

Maternal, Infant, Early Childhood Home Visiting (MIECHV) Program

Scope of Services (FY 2017)

Contractor	City of Hampton	
Contract Amount	\$ 372,923	
Contract Period	October 1, 2016 through September 30, 2017	
Scope of Service	Description	Deliverable
A. Service Delivery: Evidence-Based Home Visiting (EBHV) Model services	<ol style="list-style-type: none"> 1) Provide Parents As Teachers program services to 110 families in the City of Hampton in accordance with Model standards for program implementation <ol style="list-style-type: none"> a) Local programs are required to meet and maintain 85% to 100% caseload capacity when no exceptions exist. For those programs that have been on improvement plans to meet caseload capacity in FY2016-2017 and are not able to maintain capacity, the Virginia Department of Health (VDH) may withdraw funding from the local agency. The state MIECHV team will work with the program to provide technical assistance in order to meet HRSA caseload requirements. b) If, after implementing an improvement plan, the program cannot maintain 85% caseload capacity, then the local agency may be placed on probation and evaluated for continued funding. c) These are the only allowable reasons a Site may fall below the 85% threshold <ol style="list-style-type: none"> i) Vacant Home Visitor position(s) ii) Home Visitor on extended leave iii) New Home Visitor with <6 months- 1 year employment iv) Demonstrated high percentage (>75%) of families on caseload requiring and routinely receiving weekly visits 2) Inform VDH/MIECHV of changes in project staffing, significant issues impacting implementation on a monthly basis. 3) Maintain all required standards for Model affiliation. 4) Remain in good standing with the state model office; <ol style="list-style-type: none"> a) Actively engage in quality assurance and credentialing activities; b) Work cooperatively with technical assistance consultants. 5) Submit copies of program annual reports and/or model accreditation reports to VDH. 	<ol style="list-style-type: none"> 1) The Parents As Teachers program in City of Hampton will use MIECHV funds to serve 110 families, defined as the caseload capacity, or the number of families the program can serve at any given point in time based on the number of full time home visitor employees (FTE).

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B. Data/ Evaluation	<ol style="list-style-type: none">1) Implement the MIECHV approved client consent process for data sharing with Departments of Health and Social Services.2) The grantee is expected to work with VDH on an ongoing basis throughout the grant period to meet the federal grant requirements for defined performance measures for each benchmark area to support program accountability and future ongoing quality improvement.<ol style="list-style-type: none">a) Collect data required in the format required and document encounters in the Well Family System within 72 hours of the contact.b) Ensure all MIECHV staff receive training in the importance of data collection and reporting.c) Monitor data entry on MIECHV data forms and in the Well Family System on at least a monthly basis to assure accuracy and quality.3) Submit MIECHV monthly and quarterly reports to the VDH state office and EBHV Model consultants by established deadlines.4) Report required benchmark data on quarterly report<ul style="list-style-type: none">• unduplicated number of established MOA/MOUs during the reporting period• unduplicated number of local agencies with which the home visiting provider has a clear point of contact during the reporting period.5) Participate in national evaluation activities required for MIECHV funded projects. The MIHOPE project, led by the Administration for Children and Families in collaboration with the Health Resources and Services Administration, is the legislatively mandated national evaluation of the Home Visiting program. This evaluation will provide information about the effectiveness of the MIECHV program in improving outcomes for children and families.	
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C. Continuous Quality Improvement (CQI)	<ol style="list-style-type: none"> 1) Participate in MIECHV CQI activities which could include: <ol style="list-style-type: none"> a) Completing a readiness assessment. b) Training opportunities. c) Other coordinated projects such as a learning collaborative, coaching, and technical assistance. 2) Document CQI activities on the MIECHV PDSA Worksheet monthly. 	
D. Collaboration	<ol style="list-style-type: none"> 1) Participate on a local or regional early childhood system coalition such as Smart Beginnings. 2) Establish memorandum of agreement/memorandum of understanding with referral partners and other service providers. 3) Collaborate with other early childhood home visiting programs in your community, if applicable, to assure quality services to families in need. 	
E. Participation in Training and Technical Assistance	<ol style="list-style-type: none"> 1) Assure that staff have received appropriate training in order to utilize the MIECHV required tools: <ol style="list-style-type: none"> a) Maternal Depression Screening (Edinburgh or PHQ-9) b) Intimate Partner Violence Relationship Assessment Tool (RAT) for female caregivers and Hurt-Insult-Threaten-Scream (HITS) for male caregivers. c) Ages and Stages Questionnaire (ASQ-3 and ASQ-SE) d) Parenting Interactions with Children Checklist of Observations Linked to Outcomes (PICCOLO) or Keys to Interactive Parenting Scale (KIPS) e) MIECHV Well Family System data collection forms f) Well Family System data entry 2) Core trainings through the Home Visiting Model Office 3) Core trainings through the Early Impact Virginia (EIV) (http://www.homevisitingva.com), Parents As Teachers local implementing agencies are exempt from these HVC trainings: <ol style="list-style-type: none"> a. Home Visiting 101, 102 and 103 b. Conducting Effective Home Visits c. Child Development 0-3 and 3-6 <p>See attachment for EIV required trainings and timeline for completion.</p> 4) Participate in technical assistance meetings at the local and state level. 5) Work with the Parents as Teachers Virginia State Office to request technical assistance to maintain fidelity to the evidence-based home visiting model including establishment of referral systems, staff retention, and family recruitment, enrollment and engagement. 	1) Maintain staff training transcripts

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<p>F. Financial requirements</p>	<ol style="list-style-type: none"> 1) Time and effort of staff (time sheets) must be documented and stored at local agency to support reimbursement for salaries and benefits. 2) Submit Monthly Invoices for reimbursement. Mileage reimbursement may not exceed the Internal Revenue Service rate. 3) Submit budget revision requests for any line items expenses projected to exceed 10 percent of approved budget. 4) Funds provided to the contracting agency receiving funds from the MIECHV grant shall supplement, and not supplant, funds from other sources for early childhood home visitation program or initiatives. 5) All revenue generated through MIECHV funded positions must be reported on quarterly reports and must be used to expand services to families or clearly deducted from monthly invoices for reimbursement. 6) Demonstrate efforts towards establishing protocols and program capacity to contract with Managed Care Organizations to develop the process for reimbursement to sustain these services beyond the funding period and request technical assistance on sustainability, if necessary. 	
<p>G. Subcontracts</p>	<ol style="list-style-type: none"> 1) If any component of your MIECHV contract is performed by a sub-contractor or via an agreement such as an MOU or MOA that involves financial exchange: <ol style="list-style-type: none"> a) The MIECHV funded agency must submit the sub-contract or MOU/MOA to VDH for review prior to authorized officials signing the contract. b) The sub-contractor and/or MOU/MOA partner must: <ol style="list-style-type: none"> i) Adhere to all MIECHV regulations and requirements ii) Account for employees' time and effort iii) Submit invoices iv) Ensure that MIECHV funding is not supplanting previously existing sources of funding. 	<ol style="list-style-type: none"> 1) Copy of the sub-contract or MOA 2) (Upon request) Produce time and effort sheets, invoices and evidence that the sub-contractor was not supplanting funds.

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Early Impact Virginia Required Trainings:

Tier One – Hire to 3 months

- 01. Home Visiting 101: Importance of Home Visiting (Online)
- 02. Home Visiting 102: Home Visitor Skills and Strategies (Online)
- 03. Home Visiting 103: Professional Practice (Online)
- 04.a Confidentiality for the Home Visitor: Your Client's Right and Your Responsibility Part 1 (Online)
- 04.b Confidentiality for the Home Visitor: Your Client's Right and Your Responsibility Part 2 (Online)
- 04.c Confidentiality for the Home Visitor: Your Client's Right and Your Responsibility Part 3 (Online)
- 05.a Child Development: Secrets of Baby Behavior (Online)
- 05.b Child Development: Child Development Birth to 3 -To be updated 2017- (Online)
- 05.c Child Development: Child Development 3 to 5 (Online)
- 05.d Child Development: Ages and Stages Questionnaire and ASQ-SE2 Training (supervisor-led) (Classroom)
- 06. Bright Futures Concepts and Working with the Medical Home (Online)
- 07. Child Abuse and Neglect: Risks, Recognition and Reporting (Online)
- 08. Personal Safety for Home Visitors (Online)

Tier Two – 3 months to 6 months

- 09. Three-Step Counseling Strategy (Online)
- 10. Reproductive Health (Online)
- 11. Prenatal Basics for Home Visitors (Online)
- 12. Cultural and Linguistic Competence: Essential for Providers of Parent Support (Online)
- 13. Abusive Head Trauma (Shaken Baby Syndrome): Prevention and Education Techniques for Home Visitors (Online)
- 14. Working with Pregnant and Parenting Adolescents (Classroom)
- 15. Engaging Fathers in their Children's Lives (Online)
- 16. Substance Use: Risks and Effects in Pregnancy and Early Childhood Development (Online)
- 17. Why Screen Women for Substance Use, Intimate Partner Violence, Mental Health and Perinatal Depression? (Online)

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Tier Three – 6 months to 9 months

- 18.a Breastfeeding: Helping Mothers Choose Breastfeeding (Online)
- 18.b Breastfeeding: Helping Mothers Initiate Breastfeeding (Online)
- 18.c Breastfeeding: Helping Mothers Continue Breastfeeding (Online)
- 19. Social Emotional Development of Young Children (Online)
- 20. Nutrition – Part 1: Nutrition Basics (Online)
- 21. Motivational Interviewing for the Home Visitor (Classroom)
- 22. Promoting Healthy Homes for Home Visitors (Online)

Tier Four – 9 months to 12 months

- 23. Adult Mental Health – A Critical Component in Early Childhood Development (Classroom)
- 24. SBIRT for Risky Health Behaviors (Screening, Brief Intervention and Referral to Treatment) (Classroom)

Tier Five – 12 months to 15 months

- 25. Building Parent Strengths: Applying Trauma-Informed Skills and Reflective Practices in Home Visiting Work (Classroom)
- 26. Healthy Moms, Happy Babies: Creating Futures without Violence (Classroom)
- 27. Project Connect Supplemental Modules (Online)

Supervisor Courses

- 28. Reflective Supervision (Classroom)