



Maternal, Infant and Early Childhood Home Visiting (MIECHV)

Family and Child Health

MIECHV On-Site Sub-Recipient Monitoring Form

Annual on-site review

Contract Number:	
Contractor Name:	
Model(s):	
Contracted Caseload/s:	
Contact Name:	
MIECHV Reviewer(s):	
Sub-Recipient Participants with roles	
Date(s) of Review	
Caseload Status for Q1	
Caseload Status at Site Visit	
Graduation vs Attrition	
FTE Staffing Status	
Risk Assessed: Caseload, supervision/management, expenditures, audits, policies & documentation, Performance history.	<p>Low: 85%+ caseload all year; supervisors in position >2 yrs; Expenditures are reasonable, allowable, allocable; Audit on file with minimal findings; Policies & documentation address program elements.</p> <p>Mid: <85% caseload for <=3 months in past year; supervisors in position >6mos to <1 yr; Expenditures are r/a/a; Audit on file with corrected findings; Policies & documentation <i>recently added</i> to address program elements.</p> <p>High: <85% caseload for >3 months in past year; supervisors new in position <=6 mos, Expenditures are r/a/a; Audit on file with correctable findings; Policies & documentation missing to address program elements.</p>

Content	MEETS	Does Not Meet	COMMENTS/FINDINGS
A. Caseload and Enrollment			
Program maintains an average enrollment of 85% of the contracted capacity or higher (Pre Drew check)			
Program has plan for recruitment and retention of eligible families to maintain the target caseload (Pre Drew consult)			
Program has a plan in place to maintain compliance with Enrollment Protocols (Pre Drew & HFO#1)			
Program has formal or informal agreements with LCA & other home visiting providers for coordinating entry into services (Pre LCA)			
Program has plan to enroll families from priority populations and performs outreach to meet that goal with language access (Pre Drew consult)			
Fraction of Families graduated in past 12 months vs total program exit. (Pre Drew THEO/Rptg)			
B. Client Records and Data Collection			
Program assures that family records are maintained in a way that protects confidentiality both <i>on-site</i> & <i>off-site</i> (on-site policy check and inquiry?)			
Program maintains record of the release of information to share family information with the state MIECHV Office (on-site inquiry & Pre HFO#2)			

Content	MEETS	Does Not Meet	COMMENTS/FINDINGS
Program is accurate and timely in their submission of required data collection (Pre Drew Check and NFP:II.1.c)			
Program is responsive to missing data requests (Pre Spencer Check)			
C. Model Fidelity and Staffing			
Program staffing is adequate and in alignment with model fidelity (Pre Drew Check & HFO Final)			
Program assures the practice of Reflective Supervision (on-site inquiry & Pre HFO p.3 top)			
Program staff attend meetings and training required by the state MIECHV Office (Pre Prog tm)			
Program is timely in communicating staff changes to the state MIECHV Office (Pre Alyssa)			
Program is in fidelity to the model as demonstrated by documentation from their model authority (Pre Model Leads)			
Program works to meet the cultural and linguistic needs of the families, with a staffing plan to reflect the populations served (on-site policy)			
D. Communications and Reporting			
Program is timely in entry of visit/date reporting (Pre THEO Laura)			

Content	MEETS	Does Not Meet	COMMENTS/FINDINGS
Program is timely in submission of monthly reporting (Pre Caren/Cindy/Drew)			
Program is responsive to requests for information from state MIECHV Office (Pre Prog tm)			
Program is responsive to special requests by federal/HV Support entities (Pre Drew as required)			
E. Continuous Quality Improvement (CQI)			
Program maintains an active CQI project in each reporting period (Pre CQI Coordinator)			
Program is timely in communication and submission of related activities, tools, reporting and other documentation as required (Pre CQI Coordinator)			
F. System Coordination and Alignment			
Program initiates/cooperates with community efforts to coordinate enrollment of families from priority populations (Pre LCA, Onsite)			
Program initiates or cooperates with community efforts to collaborate across early childhood systems to achieve outcomes in common (Pre LCA, Onsite)			
Program initiates or cooperates with community efforts to increase parent partnerships (Pre LCA, Onsite)			

Content	MEETS	Does Not Meet	COMMENTS/FINDINGS
G. Audit and Fiscal			
Program budget is complete and approved for the most recent award. (Onsite)			
Program is timely in submitting invoices (Pre Cindy)			
Program Audit is current and complies with federal requirements (Pre Drew)			
Program maintains sufficient documentation to demonstrate program expenditures (supplies, Admin/Payroll, travel) are allowable, reasonable, & allocable AND comply with Federal expenditure guidelines (45 CFR Part 75). (Pre: review of most recent invoice with cover & detail, and onsite)			
Invoiced expenditures reconcile to the General Ledger (Onsite)			
Program has necessary policies & procedures to address conflicts of interest (Pre Project Director)			
Program complies with mandatory reporting requirements of all violations of Federal criminal laws involving fraud, bribery or gratuity violations (Onsite)			
Program has current contracts and sub-recipient monitoring procedures for sub-contractors. (Pre)			

Content	MEETS	Does Not Meet	COMMENTS/FINDINGS
H. Personnel			
Job descriptions are current and delineate qualifications and responsibilities. (Pre Drew)			
Conditions of employment include recruitment, selection, termination, promotion, and compensation (incl. fringe benefits) (Pre Drew)			
Employee grievance procedure specified. (Pre Drew)			
Nondiscrimination policy, consistent with Title VI of the Civil Right Act, Section 504 of the Rehabilitation Act of 1973, and Title I of the Americans with Disabilities Act. (Pre Drew)			
Employee performance review in employee personnel files is in compliance with Employee Performance Evaluation Policy. (Onsite)			
Confidentiality of personnel records is ensured. (Onsite)			
Reflective supervision is provided per Model guidance, monthly or more frequently, to each home visitor and supervisor. (Pre Drew)			
Every agency position in the budget has a written job description available. (Onsite)			



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I. Salary and Time			
All agency personnel keep time records specifying time billed for MIECHV work and time for other administrative or program functions. (Onsite)			
Salary schedule is current. (Pre Drew)			
Salaries for budgeted positions agree with schedule. (Onsite)			
Program has plan or documentation of pay differential for staff speaking a language other than English in home visits (Pre-not required)			
Program has plan or documentation of pay differential for staff with lived experience in home visiting, Child Welfare, Behavioral Health, and/or public benefits system (Pre-not required)			

(Reviewer Signature)/Title

Date _____

(Program Administrator Signature)/Title

Date _____



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Narrative of Risk Assessment and Annual on-site review

Reviewer providing comments: _____ Date: _____