



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

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

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

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

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

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

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

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

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

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