



**MIECHV Coordinated Intake (CI) and  
Community System Development (CSD)  
Policy and Procedure Manual  
Kane County Health Department**



Number	Title	Date Created	Date Reviewed or Revised
DHP-MIECHV 1	CI and CSD staff receives timely and effective training and supervision + <b>related forms</b>	12/13/2013	
DHP-MIECHV 2	CSD Facilitates Community Collaboration to strengthen and enhance the early Childhood System + <b>related forms</b>	12/13/2013	
DHP-MIECHV 3	CI and CSD implement continuous quality improvement in alignment with KCHD Departmental policy and MIECHV Requirements + <b>related forms</b>	12/13/2013	
DHP-MIECHV 4	Determination of eligibility and assignment of MIECHV referrals following a standard procedure to achieve best fit and equity + <b>related forms</b>	12/13/2013	
DHP-MIECHV 5	CI and CSD respond to emergencies among families + <b>related forms</b>	12/13/2013	
DHP-MIECHV 6	CI continuously collects data, develops reports, related to MIECHV home visit referrals and outcomes, and conducts analysis in collaboration with home visit partners that refer and/or visit families in order to implement improvements and enhancements to the referral system + <b>related forms</b>	12/13/2013	
DHP-MIECHV 7	CSD leads the outreach to families with the support of CI and MIECHV Home Visit Program staff and supervisors + <b>related forms</b>	12/13/2013	
DHP-MIECHV 8	All MIECHV home visit referrals are processed by CI and eligible families in MIECHV priority populations are assigned to appropriate programs in a transparent, fair manner + <b>related forms</b>	12/13/2013	
DHP-MIECHV 9	CI and CSD protect client confidentiality and rights to privacy	12/13/2013	
DHP-MIECHV 10	Updated waiting lists and timely case closures maintain updated roster of potential families waiting for services	12/13/2013	

