

California Home Visiting Program
State General Fund (SGF) Evidence-Based Home Visiting (EBHV)
Scope of Work
July 1, 2023- June 30, 2024

		<p>enter the participant data into a secure and designated data system within seven working days of data collection</p> <p>3.1 (c) LHJ will adhere to all CHVP Policies and Procedures relating to compliant data</p> <p>3.1. (d) LHJ will provide and/or coordinate with data collection system owners to provide CHVP with monthly enrollment and other reports as needed</p>		
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Goal 3: Collect, enter, and report on all required participant data				
#	Objective	Activities	Responsible Party	Deliverables
3.1	Maintain clean and compliant data for all home visiting activities and participants per model and CHVP policy	<p>3.1 (a) Ensure accuracy and completeness of data input into designated data systems using data quality reports and monitoring</p> <p>3.1. (b.1) NFP LHJs will coordinate data system requirements with the NFP National Service Office</p> <p>3.1. (b.2) HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system</p> <p>3.1. (b.3) PAT LHJs will coordinate data system requirements with the PAT National Office for use of the Penelope data system LHJ will</p>	<p>SPHN, Program Manager, or Supervisor</p> <p>Home Visitors</p> <p>Data Clerk</p>	<p>Evidence of signed participant consent forms.</p> <p>Demonstrated compliance with data-related policies and program quality measures</p> <p>Evidence of data cleaning on a monthly and quarterly basis using the CHVP data cleaning schedule (HFA) or model supplied data reports (NFP and PAT)</p> <p>Evidence of data submission within seven working days of data collection</p> <p>Participate in regular technical assistance calls and site visits with CHVP staff</p> <p>Submission of quarterly staffing reports</p>

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Note: All reports and documentation are due via SharePoint unless otherwise directed by CHVP

Frequency	Monitoring Channels
Quarterly on January 15 th , April 15 th , July 15 th , and October 15 th	<ul style="list-style-type: none"> Staffing reports
Semi-annually on April 15 th and October 15 th	<ul style="list-style-type: none"> Priority Population Survey (NFP) CAB roster, minutes, and agendas Status Reports MOUs or informal agreements with community agencies and service providers
Annually on April 15 th or October 15 th	<ul style="list-style-type: none"> Outreach log Training logs and training plans Policies and Procedures Referral triage plan Confirmation of signed consent forms for all participants Confirmation of signed confidentiality agreements for all direct service staff
During Site Visit. Dates to be determined	<ul style="list-style-type: none"> Policies and procedures Participant consent forms
Upon Request	<ul style="list-style-type: none"> Model developer agreement, accreditation, and affiliation documentation CQI plans, data, and information

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This section is for LHJs that are using funding for planning activities in State Fiscal Year 2023-2024

Goal 4: Develop the infrastructure for a home visiting program				
#	Objective	Activities	Responsible Party	Deliverables
1.1	Begin or continue planning for implementation of HFA, NFP, or PAT	<p>1.1(a) LHJs in the 1st year of implementation will develop an Implementation Plan using the CHVP provided template, which may include and is not limited to the following:</p> <ul style="list-style-type: none"> Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs Apply for model affiliation, as applicable Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements 	SPHN, Program Manager, or Supervisor	<p>Submission of CHVP Implementation Plan within 60 days of agreement execution</p> <p>Submission of semi-annual status report</p> <p>Submission of quarterly staffing reports</p> <p>Participate in regular technical assistance calls with CHVP staff</p>