

**AGREEMENT BETWEEN THE MONO COUNTY
CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL
SERVICES FOR THE PROVISION OF HOME VISITING SERVICES**

INTRODUCTION

WHEREAS, the Mono County Children and Families Commission (an agency of Mono County charged with planning, developing, and implementing programs on behalf of the County that support early development of children up to five years of age within Mono County) (hereinafter referred to as the "Commission") may work with the Mono County Department of Social Services for the provision of evidence-based home visiting, and in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK

The Contractor shall furnish to the County, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the County to the Contractor to perform under this Agreement will be made by the Director of the Mono County Department of Social Services, or an authorized representative thereof. Requests to the Contractor for work or services to be performed under this Agreement will be based upon the County's need for such services. The County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by the County under this Agreement. By this Agreement the County incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if the County should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at the County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those that are referred to in this Agreement.

2. TERM

The term of this Agreement shall be from **July 1, 2020** to **June 30, 2022** unless sooner terminated as provided below.

3. CONSIDERATION

A. Compensation. County shall pay Contractor in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A that are performed by Contractor at County's request.

B. Travel and Per Diem. Contractor will not be paid or reimbursed for travel expenses or per diem that Contractor incurs in providing services and work requested by the County under this Agreement, unless otherwise provided for in Attachment B.

C. No Additional Consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement

benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed **ten thousand (\$10,000) in any 6 month period** (hereinafter referred to as "Contract Limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed that is in excess of the Contract Limit.

E. Billing and Payment. Contractor shall submit to the County, on a monthly basis, an itemized statement of all services and work described in Attachment A, which were done at the County's request. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. Alternatively, Contractor may submit a single request for payment corresponding to a single incident of service or work performed at the County's request. All statements submitted in request for payment shall identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. Invoicing shall be informative but concise regarding services and work performed during that billing period. Upon finding that Contractor has satisfactorily completed the work and performed the services as requested, the County shall make payment to Contractor within 30 days of its receipt of the itemized statement. Should the County determine the services or work have not been completed or performed as requested and/or should Contractor produce an incorrect statement, the County shall withhold payment until the services and work are satisfactorily completed or performed and/or the statement is corrected and resubmitted.

F. Federal and State Taxes.

(1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Contractor under the terms and conditions of this Agreement.

(2) County shall withhold California state income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board.

4. WORK SCHEDULE

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A that are requested by the County. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor, in arranging his/her schedule, will coordinate with County to ensure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS

Any licenses, certificates, or permits required by the federal, state, county, or municipal governments, for Contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits that are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC

The Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

7. COUNTY PROPERTY

A. Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, vehicles, reference materials, furniture, appliances, etc. provided to Contractor by County pursuant to this Agreement is, and at the termination of this Agreement remains, the sole and exclusive property of the County. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, that is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, videotapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind that are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. At the termination of the Agreement, Contractor will convey possession and title to all such properties to County.

8. WORKERS' COMPENSATION

Contractor shall provide Statutory Workers' Compensation insurance coverage and Employer's Liability coverage for not less than \$1 million (\$1,000,000.00) per occurrence for all employees engaged in services or operations under this Agreement. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to County as an additional insured. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents, and subcontractors.

9. INSURANCE

A. Contractor shall procure and maintain, during the entire term of this Agreement or, if work or services do not begin as of the effective date of this Agreement, commencing at such other time as may be authorized in writing by the County Risk Manager, the following insurance (as noted) against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by Contractor, its agents, representatives, employees, or subcontractors:

- General Liability. A policy of Comprehensive General Liability Insurance which covers all the work and services to be performed by Contractor under this Agreement, including operations, products and completed operations, property damage, bodily injury (including death) and personal and advertising injury. Such policy shall provide limits of not less than \$1,000,000.00 per claim or occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- Automobile/Aircraft/Watercraft Liability Insurance. A policy of Comprehensive Automobile/Aircraft/Watercraft Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$1,000,000.00 per claim or occurrence applicable to all owned, non-owned and hired vehicles/aircraft/watercraft. If the services provided under this Agreement include the transportation of hazardous materials/wastes, then the Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance covering materials/wastes to be transported by Contractor pursuant to this Agreement. Alternatively, such coverage may be provided in Contractor's Pollution Liability policy.
- Professional Errors and Omissions Liability Insurance. A policy of Professional Errors and Omissions Liability Insurance appropriate to Contractor's profession in an amount of not less than \$1,000,000.00 per claim or occurrence/ \$2,000,000.00 general aggregate. If coverage is written on a claims-made form then: (1) the "retro date" must be shown, and must be before the beginning of contract work; (2) insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the contract work; and (3) if coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a "retro date" prior to the contract effective date, then Contractor must purchase "extended reporting" coverage for a minimum of five years after completion of contract work.
- Pollution Liability Insurance. A policy of Comprehensive Contractors Pollution Liability coverage applicable to the work being performed and covering Contractor's liability for bodily injury (including death), property damage, and environmental damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs arising out of the work or services to be performed under this Agreement. Coverage shall provide a limit no less than \$1,000,000.00 per claim or occurrence/ \$2,000,000.00 general aggregate. If the services provided involve lead-based paint or asbestos identification/remediation, the Pollution Liability policy shall not contain lead-based paint or asbestos exclusions.

B. Coverage and Provider Requirements. Insurance policies shall not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required polic(ies) of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a "Best's" policyholder's rating of "A" or "A+". Prior to commencing any work under this agreement, Contractor shall provide County: (1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement for general liability applying to the County of Mono, its agents, officers and employees made on ISO form CG 20 10 11 85, or providing equivalent

coverage; and (3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the County.

C. Deductible, Self-Insured Retentions, and Excess Coverage. Any deductibles or self-insured retentions must be declared and approved by Mono County. If possible, the Insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to Mono County, its officials, officers, employees, and volunteers; or the Contractor shall provide evidence satisfactory to Mono County guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to County as an additional insured.

D. Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance (including Workers' Compensation) meeting all the requirements stated herein and that County is an additional insured on insurance required of subcontractors.

10. STATUS OF CONTRACTOR

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as an independent contractor, and not as an agent, officer, or employee of the County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the County, except as expressly provided by law or set forth in Attachment A. No agent, officer, or employee of the County is to be considered an employee of Contractor. It is understood by both Contractor and County that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a joint venture. As an independent contractor:

A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall represent and conduct themselves as, independent contractors, and not employees of County.

11. DEFENSE AND INDEMNIFICATION

Contractor shall defend with counsel acceptable to County, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, or employees. Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the Contractor, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance and shall survive any termination or expiration of this Agreement.

12. RECORDS AND AUDIT

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, county, municipal, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, that County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

13. NONDISCRIMINATION

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.

14. TERMINATION

This Agreement may be terminated by County without cause, and at will, for any reason by giving to Contractor thirty (30) calendar days written notice of such intent to terminate. Contractor may terminate this Agreement without cause, and at will, for any reason whatsoever by giving to County thirty (30) calendar days written notice of such intent to terminate.

Notwithstanding the foregoing, if this Agreement is subject to General Conditions (set forth as an Exhibit hereto), then termination shall be in accordance with the General Conditions and this paragraph 14 shall not apply.

15. ASSIGNMENT

This is an agreement for the personal services of Contractor. County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of the County. Further, Contractor shall not assign any moneys due or to become due under this Agreement without the prior written consent of the County.

16. DEFAULT

If the Contractor abandons the work, or fails to proceed with the work and services requested by the County in a timely manner, or fails in any way as required to conduct the work and services as required by the County, the County may declare the Contractor in default and terminate this Agreement upon five (5) days written

notice to Contractor. Upon such termination by default, County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

17. WAIVER OF DEFAULT

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 23 below.

18. CONFIDENTIALITY

Contractor agrees to comply with various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential, all such privileged, restricted or confidential information and records obtained in the course of providing the work and services under this Agreement. Disclosure of such information or records shall be made by Contractor only with the express written consent of the County.

19. CONFLICTS

Contractor agrees that he/she has no interest, and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to complete and file a conflict-of-interest statement.

20. POST-AGREEMENT COVENANT

Contractor agrees not to use any confidential, protected, or privileged information that is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two (2) years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

21. SEVERABILITY

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

22. FUNDING LIMITATION

The ability of the County to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to terminate, reduce, or modify this Agreement, or any of its terms within ten (10) days of notifying Contractor of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement effective pursuant to this provision must comply with the requirements of paragraph 23.

23. AMENDMENT

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change order is in written form, and executed with the same formalities as this Agreement or in accordance with delegated authority therefor, and attached to the original Agreement to maintain continuity.

24. NOTICE

Any notice, communication, amendments, additions or deletions to this Agreement, including change of address of any party during the term of this Agreement, which Contractor or County shall be required, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first-class mail or email (if included below) to the respective parties as follows:

Commission:

Molly DesBaillets
PO Box 130
Mammoth Lakes, CA 93546

Mono County Social Services:

Kathryn Peterson, Director
PO Box 2969
Mammoth Lakes, California, 93546

25. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless executed in writing by the parties hereto.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS ___ DAY OF Sep 27, 2021, _____.

COUNTY OF MONO

COMMISSION

By: 

By: 


Dated: Sep 27, 2021

Dated: 9/16/2021


APPROVED AS TO FORM:


Christy Milovich (Sep 24, 2021 13:30 PDT)
County Counsel

APPROVED AS TO FORM:


Christy Milovich (Sep 24, 2021 13:30 PDT)
Counsel for Commission

APPROVED BY RISK MANAGEMENT:


Risk Manager

ATTACHMENT A

AGREEMENT BETWEEN THE MONO COUNTY CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL SERVICES FOR THE PROVISION OF HOME VISITING SERVICES

TERM:

FROM: July 1, 2020 TO: June 30, 2022

SCOPE OF WORK:

Under the terms of this Agreement, Contractor shall provide evidence-based home visiting services to families through the CDSS Home Visiting Initiative (HVI) (included as **EXHIBIT C** and incorporated herein by this reference).

The Commission agrees to perform services as required by the County, including but not limited to those listed below, and shall provide the necessary qualified personnel to perform said services.

The Commission shall conduct the following home visiting services:

- Offer twice a month visits to up to **4 CalWORKS** Families at a time plus up to 5 other families as determined in collaboration with Mono County Social Services for a duration of at least two years.
- Provide at least one developmental screening per child per year.
- Provide home visits using the Parents as Teachers evidence-based model.
- Quality control procedures shall include monthly reflective supervision and file review.

In addition to the above, the Commission shall:

- Submit quarterly reports & Invoices to Mono County Social Services October 15th, January 15th, April 15th, and July 10th for the prior quarter of each year the agreement is in effect.
- Complete visit write ups for each visit.
- Maintain a database with all service information including referrals, services accessed, demographics, and screenings.

Data collection and evaluation components:

Commission shall:

- Collect data, as specified by the CDSS, for the purpose of informing a state-sponsored longitudinal study and evaluation. The information must include but is not limited to:

(A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to American Academy of Pediatrics Bright Futures guidelines; (B) Rates of children receiving developmental screening and referrals for further assessment; (C) Rates of participation in early learning programs; (D) Service referrals by type; (E) Services accessed by type; (F) Number of home visits completed, including data on duration

of families' enrollment in home visiting services; (G) Parental satisfaction with their gains in parenting skills and knowledge; (H) Food and housing stability; (I) Workforce training, employment and financial stability; (J) Participation in educational programs or English as a Second Language programs, or both, if applicable; (K) Access to immigration services and remedies; (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce; (M) Child welfare referrals and outcomes; and, (N) Additional descriptive and outcome indicators, as appropriate.

- Collect and provide all data required by CDSS related to the outcomes of participants and children, including by race, ethnicity, national origin, and primary and secondary language. The data will include program outcomes for the parents and children served in the program.
- Protect the personal information of individuals and families collected or maintained against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.

Home Visitor Training:

Commission will ensure home visitors receive training in the following areas before providing services to a CalWORKs recipient: (A) CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visitor can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) demographics of the population served and the supports and services available for CalWORKs recipients.

Data Sharing:

Home Visitors will obtain a signed Release of Information from a HVI family before discussing cases with DSS caseworkers, and CalWORKs caseworkers will obtain a signed Release of Information from a HVI family before discussing cases with First 5 Home Visitors. Data will be otherwise reported to DSS without identifying information. Data sharing for the purposes of the HVI will be collected and reported in a timely manner to DSS. The specific steps to ensure data is kept secure and confidential will be determined by the parties.

In addition, all confidential data not returned when the use authorized ends will be destroyed in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media). All confidential data will be protected from unauthorized use and disclosure through the observance of the same or more effective means as that required by the State Administrative Manual Sections 5300-5399, Civil Code Section 1798 et seq., Welfare and Institutions Code Section 10850, and other applicable federal and/or State laws governing individual privacy rights and data security.

ATTACHMENT B

**AGREEMENT BETWEEN THE MONO COUNTY
CHILDREN & FAMILIES COMMISSION AND MONO COUNTY DEPARTMENT OF SOCIAL
SERVICES FOR THE PROVISION OF HOME VISITING SERVICES**

TERM:

FROM: July 1, 2020 TO: June 30, 2022

SCHEDULE OF FEES:

PAYMENT

ESTIMATED COST: July 1, 2020 – June 30, 2022 (24 months)

Expense	Description	Cost
F5 Mono Home Visiting Staff	50% FTE (divided by 4 home visitors, 12.5% for each individual)	\$20,000
F5 Mono Home Visiting Benefits	Not to exceed \$400/day for 3 days per individual	\$8,000
Travel and Training	Not to exceed \$275 per day for 14 days \$3,850	\$12,000
	Total	\$40,000



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

CalWORKs Home Visiting Initiative (HVI)

Request for County Plan (RFCP)

Attachment A

January 1, 2019 - June 30, 2020

Date Issued: July 31, 2018

Mandatory HVI Conference Call: August 10, 2018

County Plan Due: September 28, 2018

CalWORKs HVI Request for County Plan

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PART I: OVERVIEW

1. Introduction

The California Department of Social Services (CDSS) is requesting county proposals for the California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Initiative (HVI).

The nature of this proposal is a competitive process. It is possible that counties may not receive funding or may not receive the full amount of their request. In evaluating county requests, the CDSS will give priority to those counties that meet the evaluation criteria in Part I – number 4 of the RFCP.

The CDSS will award funds to participating counties for the purpose of providing voluntary, high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HVI aims to expand CalWORKs participant's educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

2. County Participation

The CDSS will accept one application per county from either the County Welfare Department (CWD) or county Department of Public Health (DPH). Counties should determine which department has the greatest capacity to meet the requirements of the program and deliver services effectively and efficiently. A Memorandum of Understanding (MOU) between the participating county agencies must be submitted prior to implementation. This agreement should include, but not be limited to, each agencies' specific roles and responsibilities, data sharing, and communication expectations. If the county DPH serves as the lead, the CWD must agree to participate and collaborate.

Counties that choose to participate in the program must ensure the home visiting model(s) used, meets the minimum requirement established by the CDSS. All submitted county plans will be assessed by the CDSS staff to determine that they are complete and meet the criteria outlined.

a. Regional Partnerships

Counties may choose to partner with other counties to deliver home visiting services regionally. Partnering counties must submit a joint RFCP by the due date. Additionally, a MOU between the counties, and an outline of specific roles and responsibilities in the implementation of the HVI shall be submitted to the CDSS prior to implementation.

3. Allowance for Multiple Home Visiting Models

Counties have the flexibility to use multiple home visiting models. If counties choose to use more than one home visiting model, a MOU, or other formal agreement between the county and each home visiting agency must be submitted prior to implementation.

CalWORKs HVI Request for County Plan

4. Requirements for Home Visiting Models

To be determined eligible for funding, the home visiting model must have demonstrated evidence of effectiveness (See HomVEE in the Glossary of Terms). Evidence-based home visiting models that are not identified by HomVEE to meet United States Department of Health and Human Services (HHS) criteria for evidence-based home visiting programs must submit a copy of the model’s evaluation of efficacy.

In addition to the evidence-based model criteria, approval of the county plan is contingent upon counties and each home visiting model’s ability to implement the mandatory criteria outlined below and demonstrate the capacity to integrate additional criteria in the delivery of home visiting services. The Department will utilize the scoring criteria as referenced below.

Mandatory Criteria

Criteria	Description
Home Visiting Model X Yes <input type="checkbox"/> No	The home visiting model is identified by HomVEE to meet the HHS criteria for evidence-based home visiting programs or the home visiting model is an evidence-based model with an evaluation included with the RFCP. <i>Please note, home visiting models without an evaluation will not be considered for funding.</i>
Capacity X Yes <input type="checkbox"/> No	The home visiting model demonstrates capacity to serve the linguistic and cultural needs of the target population.
Ability to Serve Target Populations X Yes <input type="checkbox"/> No	The home visiting model demonstrates a plan to offer and continue to provide home visiting services to the target population of pregnant women with no other children, or first-time caretaker relatives of children less than twenty-four months old.
Home Visitor Qualifications x Yes <input type="checkbox"/> No	Home visitors are registered nurses, nurse practitioners, social workers, or other persons able to provide culturally and linguistically appropriate services who are trained and certified, and have completed a background check.
Training X Yes <input type="checkbox"/> No	Home visitors will complete all required trainings as outlined in the Part III - Assurances, prior to visiting homes.
Implementation X Yes <input type="checkbox"/> No	Home visiting services will begin being offered no later than April 1, 2019.
Duration X Yes <input type="checkbox"/> No	The home visiting model includes the provision of home visiting services for a minimum of 24 months.
Home Visiting Outcome Domains X Yes <input type="checkbox"/> No	<p>The home visiting model includes collaboration with other service providers to leverage and expand resources and referrals relating to all of the following:</p> <p>(1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job</p>

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Criteria	Description
	readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
Case Management <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting agency and the county have, or plan to establish, a collaborative case management plan.
Screening and Assessment Tools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting agency used standardized data collection tools (E.g. screenings, assessments, questionnaires, interviews), and procedures to evaluate the status and track progress in educational, developmental, health, and other domains for the child and the adult.
Data Collection <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting model has policies, procedures, and systems in place to collect data for evaluation purposes.

If you answered “NO” to any of the above mandated requirements, please DO NOT complete the RFCP. All of the mandatory criteria listed above are required.

Additional Criteria

County plans will also be scored and evaluated considering the following criteria:

Criteria	Description
Experience	The home visiting agency has a minimum of three years of experience serving CalWORKs clients or CalWORKs-eligible clients.
Model Fidelity	Home visiting agency has the appropriate supervision and infrastructure to maintain fidelity to the model.
Outreach	Home visiting recruitment and outreach strategies are established.
Frequency	The home visiting agency has a demonstrated capacity to provide services to the same participant at least monthly and multiple times per month as needed.
Attrition	Home visiting agency has a plan to minimize attrition.
Early Learning Setting	Processes and procedures are in place to ensure home visitors encourage CalWORKs participants to engage in high-quality early learning settings.
Resources for Immigrants	Home visiting model has a comprehensive plan to ensure home visitors connect families with immigration services and resources.
Material Goods	There is an established procedure to allocate funds for health and safety related items.
Co-location	The home visiting agency co-locates with a CWD or provides a feasible reason as to why they are unable to co-locate.

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Criteria	Description
Collaboration	Participation in a multi-disciplinary group that focuses on home visiting.
Sustainability	The home visiting agency has a strategic plan for sustainability of funding for home visiting services to the CalWORKs populations. (E.g. funding from local sources, leveraging federal or other resources).

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a. Home Visitor Qualifications

In the proposal, counties must describe how they will ensure that home visiting agencies recruit and retain home visitors that reflect the population of the CalWORKs program. Home visits must be provided by a registered nurse, nurse practitioner, social worker, or other person able to provide culturally appropriate services, who is trained and has completed a background check.

Counties are required to provide evidence of home visitor qualifications. (Information about required home visitor trainings can be found in Part III - Assurances).

b. Co-location and Collaboration

Participating counties are strongly encouraged to co-locate home visitors and County CalWORKs staff in order to facilitate communication and coordination of services.

The county and home visiting agency are highly encouraged to participate in a local multi-disciplinary group that focuses on home visiting. The workgroup will have the opportunity to share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise.

Local home visiting workgroup partners may include, but are not limited to, local and state home visiting agencies; representatives of counties; CalWORKs clients; advocates; home visitors; home visiting experts; behavioral health organizations; family resource centers; local First 5 Commissions; and other interested partners.

5. Statewide Stakeholder Collaboration Meetings

The CDSS will convene counties with participating home visiting programs twice annually, beginning no later than April 1, 2019, to share challenges, lessons learned, and best practices. These meetings shall be maintained indefinitely to provide continuous quality improvement utilizing the data collected.

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6. Glossary of Terms

Terms	Definitions
Assistance Unit (AU)	A group of related persons living in the same home who have been determined eligible for the California Work Opportunity and Responsibility to Kids cash assistance (Manual of Policies and Procedures, Section 47-110 (a) (2))
CalWORKs	California Work Opportunity and Responsibility to Kids
CalWORKs Exemption	A CalWORKs applicant or recipient who is not required to participate in Welfare-to-Work activities as a condition of eligibility for aid (Manual of Policies and Procedures, Section 42-701 (e) (3))
CalWORKs Volunteer	A CalWORKs applicant or recipient who, though not required to participate in the Welfare-to-Work Program, chooses to participate (MPP, Section 42-701 (v) (2))
Caretaker Relative	Related by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child (Manual of Policies and Procedures, Sections 82-808.1 and .11)
Child-Only Cases	A CalWORKs AU that does not include an eligible adult, except an adult who has been sanctioned due to non-compliance with Welfare-to-Work requirements (Manual of Policies and Procedures, Section 40-103.9)
Cultural Competence	The ability to interact effectively with people of different cultures
County Welfare Department (CWD)	The agency that administers the CalWORKs programs at the county level (Manual of Policies and Procedures, (Section 42-701 (c) (6))
Early Learning Setting	An environment that provides high-quality developmentally appropriate instruction and activities that engage children during their early years. (California Department of Education)
Evidence-Based Home Visiting Model	A home visiting model approved by the department, considering criteria developed by the HHS for evidence-based home visiting (See HomVEE)
Home	A temporary or permanent residence or living space, or another location identified by the AU (Assembly Bill 1811)

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HomVEE	Home Visiting Evidence of Effectiveness – Mathematica Policy Research reviewed the evidence of effectiveness for specific home visiting models to determine if the models meet the HHS criteria for an evidence base. (https://homvee.acf.hhs.gov/)
HVI	CalWORKs Home Visiting Initiative
Material Goods	Goods purchased for a program participant’s household related to care, health, and safety of the child and family. Material goods include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language and literacy needs.
MOU	Memorandum of Understanding
MPP	Manual of Policies and Procedures http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/CalWORKs-CalFresh-Regulations
Outcome Domain	A group of related outcomes that measure the same or similar constructs (HomVEE)
RFCP	Request for County Plan

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PART II: REQUEST FOR COUNTY PLAN INFORMATION AND IMPORTANT DATES

1. RFCP Submission Instructions

Counties must submit a completed county plan that complies with the requirements established in this RFCP along with all the requested documents to CalWORKsHVI@dss.ca.gov no later than **September 28, 2018**.

Include in the subject line: **FY 2018-19 HVI Request for County Plan**

2. Mandatory HVI Conference Call

The CDSS will host a mandatory conference call to provide information on HVI and the RFCP, respond to questions, and explain other administrative requirements regarding the county plan and participation process.

Date: August 10, 2018

Time: 10:00 a.m. – 12:00 p.m.

Conference Call Number: 1-213-929-4212

Access Code: 356370350

Please register for the mandatory conference call by using the following link:

<https://attendee.gotowebinar.com/register/1971130071177221123>

3. RFCP Implementation and Reporting Timeline

ACTIVITY	DATE ²
RFCP Release Date	July 31, 2018
RFCP Conference Call	August 10, 2018
RFCP Due Date	September 28, 2018
Tentative Award Notification and All County Letter for Participating Counties	October 2018
County and Home Visiting Program MOU/Formal Agreement/Contracting and Data Sharing Agreements Due	December 2018 (Prior to Implementation)
Implementation	January 1, 2019 (services must begin being offered no later than April 1, 2019)
Data Collection and Monthly reports	Monthly
CDSS Home Visiting Work Group Convening	April 2019 October 2019 (tentative)
Evaluation Report Due to the Legislature	January 10, 2022

² All dates are subject to change at the discretion of CDSS.

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PART III: COUNTY PLAN

**CalWORKs Home Visiting Initiative
County Plan**

Term: January 1, 2019 – June 30, 2020

1. Cover Sheet

DATE	September 19, 2018		
COUNTY	Mono County		
DEPARTMENT	Department of Social Services		
ADDRESS	PO BOX 2969, Mammoth Lakes, CA 93546		
PRIMARY AUTHORIZED CONTACT	NAME	Kathy Peterson	
	TITLE	Director of Social Services	
E-MAIL	kpeterson@mono.ca.gov	PHONE	760-924-1763
SECONDARY AUTHORIZED CONTACT	NAME	Molly DesBaillets	
	TITLE	Executive Director of First 5 Mono	
E-MAIL	mdesbaillets@monocoe.org	PHONE	760-924-7626
PRIMARY FISCAL OFFICER CONTACT	NAME	Suzanne West	
	TITLE	Staff Services Manager	
E-MAIL	swest@mono.ca.gov	PHONE	760-924-1776

*Make additional copies of the cover page for regional county applications.

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2. Home Visiting Model(s) (more than one may be selected):

Indicate the evidence-based home visiting model(s) the county will utilize below:
<input type="checkbox"/> Early Head Start–Home Visiting (EHS-HV) <input type="checkbox"/> Healthy Beginnings <input type="checkbox"/> Healthy Families America (HFA) <input type="checkbox"/> Home Instruction for Parents of Preschool Youngsters (HIPPY)® <input type="checkbox"/> Nurse Family Partnership (NFP) <input checked="" type="checkbox"/> Parents as Teachers (PAT)®
If the home visiting model is not listed above, please enter the name(s) of the model(s) here: Is the home visiting model evidence-based? <input type="checkbox"/> Yes - An evaluation with outcomes in several HVI domains must accompany the RFCP. (See home visiting outcome domains on page 4.) <input type="checkbox"/> No - Please do not complete the RFCP.

3. Caseload Proposal

Enter the total caseload your county intends to serve. When determining the caseload, assess your county’s capacity to manage the caseload.

The target population identified in this program is a voluntary participant who is a member of a CalWORKs AU, who is pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months at the time he or she enrolls in the HVI program.

The county may serve additional CalWORKs clients with children under the age of two as long as the county continues to offer and provide home visiting services to the primary target population noted above.

The services offered via the HVI are not entitlement services and participating counties may limit the number of families participating in the program to ensure that the costs do not exceed the amount of funds awarded to the county for this purpose. Funding awarded for the purpose of home visiting services provided under this article shall not supplant expenditures from any other existing funding sources subject to county control for home visiting services.

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Target Population

Population Description	Proposed Caseload Count
CalWORKs Assistance Units - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	2
Child-only - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	2

Expanded Population

If a county chooses to serve an expanded population, include the proposed caseload below.

Types of Cases	Proposed Caseload Count
Ex. Families with more than one child	
Parent or caretaker relative with 1+ child(ren) at the time of enrollment, and whose child(ren) have not yet entered Kindergarten.	5
<p>Describe why the county is proposing to offer services to this population. Include any additional outcomes that would be expected based on this population. Describe how the county will ensure that the target population will continue to be served.</p> <p>Given the small number of families projected to qualify for services, we hope to be able to serve more families to full expend the funds and make the best use of the training and administrative costs to benefit as many families as possible. Additional outcomes anticipated are a greater number of families served benefitting from the evidence-based model which exhibits the following outcomes: improved family functioning, improved school readiness, and reduced child abuse and neglect.</p>	

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4. County Plan Questions

Please read the statements and questions below and provide a comprehensive response. Responses will be used to determine if the county has the capacity to implement the HVI as required by the CDSS.

Home Visiting Model(s)

- a. **Please identify the organizations and stakeholders the county consulted with to select a model(s) for the CalWORKs HVI. Include in your response why this home visiting model(s) was selected and how stakeholders will be engaged in implementation.**

The county welfare department, Mono County Department of Social Services (DSS), consulted with First 5 Mono on the proposed implementation of the home visiting portion of the CalWORKS HVI. First 5 Mono has an established home visiting program and a working relationship with DSS. The home visiting curriculum First 5 Mono uses is Parents as Teachers (PAT), a HomeVEE approved evidence-based model. First 5 Mono has the employees, experience, and infrastructure to become an affiliate of PAT and maintain model fidelity for the purposes of providing the administration of a PAT affiliate and home visits under the HVI..

- b. **Describe how the model(s) selected will address the specific needs of the populations identified to be served. Include in your response how many years of experience the agency has serving CalWORKs participants, how the home visiting agency and staff have the capacity to serve the linguistic, cultural, and demographic needs of the target population. Also include the policies and strategies that will be used by the program to address and avoid bias when serving participants.**

First 5 Mono's home visiting program has been running for eight years and serves all populations regardless of demographics or income, including CalWORKS participants. The program employs four Home Visitors, two of which are bilingual and are able to serve the Spanish speaking community linguistically, one is also bicultural. The program supervisor also provides home visits in alignment with PAT affiliate requirements.

The Home Visitors use the Parents as Teachers curriculum to provide regular visits centered around the following areas: parent-child interaction, development-centered parenting, and family well-being. For implementation of the HVI, First 5 Mono will become a PAT affiliate and Home Visitors and the Home Visiting Supervisor will be trained to model fidelity in PAT. Staff regularly attends training, conferences, and staff meetings which include implicit bias training, strengths-based implementation, and cultural understanding.

- c. **Describe the home visitor qualifications and training requirements. Include in your response how the home visiting agency and staff have the capacity to respond to participants who have experienced, or are experiencing, trauma related to adverse childhood experiences or other traumatic events. Also include how the agency will meet the required preservice training**

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requirements (See Part III - Assurances for more information).**

First 5 Mono Home Visitors are have completed the PAT Foundational Training, are Certified Lactation Educator Counselors (CLEC) and attend professional development every year such as First 5 CA or PAT conferences, adverse childhood experience trainings, Strengthening Families, and Trauma-Informed Care trainings. Upon notice of a funding award through HVI, First 5 Mono will commence activities to become a PAT affiliate by developing a program Affiliate plan and attending model implementation training.

Because DSS and First 5 serve overlapping populations and are familiar with each others' employees and additional services within the county, the alignment of knowledge of the two agencies is already in place. Referrals between the two agencies, releases of information, and wraparound services have commonly occurred over the history of the home visiting program. Additionally, First 5 already provides quarterly reporting for the CAPIT/CBCAP funds provided through DSS for home visits for families with high needs as defined by national standards.

d. Describe the model's standards of practice, curriculum used, and how the program maintains fidelity. Include in your response the supervision and support that will be offered to home visitors.

As an affiliate of Parents as Teachers and user of the curriculum, First 5 Mono will follow the Essential Requirements to meet the PAT model fidelity. These include: 1) provide at least 2 years of home visiting services for prenatal to kindergarten entry including, 2) 12 visits per year to non high needs families and 24 visits per year to high needs families, 3) allow no more than 60 visits per month per full-time parent educator (Home Visitor), 4) meet the employment qualifications of a parent educator, 5) conduct 1 hour of reflective supervision and 2 hours of staff meetings per parent educator per month, 6) convene an advisory committee every 6 months, 7) a supervisor may not supervise more than 12 parent educators, 8) new parent educators and supervisors will attend the PAT Foundational and Model Implementation Training, 9) complete annual PAT certification renewal and professional development process per parent educator, 10) develop and document goals with each family, 11) complete a family-centered assessment within 90 days of enrollment and then annually, 12) use the Foundational Personal Visit Plans and Personal Visit Planning Guide forms from the PAT Foundational Curriculum for delivery of visits, 13) provide at least 12 group connections per year, 14) complete child health screenings using the Child Health Record form, 15) complete developmental screenings, 16) complete ongoing developmental surveillance using the Milestones form, 17) offer resource connections for families, 18) collect annual feedback from the families served, 19) report of data annually to PAT using the Affiliate Performance Report (APR), and 20) choose 2 measurable outcomes for families that align with program goals.

As a PAT affiliate, First 5 Mono will receive support from PAT in meeting program requirements, infrastructure, and implementation. First 5 Mono Home Visitors receive direct support and communication from the Executive Director through

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ongoing case management, file review, staff meetings, and monthly reflective supervision meetings. First 5 Mono offers multiple Professional Development opportunities to Home Visitors throughout the year via in-person trainings and online.

Outreach and Implementation Strategies

- a. Please describe the plan for identifying, screening, and recruiting participants. Include in your response a timeline, specifying when outreach will begin, what modalities will be used, and who will be conducting the outreach.**

The CalWORKS caseworker will identify families enrolled in CalWORKS who are eligible for the HVI and choose to opt in to the HVI. For current ongoing CalWORKS cases, the caseworker will identify eligible participants who wish to opt in, and refer to First 5 by April 1, 2019. For all new CalWORKS cases after April 1, 2019, the participant will be assessed for HVI eligibility once the case has active CalWORKS status and the referral to First 5 of clients who wish to opt in will be made within one week of this time. Per First 5 internal policy, a Home Visitor will contact the participant to set up a home visit within 3 business days of receiving the referral.

Eligible HVI participants include, at the time of HVI enrollment, any CalWORKS assistance unit who is pregnant with no other children or a first-time parent/caretaker relative of a child less than 24 months.

Any extended population (parent or caretaker relative with 1+ child(ren) at the time of enrollment, and whose child(ren) have not yet entered Kindergarten) may also be referred to First 5 for home visits, but only after the HVI has been offered to all eligible participants and there remains home visit availability to any future eligible CalWORKS HVI participants.

- b. Describe the frequency and duration of home visiting services. How many times per month will CalWORKs participants receive home visits? What is the model's program duration?**

The Parents as Teachers model requires 12 home visits for non high-needs families and 24 visits for high-needs families in the first year, with a minimum of 2 years of home visits for all families. High-needs families include those who meet more than one of the following national high needs standards: low income, low education, child or parent with a disability, homeless, teen parent, substance abuse, foster parent, unstable housing, incarcerated parent, very low birth weight, domestic violence, recent immigrant, death in the immediate family, child abuse or neglect, or an active military family.

CalWORKS HVI participants will be offered 48 hour-long visits over two years, twice per month, at home or an alternate location, at a pre-scheduled time established by the Home Visitor and caregiver(s).

- c. Please describe the plan for minimizing attrition in the CalWORKs HVI.**

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Home Visitors will routinely contact participants via phone, text, or email, offer a flexible visit schedule, and can meet the family at their own home, creating easy access for a family to stay enrolled in the HVI. The program will also provide a free book at least once a year and referrals to other programs as the need arises.

Connection to Community Resources

- a. **Please outline the plan for coordination between the home visitors and community resources and referrals relating to all of the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment. Include in your response how the home visitor will connect the families to these resources.**

For referrals to resources below, Home Visitors will provide a family with the contact information for an agency, make known the services offered, actively contact the agency with the family, or send a paper referral (such as for Early Intervention), and later follow up to see if the resource was accessed or if further assistance is needed. The CalWORKS caseworker and Home Visitor will communicate referrals made and accessed.

(1) Home Visitors will provide PAT handouts and discussions on prenatal, infant, and toddler care, provide dental supplies to parents and children, and refer families to local assistance agencies such as DSS, WIC, Inyo Mono Advocates for Community Action (IMACA), SafeKids, pediatricians, optometrists, and dentists.

(2) Home Visitors will provide PAT handouts, assistance, and discussions on infant and child nutrition topics such as breastfeeding, age-appropriate meal planning, choosing healthy foods, and healthy routines. Local nutrition and food assistance resources available are: WIC, DSS, IMACA, Salvation Army, Pediatrics, and dentists.

(3) Once a year as a minimum (and more often as determined by screening results), Home Visitors will offer Ages & Stages Questionnaires (ASQs) and as indicated ASQ Social-Emotional. Depending on the results, further activities to strengthen a child's development will be suggested or the family is referred to a local Early Intervention organization for further assessment.

(4) Through the PAT program, Home Visitors support families in their role as their child's first and most important teacher while teaching parents about child development. Home Visitors will refer parents to locally-offered parenting courses, early literacy and school readiness events, the Raising A Reader program, community fairs and events, child/parent playgroups, and to the resource and referral agency, IMACA, for preschool or childcare enrollment.

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(5) Along with the CalWORKS caseworker, Home Visitors will encourage parents and refer to resources to improve job readiness and remove barriers. Resources include adult education courses through the community college or the Mono County Office of Education. Home Visitors can help a parent plan for the transition to work while still caring for a young child.

(6) To address Domestic Violence, Sexual Assault, Mental Health, and Substance Abuse, Home Visitors will make known to the family the many counseling and crisis centers available in the area. Home visitors will administer the Edinburgh assessment for Postnatal Depression if a parent expresses symptoms of postpartum depression based on the shorter McArthur screening.

b. Describe how the home visitor will encourage participants to engage in a high quality early learning setting? What resources will be used to identify these settings?

Home Visitors will emphasize to caregivers the importance of enrolling a child in an early learning setting and make referrals, as appropriate, to the several agencies that offer these services. Early Learning settings for children and adults in Mono County include family childcares, Head Start programs, State Preschools or other private preschools, parenting courses, parent-child playgroups, or early literacy events. By providing developmental screenings at home visits, Home Visitors can help identify suspected developmental delays and refer to Early Intervention programs. The Resource and Referral Agency, IMACA, will be accessed to connect parents with daycare or preschool settings.

c. Describe the county's immigration resources and supports for CalWORKs child-only cases. Include any existing collaborations with immigrant-serving partners and describe the working relationship.

The County makes referrals to the National Immigration Law Center and the Consulate of Mexico for assistance and support

d. Will the county be offering material goods related to the health and safety of the child and family? If no, please specify why the county chose not to provide these resources. If yes, describe how the county will operationalize this component, including how the home visitor will distribute the goods and services. (Note: no more than \$500 of CalWORKs HVI funding can be used to support material goods for each family for the duration that the family receives home visiting services. This funding may be leveraged from other sources.)

Local resources outside of DSS will be leveraged to provide families with health and safety related items including Safe Kids Mono Partners, Mammoth Lakes Police Department, CA Highway Patrol, Mono County Public Health, and First 5 Mono. These agencies offer free items including car seats, kids' bike helmets, home safety items, CO/ fire detectors, and dental supplies. Home Visitors and DSS will assist families in contacting the appropriate agencies and securing the item. If a material good cannot be obtained through leveraged sources, HVI

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funding will be accessed within the \$500 limit. Items will be distributed by the providing agency, or by the home visitor bringing the item to a subsequent home visit. Also, hours that the parent volunteers to participate in the home visiting program may count towards their allowable activities under their Welfare-to-Work (WTW) plan as allowable.

Collaboration between the County Welfare Department and the Home Visiting Agency

- a. **Will county CalWORKs staff and home visitors be co-located? If yes, provide information about the co-location arrangement. If no, please describe why this is not feasible.**

The DSS CalWORKS staff and First 5 Home Visiting staff maintain separate offices as they are employees of different entities. However, the offices are a five-minute-walk apart and Home Visitors can easily meet with a family or caseworker in the DSS office upon request.

- b. **Describe how county staff and home visitors will coordinate case management of HVI participants.**

After DSS deems a family eligible for the HVI, and the family has signed a consent to release information, the CalWORKS caseworker and /or Program Supervisor will make a referral to First 5, via phone call, fax, form, or email to the Executive Director of First 5, indicating the client is a CalWORKS participant who is eligible for the CalWORKS HVI.

Upon enrollment of the family in the HVI, a Release of Information signed by the caretaker will be obtained by the Home Visitor and an initial visit will occur to establish a case management plan based upon the family's needs. Ongoing communication between the caseworker and Home Visitor will occur at monthly meetings, or as needed, by phone or in person at the CalWORKS office. Meetings discussion will include family progress or barriers, referrals made and accessed, family strengths, needs, or changes in situation, and other relevant information with the purpose of coordinating support of positive health, development, and well-being of the family.

If a family does not indicate interest in home visits within the first month after referral, the caseworker will be notified promptly by the Home Visitor. If a family is discontinued from CalWORKS, the caseworker will notify First 5 promptly. The family may continue First 5 home visits if desired and applicable outside of the requirements and funding of CalWORKS HVI.

- c. **Do the county and home visiting agency currently participate in a workgroup that include discussions related to continuous quality improvement (CQI) in home visiting? If yes, provide information about this workgroup. If no, please describe how the agencies will work together on CQI efforts.**

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Not at this time, but through regular reporting and review issues pertaining to CQI will be shared and as needed meetings will be scheduled to work towards improvement.

Data Collection and Security

- a. Describe the tools (E.g. developmental screenings, assessments, questionnaires, interviews) that will be utilized by the home visitor. Explain how these tools will be used to evaluate and track progress in educational, developmental, health, and other domains for the child(ren) and the adult(s).**

For every scheduled home visit, the PAT model provides handouts and activities to educate the caregiver on their child's development, as well as tools for the Home Visitor to record and track data about development.

Home Visitors administer the Ages and Stages Questionnaire, developmental and as indicated social-emotional, annually at a minimum to detect any delays in a child's development. A Home Visitor will then continue developmental activities with a family and/or make a referral to the appropriate agency for further assessment as indicated by the screening tool.

During each visit, Home Visitors screen parents for depression and will administer the Edinburgh Scale for Postnatal Depression to determine if a mental health referral should be made. Home Visitors also collect data on maternal and child dental health, newborn weight gain, and breastfeeding rates at every visit.

- b. Describe the information management systems that will be used to collect the data. How will the county manage scheduled reporting on data and deliverables, and ensure quality control?**

First 5 Mono currently uses a written file method and an online system to maintain Home Visiting data collected from the PAT report and evaluation forms. Upon receipt of a funding award and as part of the affiliate process with PAT, First 5 Mono will utilize the PAT affiliate data system. First 5 Mono will record and report any data as requested by DSS and CDSS using the PAT data system.

- c. Describe the key components and timeline to develop the data sharing arrangement between the county and home visiting agency. Include how the county and other participating agencies and organizations will protect the personal information of individuals and families collected or maintained, against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.**

Home Visitors will obtain a signed Release of Information from a HVI family before discussing cases with DSS caseworkers, and CalWORKs caseworkers will obtain a signed Release of Information from a HVI family before discussing cases with First 5 Home Visitors. Data will be otherwise reported to DSS without identifying information. Data sharing for the purposes of the HVI will be collected and reported in a timely manner to DSS. An MOU will be developed by December of 2018 between DSS and First 5 Mono to outline a description of the

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data to be reported; a description of the scope of work for data collectors and evaluators, and a description of the data sharing process including statutory data security, privacy and confidentiality requirements, and termination of agreements. The specific steps to ensure data is kept secure and confidential will be included in the MOU. In addition, all confidential data not returned when the use authorized ends will be destroyed in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media). All confidential data will be protected from unauthorized use and disclosure through the observance of the same or more effective means as that required by the State Administrative Manual Sections 5300-5399, Civil Code Section 1798 et seq., Welfare and Institutions Code Section 10850, and other applicable federal and/or State laws governing individual privacy rights and data security. Upon request, CDSS reserves the right to review, and then accept security and privacy procedures that are relevant to its data

Program Sustainability

- a. Describe the plan for sustainability of funding for home visiting services for CalWORKs participants.**

Currently, CalWORKS families can access home visiting, using First 5 and DSS CAPIT CBCAP funds, albeit at a decreased interval than the affiliate model requires. Should the HVI funding cease, the current level of services would still remain intact.

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5. ASSURANCES

The following section reflects statutory provisions of the HVI. The implementation of these provisions is a requirement for county participation in the HVI. Counties must assure the implementation of the provisions indicated below.

A. Case Management 11330.7. (a)

A primary component of the program described in this article shall be case management and evidence-based home visiting for the purpose of family support which shall commence upon the determination that an individual is eligible in accordance with paragraph (2) of subdivision (c) of Section 11330.6 and shall continue until the eligible individual completes the evidence-based home visiting program or terminates his or her own participation.

B. Home Visitation 11330.7. (b), (e)

Home visiting shall, but not be limited to, resources and referrals to all of the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; Developmental screening and assessments; (4) Parent education, parent and child interaction, child development and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment, as applicable. 11330.7 (e) Home visiting services and visits shall not be mandatory, random, or unannounced.

C. Home Visitor Qualifications 11330.7 (d)

Home visiting services shall only be those intended to achieve the goals established in subdivision (a) of Section 11330.6 and that are provided in the home of an assistance unit or at a location agreed upon by the parent or caretaker relative and the home visitor.

Home visiting services shall only be provided by a registered nurse, nurse practitioner, social worker, or other person able to provide culturally appropriate services who is trained and certified according to the requirements of this article, has completed a background check, and has completed training as specified in subdivision (g) for the purposes of implementing this article.

D. Training 11330.7. (g)(1) (i) (3)

All home visiting providers shall complete training in the following areas before providing services to a CalWORKs recipient: (A) CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) Cultural competency and implicit bias; and, (C) Strengths-based practices for working with families with unmet needs.

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Training must be administered by the county and include, but not be limited to, the demographics of the population served and the supports and services available for CalWORKs recipients.

A county that staffs its home visiting program solely with county staff is exempt from the training requirements of paragraph (1) to the extent the training would duplicate training already received.

E. High-Quality Early Learning 11330.7. (c)

Home visitors shall encourage participants to enroll their child in a high-quality, early learning setting, or participate in playgroups, or other child enrichment activities, as appropriate, and parent participation in this early learning setting shall count towards allowable activities under a welfare-to-work plan developed by the parent or caretaker relative under Section 11325.21.

F. County and Home Visiting Program Co-location 11330.7 (f)

Counties may give preferential treatment to contractors of home visiting programs that are able to co-locate home visitors and CalWORKs caseworkers in order to facilitate communication and coordination.

G. Data Collection 11330.8. (c)

The department shall collect and counties and participating home visitation organizations shall provide, as a condition of funding, data necessary to administer the program and also related to the outcomes of participants and children, including by race, ethnicity, national origin, primary and secondary language, and county. The data shall include program outcomes for the parents and children served in the program and these data components shall be developed in consultation with the stakeholder workgroup referenced in subdivision (a) and pursuant to subdivision (c). All state, county, and other participating organizations shall protect the personal information of individuals and families collected or maintained against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws.

H. Evaluation 11330.8 (d) (A-N)

Counties and home visiting agencies are required to collect data for the purpose of informing a longitudinal study and evaluation. The information must include but is not limited to:

(A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to American Academy of Pediatrics Bright Futures guidelines; (B) Rates of children receiving developmental screening and referrals for further assessment; (C) Rates of participation in early learning programs; (D) Service referrals by type; (E) Services accessed by type; (F) Number of home visits completed, including data on duration of families' enrollment in home visiting services; (G) Parental satisfaction with their gains in parenting skills and knowledge; (H) Food and housing stability; (I) Workforce training, employment and financial

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stability; (J) Participation in educational programs or English as a Second Language programs, or both, if applicable; (K) Access to immigration services and remedies; (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce; (M) Child welfare referrals and outcomes; and, (N) Additional descriptive and outcome indicators, as appropriate.

*Counties must fully participate in the data collection and evaluation components.

I. The County agrees to provide the following RFCP information prior to implementation:

A copy of the MOU or other formal agreement between the county and the home visiting program(s).

A copy of the MOU or other formal agreement if proposing a regional approach.

Evidence of home visitors' qualifications.

The county agrees to deliver A-I by signing below.

I, Kathryn Peterson, the undersigned, as a representative of County, approve and agree to the provisions as outlined in this RFCP.

Authorized Contact's Name & Title: Kathryn Peterson, Director, Mono County Social Services

Authorized Official Signature: _____ Date:

Provide additional signatures for each county participating if this a regional partnership plan and request for funding.

Authorized Contact's Name & Title:

Authorized Official Signature: _____ Date:

Authorized Contact's Name & Title:

Authorized Official Signature: _____ Date: