

MIECHV Provider Call

April 2, 2019

Agenda

Introductions

Contract Exhibits

Contract Reporting

Contracting Process

Planning for Next Grant

Fiscal Communication

Monitoring Update

Welcome!

Joanna Su, Manager of Strategic Planning

Tisa Charles, Manager of Budgets and Contracts

Introductions

FY20 Contract Exhibits

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.

1. Staff vacancies should be filled within 180 days of the position becoming vacant.
2. HV agency receives at least at 1 CIAT **per caseload vacancy** from CI Agency each quarter that HV caseload is below 100% and CI and HV agencies are staffed
3. 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.
4. Complete at least 75% of expected home visits
5. 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)
6. 60% of index children will receive ASQ-3 screenings at 9 months, 18 months, 24 months and 30 months of age
7. 80% of primary caregivers will be screened for IPV within 6 months of enrollment using the Futures (for women) or the Baylor (for men)
8. 75% of participants with positive scores (21+ for Futures and 11+ for Baylor) on initial IPV screen will receive referrals to IPV resources

HV Performance Standards



1. Staff vacancies should be filled within 180 days of the position becoming vacant.
2. CI staff will participate in a minimum of 3 out of 4 of quarterly Learning Community meetings
3. CI workers are responsible for completing a minimum of 150 CIATS annually.
4. Each HV agency in the CI agency's network receives at least at 1 CIAT **per caseload vacancy** from CI Agency each quarter that HV caseload is below 100% and CI and HV agencies are staffed
5. 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.
6. Participate in at least two public awareness events per year
7. 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.)

CI Performance Standards

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FERPA training is only required for staff at educational institutions.

FERPA Training Resources

<https://studentprivacy.ed.gov/content/online-training-modules>

<https://studentprivacy.ed.gov/content/guidance-videos>

<https://studentprivacy.ed.gov/content/recorded-webinars>

HIPAAA training is required for all institutions.

HIPAA Training Resources

<https://www.hhs.gov/hipaa/for-professionals/training/index.html>

A Note on HIPPA and FERPA

FY20 Contract Reporting

Periodic Financial Reports (PFRs)

Periodic Performance Reports (PPRs)

Staffing Reports – for HV and CI agencies only

Periodic Financial Reports (PFRs)

You will receive updated PFRs for FY20 after contracts are executed

Submit billing for the prior month by the 15th of each month

Submit PFRs by email to Gov.HomeVisting@illinois.gov

Consistent late submission will result in agency being placed on stop payment lists

Monthly PFR requests for more than 1/12 of annual budget will require narrative explanation and source documentation submitted electronically with PFR.

Source documentation may include canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation.

Periodic Performance Reports (PPRs)

You will receive updated PPRs for FY20 after contracts are executed

Submit PPRs to Gov.HomeVisting@illinois.gov

HV agencies: **include Form 2** and Staffing Report

CI agencies: include Staffing Report

Oct 15: PPR and staffing report for Jul-Sept

Form 2 for dates 7/1/19-9/30/19

Jan 15: PPR and staffing report for Oct-Dec

Form 2 for dates 7/1/19-12/31/19

Apr 15: PPR and staffing report for Jan-Mar

Form 2 for dates 7/1/19-3/31/20

Jul 15: PPR and staffing report for Apr-Jun

Form 2 for dates 7/1/19-6/30/20

Staffing Reports

HV and CI agencies will receive updated Staffing Reports for FY20 after contracts are executed

Submit Staffing Reports with PPRs to Gov.HomeVisting@illinois.gov

Staffing Reports should follow budgeted staffing plan. Contact Stacey to discuss staffing changes prior to making them.

HRSA has shortened the timeframe we have for reporting staffing information so it is imperative that you submit staffing reports correctly and on time.

Oct 15: Staffing report for Jul-Sept

Jan 15: Staffing report for Oct-Dec

Apr 15: Staffing report for Jan-Mar

Jul 15: Staffing report for Apr-Jun

FY20 Contracting Process

All providers should have:

- ✓ Sent Uniform Grant Application and Program Plan to Ebony
- ✓ Completed Programmatic Risk Assessment. OECD will follow up if more information is needed.
- ✓ Completed Internal Controls Questionnaire (ICQ). OECD will follow up if more information is needed.

Next up:

- ✓ You will receive your FY20 budget amount soon and will need to submit promptly in the CSA.

For Personnel and Fringe, list each position by title and name (first and last) of employee, if available. Budgets will be rejected if they include just initials for either the first or last name.

There will be **increased scrutiny** for other categories that are not broken out/itemized. When applicable, costs should be broken out by number of items and per item cost. Additionally, please provide adequate detail in the narrative.

New for PAT Programs

PAT National Office has updated their cancellation policy, which will impact PAT programs who register staff for PAT Foundational, Model Implementation and Foundation 2 trainings.

- Cancellations fewer than 10 business days prior to the training date will incur a cancellation fee of 10% of the total cost of the training.
- No shows or no cancellation prior to the start time of the training will be charged the full training fee.

Programs may not use MIECHV dollars to pay these cancellation fees.

- 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](#)
- Include dollars for Leadership Summit or other required statewide training (include mileage, hotel and per diem).
- 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.

Budget Reminders

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Planning for MIECHV Grant FY2019

- MIECHV Grant RFP is due May 30, 2019.
- We have to go through DHS clearance process first.
- We will be asking you for grant fiscal year Provider Budgets (by email, not CSA) and caseload soon.

Grant Budgets Reminder

MIECHV is complicated because of 2 different budget periods:

1. State Fiscal Year – Jul 1, 2019-Jun 30, 2020
2. Grant Fiscal Year – which is a TWO year period*
 - Grant Fiscal Year 17 – Oct 1, 2017-Sept 30, 2019
 - Grant Fiscal Year 18 – Oct 1, 2018-Sept 30, 2020
 - Grant Fiscal Year 19 – Oct 1, 2019-Sept 30, 2021

*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.

Fiscal Communication

Send signature pages, PFRs, PPRs, Staffing Reports, budgets, budget amendment requests and all budget-related inquiries to Gov.HomeVisting@illinois.gov

Do not send these to Ebony, Stacey, Tisa or anyone else!

Budgets revisions are required: If the line item transfer is greater than 10% (of the line item) or one thousand dollars of the budget line item, whichever is greater

Refer to www.igrowillinois.org for [Administrative Resources](#)

FY20 Monitoring Update

- DHS fiscal review for all programs
- Erikson quality review for HV programs
FY20 HOVRs rolling implementation
- OECD quality review for CI programs

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