

3701-8-06.1 Home visiting contractor requirements.

For the purposes of this rule, parent is an individual eligible under paragraph (A) of rule 3701-8-06 of the Administrative Code.

- (A) Home visiting contractors shall ensure that only one home visitor is assigned to the family at any given time.
- (B) Program referrals that result in a family being placed on a home visiting contractor's wait list shall ensure the following activities are completed for each family on wait list status:
 - (1) Make contact with each family on contractor's wait lists a minimum of one time per calendar month to assess the family interest in continuing on the HMG home visiting wait list and document each contact attempt in the statewide data system;
 - (2) If a successful contact has not been achieved after fourteen calendar days with the parent on the wait list, or a successful contact results in a parent communicating he or she is not interested in HMG, the home visiting contractor shall exit the program referral in the statewide data system for HMG in accordance with paragraphs (M)(4) and (N) of this rule.
- (C) After receiving a program referral, help me grow (HMG) home visiting contractors shall assign a home visitor and ensure that the following activities are completed before the first home visit with the family:
 - (1) Make contact to schedule the first home visit;
 - (2) Confirm potential eligibility for the program; and
 - (3) Inform the family that the home visitor will be asking to see a copy of documentation of program eligibility using any one of the following:
 - (a) Current WIC, Ohio works first or Ohio medicaid card;
 - (b) Two consecutive pay stubs from current employment;
 - (c) Military identification; or
 - (d) Other documentation which allows the home visitor to determine financial or military eligibility.
- (D) Home visiting contractors shall ensure that home visitors complete no less than the following during the first home visit:
 - (1) Gather documentation to confirm eligibility for the program, as applicable, in accordance with paragraph (A) of rule 3701-8-06 of the Administrative Code;
 - (a) Copy of current WIC, Ohio works first or Ohio medicaid card to be placed in the record, when financial criteria is used for eligibility; or documentation on form HEA 8043.
 - (b) In the absence of a copy of any of the cards accepted in paragraph

- (B)(1)(a) of this rule, copies of two consecutive pay stubs shall be placed in the record, when financial criteria is used for eligibility; or documentation on form HEA 8043.
- (c) When an individual is unemployed, this shall be noted in case notes.
 - (d) When an individual is in the U.S. military, a copy of military identification shall be placed in the record; or documentation on form HEA 8043.
 - (e) When referral from a PCSA is used for eligibility, a copy of form HEA 8021 shall be provided by the centralized coordination contractor and placed in the record.
- (2) Obtain written consent to participate in the program, documenting the consent on form HEA 8038;
 - (3) Explain the program's goals, the structure and expectations for participation;
 - (4) Provide a copy of the parent's rights brochure in the native language of the family, unless it is clearly not feasible to do so;
 - (5) Provide a copy of the HMG notice of privacy brochure in the native language of the family, unless it is clearly not feasible to do so; and
 - (6) Schedule the next home visit.
- (E) Home visiting contractors shall ensure that home visitors complete and document a family centered assessment during the first thirty calendar days after the first home visit and determination of eligibility using an assessment identified and approved for use by the evidence-based home visiting model implemented by the contractor and/or approved by the department.
- (F) Home visiting contractors shall ensure that home visitors complete the following during the first sixty calendar days after the first home visit and determination of eligibility:
- (1) Offer no less than the home visit schedule as outlined in paragraph (G) of this rule and document the agreed upon schedule on form HEA 8036; and
 - (2) With the family, complete the initial family plan on form HEA 8036, with at least one goal for program participation related to any one of the four goals of the HMG home visiting program, as described in rule 8701-8-06 of the Administrative Code. In addition, home visitors shall ensure:
 - (a) Family plans are provided in a language the family understands, unless it is clearly not feasible to do so; and
 - (b) One copy of each family plan is provided to the family at no cost within ten calendar days of the parent signing it.
- (G) Home visiting contractors shall ensure that home visitors complete any initial and ongoing required tools, in accordance with Appendix 6.1 - A of this rule, except when the home visitor obtains documentation of comparable screenings completed within ninety calendar days prior to program referral by a qualified vision, hearing, or nutrition professional or within one hundred eighty calendar days for a universal

newborn hearing screening.

- (H) Home visiting contractors shall ensure that home visitors offer home visits, which are delivered in a language the family understands, and are scheduled at dates and times which are convenient to the family:
 - (1) For any expectant mother, at least weekly for the first four weeks in the program, then at least twice a month until the baby is born, at least weekly for six months after the birth of the baby, then at least twice a month or monthly, as applicable to the family.
 - (2) For all families, at least weekly for the first six months in the program, then at least twice a month or monthly, as applicable to the family.
- (I) Home visiting contractors shall ensure home visitors:
 - (1) Conduct parenting education at every home visit after the initial family plan has been developed, using an evidence-informed parenting education curriculum associated with an evidence-based home visiting model found at <http://homvee.acf.hhs.gov/Default.aspx>;
 - (2) Assess, address, and promote positive parent-child attachment, and bonding at every home visit after the initial family plan has been developed using an assessment identified and approved for use by the evidence-based home visiting model implemented by the contractor and/or approved by the department;
 - (3) Conduct home visits in ways which are culturally sensitive and respectful to the families;
 - (4) Keep personally identifiable information confidential;
 - (5) Make community referrals, when appropriate to address the identified needs of the families and follow up with the family and/or community referral to determine referral outcome and if the family received needed services;
 - (6) Facilitate transition of the child to a development-enhancing program by age three, when appropriate; and
 - (7) Enter all required data into the statewide data system for HMG and maintain one record for each child, in accordance with rule 3701-8-09 of the Administrative Code.
- (J) Home visiting contractors shall ensure that each family plan is reviewed by the home visitor with the family at least every ninety calendar days. Home visitors shall ensure that each family plan:
 - (1) Assists in the development of home visiting activities, the identification of resources, and successful achievements for the family;
 - (2) Includes the results of a family centered assessment and the most recent screening and assessment tools;
 - (3) Includes functional goals that are meaningful to the family, including objectives and time lines for completing goals, and documents the extent to which the family believes that family plan goals were met or unmet and the modifications

made;

- (4) Includes any updates to the home visit schedule; and
 - (5) Is signed by the parent and the home visitor.
- (K) Home visiting contractors shall inform the centralized coordination contractor every time:
- (1) A child or family needs to change home visiting contractors;
 - (a) When starting services with a family who has been participating with another home visiting contractor, the current home visiting contractor shall conduct a family plan review within sixty calendar days of the program referral; and
 - (b) The tool administration schedule follows the child, in accordance with Appendix 6.1 - A of this rule.
 - (2) A referral for a child is received from the family or another referral source. Contractors shall not serve a family who has not been assigned by the centralized coordination contractor through a program referral; or
 - (3) The home visitor suspects the family may be eligible for HMG early intervention. In this circumstance, before contacting the centralized coordination contractor to make a system referral for HMG early intervention, the home visiting contractor shall:
 - (a) Discuss the early intervention program, goals, and services to the parent of the potentially eligible child;
 - (b) Ask the parent if they consent to the home visitor contacting the centralized coordination contractor;
 - (c) With parent consent, inform the centralized coordination contractor about the potentially eligible child and make a system referral for HMG early intervention; and
 - (4) A family on a home visiting contractor wait list communicates they no longer wish to remain on a wait list and are interested in receiving services from another home visiting contractor.
- (L) When the referral source is a professional, home visiting contractors shall, with parent consent, provide a follow-up to the referral source on form HEA 8037, within sixty calendar days of receiving the program referral.
- (M) A family shall be exited from HMG home visiting when any one of the following is true:
- (1) The child, as defined in paragraph (A) of rule 3701-8-06 of the Administrative Code, reaches three years of age;
 - (2) The child, as defined in paragraph (A) of rule 3701-8-06 of the Administrative Code, moves out of the state of Ohio;
 - (3) The family refuses to complete any of the required program components, in

accordance with paragraphs (A)(5)(c) to (A)(5)(e) in rule 3701-8-10 of the Administrative Code;

- (4) Repeated attempts to visit are unsuccessful:
 - (a) The home visiting contractor may exit a family thirty calendar days after the last successfully completed home visit;
 - (b) The home visiting contractor shall exit a family ninety calendar days after the last successfully completed home visit;
 - (c) The home visiting contractor shall exit a family if eligibility determination is not established within thirty days after program referral; or
- (5) The family terminates program participation.
- (N) When a home visiting contractor exits a family from home visiting due to loss of contact, the contractor shall send a written email or post mail notification to the last known address or email with the following information:
 - (1) Details of the attempts which have been made to contact the family;
 - (2) This notification is the last contact attempt which the home visitor will make;
 - (3) Contact information for the program; and
 - (4) Information explaining qualifications and procedures for returning to the home visiting program.
- (O) Home visiting contractors shall designate one individual as the contract manager who is responsible for oversight and monitoring of the required activities of the grant, contract or agreement.
- (P) Home visiting contractors, upon execution of a contract or other agreement with the department to provide services, shall ensure that funds provided by the department, will not supplant other federal, state, or local funds in place to serve the population of families. HMG home visiting services shall be provided to eligible families at no cost.
- (Q) Home visiting contractors shall ensure that home visitors are supervised by an individual who is qualified, in accordance with rule 3701-8-03 of the Administrative Code.
 - (1) Supervision includes ensuring that home visitors deliver services in accordance with rules 3701-8-06 to 3701-8-06.2 of the Administrative Code;
 - (2) Supervision shall be delivered in a manner that is ongoing and direct; is inclusive of administrative, reflective, and clinical supervision; and is conducted by a credentialed home visiting supervisor in accordance with the standards of the evidence-based home visiting model implemented by contractor; and
 - (3) Supervision is documented.

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