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EDMUND G. BROWN JR.  
Governor

DATE: April 24, 2017

TO: CALIFORNIA HOME VISITING PROGRAM (CHVP) DIRECTORS, COORDINATORS, AND DESIGNEES; MATERNAL, CHILD, AND ADOLESCENT HEALTH (MCAH) DIRECTORS, COORDINATORS; NURSE FAMILY PARTNERSHIP (NFP) NURSE SUPERVISORS; HEALTHY FAMILIES AMERICAN (HFA) PROGRAM MANAGERS, SUPERVISORS, AND DESIGNEES; CHVP NFP/HFA HOME VISITORS

SUBJECT: REVISIONS FOR EXISTING CHVP POLICIES AND PROCEDURES  
POLICY ALERT LETTER #2016/17-03

### Purpose

The purpose of this letter is to notify CHVP constituents of revisions to existing CHVP policies pertaining to home visiting efforts.

### Background

Existing policies pertaining to Staffing, Outreach and Media, Creative Outreach, Required Screening and Assessment Tools, and Data Collection and Standardization have all been revised in order to align with the Health Resources and Services Administration's (HRSA) updated data collection requirements effective October 1, 2016 and/or NFP model elements. These policies have been revised utilizing the professional input of subject matter experts and local agencies.

### Action

Please refer to the table enclosure for a summary of newly authored and revised policies which includes the policy number, policy title, and brief highlights. Policies are located on the CHVP website at

<http://www.cdph.ca.gov/programs/mcah/Pages/CHVPPoliciesandProcedures.aspx>

For questions or concerns regarding these policies, please contact your respective CHVP Program Consultant or the Chief of the Program Quality Section, Karen Shevlin, [Karen.shevlin@cdph.ca.gov](mailto:Karen.shevlin@cdph.ca.gov)



Sincerely,

Karen Shevlin, M.S., R.D.  
Acting Chief, California Home Visiting Program  
Maternal and Infant Health Branch  
Maternal, Child and Adolescent Health Division  
California Department of Public Health

Enclosure

cc: Nichole Sturmfels  
Chief, Data, Benchmarks & Evaluation Section  
California Home Visiting Program

<b>Revised Policies</b>		
<b>Policy Number</b>	<b>Policy Title</b>	<b>Description of Revisions</b>
100-50	Creative Outreach to Enrolled Participants	<ul style="list-style-type: none"> <li>• Updated language in Procedure Section II. notes that HFA must also document creative outreach.</li> <li>• Procedure Section III. notes details for dismissal from CHVP after a participant is placed on creative outreach.</li> <li>• Guidelines Section II. updated with re-engagement best practices.</li> </ul>
200-10	Approval Process for Outreach Materials	<ul style="list-style-type: none"> <li>• Updated procedure and language in Sections I and II to reflect that sites should contact their Program Consultant to obtain the CDPH logo and to submit newly developed outreach materials for approval.</li> </ul>
200-20	Social Media	<ul style="list-style-type: none"> <li>• Updated to no longer restrict sites from referencing CHVP on social.</li> </ul>
200-30	Media Inquiries	<ul style="list-style-type: none"> <li>• Updated to no longer restrict sites from working with their local media and county Public Information Officers, and to inform Program Consultant of contact or inquiries as soon thereafter as possible.</li> <li>• Updated to include recommendation to share state resources with media, when appropriate.</li> <li>• Procedures: Language updated to reflect changes to policy.</li> </ul>
300-10	Staffing Requirements	<ul style="list-style-type: none"> <li>• Section I. bullet A. included the term designee.</li> <li>• Section II. bullet A. 2 NFP Nurse Supervisor responsibilities note weekly one-to-one reflection practice.</li> <li>• Section II bullet A. Staffing ratio.</li> <li>• Section II bullet B. Minimum qualifications around public health nurse certificate.</li> <li>• Section III highlights that a need for other staff or support staff must be approved by CHVP.</li> <li>• Section III bullet C. 1. a. included reference to HFA BPS 2-2A.</li> </ul>
400-10	Required Screening and Assessment Tools	<ul style="list-style-type: none"> <li>• Updated language in Policy section.</li> <li>• New summary table with reference to assessment tools required for both HFA and NFP.</li> <li>• Updated reference list.</li> </ul>
600-10	Data Collection and Standardization	<ul style="list-style-type: none"> <li>• Policy section expounded to detail both HFA and NFP requirements.</li> <li>• Removal of any reference to 'Supplemental forms'.</li> <li>• Reference list updated.</li> <li>• Link to new CHVP Benchmark plan update.</li> </ul>