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California Department of Public Health



EDMUND G. BROWN JR.
Governor

Date: January 15, 2015

To: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH),
CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS
COORDINATORS, AND NURSE-FAMILY PARTNERSHIP (NFP)
NURSE SUPERVISORS

Subject: POLICY ALERT LETTER: ELIMINATION OF THE CALIFORNIA
HOME VISITING PROGRAM (CHVP) SUPPLEMENTAL REFERRAL
TRACKING FORM

Purpose: CHVP is eliminating data collection of the *Supplemental Referral Tracking* form for those sites using the Nurse-Family Partnership (NFP) model.

We want to thank you for your diligence and patience in collecting this supplemental information over the past two years that has allowed us to accurately report all referral data to HRSA. We've heard your concerns about the use of this form and have been exploring ways to eliminate this burden. Based on our analysis of the referrals data for federal reporting, we can confidently eliminate the *Supplemental Referral Tracking* form. We will utilize the existing NFP "Referral to Services" data in our benchmark reporting.

Action: Effective immediately, NFP Program staff can stop collecting data on the *Supplemental Referral Tracking* form and entering into the Efforts To Outcomes (ETO) data system. All data entry using this form may be terminated even if the referral information has already been collected on paper. However, you do have the option to continue using this form and we will use the data, if needed.

Annual Service Provider Survey

With the elimination of the *Supplemental Referral Tracking* form, CHVP will no longer have access to reliable service provider lists in ETO to pre-populate the annual CHVP Service Provider Survey (Survey), which collects federally-mandated Benchmark data on service provider agreements and warm hand-offs or relationships.

CHVP sites should keep track of their service provider lists and relationships in order to complete the Survey each July. In addition, CHVP sites should no longer send periodic updated service provider names to the CHVP Data Help e-mail address.

Revised Training Materials

Effective immediately the ETO home page will be updated accordingly to reflect changes to data entry flow. Due to the changes in data collection and data entry, CHVP will update the Data Collection Manual, ETO User Manual and the recorded ETO training video by the end of January, 2015.

Questions

If you have questions regarding the Service Provider Survey, please contact Robin Pleau at (916) 341-6662 or robin.pleau@cdph.ca.gov. Direct questions regarding training materials to the CHVP Data Help e-mail at CHVPDataHelp@cdph.ca.gov or contact your CHVP Program Consultant:

- Aine Bracken at (916) 650-0343 or aine.bracken@cdph.ca.gov
- Ameera Kidane at (916) 650-6795 or ameera.kidane@cdph.ca.gov
- Catherine Gilmore-Zarate at (916) 449-5766 or catherine.gilmore-zarate@cdph.ca.gov
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Sincerely,



Kristen Rogers, PhD, Chief
California Home Visiting Program Branch
Maternal, Child and Adolescent Health Division

Cc: Addie Aguirre, Acting Chief
Maternal, Child and Adolescent Health Division
California Department of Public Health