OREGON HEALTH AUTHORITY | Maternal, Infant and Early Childhood Home Visiting (MIECHV)

Family and Child Health

2025 MIECHV Subrecipient Monitoring Program Guide

Overview

Each Local Implementing Agency (LIA) and Local Coordinating Agency (LCA) will expect:
One onsite partial review every three years. In each of the other two years, remaining segments of the monitoring plan will be completed virtually. The exceptions are for locations that are in the midst of Supportive Action Plans which shall receive onsite visits or those LIAs or LCAs that request on-site visits which will be accommodated to the extent possible.

Review of findings from Nurse Family Partnership (NFP) Nurse Consultants, Healthy Families Oregon (HFO) and Early Head Start (EHS) Programs will occur prior to requesting new or updated documentation. The intent is to reduce the number of policies, documents, and reports requested by the MIECHV SRM Reviewer/s to complete the MIECHV SRM process. (*Reducing the need for LIA or LCA staff to pull the same policy or report twice.*)

Most of this monitoring process may be completed in by OR MIECHV SRM Reviewers with not response from LIA or LCA required. Some may be completed in advance via electronic submission and review by OR MIECHV team SRM Reviewer/s. Some elements require onsite visual verification or review of policies and/or documentation.

Monitoring Plan Checklist Details

Page 1: No response required by local partner.
Details identifying information of site, leadership and participants, and reviewer/s and basic info about program. It offers explanation of OR-MIECHV's risk assessment that contributes to development of Supportive Action Plans. Three levels of risk were requested in verbal findings from the 2024 OHA audit of OR-MIECHV contracting process, and generally described in MIECHV's SRM guidance.

Page 2: Section A-Caseload and Enrollment. No response required by local partner. Requires review of documentation/policies, to be submitted electronically for review prior to the visit.
Section B-Client Records and Data Collection. Will verify onsite. Q1: Requires review of onsite physical records to assure confidentiality and security and electronic review of policies/documentation to assure family records are transmitted confidentially during data entry. Q2: requires electronic review of policies/documentation and on-site review of physical/electronic ROIs to verify that families' ROIs are signed and retained to authorize communication of family information with OR MIECHV.

Page 3: Section B (continued). No response required by local partner. Q3: requires review of THEO and FLO to verify timeliness of data entry. Q4: requires review by OR-MIECHV. QI. lead to verify program responsiveness to data cleaning requests.
Section C-Model Fidelity & Staffing. Will verify onsite. Q1 Review HFO findings and verify staffing list and caseload. Q2: Review pg3 of HFO report and review policy/documentation electronically. Q3: Review staffing list by participant list in required OR MIECHV trainings/meetings, if any. Q4: Workforce Development lead verify staffing updates via newsletter link, monthly report, and/or email against staffing list at time of preparation for visit. Q5: verify with model leads. Q6 review electronic or on-site policy/documentation of hiring/staffing plan.

Section D-Communication and Reporting. No response required by local partner. Q1: verify notes and screenings entered in THEO within 2-week window.

Page 4: Section D (continued). No response required by local partner. Q2: Verify monthly report submissions by OR MIECHV staff and Project Director. Q3: Verify by OR MIECHV team. Q4: Verify by Project Director – only some require participation, but all are requested and helpful to the work of the state and national HV system.
Section E-Continuous Quality Improvement (CQI). No response required by local partner. Verify both questions with CQI Coordinator.
Section F-System Coordination and Alignment. Will verify onsite. Verify all questions with LCA and onsite documentation.

Page 5: Section G-Audit & Fiscal. Review Budget, fiscal policies, onsite. Review most recent monthly invoice cover and detailed expenditures via email. No response required for remainder. Q1: Review onsite. Q2: Review with OR MIECHV Fiscal Lead. Q3: Verify by Project Director during contracting process. Q4: Review most recent invoice electronically and verify details of expenditures onsite if additional detail needed. Q5: Verify onsite review of General Ledger. Q6: review documentation/ policies electronically. Q7: Verify onsite. Q8: Review policies and documentation electronically, as possible, and/or onsite, as needed.

Page 6: Section H-Personnel. Review Employee manual electronically in advance. Verify confidentiality and security of employee records onsite. Review job descriptions onsite or in advance or onsite. Q1: verify electronically. Q2: Review employment handbook electronically. Q3: Review policy/documentation electronically. Q4: Review policy/documentation electronically. Q5: Review employee handbook electronically and verify files onsite. Q6: verify onsite. Q7: verify documentation and policy if applicable electronically. Q8: Verify onsite.

Page 7: Section I-Salary and Time. Verify time recording and salary schedule onsite And No response required by local partner. Q1: verify onsite. Q2: Verify electronically. Q3: Verify onsite. Q4: Verify electronically, if applicable. Q5: Verify electronically, if applicable.
Signatures of Lead Reviewer and Program Administrator following Debrief Meeting.

Page 8: Optional LIA Team interview questions. No response required by local partner. Additional Narrative Reporting, if applicable.