

# MIECHV Provider Call

September 23, 2019

# Agenda

Introductions

General Updates

Required Grant Reporting (PFRs, PPRs, Staffing Report)

Monitoring

Benchmark/Data Updates

Special Projects and Resources- Safe Sleep, CI TA, Child Welfare, Homeless

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# Welcome!

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# Introductions

# General Updates

Thank you! Thank you! Thank you! Thank you!

New MIECHV Assistant Project Manager, Michelle Esquivel start September 30

MIECHV Updated Needs Assessment Underway- Led by CPRD

Coordinated Intake Strategic Planning Underway-Led by GOECD, Deborah Hwang

Cost Modeling for Home Visiting Underway- Led by Action and OPF with OECD

Mid-year check -in call will be scheduled in Feb. This will be both program and Fiscal mid-year check-ins

# Required Grant Reporting

Periodic Financial Reports (PFRs)

Periodic Performance Reports (PPRs)

Staffing Reports- HV/CI Grantees Only

# Grantee Reporting- PFR (All Grantees)

## Periodic Financial Report (PFR)

**PFR is due monthly**, no later than 15 calendar days following the report period. If reports are over 15 days late DHS policy requires the provider to be submitted for placement on the DHS stop pay list. GOECD cannot “approve” late submission. You should let us know but late submissions are at your own risk.

- The blue cells should be updated, if needed, with each submission. The remainder of the cells are locked. Please contact us with any technical issues.
- Please use column (G) as needed instead of revising and resubmitting prior PFRs.
- 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.
- The PFR must be signed by the CFO or fiscal designee and emailed to [gov.homevisiting@illinois.gov](mailto:gov.homevisiting@illinois.gov).

- We asked HV and CI to include dollars for Leadership Summit (mileage, hotel and per diem). We have decided to move this event to every other year. Please plan on using these training dollars for other training opportunities or you may request a budget revision if you want to reallocate the dollars.
- 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. Contact Tisa to request a budget revision. All budget revisions must be submitted by May to ensure they go through before the end of the fiscal year.

## Budget Reminders



# Grantee Reporting- PPR (All Grantees)

## *Periodic Performance Report (PPR)*

- The PPR is **due QUARTERLY**, no later than 15 calendar days following the period covered by the report.
- The PPR Aligns with your contract deliverables, Performance Measures, and Performance Standards.
- Home visiting agencies must submit a copy of Form 2 with your PPR.
- Oct 15: Form 2 for dates 7/1/19-9/30/19
- Jan 15: Form 2 for dates 7/1/19-12/31/19
- Apr 15: Form 2 for dates 7/1/19-3/31/20
- Jul 15: Form 2 for dates 7/1/19-6/30/20
- PPR's must be signed by the CEO or program designee and emailed to [gov.homevisiting@illinois.gov](mailto:gov.homevisiting@illinois.gov)



# Report Submissions

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

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

Refer to <http://igrowillinois.org/home-visiting-and-coordinated-intake-administrative-resources/>

Required  
Reporting-  
Staffing  
Reports- HV  
and CI  
Grantees  
Only

*MIECHV Staffing Reports*

➤ The **MIECHV Staffing Report** is **due quarterly** no later than 15 days following the report period.

**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

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

# Required Reporting- Staffing Reports- HV and CI Grantees Only

*To assist with meeting our deadline for federal reporting, please fill out all information on the staffing report including:*

- Which quarter the report covers
- All program and contact information at the top of the form
- All staffing information in table 1: hire date, exit date and FTEs for each MIECHV staff member
- Hire dates and exit dates are extremely helpful for tracking turnover and vacancies
- Make sure FTE's match your MIECHV budget/contract – they should not change during the fiscal year unless approved by the Governor's Office
- Awardees should only report the proportion of the FTE that is supported by MIECHV grant funds. For example, a 1.0 FTE staff member who is supported at 30% through MIECHV funds and 70% through other funds would be reported as 0.3 FTE for the purposes of this table.
- Make sure to scroll down to the end of the report form and complete the tables which summarize position FTEs and vacancies.
- The staffing report should be emailed to [gov.homevisiting@illinois.gov](mailto:gov.homevisiting@illinois.gov) and cc mawilso@illinois.edu.

# Monitoring

**DHS** Fiscal and Contract Monitoring (All Grantees)

**Erikson** Quality Monitoring (HV Only)

**GOECD** Coordinated Intake Monitoring (CI only)

All monitoring dates will be coordinated and confirmed by letter prior to each visit/review.

# DHS Monitoring- All Grantees

DHS monitoring will occur at least every other year with potential for desk review on off-year.

**Pre-Visit:** Site Visit Preparation and Scheduling Letter sent to program from DHS

Programs submit requested documents

**Day of Visit:** DHS on-site completion of review tools and review of supporting documentation

Interviews with program admin and fiscal staff

DHS compiling, writing, and communicating review results

**Post-Visit:** DHS final completion of reports

DHS dissemination to programs of final results and Corrective Action Plans (CAPs) as needed

Follow up contact to ensure the program has implemented the CAP.

DHS uses a monitoring tool DHS developed to monitor fiscal and contract compliance. It does not share the tool ahead of time. All procedures comply with the governing policies and codes. CAPs are initiated and monitored by DHS.

# Erikson Quality Monitoring- HV Grantees Only

Erikson On Site Monitoring Review will be every other year. They may be more frequent as we get in synch with ISBE schedule.

**Pre-Visit:** Site Visit Preparation and Scheduling Letter sent to program from Erikson

Programs complete of online surveys

Programs Submit requested documentation

**Day of Visit:** Erikson On-site completion of review tools and review of supporting documentation

Staff interviews (HV Supervisors and HV)

Debrief

**Post-Visit:** Erikson final completion of reports

GOECD dissemination to programs of final results and Improvement Plans as needed

GOECD Follow up contact to ensure the program has implemented the Improvement Plan.

Erikson will use two tools- Home Visiting Program Quality Rating Tool (HVQRT) and MIECHV Compliance Checklist (MCC). MCC is available at <http://igrowillinois.org/home-visiting-and-coordinated-intake-administrative-resources/>. The HVQRT is not made available. Improvement Plans initiated and monitored by MIECHV Manager of QA and Compliance.

Erikson  
Quality  
Monitoring-  
HV Grantees  
Only

Home Observation Visiting Rating Scales (HOVRS)  
Roll out:

**All Programs:** Purchase video cameras  
Recommended:

<https://shop.gopro.com/cameras/hero7-white/CHDHB-601-master.html> with SD card and tripod

**MIECHV with ISBE Programs:** HOVRS included in monitoring this year

Erikson recorded webinars will be provided and Ounce video training series coming soon

# Coordinated Intake Quality Monitoring- CI Grantees Only

GOECD will conduct an on-site quality review at each Coordinated Intake (CI) program at least every other year. More frequent reviews may be scheduled depending on findings.

**Pre-Visit:** Site Visit Preparation and Scheduling Letter sent to program from DHS

Programs submit requested documents

**Day of Visit:** GOECD on site completion of review tools and review of supporting documentation

Staff interviews (Supervisors and CI) and participation in collaborative meeting with local CI staff and home visiting referral partners

Debrief

**Post-Visit:** GOECD Completion of final Reports

GOECD dissemination to programs of final results and Improvement Plans as needed

GOECD Follow up contact to ensure the program has implemented the Improvement Plan.

The Quality Assurance Deliverable Review Form (available at <http://igrowillinois.org/home-visiting-and-coordinated-intake-administrative-resources/>) will be used. Improvement Plans will be initiated and monitored by the MIECHV Manager of QA and Compliance.



# Benchmark Updates: Construct 10- Parent Child interaction

The PICCOLO and Cheers Check-In have been added as acceptable PCI Tools to meet Construct #10

- HOME is approved for all IL program models.
- CHEERS- Check-In is approved for all IL HFA programs.
- The PICCOLO is only approved for the following select programs: ChildServ and Children's Home & Aid Bloomington

If you would like to use the PICCOLO you need to get permission from the GOECD before proceeding forward.

# Benchmark Updates: Construct 10- Parent Child interaction

Programs can request the use of the PICCOLO by providing the request in writing to [lesley.schwartz@Illinois.gov](mailto:lesley.schwartz@Illinois.gov) and [kvj@illinois.edu](mailto:kvj@illinois.edu). The request needs to include:

- Rationale for using the tool (including model guidance)
- Plan for training including:
  - Materials that will be purchased (i.e. Manual)
  - Person responsible for training (i.e. supervisor)
  - Overview of training content and training timeline

# Safe Sleep Resources

- ✓ **Refamiliarize yourself with the basics of safe sleep** by watching this brief (20minutes) video: <https://www.dropbox.com/s/m7ux3p5ko3te9f0/MIECHV%20FY19%20Safe%20Sleep%20Education.mp4?dl=0>
- ✓ **Familiarize yourself with the paperwork** by watching this brief (10 minutes) video: <https://www.dropbox.com/s/in0coih4lqjaicz/MIECHV%20FY19%20Crib%20Process.mp4?dl=0>
- ✓ **Familiarize yourself with how to set up the crib** by watching this brief (3 minutes) video: <https://youtu.be/4ezlAYKlwsg>
- ✓ **Identify families in need.** Families must be low income, not have an alternative source to secure a crib, and must be prenatal or baby must be under a month of age.

# Safe Sleep Resources

- ✓ **Target MIECHV families.** Because we have very few cribs to offer please prioritize MIECHV families. If you have a need for a non-MIECHV family please contact us to determine how to assist this family.
- ✓ **Provide family with safe sleep education.**
- ✓ **Complete required paperwork, attached, and provide crib:**
  - MIECHV Project Safe Sleep provides an overview of the project
  - MIECHV Project Safe Sleep Application completed by home visitor
  - MIECHV Crib Delivery should be completed by the family
- ✓ **Fax or mail completed forms** to Nancy Maruyama, RN, BSN

Fax: 630-541-8246

Mail: SIDS of IL, Inc 6010 State Rte. 53, Suite A Lisle, IL 60532.

# Safe Sleep Resources

70 Cribs and Gift bags available for project

OECD will work with providers to determine number desired/available for your program- supervisors will email [Ebony.hoskin@Illinois.gov](mailto:Ebony.hoskin@Illinois.gov) their request.

HV will contact Glendean directly at 630-541-3901 to request a crib, on "as needed" basis

Cribs and gift packages will be distributed as a unit

Quarterly follow-up with providers

Distribution period – through 8/31/20

# Coordinated Intake Technical Assistance Resources

Bryce Marable is MIECHV's Statewide Family Recruitment Specialist

Bryce's goal is to support you in the recruitment and enrollment of families in the home visiting program best meeting their needs. She can meet with you in person for individual meetings and/or participate in your collaborative in order to improve CI processes and support you in strengthening relationships with home visiting and community partners.

Other supports includes:

- Developing and improving processes and procedures for your work as CI and for the home visiting collaborative
- Creating outreach plans/strategies for engaging community partners and families
- Planning for home visiting collaborative meetings, meetings with current and potential community partners, and community events
- Tracking data and using data to inform your work as CI
- Achieving deliverables outlined in your PPRs
- Addressing findings identified in PPRs and corrective action plans developed from site reviews
- Creating resources, brochures, facts sheets and presentations
- Researching best practices
- Facilitating connections with community partners

Bryce can be reached at [bmarable@ounceofprevention.org](mailto:bmarable@ounceofprevention.org)

# Special Programs

- ❖ Home visiting and Child Welfare  
([Jrussell@childrenshomeandaid.org](mailto:Jrussell@childrenshomeandaid.org))
- ❖ Home Visiting and Homeless Families  
([sjennings@ounceofprevention.org](mailto:sjennings@ounceofprevention.org))
- ❖ Infant Mental Health Consultation  
([AMWalsh@luriechildrens.org](mailto:AMWalsh@luriechildrens.org))

Questions?



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# OECD Contacts