



Illinois MIECHV Grantee Call

APRIL 17, 2020

Agenda

Introductions

Contract Exhibits

Contract Reporting

Contracting Process

Planning for Next Grant

Fiscal Communication

Monitoring Update

Welcome!

Contract Exhibits

FY21 Contract Exhibits

Contract exhibits include the following sections:

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

MIECHV has the following two sets of contract exhibits:

- Generic (Home Visiting and Coordinated Intake)
- Custom (All other providers including professional development, evaluation, pilot projects and more)

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

- Lists specific and targeted results expected from the activities included in the scope of work
- They 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
- They must be measurable

Example. Provide MIECHV required services (Form 2)

Performance Measures

- Specifies performance reporting requirements
- Describe the indicators or data points that vendor/provider must provide
- Include 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

- Lists the threshold for acceptable performance
- If Performance Measure 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 may result in corrective action

Contract Reporting

HV Performance Standards

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.

CI 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. Program will develop and/or review/revise Coordinated Intake policies and procedures manual within the first 6 months of the grant year.
4. Program will develop detailed flow chart illustrating how referrals are processed through CI for each of the referral sources listed in the Performance Measure.
5. CI workers are responsible for completing a minimum of 45 CIATS annually.
6. 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.
7. 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.
8. Participate in at least two public awareness events per year.
9. 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.)
10. Develop, adhere to, review annual and renew as needed Memoranda of Understanding with 6 of the 8 collaborative members and community agencies listed in the performance measure serving the target populations.
11. Submission of tracking spreadsheet by the 15th of every month in 10 out of 12 months.

HIPAA & FERPA

- 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>
- HIPAA training is required for **all** institutions
 - HIPAA Training Resources
 - <https://www.hhs.gov/hipaa/for-professionals/training/index.html>

FY21 Contract Reporting

- Periodic Financial Reports (PFRs)
- Periodic Performance Reports (PPRs)
- Staffing Reports (HV and CI agencies only)

Periodic Financial Reports (PFRs)

- Updated PFRs for FY21 are distributed after contracts are executed
- Submit PFR for the prior month by the 15th of each month
- Submit 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)

- Updated PPRs for FY21 are distributed 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 7/1/20 - 9/30/20
Jan 15:	PPR and staffing report for Oct-Dec Form 2 for dates 7/1/20 - 12/31/20
Apr 15:	PPR and staffing report for Jan-Mar Form 2 for dates 7/1/20 - 3/31/21
Jul 15:	PPR and staffing report for Apr-Jun Form 2 for dates 7/1/20 - 6/30/21

Staffing Reports

- Updated Staffing Reports for FY21 are distributed to HV and CI agencies after contracts are executed
- Submit Staffing Reports with PPRs to Gov.HomeVisting@illinois.gov

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

HRSA has shortened the timeframe grantees have for reporting staffing information. 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

Contracting Process

FY21 Contracting Process

All providers should have completed the following:

- Submitted Uniform Grant Application and Program Plan
- Completed Programmatic Risk Assessment. MIECHV will follow up if more information is needed
- Completed Internal Controls Questionnaire (ICQ) MIECHV will follow up if more information is needed

Next...

- Providers/programs will receive SFY21 budget amount(s) soon and will need to submit promptly in the CSA

FY21 Budget Guidance

- 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
- Please provide adequate detail in the narrative

Budget Reminders

- Providers are encouraged (not required) 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](#)
- When submitting budgets in the CSA, make sure to click the “submit to DHS” button
- This button is very easily missed and budgets cannot be approved without it

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 cancelation fees.

Planning for Next Grant

Planning for MIECHV Grant FY20

- MIECHV Grant RFP is due May 30, 2020 but we anticipate submitting end of April
- MIECHV has submitted to the DHS clearance process
- Thank you for providing your grant fiscal year budgets as requested

Grant Budgets Reminder

MIECHV is complicated because of 2 different budget periods

1. State Fiscal Year – Jul 1, 2020 - Jun 30, 2021
2. Grant Fiscal Year – which is a TWO year period*
 - Grant Fiscal Year 18 – Oct 1, 2018 - Sept 30, 2020
 - Grant Fiscal Year 19 – Oct 1, 2019 - Sept 30, 2021
 - Grant Fiscal Year 20 - Oct 1, 2020 - Sept 30, 2022

*Although Illinois budgets the majority of our spending in Year 1 of each GFY, there is spending that still occurs in Year 2 of each GFY

Fiscal Communication

Fiscal Communication

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

Individual questions about fiscal matters can go to tisa.charles@Illinois.gov

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](#)

Monitoring Update

FY21 Monitoring Update

- DHS fiscal review for all programs
- Erikson quality review for HV programs
- OECD quality review for CI programs

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