

**Home Visiting Task Force's Home Visiting-Child Welfare  
Sub-Committee Meeting  
June 23, 2016  
2:00-4:00pm**

**MINUTES**

**Participants:** Stephanie Franklin, Andrea Chua, Paula Corrigan-Halpern, Heather Blankenship, Amy Dworsky, Elissa Gitlow, Mark Valentine, Andria Goss, Lesley Schwartz, Julia Marynus, Cynthia Tate, Becky Beilfuss, Lily Elderkin, Kelly Woodlock, Jake Jacob, Linda Delimata, Amy Dennison, Kristen Ethier, Eileen Reilly, Ralph Shubert, Vicky Smith

**Welcome and Introductions**

- Provided handouts to all committee members:
  - June 23, 2016 Meeting Agenda
  - May 19, 2016 Meeting Minutes
  - REDCap Tool
  - List of Home Visiting Programs
- Approved the May 19, 2016 Meeting Minutes with no changes.

**Housekeeping**

- Discussed the strength and stability of HFI programming with consideration to the current budget impasse.
- Discussed the timeframe for completing the design phase on the home visiting program, with implementation to begin Monday 10/3/2016.

**Data Collection Focus Group Updates**

- Chapin Hall provided the demonstration of the REDCap tool.
- Chapin Hall will send the link to the REDCap tool to gather input from the sub-committee members.
- TPSN provided a current point-in-time count on the number of parenting and/ or pregnant individuals who could potentially be served by the eight participating HFI programs. At this time there are currently 49 pregnant and/ or parenting individuals who could potentially be served by this pilot program. Of the 49 individuals, 19 individuals would be served by Advocate Illinois Masonic Medical Center, 4 individuals would be served by Children's Home + Aid, 5 individuals would be served by Children's Home Association, 4 individuals would be served by Easter Seals, 13 individuals would be served by Pilsen Wellness Center, 1 individual would be served by Sinnissippi, and 0 individuals would be served by Stephenson County Health Department.
- Chapin Hall has received IRB approval and is taking the lead on the IRB documents that are required.
- Any client who is eligible for the home visiting pilot program will be referred for the program. By 6/30/2016, the Data Collection Focus Group will develop a flow chart outlining the eligibility criteria and a closer view of the home visiting referral process.

### **Communications/ Community Relationships Focus Group Updates**

- The Communications/ Community Relationships Focus Group's last meeting was on 5/11/2016. This focus group is not fully staffed at this time.
- By 6/30/2016, the Communications/ Community Relationships Focus Group will create a communication plan and circulate relevant information to DHS offices.
- By 6/30/2016, the Communications/ Community Relationships Focus Group will develop a letter for relevant programs senior management in order to educate agencies on the pilot program and the services available.
- The Communications/ Community Relationships Focus Group will develop a DCFS Transmittal to disseminate information.
- Heather Blankenship has revised the MOU.

### **Cross-Training Focus Group Updates**

- The Cross-Training Focus Group is currently creating an introductory training (Power Point) for the HFI and Case Managers participating in the home visiting pilot program. This training will highlight the purpose, goals, services, target population, and partnerships for the home visiting pilot program. The Cross-Training Focus Group will share the training materials at the next HVTF's Sub-Committee meeting on 7/20/2016.
- The Cross-Training Focus Group will send the Communications/ Community Relationships Focus Group the training slides that are developed to drive communication efforts.
- This training will be supported by DCFS and the Governor's Office and will take place in four regions in Illinois before enrollment for the home visiting pilot program begins.
- The current deadline for the training to be completed is 9/1/2016.

### **Upcoming Tasks**

- Chapin Hall will send the link to the REDCap tool to gather input from the sub-committee members.
- By 6/30/2016, the Data Collection Focus Group will develop a flow chart indicating the eligibility criteria and the referral process.
- By 6/30/2016, the Communications/ Community Relationships Focus Group will create a communication plan and circulate relevant information to DHS offices.
- By 6/30/2016, the Communications/ Community Relationships Focus Group will develop a letter for relevant programs senior management in order to educate agencies on the home visiting pilot program and the services available.
- The Cross-Training Focus Group will send the Communications/ Community Relationships Focus Group the training slides that are developed to help drive the pilot's communication efforts.
- The HVTF's Sub-Committee group members will provide feedback to the Data Collection Focus Group on the REDCap tool by 6/30/2016.
- Heather Blankenship will schedule the remaining HVTF's Sub-Committee meetings until October 2016.