



RON CHAPMAN, MD, MPH
Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

January 7, 2013

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

SUBJECT: CALIFORNIA HOME VISITING PROGRAM (CHVP) SEMI-ANNUAL
PROGRESS REPORT JULY 1- DECEMBER 31, 2012
CHVP PROGRAM POLICY ALERT LETTER # 2012/13-01

Purpose

This letter provides CHVP Local Health Jurisdiction (LHJ) sites with guidance and the necessary tools, including a checklist, for completion of the required Scope of Work (SOW) July 1 – December 31, 2012, Semi-Annual Progress Report which is due February 4, 2013 (modified from original 1/31/13 due date).

Action

Please complete and submit the required components of the CHVP Semi-Annual Progress Report and transmittal(s) using the following checklist:

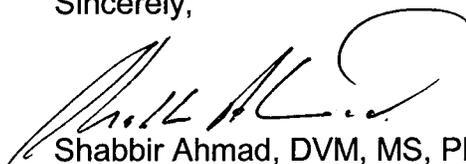
- 1) Semi-Annual Progress Report template, with narrative portions completed where indicated. Objective measures where the data system is not ready to generate reports are identified with "ALL WAIVED. No submission required."
- 2) CHVP Supervisor Quarterly Report October 1, 2012 - December 31, 2012, to comply with SOW Process/Outcome Measure 1.8.1.
- 3) CQI Semi-Annual Data Report to comply with SOW Process/Outcome Measure 1.8.4.

- 4) Community Advisory Board (CAB) Membership Roster completed on the excel template provided that meets SOW Process/Outcome Measure 2.1.1a.
- 5) An updated CHVP Staffing Report that requests the languages, other than English, that are spoken by staff to comply with SOW Process/Outcome Measure 1.3.
- 6) Systems of Care Survey on surveymonkey.com completed by the MCAH Director or their designee; or there should be a confirmed interview appointment with Dr. Robin Pleau, Robin.Pleau@cdph.ca.gov in order to comply with SOW **Process/Outcome Measure 1.1** in the Semi-Annual Progress Report.
 - a) The Systems of Care Survey will be emailed to all sites no later than January 31, 2013, and will be due back to CHVP 60 days from the date of release.
 - b) Additional information will be provided during the monthly CHVP Conference Call (January 10, 2013).

Templates for the reports and roster listed in checklist numbers 1-5 above are located on the CHVP website at <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>. Please submit these items (with the exception of number 6) using the transmittal process which is provided on the CHVP website under "*Information for Funded Sites.*" One transmittal document listing all components of the Semi-Annual Progress Report is acceptable.

For questions or concerns regarding the CHVP Semi-Annual Progress report, please contact your Quality Assurance (QA) Team: 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
Maternal, Child and Adolescent Health Division

January 7, 2013

cc: Christopher Krawczyk, Chief
California Home Visiting Program Branch
Maternal, Child and Adolescent Health Division

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