

93.505

**AFFORDABLE CARE ACT (ACA) MATERNAL, INFANT, AND  
EARLY CHILDHOOD HOME VISITING PROGRAM**

---

**State Project/Program: NURSE FAMILY PARTNERSHIP**

---

**U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Federal Authorization:** 42 United States Code Section 701-709

**State Authorization:** N/A

**N. C. Department of Health and Human Services  
Division of Public Health**

---

**Agency Contact Person – Program:**

Chris Bryant  
(919) 707-5640  
[Christopher.bryant@dhhs.nc.gov](mailto:Christopher.bryant@dhhs.nc.gov)

**Agency Contact Person – Financial:**

Patricia Ward  
Chief Budget Officer  
(919) 707-5075  
[Pat.ward@dhhs.nc.gov](mailto:Pat.ward@dhhs.nc.gov)

**N. C. DHHS Confirmation Reports:**

SFY 2019 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Managed Care Organizations (MCOs), Boards of Education, Councils of Government, District Health Departments and DHSR Grant Subrecipients will be available by mid-October at the following web address: <https://www.ncdhhs.gov/about/administrative-offices/office-controller/audit-confirmation-reports>. At this site, click on the link entitled “Audit Confirmation Reports (State Fiscal Year 2018-2019)”. Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from DHHS are found at the same website except select “[Non-Governmental Audit Confirmation Reports \(State Fiscal Years 2017-2019\)](#)”.

---

The auditor should **not** consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor **can** consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

**I. PROGRAM OBJECTIVES**

The purpose of this agreement addendum is to provide funding for implementation of the Nurse-Family Partnership program. In its 30-year history, NFP has shown substantial and consistent results related to improved child and maternal health, child abuse and neglect reduction, crime reduction and school readiness. The NFP project will work with their clients to achieve:

- Improved pregnancy outcomes by helping women engage in preventive health practices including obtaining prenatal care, improving diet and nutrition, and reducing the use of tobacco, alcohol and other substances;
- Improved child health and development by helping parents provide responsible, competent and nurturing care; and

## **NURSE FAMILY PARTNERSHIP**

---

- Improved economic self-sufficiency of the family by helping the parents develop a vision for their own future including planning future pregnancies, continued education and employment.

### **II. PROGRAM PROCEDURES**

The Nurse Family Partnership is administered by the North Carolina Department of Health and Human Services—Division of Public Health, Women’s and Children’s Health Section, Children and Youth Branch.

The Division of Public Health collaborated with the Alliance of Evidence-Based Programs in North Carolina to provide braided funding for the support of Nurse Family Partnership Projects. Contracts were awarded to local health departments through an application process which was designed and implemented through the Alliance.

Each project shall, for first-time low-income mothers and their children within the specified area:

- Implement and administer the NFP program with model fidelity.
- Maintain a staff of nurse home visitors, nurse supervisor, and data entry/support staff solely devoted to the NFP project per model developer standards. Nurse home visitors and the nurse supervisor hired for the implementation of NFP shall meet the minimum education, background, and experience required by the Office of State Personnel and NSO-NFP. Any exceptions to the required education, background and/or experience for NFP program staff will require prior approval from the NSO-NFP in collaboration with DPH.
- Maintain a contract for program implementation with the National Service Office (NSO) of NFP.
- Complete orientation to the program model for all new NFP program staff hired.
- Complete required NFP education sessions for all new program staff hired within the fiscal year with the NSO-NFP. Education sessions include introduction to the theory base of the program model and model fidelity, research findings, client centered principles and therapeutic relationships.
- Participate in ongoing education, consultation and coaching from the NSO-NFP and the Division of Public Health MIECHV Program to continue to increase competency and to support fidelity. This education, consultation, and coaching continues as long as WCHS is operating the NFP program.
- Participate in regular, ongoing technical assistance with the NSO-NFP and the Division of Public Health MIECHV Program through a combination of communications and materials that are in-person, by telephone, online, and written.
- Maintain resource and referral systems, including primary health care, mental health services, employment assistance, child care, alcohol or other drug treatment, and both formal and informal support services, that are kept current and made accessible to the team of nurse home visitors.
- Conduct outreach activities to educate community partners on the Nurse-Family Partnership and work collaboratively with CapStrats/Blount Street Advisors on a community marketing plan.
- Maintain a community NFP advisory board/committee.
- Enroll and maintain first-time, low-income mothers. Nurse home visitors shall carry a caseload of no more than 25 mothers at any given time. Ideally, participants are enrolled early in the

## **NURSE FAMILY PARTNERSHIP**

---

second trimester (14-16 weeks gestation); however, participants must be enrolled by 28 weeks gestation.

- Provide home visits to enrolled participants per NFP curriculum and with the prescribed frequency and duration. [Weekly visits in the first month of enrollment; every other week until the baby is born; weekly for the first six weeks after the baby is born; every other week through the child's first birthday; every-other-week until the baby is 21 months; and monthly until the baby is 2 years old].

The program is managed through the central office staff by the North Carolina Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program. The MIECHV Program employs a State Nurse Consultant to provide technical assistance, training and monitoring for all NFP sites. The National Service Office of the Nurse-Family Partnership monitors program quality through the collection and distribution of program implementation and outcome information on the mother's and their children enrolled in the program. In collaboration with the NSO-NFP, DPH and the projects will review data collected for determining ongoing quality improvement and to ensure program fidelity.

### **III. COMPLIANCE REQUIREMENTS**

#### **A. ACTIVITIES ALLOWED OR UNALLOWED**

Nurse Family Partnership funds may be used to provide direct client services.

##### **Allowed**

Salaries and operating expenses to support the project according to model fidelity per the Nurse Family Partnership National Service Office.

##### **Unallowed**

Funds may NOT be used to supplant existing services supported by federal, State or local funds.

#### **B. ALLOWABLE COSTS/COST PRINCIPLES**

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.

#### **C. CASH MANAGEMENT**

**Compliance Requirements** – When entities are funded on a reimbursement basis, program costs must be paid for by entity funds before reimbursement is requested from a State agency. When funds are advanced, recipients may be required to follow specific procedures.

##### **Local Governments and Public Authorities**

All local governments and public authorities are required to follow cash procedures for State funds outlined in the State's Budget and Fiscal Control Act (General Statute 159-34) and rules, policies, and procedures established by the Local Government Commission. Additionally, the State-awarding agency may specify their own requirements for the management of State funds and these requirements can be found in Part 10 of this Compliance Section.

##### **Nonprofit Organizations**

The specific requirements for the cash management of State funds will be specified by the State-awarding agency. The auditor will find the requirements in the contract and grant agreements, administrative manuals published by the awarding State agency and also cash

management requirements can be found in the program specific requirements in Part 10 of this Section.

For any program for which an awarding State agency has established rules, policies and procedures for cash management, recipients should also establish similar procedures for subrecipients.

**Audit Objectives** – Determine whether:

1. The recipient/subrecipient followed procedures established by the applicable laws, regulations, statutes, and agency requirements.
2. The pass-through entity implemented procedures to assure that subrecipients conformed substantially to the same requirements that applied to the pass-through entity.

**Suggested Audit Procedures**

1. Select a sample of advances of State funds and compare to the dates the funds were disbursed and/or when the checks were presented to the banks for payment. Using these data, verify that:
  - a. The timing of disbursements was in compliance with any requirements of the awarding agency or any applicable laws, regulations, or statutes.
  - b. If applicable, procedures were established to minimize the time elapsing between drawdown and disbursement of State funds.
2. Where applicable, select a sample of reimbursement requests and trace to supporting documentation showing that the costs for which reimbursement was requested were paid prior to the date of the reimbursement request.
3. Where applicable, review records to determine if interest was earned on advances. If so, review evidence to ascertain whether it was treated in accordance with the applicable laws, regulations, policies, and procedures and agency requirements.

**E. ELIGIBILITY**

Services are provided to any first-time low income mother living in a community served by a Nurse-Family Partnership program.

**Audit Objectives** – Not applicable.

**Suggested Audit Procedures** – Not Applicable.

**F. EQUIPMENT AND REAL PROPERTY MANAGEMENT**

The grantee has agreed to reimburse the State for any loss or damage to equipment furnished the grantee for use in connection with the performance of his contract as specified on page 5 of the contract document.

The grantee has also agreed to put into place equipment controls and safeguards for equipment costing in excess of \$500 as specified in the contract document.

**Audit Objectives** – Determine whether:

1. The grantee maintains proper records for equipment and adequately safeguards and maintains equipment.
2. Disposition or encumbrance of any equipment or real property acquired with State awards is in accordance with the requirements of the awarding agency.

**Suggested Audit Procedures**

1. Obtain entity's policies and procedures for equipment management and ascertain if they comply with the awarding agency's policies and procedures.
2. Select a sample of equipment transactions and test for compliance with the awarding agency's policies and procedures for management and disposition of equipment.

**G. MATCHING, LEVEL OF EFFORT, EARMARKING**

The State retains responsibility for this requirement and thus chooses not to pass it along to any of its subrecipients.

**H. PERIOD OF PERFORMANCE**

**Compliance Requirements** – State awards may specify a time period during which the grantee may use the State funds. Where a funding period is specified, a grantee may charge to the award only costs resulting from obligations incurred during the funding period and any pre-award costs authorized by the State awarding agency. Also, if authorized by the State program, unobligated balances may be carried over and charged for obligations of the subsequent funding period. Obligations mean the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.

**Audit Objective** – Determine whether State funds were obligated within the period of availability and obligations were liquidated within the required time period.

**Suggested Audit Procedures**

1. Review the award documents and regulations pertaining to the program and determine any award-specific requirements related to the period of availability and document the availability period.
2. Test a sample of transactions charged to the State award after the end of the period of availability and verify that the underlying obligations occurred within the period of availability and that the liquidation (payment) was made within the allowed time period.
3. Test a sample of transactions that were recorded during the period of availability and verify that the underlying obligations occurred within the period of availability.
4. Select a sample of adjustments to the State funds and verify that these adjustments were for transactions that occurred during the period of availability.

**I. PROCUREMENT AND SUSPENSION AND DEBARMENT**

**Compliance Requirements**

**Procurement**

All grantees that expend federal funds (received either directly from a federal agency or passed through the N. C. Department of Health and Human Services) are required to conform with federal agency codifications of the grants management common rule accessible on the Internet at

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the procurement standards described in the North Carolina General Statutes and the North Carolina Administrative Code, which are identified in the State of North Carolina Procurement Manual accessible on the Internet at [http://www.pandc.nc.gov/documents/Procurement\\_Manual\\_5\\_8\\_2013\\_interactive.pdf](http://www.pandc.nc.gov/documents/Procurement_Manual_5_8_2013_interactive.pdf).

**Audit Objectives** – Determine whether procurements were made in compliance with the provisions of the program requirements and any applicable laws, regulations, statutes or other provisions of the awarding State agency.

**Suggested Audit Procedure**

Test a sample of procurements to ascertain if the applicable laws and the awarding agency procedures were followed.

**J. PROGRAM INCOME**

Client and third party fees collected by the local provider from the provision of maternal and child health services must be used to expand, maintain or enhance those services in either the year in which they were earned or a subsequent fiscal year. (10A NCAC 43B .0105).

**L. REPORTING**

**Financial Reporting**

Contractors are required to submit monthly expenditure and financial reports within 30 days after the end of the month that the services were provided.

**Performance Reporting**

- Collect and enter data in the NFP data on program implementation and outcomes for participants (mothers and babies enrolled in the program) as required by NFP. Information collected include characteristics of clients (including when they enroll in the program during their pregnancies) to ensure the target population is being reached; frequency, content and duration of client visit information to ensure appropriate service provision; and maternal and child outcomes such as substance use during pregnancy, birth outcomes, breastfeeding, immunizations, subsequent pregnancies, child development indicators and maternal workforce and school involvement.
- Provide an annual accounting of actual program fiscal expenditures, program revenues (if applicable), and other sources of funding for the program including in-kind contributions.

**Audit Objective** – Determine whether required reports include all activity of the reporting period, are supported by applicable accounting or performance records, and are fairly presented in accordance with program requirements.

**Suggested Audit Procedures**

1. Perform monthly review of submitted reports to ascertain whether they are properly formatted and completed.
2. Review amounts requested and compare with previous months for outliers or unreasonable expenditures.
3. Compare submitted workload with established objectives for the current fiscal year to track compliance with yearly objectives.

**M. SUBRECIPIENT MONITORING**

The contractor shall not subcontract any of the work contemplated under this contract without obtaining prior to written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contractor’s application are to be considered approved upon award of the contract. The contractor shall be responsible for the performance of any subcontractor.

**N. SPECIAL TESTS AND PROVISIONS**

Consolidated Agreement System

The DHHS Division of Public Health is made up of six major sections: Chronic Disease & Injury, Environmental Health, Epidemiology, Women’s and Children’s Health, Oral Health, and Administrative, Local, and Community Support. The Division utilizes a single written agreement to manage all funds, that is, State, federal, or private grant funds, that the Division allocates to local health departments across the State. This document, as amended, is called the Consolidated Agreement.

The Agreement sets forth the more general requirements of the funding relationship between the state and local public health agencies. The respective requirements are detailed under the headings: Responsibilities of the Department (Local Public Health Unit); Funding Stipulations; Fiscal Control; Responsibilities of the State; and Compliance. More specific information related to program activity is set out in a document called the Agreement Addenda. This document details which outcome objectives (which may or may not be negotiable at the beginning of each fiscal year) that each health department must achieve in exchange for the funding. A third part of the system is the Budgetary Estimate which is sent annually from each of the Sections or Branches of the Division to all health departments being allocated funds from specific sources, i.e., State appropriations or other federal grant funds for specific activities. This Budgetary Estimate indicates the amount and respective sources of the allocated funds. Each health department should be able to provide an auditor with a copy of the Consolidated Agreement for the particular year being audited, as well as copies of the Budgetary Authorization and any revisions, Agreement Addenda, expenditure reports and any activity reports for each source of money received. If the health department cannot provide these documents, they may contact the State Division of Public Health Budget Office for assistance.

**Suggested Audit Procedures** – The auditor should review Section B. FUNDING STIPULATIONS of the Consolidated Agreement before beginning an audit. The fourteen items of this Section describe much of the detailed information the auditor may be seeking during a review of these programs.

**Conflicts of Interest and Certification Regarding No Overdue Tax Debts**

All non-State entities (except those entities subject to the audit and other reporting requirements of the Local Government Commission) that receive, use or expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are subject to the financial reporting requirements of G. S. 143C-6-23 for fiscal years beginning on or after July 1, 2007. These requirements include the submission of a Notarized Conflict of Interest Policy (see G. S. 143C-6-23(b)) and a written statement (if applicable) completed by the grantee’s board of directors or other governing body that the entity does not have any overdue tax debts as defined by G. S. 105-243.1 at the federal, State or local level (see G. S. 143C-6-23(c)). All non-State entities that provide State funding to a non-State entity (except any non-State entity subject to the audit and other reporting requirements of the Local Government Commission) must hold the sub grantee accountable for the legal and appropriate expenditure of those State grant funds.

**Audit Objective** – Determine whether the grantee has adopted and has on file, a conflict of interest policy, before receiving and disbursing State funds.

**Suggested Audit Procedures:**

1. Ascertain that the grantee has a conflict of interest policy.
2. Check the policy and verify through board minutes that the policy was adopted before the grantee received and disbursed State funds.