



KAREN L. SMITH, MD, MPH  
Director and State Public Health Officer

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



EDMUND G. BROWN JR.  
Governor

DATE: MARCH 25, 2016

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

SUBJECT: REVISIONS TO CHVP POLICIES AND PROCEDURES  
POLICY ALERT LETTER #2015/16-2

### Purpose

The purpose of this letter is to share updates and highlight the revisions to the CHVP policies and procedures located on the CHVP website, <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>.

### Background

Policies previously found under *Information for Funded Sites, "NFP and HFA Policies and Procedures"* have been reformatted and they've undergone some content revisions. In general, the following changes are found in the updated policies:

- All NFP and HFA policies have been merged, for example, HFA 100-10 and NFP100-10 are now a single CHVP policy 100-10;
- A "purpose" has been added to each policy;
- All policies now use the term "participant" instead of "client"; and
- There have been minor changes to the numbering system.

All CHVP sites were given the opportunity to review the "refreshed" policies and provide feedback. Four CHVP sites accepted the review offer and they, along with the NFP-National Service Office, vetted the 13 revised policies. CHVP appreciates their feedback and their suggestions were incorporated into the policies when possible.

### Action

Please refer to the following revision table which highlights the changes and will help streamline your review of the 13 revised policies found on our website under CHVP Policies and Procedures at <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>.



Policy No.	Revised CHVP Policy	Description of Revision	Previous Policy No.
100-10	Consent and Confidentiality Rights of Minors	Content changes to the table: <ul style="list-style-type: none"> <li>• STDs including HIV</li> <li>• Drug and Alcohol Abuse Treatment</li> <li>• Resources</li> </ul>	100-10
100-20	Participant Confidentiality	<ul style="list-style-type: none"> <li>• “Authority” section expanded</li> <li>• Mandated reporting added</li> <li>• Participant Data Storage expanded</li> <li>• Augmented requirements and recommendations for home visitors travelling with confidential information</li> <li>• E-mail expanded; using [secure] nullified</li> <li>• Data Breach section added</li> </ul>	100-20
100-30	Eligibility	<ul style="list-style-type: none"> <li>• Includes both NFP and HFA models</li> <li>• Separated eligibility from enrollment</li> <li>• Includes a separate screening and assessment section for HFA</li> </ul>	400-10
100-40	Enrollment	<ul style="list-style-type: none"> <li>• Includes both NFP and HFA models</li> <li>• Separated eligibility from enrollment</li> <li>• Special circumstances added: incarceration, new guardianship, multiple births and re-enrollment</li> <li>• CHVP requires re-enrollment take place in 90 days of dismissal, which is not a NFP-NSO or HFA National Office criteria.</li> <li>• Basic elements of a home visit added</li> </ul>	400-10
100-50	Creative Outreach to Enrolled Participants	<ul style="list-style-type: none"> <li>• New policy for NFP</li> <li>• CHVP sites are required to use creative outreach for no more than 90 days to preserve data quality; CHVP policy is more restrictive than HFA and NFP models</li> <li>• Procedural guidelines are more detailed</li> </ul>	400-30
200-10	Approval Process for Outreach Materials	<ul style="list-style-type: none"> <li>• “Logo and Tagline Use” policy merged with “Outreach Materials” policy</li> <li>• New logo tagline required by HRSA that includes specifying “<i>grant number, title, total award amount and percentage financed with nongovernmental sources</i>”</li> </ul>	200-10 200-20
200-20	Social Media	<ul style="list-style-type: none"> <li>• New logo tagline required per HRSA, same specified in new policy 200-10</li> </ul>	200-30
200-30	Media Inquiries	<ul style="list-style-type: none"> <li>• Local CHVP sites are provided specific steps on forwarding phone and e-mail inquiries to <b>CHVPMediaOutreach@cdph.ca.gov</b> and copying their Program Consultant</li> </ul>	200-40

300-10	Staffing Requirements	<ul style="list-style-type: none"> <li>Includes both NFP and HFA models</li> <li>Requirements aligned with models</li> </ul>	300-10
400-10	Screening and Assessment Tools	<ul style="list-style-type: none"> <li>Tables for both NFP and HFA models were deleted and may be found in their respective Data Collection and ETO User manuals</li> <li>Included valid timeframes for administering the five CHVP-required assessment tools</li> <li>Noted that other screening/assessment tools may be required or used in addition to those required by CHVP</li> </ul>	400-20
400-30	Participant Support Materials and Services	<ul style="list-style-type: none"> <li>Further clarified and defined allowable and unallowable costs</li> <li>Added SWAG ("Stuff We All Get") promotional prohibitions</li> </ul>	400-40
500-10	Community Advisory Board	<ul style="list-style-type: none"> <li>Covers both NFP and HFA models</li> <li>Requirements aligned with models</li> <li>Four CAB meetings per year may be scheduled, but not necessarily quarterly</li> </ul>	500--20
600-10	Data Collection and Standardization	<ul style="list-style-type: none"> <li>Altering any CHVP-developed forms, standardized tools/instruments and/or data operations is not allowed; if using other database systems, dual entry is required</li> </ul>	500-10

For questions or concerns regarding these changes, please contact your CHVP Program Consultant or the Chief of the Program Quality Section (PQS), Karen Shevlin, at [Karen.Shevlin@cdph.ca.gov](mailto:Karen.Shevlin@cdph.ca.gov).

Sincerely,

Connie Mitchell, MD, MPH  
 Acting MCAH Division Chief  
 Deputy Director, Center for Family Health

cc: Kristen Rogers, Ph.D.  
 Chief, California Home Visiting Program Branch

Karen Shevlin M.S., R.D.  
 Chief, Program Quality Section  
 California Home Visiting Program Branch