Prevention Initiative Home Visiting

Program Agreement

2014-2015

Authorized agency official: Please read this document in its entirety. After reading, please initial on the bottom of each page and sign on the last page, as evidence that you have read and understand the requirements.

I understand:

1. Agencies must serve residents of the city of Chicago in facilities located within the city limits.

2. Agencies must have a written procedure for selection criteria for funded enrollment that follows CPS income requirements and ISBE priorities. Agencies must implement the written procedure for selection criteria.

3. The agency must have a procedure for verifying a family’s income, and keep the documentation of the verification on site.

4. Agencies must serve families who are prenatal or have children who are birth to under three on or before September 1st of the program year. Children, who are age eligible for Preschool for All, are not eligible for Prevention Initiative.

5. The agency is responsible for ensuring that Chicago Public Schools (CPS) has the necessary enrollment documentation for all children enrolled in the Program.

6. Non-traditional innovative programs need to submit active participant’s enrollment list, including prenatal participation by the 2nd working day of the month.

7. Programs that enroll prenatal participants – monthly enrollment data must be submitted by the 2nd working day of the month.

8. Children must be screened with the ASQ developmental screening within 45 calendar days of enrollment.

9. Children must be screened with the ASQ-SE (social emotional) within 60 days of enrollment, and annually after that, within 60 days of the start of the program year. (An alternative social-emotional screener approved by CPS Community Partnership may be used.)

Initial _______
10. Notification to CPS of Home Visiting key personnel resignation/termination must occur no later than the final day of the employment, and must be submitted via the online system. Agencies have 6 weeks to replace qualified staff without impacting funding.

11. Agencies must provide CPS with individual staff professional development plans that include the details of the resources and activities that will be used to fulfill the plan.

12. Agencies must offer an approved research based parent engagement/home visiting/child development curriculum.

13. Home visitors/parent educators must have a bachelor’s degree in early childhood, child development or a related field.

14. Home visitors/parent educators’ case load may not exceed 24 families.

15. Agencies must provide updated program profiles annually, and each time there is a change in staff.

16. Monthly enrollment will be tracked and averaged to calculate future contracted numbers.

17. Prior to entering into an agreement with a high school, programs must submit request to Community Partnerships to ensure that there is not an existing agreement with another program.

18. Agencies operating programs in local schools must submit a letter of agreement from the school principal. The original letters of agreement must be on CPS agreement form and must be submitted by July 1st of the program year.

19. Agencies must conduct an annual program evaluation and must submit a Quality Improvement Plan (QIP) to CPS after it is initially developed and after the action steps are completed no later than the end of the program year.

20. Salaries of the staff must comply with CPS Financial Compliance minimum salary.

21. Agencies are required to submit quarterly expense reports based on expenditures from the previous quarter.

22. Payments for the next quarter will not be made until the prior quarter expenditures have been reconciled.

23. Account reconciliations that are received after the deadline will jeopardize current and future funding.

Initial ________
24. Account reconciliations must include funds distribution forms, with automated payroll documentation for the home visitor, case manager and/or family support names.

25. CPS has the right to audit, the implementation of program requirements including but not limited to: the families enrolled, the placement of the qualified staff, program quality, and professional development.

26. Monitoring of program quality will be based on CPS and ISBE requirements.

27. CPS has the right to utilize data audited to make program decisions for future funding.

________________________________________
Print Name of Agency

________________________________________
Print Name of authorized agency official

________________________________________    _______________
Signature of authorized agency official          Date