b>Totals for PCA Codes</b>		882,135	882,135						

PURPOSE:	California Home Visiting Program - MIECHV		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		CHVP, 53128							
AGREEMENT #:	CHVP 23-29		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:			%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>			882,135	882,135						

EXPENSE CATEGORY						RECONCILIATION SECTION (Remaining Funds)					
PERSONNEL						100.00%	17,402				
TOTAL PERSONNEL COSTS						17,402	17,402				
TOTAL WAGES						17,402	17,402				
	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES						
1	CW	Director of Public Health Nursing, Project Director	8.75%	145,486	12,730	100.00%	12,730				
2	JF	MCAH Director, Senior Public Health Nurse	2.50%	112,414	2,810	100.00%	2,810				
3	JK	Accountant	2.50%	74,497	1,862	100.00%	1,862				
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20											

FRINGE BENEFITS						RECONCILIATION SECTION (Remaining Funds)					
TOTAL FRINGE BENEFITS						100.00%	10,578				
TOTAL FRINGE BENEFITS						10,578	10,578				

OPERATING						RECONCILIATION SECTION (Remaining Funds)					
TOTAL OPERATING EXPENSES						100.00%	1,746				
1	General Office Expense				1,146	100.00%	1,146				
2	Training				600	100.00%	600				
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7											
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9											
10											

PURPOSE:	California Home Visiting Program - MIECHV	FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada	CHVP, 53128							
AGREEMENT #:	CHVP 23-29	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SUBK:		%	\$	%	\$	%	\$	%	\$
<b>FUNDING TOTALS</b>		882,135	882,135						

EXPENSE CATEGORY									
<b>EQUIPMENT</b>		<b>RECONCILIATION SECTION (Remaining Funds)</b>							
TOTAL EQUIPMENT EXPENSES									
1									
2									
3									
4									
5									

<b>TRAVEL</b>		100.00%	792	<b>RECONCILIATION SECTION (Remaining Funds)</b>					
TOTAL TRAVEL EXPENSES		792	792						
1	Travel	792	100.00%	792					
2									
3									
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<b>SUBCONTRACTS</b>		100.00%	844,622	<b>RECONCILIATION SECTION (Remaining Funds)</b>					
TOTAL SUBCONTRACT EXPENSES		844,622	844,622						
1	Child Advocates of Nevada County	844,622	100.00%	844,622					
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<b>OTHER COSTS</b>		<b>RECONCILIATION SECTION (Remaining Funds)</b>							
TOTAL OTHER COSTS									
1									
2									
3									
4									
5									

<b>INDIRECT COST</b>		100.00%	6,995	<b>RECONCILIATION SECTION (Remaining Funds)</b>					
TOTAL INDIRECT COSTS		6,995	6,995						
25.000% of Total Personnel and Benefits		6,995	100.00%	6,995					



**Original Budget Justification Section**

CHVP 23-29 Nevada

ACTIVE

**PERSONNEL**

TOTALS		13.75%	332,397	17,402		10,578	
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification
1 CW	Director of Public Health Nursing, Project Director	8.750%	145,486	12,730	71.91%	9,154	Director will oversee and coordinate with MCAH Director and subcontractor delivering services. Both the Nursing Director and MCAH Director will meet with SubK to ensure proper adherence to policies, assess family and staff satisfaction, implement QI plan, ensure report completion and accuracy. Salary and Benefit are from CEO Salary Planner for FY 23/24.
2 JF	MCAH Director, Senior Public Health Nurse	2.50%	112,414	2,810			Director will oversee and coordinate with subcontractor delivering services. Both the Nursing Director and MCAH Director will meet with SubK to ensure proper adherence to policies, assess family and staff satisfaction, implement QI plan, ensure report completion and accuracy. Salary and Benefit are from CEO Salary Planner for FY 23/24.
3 JK	Accountant	2.50%	74,497	1,862	76.49%	1,424	Salary and Benefit are from CEO Salary Planner for FY 23/24. Accountant directs appropriate charges to CHVP program for budgets, payroll, contract tracking and developing invoices for program.
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20							

FRINGE BENEFITS		Justification
TOTAL FRINGE BENEFITS	10,578	

OPERATING		Justification
TOTAL OPERATING	1,746	
1	General Office Expense	1,146 \$375 annual need per person X 2 staff (DPHN and Sr PHN)
2	Training	600 conference fees for 1 event each for DPHN and Sr PHN @ \$300 each. Conference is TBD.
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EQUIPMENT		Justification
TOTAL EQUIPMENT EXPENSES		
1		
2		
3		
4		

**Original Budget Justification Section**

CHVP 23-29 Nevada

ACTIVE

5

**TRAVEL**

		TOTAL TRAVEL EXPENSES	792.00	Justification
1	Travel		792.00	travel to 1 event each for DPHN and Sr PHN @ \$396 each, which includes mileage, air travel, hotel and per diem
2				
3				
4				
5				

**SUBCONTRACTS**

		TOTAL SUBCONTRACT EXPENSES	844,622	Justification
1	Child Advocates of Nevada County		844,622	CANC delivers HFA and home visiting support to over 63 families annually.
2				
3				
4				
5				

**OTHER COSTS**

		TOTAL OTHER COSTS		Justification
1				
2				
3				
4				
5				

**INDIRECT COST**

		TOTAL INDIRECT COSTS	6,995	Justification
25.0%	of Total Personnel and Benefits		6,995	Per CDPH approved ICR.

## California Home Visiting Program Maternal, Infant, and Early Childhood Home Visiting (MIECHV) 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 the CDPH Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant. CDPH/CHVP MIECHV-funded LHJs are approved to implement Healthy Families America (HFA) and/or Nurse Family Partnership (NFP) evidence-based home visiting programs in accordance with Federal MIECHV and State requirements to achieve positive outcomes. The SOW includes the following three goals:

1. Provide leadership and structure for implementation of the California Home Visiting Program (CHVP) in the local health jurisdiction (LHJ)
2. Integrate the home visiting program into the local early childhood system
3. Monitor federal benchmark measures to show improvement in maternal and early childhood health

### 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	1.1. (a) Provide leadership and oversight on all matters related to the development, implementation, operation, administration, evaluation, and reporting for local	MCAH Director or Designee*	Submission of semi-annual status reports Submission of quarterly staffing reports Submission of Community Advisory Board (CAB) meeting materials,

**California Home Visiting Program**  
**Maternal, Infant, and Early Childhood Home Visiting (MIECHV)**  
**Scope of Work**  
 July 1, 2023- June 30, 2024

		implementation of CHVP following the CHVP Policies and Procedures <b>1.1. (b)</b> Attend monthly MCAH and quarterly CHVP Directors calls <b>1.1. (c)</b> Participate in ongoing local community stakeholder groups, site visits, meetings, and/or conferences as directed		roster, agendas, and minutes with status reports  Participation in virtual or in-person site visits every two years  <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-person site visits, and be involved in all programmatic, data, contract, or fiscal communications. Additionally, no more that 10% of the allocation can be spent on administrative oversight of a subK.**
1.2	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) or Program Manager  Home Visitors	Submission of semi-annual status reports  Submission of training log with status report
		<b>1.2. (b)</b> Recruit and hire staff that reflect the community served	SPHN or Program Manager	Submission of quarterly staffing reports

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		and/or speak the language of participants when possible	Home Visitors	Submission of semi-annual status reports
1.3	Hire, train, and retain staff to comply with selected home visiting model requirements and CHVP policies and procedures	1.3. (a) Participate in required trainings as related to screening tools, health assessments, reflective supervision, data collection tools and software	SPHN or Program Manager Home Visitors	Submission of training log with status report  Submission of training plan with status report
		1.3. (b) Maintain full staffing capacity to serve home visiting program participants and adhere to the specific model-based guidelines	SPHN or Program Manager	Submission of quarterly staffing reports
		1.3. (c) 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.

**California Home Visiting Program**  
**Maternal, Infant, and Early Childhood Home Visiting (MIECHV)**  
**Scope of Work**  
 July 1, 2023- June 30, 2024

Program Requirements				
<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 or Program Manager	Outreach activities listed on Nurse-Family Partnership (NFP) or Healthy Families America (HFA) outreach log, to be reviewed at site visit
		<b>1.4. (b)</b> Develop a referral triage process for incoming home visiting participants	SPHN or Program Manager	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	SPHN or Program Manager	Submission of complete and timely caseload data

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		consecutive months may be required to participate in a corrective action process		
1.5	Ensure selected home visiting model fidelity and quality assurance	1.5. (a) Implement NFP and HFA model requirements in accordance with the NFP Model Elements or the HFA Best Practice Standards	MCAH Director or Designee  SPHN or Program Manager	HFA: Submission of accreditation reports and/or proof of application for affiliation as requested by CHVP  NFP: Submission of NFP Implementation Plan as requested by CHVP
1.6	Develop and implement home visiting policies and procedures	1.6. (a) Conduct an annual review of LHJ policies and procedures related to home visiting and update as needed	MCAH Director or Designee  SPHN or Program Manager	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 or Program Manager	Confirmation of CHVP P&P review with status report

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

<b>1.7</b>	Accurately collect and submit participant data using selected home visiting model and CHVP-required documents	<b>1.7. (a)</b> Implement all CHVP policies and procedures relating to screening and assessment tools into home visiting practice	SPHN or Program Manager	Submission of timely and accurate data
		<b>1.7. (b)</b> Adhere to all CHVP policies and procedures relating to data collection and standardization	SPHN or Program Manager	Submission of timely and accurate data
		<b>1.7. (c)</b> Comply with NFP Data Collection Documentation or CHVP HFA Data Collection Manual	SPHN or Program Manager	Submission of timely and accurate data

<b>Continuous Quality Improvement (CQI) Requirements</b>				
<b>1.8</b>	Conduct CQI projects and activities that align with CHVP program improvement goals	<b>1.8. (a)</b> Participate in quality improvement activities as directed by CHVP	SPHN or Program Manager	Participation in quarterly technical assistance (TA) meetings Participation in all CQI meetings Submission of CQI plans, data, and information as requested by CHVP



**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

		<p><b>1.8. (b)</b> Utilize the Community Advisory Board to inform and address quality improvement projects and decisions</p>	<p>SPHN or Program Manager</p>	<p>Submission of CAB meeting materials (CAB roster, agenda, and minutes) with status report</p>
		<p><b>1.8. (c)</b> Utilize data to inform and improve program activities</p>	<p>SPHN or Program Manager</p>	<p>Submission of CQI plans, data, and information as requested by CHVP</p>

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

<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 or Program Manager</p>	<p>Submission of 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 and 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 or Program Manager</p>	<p>Submission of MOUs and/or informal agreements with status report</p> <p>Submission of Outreach Log annually with status report</p>

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

<b>Goal 3: Monitor federal benchmark measures to show improvement in maternal and early childhood health</b>				
<b>#</b>	<b>Objective</b>	<b>Activities</b>	<b>Responsible Party</b>	<b>Deliverables</b>
<b>3.1</b>	Collect and submit all information required for HRSA/MIECHV reporting	<b>3.1. (a)</b> On an ongoing basis, complete all model-issued forms and assessment tools entirely. Forms and assessment tools are defined by CHVP and model-issued data collection manual(s)	SPHN or Program Manager Home Visitors Data Clerk	Submission of data for the following federal reports:  Demographic, Service Utilization, and Select Clinical Indicators (Form 1)  Performance Indicators and Systems Outcomes (Form 2)
		<b>3.1. (b)</b> Collect federally required priority population data for all participants served on an annual basis, entered directly into the data system (HFA) or via Share Point (NFP)	SPHN or Program Manager Data Clerk	Quarterly Performance Report (Form 4)  Submission of NFP Priority Population Survey on Status Reports

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
 Scope of Work  
 July 1, 2023- June 30, 2024**

<b>Goal 3: Monitor federal benchmark measures to show improvement in maternal and early childhood health</b>				
<b>#</b>	<b>Objective</b>	<b>Activities</b>	<b>Responsible Party</b>	<b>Deliverables</b>
<b>3.2</b>	Maintain clean and compliant data for all home visiting activities and participants	<b>3.2. (a)</b> Ensure accuracy and completeness of data input into designated data systems using data quality reports and monitoring	SPHN or Program Manager Home Visitors Data Clerk	Demonstrated compliance with data-related policies and program quality measures  Evidence of data cleaning on a monthly and quarterly basis using the CHVP data cleaning schedule (HFA) or model supplied data reports (NFP)
		<b>3.2. (b)</b> Collect and enter the participant data into secure and designated data system within seven working days of data collection and as required by NFP or HFA models	Home Visitors Data Clerk	Evidence of data cleaning on a monthly and quarterly basis using the CHVP data cleaning schedule  Evidence of data submission within seven working days of data collection  Evidence of signed Participant Consent form for each family

**California Home Visiting Program  
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)  
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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>

**California Home Visiting Program**  
**Maternal, Infant, and Early Childhood Home Visiting (MIECHV)**  
**Scope of Work**  
July 1, 2023- June 30, 2024

**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 11:03 am, Aug 03, 2023*

Jessica Ferrer, BSN, RN, SR PHN

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MCAH Director Name

\_\_\_\_\_  
MCAH Director Signature

\_\_\_\_\_  
Date