

## California Home Visiting Program Monthly Conference Call 6/14/2012

The purpose of today's meeting was the following:

- I. Update Client Enrollment and Implementation
  - a. Program implementation
  - b. Data
- II. Budget and Contracts
  - a. FY 2012/2013 AFA
    - i. Responding to questions regarding unspent funds.
- III. Training and Technical Assistance
- IV. General Updates from the State
  - a. Discussion on CQI (tentative)
- V. Q&A Session

Items Discussed:

### Update Client Enrollment and Implementation

- Site Selection for Phased Rollout Approach
  - Three sites participating in Phase I – Butte, Humboldt, and Sacramento
  - For Phases II – IV, CHVP will confirm with each site the phase they will begin enrollment; confirmation from CHVP is necessary prior to starting client enrollment. Site responses regarding the Phase of likely start are as follows:
    - Phase II – 7 (sites)
    - Phase III – 3
    - Phase IV – 4
    - Not responded – 2
- CHVP state level activities and NSO related items:
  - New draft NFP forms are available on NFP Community.
  - CHVP Supplemental form(s)
    - CHVP Supplemental form(s) are complete and a webinar is scheduled for Phase I participants on 6/18. \*New – NFP has confirmed the use of the CHVP Supplemental form(s).
  - HFA Forms
    - HFA forms are drafted and will be available on 6/15. Butte will 'test' the new forms from 6/18-22.
    - A site visit to review the forms is scheduled on 6/25.
    - Modifications will then be made to the forms and the updated forms will be sent to Butte to begin enrolling clients.
  - Scope of Work (SOW)

- CHVP Consent form is under review by CDPH legal and is expected to be completed early next week.
- It will be posted on the CHVP website when complete along with the updated Scope of Work (SOW).
- An email will also go out to all of the sites notifying them when they are available. This will allow sites to gain approval from their legal if necessary.
- CHVP ETO System
  - CHVP ETO system is currently under development. A demonstration by Social Solutions is planned on 6/15.
  - A 'beta test' will be conducted on the new system and CHVP is asking for volunteers to participate in this test; please express interest to Kristen Rogers at Kristen.Rogers@cdph.ca.gov. More communication to follow as the system is rolled out.
  - The HFA forms are not included in the system at this time. They will be incorporated into the CHVP ETO during and after the 'beta test' is complete.
- Press Release
  - A press release is currently being drafted and will announce the beginning of client enrollment.
- Materials and associated trainings will be posted on the web by the end of the week.

#### Start of Phase I

- Phase I is scheduled to begin on 6/18 but may begin anytime between 6/18 and 6/25 based on the site readiness and completion of key items – Consent forms, expansion plan approval, etc.
- NFP sites
  - A conference call was conducted on 6/13 with Sacramento and Humboldt to discuss the Phase I activities along with the review of an implementation checklist.
  - These types of calls will occur for all sites prior to the start of each phase.
- HFA site
  - CHVP has been communicating with Butte regarding the 'beta test' of the new HFA forms. Butte will 'test' the new forms from 6/18-22 and a site visit to review the forms is scheduled on 6/25.
  - Modifications will then be made to the forms and they will be sent out to Butte to begin enrolling clients.

#### Budget and Contracts

- In the state FY 2011/12, there are a few LHJ's that do not have an approved AFA packet.
  - CHVP must accrue the budget with CDPH Accounting by 6/20 to ensure ability to invoice for SFY 2011/12; please notify your MCAH Contract Manager immediately if you have a budget change.
- Invoices
  - Send invoices as soon as possible.

- Carryover/Increased Allocation
  - There is no option for carryover. Once invoices are received, the state will have a better sense of the amount that will be unexpended but this will be after FY 2012/13 AFA packet goes out. Current allocations will not change. Unexpended dollars for state FY 2011/12 will get pooled and decisions will be made with Division leadership for the use of these funds.
- Scope of Work (SOW)
  - The SOW has been revised for state FY 2012/13 and will reflect our increase knowledge in working with the NSOs; approved benchmark plan; CQI plan; and knowledge gained from the sites as we prepared for client enrollment.
  - Release is planned for next week and it will be attached to the state FY2012/13 AFA.
- Continuation and Formula Grant Reporting
  - A timeline has not been provided by HRSA for either.
  - It is clear that there will be a very small window to prepare the information for HRSA and the state may require input from sites during this time.
  - CHVP is being proactive and trying to obtain documents that will provide an opportunity to begin work on these prior to the release of final guidance.

#### Training and Technical Assistance

- HFA Core training is occurring this week; the second cohort to receive training.
- HFA Assessment training is scheduled for the week of 6/25.
- Another HFA Core training will occur the week of 8/13.
- NFP Unit II Training
  - The training scheduled to occur beginning on 6/25 is cancelled.
  - A rescheduled date in July is being identified by CHVP and NFP-NSO. The Unit II training scheduled for 8/20 is scheduled to occur.
  - Sites have the option to enroll in Unit II training in Denver; next session begins July 9<sup>th</sup>. The deadline will be extended for sites that wish to take advantage of the training.
- Staff Transition
  - The Training Coordinator – Shana Alexander – has taken another position at UC Davis and Kathy Barandarian will begin transitioning into this role this month.

#### General Updates:

- Continuing Expansion Grant
  - A webinar is planned for 7/10 from 11-12 for funded sites.
- MIHOPE
  - During the MCAH Action meeting, the state communicated that 14 sites were under consideration for the random MIHOPE program site selection. The sites selected were Sacramento (2), Solano, Nevada, Humboldt, Del Norte, Butte, and LA (HFA).

- During the state site visit on 6/5, the state learned that the site selection is not final. There is another level of the selection process to be completed prior to finalizing the site selection for MIHOPE.
- Meeting is planned with the National Evaluators (no date confirmed yet) to discuss concerns raised during MIHOPE site visits.
  
- CQI Plan
  - A conference call will be scheduled with the sites on 7/17 to go over the CQI plan.
  - It will provide an overview of the state and local CQI goals; plan development; local responsibility; state data collection; and how CQI data will be used by the program.
  
- Benchmarks
  - A conference call will be scheduled for 6/27 from 1-2 to go over the benchmarks and construction for CHVP.
  
- A new MIECHV Director has been selected – Dr. David Willis.
  
- LHJ Monthly meeting frequency
  - The meetings will continue to occur once a month as currently scheduled.