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Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

Date June 15, 2012

TO: CALIFORNIA HOME VISITING PROGRAM/ MATERNAL, CHILD AND ADOLESCENT HEALTH (CHVP/MCAH) DIRECTORS, MCAH COORDINATORS, HEALTHY FAMILIES AMERICA (HFA) PROJECT MANAGERS, AND NURSE-FAMILY PARTNERSHIP (NFP) NURSE SUPERVISORS

SUBJECT: AMENDMENT TO THE SCOPE OF WORK (SOW) FOR CHVP: MCAH DIRECTOR RESPONSIBILITIES FOR STAFF HIRING AND ORIENTATION
CHVP PROGRAM POLICY ALERT LETTER # 2011/12-02

Purpose

This Program Policy Alert Letter provides an amendment to the CHVP SOW *Goal 1: Objective 1.4 MCAH Director Responsibilities for Staff Hiring* by clarifying the dates and activities required of Local Health Jurisdiction (LHJ) sites to meet staff hiring requirements, and deletes *Goal 1: Objective 1.5 Orientation*.

Action

For Goal 1, Objective 1.4 (pages 6-7): The following table amends the current language (strikethrough) used in the SOW and provides additional clarifications (red font) :

MCAH Director Responsibilities	Intervention Activities to Meet Objectives	Outcome Measures
<u>Objective 1.4</u> By April 30, 2012 , By June 30, 2012, LHJ site will, at a minimum, have begun staff recruitment and will hire staff according to CHVP and model requirements.	<u>1.4</u> LHJ site shall- hire sufficient staff to serve 100 clients and adhere to their specific evidence-based model guidelines as follows: <u>NFP Model</u> -Supervising Public Health	<u>1.4</u> Submit staffing report by May 31, 2012, that will include the following: -Staff recruitment status; -Percentage of effort dedicated to CHVP.

	Nurse -Public Health Nurse -Administrative/Clerical Support <u>HFA Model</u> -Program Manager -Supervisor -Family Support Worker -Family Assessment Worker	
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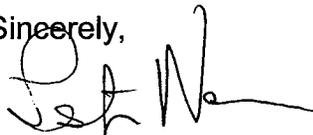
For Goal 1, Objective 1.5 (pages 6-7): Please delete this objective from the SOW.

MCAH Director Responsibilities	Intervention Activities to Meet Objectives	Outcome Measures
Objective 1.5 By June 30, 2012, staff will complete required CHVP program orientation.	1.5 LHJ staff shall participate in a CHVP mandated "General Orientation" which will be face to face (other details will be provided at a future date via an official Program Letter)	1.5 Submit a list of staff who attended CHVP mandated "General Orientation."

The CHVP "Breakout Session" that was held in conjunction with the MCAH Action Meeting on May 16, 2012, replaced the CHVP Regional Orientation meeting stated in the SOW.

Please contact your Quality Assurance (QA) team for questions or concerns regarding this SOW amendment: Arlene Silva, South at (916) 650-0346 or arlene.silva@cdph.ca.gov or Robin Qualls, North at (916) 650-0326 or robin.qualls@cdph.ca.gov.

Sincerely,



Shabbir Ahmad, DVM, MS, PhD
 MCAH Title V Director

cc: Christopher Krawczyck, Chief
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