

**California Home Visiting Program
State General Fund (SGF) Innovation Project
Scope of Work Template
July 1, 2021- June 30, 2022**

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.

PROJECT NAME:

Innovation Project Description

With this grant funding, Santa Barbara County (SBC) Public Health Department’s Maternal, Child & Adolescent Health (MCAH) Program plans to establish a Healthy Families America (HFA) Home Visiting Program with an innovative approach that will focus on improving the health outcomes of the families served, including children with special health care needs (CSHCN), by coordinating episodic case management with a Public Health Nurse (PHN) as needed (Option 2).

Target Population

Families who meet the following criteria: (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

Program estimates reaching 40-60 families during this fiscal year as focus will be placed on establishing a HFA program with innovative approach and staff will be ramping up their caseloads.

Setting

Services will be provided in the family home. Due to the COVID pandemic, virtual visits may be offered to ensure the safety of staff and clients.

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

Local Implementing Agencies (LIAs) will develop SMART activities, identify responsible staff, and determine project deliverables – as well as adhere to those identified by CHVP.

Objective	Intervention Activities to Meet Objectives Must be specific, measurable, achievable, relevant, and time-bound (SMART)	Responsible Staff	Deliverables	CHVP-Required Deliverables
1.a Hire, train, equip, and retain staff for the project.	1.a.1. Train program supervisors in required HFA Supervisor training by 6/30/2022. 1.a.2. Train MCAH staff that will be transitioning to HFA In required wrap-around and as needed professional development trainings by 6/30/2022. 1.a.3. Purchase equipment and materials needed to establish a HFA program by 6/30/2022.	1.a.1.-2. HFA Program Manager/ Supervisors 1.a.3 HFA Program Manager	1.a.1.-2. Keep sign-in sheets for trainings on file and available if requested by MCAH. 1.a.3 Update “Equipment Purchased” and “Inventory Disposition” forms during AFA process and ongoing as needed.	<ul style="list-style-type: none"> • Submission of annual staffing report.
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.	<ul style="list-style-type: none"> • Submission of annual status report.

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<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 bylaws, code of conduct, sign-in sheets, and minutes/outcomes of meetings on file and available if requested by MCAH.</p>	<ul style="list-style-type: none"> • Submission of annual status report.
<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. Supervisors/ Staff</p>	<p>1.d.1. Report # of enrolled participants in the annual status report.</p>	<ul style="list-style-type: none"> • Submission of Monthly Caseload Tracking Chart with annual status report • Submission of annual status report.

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<p>1.e Ensure model fidelity. (Option 2 LHJs only)</p>	<p>1.e.1. Submit HFA accreditation application by March 2022. 1.e.2. Finalize local policies, procedures, and practices based on HFA requirements by 6/30/2022. 1.e.3. Analyze HFA and Innovation project CQI during MCAH leadership/staff meetings. 1.3.4 Update local charting system (PHN Database) with HFA and Innovation project documentation and reporting requirements.</p>	<p>1.e.1.-3. HFA Program Manager/Supervisors 1.e.4 HFA Program Manager/Supervisors PHD IT staff</p>	<p>1.e.1. Keep Accreditation application 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/staff meeting outcomes on file and available if requested by MCAH. 1.e.4. Report on progress in annual status report.</p>	<p>Submission of annual status report</p>
<p>1.f Develop Policies and Procedures to guide implementation of innovation project.</p>	<p>1.f.1 Develop and finalize policies and procedures related to incorporation of episodic medical case management by PHN with HFA families by June 2022.</p>	<p>1.f.1. HFA Program Manager/Supervisors</p>	<p>1.f.1. Keep policies and procedures on file and available if requested by MCAH.</p>	<p>Submission of policies and procedures at site visit</p>
<p>1.g Ensure adherence to CHVP Policies and Procedures.</p>	<p>1.g.1. Conduct a review of all CHVP policies and procedures and share with funded staff.</p>	<p>1.g.1. HFA Program Manager/Supervisors</p>	<p>1.g.1. Retain forms with staff signatures acknowledging review and understanding of CHVP policies and procedures.</p>	

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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 local MCAH website	Interim Year (Year Two) Presentation - fall 2022

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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)

Local Implementing Agencies (LIAs) will adhere to the goals, objectives activities and deliverables identified.

Short and/or Intermediate Objectives	Intervention Activities to Meet Objectives	Deliverables
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	2.a.1 Complete an evaluation study plan 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	2.a.1 Technical evaluation plan, as per MCAH guidance, to be submitted with annual progress report due July 31, 2021 2.a.2 Keep IRB approvals and renewals on file and available if requested by MCAH
2.b Conduct the planned scientifically rigorous evaluation study of the home visiting <u>innovation</u>	2.b.1 Complete an annual (interim) evaluation report on progress made on the implementation of the evaluation study	2.b.1 Annual (interim) evaluation report as per MCAH guidance to be submitted with annual progress report due July 31, 2022
2.c Conduct the analyses and synthesize the findings from the evaluation study	2.c.1 Complete a final evaluation technical report	2.c.1 Final technical report as per MCAH guidance at close of contract, to be submitted with final report due July 31, 2023 2.c.2 Slide deck with principal findings from final technical report

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All reports and documentation are due via e-mail unless otherwise directed by CHVP

Frequency	Monitoring Channels
Annually on July 31st	<ul style="list-style-type: none">• Status Reports• Staffing Reports• Monthly Enrollment Tracking Chart• Evaluation Report
During Site Visit. Dates to be determined	<ul style="list-style-type: none">• Policies and Procedures• Other documents as requested

NOTE: If compliance standards are not met in a timely manner, CHVP may place an LIA on a Performance Improvement Plan (PIP). In addition, 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.