

400-40 CLIENT SUPPORT MATERIALS

**POLICY**

Support materials are allowable for clients enrolled in Maternal, Infant, Early Childhood Home Visiting (MIECHV) funded programs. They may be used for client engagement, recruitment, and retention. Support materials may be provided to clients or former clients participating on Nurse-Family Partnership (NFP) Community Advisory Boards (CAB). They must be justified and used only for model fidelity purposes, and be within the California Home Visiting Program (CHVP) scope of work and the Local Health Jurisdiction (LHJ) site's funding allocation.

**AUTHORITY**

Health Resources and Services Administration/Health and Human Services (HRSA/HHS) Grants Policy Statement (GPS, II-35)

**PROCEDURE**

The LHJ sites who distribute support materials must adhere to the following requirements:

1. Support materials must only be provided to clients or former clients who currently participate in CHVP activities such as CAB or group support programs (e.g. Parenting Classes, Parent Group Meeting).
2. All support items must be accompanied by educational information.
3. The CHVP local and state staff must ensure that support materials are allowable, reasonable, and moderate in cost. Allowable examples of how MIECHV funds may be used include purchasing:
  - a. Education items to give to families such as educational toys, videos and books; crib kits that address safe sleeping for newborns and infants.
  - b. Transportation services to participate in project activities such as gas cards or reimbursement to the client if they provide receipts.
  - c. Child-Care costs for NFP families to enable parents, enrolled children, and other non-subject children, to participate in CHVP. An example is short term child care provided while parent participates during a CHVP training session or parent group meeting.
  - d. Food for participating children and families in programs providing CHVP services, for example, during a training session or parent group meeting.
4. A yearly allocation for client support items must be approved by the Quality Assurance (QA) team, Contract Managers and the CHVP management via the CHVP scope of work and Allocation Funding Agreement (AFA) review process.
5. Any support item that does not meet the description in item number three above must be reviewed by the CHVP QA team and Contract Managers for approval via the transmittal process,
6. Each support item must be documented and logged for audit purposes: date purchased, type, amount, date distributed and recipient.
7. Cost for support materials must stay within their budgeted allocation and take into consideration the total cost per family.
8. The MIECHV funding must **not** be used to provide payment directly or indirectly to medical providers for purposes of increasing client referral and client care.

## CHVP 400

### NFP – GUIDANCE FOR CLIENT ACTIVITIES

#### NFP CAB Members

Members of the CAB may include NFP clients, or former NFP clients. Individuals invited to participate on NFP CAB bring a much needed perspective to the CAB. Strategies that instill a sense of empowerment and capacity building are essential to promote the retention and satisfaction of CAB members who are either current or former NFP clients. The CHVP allows the recognition of their contributions of time, resources, and expertise, through explicit types of support, as a way to promote continued engagement on the NFP CAB. Support materials shall be defined as non-cash items which acknowledge the time and resources given and offsets any hardship that inhibits the client/former client from participation on the CAB.

#### **DISCLAIMER**

The CHVP does not endorse any specific brands, sites, organizations, or products.

#### **RESOURCES**

- Newman SD, Andrews JO, Magwood GS, Jenkins C, Cox MJ, Williamson DC. Community advisory boards in community-based participatory research: a synthesis of best processes. *Preventing Chronic Disease* 2011; 8(3):A70. [http://www.cdc.gov/pcd/issues/2011/may/10\\_0045.htm](http://www.cdc.gov/pcd/issues/2011/may/10_0045.htm).
- The NFP Suggestions of Client Support Materials, NFP Community
- The NFP Community Advisory Board Guidance, NFP Community
- Budgeting for a Nurse-Family Partnership Implementation  
[http://www.nursefamilypartnership.org/assets/PDF/Policy/HV-Funding-Guidance/NFP\\_Sample\\_Budget\\_200\\_Narrative](http://www.nursefamilypartnership.org/assets/PDF/Policy/HV-Funding-Guidance/NFP_Sample_Budget_200_Narrative)