

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

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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
Staffing Requirements				
1.1	Provide effective leadership and oversight for CHVP	<p>1.1. (a) 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>1.1. (b) Attend monthly MCAH and quarterly CHVP Directors calls</p> <p>1.1. (c) 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 (only for LHJs in 1st year of implementation)</p> <p>Note: 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>

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		1.1 (d) LHJs in the 1 st 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 than 10% of the allocation can be spent on administrative oversight of a subK.*
1.2	Implement home visiting programs using culturally responsive practices	1.2. (a) 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
		1.2. (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
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, Program Manager, or Supervisor Home Visitors	Submission of training log with status report Submission of training plan with status report

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		1.3. (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
		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.

Program Requirements				
1.4	Reach and maintain contracted Caseload Capacity (CC)	1.4. (a) 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

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		1.4. (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
		1.4. (c) 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
		1.4. (d) Home visitors will maintain 100% contracted CC Note: 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
1.5	Ensure selected home visiting model fidelity and quality assurance	1.5. (a) 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

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			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	1.7. (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
		1.7. (c) 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

Technical Assistance (TA) Requirements				
1.8	Participate in Technical Assistance activities to support program implementation and improvement goals	1.8. (a) Participate in quarterly technical assistance (TA) meetings	SPHN or Program Manager	Participation in quarterly technical assistance (TA) meetings
		1.8. (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
		1.8. (c) 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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Goal 2: Integrate the home visiting program into the local early childhood system				
#	Objective	Activities	Responsible Party	Deliverables
2.1	Collaborate with local early childhood system partners to ensure a continuum of services for families	<p>2.1. (a) Meet and work with local early childhood system partners to coordinate services to families</p> <p>2.1. (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>	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Submission of Community Advisory Board (CAB) meeting materials (CAB roster, agenda, and minutes) with status report Submission of MOUs and/or informal agreements with status report
2.2	Pursue, develop, and maintain relationships with local service agencies, hospitals, and referral resources to facilitate recruit participants	<p>2.2. (a) Develop Memorandum of Understanding (MOU) agreements and/or informal written agreements (e.g., letters of support) with community agencies and service providers</p>	MCAH Director or Designee SPHN, Program Manager, or Supervisor	Submission of MOUs and/or informal agreements with status report Submission of outreach log annually with status report

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

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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>3.1 (c) LHJ will adhere to all CHVP Policies and Procedures relating to compliant data</p> <p>3.1. (d) 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 th , April 15 th , July 15 th , and October 15 th	<ul style="list-style-type: none"> Staffing reports
Semi-annually on April 15 th and October 15 th	<ul style="list-style-type: none"> Priority Population Survey (NFP) CAB roster, minutes, and agendas Status Reports MOUs or informal agreements with community agencies and service providers
Annually on April 15 th or October 15 th	<ul style="list-style-type: none"> Outreach log Training logs and training plans Policies and Procedures Referral triage plan Confirmation of signed consent forms for all participants Confirmation of signed confidentiality agreements for all direct service staff
During Site Visit. Dates to be determined	<ul style="list-style-type: none"> Policies and procedures Participant consent forms
Upon Request	<ul style="list-style-type: none"> Model developer agreement, accreditation, and affiliation documentation CQI plans, data, and information

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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>1.1(a) LHJs in the 1st 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"> Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs Apply for model affiliation, as applicable Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements 	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>1.1(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

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.

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

Special Support Activity Categories	Deliverables
<p>Hazard pay and other staff costs: 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"> Number of staff (not FTE) receiving hazard pay/other staff costs Description of activities being performed for hazard pay/other staff cost Number of staff receiving technology
<p>Training: 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"> Name of training Purpose/description of training Date of training Name of staff participating in training Number of staff participating in training All other activities related to staff training

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<p>Technology: 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"> Hardware or software acquired Process used to identify and prioritize families Number of families receiving technology
<p>Emergency Supplies: 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"> Process used to identify and prioritize families Type and amount of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed Number of families receiving emergency supplies
<p>Goal 5.2: Maintain clean and compliant data for special support activities per CHVP guidance.</p>	
<p>Major Functions, Tasks, and Activities</p>	<p>Deliverables</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>	<p>Submission of data using CHVP templates and guidance</p> <p>Submission of records and documentation to support the charges using CHVP templates and guidance</p>

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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