

April 19, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

This letter outlines the application process for counties interested in applying for funding to begin a new or continue an existing evidence-based home visiting program funded by the CalWORKs Home Visiting Program (HVP).



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

April 19, 2022

## ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CALWORKS) HOME VISITING PROGRAM (HVP)  
REQUEST FOR COUNTY PLAN (RFCP) JULY 2022 – JUNE 2024

The California Department of Social Services (CDSS) is seeking proposals from counties interested in implementing a new evidence-based home visiting program or expanding an existing evidence-based home visiting program funded by the California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Program (HVP).

### **PROGRAM OVERVIEW**

#### **BACKGROUND**

Established by [Welfare and Institutions Code \(W&IC\) sections 11330.6-11330.9](#), CalWORKs HVP is a voluntary program supervised by the CDSS and administered by participating California counties.

For previously released guidance on the county application process and sample Request for County Plan (RFCP) see [All County Welfare Directors Letter \(ACWDL\) dated July 31, 2018](#) and [ACWDL dated March 25, 2020](#).

#### **PURPOSE**

The purpose of CalWORKs HVP is to support positive health, development, and well-being outcomes for pregnant and parenting individuals, families, and infants born into poverty. By helping families achieve stability while participating in the HVP, the

program strives to lay the foundation for other long-term goals, such as future educational opportunities, economic progress, and greater financial opportunities. This two-generational, whole family approach to service delivery will improve family engagement practices, support healthy development of young children living in poverty, and prepare parents for robust engagement in Welfare-to-Work activities and employment.

#### **HVP PARTICIPANT ELIGIBILITY**

To be eligible for home visiting services per [W&IC section 11330.6\(c\)\(2\)](#), a voluntary participant shall meet both of the following criteria:

The individual is:

- (I) The individual is either pregnant, or the parent or caretaker relative of a child less than 24 months of age at the time the individual enrolls in the program; and
- (II)
  - (i) A member of the CalWORKs assistance unit; or
  - (ii) The parent or caretaker relative of a child-only case; or
  - (iii) A pregnant individual who has applied for CalWORKs aid within 60 calendar days prior to reaching the second trimester of pregnancy and would be eligible for CalWORKs aid other than not having reached the second trimester of pregnancy (*Note: this criteria will be obsolete once the expansion of CalWORKs eligibility for Pregnant Persons Only (PPO) applicants is in effect. Please see [All County Letter \(ACL\) 21-140](#) for more information.*); or
  - (iv) An individual who is apparently eligible for CalWORKs aid.

A County Welfare Department (CWD) may serve additional CalWORKs individuals in populations not described in (I) above with CDSS approval.

#### **COUNTY PARTICIPATION**

The CDSS will accept one application per county from the CWD. The CWD shall sign the application and agree to serve as the fiscal lead. CWDs and their home visiting partner(s) may work collaboratively to complete the application. The application shall include information about the proposed/selected county partner(s) and describe how the partnership will allow for the greatest capacity to meet the requirements of the program and deliver services effectively and efficiently. Additionally, a Memorandum of Understanding (MOU) between the participating CWD and home visiting agencies shall be submitted with the application. Draft MOU agreements will be accepted; however,

any CWD applying to participate in the CalWORKs HVP for the first time shall submit an executed MOU to CDSS before services may begin. The MOU agreement shall include, but not be limited to, each agencies' specific roles and responsibilities, data sharing and reporting, distribution and collection of client consent forms, claiming of funds, enrollment and outreach policies, and communication expectations. The CWD shall agree to participate and collaborate with all partner(s) within the MOU.

Participating counties shall select an approved home visiting model(s) for the delivery of CalWORKs HVP services. CWDs that choose to participate in the program shall ensure the home visiting model(s) used meet the minimum requirements established by the CDSS included in the RFCP. All submitted county plans will be assessed by the CDSS staff to determine that they are complete and meet all of the outlined criteria.

### **FUNDING**

This cycle of funding will be allocated for July 1, 2022 through June 30, 2023. The application cycle will operate 2 years, from July 1, 2022 through June 30, 2024. Funding is subject to an appropriation in the annual Budget Act.

The Fiscal Year 2022-2023 Governor's Budget for CalWORKs HVP is \$93.7 million but is subject to change pending approval of the Budget Act of 2022. The initial planning allocation will be shared via email and will include the minimum allocation amount each county would receive, assuming statewide implementation of the program. Following submission of the RFCPs, funds that had been set aside for counties who will not be participating in the HVP program will be redistributed among participating counties. After redistribution and budget appropriations, final allocations will be issued in a County Fiscal Letter.

The services offered via the HVP are not entitlement services and participating CWDs may limit the number of families participating in the program to ensure that the costs do not exceed the amount of funds awarded to the county for this purpose. Funding awarded for the purpose of home visiting services shall not supplant expenditures from any other existing funding sources subject to county control for home visiting services. HVP funds may be used in combination with funding from other sources if the entirety of services provided meet the award requirements of the program.

### **DATA COLLECTION AND PROGRAM EVALUATION**

As a condition of funding, participating CWDs shall collect and provide CDSS with data necessary to administer the program and demonstrate the outcomes of participants and children by race, ethnicity, national origin, primary and secondary language, and county. The data collection shall include program outcomes for the parents and children served

in the program, models utilized, and measures specific to CalWORKs objectives. Please see the RFCP for more details on the data that CWDs shall provide.

CWDs shall develop a data sharing agreement with the home visiting agency that reflects both the aggregate and individual-level data specified in the RFCP and provide a copy of the agreement(s) to CDSS. A sample data sharing agreement is included in this ACWDL (Attachment B).

### **SUBMISSION INFORMATION**

All RFCPs shall be submitted to the CDSS Program Innovation & Evaluation Bureau by 5:00 p.m. on June 6, 2022. RFCPs received after the deadline will not be reviewed or considered for funding.

Please e-mail completed applications  
(Subject line: **CalWORKs HVP Request for County Plan 2022-2024**) to:  
[CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov)

If you have any questions about this RFCP, you may contact the Program Innovation & Evaluation Bureau at (916) 654-5837 or email [CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov).

### **Attachments**

Attachment A: Request for County Plan (RFCP)

Attachment B: Sample Memorandum of Understanding/Data Sharing Agreement

**CalWORKs HVP Request for County Plan – Attachment A**

**CalWORKs Home Visiting Program (HVP) Request for County Plan (RFCP)**

**Attachment A**

**July 2022 - June 2024**

**Date Issued:** April 2022

**County Plan Due:** June 6, 2022

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## **PART I: OVERVIEW**

### **1. Introduction**

The California Department of Social Services (CDSS) is requesting county plans/applications for the Fiscal Year (FY) 2022-2024, implementation cycle three, of the California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Program (HVP).

#### **a) Background**

The CalWORKs HVP is a voluntary program supervised by the CDSS and administered by participating California County Welfare Departments (CWDs) established by [Welfare and Institutions Code \(W&IC\) sections 11330.6-11330.9](#).

#### **b) Purpose**

The purpose of the CalWORKs HVP is to support positive health, development and well-being outcomes for pregnant and parenting individuals, families, and infants born into poverty. By helping families achieve stability while participating in the HVP, the program hopes to lay the foundation for other long-term goals such as future educational opportunities, economic progress, and greater financial opportunities. This two-generational, whole family approach to service delivery will improve family engagement practices, support healthy development of young children living in poverty, and prepare parents for robust engagement in Welfare-to-Work activities and employment.

#### **c) HVP Participant Eligibility**

To be eligible for home visiting services per [W&IC section 11330.6\(c\)\(2\)](#), a voluntary participant must meet criteria (I) and one description under criteria (II):

- (I) The individual is pregnant, or the individual is a parent or caretaker relative of a child less than 24 months of age at the time the individual enrolls in the program; and
- (II) The individual is:
  - (i) A member of the CalWORKs assistance unit; or
  - (ii) The parent or caretaker relative of a child-only case; or
  - (iii) A pregnant individual who has applied for CalWORKs aid within 60 calendar days prior to reaching the second trimester of pregnancy and would be eligible for CalWORKs aid other than not having reached the second trimester of pregnancy (*Note: this criteria will be obsolete once the expansion of CalWORKs eligibility for Pregnant Persons Only (PPO) applicants is in effect. Please see [All County Letter \(ACL\) 21-140](#) for more information.*); or
  - (iv) An individual who is apparently eligible for CalWORKs aid.



A CWD may serve additional CalWORKs individuals not described above in (I) with CDSS approval.

A CWD and its selected home visiting model may also incorporate participation of the noncustodial parent of a child who is a member of a CalWORKs assistance unit into home visiting services. Noncustodial parent participation is subject to the mutual agreement of the custodial and noncustodial parents.

Participation in the HVP is optional for CalWORKs clients. Participation does not affect a family's application for aid or eligibility for any other CalWORKs benefits, supports or services such as welfare-to-work exemptions.

d) Funding Award

Funding is subject to an appropriation in the annual Budget Act. CWDs may limit the number of families participating in the program to ensure that costs do not exceed the amount of funds awarded to them, as HVP services are not entitlement services.

## **2. County Participation**

The CDSS will accept one application per county from the CWD. The CWD shall sign the application and agree to serve as the fiscal lead. CWDs and their home visiting partner(s) may work collaboratively to complete the application. The application must include the proposed/selected county partner(s) with the capacity to meet the requirements of the program and deliver services effectively and efficiently. A Memorandum of Understanding (MOU) between the participating CWD and home visiting agencies shall be submitted with the application. Draft MOU agreements are accepted; however, any CWD applying to participate in the CalWORKs HVP for the first time must submit an executed MOU to the CDSS before services may begin. The MOU agreement shall include, but not be limited to, each agencies' specific roles and responsibilities, data sharing and reporting, claiming funds, enrollment and outreach policies, and communication expectations.

a) Partnerships for CWDs with limited resources

CWDs may choose to partner with other CWDs to deliver home visiting services regionally. An MOU between the CWDs, and an outline of specific roles and responsibilities in the implementation of the HVP shall be submitted to the CDSS with the county plan.

## **3. Requirements for Home Visiting Models**

Participating CWDs shall select an approved, evidence-based home visiting model(s) for the delivery of HVP services. The home visiting model(s) must have demonstrated evidence of effectiveness according to United States Department of Health and Human Services (HHS) criteria (see Home Visiting Evidence of Effectiveness ([HomVEE](#))). For evidence-based home visiting models meeting the HHS criteria that are not identified in the most recent HomVEE review, e.g. local models, CWDs must also submit a copy of the model's evaluation of efficacy to the CDSS with their application.

Participating CWDs must ensure the home visiting model(s) used meets the minimum requirements established by the CDSS. All submitted county plans will be assessed by the CDSS staff to determine that they are complete and meet the criteria outlined.

The CDSS will give priority to CWDs and their home visiting providers that are utilizing [HomVEE](#) approved home visiting models, except in cases where programs have already received CDSS approval in prior application cycles to use local models. However, CWDs with prior approval must confirm they are utilizing the model previously approved by CDSS and remain in good standing with the model certification/accreditation.

Funding eligibility and approval of the county plan are contingent upon a CWD's and the home visiting partners' ability to both implement the mandatory criteria and demonstrate the capacity to integrate additional criteria in the delivery of home visiting services. The CDSS will utilize the scoring criteria as referenced below.

a) Mandatory Criteria

Criteria	Description
<b>Home Visiting Model</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting model is identified by <a href="#">HomVEE</a> to meet the HHS criteria for evidence-based home visiting programs or the home visiting model is an evidence-based model with an evaluation included with the RFCP. <i>Please note, home visiting models without an evaluation will not be considered for funding.</i>
<b>Capacity</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting model demonstrates capacity to serve the linguistic and cultural needs of the target population.
<b>Ability to Serve Target Populations</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting model demonstrates a plan to offer and continue to provide home visiting services to the target population.
<b>Home Visitor Qualifications</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Home visitors are registered nurses, nurse practitioners, social workers, or other persons able to provide culturally and linguistically appropriate services who are trained and have completed a background check ( <a href="#">W&amp;IC</a> section 11330.7(d)).

Criteria	Description
<b>Training</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Home visitors shall complete all required trainings below, prior to serving CalWORKs HVP clients (<a href="#">W&amp;IC section 11330.7(g)</a>).</p> <ol style="list-style-type: none"> <li>1. CalWORKs, Medi-Cal, CalFresh, California Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which the parent may be eligible and troubleshoot problems with benefits or eligibility that would impact the parent's access to services.</li> <li>2. Cultural competency and implicit bias.</li> <li>3. Strength-based practices for working with families with unmet needs.</li> </ol> <p>The CWD in conjunction with their home visiting partner(s) has a plan developed/identified to ensure that these trainings listed above are effective and are on-going whenever possible.</p>
<b>Duration</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The home visiting model includes the provision of home visiting services for 24 months or until the child's second birthday, whichever is later.</p>
<b>Home Visiting Outcome Domains</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The home visiting model includes collaboration with other service providers to leverage and expand resources and referrals relating to all of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prenatal, infant, and toddler care;</li> <li><input type="checkbox"/> Infant and child nutrition;</li> <li><input type="checkbox"/> Developmental screening and assessments;</li> <li><input type="checkbox"/> Parent education, parent and child interaction, child development, and childcare;</li> <li><input type="checkbox"/> Job readiness and barrier removal; and,</li> <li><input type="checkbox"/> Domestic violence and sexual assault, mental health, and substance abuse treatment.</li> </ul>
<b>Case Management</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The home visiting agency and the CWD have, or plan to establish, a collaborative case management plan.</p>
<b>Screening and Assessment Tools</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The home visiting agency uses standardized data collection tools (e.g. screenings, assessments, questionnaires, interviews), and procedures to evaluate the status and track progress in educational, developmental, health, mental health, and other domains for the child and the adult.</p>

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<b>Model Fidelity</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting agency has the appropriate supervision and infrastructure to maintain fidelity to its chosen model.
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<b>Data Collection</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	The home visiting agency has policies, procedures, and systems in place to collect data for program evaluation and continuous quality improvement (CQI) purposes. The home visiting agency and CWD have a system that will collect the specific outcome data mandated by <a href="#">W&amp;IC section 11330.8(d)</a> .
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The CWD and their home visiting partner(s) have policies and procedures in place for evaluating local data and submitting the monthly status report ([HVP-19](#)), and sharing client-level and aggregate data with the CDSS's data systems.

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**If you answered "NO" to any of the above mandated requirements, please DO NOT complete the RFCP. All the mandatory criteria listed above are required.**

b) Additional Criteria

County plans will also be scored and evaluated on the following criteria:

<b>Criteria</b>	<b>Description</b>
<b>Experience</b>	The home visiting agency has a minimum of three years of experience serving CalWORKs clients or CalWORKs-eligible clients.
<b>Outreach</b>	Home visiting recruitment and outreach strategies are established and evaluated on an annual basis.
<b>Frequency</b>	The home visiting agency has a demonstrated capacity to provide services to the same participant at least monthly and multiple times per month as needed in alignment with model fidelity.
<b>Attrition</b>	The home visiting agency has a plan to monitor the attrition rates with a goal to minimize attrition.
<b>Early Learning Setting</b>	Established procedures describing how the home visitors will encourage CalWORKs participants to engage in high-quality early learning settings.  Parents shall have an opportunity to select from high-quality early learning settings that may provide developmental screenings and assessments, and offer a core curriculum that is developmentally, culturally, and linguistically appropriate. If a parent volunteers in the early learning setting, these hours shall count towards their allowable activities under their Welfare-to-Work (WTW) plan per W&IC Section 11330.7 (c). Children enrolled in an early learning setting through the HVP may remain enrolled for 24-months regardless of the parent's participation in activities.
<b>Resources for Immigrants</b>	The home visiting agency has established and consistently updates a list of resources to ensure home visitors connect eligible families with immigration and other culturally appropriate services and resources.
<b>Material Goods</b>	The home visiting agency has an established procedure to allocate funds for health and safety related items.
<b>Co-location</b>	The home visiting agency co-locates with a CWD or provides a feasible reason as to why they are unable to co-locate.
<b>Collaboration</b>	All partners are involved and participate in a local multi-disciplinary group that focuses on home visiting. The workgroup will share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that arise locally.
<b>Sustainability</b>	The home visiting agency has a strategic plan for sustainability of funding for home visiting services to the CalWORKs populations. (E.g. funding from local sources, leveraging federal or other resources).

#### **4. Allowance for Multiple Home Visiting Models**

CWDs have the flexibility to use multiple evidence-based home visiting models. If CWDs choose to use more than one home visiting model, an MOU or other formal agreement between the CWD and each home visiting agency shall be submitted to CDSS prior to implementation. All the home visiting models chosen must be approved by the CDSS and meet the minimum requirements for the CalWORKs HVP.

#### **5. Stakeholder Collaboration Workgroups and Meetings**

CDSS will convene CWDs with participating home visiting partners at a minimum of twice annually to share challenges, lessons learned, and best practices. [W&IC section 11330.8\(b\)](#). These meetings will be open to all stakeholders described in [W&IC Section 11330.8\(a\)](#).

CDSS shall consult with a workgroup of CWDs and other stakeholders to provide CQI and technical assistance to CalWORKs HVP CWDs. The CQI workgroup shall biennially review, analyze and interpret data collected to inform HVP practices, policies and technical assistance efforts per [W&IC section 11330.8\(a\)](#).

#### **6. Modifying Application Information**

A CWD may request to add to or change the evidence-based home visiting model(s) included in their county plan by re-submitting their RFCP with the updated information. Adding or changing a home visiting model requires CDSS approval prior to implementation.

At any time, a CWD may also request to change or expand the population they plan to serve, which may be the result of further planning and coordination efforts to reach the target population. The updated information must be sent in writing, on CWD letterhead, to the CalWORKs HVP email address: [CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov).

#### **7. Data Collection and Continuous Program Evaluation**

CWDs shall be compliant with the most recently released guidance on data reporting.

##### Aggregate Data Collection

CDSS will collect the following types of data from CWDs in the monthly aggregate status report (HVP-19):

- Home Visiting Program Models: Summarizes the total number of cases enrolled by model type.
- Home Visiting Program Caseload: Summarizes the caseload, which includes parents or caretakers and children receiving home visiting services.
- Home Visiting Program Referrals and Services: Summarizes referrals made to various services and services received as a result of the referrals.

Applicants can find more information regarding the HVP-19 monthly aggregate status report in [All County Letter \(ACL\) NO. 19-82](#). This letter also includes the form and instructions for completing the form.

## Program/Client Data

CDSS will work with CWDs and other stakeholders, including independent research-based institutions, to establish outcome and process measures to evaluate the impact and effectiveness of the CalWORKs HVP. As a condition of funding, participating CWDs and their home visiting partners shall collect and provide to CDSS client data necessary to administer the program and related to the outcomes of participants and children ([W&IC section 11330.8\(c\)](#)). CDSS may request additional data, including client-level data, for the purposes of evaluating the program and doing continuous quality improvement.

Outcome measures related to the following areas will be used to assess improvements in client outcomes as a result of home visiting participation ([W&IC section 11330.8\(d\)](#)):

- (A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.
- (B) Rates of children receiving developmental screening and referrals for further assessment.
- (C) Rates of participation in early learning programs.
- (D) Service referrals by type.
- (E) Services accessed by type.
- (F) Number of home visits completed, including data on duration of families' enrollment in home visiting services.
- (G) Parental satisfaction with their gains in parenting skills and knowledge.
- (H) Food and housing stability.
- (I) Workforce training, employment, and financial stability.
- (J) Participation in educational programs or English as a Second Language programs, or both, as applicable.
- (K) Access to immigration services and remedies.
- (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.
- (M) Child welfare referrals and outcomes.
- (N) Additional descriptive and outcome indicators, as appropriate.

It is the responsibility of the CWDs to coordinate with all parties administering home visiting in their jurisdictions, including affiliate and partner agencies, to ensure that CDSS and their evaluation team receives the necessary individual level data to conduct an efficient and effective continuous evaluation of the CalWORKs HVP.

## **PART II: REQUEST FOR COUNTY PLAN INFORMATION AND IMPORTANT DATES**

### **1. RFCP Submission Instructions**

CWDs must submit a completed county plan that complies with the requirements established in this RFCP along with all the requested documents to [CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov) no later than **June 6, 2022**.

Include in the subject line: **CalWORKs HVP Request for County Plan (FY 2022-2024)**

### **2. Application Technical Assistance**

The CDSS will provide intensive individual technical assistance to any CWD that requests assistance with the application. A CWD can request a conference call through the CalWORKs HVP email address ([CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov)). During this conference call, the CDSS can either provide a high-level overview of the entire application, or answer specific questions posed by the applicant.

### **3. RFCP and Data Reporting Timeline**

<b>ACTIVITY</b>	<b>DATE<sup>1</sup></b>
RFCP Release Date	April 2022
RFCP Due Date	June 6, 2022
Tentative Award Notification for Participating CWDs	June 30, 2022
HVP-19 Aggregate Monthly Data Reports	5th calendar day of the second month following the report month
Other Data Collection	TBD

### **4. RFCP Technical Assistance**

During the application process, CWDs can fill out the county conference call tool (on the CDSS HVP webpage). This tool allows CWDs to submit specific questions based on a subject area, which they can then send through the HVP email address. The CDSS will then setup a phone call with the CWD representatives to discuss the questions posed. The conference call tool can be found by clicking on the following link: [Conference Call](#) Request Document. Additionally, CWDs can directly send any questions they have regarding the application to the CalWORKs HVP email [CalWORKsHVP@dss.ca.gov](mailto:CalWORKsHVP@dss.ca.gov).

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<sup>1</sup> All dates are subject to change at the discretion of the CDSS.



## 5. Home Visiting Model Selection

CWDs are expected to plan for and select a home visiting model(s) that would best meet the needs of eligible individuals and families and align to local capacity and resources.

- a) Population mapping and community resource mapping are important factors in helping choose which home visiting model(s) will best serve the CWD's vulnerable populations.
- b) CWDs are also encouraged to explore the dosage and duration requirements for all evidence-based home visiting models prior to home visiting model selection. In order to maintain fidelity to the home visiting model, CWDs may need to blend/braid other funding sources in order to ensure that clients receive services consistent with the home visiting model's minimum requirements without a break in service.
- c) CWDs are encouraged to consider Medi-Cal birth rates as a factor in projecting the likely CalWORKs eligible population of pregnant and newly parenting individuals.
- d) CWDs should also research the eligibility criteria for all evidence-based home visiting models prior to home visiting model selection. If a home visiting model's requirement is too restrictive to best serve the CWD's population, CWDs are encouraged to leverage other evidence-based home visiting programs that are more inclusive to better meet the needs of the target population. CWDs can also implement additional evidence-based home visiting model(s) in order to serve more clients.

## 6. Home Visiting Models Resources

Information for the five commonly selected evidence-based home visiting models selected by CWDs can be found by clicking on the links below:

[Early Head Start – Home Based Option \(EHS-HBO\)](#)

[Healthy Families America \(HFA\)](#)

[Home Instructions for Parents of Preschool Youngsters \(HIPPY\)](#)

[Nurse-Family Partnership \(NFP\)](#)

[Parents-As-Teachers \(PAT\)](#)

More information about additional home visiting models that meet U.S. Department of Health and Human Services evidence-based criteria can be found by clicking on the following link:

[Home Visiting Evidence of Effectiveness](#)

## 7. Implementation Technical Assistance

Technical assistance (TA) will be provided to participating CWDs by the CDSS. The CDSS recognizes that a CWD's and contracted partners' (such as the County Public Health Department) successful implementation of the CalWORKs HVP is partially dependent upon the technical support provided by the CDSS. Therefore, the CDSS is providing an ongoing technical assistance process which includes activities to support CWDs' successful implementation of the CalWORKs HVP.

- Continuous Quality Improvement (CQI): [W&IC section 11330.8\(a\)](#) requires the CDSS to

consult with a workgroup of CWDs and other stakeholders to provide continuous quality improvement (CQI) and technical assistance to CalWORKs HVP counties. The CQI workgroup shall biennially review, analyze and interpret data collected to inform HVP practices, policies and technical assistance efforts.

- Stakeholder Meetings and Webinars: [W&IC Section 11330.8\(b\)](#) requires the CDSS to convene CWDs with participating home visiting partners at a minimum of twice a year. These meetings will be open to all stakeholders and provide an opportunity for the CDSS and CWDs to share programmatic updates, lessons learned, and best practices related to the implementation and administration of the CalWORKs HVP.
  - Additionally, the CDSS will conduct webinars for CWDs, their home visiting partner(s), and other county partners for the purpose of either presenting a topic related to home visiting or for providing CalWORKs HVP counties an opportunity to collaborate and share information on successful practices, lessons learned, as well as barriers and challenges.
- Individual County Conference Calls: CWDs that are experiencing barriers and challenges to implementation may also request additional phone conference support from the CDSS CalWORKs HVP unit. Trouble-shooting phone conferences will be guided by technical assistance tool. The tool is available on the [CalWORKs HVP website](#) and allows CWDs to submit specific questions based on a subject area.
- Surveys: The CalWORKs HVP unit will survey CWDs periodically to assess their implementation progress, need for technical support, and to gather input from CWDs necessary to improve future TA offerings.
- CalWORKs HVP Website: The CalWORKs HVP unit will maintain and update the website with information about the program, resources and links to home visiting training topics aimed to support staff with non-model relevant topics related to working with CalWORKs families. The website will include links to letters and notices released to CWDs, slides from webinars, links to Frequently Asked Questions (FAQs) that will be updated as needed, as well as HVP related quick links and additional resources.

CWDs can find more information about implementing the CalWORKs HVP and technical assistance provided by the CDSS in [ACIN No. I-56-19](#).

### **PART III: COUNTY PLAN**

#### **CalWORKs Home Visiting Program County Plan**

Term: July 1, 2022 – June 30, 2024

##### **1. Cover Sheet**

<b>DATE</b>	
<b>COUNTY</b>	
<b>CWD ADDRESS</b>	
<b>AUTHORIZED CONTACT (CWD ONLY)</b>	
<b>AGENCY/DEPARTMENT</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>SECONDARY AUTHORIZED COUNTY CONTACT (CWD or DPH)</b>	
<b>AGENCY/DEPARTMENT</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>AUTHORIZED PARTNER CONTACT (Home Visiting Agency)</b>	
<b>AGENCY</b>	
<b>EMAIL</b>	
<b>PHONE</b>	

## 2. Home Visiting Model(s) (More than one may be selected):

Indicate the evidence-based home visiting model(s) the county will utilize below
<input type="checkbox"/> Early Head Start–Home Based Option (EHS-HBO) <input type="checkbox"/> Healthy Families America (HFA) <input type="checkbox"/> Nurse-Family Partnership (NFP) <input type="checkbox"/> Parents as Teachers (PAT) <input type="checkbox"/> Home Instruction for Parents of Preschool Youngsters (HIPPY) <input type="checkbox"/> Other (See below)
<b>If the home visiting model is <u>not</u> listed above, please enter the name(s) of the model(s) here:</b>  <b>Is the home visiting model evidence-based?</b> <input type="checkbox"/> Yes - An evaluation with outcomes in several HVP domains must accompany the RFCP. (See home visiting outcome domains on page 6. Additionally, please answer the local model questions on page 17 in Part III of the application.) <input type="checkbox"/> No - Please do not complete the RFCP.

## 3. Caseload and Cost Per Case Proposal

The services offered via the HVP are not entitlement services and participating CWDs may limit the number of families participating in the program to ensure that the costs do not exceed the amount of funds awarded to the CWD for this purpose. Funding awarded for the purpose of home visiting services provided under this article shall not supplant expenditures from any other existing funding sources subject to county control for home visiting services.

Enter the total unduplicated caseload your county intends to serve for Fiscal Year 2022-2023 (July 1, 2022 – June 30, 2023). When determining the caseload, assess your county's capacity to manage the caseload.

### Home Visiting Proposed Caseload and Cost Per Case

	Welfare-to-Work Eligible	Child-Only	Cal-Learn	Expanded Population
Unduplicated Number of families the county will serve in their CalWORKs HVP				
Estimated cost per case <sup>2</sup>				
Total				

<sup>2</sup> This cost per case estimate is the average cost per family per month

#### **4. Expanded Population**

If a county chooses to serve additional individuals beyond the target population, please describe which type of expanded population case(s) you are proposing to serve (ex. Children over 24 months, timed-out cases, sanctioned clients) and why the county is proposing to offer services to this population. Include any additional outcomes that would be expected based on this population. Please include the data used to determine the need for expanding HVP services to this population.

## 5. County Plan Questions

Please read the statements and questions below and provide a comprehensive response. Responses will be used to determine if the CWD and their partner(s) have the capacity to implement the HVP as required by the CDSS.

### Home Visiting Model(s)

- a. Please identify the organizations and stakeholders the county consulted with to select the home visiting model(s) for the CalWORKs HVP. Include in your response why this home visiting model(s) was selected and how stakeholders will be engaged in implementation. Please include research findings on effectiveness and meeting the population needs.
- b. Describe how the model(s) selected will address the specific needs of the populations identified to be served. Did your county do a needs assessment prior to choosing your home visiting model? If so, please describe the community's profile and assessment results. (Counties may use the following tools to assess community needs: [Community Readiness: A Toolkit to Support Maternal, Infant, and Early Childhood Home Visiting Program Awardees in Assessing Community Capacity](#).)
- c. Describe how the home visiting agency and staff have the capacity to serve the linguistic, cultural, and demographic needs of the target population. Also include the policies and strategies that will be used by the program to address and avoid implicit bias when serving participants.
- d. Describe the county's plan for ensuring home visitor qualifications and training requirements will be followed. Also include how the agency will meet the required pre-service CalWORKs training requirements (See Part III-Assurances page number 21 for more information)
  - Include in your response how the home visiting agency and staff have the capacity to respond to participants who have experienced, or are experiencing, trauma related to adverse childhood experiences or other traumatic events.
- e. Describe the selected model's standards of practice, curriculum used, and how the home visiting model ensures local home visiting agencies deliver the program with fidelity.
  - Include in your response the supervision and support that will be offered to home visitors.

Local Models (Only respond to the following questions if your CWD is applying to use a local home visiting model.)

- a. Please describe the CWD's evaluation process.
- b. What additional evaluation plans do you have in place to ensure the ongoing efficacy of the model?

### Eligible and Subset Populations

- a. **Cal-Learn**: To give CWDs flexibility to determine the best approach for serving their unique Cal-Learn client populations, CWDs may use case management models approved by the CDSS as part of the HVP. For more information on Cal-Learn Case Management standards, see [All County Letter \(ACL\) NO. 20-21](#).

If your CWD has chosen to provide Cal-Learn clients with case management through the HVP, please describe how the case management model(s) utilized by the CWD ensure all Cal-Learn teens will have access to at least one case management model they are eligible to enroll in.

- b. **Child-Only**: For CalWORKs HVP implementation purposes, child-only cases occur when parents are ineligible for CalWORKs due to immigration status, receipt of Supplemental Security Income (SSI), or when the child is living in the home of a non-needy caretaker relative.

Describe the CWD's immigration resources and supports for CalWORKs child-only cases. Include any existing collaborations with immigrant-serving partners and describe the working relationship. Include how the CWD and their home visiting partner(s) plans to ensure that this population is being reached.

### Outreach and Implementation Strategies

- a. Please describe the plan for identifying, screening, and recruiting participants.
- Include in your response how you will conduct outreach, what modalities will be used, and who will be conducting the outreach. Please include the role of each partner involved in the CalWORKs HVP.
  - Please describe the process by which your CWD will provide the HVP informing notice to clients.
- b. If your CWD is currently providing outreach to potential clients, please describe your approach including best practices and lessons learned.
- c. Please describe the plan for minimizing attrition for both the home visiting staff and clients participating in the CalWORKs HVP.
- d. Describe how your CWD and home visiting partner(s) shall coordinate and partner across multiple agencies, community-based organizations and other key entities to maximize reaching and serving the target population(s). If applicable, organizational charts and attachments are accepted.

### Connection to Community Resources

- a. Please outline the plan for coordination between the home visiting agency and community resources and referrals relating to:
- (1) Prenatal, infant, and toddler care;
  - (2) Infant and child nutrition;
  - (3) Developmental screening and assessments;
  - (4) Parent education, parent and child interaction, child development, and

treatment.

- Include in your response how the home visitor will connect the families to these resources.
- b. Describe how the home visitor will encourage participants to engage in a high-quality early learning setting. What resources and local partners will be used to identify these settings?
  - c. Will the CWD and their home visiting partner(s) be offering material goods related to the health and safety of the child and family? If no, please specify why the CWD and their home visiting partner(s) chose not to provide these resources. If yes, describe how the CWD and their home visiting partner(s) will operationalize this component, including how the home visitor will identify needs and distribute the goods and services. (Note: no more than \$500 of CalWORKs HVP funding can be used to support material goods for each family receiving home visiting services. See [All County Information Notice \(ACIN\) I-4-20](#) for more information.)
  - d. Does your CWD and their home visiting partner(s) currently have a coordinated services approach to providing home visiting? If so, what are the most commonly/frequently used services in the approach? If not, does your CWD plan to dedicate any funds to a coordinated services approach? ([Administration for Children and Families](#))

#### Collaboration between the CWD and the Home Visiting Agency

- a. Will county CalWORKs staff and home visitors be co-located? If yes, provide information about the co-location arrangement. If no, please describe why this is not feasible.
- b. Describe how county CalWORKs staff and home visitors will coordinate case management of HVP participants. (Include information such as how often county CalWORKs staff and home visitors will meet, how agencies collaborate and share information to ensure all eligible clients learn about this program, etc.)
- c. Do the CWD and home visiting agency currently participate in a workgroup that includes discussions related to continuous quality improvement (CQI) in home visiting? If yes, provide information about this workgroup. If no, please describe how the agencies will work together on CQI efforts.

#### Data Collection and Security

- a. Describe the tools (E.g. developmental screenings, assessments, questionnaires, interviews) that will be utilized by the home visitor. Explain how these tools will be used to evaluate and track progress in educational, developmental, health, and other domains for the child(ren) and the adult(s).
- b. Describe the information management systems that will be used to collect the individual and aggregate data by all the involved partners. How will the CWD manage scheduled reporting on data and deliverables for both aggregate and identified client-level information, and ensure quality control?



- 1. Please provide the name(s), title(s) and telephone number(s) of individuals knowledgeable about and/or responsible for extracting data from the case management information systems used by the home visiting programs.**
  - 2. For CWDs who choose to adopt HVP for Cal-Learn case management, explain how the CWD will ensure Cal-Learn Data Collection and reporting meet the standards established by [MPP section 42-762.5](#).**
- c. Describe the key components and timeline to develop the data sharing arrangement between the CWD and home visiting agency. Include how the CWD and other participating agencies and organizations will protect the privacy, confidentiality and personal information of individuals and families against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws. Also include how client consent will be obtained in order to share both aggregate program and identified client-level case management data with contracted partners and CDSS.**

Program Sustainability

- a. Describe the plan for sustainability of funding for home visiting services for CalWORKs participants.**

## 6. RESOURCES

### Bills and Regulations

- [Senate Bill 80 \(Chapter 27, Statutes of 2019\)](#)
- [Welfare and Institutions Code sections 11330.6-11330.9](#)

### Helpful Websites

- [CalWORKs HVP Webpage](#)
- [Home Visiting Evidence of Effectiveness](#)
- [Home Visiting Evidence of Effectiveness Review \(Executive Summary\)](#)
- [National Home Visiting Resource Center](#)

### Letters and Notices

- [All County Welfare Directors Letter dated July 31, 2018\)](#)
- [County Fiscal Letter No. 18/19-51](#)
- [County Fiscal Letter No. 18/19-50](#)
- [County Fiscal Letter No. 18/19-49](#)
- [All County Welfare Directors Letter dated April 25, 2019\)](#)
- [All County Information Notice I-56-19](#)
- [All County Information Notice I-4-20 - \\$500 Material Goods Fund](#)
- [All County Letter 19-82 – HVP-19 Monthly Status Report](#)
- [All County Letter No. 20-13](#)
- [All County Letter No. 20-21 – Cal-Learn Case Management Standards](#)
- [All County Letter No. 21-28 – Telehealth and Virtual Visits](#)
- [All County Letter No. 21-140](#)

### Tools

- [CalWORKs HVP Conference Call Tool](#)
- [CW 2224 – Informing Notice](#)

## **7. ASSURANCES**

The following section reflects statutory provisions of the HVP, and guidance issued by the CDSS. The implementation of these provisions is a requirement for CWD participation in the CalWORKs HVP. CWDs must assure the implementation of the provisions indicated below.

### Case Management W&IC section 11330.7(a)

A primary component of the program described in this article shall be case management and evidence-based home visiting for the purpose of family support which shall commence upon the determination that an individual is eligible in accordance with W&IC section 11330.6(c)(2) and shall continue until the eligible individual completes the evidence-based home visiting program or terminates their own participation. The CWD and home visiting partner(s) shall establish a collaborative case management plan, which shall include assessing the family's needs, developing a case plan, monitoring progress in achieving case plan objectives, and ensuring the provision of all services specified in the case plan. The case plan should build on the strengths established during the home visiting period, and the family's associated connections to childcare.

### Home Visitation W&IC sections 11330.7(a) through (e)

Home visiting shall include, but not be limited to, resources and referrals to all of the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; Developmental screening and assessments; (4) Parent education, parent and child interaction, child development and childcare; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment, as applicable. Home visiting services and visits shall not be mandatory, random, or unannounced.

CalWORKs participants electing to participate in the HVP will receive coaching and guidance through regular, planned home visits. Participants will obtain information about strategies to improve their family's health and provide better developmental opportunities for their children. CalWORKs participants will also receive information that will connect them to an array of employment and other services. Home visitors will provide resources directly and refer families to services so that families can receive the support they need. If a family chooses to participate in this program, their participation shall not affect their application for aid nor eligibility for any other CalWORKs benefits, supports, or services.

### Home Visitor Qualifications W&IC section 11330.7(d)

Home visiting services shall only be those intended to achieve the goals established in W&IC section 11330.6(a) and that are provided in the home of an assistance unit or at a location agreed upon by the parent or caretaker relative and the home visitor. Home visiting services shall only be provided through an approved evidence-based model by a registered nurse, nurse practitioner, social worker, or other person able to provide culturally appropriate services who is trained and certified according to the requirements of W&IC sections 11330.6 and 11330.7, and has completed a background check.

### Training W&IC section 11330.7(g)(1)

All home visiting providers shall complete training in the following areas before providing services to a CalWORKs recipient: (A) CalWORKs, Medi-Cal, CalFresh, Special

Supplemental Nutrition Program for Women, Infants and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which they may be eligible and troubleshoot problems with benefits or eligibility that would impact their access to services; (B) Cultural competency and implicit bias; and, (C) Strengths-based practices for working with families with unmet needs.

Training must be administered by the CWD or home visiting partner(s) and include, but not be limited to, the demographics of the population served and the supports and services available for CalWORKs recipients. Home visiting partner(s) are encouraged to partner with local organizations to develop a training curriculum that best suits the needs of the home visiting program participants. The training must be administered prior to serving CalWORKs clients.

A CWD that staffs its home visiting program solely with CWD staff is exempt from the training requirements to the extent the training would duplicate training already received.

#### High-Quality Early Learning W&IC section 11330.7(c)

Home visitors shall encourage participants to enroll their child in a high-quality, early learning setting, or participate in playgroups, or other child enrichment activities, as appropriate.

#### Data Collection W&IC sections 11330.8(c) and (d)

CWDs and participating home visitation organizations shall collect and provide to CDSS, as a condition of funding, data that is necessary to administer the program and demonstrate the outcomes of participants and children, including by race, ethnicity, national origin, primary and secondary language, and county. The data shall include program outcomes for the parents and children served in the program, models utilized, and measures specific to CalWORKs objectives. These data components shall be developed in consultation with the HVP stakeholder workgroup formed by CDSS. All state, county, and other participating organizations shall protect the personal information of individuals and families collected or maintained against loss, unauthorized access, and illegal use or disclosure, consistent with applicable state and federal laws. CWDs must develop a data sharing agreement with the home visiting agency and provide a copy of the agreement(s) to the CDSS.

#### Outcome Measures W&IC sections 11330.8(c) and (d)

As a condition of funding, participating CWDs and home visiting agencies are required to collect data for the purpose of informing the continued quality improvement process. The information must include but is not limited to:

- (A) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.
- (B) Rates of children receiving developmental screening and referrals for further assessment.
- (C) Rates of participation in early learning programs.
- (D) Service referrals by type.
- (E) Services accessed by type.
- (F) Number of home visits completed, including data on duration of families' enrollment in home visiting services.

- (G) Parental satisfaction with their gains in parenting skills and knowledge.
- (H) Food and housing stability.
- (I) Workforce training, employment, and financial stability.
- (J) Participation in educational programs or English as a Second Language programs, or both, as applicable.
- (K) Access to immigration services and remedies.
- (L) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.
- (M) Child welfare referrals and outcomes.
- (N) Additional descriptive and outcome indicators, as appropriate.

CWDs must fully participate in the data collection and evaluation components and meet submission deadlines set by the CDSS.

The County Welfare Department (CWD) agrees to provide the following RFCP information prior to implementation:

A copy of the MOU or other formal agreement between the CWD and the home visiting program partner(s).

A copy of the MOU or other formal agreement if proposing a regional partnership.

Termination: The county agrees to provide the CDSS a minimum (30) days written notice if they no longer intend to participate in the CalWORKs HVP.

The county agrees to deliver A-N by signing below.

I, (Insert Name), the undersigned, as a representative of (Insert County) County Welfare Department, approve and agree to the provisions as outlined in this RFCP.

Authorized Contact's Name & Title: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Provide additional signatures for each county participating if this a regional partnership plan and request for funding.***

Authorized Contact's Name, Title, & County: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Contact's Name, Title, & County: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CalWORKs Home Visiting Program (HVP) Request for County Plan – Attachment B

### SAMPLE Memorandum of Understanding and Data Sharing Agreement

#### Guidance for Counties and Partners

This agreement is entered, by, and between the County and the Home Visiting Agency. The County and the Home Visiting Agency may be referred to herein as Party and collectively as Parties.

- I. **PURPOSE** - *State the purpose of the agreement. Include statements that explain how the collaborative relationship enhances or benefits the home visiting program.*

The purpose of the CalWORKs HVP is to support positive health, development and well-being outcomes for pregnant and parenting individuals, families, and infants born into poverty. By helping families achieve stability while participating in the HVP, the program hopes to lay the foundation for other long-term goals such as future educational opportunities, economic progress, and greater financial opportunities. This two-generational, whole-family approach to service delivery will improve family engagement practices, support healthy development of young children living in poverty, and prepare parents for robust engagement in Welfare-to-Work activities and employment.

- II. **BACKGROUND AND AUTHORITY** - *State the background and authority for this agreement.*

The CalWORKs HVP is a voluntary program supervised by the California Department of Social Services (CDSS) and administered by participating California counties established by Welfare and Institutions Code (W&IC) sections 11330.6-11330.9. Continued funding for the HVP is subject to appropriation in the annual Budget Act.

- III. **COUNTY ROLES AND RESPONSIBILITIES** - *Clearly describe and delineate the agreed upon roles and responsibilities of the county to ensure project success. These roles and responsibilities include case management/coordination of home visiting participants, fiscal oversight, data collection, and ensuring appropriate training of home visitors.*
- IV. **HOME VISITING AGENCY ROLES AND RESPONSIBILITIES** - *Clearly describe and delineate the agreed upon roles and responsibilities of the home visiting agency to ensure project success. The roles and responsibilities should align with project goals, objective, and target outputs.*

*Describe how the home visiting agency will provide training on cultural competency and implicit bias. These trainings must be completed by the home visitor before they provide services and must meet the minimum requirements set by the CDSS.*

*Describe how the county and contracting agency will engage in consultation and collaboration through attendance at ongoing local community advisory committee*

*meetings that have a focus on home visiting. Describe how advisory committee members shall share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise in home visiting programs.*

V. **TERM** - *Clearly state the period that this agreement will be in effect.*

This agreement will commence on \_\_\_\_\_ and will expire on \_\_\_\_\_.

VI. **FUNDING** - *Describe local funding and funding allocations for this program.*

VII. **REPORTING REQUIREMENTS** - *Describe who will be responsible for collecting, analyzing, and submitting data.*

The county and agency shall provide data necessary to administer the program and related to the outcomes of participants and children, including by race, ethnicity, national origin, primary and secondary language, and county. The data shall include program outcomes for the parents and children served in the program and these data components shall be developed in consultation with a stakeholder workgroup convened by the CDSS. The data the partnering agency must provide includes, but is not limited to, the following:

#### Partner Performance

- A. Number of home visits completed, including data on duration of families' enrollment in home visiting services.
- B. Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.

#### Child and Family Indicators and Outcomes

- A. Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.
- B. Rates of children receiving developmental screening and referrals for further assessment.
- C. Rates of participation in early learning programs.
- D. Service referrals by type.
- E. Services accessed by type.
- F. Parental satisfaction with their gains in parenting skills and knowledge.
- G. Food and housing stability.
- H. Workforce training, employment, and financial stability.
- I. Child welfare referrals and outcomes.
- J. Participation in educational programs or English as a Second Language programs, or both, as applicable.



- K. Access to immigration services and remedies as applicable.
- L. Additional descriptive and outcome indicators, as appropriate.

VIII. **DATA SHARING AND CONFIDENTIALITY** - *To ensure the safety of client information and to obtain the necessary data on clients to support an evaluation of the CalWORKs HVP, describe the information and data sharing requirements of both parties.*

*To ensure the safety of client information, describe the confidentiality expectations of both parties. The designated lead agency should accept full responsibility for the performance of the Home Visiting Agency.*

Data sharing for the purposes of the HVP will be collected and reported in a timely manner to persons or entities specified in the MOU. This agreement shall include a description of the data to be reported; a description of the scope of work for data collectors and evaluators, and a description of the data sharing process including statutory data security, privacy and confidentiality requirements, termination of agreements. Parties in this agreement must demonstrate that specific steps to ensure the data is kept secure and confidential are implemented. In addition, the Parties in this agreement shall destroy all confidential data not returned when the authorized use ends, in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media).

All confidential data made available in order to carry out this Agreement will be protected from unauthorized use and disclosure through the observance of the same or more effective means required in the State Administrative Manual Sections 5300-5399, Civil Code Section 1798 et seq., W&IC Section 10850, and other applicable federal and/or State laws governing individual privacy rights and data security. Upon request, CDSS reserves the right to review, and then accept security and privacy procedures that are relevant to its data.

IX. **CONTACTS** - *Please list the name, title, email address, and phone number for each party authorized to sign on behalf of the agency.*

X. **GENERAL PROVISIONS** - *The general provisions may include some of the following components:*

1. **AMENDMENTS.** This agreement may be amended in writing at any time by written mutual consent of the Parties.

2. TERMINATION.

- a. Termination without cause. This agreement may be terminated by either Party without cause upon thirty (30) days written notice.
- b. Termination with cause. This agreement may be terminated immediately by either Party if the terms of this agreement are violated in any manner.
- c. Other grounds for termination. In the event that any other MOU, or agreement, as being related to or necessary for the performance of this agreement, terminates or expires, this agreement may be terminated upon the effective date of the termination of that MOU or informal agreement, even if such termination will occur with less than thirty (30) days written notice.

3. DISPUTE RESOLUTION PROCESS. *If a dispute arises between the county and the county partner, describe the resolution process below:*

**AUTHORIZED REPRESENTATIVES**

By signing below, the individual certifies that it is acting as the representative of the Party named below and possesses the authority to enter into this agreement on behalf of that Party and that the Party possesses the legal authority to enter into this agreement.

**For The COUNTY**

County Representative Name, Title:  
Department Name:  
Department Address:  
County Representative Phone Number:  
County Representative Email Address:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For the HOME VISITING AGENCY**

Agency Representative Name, Title:  
Agency Name:  
Agency Address:  
Agency Representative Phone Number  
Agency Representative Email Address

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_