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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

January 17, 2013

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

SUBJECT: PRELIMINARY POLICIES AND PROCEDURES FOR IMPLEMENTATION
AND ENROLLMENT OF NFP AND HFA CHVP SITES
CHVP PROGRAM POLICY ALERT LETTER # 2012/13-03

Purpose

This letter provides Local Health Jurisdiction sites with preliminary policies and procedures on current issues for implementation of CHVP. These policies and procedures are in response to recent questions and concerns on several program aspects including outreach, eligibility, and enrollment. The policies cover CHVP requirements for respective NFP and HFA programs.

Action

Please review the following policies and procedures which are located on the CHVP website at <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>. The CHVP will provide separate CHVP Policy and Procedure documents for NFP and HFA. Please note that the numbering for these policies has been organized based on the format and content of the more comprehensive future CHVP Policy and Procedure Manual.

CHVP 100: Administrative/Client Confidentiality
100-10 Services Youth Can Receive Without Parental Consent (NFP and HFA)

CHVP 200: Communication

- 200-10 Logo and Tagline Use for Outreach Materials (NFP and HFA)
- 200-20 Outreach Materials Approval Process (NFP and HFA)
- 200-30 Social Media (NFP and HFA)
- 200-40 Media Relations (NFP and HFA)

CHVP 400: Guidance for Client Activities

- 400-10 Eligibility and Enrollment (NFP Only)
- 400-10 Eligibility, Screening, Assessment and Enrollment (HFA Only)
- 400-20 Required Screening and Assessment Tools (NFP and HFA)
- 400-30 Creative Outreach (HFA Only)

CHVP 500: CQI and Systems Integration

- 500-10 Data Collection Standardization (NFP and HFA)
- 500-20 Community Advisory Board (CAB) (NFP and HFA)

For questions or concerns regarding these preliminary policies and procedures, please contact your Quality Assurance team: Arlene Silva, South at (916) 650-0346, arlene.silva@cdph.ca.gov or Robin Qualls, North at (916) 650-0326, robin.qualls@cdph.ca.gov.

Sincerely,



Shabbir Ahmad, DVM, MS, PhD
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cc: Christopher Krawczyk, Ph.D, Chief
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