



California Home Visiting Program Monthly Conference Call

Meeting Minutes

Thursday, Dec. 13, 2012

1:30-3:00 p.m.

Participants: MCAH Directors and Coordinators of MIECHV Funded Programs

Meeting Facilitator: Chris Krawczyk

I. **Update Client Enrollment and Implementation** – Chris Krawczyk, CHVP Branch Chief

- a) CQI and Client Enrollment Rate: As of Dec. 4, 392 families are enrolled and 20 sites are enrolling families. Approximately, 1,773 home visits have been completed. We are making steady progress forward. Thank you for your efforts with client recruitment and enrollment.

II. **Budgets and Contracts** – Chris Krawczyk, CHVP Branch Chief

- a) Budgets and Spending: HRSA has indicated that at the end of five years, they will audit all of the MIECHV programs. After this state fiscal year, CHVP internal auditors will audit the program so that if anything shows up, we will be able to identify it early and address it. In preparation for the audit, we are putting together a spreadsheet of all sites. It will look at line items from each site's budget. We want to learn from that funding period and make sure that if there are any potential errors or discrepancies that we address them now. We may have conversations with the sites as invoices come in. We aren't requesting any action at this time; we are only sending an FYI.
- b) Benchmark Reporting: We still do not have confirmed due dates from HRSA. Possible dates include Jan. 30, Jan. 31 and Feb. 4. We are asking all sites to enter data, especially data prior to Sept. 30. Please prioritize this period. Please have your data entered by the end of this month as CHVP will have to build detailed technical notes to accompany your data.
- c) Performance Reports: CHVP is working on 30 different deliverables due to HRSA between now and the later part of January. The good news for sites is that it doesn't look like we will need to come to you for additional information.



III. **Updates from the Program and Evaluation Sections** – Chris Krawczyk, CHVP Branch Chief

- a) **Scope of Work:** The next semiannual progress report is due Jan. 31. The template for your report is being updated to reflect changes in the Scope of Work and to identify items that are being waved. Our goal is to have a new template to you by Dec. 31. It will be very similar to the prior template. We will be asking about partnerships with partners and service providers in your area (you will find this in domain 6). Eventually, this info will be gathered in ETO. Right now, we will need to collect this info in the template as ETO wasn't up and running during this reporting period. To get this info, we will be sending you a separate file. Basically, you will review the spreadsheet and use the drop-down menu to respond with a "yes" or "no" regarding your providers. Send this info to the data email address we have given you. Since we have had a prior arrangement with LA, Erica will be communicating with LA directly about your process. We are asking everyone to complete this document by Jan. 11. Please let us know if you have a concern with this deadline.
- b) **Site Visits:** Site visits are well underway. We have 5 site visits left to complete. Thank you for allowing us to come and meet with you. Thank you for your tremendous efforts. I am inspired by what you are doing and the many ideas you have shared with regard to efficiencies in working with your partners in getting families into services. We will be sharing this information with all sites soon.
- c) **Guidance, Policies & Procedures:** Some of the key initial components of the Policies & Procedures Manual are about to be posted to the website. Additionally, there is work underway regarding clinical guidelines for NFP.
- d) **The SIT workgroup met on Dec. 3.** The California Dept. of Alcohol and Drug Programs presented information about opportunities that exist at the local level. There are a large number of providers our sites will be able to access. We will get that list to you shortly. We also discussed housing and homelessness. We heard reports on what is happening with regard to housing in California. We will be sharing this information with you soon.

IV. **Training and Technical Assistance** - Chris Krawczyk, CHVP Branch Chief

- a) **Winter 2013 Technical Assistance (TA) Meeting:** We are continuing to develop the Winter TA meeting. A formal invitation and agenda will be sent to you shortly. We recently asked you to identify the number of supervisors and staff at your site. We have received considerable interest from the sites in attending this meeting. We want to ensure we don't exceed the capacity of our meeting space.



We may have to reduce the number of participants, and if so, will be asking you for your feedback on how to establish participant priority. The meeting is April 17-18. April 17 is an all-day Strengthening Families training, which is a requirement for supervisors. The second half of the day is devoted to “best practices and lessons learned” panels for the home visiting staff. On April 18, the day will include breakout workshops with two tracks – one for supervisors and one for staff.

- b) PITC Training: Registration has been completed. Announcements have gone out to those who will be participating. The training is limited to 125 attendees, with about 225 applications received for this training. MIECHV-funded HV programs were given 75 slots. The other slots went to Race to The Top participants as a requirement of Race to The Top funding for this training.

V. **General Updates from the State** - Chris Krawczyk, CHVP Branch Chief

- a) MIHOPE: California has been selected for MIHOPE. The California sites that were chosen were informed last week. They are Humboldt, Sacramento, Fresno, Antelope and Kern.
- b) Updated Website: The CHVP website has been updated. The information is now organized so that the left side of the home page provides general program information and the right side has more specific information for our funded sites, such as training dates, forms, Scope of Work, etc. Please take a look and share any feedback you may have

VI. **Q & A Session**

- a) What do we know about future funding? We do not know if additional funds will be available or remain the same. HRSA has a new director who is working on the “Thousand Day Plan.” Within that plan they will be making these types of decisions. We are getting a strong sense that if any additional funds are allocated, we should prioritize expansion of the program because there is a high level of need across the state. If we do get to that point, we would involve MCAH Action before those decisions are made.
- b) What do we know about the future of MIECHV funding and sustainability? We don’t have any indication beyond these five years. The status remains focused on getting information to congress that would help in the reauthorization. We are looking for information that demonstrates the impact of the program and the opportunities created because of the program, such as systems integration, new



partnerships and increased capacity at the local level. We are meeting with the national models and HRSA, and whatever information we can provide them in the process we will do so.

- c) Do we anticipate any changes to the AFA process? The AFA process itself will remain the same where we will release a letter to the sites which gives the allocation. Each year, we anticipate budget and line item revisions. We hope to begin the approval process earlier this year. Last year, it started in March. There is always the possibility that there will be a revision to the SOW. If that's the case, we would make the revision at the earliest date possible and communicate the revision promptly. Once we have completed the site visits and progress reports, then we will be able to evaluate any changes needed.
- d) When will the website be updated with the correct Train the Trainer dates? We will work on this immediately. Thank you.
- e) For the NCAST Train the Trainer training, will DVDs be provided? We will look into this and contact you via email ASAP.
- f) What is the future of Promising Practices? With the MIECHV funding, states have the option to use part of the funding for promising practices. At this point, we have continued to stay with the funding of the evidence-based models. If we make any changes, it would have to be a result of new funding made available. If that were to be the case, we would have to critically assess what could be accomplished within the five years for our program.
- g) What's going on with TCM? We have a new staff member who will form a workgroup in early January. This group will disseminate info to the sites. If you are interested in joining the group, email Chris Krawczyk at Christopher.krawczyk@cdph.ca.gov. We are looking for participants who have experience with Medi-Cal or TCM, or may be involved with CMS locally in other ways. Our goal is to look for ways to use Medi-Cal to fund or reimburse certain activities. We also want to understand what is involved at the local level with regard to Medi-Cal funded activities.