



California Home Visiting Program Monthly Conference Call

Meeting Minutes

Thursday, July 12, 2012

1:30 p.m. – 3:00 p.m.

Participants: MCAH Directors of MIECHV Funded Programs

Meeting Facilitators: Chris Krawczyk (Lead)
Laurel Cima-Coates & Kristen Rogers

I. **Update Client Enrollment and Implementation** Chris Krawczyk (CHVP Branch Chief)

On June 26, Sacramento County enrolled the first client into the CHVP. This good news coincided with the Supreme Court's upholding of the Affordable Care Act.

a. **Phase I Updates** – CHVP is working with a total of four (4) sites in Phase I. Some of the common issues occurring in Phase I sites are:

- i. Local revision of consent form – the form which is the client's consent for data sharing with the state, is normally vetted through local counsel. Doing so entails time for the process to be completed. CHVP advises other sites to get a head start by consulting on anticipated issues/questions with their respective QA Team or Kristen Rogers.
- ii. Spanish translation of consent form – as with Item I.a.i., the translation process necessitates time for translation/back translation, and testing with groups of individuals using different dialects for validation.
- iii. Training on the use of the forms/webinars– the webinar previously conducted has been improved/ recorded and will be soon be distributed to MIECHV funded sites.

b. **Phase II Updates** – along with the 4 sites in Phase I, CHVP is actively working with seven (7) sites in preparation for client enrollment and discussion of risks. Due to the rescheduled NFP Unit II training, the sites' enrollment start dates varies from July 23 through the end of the month.

c. **Phase III Updates** – CHVP will be contacting sites to confirm start up (i.e. procedures, etc. are in place) and the likely date of first client enrollment.

Reminders/clarifications:

- *Data Entry:* NFP will start rolling out new ETO functionality to support the revised NFP data forms in mid-July. Functionality for a subset of forms will get implemented each week until all forms are operational in ETO. NFP previously recommended that sites wait and enter all data when all ETO functionality has been implemented. NFP has revised this and now recommends entering as much data as ETO will support, and then returning at a later date to enter remaining data. CHVP believes the process of tracking what data has been entered could require increased staff time and could introduce data validity concerns. But, CHVP recognizes each site will have its own plan based on their staff availability and preferences. CHVP only requires that data are entered in time for reporting to HRSA in October 2012.

Sites will need to keep a manual count of the number of clients enrolled and HV visits completed. CHVP will report these figures to HRSA on a monthly basis.

- *NFP sites' contracts:* a fully executed contract with NFP is required prior to client enrollment. Sites are advised to verify their contract status with NFP NSO.
- *Press releases:* the state's Office of Public Affairs (OPA) has strict requirements on the approval of press releases. An advance copy must be provided by LHJ sites **prior** to release and approved by CHVP in coordination with OPA.
- *Translation Services:* CHVP will translate the consent form to Spanish. If translation to other languages is needed for the consent form or other materials, the local program can provide the translation. CHVP will need confirmation that the person providing the translation has completed a local accreditation process.

II. Budget and Contracts

- The 2012 FFY appropriation for MIECHV included an additional \$100 million. \$72 million was awarded to States/Territories not awarded Competitive Expansion Grant funding in FFY 2011. An additional \$12 million was just made available for Competitive Development Grants. States/Territories awarded Competitive Expansion Grant funding in FFY 2011 are not eligible for these Competitive Development Grants. California was awarded Competitive Expansion Grant funding in FFY 2011 and will therefore receive no funding increase in FFY 2012.
- a. **NFP Fees (Start-up and Training)**
 - i. *Local Health Jurisdictions (LHJs) that selected the NFP home visiting model that are considered new sites and who have been affected by delays in finalizing their local contracts with NFP will be granted a one-time increase in SFY 2012-13 allocation to accommodate NFP National Service Office (NSO) start-up contract fees of \$5,494, which should have been incurred during SFY 2011-12 but will actually be incurred during SFY 2012-13. This one-time increase must be applied only to the NSO contract start-up fees and expended no later than September 30, 2012 with the associated expenditures invoiced no later than November 15, 2012.*
 - ii. *LHJs that selected the NFP home visiting model and are affected by the cancellation and rescheduling of our first NFP Unit II Education session will be granted a one-time increase in allocation of up to a maximum \$32,994 to*

accommodate additional training and travel costs which should have been incurred during SFY 2011-12 but will actually be incurred during SFY 2012-13. This one-time increase must be expended by September 30, 2012, and invoiced by November 15, 2012.

- b. **SFY 2012/13 AFA Packet and Allocation** – CHVP has been granting approvals for extension requests on AFA Packet and Allocation submission.
- c. **Non-Competitive Continuation Applications** – Two (2) Non-Competitive Continuation Applications (NCCAs) for both Formula and Competitive/Expansion funding is expected to be released early September and due late September. The NCCAs will require an update to information provided HRSA in our Statewide Home Visiting Needs Assessment and Updated State Plan; CHVP anticipates much of this information will exist as part of the already submitted responses to the CHVP Request for Supplemental Information, site visits already completed, and forthcoming Progress Reports from funded sites. CHVP will contact sites for additional information, if needed, upon release of final NCCA guidance.

III. Updates from Program Section and Epidemiology (Kristen Rogers, Chief of Data, Benchmarks and Evaluation)

- HFA sites: The HFA Forms developed by CHVP have all the necessary accreditation requirements embedded and were partially modeled from the PIMS database. These new Forms were pilot tested by Butte County and the HFA National Office staff. They have been fully approved by HFA NO. These Forms will be available by the week of July 23rd. A form training webinar will need to be viewed prior to the use of the CHVP-developed forms. The CHVP ETO system will be in all HFA sites and development is on target with internal deadlines. We expect its release in mid-August.
 - NFP sites: The CHVP Supplemental Forms are complete and a webinar with 3 sites has been conducted. We are recording a new webinar and that will be released the week of July 16th. All sites must view this form training webinar prior to using the Supplemental Forms. The CHVP ETO system is currently configured and we are awaiting the release of NFP's ETO system which is targeted for mid to late September.
- a. **Progress Report Deadline** – Deadline has been extended from July 31, 2012 to August 31, 2012.
 - b. **HRSA Data Reporting Deadline** – Benchmarks, as federally required by HRSA, are due to CHVP by September 30, 2012. CHVP will submit the Federal Progress Report in October 2012.
 - c. **Update on Data Forms Webinars (NFP/HFA)** - The CHVP Supplemental Form webinar is complete and will be sent to all NFP sites by July 23rd. The HFA Form webinar will be recorded the week of July 23rd for dissemination soon thereafter.

IV. **Training and Technical Assistance** (Laurel Cima-Coates, Chief of Program, Policy and Quality Assurance). All training details are posted in the CHVP web site.

- Tools, materials, training and curriculum required – for more details please refer to our website: <http://www.cdph.ca.gov/programs/mcah/Documents/MO-CHVP-RequiredTrainingsToolsInstruments.pdf>
- a. **NFP Unit 2 Rescheduled Training** – new date: July 16-20, 2012 at the Citizen Hotel Sacramento.
- b. **NCAST Training** (November 5-10, 2012) – will be conducted by Denise Findlay of the University of Washington, NCAST Programs/School of Nursing. The training is a train the trainer model and is recommended for Nurse Supervisors. Should a site have an existing certified NCAST instructor, participation in this training is not required.
- c. **Feeding & Teaching Scales** (September 10-15, 2012) – is part of the NCAST training. CHVP will announce the training registration process on the website shortly.
- d. **Strengthening Families** – Training opportunities will be announced in the future by CHVP and will be based on the 5 protective factors.
- e. **Continuous Quality Improvement (CQI) Webinar** – to be held July 23, 2012. The webinar will provide an overview of the CQI evaluation activities including a template and demonstration of the CQI Plan deliverable.

V. **General Updates from the State**

- Domestic Violence, Child Abuse & Neglect reporting – Local sites are to make sure they follow all California State laws for mandatory reporting and local policies/procedures/regulations for reporting domestic violence, child abuse, neglect and intentional injuries.
- National Evaluation (MIHOPE) – MIHOPE to date has conducted three (3) visits with selected sites to provide an overview of the evaluation methods, answer site specific questions, and address concerns implementing MIHOPE.

CHVP views participation in MIHOPE as a wonderful opportunity for California, particularly because results of this evaluation will get presented before Congress as the initial five year appropriation ends. CHVP encourages sites who are contacted for a site visit to participate in the site visit before making a decision to participate in MIHOPE. CHVP staff are available to participate in the site visit.