

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIVISION**

**FUNDING AGREEMENT PERIOD
FY 2020-2023**

AGENCY INFORMATION FORM

Agencies are required to submit an electronic and signed copy (original signatures only) of this form along with their Annual AFA Package.

Agencies are **required to submit information when updates occur** during the fiscal year. Updated submissions do not require certification signatures.

AGENCY IDENTIFICATION INFORMATION

Any program related information being sent from the CDPH MCAH Division will be directed to all Program Directors.

Please enter the agreement or contract number for each applicable program

[CHVP SGF INV 20-XX](#)

Update Effective Date: _____ (only required when submitting updates)

Federal Employer ID#:

FI\$CAL ID#:

Complete Official Agency Name:

Business Address:

Agency Phone:

Agency Fax:

Agency Website:

**AGREEMENT FUNDING APPLICATION
POLICY COMPLIANCE AND CERTIFICATION**

Please enter the agreement or contract number for each of the applicable programs

[CHVP SGF INV 20-XX](#)

Update Effective Date: _____ (only required when submitting updates)

The undersigned hereby affirms that the statements contained in the Agreement Funding Application (AFA) are true and complete to the best of the applicant's knowledge.

I certify that this Maternal, Child and Adolescent Health (MCAH) program will comply with all applicable provisions of Article 1, Chapter 1, Part 2, Division 106 of the Health and Safety code (commencing with section 123225), Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 142), and any applicable rules or regulations promulgated by CDPH pursuant to this article and these Chapters. I further certify that all MCAH related programs will comply with the most current MCAH Policies and Procedures Manual, including but not limited to, Administration. I further agree that the MCAH related programs may be subject to all sanctions, or other remedies applicable, if the MCAH related program violates any of the above laws, regulations and policies with which it has certified it will comply.

Original signature of official authorized to commit the Agency to a CHVP Agreement

Signature line: _____

Name (Print) _____

Title _____ Date _____

Original Signature of MCAH Director

Signature line: _____

Name (Print) _____

Title _____ Date _____

California Home Visiting Program - State General Fund Innovation

Scope of Work Template

2020-2021

This scope of work (SOW) identifies goals, objectives, activities, timelines, and deliverables associated with the implementation of innovative home visiting projects as a primary intervention strategy for families from pregnancy through kindergarten entry, with focus on innovative practice to meet a local need; and for evaluating the innovation in order to assess continued or more wide-spread use. The aim of this funding is to provide home visiting services to populations that may benefit from an innovation to maximize service utilization and promote positive outcomes and family success.

Objective 1: Local Health Jurisdictions (LHJs)/Consortiums will develop SMART activities, identify responsible staff, and identify project deliverables/outcomes.

Objective 2: Local Health Jurisdictions (LHJs)/Consortiums will adhere to the goals, objectives activities and deliverables identified.

CHVP Innovation projects will occur over three fiscal years. This 2020-2021 SOW will cover goals, objectives, activities, timelines, and deliverables for the first year project period.

- July 1, 2020 - June 30, 2021 (First Year)
- July 1, 2021 - June 30, 2022 (Second Year)
- July 1, 2022 - June 30, 2023 (Third Year)

California Home Visiting Program - State General Fund Innovation

Scope of Work Template

2020-2021

PROJECT NAME:

Innovation Option Selected:

- Option 1. Evidence-informed home visiting model
- Option 2. Evidence-based home visiting model implemented with an innovative approach or model-developer approved add-on component

Target Population

- (1) Medi-Cal eligible or low-income (2) Pregnant or within 2 months postpartum (3) Has at least 1 risk factor, such as, childhood history of abuse or other adverse childhood events, substance use, mental health issues, and/or domestic violence.

Reach

We estimate reaching 10-20 families during this fiscal year as focus will be placed on establishing a HFA program with innovative approach and training staff.

Setting

Primarily services will be provided in the home. However, due to the current COVID pandemic there may be a need to temporarily provide virtual home visiting to ensure the safety of staff and clients.

California Home Visiting Program - State General Fund Innovation

Scope of Work Template 2020-2021

Goal #1: Implement and maintain an innovative home visiting project

Objective	Intervention Activities to Meet Objectives Must be specific, measurable, achievable, relevant, and time-bound (SMART)	Responsible Staff	Outcomes/Deliverables
1. a Hire, train, equip and retain staff for the project.	1.a.1 Train MCAH staff that will be transitioning to HFA in the required role-specific CORE HFA trainings or stop-gap trainings by 6/30/2021. 1.a.2. Train program manager and supervisors in required HFA Supervisor training by 6/30/2021. 1.a.3. Train MCAH staff who will be transitioning to HFA in the Growing Great Kids curriculum training by 6/30/2021. 1.a.4. Train MCAH staff that will be transitioning to HFA In required wrap-around and as needed professional development trainings by 6/30/2021. 1.a.5. Purchase equipment and materials needed to establish a HFA program by 6/30/2021.	1.a.1.-4. HFA Program Manager/ Supervisors 1.a.5 HFA Program Manager	1.a.1.-4. Keep sign-in sheets for trainings on file and available if requested by MCAH. 1.a.5 Update “Equipment Purchased” and “Inventory Disposition” forms during AFA process and ongoing as needed.
1.b Perform ongoing supervision and coaching of staff.	1.b.1. Staff will receive weekly reflective supervision sessions based on their FTE as directed by HFA.	1.b.1. HFA Program Manager/ Supervisors	1.b.1. Track % of staff receiving weekly reflective supervision and document in annual status report.

California Home Visiting Program - State General Fund Innovation Scope of Work Template 2020-2021

<p>1.c Engage with other government agencies and/or community organizations to coordinate and collaborate on the project to support home visiting infrastructure and the target population.</p>	<p>1.c.1. Establish a Community Advisory Board (CAB) with routine meeting schedule to provide guidance on program planning, implementation, and assessment of HFA and innovative project activities.</p>	<p>1.c.1. HFA Program Manger</p>	<p>1.c.1. Document date CAB establish and keep sign-in sheets and outcomes of meetings on file and available if requested by MCAH.</p>
<p>1.d Recruit, enroll, and/or retain participants.</p>	<p>1.d.1. Recruit and enroll new participants into HFA.</p>	<p>1.d.1. HFA Program Manager/ Supervisors/ Staff</p>	<p>1.d.1. Report # of enrolled participants in the annual status report.</p>
<p>1.e Ensure model fidelity. (Option 2 LHJs only)</p>	<p>1.e.1. Apply for affiliation with HFA once AFA is approved. 1.e.2. Draft local policies, procedures, and practices based on HFA requirements by 6/30/2020. 1.e.3. Integrate HFA Innovation project CQI into MCAH leadership meetings. 1.3.4 Begin updating local charting system (PHN Database) with HFA documentation and reporting requirements.</p>	<p>1.e.1.-3. HFA Program Manager/Supervisor 1.e.4 HFA Program Manager/Supervisor PHD IT staff</p>	<p>1.e.1. Keep application and documentation of affiliation approval on file and available if requested by MCAH. 1.e.2. Keep policies and procedures on file and available if requested by MCAH. 1.e.3. Keep documentation of MCAH Leadership meeting outcomes on file and available if requested by MCAH. 1.e.4. Report on progress in annual status report.</p>

California Home Visiting Program - State General Fund Innovation
 Scope of Work Template
 2020-2021

1.f Complete an annual status report.	1.f.1. Ensure planned activities are completed.	1.f.1 HFA Program Manager/Supervisors	1.f.1 Submit completed annual status report
1.g Complete an annual staffing report.	1.g.1. Track staffing changes.	1.g.1. HFA Program Manager/Supervisors	1.g.1. Submit annual staffing report
1.h Participate in all required California Home Visiting Program (CHVP) meetings and trainings.	1.h.1. HFA Program manager or designee to attend all required CHVP Meetings and trainings.	1.h.1. HFA Program Manager	1.h.1. Document attendance in annual status report
1.i Present project progress and findings to CHVP and other local, state and national stakeholders	1.i.1. Track project progress and findings.	1.i.1 HFA Program Manager/Supervisors	1.i.1. Submit annual status report and annual evaluation report Publicize reports on MCAH website

California Home Visiting Program - State General Fund Innovation

Scope of Work Template

2020-2021

Goal #2: Evaluate an innovative home visiting program (Option 1) or Evaluate the innovative add-on component or innovative approach to an evidence-based home visiting program (Option 2)

Short and/or Intermediate Objectives	Intervention Activities to Meet Objectives	Deliverables
<p>2.a Plan a scientifically rigorous evaluation study of appropriate size and scope of the home visiting <u>innovation</u> (Option 1 innovative program or Option 2 innovative add-on), including process and outcome measures</p> <p>2.b Conduct the planned scientifically rigorous evaluation study of the home visiting <u>innovation</u></p> <p>2.c Conduct the analyses and synthesize the findings from the evaluation study</p>	<p>2.a.1 Complete an evaluation study plan</p> <p>2.a.2 Seek and secure any needed exemptions or approvals from Institutional Review Board (IRB) for the Protection of Human Subjects, and renewals as needed</p> <p>2.b.1 Complete an annual (interim) evaluation report on progress made on the implementation of the evaluation study</p> <p>2.c.1 Complete a final evaluation technical report</p>	<p>2.a.1 Technical evaluation plan, as per MCAH guidance TBD</p> <p>2.a.2 Keep IRB approvals and renewals on file and available if requested by MCAH</p> <p>2.b.1 Annual (interim) evaluation report as per MCAH guidance TBD, to be submitted with annual progress report</p> <p>2.c.1 Final technical report as per MCAH guidance TBD at close of contract, to be submitted with final report</p> <p>2.c.2 Slide deck with principal findings from final technical report</p>