

Ohio Help Me Grow Guidance Document

How to Become a Help Me Grow Home Visiting Contractor

STEP 1: Understand what being a HMG HV contractor really means.

Contractors assure:

- All rules in Ohio Administrative Code Chapter 3701-8, which apply to home visiting (01, 02, 02.1, 03, 06, 06.1, 06.2, 09, 10, & 10.1) will be followed in the delivery of HMG HV services;
- Data entry into the statewide data system, Early Track, is required and necessary to be paid for services provided;
- Payment is by reimbursement and requires the contractor to become a vendor with the State of Ohio;
- An application to the Ohio Department of Health (ODH) must be completed. The application may take some time & staff resources to complete successfully. At this point, providers are applying only to ODH. When Medicaid becomes available for HMG Home Visiting, providers will need to complete an online application through the ODJFS MITS System. When this becomes available, instructions will be provided by ODH;
- Affiliation with an evidence-based home visiting model is required by ODH. Implementing a model to fidelity is not required by ODH, although meeting model fidelity standards may be required by the model chosen by the contractor. Contractors must assure that they will conduct HMG HV services in accordance with Ohio Administrative Code, rules 3701-8-06 and 3701-8-06.1. ODH will monitor contractors on the HMG HV standards in OAC rule. The ODH will not monitor contractors on the degree to which they meet fidelity standards of the evidence-based home visiting model with which they are affiliated;
- Agencies may become a contractor and sub-contract some or all of the work to another agency, but each sub-contracted agency which employs home visitors must be affiliated with an evidence-based home visiting model, as required in the application;
- Financial stability of the applicant agency; and
- The agency maintains a physical location, telephone number, internet connection, fax capabilities, individual e-mail address for each individual working in HMG; and the technical capacity to enter data into Early Track.

Contractors will be reimbursed for the time spent preparing, traveling, conducting, and documenting home visits to program participants in the HMG Home Visiting Program, including making referrals, referral follow up and required data entry. The rate will be paid per 15 minute increments, which makes documentation critical. Providers will not be reimbursed for any activities associated with a home visit if the home visit was not successfully completed. The provider agreements will include limits by specific activities, which will require pre-authorization from ODH before the provider exceeds the set limits for an individual. Activities (e.g., providing parenting education, developing a family plan, administering screenings, travel to the family’s home) are paid at the same rate, \$13.50 for licensed and \$11.50 for non-licensed Home Visitors. Licensed Home Visitors are limited to licensed registered nurses and licensed social workers. The following table shows what specific activities are paid and not paid, but is not an exhaustive list.

Activity	Location	Reimbursed / Not Reimbursed
Preparing materials and information for a home visit, by the Home Visitor, when the home visit is successfully completed.	Anywhere	Reimbursable

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Activity	Location	Reimbursed / Not Reimbursed
Conducting comprehensive assessment, by the Home Visitor, including the administration of screening and assessment tools with program participants.	Family's Home	Reimbursable
Developing and managing a family plan.	Family's Home	Reimbursable
Parenting education provided to program participants during the home visit.	Family's Home	Reimbursable
Referring and linking program participants to services, by the Home Visitor, to address identified needs and achieve goals specified in the family plan or program record.	Anywhere	Reimbursable
Monitoring and following up on services provided to a program participant, by the Home Visitor.	Anywhere	Reimbursable
Traveling to and from the home visit, when the home visit is successfully completed.	Car	Reimbursable
Documenting related to the services provided, by the Home Visitor.	Anywhere	Reimbursable
Data entry into the statewide data system for HMG related to the services provided, by the Home Visitor.	Anywhere	Reimbursable
Time spent in training.	Anywhere	Not Reimbursable
Time spent in supervision.	Anywhere	Not Reimbursable
Time spent on activities for a home visit that was not successfully completed.	Anywhere	Not Reimbursable
Time spent on administrative duties, including completing payroll.	Anywhere	Not Reimbursable
Vacation leave, sick leave or other related benefits.	Anywhere	Not Reimbursable

If you have further questions about what it means to be a HMG HV contractor, please contact the Bureau for Children with Medical Handicaps and Early Intervention Services by emailing beis@odh.ohio.gov with a subject line of "HV provider application question" or calling 614-644-8389 and ask to speak with a Home Visiting Program Consultant.

STEP 2: Watch the available online training on "How to Become a Help Me Grow Home Visiting Provider" (not required, but provided for your information) *Available after Tuesday, May 8, 2012*

- Log onto the internet, going to <https://oh.train.org>
- Create an account, if you do not have one. If you have an account, login
- Click on the tab labeled "Course Search." Once there, you can search by the title above or by the course ID
 - **Course Name:** Ohio Help Me Grow: How to Become a Help Me Grow Home Visiting Provider
 - **Course ID:** 1033506
- Register for the course, following the prompts
- Download the attached materials
- Watch the recorded webinar

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STEP 3: Complete the application and send to the ODH

- Access the application online at <http://www.ohiohelpmegrow.org/> and scroll down to “News” or by calling 614-644-8389 and requesting an application packet be emailed or post mailed to you
- Once online, click on the “professional” tab at the top of the page. Then, click on “Home Visiting Program” on the navigation bar on the left hand side of the page. Scroll to the bottom of the page to the “Help Me Grow Home Visiting in SFY13” section to find the application documents and download the PDFs
- Request the required letters of support from any of the public entities listed on page 3, number 3 of the application as these may take some time to acquire
- Request or gather the credential documentation from at least one supervisor and one home visitor from the Ohio Professional Registry by emailing dgreen@ocrra.org or calling 614-310-1367, as these may take some time to acquire
- The individual who will be the Early Track System Administrator should complete the two required on-line trainings, by following the directions provided in Appendix #2 of the application
- Prepare the information on agency letterhead, as required on page 1, number 1
- Gather and submit the attachments, as required on page 2-3, number 2
- Complete and sign the assurances page, page 4, in blue ink and make sure to send original with application packet
- Complete the Attachment #1, **Financial Ratio Calculations**, and send 2 copies with application packet as well as the supporting documentation
- Complete the Attachment #2, **Letter of Intent to Affiliate**, and send with application packet if not submitting actual affiliation documentation
- Complete the Attachment #3, **Early Track System Access Rights and Responsibilities Agreement**, if needed, and send with application packet
- Complete the Attachment #4, **Agency Demographic Profile**, and send with application packet
- Complete the Attachment #5, **Signed Declaration Agency Demographic Profile Regarding material Assistance/Non-Assistance to a Terrorist Organization for Government Business and Funding Contracts**, and send with application packet
- Complete Attachment #6, **OAKS Vendor Information and Tax Identification Number**, and send with application packet

STEP 4: Send the completed packet and its required attachments to the ODH as directed on the application

The ODH will send notification that you have either been approved or denied as a provider of HMG Home Visiting services. If you receive an approval letter, the letter will contain the required next steps. If you receive a denial letter, the letter will include how you can request reconsideration of the decision.

If you have questions about your application status after you have submitted the application to ODH, email beis@odh.ohio.gov with a subject line of “HV provider application status request” or call 614-644-8389 and ask to speak with a Home Visiting Program Consultant.

STEP 5: Sign and return the provider agreement as directed in the approval letter

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STEP 6: Register for an upcoming HMG Training Institute (2 Day in-person training)

- Some staff are required to complete this in-person training. For those not yet credentialed (supervisors or home visitors) or for those who do not need to become credentialed, but whom need the training (contract managers), do the following:
 - Log onto the internet, going to <https://oh.train.org>
 - Create an account, if you do not have one. If you have an account, login
 - Click on the tab labeled “Course Search.” Once there, you can search for “Ohio Help Me Grow: Training Institute (2 Day) or by the course ID (1023293)
 - Register for the course, following the prompts
 - The BCMH&EIS SFY13 HMG Training Bulletin will have a calendar of the dates and locations for upcoming HMG Training Institute sessions. There will be at least one HMG Training Institute scheduled each month, the first week of each month

STEP 8: Get your staff (or, the staff of any sub-contractor who will employ supervisors or home visitors) credentialed!

To obtain a HMG Supervisor Credential:

- Individual holds at least a bachelor's degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education; family life education; hearing and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology or counseling; or social work.
- Individual completes a personal profile with verification on the Ohio professional registry
- Individual completes mandatory training which include:

Training	Format	OH-Train Course ID
Training Institute	In Person (2 Days)	1023293

To obtain a HMG Home Visitor Credential:

- Individual holds at least an associate's degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education; family life education; hearing and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology or counseling; or social work.
- Individual completes a personal profile with verification on the Ohio professional registry
- Individual completes mandatory training which include:

Training	Format	OH-Train Course ID
Training Institute	In Person (2 Days)	1023293
Home Visiting 101	Online	1028653
Home Visiting with Prenatal Moms	Online	1028655
Smoking Cessation	Online	1028684

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Training	Format	OH-Train Course ID
<i>Tools used for screening and assessment:</i>		
ASQ and ASQ:SE	Online	1019133
EDPS	Online	1023285
Hearing Status Questionnaire	Online	1023379
HOME or NCAST	Online	1019134 (HOME)
Home Visiting Forms and Tools	Online	1023292
Home Visiting Program Evaluation	Online	1023382
Vision: Taking a Look	Online	1023291