

HELP ME GROW HOME VISITING SERVICES POLICY

The purpose of this policy is to establish the appropriate administration and provision of Help Me Grow Home Visiting services to eligible children up to the age of three and their families. The Erie County Board, in keeping with its mission to support eligible children from birth to three and their families, will provide Home Visiting services, as identified in the Board's procedures to support positive outcomes for children and families. These services are designed to support families through an evidenced-based program that promotes healthy growth and development, and empowers parents with skills, tools, and the confidence to nurture the growth of their baby.

The Superintendent shall establish, revise, and keep current the procedure to be utilized in the implementation of this policy. The Superintendent/ designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature:  Date: 8/16/18

Implemented: 7/20/17

Board Approved: 7/20/17, 8/16/18

Revised: 8/14/18

Reviewed: 8/14/18

Cross Reference: Ohio Department of Health Rule 3701-8-01

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
HELP ME GROW HOME VISITING SERVICES PROCEDURE**

I. ROLE OF HELP ME GROW HOME VISITING SERVICES

- A. The Erie County Board of Developmental Disabilities (The Board) is responsible for the implementation of all the components of the Erie County Help Me Grow program per contract with the Ohio Department of Health (ODH) in accordance with Ohio Department of Health rules. The Board's Home Visiting program is a voluntary, evidenced-based program offered to families who meet the following eligibility criteria:
 - 1. Income level at or below 200% of the Federal Poverty Level; AND
 - 2. Caregiver of a child under the age of 3 months or pregnant mother; AND
 - 3. At least one of nine identified risk factors listed in ODH rule.

- B. Per ODH Rule, the Help Me Grow Home Visiting program is permitted to serve families with children between the ages of 3 months to 24 months under alternate eligibility. Families enrolled under alternate eligibility can only make up 15% of the total number of the agency's capacity. The Erie County Board of Developmental Disabilities sets its own capacity to serve based on available funding including available staff.

II. PROGRAM CONSENT AND SERVICE DELIVERY

- A. Help Me Grow Home Visiting Services shall include the following:
 - 1. A signed program consent before home visiting services begin;
 - 2. Home visits (or visits that occur in another natural environment) to eligible families, including the delivery of parent and child screenings/assessments;
 - 3. Evidence-informed parenting curriculum, delivered in natural environments that focuses on healthy parent child interaction and promotes healthy child development;
 - 4. Weekly play groups to allow for social networking between parents.

- B. The Erie County Board of Developmental Disabilities (The Board) shall ensure that an Ohio Department of Health (ODH) credentialed Help Me Grow Home Visitor is available for every family enrolled in Home Visiting services. The Board will ensure that eligible families are assigned only one Home Visitor at any given time.

III. DESCRIPTION OF SERVICES

- A. The Board's Help Me Grow Home Visiting Services are delivered:
 - 1. In adherence to the Healthy Families America (HFA) Best Practice Standards.
 - 2. According to ODH Rule 3701-8-01.
 - 3. With cultural sensitivity to diverse beliefs, values, and family structures.
 - 4. As a voluntary family support program for caregivers and pregnant women.
 - 5. Utilizing an evidenced-informed curriculum.
 - 6. In the family's home or another natural environment.

- B. The Board's Help Me Grow Home Visiting program takes an active role in the provision of:
 - 1. Outreach/ Child Find: The Director of the department will participate in the Family and Children First Council (FCFC) with other community agencies to provide updated program information.

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2. Parent's Rights and Due Process: The Ohio Department of Health's HMG Parent's Rights brochure and ODH Notice of Privacy Practices brochure, is given to all families in the Home Visiting program at their initial home visit, and annually thereafter.
3. Screenings: All families who are deemed eligible will receive parent and child screenings initially and at repeated intervals in accordance with ODH rule.
4. Family Assessment: All families who are deemed eligible will receive a Family Assessment to assist in program planning.
5. Family Plan: All families who are deemed eligible will work with their Help Me Grow Home Visitor to develop a Family Plan for the purpose of cultivating family outcomes that meet the family's needs and priorities. Family Plans will be reviewed every 180 days or in accordance with ODH rule.
6. Family Support: All families (as funding and availability allow) will be offered a weekly playgroup to facilitate parental networking and social support.
7. Ongoing Home Visits: Frequency of visits will be determined by both the family and the staff member. It will be encouraged that all families receive weekly home visits for the first six months that they are in the program.

C. Eligibility for Services

1. In accordance with ODH rule, services are available to families who meet the following eligibility criteria:
 - a) Income level at or below 200% of the Federal Poverty Level; AND
 - b) Caregiver of a child under the age of 3 months or pregnant mother; AND
 - c) At least one of nine identified risk factors listed in ODH rule.
 - d) Fifteen percent of the agency's capacity can be used to serve families with a child between the ages of 3 months to 24 months (family must also meet income and risk factor criteria).
2. Once determined eligible, a family can remain in the program until the child turns three years old.
3. The Board will set its capacity to serve at the beginning of each year and may be adjusted depending on weight of caseloads, available funding, and staff.
 - a) Eighty five percent of the agency's capacity will serve families that meet the target criteria listed above.
 - b) Fifteen percent of the agency's capacity can be used to serve families with a child between the ages of 3 to 24 months (family must also meet income and risk factor criteria).
4. Frequency of visits will be offered according to the Healthy Families America national model of home visiting Best Practice Standards. The Home Visitor and the family will work together to decide on the frequency and location of visits.
5. The Board's Help Me Grow Home Visiting services will be offered to eligible participants based on the availability of funds, availability of staff, and provider capacity to serve.

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- D. Upon verbal or written request from anyone, a copy of the Home Visiting Program policy and procedure shall be made available. This includes Healthy Families America local policies and procedures and ODH Home Visiting Rule 3701-8.

- E. Parent Rights and Due Process
ODH HMG Parent's Rights Brochure is reviewed initially with families and annually thereafter.
 - 1. Families may make complaints by any of the following ways:
 - a) Contacting the local Help Me Grow program directly via phone (419-621-3962 or 1-800-491-4566), fax (419-625-3448), or by mail (Help Me Grow 4405 Galloway Rd., Sandusky, Ohio 44870).
 - b) Contacting the Ohio Department of Health by phone (614-466-3543), by mail (246 N High St., Columbus, Ohio 43215) or by email at homevisiting@odh.ohio.gov