



## California Home Visiting Program (CHVP) State General Fund (SGF) Evidence-Based Home Visiting Expansion Scope of Work (SOW)

This Scope of Work (SOW) identifies the goals, objectives and deliverables pertaining to Year 1 (July 1, 2022- June 30, 2023) of the 2022 State General Fund (SGF) expansion. The 2022 SGF expansion provides additional funding to the California Home Visiting Program (CHVP) with the long-term goal of increasing the number of families participating in the three evidenced-based home visiting (EBHV) models supported by CHVP: Healthy Families America (HFA), Nurse Family Partnership (NFP), and Parents as Teachers (PAT). Local Health Jurisdictions (LHJs) may use Year 1 funding for expansion, planning, and/or special support activities related to pandemic recovery. LHJs must select one or more of the following Year 1 activity(ies). Only the goals, objectives and deliverables pertaining to the selected Year 1 activity(ies) apply to this agreement.

Please check one or more of the following boxes to indicate planned use of funding:

<input type="checkbox"/>	Planning Activities
<input type="checkbox"/>	Expansion Activities
<input type="checkbox"/>	Special Support Activities

Planning Activities – Goal: Plan for implementation or expansion of HFA, NFP or PAT.

Objective	Activities	Deliverables
1. Plan for HFA/NFP/PAT home visiting model implementation and/or expansion.	1.1 Develop a CHVP Implementation Plan using the CHVP template, which may include and is not limited to the following:	<ul style="list-style-type: none"> <li>Submission of CHVP Implementation Plan within 60 days of agreement execution.</li> </ul>

Objective	Activities	Deliverables
	<ul style="list-style-type: none"> <li>• Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting.</li> <li>• Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs.</li> <li>• Apply for model affiliation as applicable.</li> <li>• Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements.</li> <li>• Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ.</li> <li>• Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT.</li> <li>• Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program.</li> <li>• Develop a plan to recruit and enroll participants.</li> <li>• Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of semi-annual status reports.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>

**Expansion Activities** - Goal: Expand participation, beyond current caseload capacity, in an existing HFA, NFP or PAT program.

Objective	Activities	Deliverables
<p>1. Provide leadership, guidance, and oversight for CHVP HFA/NFP/PAT model implementation.</p>	<p>1.1 Develop CHVP Implementation Plan, using the CHVP provided template, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT. Staff should reflect the families being served.</li> <li>• Collaboration with local family and early childhood systems partners to provide a continuum of services for CHVP participants and maintain a strong referral system into the program.</li> <li>• Purchase of needed equipment and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul> <p>1.2 Execute all implementation and service delivery activities according to model guidelines and CHVP requirements.</p> <p>1.3 Adhere to all CHVP Policies and Procedures relating to implementation and expansion of HFA/NFP/PAT.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> <li>• Submission of semi-annual status report.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>
<p>2. Enroll participants to increase caseload.</p>	<p>2.1 Increase caseload capacity by a negotiated number decided between CHVP and the LHJ.</p> <p>2.2 Adhere to all CHVP Policies and Procedures and model guidance relating to caseload capacity.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> </ul>

Objective	Activities	Deliverables
<p>3. Maintain clean and compliant data for all home visiting activities and participants per model and CHVP guidance.</p>	<p>3.1 All CHVP State General Fund (SGF) funded home visiting participants are required to sign the CHVP consent form.</p> <p>3.2.a. NFP LHJs will coordinate data system requirements with the NFP National Service Office and the CHVP Data Team.</p> <p>3.2.b. HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system.</p> <p>3.2.c. PAT LHJs will coordinate data system requirements with the PAT National Office and the CHVP Data Team for use of the Penelope data system.</p> <p>3.3 LHJ will enter the participant data into a secure and designated data system within seven working days of data collection.</p> <p>3.4 LHJ will adhere to all CHVP Policies and Procedures relating to compliant data.</p> <p>3.5 LHJ will coordinate with data collection system owners (see 3.2 above) to provide CHVP with participant-level data and other data as needed.</p>	<ul style="list-style-type: none"> <li>• Evidence of signed participant consent forms.</li> <li>• Submission of timely and accurate data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP requirements.</li> <li>• Evidence of data submission within seven working days of data collection.</li> <li>• Monthly enrollment and other reports as needed.</li> <li>• Participate in regular technical assistance calls and site visits with CHVP staff.</li> <li>• LHJ authorization for transmission of participant-level data from model specific data collection systems to CHVP.</li> </ul>

**Special Support – Goal:** Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.

Categories	Activities	Deliverables
1. Hazard pay or other staff costs	1.1 Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Number of staff (Not FTE) receiving hazard pay/other staff costs.</li> <li>• Description of activities being performed for hazard pay/other staff costs.</li> <li>• Number of staff receiving technology.</li> </ul>
2. Training	2.1 Develop a process for identifying and prioritizing target audiences, training needs, and relevant topics for training of home visiting staff.  2.2 Develop, conduct, and assess training of staff.  2.3 Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Name of training.</li> <li>• Purpose/description of training.</li> <li>• Date of training</li> <li>• Number of staff participating in training.</li> <li>• All other activities related to staff training.</li> </ul>
3. Technology	3.1 Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for participant families.	Using CHVP-provided template, report semi-annually on:

Categories	Activities	Deliverables
	3.2 Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.	<ul style="list-style-type: none"> <li>Hardware or software acquired.</li> <li>Process used to identify and prioritize families.</li> <li>Number of families receiving technology.</li> </ul>
4. Emergency supplies	<p>4.1 Develop and implement a process for identifying need for supplies and distributing emergency supplies, including gift cards and prepaid grocery cards to participant families.</p> <p>4.2 Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>Process used to identify and prioritize families.</li> <li>Type and number of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed,</li> <li>Number of families receiving emergency supplies.</li> </ul>

Data Collection (For Special Support)

Objectives	Activities	Deliverables
1. Maintain clean and compliant data for special support activities per CHVP guidance.	1.1 Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	<ul style="list-style-type: none"> <li>Submission of data using CHVP templates and guidance.</li> <li>Submission of records and documentation to support the</li> </ul>

Agreement #/LHJ Name:



Objectives	Activities	Deliverables
	1.2 Maintain appropriate records and documentation to support expenditures.	charges using CHVP templates and guidance.

**NOTE:** If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

MCAH Director Signature (or designee):

Date: