

# MIECHV Fiscal Provider Call

April 5, 2018

# Agenda

1. General Announcements
2. Contract Exhibits
3. Fiscal Timeline  
*(where we are now)*
4. Budgets
5. Updated Contacts & Fiscal Communication
6. Fiscal Timeline  
*(where we're headed)*

# General Announcements

- Provider calls will be scheduled in September and March  
Thursday, September 6<sup>th</sup> from 10-1130am
- Annual compliance and budget calls with each LIA will be scheduled in January
- OECD will be making edits to the igrow website including updates to MIECHV guidance documents

# Contract Deliverables

Contract exhibits have several sections:

- Scope of Work
- Deliverables
- Performance Measures
- Performance Standards

MIECHV has two sets of contract exhibits:

- Generic (Home Visiting and Coordinated Intake)
- Custom (All other providers including Professional Development, Evaluation, Pilot Projects)

# Scope of Work

**Scope of Work:** Provides a comprehensive description of the core functions, activities and tasks associated with the contract.

*Example: Provide intensive Home Visitation services to new and expectant families to strengthen the parent child relationship, encourage healthy child growth and development and nurture parents in their role as the child's first teacher, and prevent child abuse and neglect.*

# Deliverables

**Deliverables:** Lists specific and targeted results expected from the activities included in the scope of work. There are clear and objective statements complete with timelines, and/or milestones where appropriate. A “checklist of what specifically is to be accomplished by the Contract: must be measurable.

*Example: Provide MIECHV required services (Form 2)*

# Performance Measures

**Performance Measure:** Specifies performance reporting requirements. Describes the indicators or data points that vendor/provider must provide DHS, includes methods and time frame for submitting data reports.

*Example: 100% of participants will be screened for IPV within 6 months of enrollment*

This is the program goal or expectation.

# Performance Standards

**Performance Standard:** List the threshold for acceptable performance. If Performance Measures reports indicate these standards are not being met, corrective action and/or termination of funding may be necessary.

*Example: 80% of participants will be screened for IPV within 6 months of enrollment*

**This is the minimum standard. Non-compliance will result in corrective action.**

- Quarterly Reports will be updated requiring providers to report on progress towards meeting Deliverables, Performance Measure and Performance Standards. Failure to meet Performance Standards will result in corrective action.

# HV Performance Standards

1. HV agency receives at least at 1 CIAT from CI Agency each quarter that HV caseload is below 100% and CI and HV agencies are staffed
2. Programs that have been active for a year or longer will maintain at least 85% of their maximum service capacity. Maximum service capacity is the highest number of households that could potentially be enrolled at the end of the quarterly reporting period if the program were operating with a full complement of hired and trained home visitors.
3. Complete at least 75% of expected home visits
4. 80% of primary caregivers will be screened for depression using the EPDS within 3 months of enrollment (for those not enrolled prenatally) or within 3 months of delivery (for those enrolled prenatally)
5. 60% of index children will receive ASQ-3 screenings at 9 months, 18 months, 24 months and 30 months of age
6. 80% of primary caregivers will be screened for IPV within 6 months of enrollment using the Futures (for women) or the Baylor (for men)
7. 75% of participants with positive scores (21+ for Futures and 11+ for Baylor) on initial IPV screen will receive referrals to IPV resources

# CI Performance Standards

1. CI staff will participate in a minimum of 3 out of 4 of quarterly Learning Community meetings
2. CI workers are responsible for completing a minimum of 150 CIATS annually.
3. Each HV agency in the CI agency's network receives at least at 1 CIAT from CI Agency each quarter that HV caseload is below 100% and CI and HV agencies are staffed
4. All HV programs in CI's network that have been active for a year or longer will maintain at least 85% of their maximum service capacity. Maximum service capacity is the highest number of households that could potentially be enrolled at the end of the quarterly reporting period if the program were operating with a full complement of hired and trained home visitors.
5. Participate in at least two public awareness events per year
6. Convene a minimum of 6 meetings of the local early childhood collaborative per year. (If there is a pre-existing Early Childhood collaborative, such as an AOK network, this network should be supported by MIECHV staff.)

# Fiscal Timeline

All providers should have:

- ✓ Migrated account in CSA Tracking System (or re-registered)
- ✓ Sent FY19 Uniform Grant Application and Program Plan to Ebony
- ✓ Completed Programmatic Risk Assessment. Answered Ebony's questions if she emailed you regarding your answers.
- ✓ FY19 ICQ is still not available, FY18 is being accepted.
- ✓ Watched [GATA webinars](#). If you were unable to watch them at designated times, they will be posted next week and you can watch at any time.
- ✓ Received an email from Ebony with your FY19 budget amount and request to submit SFY19 budgets in the CSA by Monday April 9, 2018.

# Budgets

MIECHV is complicated because of 2 different budget periods:

1. State Fiscal Year – Jul 1, 2018-Jun 30, 2019
2. Grant Fiscal Year – which is a TWO year period\*
  - Grant Fiscal Year 16 – Oct 1, 2016-Sept 30, 2018
  - Grant Fiscal Year 17 – Oct 1, 2017-Sept 30, 2019
  - Grant Fiscal Year 18 – Oct 1, 2018-Sept 30, 2020

\*Although IL budgets the majority of our spending in Year One of each GFY, there is spending that still occurs in Year 2 of each GFY.

# So SFY19 looks like this...

	SFY19 Qtr 1 (July 1, 2018 to September 30, 2018)	SFY19 Qtr 2 (October 1, 2018 to December 31, 2018)	SFY19 Qtr 3 (Jan 1, 2019 to March 31, 2019)	SFY19 Qtr 4 (April 1, 2019 to June 30, 2019)
GFY 2016 (October 1, 2016 to September 30, 2018)	X End of Year two of GFY16			
GFY 2017 (October 1, 2017 to September 30, 2019)	X End of Year One of GFY17	X Beginning of Year Two of GFY17	X	X
GFY 2018 (October 1, 2018 to September 30, 2020)		X Beginning of Year One of GFY18	X	X

## FY19 Contracts - Amounts

Because we want FY19 contracts executed before the new grant (GFY18) is awarded, we are contracting for the same amount as FY18 (with a few exceptions).

If we are able, we will increase your FY19 budget once we receive the new grant award October 1.

# FY19 Contracts and Amendment Process

We have brought most contracting responsibilities in-house to OECD. We no longer have to coordinate with DHS Program Staff to execute or amend contracts.

We will do our best to finalize contracts as close to July 1 as possible and we are on track to do so.

# Budget Reminders

- Providers are encouraged to recruit staff with a minimum of a four-year college degree and a salary of at least \$30,000
- Include dollars for [Visit Tracker subscription](#) in your budget

# Other Fiscal Reminders

- When submitting budgets in the CSA, make sure to click the “submit to DHS” button. This button is very easily missed and we cannot approve without it. If administrator is unable to signoff, make sure you click “submit to executives.” This button is on the bottom left side of the Uniform Grant Budget Summary page. It is also helpful to email [Stacey.mckeever@Illinois.gov](mailto:Stacey.mckeever@Illinois.gov) once you have submitted so there is no delay in approving it.
- EDFs are due by the 15<sup>th</sup> of each month. If EDFs are submitted after this point there is a risk of non-payment.
- A [Revision of Budget form](#) must accompany budget amendment requests. Email form to [stacey.mckeever@Illinois.gov](mailto:stacey.mckeever@Illinois.gov) . If your request is acceptable Stacey will open up the CSA so you can enter the amended budget.

*If the line item transfer is greater than 10% (of the line item) or one thousand dollars of the budget line item, then there needs to be a budget revision. If the changes do not meet this threshold, then it is considered a discretionary line item transfer. Grantees have an up to 10% variance between line items before having to revise the budget.*

# Fiscal Communication

OECD has taken over all contracting responsibilities from DHS program. You will no longer correspond with DHS staff in reagrds to MIECHV so take them off any email (Lydia, LaBraya, etc.)

- Send signature pages, quarterly reports and EDFs to Stacey & Ebony
- Send budget amendment requests to Stacey
- Send budget related inquiries to Stacey

# Planning for MIECHV GFY2018

- MIECHV Grant RFP to be released any time now.
- 60 days to submit our proposal but prior to submitting we have to go through DHS clearance process.
- We will be asking you for Provider Budgets for GFY2018 most likely be for the original amount prior to sequestration.

# Fiscal Timeline

	Budget 1	Budget2	Budget3
Name	State FY19	Grant FY18	State FY19 Amended
Dates covered	Jul 1 2018-Jun 30 2019	Oct 1 2018-Sep 30 2020	Jul 1 2018-Jun 30 2019
Amount	Same as FY18 contract	<ul style="list-style-type: none"> <li>• TBD-OECD will inform programs once RFP is released</li> <li>• You will need to budget for the two year period spending all of your dollars in Year 1 and zero dollars in Year 2 (with some exceptions)</li> <li>• <i>The amount will not match the budget in the CSA. It will only reflect the dollars we have budgeted for your program for GFY18 and will not include the dollars we will have left to spend from GFY17.</i></li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• OECD will inform programs once grant is awarded</li> <li>• <i>The amount will reflect what we allocated for you from what is left of GFY17 and what we budgeted for you from October 1, 2018 to June 30, 2019 in GFY18.</i></li> </ul>
How submitted	CSA Email copy to Ebony and Stacey	Email to Ebony and Stacey	CSA Email copy to Ebony and Stacey
When submitted	By April 8, 2018	TBD Likely beginning of May	TBD Likely early October

# Updated Contacts

Ebony Hoskin  
Office Manager

[Ebony.hoskin@Illinois.gov](mailto:Ebony.hoskin@Illinois.gov)

312-814-6412

Lesley Schwartz  
MIECHV Project Director

[Lesley.schwartz@Illinois.gov](mailto:Lesley.schwartz@Illinois.gov)

312-254-6118

Stacey McKeever  
Manager of Budget and Contracts

[Stacey.mckeever@Illinois.gov](mailto:Stacey.mckeever@Illinois.gov)

312-882-1443

Katherine Staten  
Manager of Quality Assurance and Compliance

[Katherine.staten@Illinois.gov](mailto:Katherine.staten@Illinois.gov)

312-415-8423