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California Department of Public Health



EDMUND G. BROWN JR.  
Governor

**DATE:** APRIL 29, 2015

**TO:** MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) AND CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS, COORDINATORS AND SUPERVISORS

**SUBJECT:** ELIMINATION OF THE CALIFORNIA HOME VISITING PROGRAM (CHVP) TRANSMITTAL FORM, POLICY ALERT LETTER #2014/15-03

### Purpose

In order to streamline our process for reporting program changes, CHVP is eliminating the requirement for using the *Transmittal Form* for CHVP Nurse-Family Partnership (NFP) and the Health Families America (HFA) sites.

Thank you for your diligence in submitting the transmittal form over the past few years. We have evaluated your feedback and acknowledge the need to simplify procedures.

### Action

CHVP sites are no longer required to send transmittal forms to report program updates or changes. Instead, sites will be required to send an email to their State program consultant detailing the following:

1. Subject line should contain the site's name and the topic of the email;
2. Clearly state the purpose for the email notification (i.e. date, timeframe, for whom, and where);
3. The email signature block must contain the sender's formal name, organizational title and contact information (email address and phone).

CHVP sites shall email correspondence including, but not limited to the following:

- Triannual Status Reports (previously 'Progress Reports') and Staffing Reports;
- Changes to the Local Health Jurisdiction (LHJ) profile narrative, duty statements, and/or organizational charts;

- Approval for outreach client support materials containing the CDPH logo;
- Extended coverage of greater than 30 days for CHVP funded positions;
- CHVP funds used for education/conferences outside California;
- Exemptions for qualifications of an applicant if different than what is written in the CHVP Scope of Work (SOW), staffing ratio, and exemptions for FTE MCAH Director/Coordinators.

### **Transfers**

Please submit client transfers to [CHVPDataHelp@cdph.ca.gov](mailto:CHVPDataHelp@cdph.ca.gov) and include the following information:

- The ETO Case Number (no identifiers);
- Date of enrollment;
- Reason for transfer;
- Program or location they will transfer to or from.

### **Policy Revisions**

CHVP is in the process of revising policies and procedures. This Policy Alert Letter supersedes all CHVP policies that refer to the previous transmittal process.

### **Questions**

If you have questions regarding the elimination of the transmittal forms please contact your CHVP program consultant.

Sincerely,



Kristen Rogers, PhD, Chief  
California Home Visiting Program Branch

cc: Addie Aguirre, Acting Chief  
Maternal, Child and Adolescent Health Division