

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

		<p>Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ</p> <p>Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT</p> <p>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</p> <p>Develop a plan to recruit and enroll participants.</p> <p>Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model</p> <p>1.1(b) Begin or continue planning and/or expansion activities outlined in CHVP Implementation Plan</p>		
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This section is for LHJs that are using funding for Special Support Activities in State Fiscal Year 2023-2024

Goal 5: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.

Note: LHJs can spend up to 25% of the FY 2023/24 SGF EBHV allocation on Special Support Activities.

Special Support Activity Categories	Deliverables
<p>Hazard pay and other staff costs: Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> Number of staff (not FTE) receiving hazard pay/other staff costs Description of activities being performed for hazard pay/other staff cost Number of staff receiving technology
<p>Training: Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> Name of training Purpose/description of training Date of training Name of staff participating in training Number of staff participating in training All other activities related to staff training

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<p>Technology: Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> Hardware or software acquired Process used to identify and prioritize families Number of families receiving technology
<p>Emergency Supplies: Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> Process used to identify and prioritize families Type and amount of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed Number of families receiving emergency supplies
<p>Goal 5.2: Maintain clean and compliant data for special support activities per CHVP guidance.</p>	
<p>Major Functions, Tasks, and Activities</p>	<p>Deliverables</p>
<p>Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.</p> <p>Maintain appropriate records and documentation to support expenditures.</p>	<ul style="list-style-type: none"> Submission of data using CHVP templates and guidance Submission of records and documentation to support the charges using CHVP templates and guidance