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Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

DATE: 8/21/13

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

SUBJECT: NEW POLICY AND PROCEDURES FOR NFP AND HFA CHVP SITES
CHVP PROGRAM POLICY ALERT LETTER # 2012/13-04

Purpose

This letter provides CHVP sites with three new policies and procedures to provide guidance on specific program requirements, identified in Attachment A, State Fiscal Year 2013-2014 Program Operational Requirements for the California Home Visiting Program. The three new policies include: 1) Client Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) Requirements which ensures that all communication of Protected Health Information (PHI) is confidential; 2) Staff Requirements and Responsibilities which covers additional CHVP requirements on staffing; and 3) Client Support Materials which provides guidance on what items are allowable and necessary documentation. The CHVP policies that follow cover CHVP requirements for respective NFP and HFA programs.

Action

Please review the following policy and procedures which are located on the CHVP website at <http://www.cdph.ca.gov/programs/mcah/Pages/HVP-HomePage.aspx>. Under **Information for Funded Sites**, click on "NFP and HFA Policies and Procedures". The policies communicated within this Policy Alert will become program requirements. This program letter is being released to alert sites of immediate implementation of these policies.

CHVP 100: Administrative/Client Confidentiality

100-20 Client/Participant Confidentiality and HIPAA Requirements (NFP/HFA)

CHVP 300: Guidance for Staff Qualifications and Training

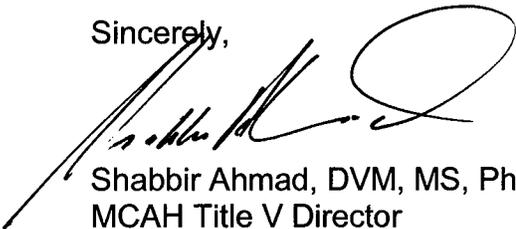
300-10 Staff Requirements and Responsibilities (NFP/HFA)

CHVP 400: Guidance for Client Activities:

400-40 Client/Participant Support Materials (NFP/HFA)

For questions or concerns regarding these new policies and procedures, please contact your QA team: Arlene Silva, South NFP at (916) 650-0346, arlene.silva@cdph.ca.gov; Robin Qualls, North NFP at (916) 650-0326, robin.qualls@cdph.ca.gov; or Karen Shevlin, HFA at (916) 650-0347, karen.shevlin@cdph.ca.gov.

Sincerely,



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cc: Christopher Krawczyk, Ph.D, Chief
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