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California Department of Public Health



EDMUND G. BROWN JR.
Governor

DATE: May 30, 2017

TO: Maternal, Child and Adolescent Health (MCAH), California Home Visiting Program (CHVP) Directors and Coordinators, Nurse-Family Partnership (NFP) Nurse Supervisors, and Healthy Families America (HFA) Program Managers and Supervisors

SUBJECT: PERFORMANCE IMPROVEMENT PLAN (PIP) GUIDANCE
POLICY ALERT LETTER #2016-17-04

Purpose

The purpose of this letter is to highlight updates made to the expectations of the CHVP Performance Improvement Plan (PIP) which will be utilized as a key component to monitor active caseloads, ensure CHVP home visiting effectiveness and continued funding levels.

Action

All sites are required to meet the Goal below in order to demonstrate a stable home visiting program. As delineated in the CHVP SOW and CHVP contract, it is the expectation of the CHVP that all sites maintain a minimum caseload average of 85% of MIECHV funded cases.

CHVP Action

If a site falls below an 85% average at any point between July 1, 2017 to April 30, 2018, a site will be placed on a PIP and shall work with their respective Program Consultant (PC) to address performance.

Goal

Beginning July 1, 2017 to April 30, 2018, it is expected that each CHVP site maintain an average caseload of 85% during the above mentioned 10-month period. The PIP will remain in place until caseload average reaches 85%.

Our commitment is to help sites anticipate periods of staff and participant attrition. As always, CHVP appreciates your diligence and hard work.

Sincerely,



Karen Shevlin, MS, RD
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, MPH, CPH
Chief, Data, Benchmarks & Evaluation Section
California Home Visiting Program