



California Home Visiting Program Monthly Conference Call

Meeting Minutes

Thursday, January. 10, 2012

1:30-3:00 p.m.

Participants: MCAH Directors and Coordinators of MIECHV Funded Programs

Meeting Facilitator: Laurel Cima-Coates

I. Update Client Enrollment and Implementation – Kristen Rogers

- a) Client Enrollment Rate: As of January 7, over 500 families are enrolled. Approximately, 3492 home visits have been completed. We are making steady progress forward. Thank you for your efforts with client recruitment and enrollment.

II. Budgets and Contracts – Laurel Cima-Coates, Kristen Rogers

- a) Budgets and Spending: All AFA packets have been received; two are outstanding for approval at this time. All invoices have been received as well. Thank you for the efforts to submit all needed information.
- b) Benchmark Reporting: Kristen noted that all HFA data have been entered. NFP back data have been entered through September, 2012. The Benchmark report is due to HRSA on February 4, 2013.
- c) Performance and Progress Reports: Both the Formula Performance Report and Competitive Progress Report have been submitted to HRSA. CHVP is currently working on the Competitive Performance Report and Formula Progress Report to be submitted in mid-January. A question was asked about sharing the reports with our funded sites. Laurel said she would check on this since we upload the reports directly to HRSA and do not post them in a public place.

III. Updates from the Program and Evaluation Sections – Laurel Cima-Coates, Kristen Rogers

- a) Host open topic discussion: Laurel talked about having topic discussions on each monthly call to open up dialogue amongst the participants. A suggested topic list will be formulated and sent out via email from CHVP; participants can email a

point person at CHVP with ideas and willingness to lead a topic. Dawn Daley will lead the first discussion during the February call.

- b) **Site Visits:** Site visits are almost complete; there are two sites left to visit. Thank you for allowing us to come and meet with you and we have received very positive feedback. Many of the anecdotal stories from the visits have been shared at CHVP. A question was asked about sites receiving some kind of summary of all of the visits. Laurel responded that she would follow up on this; she was not sure what the next steps were with compiling information, but thought that it was a good suggestion to share the experiences with everyone.
- c) **Policies and Procedures:** The Policies & Procedures are in the final approval stage and will be posted to the website shortly. An announcement will be sent when they are posted.
- d) **Semi-Annual Progress Report:** The Progress Report template has been posted to the website; responses are due back to CHVP by February 4, 2013. A question was asked about the survey that was sent out. Kristen responded that the survey was a separate document about Systems Integration and part of our Benchmark reporting. This survey was sent out early due to the federal reporting deadline of February 4, 2013. This document must be into CHVP by tomorrow, Friday, January 11, 2013. It was noted that there were still a few outstanding reports. She asked that they please be submitted by the deadline.
- e) **NFP Site Data:** Kristen reported that all data were entered as of September 30, 2012, and thanked sites for entering on the CHVP side of ETO for our federal reporting deadline.

IV. Training and Technical Assistance – Laurel Cima-Coates

- a) **Unit IV NFP Training:** Laurel noted that this training will be held here next week. A question was asked about the training being offered again as it is a requirement that supervisors be on the job for six months prior to taking the training. Laurel responded that it would be offered in the future, but probably not in California.
- b) **PITC Training:** Registration has been completed at this time. Karen Shevlin and Chris Borges will be the CHVP attendees at this meeting.
- c) **NCAST Train-the-Trainer:** This will be held from February 25-March 1. Information is posted on the CHVP website. A question was asked about NCAST

Being replaced by DANCE – Laurel responded that only Los Angeles is currently using DANCE, and that it would be several years before all sites would use it.

V. **General Updates from the State** – Laurel Cima-Coates
N/A

VI. **Q & A Session**
N/A

DRAFT