



## California Home Visiting Program Monthly Conference Call

### Meeting Minutes

Thursday, June 13, 2013

1:30-3:00 p.m.

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**Participants:** MCAH Directors and Coordinators of MIECHV Funded Programs

**Meeting Facilitator:** Chris Krawczyk

#### I. General Updates - Chris Krawczyk

- a. **2013/2014 AFA Packet:** CHVP released the AFA packet. You should have received your Scope of Work a few weeks ago. If you have not received it, please let us know. Links are on the website and are about to go live. You can obtain a copy of the budget template from your contract manager.
- b. **Fall Home Visiting Summit:** You should have received the save the date announcement. The registration announcement should go out by early July at the latest. The summit is Oct. 8-9 at Hilton Arden West in Sacramento. We will hold a large block of rooms. It is open to any evidence-based home visiting program in the state – not just MIECHV. We've been in communication with a lot of outside agencies to create an agenda. We have received confirmation that Dr. Willis will be doing the opening plenary. There will be three tracks, but will be home visitor focused. There will be several presentation options during each breakout session. It will have a similar feel and flow to the TA Meeting, but there will be more diversity in the topics. Be on the lookout for the registration announcements.
- c. **Review Procedures:** Documents that reference or include CDPH will require a review process. Some of the items that were previously taken care of by branch chiefs may now need approval from a higher level within CDPH. Please try to send your approval needs to us ASAP. We will do



everything we can to push it through quickly. Our goal is a seven-day turnaround for the highest approvals needed.

## II. Updates from the Program and Evaluation Sections – Laurel Cima

- a. **NFP Update – Sustainability Workshop:** Several of you attended the workshop. I thought it went very well and was well attended. The evaluations I received said overall it was an extremely valuable opportunity.
- b. **DANCE:** We received information from NFP regarding training on DANCE and the cost. It looks like all of the nurses who have been hired before March 31 of this year will be able to be trained and those costs will be covered under their grant. Nurses who are hired after that date will be able to attend but we don't have an exact price yet. Also, nurses must be employed for at least nine months in order to take the training. We will update you as we receive more information.
- c. **CHVP SIT Workgroup Update:** We had a meeting last Thursday. The Resource & Referral Guide to Quality Childcare will be coming your way. We are finalizing a tip sheet for this guide. Also, we've been working on an online directory for the regional centers from DDS throughout the state. We will send a link.
- d. **Policies and Procedures Update:** We have continued to add to the policies and procedures. Four new ones will be posted either today or tomorrow.
- e. **NFP & CHVP Form Revisions:** Kristen will send an email with more details on these items.
- f. **Data Cleaning:** We remind you to enter the data in a timely manner. We are generating reports that will soon be available in ETO on data quality. As we get closer to the end of the fiscal year, we will have a short time to submit the data to HRSA.
- g. **Systems Evaluation Survey:** Please submit your systems evaluation survey by end of July at the latest. It is a series of questions with the goal



of generating qualitative data on the impact of MIECHV. We want brief responses. We will use these responses to engage in conversations.

- h. **NFP Symposium:** NFP had a symposium about a month ago and a number of sites that attended have expressed how informative it was. A big area of focus was cultural awareness.
- i. **HRSA Grants and Management Webinar:** Yesterday was a webinar providing an overview of HRSA grant management. The general message is if we continue to do what we are doing, the way we are doing it, we will be in great shape to meet HRSA requirements and be prepared for an audit. We have to make sure we are getting time sheets signed and travel approved with detailed justifications. We are on track! Thank you all! Make sure subcontractors are keeping track of where the money is being spent. Make sure staff time and whereabouts are well known and documented. We will send the webinar slides to everyone.
- j. **Q&A Session:** *Will you hold another sustainability workshop?* Yes, there is another workshop planned for August 22<sup>nd</sup> for the Bay Area programs. More information should be forthcoming from NFP/NSO. *How do we come up with a sustainability plan for home visiting?* We will cover some options at the summit meeting and what a sustainability model would look like.