

## ILLINOIS MIECHV

### Components to include in each community's Coordinated Intake Policy and Procedure Manual

- I. Outreach to families**
  - a. Role of CI worker(s) in recruiting families (what kinds of activities, where do they conduct the outreach, which external agencies do they partner with, is this done by phone or in person, etc.)
  - b. Role of HV agencies in recruiting families (what kinds of activities, where do they conduct the outreach, which external agencies do they partner with, is this done by phone or in person, etc.)
  - c. Role of CSD worker(s) in recruiting families (what kinds of activities, where do they conduct the outreach, which external agencies do they partner with, is this done by phone or in person, etc.)
- II. Referrals to home visiting**
  - a. Process for determining eligibility for home visiting (such as completion of the CIAT)
  - b. Decision tree or flow chart for making referrals to home visiting: how does the CI determine which program is the best fit for the family?
  - c. If applicable, where in the process does MIHOPE randomization occur?
  - d. Agreed-upon timeline for CI to enter data into the data system after they have completed or received the CIAT
  - e. Agreed-upon timeline for HV agencies to respond back to the CI after they receive the referral
- III. Community collaborations**
  - a. Brief description of the local Early Childhood community collaboration(s) and the CI's and/or CSD's participation in the collaboration(s).
  - b. What is the CI and/or CSD's role in establishing and maintaining relationships with other community agencies that serve the target population?
  - c. How do the MIECHV partners ensure adherence to the terms of the MOUs established with other community partners?
- IV. Supervision and Training**
  - a. Please provide an organizational chart for the CI agency, including the CI worker(s), CI Supervisor, and the agency's Executive Director or CEO.
  - b. Please provide an organizational chart for the CSD agency, including the CSD worker, CSD Supervisor, and the agency's Executive Director or CEO.
  - c. How often do the CI and CSD workers receive reflective supervision?
  - d. How often do the CI and CSD workers participate in role-specific trainings?
- V. Monitoring and Problem-Solving**
  - a. What kind of outreach-related data/reports are shared with the MIECHV partners, and how often?
  - b. What kind of referral-related data/reports are shared with the MIECHV partners, and how often?
  - c. If issues or problems are identified, what is the mechanism for resolving them among the partners?
  - d. How do the CI and CSD participate in the MIECHV CQI process?