

*Thanks for joining!*

# HVSA Office Hours

June 16, 2022

*Please chat in your name and organization and tell us  
your favorite summer fruit*



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

# Today's Topics

1. Training Reminders
2. Data Updates
3. Fiscal Updates
4. Questions



# Save the Dates

## Visit Tracker trainings for PAT program sites

### Visit Tracker 101

June 21<sup>st</sup> 10:00am to 12:00pm

### Visit Tracker Q&A session

June 22<sup>nd</sup> 11:00am to 12:30pm

Please contact DOH Home Visiting Inbox at [homevisiting@doh.wa.gov](mailto:homevisiting@doh.wa.gov) with questions.



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# Save the FAN DATE!

**July Practitioner FAN Training: 4 Sessions total**

***July 18-19, 1-4 p.m.***

***July 25-26, 9 a.m. – noon***

***For HV Teams and New Staff joined already trained teams.***

Supervisors will receive email for SFY23 opportunities




# Data Updates

- Enrollment Definitions (actively enrolled and cumulative families served)
- June 30<sup>th</sup> is the end of the State Fiscal Year.
  - **For programs that use Flo, Visit Tracker, or DAISY:** Be sure to enter any outstanding assessments, visits, demographics data, etc. into your data system by July 8<sup>th</sup>.
  - **For programs that submit data through SFT,** be sure to submit your data to DOH no later than July 11<sup>th</sup> (including NFP consent reports).



# Enrollment DEFINITIONS

## Actively Enrolled

PBC Calculation  


One-time cross-section look at number of participants who are

- Still enrolled at the end of the reporting period (e.g. month or quarter)
- Have had a visit or encounter within 3 months of the end of the reporting period.

*This may include participants who newly enrolled in the period.*



# Performance Based Contracting – Quarterly Enrollment Performance Milestone

**Milestone:** Program meets or exceeds enrollment of 90% of their Maximum Service Capacity (caseload) during the quarter

Measure:

$$\frac{\text{Average of the number of families **actively enrolled** on the last day of Month 1, Month 2 and Month 3 of the quarter}}{\text{Maximum Service Capacity (funded caseload)}}$$

**Award:** Based on contract base budget (not rescue, PBC) - Quarterly award equivalent to \$250 or 0.125% of the Contractor's budget, whichever is greater.

# Enrollment DEFINITIONS

## Cumulative Families Served

- Tally of families who received a home visit or encounter within 3 months of the reporting period (month)
- Families may have entered or exited during the period.

*(this is what you report in the PSRS monthly enrollment report)*

Contract  
Expectation

- **Caseload Maintenance: Cumulative Families Served\*** *(Section 6, paragraph d.)*
  - Calculated quarterly as the average of the 3 months cumulative participants served
  - Must meet or exceed 85% of the Maximum Service Capacity (funded slots)





# FISCAL Updates: FY22 Spending/Invoices

- Spending for FY22 must be completed by June 30, 2022
- Rescue dollars must be **expensed** up to June 30 and **distributed soon after** (with approval from DCYF program specialist)
- All Invoices must be submitted to DCYF by **July 29, 2022**
  - *This includes invoices for Performance Awards*  
*Performance Awards will be shared with LIAs in Mid-July*



# FISCAL Updates: SFY23 Funding Sources

- MIECHV – Federal HRSA Maternal Infant and Early Childhood Home Visiting
- TANF Home Visiting (DSHS)
- i502 Dedicated Marijuana Account funds for home visiting
- General Fund State  
**All GFS funding merged into 1 category** (e.g. all recent expansions & adjustments)  
*Formerly GFS, GFS Expansion, GFS Proviso, GFS New Expansion*
- MIECHV Rescue Funds
- State Rescue Funds



# SFY23: Consolidated GFS Funding



a. MIECHV Funds	b. TANF Funds	c. i502 State Funds	d. General State Funds	f. HVSA Total

Formerly GFS, GFS Expansion, GFS Proviso,  
GFS New Expansion

This impacts PCQ and SOW:

- Staffing plan by funding source
- Caseload assigned to funding source
- Fiscal Reporting by funding source



Staffing Plan by Position Type	a. MIECHV Funds	b. TANF Funds	c. i502 State Funds	d. General State Funds	f. HVSA Total
Home Visitor FTE Total					
HV Supervisors FTE Total -- <i>time delivering home visiting services, if applicable</i>					
Supervisor FTE Total -- <i>time dedicated to supervision</i>					
Admin Support Staff FTE Total					
Data Support Staff FTE Total					
Management Staff FTE Total					
Additional Direct Service Staff FTE Total					

# SFY23 Contract: Use of Funds **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) *paragraph g.(1)*

### **\*NEW SECTION** (1)(a) Clarifying allowable use of funds and reporting:

- When expending funds under this contract for items, personnel or services also used by other programs or individuals, funds from this contract may only be spent for the share used solely for services supporting this contract.
- Applicable federal, MIECHV/HHS, and state regulation should be consulted in order to ensure all expenditures charged to the contract are allowable.

# SFY23 Contract: Use of Funds **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) *paragraph g.(1)*

**\*NEW SECTION** (1)(a) Clarifying allowable use of funds and reporting on:

- Meals (travel related, conferences/meetings, client engagement)
- Promotional Items (for use as part of outreach/engagement)
- Medical Supplies (allowable for routine care of clients/necessary to execute terms of contract)

*\*Not necessarily Rescue related*

# SFY23 Contract: Use of Funds – Meals **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) - MEALS *paragraph g. (1)(a)*

- Part of a per diem or subsistence allowance if provided in conjunction with **preapproved/allowable travel**
- Part of a conference/training/all-staff meeting in which meals are a **necessary/integral part of the meeting** or considered part of a working lunch and in which the purpose of the meeting is to disseminate technical information and is necessary and reasonable to the successful performance/execution of the terms and conditions of the contract
- Part of **client engagement** if the purpose of the engagement directly aligns with the purpose and the terms and conditions of the contract
- **Expenses may not to exceed the OFM meal rate at the time of the event, travel, or client engagement.**



# SFY23 Contract: Use of Funds – Meals **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) - MEALS *paragraph g. (1)(a)*

Backup documentation provided to DCYF for support:

- **Travel:** Travel preapproval (describing purpose as relates to contract); if applicable, conference registration (or certificate of completion) and conference agenda. *Please retain itemized receipts if you reimburse reimbursing actual costs (not per diem) for future review if requested.*
- **Conferences/meetings:** Purchase preapproval, conference/training/meeting agenda (describing purpose as relates to contract) and attendee list or sign-in sheet. *Please retain itemized receipts for all meal expenses for future review if requested.*
- **Client engagement:** Purchase preapproval, agenda for the client engagement activity (describing purpose as relates to contract), and the attendee list or sign-in sheet. *Please retain itemized receipts for all meal expenses for future review if requested.*



# SFY23 Contract: Use of Funds – Promotional Items **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) – PROMOTIONAL ITEMS *paragraph g. (1)(b)*

- Only for items necessary for outreach effort meet terms and conditions of contract
- May include items with program and organization's logos given to
  - program participants or
  - those eligible to participate and not yet enrolled as an incentive to enroll

Backup documentation provided to DCYF for support:

- **Promotional Items:** Purchase preapproval (describing purpose as relates to contract) and *itemized receipts*





# SFY23 Contract: Use of Funds – Medical Supplies **\*\*NEW**

## SECTION 12: FISCAL – USE OF FUNDS (ALLOWABILITY) – MEDICAL SUPPLIES *paragraph g. (1)(c)*

- Must align with the definition of special purpose equipment needed to conduct contract activities
- Part of the routine care of clients, or
- Necessary to safely execute the terms and conditions of the contract (i.e. alcohol wipes, sterilizing supplies, personal protective equipment, stethoscopes, etc)

Backup documentation provided to DCYF for support:

- **Medical Supplies:** Purchase preapproval (describing purpose as relates to contract) and *itemized receipts*



# SFY23 Contract: Use of Funds – MIECHV Disallowed Costs

## SECTION 12: FISCAL – USE OF FUNDS – DISALLOWED COSTS *paragraph g. (2)*

- MIECHV will not fund the delivery or costs of **direct medical, dental, mental health, or legal services**;
- While some limited direct services may be provided (typically by the home visitor) as relates to fidelity of the model approved for use under MIECHV, **direct medical, dental, mental health, or legal services provided beyond model fidelity are not billable to this Contract.**
- Contractors may coordinate with and refer to direct medical, dental, mental health or legal services and providers reimbursable by other sources of (non-MIECHV) funding.



# FY23 Home Visiting Budget Assistance Tool (HVBAT) **\*\*NEW**

*MIECHV Only*

## SECTION 12: FISCAL – DATA COLLECTION FOR MIECHV HOME VISITING BUDGET ASSISTANCE TOOL (HVBAT) *paragraph h (4)*

### **\* NEW SECTION (4)** Financial Data Collection

- Participate in informational webinars on the HVBAT *webinars, instructions, supports coming in late Summer/early Fall*
- Use the HVBAT to collect 12 months of financial data (retrospectively)
- Submit completed HVBAT data to DCYF by 12/2/2022
- Receive \$5,000 incentive *(additional pay point for MIECHV programs)*

# FY23 Contract BUDGETS

- RESCUE DOLLARS – more SFY23 funding than in SFY22 budgets
- MIECHV HVBAT \$5,000 incentive to cover data collection costs **\*NEW**

*There is Rescue funding available for workforce incentives that are yet to be determined; these will be separate from your contract*



# Questions?



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Save the Date

# HVSA Office Hours, July 21<sup>st</sup> 3-4pm

*New calendar invite/zoom link coming*

- Topics of interest?
- Open Questions

