

California Home Visiting Program Scope of Work

Agency:
Agreement Number:

Fiscal Year: 2013-2014

AUTHORITY

The Patient Protection and Affordable Care Act of 2010 established the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program to provide an opportunity for collaboration and partnership at the federal, state, and community levels to improve outcomes for families who reside in at-risk communities through evidence-based home visiting programs.

The Local Health Jurisdiction (LHJ) agrees to provide the services presented in this Scope of Work (SOW) from the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division in collaboration with the California Home Visiting Program Branch for implementation of the California Home Visiting Program (CHVP). The funded LHJ/Agency is referred to as “LHJ site” in this SOW. CHVP shall strive to develop collaborative community systems that protect and improve the health and developmental outcomes for California’s pregnant women, parents, and families.

The purpose of the SOW is to provide parameters for implementing or expanding an existing Nurse-Family Partnership (NFP) or Healthy Families America (HFA) home visiting program in accordance with Federal MIECHV and State requirements to achieve positive outcomes for each of the following five goals:

1. Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California
2. Cultivate strong communities
3. Promote maternal health and well-being
4. Improve infant and child health development
5. Strengthen family functioning

Each LHJ site shall assure program integrity and fidelity to their selected evidenced-based model. The site shall comply with the terms of this SOW and its attachments, including CHVP Operational Requirements, in their entirety. These requirements include, but are not limited to, fulfilling all deliverables associated with benchmark constructs, attending required meetings and trainings, using a version of the Efforts to Outcomes data system (referred herein as the “CHVP ETO data system”) to measure outcomes, perform continuous quality improvement, enter and submit timely data, and complete other reports as required.

LHJ site agrees to abide by the Maintenance of Effort (MOE) as defined in the Affordable Care Act Section 295:

California Home Visiting Program
Scope of Work

“Funds provided to an eligible entity receiving a grant shall supplement, and not supplant, funds from other sources for early childhood visitation programs or initiatives. The grantee must agree to maintain non-Federal funding (State General Funds) for grant activities at a level which is not less than expenditures for such activities as of the date of enactment of this legislation, March 23, 2010.”

All activities in this SOW shall take place from receipt of funding beginning July 1, 2013 to June 30, 2014, contingent on availability of funds and spending authority.

The table below summarizes a list of reports due to CHVP. Specifics related to the contents of reports are described further in this SOW and located under *Evaluation/Performance Measure* of each objective.

Deliverables	Due Date
Staffing Report	As needed (see Attachment B)
Annual Progress Report	See below
Supervisor Quarterly Reports	See below and Attachment A

Annual Progress Report:

Reporting Period	From	To	Due Date
1) Annual Report	July 1, 2013	June 30, 2014	July 31, 2014

Supervisor Quarterly Reports:

Reporting Period	From	To	Due Date
1) First Report	July 1, 2013	September 30, 2013	October 31, 2013
2) Second Report	October 1, 2013	December 31, 2013	January 31, 2014
3) Third Report	January 1, 2014	March 31, 2014	April 30, 2014
4) Fourth Report	April 1, 2014	June 30, 2014	July 31, 2014

Supervisor Quarterly Reports

LHJ site Supervisors are required to submit quarterly reports summarizing their successes, challenges, and any technical assistance needs to the assigned CHVP Nurse Consultant. The quarterly report may be sent via email and should also be included in the annual Progress Report when needed, via transmittal. ***Attachment A, Operational Requirements, (page 3) provides additional information, including the reporting period.***

See the following pages for a detailed description of the services to be performed.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
MCAH Director Responsibilities			
1.1 The LHJ Maternal, Child and Adolescent Health (MCAH) Director and/or designee will provide oversight to the LHJ and/or its subcontractors with matters related to CHVP.	1.1.1 The MCAH Director must be designated as .15 Full Time Equivalent (FTE) on the CHVP budget. <i>NOTE: the MCAH Director may designate the MCAH Coordinator (where applicable) as the central point of contact for CHVP program-related administration. In this case, the MCAH Director must maintain a minimum of .05 FTE. The total FTE for both the Director and Coordinator must total .15 FTE.</i>	1.1.1 Briefly describe MCAH Director and/or MCAH Coordinator responsibilities as they relate to CHVP.	1.1.1 Provide organizational chart that demonstrates flow of responsibilities.
	1.1.2 Provide informative advice, guidance, and assistance to LHJ site managers, supervisors, staff, and various non-profit and private entities on all matters related to the development, implementation, operation, administration, evaluation, and funding for CHVP.	1.1.2 Briefly describe the oversight process of the MCAH Director and/or Coordinator as they relate to CHVP.	

7/1/2013 **3**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	<p>1.1.3 Communicate with the MCAH Director representative for the CHVP State Interagency Team (SIT). The MCAH Director will attend MCAH Action Meetings and maintain an open line of communication with the MCAH Director SIT representative.</p>	<p>1.1.3 List discussion items and/or concerns with the MCAH Director SIT representative.</p>	
	<p>1.1.4 Participate in CHVP system of care improvement activities with specific emphasis on building local capacity to promote positive outcomes for children and families, and addressing systems-level factors.</p> <p>Ensure a strong network of community services; address gaps in local services and supports; enhance cross-agency coordination, collaboration and communication; integrate home visiting into the larger continuum of services for children and families; and prevent service duplication.</p>		<p>1.1.4 Complete and submit all required CHVP surveys regarding change in systems of care.</p>

7/1/2013 **4**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	<p>1.1.5 Play a strategic and collaborative role in the state efforts to build a high quality comprehensive and coordinated statewide early childhood system.</p> <p>Increase access to comprehensive health care by improving outreach across early childhood programs and integrating health promotion into all segments of the early childhood system.</p>	1.1.5 Briefly describe how increases to comprehensive health care have been achieved and integrated into the early childhood system of care.	
	<p>1.1.6 LHJ site shall hire and maintain sufficient staff to serve 100 clients and adhere to the specific evidence-based model guidelines as follows:</p> <p><u>NFP Model</u></p> <ul style="list-style-type: none"> - Supervising Public Health Nurse - Public Health Nurse - Administrative/Clerical Support <p><u>HFA Model</u></p> <ul style="list-style-type: none"> - Program Manager - Supervisor - Family Support Worker - Family Assessment Worker 	1.1.6 Briefly describe process of hiring staff to meet evidence-based model guidelines.	

7/1/2013 **5**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	1.1.7 Semiannually review internal policies and procedures for CHVP.	1.1.7 Briefly describe the process that ensures that LHJ policies and procedures accurately reflect CHVP policies and procedures. <i>NOTE: LHJ policies and procedures will be made available to CHVP upon request.</i>	
Cultural Sensitivity			
1.2 LHJ Site will implement home visiting programs using culturally sensitive home visiting practices.	1.2.1 LHJ staff will participate in trainings or educational opportunities designed to enhance cultural sensitivity by utilizing cultural sensitivity trainings via webinars and/or attending trainings. Possible resources: http://rootsofhealthinequity.org/ http://www.unnaturalcauses.org/ http://calpactucb.blogspot.com/2011/10/cultural-competency-training-with-dr.html	1.2.1 Briefly describe how cultural sensitivity training has enhanced home visitor knowledge and how it is being used.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	1.2.2 Staffing should reflect the diverse cultures and languages of the LHJ population being served.	1.2.2 Identify bilingual or multilingual staff.	
	1.2.3 Use culturally sensitive materials and translation services when necessary.	1.2.3 Submit a listing of translation services utilized; list by language.	
Training			
1.3 LHJ site will ensure staff completes required NFP or HFA core trainings.	1.3.1 LHJ site shall ensure that home visiting staff are trained in appropriate curricula, assessment tools and other items as needed. <u>NFP Model</u> <ul style="list-style-type: none"> • Partners in Parenting Education (PIPE) • Dyadic Assessment of Naturalistic Caregiver-Child Experiences (DANCE) • Nursing Child Assessment Satellite Training (NCAST) <ul style="list-style-type: none"> ○ Maternal Mental Health During Pregnancy ○ Keys to Caregiving ○ How to Promote Good Sleep Habits Parent Booklets 	1.3.1 Briefly describe how model required trainings have benefited the home visitor and the clients.	

7/1/2013 **7**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	<ul style="list-style-type: none"> ○ Beginning Rhythms Manual ○ Personal Environmental Assessments <ul style="list-style-type: none"> ▪ Difficult Life Circumstance ▪ Network Survey ▪ Community Life Skills Scale ● Ages and Stages Questionnaire (ASQ) ● Home Observation and Measurement of the Environment (HOME) Inventory ● Women's Experience of Battering (WEB) ● Any other CHVP required trainings to be announced via program letters. <p><u>HFA Model</u></p> <ul style="list-style-type: none"> ● Partners for a Healthy Baby ● Ages and Stages Questionnaire (ASQ) ● Kempe Family Stress Checklist 		

7/1/2013 **8**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	<ul style="list-style-type: none"> • Home Observation and Measurement of the Environment (HOME) Inventory • Women's Experience of Battering (WEB) <p>Any other CHVP required trainings to be announced via program letters.</p>		
Enrollment			
1.4 <u>NFP and NFP Expansion</u> Sites: 100 families will be enrolled within 9-15 months from date of program implementation and maintained throughout the duration of the program. <u>HFA and HFA Expansion</u> Sites: 100 families will be enrolled by 15 months from date of program implementation and maintained throughout the duration of the program.	1.4.1 LHJ site will receive referrals from appropriate referring agencies and triage as appropriate in order to meet the required enrollment number of families. <i>Note for HFA Sites: based on HFA weighted caseload requirements, some sites may need to submit a waiver to CHVP for reduced enrollment via the transmittal process.</i>	1.4.1 Briefly describe community outreach activities performed in order to meet the required enrollment number of families. List successes and challenges faced in obtaining appropriate family referrals.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Home Visiting Service			
1.5 LHJ site will begin enrollment of families.	1.5.1 Prior to enrollment of families, LHJ site will ensure: <ul style="list-style-type: none"> • LHJ Board approval • NFP: NFP National Service Office (NSO) approval of the LHJ site implementation plan and a signed contract • HFA: Affiliation or current accreditation received from Prevent Child Abuse America National Office (PCAANO) • Availability of CHVP ETO data system and forms • Review of all training materials and webinars regarding forms, data collection and ETO • CHVP approval to begin enrollment 	1.5.1 Briefly describe process of obtaining LHJ Board approval, NFP NSO approval of site implementation plan and contract, HFA affiliation and/or accreditation from PCAANO. Briefly list successes and challenges to begin enrollment of clients, and maintenance of client enrollment numbers. Verify that all data system and form training materials have been reviewed by all staff.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Fidelity and Quality Assurance			
1.6 LHJ site will ensure CHVP and NFP/HFA program fidelity.	1.6.1 LHJ site supervisor will manage staff activities using reflective supervision based on NFP and HFA model requirements.		1.6.1 LHJ site supervisor shall submit the Supervisor Quarterly Report to the assigned CHVP Nurse / Health Program Specialist listing site successes, challenges, and any need for technical assistance.
External Evaluation			
1.7 MIECHV Competitive Grant recipients (Merced County, Fresno County, Sacramento County, Los Angeles County, Nevada County, Stanislaus County, San Mateo County, and Solano County) will work with the CHVP external evaluator and ensure that all data are provided as requested.	1.7.1 Ensure all staff cooperate and participate in external evaluation activities including: interviews, facilitating evaluator site visits, assisting in client participation, and all other meetings and/or calls/webinars/contacts associated with the external evaluation.		

7/1/2013 **11**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
1.8 Sites selected to participate in MIHOPE (Mother and Infant Home Visiting Program Evaluation), the national evaluation for MIECHV, will work with the MIHOPE external evaluators and ensure all operational procedures, data, and interviews are satisfied as requested.	1.8.1 Ensure all staff cooperate and participate in external evaluation activities including: interviews, randomization, client enrollment in the evaluation, facilitating evaluator site visits, assisting in client participation, and all other meetings and/or calls/webinars/contacts associated with the external evaluation.		

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Data Collection			
1.9 Collect participant information and outcome data using the model and CHVP-required forms through self-report and observation at each of the defined time intervals.	<p>1.9.1 LHJs will use model required data forms and processes as defined in the <u>model specific data collection requirements</u> for NFP or HFA.</p> <p>1.9.2 Appropriate LHJ staff shall collect and enter the data defined in the <u>NFP or HFA ETO User Manual</u> into the secure ETO data system within seven working days of the client visit and as required by NFP or HFA.</p> <p>1.9.3 Staff shall verify the accuracy and completeness of data input into the CHVP ETO system.</p>	1.9.1–3 Review data system reports and discuss during regularly scheduled Continuous Quality Improvement (CQI) conference calls.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
1.10 Collect all information that will contribute to the 35 constructs that comprise the six federally-mandated benchmark domains and additional evaluation measures specified by CHVP.	<p>1.10.1 LHJs will use CHVP required data forms and processes as defined in the <u>CHVP Data Collection Manual</u>.</p> <p>1.10.2 Appropriate LHJ staff shall collect and enter the data defined in the <u>CHVP ETO User Manual</u> into the secure ETO data system on an ongoing basis and as required by CHVP.</p> <p>1.10.3 Staff shall verify the accuracy and completeness of data input into the CHVP ETO data system.</p>	1.10.1 - 3 Supervisor and/or home visitor shall conduct periodic chart audits and report results and number reviewed (minimum 10%).	
1.11 Assure CQI process is in place at LHJ and coordinate efforts with CHVP.	1.11.1 Perform model-specific and CHVP-directed CQI activities.	1.11.1 Submit LHJ site specific CQI plan based on guidelines in the CHVP Policies and Procedure Manual. Update CQI plan annually.	
	1.11.2 Identify priority program or evaluation areas for focus in CQI teleconferences; also identify strengths and best practices and create action steps for CQI.	1.11.2 Participate in CQI teleconferences with CHVP QA team every two months; identify action steps to address priority areas. Discuss ongoing internal CQI process.	

7/1/2013 **14**

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 1: Provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	1.11.3 Coordinate communication of quality assurance/improvement activities between the LHJ program and Community Advisory Board (CAB) or other community collaborative designated to address quality improvement.	1.11.3 On CQI calls, discuss highlights of CAB or other community group discussions related to CQI and any recommendations and/or outcomes from discussions.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program Scope of Work

Goal 2: Cultivate strong communities.

The federally required benchmarks and constructs corresponding to Goal 2 include:

- Improvement in the coordination and referrals for other community resources and supports
 - Number of families identified for necessary services; Number and percentage of families that required services and received a referral to available community resources; Number of Memoranda of Understanding or other formal agreements with other social service agencies in the community; Number of agencies with which the home visiting provider has a clear point of contact in the collaborating community agency that includes regular sharing of information between agencies; Number of completed referrals.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Community Advisory Board			
2.1 LHJ site will form a Community Advisory Board (CAB)	2.1.1 CAB activities include: <ul style="list-style-type: none"> • Recruitment of members • Quarterly meetings • Meeting minutes • NFP – refer to Model Element 17 • HFA – refer to Self - Assessment Tool, Governance and Administration (GA) -1 • CAB will assist in informing program operation and implementation, quality assurance/improvement, child and family advocacy, and public awareness regarding home visiting. • CAB will assist with system of care improvements, interagency coordination, information sharing, and referral system. 	2.1.1 Briefly describe the formation of the CAB along with the activities that the CAB performs.	2.1.1. Briefly list the accomplishments of the CAB as they relate to the implementation of the home visiting program.

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 2: Cultivate strong communities.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Formal Agreements / Memoranda of Understanding (MOU)			
2.2 LHJ site will increase or enhance the number of formal agreements and/or MOUs with other local social service agencies in the community.(+)	2.2.1 Develop community partnerships and facilitate coordination and integration of services among MCAH and other community programs/services.	2.2.1 Briefly describe the process of engaging community partners in order to integrate services among MCAH and other programs and/or services.	
	2.2.2 Develop and/or maintain formal agreements and/or MOUs with community agencies and other service providers.	2.2.2 Briefly describe process of developing formal agreements and/or MOUs with other programs and/or services.	2.2.2 A list of community agencies and/or service providers you are working with. Provided by CHVP ETO (*) . Respond to CHVP surveys regarding service provider updates including MOUs and other agreements.

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 2: Cultivate strong communities.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Collaborative Effort			
2.3 LHJ site will increase information sharing with other local social service agencies in the community and establish a clear point of contact. (+)	2.3.1 Develop collaborative relationships with local service agencies and hospitals in the community to effect strong referral resources and allow service integration.	2.3.1 Briefly describe how collaborative relationships were formed within the community.	2.3.1 - 2 Number of agencies where the home visitor has a clear point of contact and with whom information is regularly exchanged. Provided by CHVP ETO (*). Respond to CHVP surveys regarding point of contact and warm referrals.
	2.3.2 LHJ site will develop a clear point of contact (person/s) with collaborating community agencies and share information on a regular basis as it relates to outreach, enrollment, referrals, care coordination, etc.	2.3.2 Briefly describe how information is shared with collaborative partners.	
	2.3.3 Educate the community about CHVP services.	2.3.3 List types of outreach performed along with items used to educate community about CHVP.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 2: Cultivate strong communities.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
2.4 Home visitors shall assist clients in accessing services and resources in their community for each identified need through a referral process. (+)	2.4.1 Home Visitor will make appropriate referrals.	2.4.1 Briefly describe process of referral follow-up with family.	2.4.1 The number and percent of completed referrals and services received. Provided by CHVP ETO (*) .
	2.4.2 Maintain access to, or develop an updated directory of community referral resources/services <i>Note: Referrals include both internal referrals (to other services provided by the local agency) and external referrals (to services provided in the community but outside of the local agency).</i>		2.4.2 List any updates made to existing referral resources / services. Provided by CHVP ETO (*) .

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program Scope of Work

Goal 3: Promote Maternal Health and Well-being

The federally required benchmarks and constructs corresponding to Goal 3 include:

- Improved Maternal and Newborn Health
- Prenatal care; Parental use of alcohol, tobacco, or illicit drugs; Preconception care; Inter-birth intervals; Screening for maternal depressive symptoms; Breastfeeding; Well-child visits; Maternal and child health insurance status.

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Prenatal Care			
3.1 Increase the number of women who receive prenatal care as a result of participating in CHVP. (+)	3.1.1 Educate women regarding early and adequate prenatal care. For women not receiving prenatal care, immediately refer to prenatal care provider.	3.1.1 Briefly describe educational tools used to inform families about the importance of prenatal care.	3.1.1 Number and percent of pregnant women who at intake were not receiving prenatal care and subsequently received care. Provided by CHVP ETO. (*)
	3.1.2 Reinforce the importance of adequate prenatal care and identify and address barriers to keeping prenatal appointments.	3.1.2 Briefly describe the activities contributing to success in overcoming barriers to receiving prenatal care.	

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 3: Promote Maternal Health and Well-being

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Maternal Health Insurance			
3.2 Increase the number of women with health insurance during pregnancy and postpartum. (+)	3.2.1 Provide information and referrals to clients about how to access health insurance programs and the benefits of health care coverage.	3.2.1 Briefly list educational materials used to educate clients about the importance of health care coverage. 3.2.2 Briefly describe mechanisms utilized to increase access to health insurance.	3.2.1 Number and percent of women with health insurance during pregnancy and at 2 and 12 months postpartum. Provided by CHVP ETO (*)
Maternal Emergency Department (ED) Visits			
3.3 Decrease non-emergency use of Hospital Emergency Departments (ED). (+)	3.3.1 Educate families on appropriate use of EDs and patient centered medical homes for their own routine care.	3.3.1 Briefly describe educational materials and techniques used to educate clients about the appropriate use of hospital EDs.	3.3.1 Number and percent of women visiting the ED. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 3: Promote Maternal Health and Well-being

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Maternal Alcohol, Tobacco and Illicit Drug Use			
3.4 Decrease or stop maternal use of alcohol, tobacco, and illicit drugs during pregnancy and postpartum. (+)	3.4.1 Assess mother for alcohol, tobacco, and illicit drug use during pregnancy and postpartum; provide information and referrals to health counseling as appropriate.	3.4.1 Briefly describe educational materials and techniques used to educate clients about the health effects of using alcohol, tobacco and illicit drugs during pregnancy and beyond.	3.4.1 Report number and percent of pregnant <u>and</u> postpartum women who: <ul style="list-style-type: none"> • Drank alcohol during pregnancy or abused alcohol postpartum; were referred to alcohol use counseling; and completed the referral. Provided by CHVP ETO (*) • Used tobacco; were referred to tobacco use counseling; and completed the referral. Provided by CHVP ETO (*) • Used illicit drugs; were referred to drug use counseling; and completed the referral. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 3: Promote Maternal Health and Well-being

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Inter-birth Interval			
3.5 Decrease the number of women with a subsequent pregnancy within 18 months postpartum and increase the number of women using contraception up to 12 or more months postpartum. (+)	3.5.1 Assist clients in reproductive life planning.	3.5.1 Briefly describe tools and methods used to decrease a subsequent pregnancy and the proper use of contraceptives.	3.5.1 Number and percent of women using contraception at 6 and 12 months postpartum. Provided by CHVP ETO (*)
Maternal Depression and Parental Stress			
3.6 Increase the number of women screened for maternal depression and parental stress; increase the number referred for services. (+)	3.6.1 Educate women on the signs and symptoms of maternal depression and stress.	3.6.1 Briefly describe tools and techniques used to educate women about signs and symptoms of maternal depression and stress.	3.6.1 Number and percent of women screened for maternal depression and stress per model and CHVP requirements. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program Scope of Work

Goal 3: Promote Maternal Health and Well-being

Objective(s)	Intervention Activities to Meet Objectives	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be Reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Breastfeeding			
3.7 Increase the number of prenatally enrolled women initiating breastfeeding; increase exclusive breastfeeding up to 6 months of age; and increase the duration of the breastfeeding period in the first year of life. (+)	3.7.1 Encourage and support breastfeeding: <ul style="list-style-type: none"> • Educate women on the importance of initiating breastfeeding and continuing through one year postpartum. • Educate and support women on the importance of <u>exclusive</u> breastfeeding for at least 6 months. • Refer to breastfeeding and lactation support when appropriate (WIC Peer Counseling Program or other local resource). 	3.7.1 Briefly describe tools and techniques used to educate women on the benefits of breastfeeding.	3.7.2 Number and percent of women breastfeeding at 6 months and at 12 months. Provided by CHVP ETO (*) 3.7.3 Number and percent of women receiving breastfeeding referral. Provided by CHVP ETO (*)
Postpartum Visit			
3.8 Increase number of women who have a postpartum visit within 6 weeks. (+)	3.8.1 Educate women regarding the importance of a postpartum visit.	3.8.1 Briefly describe tools and techniques used to educate women on the importance of a postpartum visit. 3.8.2 Make an appropriate referral for families in need of postpartum care.	3.8.1- 2 Number and percent of women who attended a 4-6 week routine postpartum visit with a medical provider. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 4: Improve Infant and Child Health and Development

The federally required benchmarks and constructs corresponding to Goal 4 include:

- Improved Maternal and Newborn Health
 - Prenatal care; Parental use of alcohol, tobacco, or illicit drugs; Preconception care; Inter-birth intervals; Screening for maternal depressive symptoms; Breastfeeding; Well-child visits; Maternal and child health insurance status
- Child Injuries, Child Abuse, Neglect, or Maltreatment and Reduction of Emergency Department Visits
 - Visits for children to the emergency department from all causes; Visits of mothers to the emergency department from all causes; Information provided or training of participants on prevention of child injuries; Incidence of child injuries requiring medical treatment; reported suspected maltreatment for children in the program; Reported substantiated maltreatment for children in the program; First-time victims of maltreatment for children in the program.
- Improvements in School Readiness and Achievement
 - Parent support for children's learning and development; Parent knowledge of child development and of their child's developmental progress, Parenting behaviors and parent-child relationship; Parent emotional well-being or parenting stress; Child's communication, language and emergent literacy; Child's general cognitive skills.

California Home Visiting Program
Scope of Work

Goal 4: Improve Infant and Child Health and Development

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Insured Children			
4.1 Increase number of children who have health insurance continuously through two years of age. (+)	4.1.1 As needed, assist parents in the referral and application process for low cost/no cost health insurance programs for their children.	4.1.1 Briefly list the types of low cost/no cost health insurance options available to families.	4.1.1 Number and percent of women given referrals to low cost/no cost health insurance programs for their child's healthcare coverage. Provided by CHVP ETO (*) 4.1.2 Number and percent of children with any type of health insurance at 12, 18 and 24 months. Provided by CHVP ETO (*)
Child Emergency Department (ED) Visits			
4.2 Increase parental awareness on appropriate use of Emergency Department (ED) visits for children. (+)	4.2.1 Educate parents on appropriate use of ED and help establish a medical home for their child's routine care.	4.2.1 Briefly describe tools and techniques used to educate families on the appropriate use of the ED for children.	4.2 Number and percent of children visiting the ED for any reason. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 4: Improve Infant and Child Health and Development

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Well-Child Visits			
4.3 Increase the number of children who receive all recommended well-child visits from 0-2 years. (+)	4.3.1 Assist families in understanding the importance of well-child visits and immunizations. Support parents to adhere to scheduled well-child visits.	4.3.1 Briefly describe tools and techniques used to educate families on the importance of well-child visits and immunizations.	4.3.1 Number and percent of infants receiving all American Academy of Pediatrics (AAP) recommended well-child visits. Provided by CHVP ETO (*) Link: AAP http://brightfutures.aap.org/pdfs/AAP%20Bright%20Futures%20Periodicity%20Scheduled%20101107.pdf

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 4: Improve Infant and Child Health and Development

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Child Safety and Injury Prevention			
4.4 Decrease the incidence of child injuries requiring medical treatment. (+)	4.4.1 Educate and support families in child injury prevention.	4.4.1 Briefly describe tools and techniques used to educate families on how to reduce childhood injuries. Link to State Injury Prevention Website: Safe and Active Communities (SAC) Branch: http://www.cdph.ca.gov/programs/SACB/Pages/default.aspx	4.4.1 Number and percent of women provided information on child injury prevention and safe home environment tailored to child's age. Provided by CHVP ETO (*) 4.4.2 Number and percent of children with injuries requiring medical treatment. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 4: Improve Infant and Child Health and Development

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Child Abuse			
4.5 Prevent child abuse and neglect. (+)	4.5.1 Provide resources to parents to prevent child abuse. 4.5.2 Provide support for appropriate parenting skills and refer to parenting classes, counseling, or other support resources. 4.5.3 Provide emotional support to the family. 4.5.4 Look for signs of child abuse and/or neglect through observation at each home visit and report suspected abuse.	4.5.1 - 4 Briefly describe tools, techniques and resources provided to families to prevent child abuse.	4.5.1 - 4 Number and percent of families suspected of child maltreatment or neglect that were referred to Child Protective Services and number and percent of families with substantiated child maltreatment. Provided by CHVP.

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program Scope of Work

Goal 5: Strengthen family functioning

The federally required benchmarks and constructs corresponding to Goal 5 include:

- Child Injuries, Child Abuse, Neglect, or Maltreatment and Reduction of Emergency Department Visits
 - Visits for children to the ED from all causes; Visits of mothers to the ED from all causes; Information provided or training of participants on prevention of child injuries; Incidence of child injuries requiring medical treatment; Reported suspected maltreatment for child in the program; Reported substantiated maltreatment for children in the program; First-time victims of maltreatment for child in the program.
- Improvements in School Readiness and Achievement
 - Parent support for children's learning and development; Parent knowledge of child development and of their children's developmental progress; Parenting behaviors and parent-child relationship; Parent emotional well-being or parenting stress; Child's communication, language and emergent literacy; Child's general cognitive skills.
- Domestic Violence
 - Screening for domestic violence; Of families identified for the presence of domestic violence, number of referrals made to relevant domestic violence services; Of families identified for the presence of domestic violence, number of families for which a safety plan was completed.
- Family Economic Self-Sufficiency
 - Household income and benefits; Employment or Education of adult members of the household; Health insurance status.

California Home Visiting Program
Scope of Work

Goal 5: Strengthen family functioning

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Strengthening Families			
5.1 Integrate the Five Protective Factors of Strengthening Families.	5.1.1 LHJ site will integrate the Strengthening Families framework into the home visiting program and also incorporate the framework into their local Policies and Procedures. www.strengtheningfamilies.net LHJ site will utilize the resources and training provided by Strategies for TA regarding Strengthening Families.	5.1.1 Submit a narrative of progress incorporating the five Protective Factors of "Strengthening Families" Framework, including barriers.	
School Readiness			
5.2 Parents increase support of their children's learning and development and have an improved relationship with their child. (+)	5.2.1 Assist families in improving the quality of the child's home environment.	5.2.1 Briefly describe process of improving child's learning and development process along with their relationship with parent/s.	5.2 - 5.3 Number and percent of families completing the HOME Inventory by 6 months of child's age. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 5: Strengthen family functioning

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
5.3 Assist parent/s in identifying and supporting children with needs related to social, emotional, cognitive and physical development.	5.3.1 Administer CHVP-required tools related to school readiness / strengthening families (see Attachment D for data collection times): <ol style="list-style-type: none"> 1. HOME Inventory 2. ASQ-3 3. ASQ-SE <u>Website for additional information on screening and referral:</u> Early Childhood Mental Health (ECMH)	5.3.1 Briefly describe the benefits and challenges of administering the HOME Inventory, ASQ-3 and ASQ-SE, and briefly describe how to address any challenges faced.	5.3.1 Number and percent of families completing the ASQ-3 and ASQ-SE by 6 months of child's age. Provided by CHVP ETO (*)
			5.3.2 Number and percent of children identified with developmental delay. Provided by CHVP ETO (*)
			5.3.3 Number and percent of families given referrals. Provided by CHVP ETO (*)
			5.3.4 Number and percent of families with completed referrals to developmental services. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 5: Strengthen family functioning

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Domestic Violence (DV)			
5.4 Increase support for women to have healthy and safe relationships. (+)	5.4.1 Participate in trainings on DV awareness	5.4.1 Briefly describe the benefit of participating in DV awareness trainings and how it has affected the home visiting experience.	
	5.4.2 Home Visitor will discuss healthy relationships, safety, and reproductive coercion.	5.4.2 Briefly describe how discussions with clients about healthy relationships, safety, and reproductive coercion benefited the client.	
	5.4.3 The home visitor will screen for relationship related issues and DV using the Women's Experience with Battering (WEB) tool (see Attachment D for data collection times).		5.4.3 Number and percent of women screened for domestic violence / relationship safety at appropriate intervals using the WEB tool. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 5: Strengthen family functioning

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
	5.4.4 If women screen positive on the WEB or they self-disclose DV, home visitor will assist women with the creation of a safety plan. Revisit/update the plan as needed. For Possible Safety Plan Guidelines/Template, please see CHVP website.		5.4.4 Number and percent of women who completed a safety plan after a newly positive screen or disclosure of abuse. Provided by CHVP ETO (*)
	5.4.5 The home visitor will refer women to DV services as needed.		5.4.5 Number and percent of women who received at least one referral to a relevant DV service after a newly positive screen or disclosure of abuse Provided by CHVP ETO (*) and number and percent of women who completed referral services. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.

California Home Visiting Program
Scope of Work

Goal 5: Strengthen family functioning

Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Short, Intermediate, and Long-Term Measures to be reported in the Semiannual Progress Report or more frequently where indicated	
		Process Measures	Outcome Measures
Income, Employment, and Education			
5.5 Increase the number of women improving employment status or educational attainment. (+)	5.5.1 Assist women in identifying their educational and employment goals; provide support in achieving goals.	5.5.1 Briefly describe tools used and discussions with client to support an employment or educational goal.	5.5.1 Number and percent of women with increased employment status or education attainment. Provided by CHVP ETO (*)
5.6 Increase the number of women whose income increases. (+)	5.6.1 Assist women in developing an economic self-sufficiency plan. Refer to community resources, job training, and employment events.	5.6.1 Briefly describe tools used and discussions with clients to assist with self-sufficiency.	5.6.1 Number and percent of women with an increase in income. Provided by CHVP ETO (*)

Notations to Scope of Work:

(*) Reports will be generated by CHVP staff from the ETO data system.

(+) Health Resources and Services Administration (HRSA) required construct.