

## HFA/Home Visiting State Systems Development Assessment Tool

### Framework Components

#### **Administration/Governance**

*Vision: An infrastructure serves as a central administration to provide leadership and administrative support for the comprehensive state system.*

YES	NO	KEY ELEMENTS
		Does a <b>key individual</b> (primary contact) exist to serve as a resource within the state and with the national office?
		Have <b>personnel</b> been identified to oversee the management of the state system?
		Has a <b>statewide collaboration/entity</b> been identified to serve as an advisory/shared leadership body?
		Does a <b>policies and procedures manual</b> exist for sites in the state?
		Is there a <b>secession plan</b> in place to ensure the future leadership of the state system?
		Has a <b>mechanism for evaluating</b> the leadership/ governance structure been developed?
<b>OTHER:</b>		

#### **Strategic Planning**

*Vision: The statewide system has a strategy to sustain and/or expand HFA/home visiting in the state.*

YES	NO	KEY ELEMENTS
		Has a statewide home visiting <b>planning group, advisory committee or task force</b> been formed with a charge of leading a strategic planning process for the state system?
		Does the strategic plan address all the <b>components</b> of the state system?
		Has the strategic plan been <b>disseminated</b> and explained to all program sites?
		Is there a process for <b>reviewing and updating</b> the strategic plan?
		Is there a corresponding <b>financial plan</b> to ensure the success of the strategic plan's implementation?
<b>OTHER:</b>		

#### **Training and Technical Assistance**

*Vision: The statewide system provides HFA/home visiting training and technical assistance for staff from all sites.*

YES	NO	KEY ELEMENTS
		Has a system been developed to <b>identify and meet</b> a variety of training and technical assistance needs for all sites in the state?
		Is there enough <b>trained staff</b> to coordinate and provide training and technical assistance for the state?
		Does a <b>training institute</b> or other structure exist through which training is provided?

		Is there a process to <b>ensure the quality</b> of the training provided?
		Has <b>funding</b> been secured to enable the provision of both required (core) and wrap-around training needs?
<b>OTHER:</b>		

**Community Planning/Site Development**

*Vision: The statewide system provides technical assistance for developing, sustaining and expanding HFA/home visiting.*

YES	NO	KEY ELEMENTS
		Have <b>key players</b> in the community been convened to discuss home visitation in the state?
		Has a method been developed to <b>educate communities</b> about HFA and/or home visiting?
		Has there been a concentrated effort to <b>build onto existing collaborations</b> and programs, including HFA sites, PCA America state chapters or local affiliates?
		When new HFA sites come on board, is there a method of <b>providing support</b> to those new programs?
<b>OTHER:</b>		

**Continuous Quality Improvement/Credentialing**

*Vision: The statewide system has established criteria for quality assurance and has a system to ensure adherence to these criteria. The statewide system also collects data for program planning and evaluation purposes.*

YES	NO	KEY ELEMENTS
		Has a <b>quality assurance plan</b> been developed?
		Have <b>requisite resources</b> (staff and/or technology) been procured to meet data management needs?
		Has a <b>system</b> been developed that allows for confidential and consistent data collection?
		Have <b>key stakeholders</b> been included in developing and defining outcome measures?
		Has an <b>evaluator</b> been contracted to conduct a statewide evaluation?
		Has a system been developed to <b>enhance communication between researchers and practitioners</b> to enable best practices to be incorporated into service delivery?
		Has the <b>impact of state systems</b> been evaluated regarding child and family outcomes?
<b>OTHER:</b>		

**Public Relations (PR)/Media**

*Vision: The statewide system has a strategy for promoting home visiting programs in the state.*

YES	NO	KEY ELEMENTS
		Has a system for <b>identifying and meeting PR needs</b> been established?

		Have <b>site staff</b> and <b>key statewide collaborators</b> been identified and trained to work with the media?
		Have <b>PR/marketing tools</b> been developed (i.e. brochures, newsletters)?
		Has a process been established to <b>inform and engage sites</b> around PR efforts?
<b>OTHER:</b>		

**Public Policy/Advocacy**

*Vision: The statewide system has a strategy to advocate and secure sustainable funding for HFA/home visiting.*

YES	NO	KEY ELEMENTS
		Is there a method for educating <b>state legislators</b> and other <b>key decision-makers</b> about HFA and/or home visiting in your state?
		Have <b>personnel</b> been designated to implement all legislative and advocacy efforts?
		Have <b>relationships</b> been cultivated with key decision-makers?
		Are there efforts to secure home visiting <b>legislation</b> in your state?
		Has a long-term plan for <b>sustainable funding</b> for home visiting in your state been developed?
<b>OTHER:</b>		

**Collaboration**

*Vision: There are strong and inclusive collaborations at the state level and in local communities.*

YES	NO	KEY ELEMENTS
		Does the statewide collaboration include <b>key stakeholders</b> and <b>existing statewide coalitions</b> or work groups?
		Has <b>consensus</b> been built around what is needed to promote and support quality community-based programs?
		Has <b>leadership</b> been provided around the development of local collaborations and partnerships?
<b>OTHER:</b>		

**Public Education (Awareness)/Outreach**

*Vision: Healthy Families is well known and recognized as an essential support service for families in communities all over the state.*

YES	NO	KEY ELEMENTS
		Are <b>regular outreach and public education</b> efforts conducted?
		Have a diverse variety of <b>spokespersons</b> been cultivated and trained?
		Have <b>user-friendly materials</b> been developed?
		Are <b>conference workshops</b> and other venues being utilized to educate the public about the benefits and importance of home visitation services?
<b>OTHER:</b>		

**Communication**

*Vision: All state and local program stakeholders will have current and relevant information to maximize their effectiveness.*

YES	NO	KEY ELEMENTS
		Do <b>communication process</b> exist that connect program sites with one another, the state system, the national office and other network members (i.e. list serves, websites)?
		Are opportunities being created to <b>bring people together</b> to share information and successes?
<b>OTHER:</b>		