

## MIECHV Program Readiness Assessment

*Report Due: Within 120 days of contract, prior to service delivery*

<b>Contractor:</b>		<b>Home Visiting Model:</b>	
<b>Contractor Lead:</b>			
<b>Reviewer(s) Name(s):</b>			
<b>Date Completed:</b>		<b>Service Delivery Date:</b>	

**Instructions:** This form will be completed by MIECHV program staff prior to implementation of evidence-based home visiting services. MIECHV program staff will indicate sufficient adherence to each required element with a check or X.

Readiness Assessment Checklist	
PRIVACY AND PROTECTIONS	ORGANIZATIONAL STAFFING
Procedural safeguards for confidentiality (private office space, locked files, e-mail encryption)	Develop, implement, and maintain a staffing plan
Document client consent for all data collected	Ensure staff capacity for data collection and use
Participants are informed and documentation in their file:	Align with and adhere to model staffing requirements
<input type="checkbox"/> Client rights to confidentiality <input type="checkbox"/> Consent for release of information <input type="checkbox"/> Grievance procedures <input type="checkbox"/> Other informed consent <input type="checkbox"/> Privacy protections	Supervisor to home visitor ratio 1: ≤10 Home visitor to participant ratio 1: ≤25 (or Model Req.) All staff receive training prior to providing services in:
<input type="checkbox"/> Confidentiality <input type="checkbox"/> Ethics <input type="checkbox"/> HIPPA & FERPA privacy requirements	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Ethics <input type="checkbox"/> HIPPA & FERPA privacy requirements
PARTICIPANT RECRUITMENT AND RETENTION	ORGANIZATIONAL STAFFING
Participant identification, recruitment, and retention plan	Staff with licensure meet licensure requirements All relevant staff receive ongoing training in:
<input type="checkbox"/> Considers model specific participant eligibility <input type="checkbox"/> Follow-up within 3 business days of referral <input type="checkbox"/> Family recruitment <input type="checkbox"/> Participant retention activities <input type="checkbox"/> Screening <input type="checkbox"/> Selection and enrollment	<input type="checkbox"/> Data quality and data driven decision making <input type="checkbox"/> Model-specific training <input type="checkbox"/> Organization specific training <input type="checkbox"/> Quality services and accessing community resources <input type="checkbox"/> Reflective Practice and Infant/Early Childhood Mental Health (annually)
Proposed participants ≥15% from small population county <i>(list number of participants in each county)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff available at least 8am – 5pm four or more days a week Home visitors available outside business hours for visits Safety plan for home visitors and supervisors
Nez Perce:                  Clearwater: Canyon: Ada: Jerome:                      Twin Falls: Power:                      Bannock: Bonneville:	Hiring, training, and support for home visitors address: <input type="checkbox"/> Compartment <input type="checkbox"/> Cultural relevance <input type="checkbox"/> Education <input type="checkbox"/> Ethics <input type="checkbox"/> Observation
Proposed annual home visits per participant: ____ (≥24)	Maintain employee files that contain at least:
Access to translation services for participants with limited or non-English speaking language skills	<input type="checkbox"/> Annual verification of professional licensure, if applicable <input type="checkbox"/> Criminal background check (passed) <input type="checkbox"/> Documentation of completed trainings <input type="checkbox"/> Valid driver's licenses for relevant staff
Document voluntary participation	<input type="checkbox"/> Annual verification of professional licensure, if applicable <input type="checkbox"/> Criminal background check (passed) <input type="checkbox"/> Documentation of completed trainings <input type="checkbox"/> Valid driver's licenses for relevant staff
Services are available outside regular business hours	<input type="checkbox"/> Annual verification of professional licensure, if applicable <input type="checkbox"/> Criminal background check (passed) <input type="checkbox"/> Documentation of completed trainings <input type="checkbox"/> Valid driver's licenses for relevant staff
ADMINISTRATIVE AND REFLECTIVE SUPERVISION	ORGANIZATIONAL STAFFING
Written supervision policies and practices	Utilize strengths-based approach to service/assessment Home visits will focus on parent-child interaction,

**Readiness Assessment Checklist**

		developmental parenting, family well-being, and model req.
Capacity for Reflective Supervision:		<b>COMMUNITY COORDINATION AND COLLABORATION</b>
<input type="checkbox"/> Home Visiting Supervisor with model-based training in Reflective Supervision experience AND <input type="checkbox"/> Affiliation with AIMEarly Idaho		Evidence of community engagement with partners to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Build awareness of availability of home visiting services</li> <li><input type="checkbox"/> Collect feedback and input to inform service delivery</li> <li><input type="checkbox"/> Outreach to schools, community orgs, medical practices</li> </ul>
Schedule for individual Reflective Supervision at least 30 minutes twice monthly per home visitor		Community member participation on the program advisory committee
Incorporate Reflective Practice in meetings with staff		Evidence development of formal referral partnerships with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Child care providers      <input type="checkbox"/> Infant Toddler Program</li> <li><input type="checkbox"/> Child Protection Services      <input type="checkbox"/> Mental health providers</li> <li><input type="checkbox"/> Health care providers      <input type="checkbox"/> Social service agencies</li> <li><input type="checkbox"/> Homeless shelters</li> </ul>
<b>COMMUNITY ADVISORY BOARD</b>		
Board meets at least every 6 months		
Membership includes:		
<input type="checkbox"/> Community leaders <input type="checkbox"/> Community service providers <input type="checkbox"/> Participants <input type="checkbox"/> Program personnel <input type="checkbox"/> Stakeholders		Collaborate with home visiting programs to enroll or refer participants according to program and family needs
Defined Structure and Function		Completed Community Needs Assessment
<b>CONTINUOUS QUALITY IMPROVEMENT (CQI)</b>		Begin planning for centralized/coordinated intake processes for home visiting and other programs in target area
CQI Plan with Plan-Do-Check-Act Framework or equivalent		Existing referral partnerships or MOUs with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Child welfare      <input type="checkbox"/> Home visiting program(s)</li> <li><input type="checkbox"/> Domestic violence      <input type="checkbox"/> Mental health</li> <li><input type="checkbox"/> Education      <input type="checkbox"/> Social services</li> <li><input type="checkbox"/> Health care      <input type="checkbox"/> Other community resources</li> <li><input type="checkbox"/> Child development or early learning</li> </ul>
Define staff role and capacity to implement the CQI Plan		
Plan to use participant feedback to inform CQI		
Plan to assess model fidelity through CQI		
Understands and meets Meet model fidelity requirements		
<b>RESOURCE REQUIREMENTS</b>		<b>DATA REQUIREMENTS</b>
Staff responsible for data collection have appropriate equipment		Ensure collection of all data
Provide office equipment and supplies:		Data Entry Plan to enter within 5 business days
<input type="checkbox"/> Fax & telephones <input type="checkbox"/> Printers & copiers <input type="checkbox"/> Computer & software (Microsoft Office 2007 or newer)		Define staff role in data collection, management, analysis
Internet Explorer version 5 or newer		Data Monitoring Process for assessing error rate
SSL encryption for communication over the Internet		Maintains documentation of referrals and waitlist
Meeting facilities for trainings and partnership meetings		Maintains case file (hard copy) for each enrolled participant family (or electronic files)
Equipment for meeting facilities: AV equipment, projector, projection screen, video-conferencing.		Case file will include enrollment, dismissal, home visit encounters, and required assessment tools:
<b>OTHER REQUIREMENTS</b>		<input type="checkbox"/> Ages and Stages Questionnaire – 3 <sup>rd</sup> Edition <input type="checkbox"/> Ages and Stages Questionnaire – Social Emotional <input type="checkbox"/> Edinburgh Postnatal Depression Scale <input type="checkbox"/> Everyday Stressors Index <input type="checkbox"/> Protective Factors Survey <input type="checkbox"/> Relationship Assessment Tool
Communicates with model developer		
Participates in early childhood systems (RECC or other)		
Initial program sustainability plan		
Participates in federal, department, or contractor initiated evaluation activities		
Disaster Plans and Continuity of Operations		Staff dedicated to participate in Data System development
		Secure records storage

General Feedback:

Completed Implementation Plan <i>(check one)</i> :	<b>Yes</b>	<b>No</b>
Approved for Implementation <i>(check one)</i> :	<b>Yes</b>	<b>No</b>

\_\_\_\_\_  
Signature of Approver

\_\_/\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_/\_\_/\_\_\_\_  
Date