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California Department of Public Health



EDMUND G. BROWN JR.
Governor

April 6, 2012

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

SUBJECT: AMENDMENT TO THE SCOPE OF WORK (SOW) FOR CHVP: ENROLLMENT AND COMMENCEMENT OF HOME VISITING SERVICES
CHVP PROGRAM POLICY ALERT LETTER # 2011/12-01

Purpose

This Program Policy Alert Letter provides an amendment to the CHVP SOW *Goal 1: Objective 1.7 Enrollment and Objective 1.8 Home Visiting Service* and clarifies the activities required by Local Health Jurisdiction (LHJ) sites to complete before client enrollment commences and the start date of home visiting services.

Action

The following table shows the changes to the current language used in the SOW under Goal 1 (pages 8-10):

<p>Enrollment (The following tables show changes via strikethrough.)</p> <p><u>Objective 1.7.4 NFP Expanded and New LHJ Sites</u> – 100 families will be enrolled within 9-15 months from date of program implementation and maintained throughout the duration of the program, recognizing effects of attrition when number of enrolled clients may temporarily fall below 100.</p> <p><u>HFA Expansion and New LHJ Sites</u> – 100 families will be enrolled by 15 months from date of program implementation and maintained throughout the duration of the program, recognizing effects of attrition when number of enrolled clients may temporarily fall below 100.</p>
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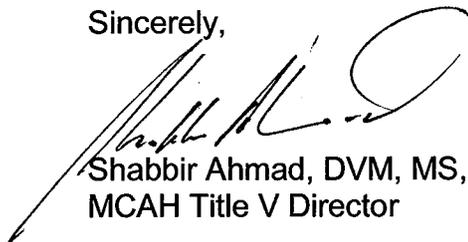
<p>Home Visiting Service</p> <p><u>Objective 1.8</u> Between May 1, 2012, and June 30, 2012, The LHJ site will begin the process of implementation for home visiting services under the condition that LHJ board approval and implementation plan approval are met .</p>
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Clarification: LHJ sites may begin client or family enrollment and home visiting service upon completion of all required activities outlined in the table below:

LHJ Required Activities Prior to Client Enrollment and Home Visiting Service	Evidence of Documentation Available to CHVP upon request
Approval from LHJ Board of Supervisors to implement CHVP	LHJ Board of Supervisor approval notation
Approval of Implementation Plan (IP) from all NFP sites and/or approval of IP from PCAA NO for new HFA sites	Implementation plan approval from NFP NSO or approved Affiliation letter from PCAA NO, if applicable
Notification from CHVP Branch to utilize the "CHVP data system" once available and fully operational	A memorandum received from CHVP Branch notifying LHJ site to begin using the "CHVP data system"
Approval from the CHVP Quality Assurance (QA) team to begin enrollment and home visiting services following a site visit from the CHVP QA team.	Transmittal Documentation from the CHVP QA team indicating a start date of client enrollment and home visiting services.

Please contact your QA team for questions or concerns regarding this SOW amendment: Arlene Silva, South at (916) 650-0346 or arlene.silva@cdph.ca.gov or Robin Qualls, North at (916) 650-0326 or robin.qualls@cdph.ca.gov.

Sincerely,



Shabbir Ahmad, DVM, MS, PhD
 MCAH Title V Director

CHVP MCAH Directors, et. al
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cc: Christopher Krawczyk, Chief
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