VISIT TRACKER SITE/FUND CODE GUIDANCE

As of July 1, 2018, Site/Fund codes have been updated. Over the history of the HVSA, funding distribution has evolved from tracking by Cohort to tracking by Funding Source. It is important for you to assign a funding source to each of your HVSA-funded clients and to ensure that your data systems reflect these sources. Below is a description of the current funding streams for the HVSA.

Funding Code	Description
MIECHV	• The Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV), funded by the Health and Recovery Services Administration (HRSA), provides voluntary, evidence-based home visiting services to at-risk pregnant women and parents with your children until kindergarten entry. • Funded slots in Washington: 1,387 • All MIECHV funded slots are now Formula funded
TANF	• The Temporary Assistance for Needy Families (TANF) Home Visiting program is a joint project of the DSHS Economic Services Administration Community Services Division (CSD), the Department of Early Learning (DEL), and Thrive Washington, intended to improve outcomes for families receiving TANF. • Funded slots in Washington: 341
502	• 502 refers to funds collected through Initiative 502 (marijuana sales tax). A portion of these funds were dedicated to provide funding for Home Visiting Programs. • Funded slots in Washington: 420
GFS	• General Funds State (GFS) refers to funds that have been allocated by the legislature directly from the state general funds to perform certain work. • Funded slots in Washington: 200

Consolidation

We are requesting that each Local Implementing Agency (LIA) consolidate their funding codes in an effort to minimize possible data errors. The 'Consolidate' feature allows funds from multiple codes to be consolidated into one code, either the National Type (MIECHV) or an assigned State Type. This function is only changeable by the Main Administrator of the LIA. For example, if you have 'Cohort 3' and 'Cohort 6' codes you would want to consolidate both of those to the MIECHV code (see table below).

> *NOTE: When consolidating a Site Code, the code will be replaced with the State or National Type selected for ALL FAMILIES that have the original code assigned at any point in their Site Code History Table. The original code will no longer exist in the program's list of codes.*
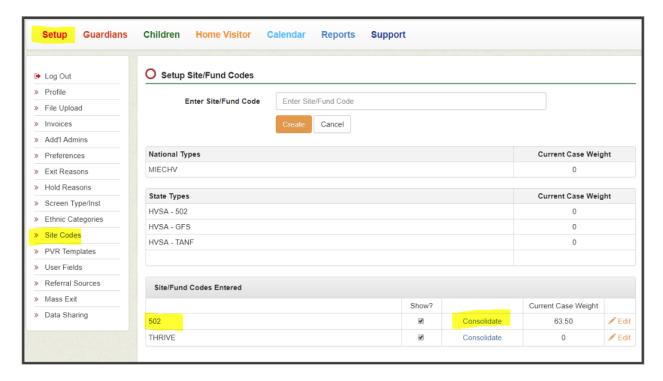
Previous instructions provided guidance that allowed sites to enter their own codes, therefore Site/Fund codes will vary across LIA's on what populates as the list of available codes. Please note, Site/Fund Codes are case sensitive so please ensure codes match the guidance below.

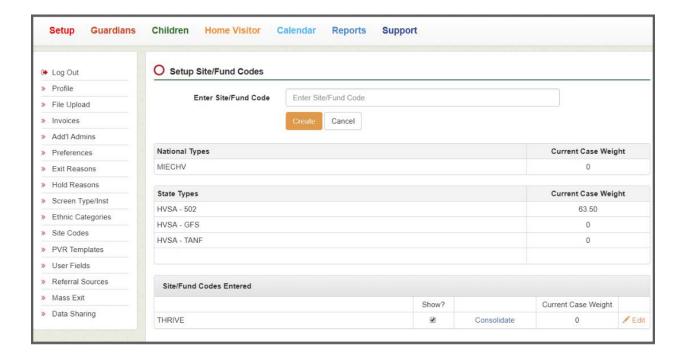| Old		New
Cohort	Funding Source	Consolidate to
1	State	HVSA - 502
3	MIECHV Formula	MIECHV
4	General State/Private	HVSA - 502
5	Private (State as of 7/1/17)	HVSA - GFS
6	MIECHV Competitive	MIECHV
7	MIECHV Competitive	MIECHV
8	State	HVSA - 502
9	TANF	HVSA - TANF
10	MIECHV Competitive	MIECHV
11	State (Initiative 502)	HVSA - 502
12	State (Initiative 502)	HVSA - 502
13	TANF	HVSA - TANF

Viewing Your Site/Fund Codes (Main Administrator function)

For site To view your current list of funding codes for your site:

1. Go to Setup > Site Codes

2. Click 'Consolidate' for the Site Code you would like to consolidate. In this example we are consolidating the '502' Site Code
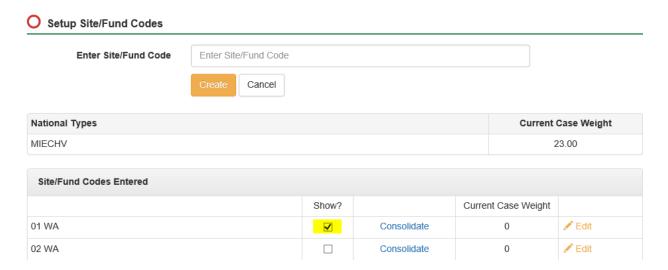

3. Select 'HVSA-502 (State)' from the dropdown list

4. The '502' Site Code no longer exists in the list of Site/Fund Codes entered by the Main Administrator (screenshot below)

Displaying Site/Fund Codes for Users

All four of the new codes will show up in your Site/Fund Code list, in addition to previous codes used. Since your site may only need to use one code, you have the ability to tailor which Site/Fund Codes show available to Home Visitors in Visit Tracker under 'Guardian Data' information. Check the "Show?" box for only those you want to be displayed as an option.

NOTE: Each site should be aware of the funding codes they have been assigned. If you are unsure of what funding codes to use please refer to your contract and/or contact your DCYF Program Specialist.