

NM Children, Youth and Families Department
Attachment 1 – Scope of Work
Gadsden Independent School District
Home Visiting

Purpose:

Deliver high-quality evidence-based voluntary home visiting services in the Gadsden school district area to families prenatally up to child’s age 5, and actively participate in collaborative planning with the local coalition of early childhood service stakeholders.

Performance Measures:

1. Compliance with the CYFD Home Visiting standards of service as defined in the Standards Manual (<http://cyfd.org/home-visiting>)
2. Implementation with fidelity the Parents as Teachers federally-designated Evidence-Based Model of home visiting, serving 100 families (‘slots’).
3. Maintenance of generally accepted accounting practices and delivery of invoices and reports as required.
4. Regular and accurate maintenance of data elements in the CYFD Home Visiting data management system, for reporting and for Continuous Quality Improvement.

Activities:

The Contractor Shall:

1. Designate a representative to serve as an active member of a local planning group of early childhood stakeholders to ensure that the home visiting program meets community goals and serves the identified needs of the community, and to support and enhance the presence of a continuum of family support services to which the home visit program can successfully refer families.
2. Ensure delivery of a high-quality evidence-based home visiting program, implementing the national Parents as Teachers (PAT) model with fidelity.
 - a. The program shall serve 100 families (‘slots’), with eligibility spanning prenatally and up until the youngest child is Kindergarten-eligible, with emphasis on the earliest intervention as well as teen parents.
 - b. The program must work with the Parents as Teachers National Office to maintain approval of their “Affiliate Plan” and to ensure implementation with fidelity.
 - i. The program must adhere to the PAT Essential Requirements
 - ii. The program will determine the most appropriate frequency of Personal Visits (home visits) responsive to participant needs, providing at least the PAT-required bi-monthly visits to high need families and weekly visits to many of the families. Caseload per FTE home visitor/parent educator is estimated at 20 families.
 - iii. Provide at least monthly opportunities for clients to participate in Group Connections, supported with refreshments and meeting costs as needed.
 - iv. The program must establish an Advisory Committee (this may be connected with the coalition referenced above).

3. Ensure adherence to the CYFD standards of service, as defined in the Standards Manual (<http://cyfd.org/home-visiting>)
 - a. The Home Visit program director is required to have a minimum of one year of supervisory experience and two years work experience with the target population
 - b. The program must use the CYFD-required child and family assessment tools, on the periodicity defined in the Standards Manual. These include the Ages and Stages Questionnaire to monitor child development milestones, the Edinburgh Postnatal Depression Scale to monitor maternal depression, and the Social Support Index to assess levels of formal-informal support perceived by clients.
 - c. The program must have access to a Master's level clinically licensed mental health professional who is available for consultation when potential high risk situations, crises and other "clinical" issues arise to provide consultation to home visitors/parent educators and may provide brief direct service for families if indicated.
 - d. All staff, directors and consultants working in the home visiting program must receive criminal record clearances through CYFD/Early Childhood Services as required by regulation.
 - e. Program staff must complete during the first contract year the online Introductory training of 4 modules offered through UNM CDD (http://cdd.unm.edu/ec/trainings/trainings_HVT.htm).
 - f. The program director must participate in CYFD home visiting Quarterly Meetings and trainings as appropriate.
 - g. Note: an exception to the CYFD standards is that this program may serve children to age 5.

4. Use the CYFD data management system.
 - a. Director and staff must participate in training provided by the UNM Continuing Education office operating the data system.
 - b. Director must utilize the data system to monitor staff activities and to submit quarterly reports to CYFD.
 - c. Staff must enter data about all clients and specific home visit activities including client demographics, home visit notes, referrals, assessment results, and record of completion / discontinuation of services, all in a timely manner.
 - d. Document all data elements needed to track movement towards achievement of the 6 federal Benchmarks* (most are covered by the required assessment tools)
*Benchmarks for the federal Maternal, Infant, Early Childhood Home Visiting (MIECHV) program:
 - i. Maternal and Newborn Health
 - ii. Child Injuries, Abuse, Maltreatment, ER visits
 - iii. School Readiness
 - iv. Domestic Violence
 - v. Family Economic Self-Sufficiency
 - vi. Coordination and Referrals for Other Community Resources and Supports

Administrative requirements:

1. Provide a detailed line-item budget and narrative each year, at least 30 days before the start of the contract period. Negotiate any substantive changes during the contract year with the CYFD contract manager.
2. Provide quarterly reports outlining successes and challenges, in a mutually-agreed upon format. Data should be accessed from the CYFD home visiting data management system, and should be accompanied with narrative explanations and expansions. Data elements include:
 - a. Number of families/children enrolled;
 - b. Average caseload per home visitor;
 - c. Number of teen parents served;
 - d. Average number of home visits per family;
 - e. Percentage of clients receiving the required assessments on schedule;
 - f. Number of referrals to other support services; and
 - g. Retention/Family lengths of stay in the program.
3. Submit monthly invoices on the form provided by CYFD to the Agency Program Manager:
Jesse Leinfelder
CYFD Early Childhood Services
P O Drawer 5160, Room 111
Santa Fe, NM 87502

The Agency Shall:

1. Conduct at least one (1) on-site monitoring visit during the contract year.
2. Provide technical assistance as deemed necessary by the Agency or requested by the Contractor.

Attachment 2: Budget
Gadsden Independent School District
Home Visiting

The contractor shall be paid as follows for the work detailed in Attachment One:

Contract Period	Start date (estimate January 1, 2015)-June 30, 2015	July 1, 2015-June 30, 2016	July 1 – September 30, 2016
Amount	\$202,850	\$405,720	\$101,430
	Funds not expended by 6/30/15 carry forward to 9/30/15.	Funds not expended by 6/30/16 carry forward to 9/30/16.	

The total amount of this agreement shall not exceed \$710,000.00.

Per diem, mileage and other miscellaneous expenses will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Federal Funding Information:

Grant Name: Maternal, Infant and Early Childhood Home Visiting (MIECHV)
Competitive Award
Grant Number: D89MC26362
CDFA Number: 93.505
Grant Award Year: 2014
DUNS Number: 868853094