

PROGRAM IMPLEMENTATION ROADMAP

INITIAL INQUIRY TO ACTIVE IMPLEMENTATION

SA Shared Activity

AA Agency Activity

NSO NSO Activity

First Contact Regarding NFP 1

- AA** Initial contact between Nurse-Family Partnership® (NFP) and prospective agency.
- SA** Agency meets with program development specialist (PDS) to share information about the agency, community and desire for NFP.
- SA** PDS, nurse implementation specialist (NIS) and agency discuss the feasibility of an implementation. This includes: eligible births, funding capacity, ability to implement with fidelity.
- NSO** NFP NSO sends Proprietary Property Protection Letter (PPPL) to agency. This agreement allows the NSO to share proprietary materials to aid in implementation planning.
- AA** Agency signs the PPPL.
- SA** PDS shares overview materials, planning worksheets, budget and link to implementation plan.
- SA** PDS and agency determine planning timeline.

Next Steps to Become a Network Partner 2

- AA** Agency brings together partners and stakeholders to ensure that NFP will be an accepted, welcome addition to the continuum of services in the community.
- AA** Agency identifies and contacts potential Community Advisory Board (CAB) members and plans first CAB meeting.
- AA** Agency completes the planning worksheets and implementation plan and submits to PDS.
- NSO** The completed plan and all attachments are submitted by the PDS to the NFP NSO Agency Review Team (ART).
- SA** NFP NSO ART completes their review of the implementation plan.
- NSO** The review team determines if the agency is “Ready to Implement” or “Requires Further Planning” and submits a formal letter of their decision with next steps.

*Timelines to complete activities may vary by agency.



ROADMAP CONT'D

SA Shared Activity

AA Agency Activity

NSO NSO Activity

Legal Steps once 'Ready to Implement' 3

NSO PDS will assist with gaining access to the agency management system (AMS), the data collection system (DCS), NFP Community web page.

NSO NFP NSO sends an Implementation Agreement for review by the agency.

AA The agency signs the Implementation Agreement.

First Operational Steps 4

NSO NSO Nurse Consultant (NC) is introduced to the agency administrator by the NIS to begin consultation services.

AA Agency hires the Nurse Supervisor (NS) and plans for agency orientation.

AA Administrator and NS set up the office space.

SA NC Supports the NS with posting positions and hiring the nursing team. NS and Administrator plan and share in the orientation and integration of the team.

SA NC helps nurses develop charts, consents, and other forms and secure agency approval.

SA Agency orders NFP marketing materials

AA Agency visits referring agencies to educate about NFP, establish system for referrals, provide forms and establish start date.

Prepare for Education 5

AA NS or Administrator adds each nurse home visitor to the AMS and registers self and NHV's for NFP education.

AA Administrator registers for Administrator Orientation with NSO.

AA Administrator facilitates arrangements for travel to NFP education: airfare, hotels and per diem.

Activities Prior to Attending Education 6

AA NS and NHVs complete Unit 1 self study module and agency orientation.

AA Facilitate community awareness of NFP.

AA Spread the news to all community supporters and identified referral sources that your agency has been approved for implementation.

AA Introduce NHVs to referral sources as well as other community linkages identified in the implementation plan.

AA Contact potential clients from received referrals and schedule first visit for the week after returning from Unit 2 in Denver.

*Activities in steps 3-6 may occur simultaneously.