



SINGLE SITE APPLICATION FOR AFFILIATION

This application enables home visitation programs to affiliate with the Healthy Families America® (HFA) network. It begins the process by which Prevent Child Abuse America grants affiliation with HFA and allows use of the Healthy Families name. Following review of this application and communication with the applicant site, Prevent Child Abuse America will notify the program in writing of its decision. Please contact an HFA Quality Assurance Director at (312) 334-6811, if you have any questions about this application process.

A. General Program Information

Date: _____

Applicant Program Name _____

Program Manager (Contact Person) _____

Program Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Is your host organization accredited by any accreditation agencies: No Yes

If so, by what accreditation source: COA CARF JCAHO Other: _____

Is this a new or existing home visitation program? New Existing

When did your program first provide services to families based on the HFA Critical Elements? _____

What is/was the anticipated start date for the program? _____

Have you received any technical assistance from an HFA primary state contact or other individual in your State?

Yes No If yes, name of primary contact _____

Check here if you want PCA America to provide information about the HFA primary state contact.

Do you plan to use the PCA America-HFA primary training to train your program staff?

Yes, we are currently using the PCA America-HFA training.

Yes, we are using the following trainer(s): _____

Note: The PCA America-HFA primary training curriculum must be facilitated by PCA America certified trainers. If you do not plan to use an HFA trainer and/or the PCA America-HFA primary training, what training curriculum or organization will you be using? Please be specific.

Curriculum: _____

Curriculum Components: _____

Training Provider Name & Location: _____

We do not yet have our training plans organized and would like to discuss HFA training options with PCA America staff.

B. Program Description and Statement of Commitment to HFA Critical Elements

Please be prepared to discuss the following topics during a phone interview with HFA Staff.

- i. Describe the legal status of the program or host agency, *i.e.*, 501(c)3, public agency, etc.
- ii. Describe the planning body and its community representation. Please attach a list of the planning group members with titles and organizational affiliations. Also describe the group that will serve in an advisory/governing capacity, its makeup, and role in this project.
- iii. Please read each of the critical elements (listed below) and be prepared to provide a detailed description of the program's plans to operationalize the 12 critical elements (based on the bullet points under each critical element). **Please note: this information used to be required in narrative format.**

Critical Element #1:

Initiate services prenatally or at birth.

- *How the program defines the target population and how that population was identified;*
- *Indicate the number of births in the target population; and the number of families the program plans to serve during each of the first three years of operation;*
- *Describe the agreements with community entities allowing the program to identify and contact the target population;*
- *If the program is a collaborative effort in which the assessment and home visiting functions are carried out by separate organizations, please provide an overview of this relationship and an organizational chart that includes Healthy Families staff; and*
- *Define and provide the formula for the program's acceptance rate.*

Critical Element #2:

Use a standardized (*i.e.*, **in a consistent way for all families**) assessment tool to systematically identify families who are most in need of services. This tool should be administered within two weeks of the birth of the infant and should assess the presence of various factors associated with increased risk for child maltreatment or other poor childhood outcomes (*i.e.*, social isolation, substance abuse, parental history of abuse in childhood, etc.).

- *Describe the screening and/or assessment tool(s) the program plans to use, including a description of the screening and assessment processes;*
- *Describe the training specific to the screening/assessment tools; and*
- *Determination of "eligibility" for home visiting services.*

Critical Element #3:

Offer services voluntarily and use positive, persistent outreach efforts to build family trust.

- *Indicate the program's policy for providing voluntary services;*
- *Describe creative outreach criteria or guidelines; and*
- *Define and provide the formula for the program's retention rate.*

Critical Element #4:

Offer services **intensively** (*i.e.*, at least once a week) with well-defined criteria for increasing or decreasing intensity of service and **over the long-term** (*i.e.*, three to five years).

- *Briefly describe the various levels of service, the criteria for increasing and decreasing intensity of service, and a description of how participant progress is regularly reviewed;*
- *Determine the length of time families will remain on the most intensive level of service (*i.e.*, Level 1) and the length of time families can participate in the program.*

Critical Element #5:

Services should be culturally competent such that the staff understands, acknowledges, and respects cultural differences among participants; staff and materials used should reflect the cultural, linguistic, geographic, racial, and ethnic diversity of the population served.

- *Describe how the program addresses the issue of cultural competence among staff members and program materials, including a description of trainings and a brief description of the annual review.*

Critical Element #6:

Services should focus on supporting the parent, as well as supporting parent-child interaction and child development.

- *Describe how the supervisor, home visitor and family review issues identified in the assessment*
- *Illustrate how the program will involve families in the development of their service plans how the program promotes positive parenting, positive parent-child interaction healthy child growth and development; and*
- *Provide a description of the developmental screens, training provided to staff, the intervals at which the screens are administered and how the program tracks children with delays.*

Critical Element #7:

At a minimum, all families should be linked to a medical provider to assure optimal health and development (e.g., timely immunizations, well-child care, etc.). Depending on the family's needs, they may also be linked to additional services, such as financial, food, and housing assistance programs, school readiness programs, child care, job training programs, family support centers, substance abuse treatment programs, and domestic violence shelters.

- *Describe how families are linked to a medical provider to assure optimal health and development;*
- *Explain how the program tracks immunizations; and*
- *Illustrate how the program follows-up with referrals.*

Critical Element #8

Services should be provided by staff with limited caseloads to assure that home visitors have an adequate amount of time to spend with each family to meet their varying needs and to plan for future activities (i.e., for many communities, no more than 15 families per home visitor on the most intense service level. For some communities the number may need to be significantly lower (e.g., less than 10.)

- *Determine the program's maximum caseload size for families on the most intensive service level and with families at any combination of service level; and*
- *Provide a description about how the program manages the caseloads of home visitors.*

Critical Element #9:

Service providers should be selected because of their personal characteristics (i.e., non-judgmental, compassionate, ability to establish a trusting relationship, etc.), their willingness to work in or their experience working with culturally diverse communities, and their skills to do the job.

- *Illustrate the characteristics looked for in hiring staff (Program Manager, Supervisor (s), Assessment Workers, Home Visitors); and*
- *Provide a brief description of the program's policy on interviewing, references and background checks.*

Critical Element #10 & 11:

Service providers should receive intensive training specific to their role to understand the essential components of supervision, family assessment and home visitation (i.e., identifying at-risk families, completing a standardized risk assessment, offering services and making referrals, promoting use of preventive health care, securing medical homes, emphasizing the importance of immunizations, utilizing creative outreach efforts, establishing and maintaining trust with families, building upon family strengths, developing an individual family support plan, observing parent-child interactions, determining the safety of the home, teaching parent-child interaction, managing crisis situations, etc.)

- *Describe the tracking system used to ensure orientation, role specific, 6 month and 12 month trainings occur within the specified timeframes.*

Critical Element #12:

Service providers should have a framework, based on education or experience, for handling the variety of experiences they may encounter when working with overburdened families. All service providers should receive basic training specific to their roles within the Healthy Families program and in areas such as cultural competency, substance abuse, reporting child abuse, domestic violence, drug exposed infants, and services in their community.

- *Describe the supervision guidelines, including supervisor-to-staff ratio and frequency and length of supervisory sessions;*
- *Provide a brief description of how the program provides staff with skill development, professional support and accountability; and*
- *Explain how supervisors and program managers are supported in their role.*

C. Please read and sign the following Statement of Commitment to the HFA Critical Elements.

The _____ home visitation program hereby signifies that _____ (name of program) it is committed to providing home visitation services to parents and their young children, using the critical elements (identified on pages 2 and 3) as the program's foundation for both policy and practice. If granted affiliation with HFA and the use of the "Healthy Families" name, the program agrees to begin the HFA credentialing process before the end of the second year of program operation (based upon the official date of affiliation). In addition, it is understood that completion of HFA Credentialing is necessary by the third anniversary (based on the official date of affiliation) in order to maintain both affiliation with the HFA initiative and the right to use the Healthy Families America name. It is PCA America's intention to authorize individual program sites and multi-site systems use of the name "Healthy Families" and use of variations of the name (*i.e.*, Healthy Families Place, County, or City) or affiliation with the initiative, provided they are committed to the best practice standards identified by PCA America through research. Should there be any instance that would impede the program's ability to implement the critical elements (such as a loss of funding, etc.), it is understood that it is the program's responsibility to notify PCA America immediately. It is also understood that PCA America is the sole grantee of the right to use the HFA name and/or affiliation with the HFA initiative. (PCA America reserves the right to revoke use of the name, and/or affiliation with the Healthy Families initiative, at any time before, during, or after the community/program enters the HFA credentialing process). Finally, once entering the HFA credentialing process, it is understood that the program will be subject to the policies and procedures of that process.

Signature, Executive Director/President of Host Agency

Date

Please print or type name

Signature, Chair of Planning Body/Advisory Panel

Date

Please print or type name

Signature, Program Director (if hired at time of application)

Date

Please print or type name

Before submitting this application to PCA America, please make sure you have:

- **Completed Parts A, B and C of the application**
- **Enclosed the necessary attachments and narratives for Part B**
- **Completed the *Site Profile Form***
- **Obtained appropriate signatures on the statement of commitment to the HFA critical elements (above)**
- **Enclosed the \$300 application fee**

Please send your completed application to:

**Cydney M. Wessel, MSW
Director of HFA Quality Assurance & Credentialing
HFA Application for Affiliation
Prevent Child Abuse America
500 N. Michigan Avenue, Suite 200
Chicago, IL 60611**