

Date Reviewed:

LIA:

Florida MIECHV Local Implementing Agency Policy Checklist

Participant Eligibility, Recruitment, and Enrollment in MIECHV Services				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Recruitment (including participation in CI&R)	Policy 1.2			
Intake, enrollment, re-enrollment	Attachment 1, C.1.a.15)			
Dual enrollment, duplication of services avoidance				
Family Engagement and Retention				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Missed visit and/or signs of disengagement	Policy 2.3			
Creative outreach for reengagement (including contact methods)				
Criteria for closing a family due to disengagement				
Participant transition, exit parameters				
Participant Assistance Funds and Incentives				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Use of emergency participant assistance funds	Attachment 1, C.1.a.15)			
Use of participant incentives				
Documentation and Data Collection				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Documentation requirements	Attachment 1, C.1.a.15)			
Date collection and security				
Adverse incident reporting protocol				
Safety				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Working with participants experiencing domestic violence	Policy 3.4			
Workplace safety for employees experiencing domestic violence and their co-workers	Policy 3.5			

Home visitor safety (including working in homes where IPV is present)				
Home Visitor Training and Procedures to Support MIECHV Performance Measures				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Educating caregivers on safe sleep practices	Attachment 1, C.1.a.15)a			
Screening primary caregivers with the EPDS, making referrals, and follow-up	Attachment 1, C.1.a.15)b			
Referring primary caregivers who report using tobacco or cigarettes for tobacco cessation	Attachment 1, C.1.a.15)c			
Screening children using the ASQ-3, making referrals, and follow-up	Attachment 1, C.1.a.15)d			
Screening primary caregivers for IPV, making referrals, and follow-up	Attachment 1, C.1.a.15)e			
Additional Programmatic Policies				
Required Policy	Referenced	Status	Policy Name/Number	Comments
Description of services provided	Attachment 1, C.1.a.15)			
Staff qualification, orientation, and training				
Confidentiality				
Reflective supervision				
Required model developer policies and procedures				