

**Home Visiting Task Force's Home Visiting-Child Welfare
Sub-Committee Meeting
January 20, 2016**

MINUTES

Participants: Gaylord Gieseke, Stephanie Franklin, Carrie Bires, Mark Valentine, Amy Dworsky, Paula Corrigan-Halpern, Heather Blankenship, Penny Smith, Linda Delimata, Debbie Bridges, Colleen Sutkus, Carol Muhammad, Dan Harris, Kelly Woodlock, Jay Young, Andria Goss, Mendy Smith, Elissa Gitlow

Welcome and Introductions

- Provided the following handouts to all committee members:
 - December 9, 2015 Meeting Minutes
 - January 20, 2016 Meeting Agenda
 - HVTF's Workgroup Charge
 - HVTF's Home Visiting-Child Welfare Concept Paper
 - HVTF's Home Visiting-Child Welfare Logic Model
 - HVTF's Home Visiting-Child Welfare Flow Chart
 - HVTF's Home Visiting-Child Welfare Components Diagram
 - December 15, 2015 Direct Service Provider Call Minutes
 - HFI Program List
 - RedCap Index
 - Data Collection Information
 - Home Visiting Measurement Handout
- Introductions from all attending committee members.

Direct Service Provider Call

- The Direct Service Provider call minutes were reviewed and discussed by the sub-committee members.
- The sub-committee will continue to utilize feedback from the direct service providers into the implementation process of the Home Visiting Pilot Program.
- The sub-committee discussed developing a formal Direct Service Provider Advisory Committee that will provide ongoing feedback and guidance for the Home Visiting Pilot Program.
- Per DCFS requirements, the Case Manager and Home Visitor will communicate via email at least monthly. In addition to email communication, it was suggested that in-person communication between the Case Manager and Home Visitor occur at least quarterly.
- The sub-committee will develop a chart outlining the various assessment tools, the assessment frequencies, and outline the providers utilizing each assessment. This chart will be developed to clearly identify the assessment tools utilized and to limit duplication of assessments. The HFI Programs listed on this chart with a doula component will be highlighted in yellow.
- Early engagement of pregnant and/or parenting individuals in home visiting services has been recommended by the sub-committee.

Workgroup Transition

- On 1/7/2016 the HVTF Executive Committee reviewed the proposed Home Visiting Pilot Program and materials, and approved the sub-committee to move into Phase II of the pilot program.
- The HVTF Executive Committee indicated that the target implementation goal for the Home Visiting Pilot Program is July 2016.
- As of 1/20/2016, the HVTF's Home Visiting-Child Welfare Sub-Committee co-chairs, Merri Ex and Jan Stepto-Millett, were released from their co-chair obligations.
- The HVTF Executive Committee and sub-committee members appreciate Ms. Ex and Mrs. Stepto-Millett for their leadership of the HVTF's Home Visiting-Child Welfare Sub-Committee.
- As of 1/20/2016, Paula Corrigan-Halpern, Vice President of Public Policy + Strategic Initiatives at Children's Home + Aid and Andrea Chua, Director of Quality Information Management at TPSN will step in as the HVTF's Home Visiting-Child Welfare Sub-Committee co-chairs. Stephanie Franklin, Clinical Director of TPSN will step in as co-chair until the end of February 2016 while Mrs. Chua is on leave.

Home Visiting Pilot Program Phase II

- Through the development of the Direct Service Provider Advisory Council, the sub-committee will continue working with direct service providers and continue to receive feedback and input on the development of the Home Visiting Pilot Program.
- The sub-committee was encouraged to recruit new sub-committee members with a strong interest and commitment to home visiting services.
- The sub-committee categorized and prioritized the Phase II program implementation elements.

Geography

- TPSN will develop an updated point-in-time map of where TPSN clients and HFI programs are located.
- The sub-committee will determine the various HFI programs that will participate in the Home Visiting Pilot Program.
- The sub-committee will determine the number of youth that will be served in the Home Visiting Pilot Program.

Program Infrastructure

- The sub-committee will develop and discuss the steps that the Governor's Office will use to match pregnant and/or parenting individuals to an HFI program.
- The Home Visitor's caseload will be determined by the appropriateness of the HFI program for the pregnant and/or parenting individual as well as the recommendation from the Home Visitor's Supervisor.
- A work group will be established to address the various components of the RedCap Index.

Outreach and Engagement

- The sub-committee will develop effective marketing strategies to encourage TPSN youth to participate in home visiting services.
- By engaging direct service providers in the implementation of the Home Visiting Pilot Program, the sub-committee will develop effective ways to engage parents in home visiting services.
- By engaging direct service providers in the implementation of the Home Visiting Pilot Program, the sub-committee will develop effective ways to promote co-parent involvement.
- Linda Delimata will provide the sub-committee with information on the various Mental Health Consultation components.
- The sub-committee will bring in direct service provider experts to educate the sub-committee on the diverse needs of the target population.

DCFS

- The sub-committee will discuss the elements of informing DCFS Judges on the voluntary Home Visiting Pilot Program services offered as well as the importance of ensuring that home visiting services offered continue to be voluntary services and do not negatively impact the youth if the youth should chose to engage in the offered services.
- The sub-committee will educate the pregnant and/or parenting individual's Guardian Ad Litem (GAL) on the voluntary home visiting services.
- The sub-committee will determine effective methods to involve the pregnant and/or parenting individual's GAL in home visiting services.
- The sub-committee will develop a further understanding of the administrative case review (ACR) process.

Cross-Trainings

- The sub-committee will discuss the various elements required of the cross-trainings for Home Visitors and Case Managers.

Wrap Up and Next Steps

- The sub-committee staffer, Heather Blankenship, will organize a meeting with Dr. Cynthia Tate, Gaylord Gieseke, Paula Corrigan-Halpern, and Stephanie Franklin to discuss Phase II of the HVTF's Home Visiting-Child Welfare Sub-Committee.
- Representatives from the Governor's Office and Ounce of Prevention Fund will develop a Policy Brief outlining the elements of the HFI programs. The Policy Brief will provide home visiting programs and funders with clarity and guidance on the home visiting services offered.
- The sub-committee staffer, Heather Blankenship, will provide TPSN with a list of the HFI Programs.
- Representatives from TPSN will develop and provide an updated TPSN area map with HFI programs.
- The sub-committee will develop a chart of the assessment tools used, their frequency, and outline the service providers utilizing the assessments. The HFI Programs with a doula component will be highlighted in yellow.

- The sub-committee will begin working towards developing a Formal Direct Service Provider Advisory Committee.
- Linda Delimata will provide the sub-committee with information on the Mental Health Consultation components.
- The sub-committee will discuss developing a RedCap work group at the next HVTF's Home Visiting-Child Welfare Sub-Committee Meeting.
- The sub-committee staffer, Heather Blankenship, will schedule sub-committee meetings until July 2016.

Next Meetings

- There are no future meetings that have been scheduled at this time.