



## California Home Visiting Program Monthly Conference Call

### Meeting Minutes

Thursday, November 08, 2012

1:30-3:00 p.m.

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

**Meeting Facilitators:** Chris Krawczyk (lead), Laurel Cima-Coates & Kristen Rogers

- I. **Welcome to Riverside County** – Chris Krawczyk, CHVP Branch Chief
  - a) Chris welcomed Riverside County to the CA Home Visiting Program as the 22<sup>nd</sup> site; they will utilize the NFP model.
  
- II. **Update Client Enrollment and Implementation** – Chris Krawczyk, CHVP Branch Chief
  - a) CQI and Client Enrollment Rate – To date, 307 families are enrolled which is an addition of 120 families since the last update. Approximately, 1300 home visits have been completed; this is good overall progress. Graphs around enrollment are under development; there will be one graph per site and then an overall graph which will show statewide enrollment trends. These graphs will be presented/discussed on the CQI calls. If there are any issues with enrollment numbers, the QA Teams will discuss with sites. A question was asked about the state being on target with enrollment. Chris responded that we are slightly under our goal at this time; some sites are further along than others.
  
- III. **Budgets and Contracts** – Chris Krawczyk, CHVP Branch Chief
  - a) HRSA Notice of Award - As noted in the previous call, the Notice of Award for the Competitive and Formula funding was received from HRSA. CHVP has since responded and grant conditions have been lifted.
  
  - b) Upcoming HRSA Deliverables - Forms for data collection have been approved by HRSA, and it is now known that benchmark data will be due in December, 2012 (update since the conference call: these are now due in January 2013); however the specific date is unknown. CHVP will inform sites as soon as more information

is received from HRSA. Merced noted that their county is furloughed for the Christmas holidays and this may be the case for other counties as well. A question was asked about what the deliverables mean for the sites; Kristen responded that the deliverables were dependent on the client data being entered into ETO by the deadlines that CHVP will establish as soon as due dates are known.

- c) Update on Equipment/Devices – It was noted on the previous call that the state may have to limit equipment purchases to only CDPH-approved devices; however, it is now stated that sites can purchase equipment based on their internal IT guidelines. The Fiscal Policy and Procedure manual will be updated to reflect this guidance. CHVP continues to recommend that sites purchase Netbooks and laptops rather than tablet devices, as the former are more compatible with connecting to the ETO Data System; CHVP's recommendation is to purchase the models recognized by CDPH. Chris said that an email with information on the preferred equipment would be sent to sites shortly.

**IV. Updates from the Program and Evaluation Sections – Laurel Cima Coates, Chief - Program, Policy and Quality Assurance Section and Kristen Rogers, Chief – Data, Benchmarks and Evaluation Section**

- a) Program Site Visit Schedule – All sites have now been contacted to schedule site visits; one visit has been conducted thus far. Laurel thanked sites for hosting the visits. She noted that agendas would be sent to sites approximately 1-2 weeks prior to the visit. Chris apologized to the sites that had to previously reschedule visits due to scheduling issues. He also noted that CHVP managers would be visiting sites that the CHVP management had not previously visited – this was simply to get to know the sites.
- b) PITC Home Visiting Institute – Laurel notes that West Ed had received all applications for this training opportunity and they were finalizing a response on who would be able to attend. Home Visiting and Race to the Top local consortia members had first priority.
- c) Scope of Work/Operating Procedures and Standardization – A letter is being mailed to sites concerning data standards. Interaction has shown that some sites are adding their own data elements and this should not be done without prior approval from CHVP. CHVP needs to ensure standardization of data for evaluation purposes; if new items are introduced it may compromise model fidelity. Please use the transmittal form process to request any changes to the data elements.
- d) Data Site Visits for HFA – Kristen noted that 3 of the 5 HFA data site visits have been completed.

- e) Go-Live for CHVP ETO for NFP – Kristen reported that the go-live date for the CHVP supplemental side of ETO would begin next week. A group of nine sites will begin next entering data on the CHVP side of ETO and then another seven sites will begin data entry within the next 2 weeks. Once a site is live, all back data should be entered as soon as possible. If there are questions on this please use the CHVP email address for data questions: CHVPDataHelp@cdph.ca.gov. If there are questions concerning the NFP side of ETO, please contact the NFP NSO technical assistance number found in your NFP guidelines.

**V. General Updates from the State - Chris Krawczyk, CHVP Branch Chief**

- a) Medi-Cal “Workgroup” – Chris noted that there was discussion on the last monthly call about sustainability issues and Targeted Case Management (TCM); it was noted that CHVP is looking into sustainability, including Medi-Cal. Since sites have a large knowledge base on these topics, Chris proposed getting experts together to discuss information sharing/lessons learned and wanted to gauge the interest in such a group. Los Angeles and San Francisco offered to assist. San Francisco also noted that this would be a good topic for the SIT/CHVP Workgroup to discuss and Laurel agreed. There were questions about how these issues would fit under the HFA vs. the NFP programs. It was noted that there were differences and these would come up in the discussions.
- b) Lessons Learned - A suggestion had been made to use a scheduled time during these monthly calls to share lessons learned and best practices among colleagues; Chris wanted to see if people thought this would be a valuable use of time. The resounding answer was “yes.” Time will be devoted to this in the December meeting.
- c) Tribal Populations – A request was made by the HRSA Project Officer to gather information from any programs that are targeting/conducting outreach to tribal areas in their jurisdictions. Kern, Tri-Counties and Alameda all noted that they could talk further with Chris on what their counties were doing around this.

**VI. Q & A Session**

- a) A question was asked about the post-election outlook; were there any updates? Chris responded that there was nothing new to report today; however, he was aware that conversations were occurring in Washington, DC, and that CHVP would report out as soon as anything was known.