

**California Department of Public Health/Maternal, Child and
Adolescent Health Division (CDPH/MCAH)
California Home Visiting Program (CHVP)
Nurse-Family Partnership (NFP) Local Health Jurisdiction (LHJ)
Teleconference
February 10, 2012
Question and Answer Document**

Reference documents: Scope of Work (SOW) and Attachments
can be found on the CHVP Website
CA-MCAH-HomeVisiting@cdph.ca.gov

Fiscal Questions:

1. When and how can a LHJ implementing the NFP model access the \$50,000.00 startup /administration funding?

The \$50,000 may be invoiced retroactive to 12/1/2011, once your AFA package is approved. The LHJ must follow the SOW regarding the process.

2. Can the \$50,000 be used for work on CHVP prior to 2/15/12, assuming we have documentation for that time spent?

Yes, as long as spending is done in accordance with the SOW.

Agencies claiming any part of the \$50,000 one-time funds must specify a line item under “Other Charges” which is under the Other Costs Detail Section as “Start-Up Costs” and provide a detailed description of what that includes under the J-Other tab (Budget justification for Other Costs) of our budget. Please note that LHJs have until June 30th, 2012 to spend the \$50,000, but are limited to charging no more than \$50,000 for December (2nd quarter). Again, you may spend the one-time \$50,000 start-up allocation during the 2nd, 3rd, and 4th quarters of State Fiscal Year 2011-12 (from December 1, 2011 through June 30, 2012), but you may not invoice for more than \$50,000 in the second quarter. You may spend the rest of your allocation during the 3rd and 4th quarters of State Fiscal Year 2011-12 (January 1, 2012 – June 30, 2012).

3. Can personnel costs used for work prior to 2/15/12 (with documentation for that time spent) be charged under Other Costs in the Budget Justification for Other Costs?

Yes (see answer to question number 2, above), LHJs can charge personnel costs associated with implementation of CHVP prior to 2/15/12. On the budget template, these costs should be shown under the “Start-up Costs” line item.

After 2/15/12, any personnel costs should be shown under the “Personnel Detail Section” of the budget.

4. What can be purchased this fiscal year and still utilized next fiscal year that is related to the CHVP SOW that would be allowable?

Things like equipment, office supplies, brochures, training, and outreach materials can be purchased. Keep in mind that you may pay for production runs of brochures that will be used during both State Fiscal Year (SFY) 2011-12 and 2012-13. Likewise, you may pay for items and activities this year that you may or may not use until next year, including training.

5. Will LHJs be able to roll over the unspent CHVP funds for FY 2011-2012, and if so, how will this be handled?

No, funds are not allowed to be rolled over. The allocation must be spent prior to June 30th. As noted above, trainings can be prepaid; other allowable expenses include client support such as brochures, and equipment for nurses to support the program.

6. Can the \$50,000 startup cost include things like car leases?

No. Mileage may be invoiced at the State’s current reimbursement rate of \$.555 per mile.

7. Will a list of anticipated costs for training/orientation be provided? When?

NFP will be sending out shortly an updated fee structure for all NFP related activities including training. Two trainings are planned to be conducted: one in the South and another in the North.

For CHVP orientation (to be held in Northern and Southern California) the LHJ should budget for each staff member a 2 day orientation to include hotel cost, travel and per diem.

8. Should the budget be limited to MIECHV allocated amount indicated on the allocation table or should the budget reflect actual cost?

The budget needs to identify the MIECHV funding from the allocation table and any agency in-kind contribution to reflect the LHJ’s projected overall costs to operate the CHVP. Given the current situation where there are less than five months left in the fiscal year, the LHJ should only budget what they can realistically spend for the remaining fiscal year. For this year the LHJ would enter the total CHVP allocated amount on the Budget Summary Page under State Funding and place any unallocated CHVP funding on a line item titled

“Unallocated CHVP Funds” under the Other Charges area of the budget. This is also the same area where you would identify any costs budgeted to the \$50,000 one-time funding. If local funds are used and projected costs exceed the allocation amount, they should be shown in the Agency column of the budget template since they are not reimbursed by CDPH.

9. Can LHJs utilize an indirect rate over 10%?

No.

10. Can vehicles be purchased?

No. You may only invoice for mileage reimbursement at the current rate.

11. Please clarify what the additional \$5,000 in the competitive budgets is for.

The additional \$5,000 in the competitive budgets is for support to participate in the evaluation component. Again, this applies only to those with competitive grant funded sites.

Program Questions:

12. What does the interface look like for the new and current home visiting teams including training, reporting and enrollment of new clients?

Training would initially prioritize new HV teams. As funded sites are trained, others will be accommodated. CHVP would like to emphasize that all trainings to be conducted are in accordance with NFP requirements.

13. Can we use current nurses to enroll new CHVP Clients?

Yes. The Efforts to Outcome (ETO) data system will track MIECHV funded clients separate from ‘other’ funded home visiting clients.

Note that ETO data system will be tracking CHVP funded clients and must be launched before client enrollment begins. CHVP will be announcing when new clients can be enrolled.

14. We plan to have 15% of the MCAH Coordinator’s time spent in overseeing the implementation. Can the organization chart show the CHVP nursing supervisor reporting to the MCAH Coordinator instead of the MCAH Director?

- *Yes, as long as the MCAH Coordinator reports to MCAH Director and this conforms to the LHJ’s reporting structure and Staffing Report.*

15. May the NFP Nursing Supervisor have dual direct reporting to both the MCAH Director and Field Services Manager who will have responsibility for day to day operations of NFP as well as all other MCAH home visiting programs?

This is at the discretion of the LHJ agency except when the Field Services Manager oversees a “pool” of nurses and incorporating this structure will make MIECHV funded nurses available for use in other programs. LHJs planning to use a Field Services Manager to oversee a team/pool of nurses should discuss this first with their respective QA Team.

16. Please clarify what the FTE of the MCAH Director is for the Humboldt/Del Norte/Siskiyou consortium.

CHVP is cognizant of the unique needs of the consortium and has allotted 0.15 FTE for each county’s MCAH Director.

17. What if the training dates are sooner than the hiring of nurses?

Trainings will be scheduled on an on-going basis. CHVP will be extracting information collected from the environmental scan for scheduling purposes. Final scheduling will be coordinated and confirmed with the sites and NFP-NSO.

18. Do we change the SOW if the MCAH Director FTE is already at the maximum?

No. Please coordinate with your QA Team and Title V Nurse Consultant for submitting an alternative staffing proposal to meet program and percent effort requirements (i.e. use of Coordinator).

19. Based on the AFA checklist, should AB 629 be resubmitted?

No, if CHVP has previously been listed/included on the AB 629 currently on file with MCAH.

20. Can the organizational chart be updated only to indicate CHVP?

Yes.

21. Should Attachment 1204 (Equipment Inventory) include only CHVP funded equipment?

Right now, only for those specific to EBHV. The CDPH 1204 was provided and referenced for submission for State Fiscal Year 2012-13 for equipment purchased in FY 2011-12. The only county that needs to submit Attachment 1204 for FY 2011-12 is Solano County, because Solano has an existing EBHV program (with existing equipment purchased in prior fiscal years) that is now administered under the CHVP at the State level.

22. Where should the NFP implementation plan be submitted?

NFP implementation plans should be submitted to NFP-NSO.

23. Please clarify instructions provided in the Program Profile Narrative.

The Program Profile Narrative should only be changed/updated if information has changed from what was previously provided in the Request for Supplemental Information (RSI).

24. What is the required qualification for CHVP Home Nurse Supervisor?

CHVP Home Nurse Supervisors are preferred but not required to have a Master's degree. A waiver is not necessary for this.

25. Is it allowable to have a 0.5 FTE Supervisor for 4 nurses or a 1.0 FTE for 8 nurses?

Yes, however, CHVP Branch prefers a ratio of one FTE supervisor to 4 FTE PHNs, unless exception is granted by CHVP Branch Quality Assurance team. Any deviation from this staffing model must be communicated to the QA Team using the transmittal process according to the Operational Requirements in the SOW. CHVP provides an allocation based on a 1.0 FTE supervisor. So, for example, if you choose to use a 0.5 FTE Supervisor for 4 nurses, a justification of where the additional 0.5 FTE is being utilized must be provided.

26. For PHN home visitor requirements, what level of experience in PHN is CHVP requiring?

This is up to the agency's policy and the NFP model Implementation Review process. Please refer to NFP model recommendations.

CHVP final words:

- Continue using the CHVP Inbox at the following link: CA-MCAH-HomeVisiting@cdph.ca.gov. This is the most efficient way to communicate with us.