

Non-Duplication and Coordination of Services

GUIDANCE FOR FAMILY HOME VISITING GRANTEES

Grant guidelines require that grantees develop policies and procedures to ensure coordination and non-duplication of family home visiting services. While duplication of identical services is not appropriate, in some cases, it may be appropriate for a family to receive home visits from more than one agency. For example, some families may benefit from family home visiting through an evidence-based home model as well as other community or medically based programs. If this is the case, the rationale for providing multiple home visiting services should be documented.

Below are guiding questions that can be used to develop policies and/or procedures to prevent duplication of services and promote service coordination within and between agencies. These are meant to be prompts for consideration but should be tailored to your agency. The Minnesota Department of Health (MDH) will not require routine submission of written policies and procedures but may request to review these as needed. MDH may ask for information as part of your grant progress reporting or discuss at a site visit.

Service availability

1. Do you know what other home visiting services are available in your community?
2. How do agency staff track home visiting service availability in your community?
3. Do you have a process in place to build and/or maintain working relationships and communicate with other home visiting programs in your community (e.g., working agreement, memorandum of understanding, coalitions, etc.)? Please describe the process.
4. How often are you connecting with other programs?

Program referrals and documentation

1. Do you screen families to determine if they are already receiving home visiting services?
2. What is the process for receiving referrals into your home visiting program from other programs internal to your agency?
3. Do you use a central intake process?
4. What is your process for receiving referrals from external agencies?
5. How do you document new referrals to your program?
6. If families are receiving more than one home visiting service, how do you ensure the services are appropriate and not duplicative? Where and how is this information documented?
7. What is your process for making referrals to other needed home visiting services?

Staff training and monitoring

1. Have you developed policies and/or procedures to avoid duplication and promote coordination of services?
2. Are non-duplication policies and/or procedures documented where it is accessible to staff?
3. Are staff trained on policies and procedures to avoid duplication of services?
4. How are efforts to promote coordination of services and non-duplication procedures monitored?

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01/17/25

To obtain this information in a different format, call: 651-201-3765