




# FAMILY INDEPENDENCE ADMINISTRATION

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Office of Procedures

## POLICY BULLETIN #14-122-EMP

### INTRODUCTION TO THE NURSE FAMILY PARTNERSHIP (NFP) PROGRAM

<b>Date:</b> October 24, 2014	<b>Subtopic(s):</b> Employment, Forms, NYCWAY, Pregnancy, Engagement
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of the policy bulletin is to introduce Family Independence Administration (FIA) staff to the Nurse Family Partnership (NFP) program.</p> <p>The Nurse Family Partnership (NFP) program is a partnership between FIA and the NYC Department of Health and Mental Hygiene. The NFP program is a home visitation program for women who are less than twenty-eight weeks pregnant and have no children on their case. Applicants and participants referred to the NFP program will be screened by NFP staff and must be approved to participate in the program. Once approved to participate in the program, the applicant/participant will receive pre and post-pregnancy home visits from a certified nurse practitioner.</p> <p>This program will replace the POISED-at-Home program. This is a two year voluntary program. It is not a work assignment, but participation in the program will be tracked in New York City Work Accountability and You (NYCWAY).</p> <p>The program includes the following:</p> <ul style="list-style-type: none"> <li>• Weekly home visits for the first four weeks after enrollment into the program. After the first four weeks, they will continue to receive home visits every other week until delivery of the baby.</li> <li>• Weekly home visits for the first six weeks once the baby is born.</li> <li>• Home visits every other week until the baby is twenty-one months old.</li> <li>• Monthly home visits until the child is 2 years old.</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

- This program will cover six different areas:
  - Personal Health
  - Maternal Role
  - Environmental Health
  - Friends and Family
  - Life Course Development
  - Health and Human Services

#### Automated Referral Process for NFP

NYCWAY will post Action Code **10VS** (NFP Eligible – System Generated) on cases where an applicant or a participant may be eligible for the NFP program. After the posting of Action Code **10VS**, Action Code **10VB** will generate and mail the Nurse Family Partnership Informational/Appointment Notice (**FIA-1130a**) to the applicant or participant. This notice will give the applicant/participant information regarding the program and an appointment date to speak with a JOS/Worker.

If the applicant/participant is not interested in participating in the program, she does not have to report to the appointment or take any other action. The program is voluntary. Five weeks after the **FIA-1130a** has been generated if the applicant/participant does not report to the appointment or take any action the system will post Action Code **10VX** to close out Action Code **10VB**.

If the applicant/participant is interested in participating in the program but is unable to keep the appointment, she can call the telephone number on the Nurse Family Partnership Informational/Appointment Notice (**FIA-1130a**).

When the applicant/participant keeps the appointment, the JOS/Worker will give the applicant/participant further details of the program and answer any questions the applicant/participant may have about the program. If the applicant/participant states that she is or is not interested in the program, the JOS/Worker will take the steps listed on page 3.

In-person Referral Process for NFP

If an applicant/participant in the Center reports that she is less than twenty-nine weeks pregnant and there are no children on the case, the JOS/Worker must:

- enter Action Code **10VM** (NFP Eligible – Manual Entry) in NYCWAY to identify the applicant/participant as a candidate that may be eligible for the NFP program.
- explain the benefits of the NFP program and that it is a completely voluntary program.
- initiate and continue employment process.

Applicant/Participant Interested in the NFP Program

If the applicant/participant is interested in participating in the program, the JOS/Worker will:

- explain to the applicant/participant that she must still comply with the work program.
- enter Action Code **10VI** (Referral to NFP) in NYCWAY.
- give the applicant/participant the Nurse Family Partnership Informational (**FIA-1130**) which is generated by the action code.
- explain to the applicant/participant that a staff member from NFP will call her.
- explain to the applicant/participant that the assessment and eligibility determination for the program is made only by the NFP program. FIA only makes referrals to the program.
- ensure that a telephone number and an alternate number, if possible, is on file for the applicant/participant.

Applicant/Participant Is Not Interested in the NFP Program

If the applicant/participant is not interested in participating in the program, the JOS/Worker will enter Action Code **10VN** in NYCWAY.

NFP Staff

NFP staff will call the applicant/participant to assess her eligibility to participate in the NFP program. If the NFP staff determines that the applicant/participant is eligible for the program, they will schedule the first home visit. The NFP staff will report the eligibility determination to FIA Employment Services. The designated staff from FIA Employment Services will enter Action Code **10VE** (Enrolled in NFP) in NYCWAY.

If the NFP staff determines that the applicant/participant is not eligible to participate in the NFP program, the NFP staff will report the eligibility determination to FIA Employment Services. The designated staff from FIA Employment Services will enter Action Code **10VU** (NFP Program Denial) in NYCWAY.

If the applicant/participant decides during the assessment of eligibility for the NFP program that she does not want to participate in the program, the NFP staff will report this decision to FIA Employment Services. The designated staff from FIA Employment Services will enter Action Code **10VU** (NFP Program Denial) in NYCWAY.

Applicant/Participant Withdrawal From NFP Program

An applicant/participant can withdraw from the NFP program at any time. The NFP staff will report the withdrawal to FIA Employment Services. The designated staff from FIA Employment Services will enter Action Code **10VW** (NFP Withdrawal) in NYCWAY.


Program Completion

When the applicant/participant completes the NFP program, the NFP staff will report the completion of the program to FIA Employment Services. The designated staff from FIA Employment Services will enter Action Code **10VC** (NFP Completed) in NYCWAY.

*Effective Immediately*

**Attachments:**

- FIA-1130** Nurse Family Partnership (NFP) Information
- FIA-1130 (S)** Nurse Family Partnership (NFP) Information (Spanish)
- FIA-1130a** Nurse Family Partnership (NFP) Informational Appointment Notice
- FIA-1130a (S)** Nurse Family Partnership (NFP) Informational Appointment Notice

 Please use Print on Demand to obtain copies of forms.

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Job Center: \_\_\_\_\_

### **Nurse Family Partnership (NFP) Information**

Nurse Family Partnership (NFP) is a home visitation program for women in their first pregnancy who are less than 28 weeks pregnant. NFP is a partnership between the Family Independence Administration (FIA) and the NYC Department of Health and Mental Hygiene, Nurse Family Partnership Providers. Program participants will receive pre and post-pregnancy home visits from a certified nurse practitioner.

This program is proven to improve families' economic situation by encouraging parents to develop a vision for their own future, plan future pregnancies, continue their education and find work. Additionally this program sets out to improve pregnancy outcomes by encouraging women to obtain early and ongoing prenatal care and engage in positive health-related behaviors, such as proper nutrition and exercise, reducing the use of cigarettes, alcohol and illegal drugs. Lastly, the NFP has improved child health and development by helping parents provide responsible and competent care for their children.

NFP helps applicants and participants by offering assistance in the following areas:

- Personal Health
- Environmental Health
- Friends and Family
- Maternal Role
- Life Course Development
- Health and Human Services

You have expressed interest in the NFP program and FIA has forwarded your name and telephone number to the NFP program. An NFP staff member will contact you to discuss your eligibility for this program.

Fecha: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Centro de Trabajo: \_\_\_\_\_

### **Aviso Informativo de Asociación de Enfermeras y Familias (NFP)**

La Asociación de Enfermeras y Familias (NFP) es un programa de visitas al hogar para mujeres en su primer embarazo que llevan menos de 28 semanas embarazadas. El NFP es una Asociación formada por la Administración de Asistencia Familiar (la FIA) y los Proveedores de la Asociación de Enfermeras y Familias del Departamento de Salud Física y Mental de la Ciudad de Nueva York. Los participantes del programa recibirán visitas al hogar de una enfermera especializada acreditada antes y después del embarazo.

Se ha comprobado que este programa mejora la situación económica de las familias, promoviendo que los padres formen una visión para su propio futuro, planifiquen sus embarazos futuros, continúen educándose y obtengan trabajo. Además, este programa tiene como meta mejorar los resultados de los embarazos, promoviendo que las mujeres obtengan cuidado prenatal temprano y continuo, y reduzcan el consumo de cigarrillos, alcohol y drogas ilícitas. Finalmente, el NFP ha mejorado la salud y el desarrollo infantil, ayudando a los padres a brindar cuidado responsable y competente a sus hijos.

El NFP ayuda a los solicitantes y participantes, ofreciendo asistencia en lo siguiente:

- Salud Personal
- Salud Ambiental
- Amigos y Familiares
- Responsabilidades maternas
- Desarrollo Personal
- Salud y Servicios Humanos

Usted ha indicado que le interesa el programa NFP, y la FIA ha reenviado su nombre y número telefónico al programa NFP. Un miembro del personal de NFP se comunicará con usted para tratar de su elegibilidad para este programa.

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Job Center: \_\_\_\_\_

### **Nurse Family Partnership (NFP) Informational Appointment Notice**

Nurse Family Partnership (NFP) is a home visitation program for women in their first pregnancy who are less than 28 weeks pregnant. NFP is a partnership between the Family Independence Administration (FIA) and the NYC Department of Health and Mental Hygiene, Nurse Family Partnership Providers. Program participants will receive pre and post-pregnancy home visits from a certified nurse practitioner.

This program is proven to improve families' economic situation by encouraging parents to develop a vision for their own future, plan future pregnancies, continue their education and find work. Additionally this program sets out to improve pregnancy outcomes by encouraging women to obtain early and ongoing prenatal care and engage in positive health-related behaviors, such as proper nutrition and exercise, reducing the use of cigarettes, alcohol and illegal drugs. Lastly, the NFP has improved child health and development by helping parents provide responsible and competent care for their children.

NFP helps applicants and participants by offering assistance in the following areas:

- Personal Health
- Environmental Health
- Friends and Family
- Maternal Role
- Life Course Development
- Health and Human Services

You may meet the criteria for the NFP program. If you are interested in participating in this program, we invite you to come to the location listed below to speak with a program representative. Because enrollment in this program is time sensitive, we have set up an appointment for you (please see below). Bring this letter with you to the appointment. If you cannot attend on the date and time listed below, please call \_\_\_\_\_ to be rescheduled.

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Travel Directions:

This program is completely voluntary. If you are not interested in participating in this program, you do not have to take any action.

Fecha: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Centro de Trabajo: \_\_\_\_\_

### **Aviso de Cita Informativa de la Asociación de Enfermeras y Familias (NFP)**

La Asociación de Enfermeras y Familias (NFP) es un programa de visitas al hogar para las mujeres en su primer embarazo, embarazadas por menos de 28 semanas. NFP es una sociedad formada por la Administración de Independencia Familiar (FIA) y los Proveedores de la Sociedad Familiar de Enfermeras del Departamento de Salud Física y Mental de la Ciudad de Nueva York. Los participantes del programa recibirán visitas al hogar antes y después del embarazo de parte de un(a) enfermera (o) titulada(o).

Este program garantiza mejorar la situación económica de las familias animando a los padres a desarrollar una visión para su propio futuro, planificar embarazos posteriores, continuar su educación y conseguir empleo. Además, el programa tiene como meta mejorar los resultados de los embarazos animando a las mujeres a obtener cuidado prenatal temprano y continuo, así como practicar conductas con un impacto positivo en la salud, como la nutrición y ejercicio adecuados, la reducción del uso de cigarrillos, alcohol y drogas ilegales. Por último, el NFP ha mejorado la salud y el desarrollo infantil ayudando a los padres a brindar a sus hijos cuidado responsable y competente.

NFP ayuda a los solicitantes y participantes brindándoles asistencia para lo siguiente:

- Salud Personal
- Salud Ambiental
- Amigos y Familiares
- Responsabilidades Maternas
- Desarrollo Personal
- Salud y Servicios Humanos

Puede ser que usted reúna los requisitos para el program NFP. Si desea participar en este programa, le invitamos a que se presente al local más abajo para hablar con un representante del programa. Debido a que la inscripción en el programa está sujeta a presiones de tiempo, le hemos programado una cita (vea más abajo). Traiga esta carta consigo a la cita. Si usted no puede asistir en la fecha y hora indicadas más abajo, favor de llamar al \_\_\_\_\_ para reprogramar la cita.

Fecha de la Cita: \_\_\_\_\_ Hora: \_\_\_\_\_

Nombre del Local: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Indicaciones de Viaje:

Este programa es totalmente voluntario. Si usted no desea participar en el programa, no tiene que tomar ningún paso.