

**Healthy Families Indiana  
Administrative Alert**

**DATE:** November 5, 2010

**TO:** HFI CEO's and Program Managers

**FROM:** Audie Gilmer, HFI State Program Coordinator

**SUBJECT:** Administrative Alert #2010-9  
Re: HFA 2011 Fee Structure and HFA Accreditation Cycle

News and Really Good News!

News:

Attached is a memo received from HFA today advising of a new fee structure for HFA sites:

- All sites will pay \$1150 for affiliation annually in both 2011 and 2012 (to be invoiced in 2 payments of \$575 in January and July of each year).
- All sites will pay \$1230 annually in both 2013 and 2014 (to be invoiced in 2 equal payments of \$615 in January and July of each year).
- Peer expenses will be \$1000. per peer reviewer for a 3 day site visit (minimum of 2 reviewers per site). Sites with more than 300 participants may require more than 2 reviewers and/or more than 3 days (DCS can discuss additional costs with HFA).

DCS will pay the multi-site accreditation application fee of \$750 prior to expiration of the current accreditation.

The memo also provides the rationale behind these changes and identifies the improved services to be provided.

Really Good News:

HFA has moved multi-site systems to a 5 year accreditation cycle. Therefore, **Indiana's accreditation cycle does not expire until 2013** and everyone can plan accordingly.

See following HFA fee memo:

# Memorandum

To: Healthy Families America Multi-Site Systems

From: Cydney M. Wessel, MSW  
Senior Director of Healthy Families America  
Prevent Child Abuse America

James M. Hmurovich  
President & CEO  
Prevent Child Abuse America

Cc: Kate Whitaker, Kathleen Strader, Lisa Sutter, Phyllis Medrano, Barb Shaffer & Bridget Gavaghan

Date: November 5, 2010

Re: 2011 HFA Fee Structure

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## ***IMPORTANT INFORMATION ABOUT HFA FEES in 2011***

Like many of us, Prevent Child Abuse America has had to examine closely its business model, during this very difficult economic time. Senior management staff have spent the past two years assessing how the HFA National Office can improve its services to our 400 program sites. In order to successfully lead the HFA network into its third decade, improve the model and remain competitive in an evidenced-based environment the HFA National Office requires a more robust infrastructure requiring a restructuring of our current fee schedule. During the assessment, the HFA National Office adhered to three guiding principles:

1. **Move the HFA model and network forward in a competitive environment:** apply reasonable fees to support many services provided by the HFA National Office, not just the accreditation process.
2. **Create a manageable fee schedule for HFA sites/systems:** allow sites/systems to plan and budget smaller, more manageable fees annually versus larger lump sum fees every four-five years (accreditation fees).
3. **Create a predictable funding stream that allows for growth of the HFA National Office:** allow for a more predictable and stable funding stream to sustain and grow the HFA National Office.

While annual fees are increasing, we have retired the accreditation fee due every four years of an accreditation cycle. Based upon our numerous discussions internally and with various HFA sites/systems we are confident sites/systems will experience fewer challenges by budgeting for a smaller, more predictable fees on an annual basis, versus a larger (\$3000 to \$6000 per site) fee every 4-5 years.

Additionally, the HFA National Office is committed to providing a multitude of improved services to the network. Activities already are underway to:

- Improve our core training and manuals for direct service staff, develop new trainings (advanced supervision, administrative, clinical and reflective, and program manager training).
- The development and initiation of a Research Practice Policy Council is almost completed to ensure the HFA Model is current, relevant and cutting edge.
- Documents are being created to share with our entire network multiple research studies in process to build and strengthen our current body of research.
- The HFA website will undergo a complete overhaul to improve navigation, make the content interesting and most importantly keep information up-to-date.
- Our HFA National Advisory Council (formerly State Leaders Advisory Council-SLAC) is supporting the HFA National Office both with advice and agreement that these actions are necessary if we are to do our part in improving the home visitation field with a new communication process to strengthen our connection to sites/systems in all of the states, and new sites/systems as they affiliate.

This plan also includes the development of a quarterly newsletter to keep you all informed of the many wonderful things happening at the National Office and throughout the network.

Therefore, in recognition of these efforts, effective January 1, 2011 the HFA National Office will implement a new fee structure stated below.

**Annual Affiliation Fee:** \$1150 annually per HFA site in both 2011 and 2012  
 \$1230 annually per HFA site in 2013 & 2014  
 These fees will be invoiced in two equal payments (\$575 in years 2011 & 2012 and \$615 in years 2013 & 2014) due in January and July of each year.  
**Please note: the \$325 annual affiliation fee has been retired as of January 1<sup>st</sup>, 2011.**

**New Affiliates:** \$500 Application Fee (non-refundable), and then invoiced on the affiliation fee schedule (January or July) based on when the program is approved as an HFA affiliate (e.g., a program submits an affiliation application in March with the \$500 application fee, the site is approved as an HFA site in April, the site is invoiced to pay \$675 in June with a due date of July with all of the other HFA affiliates).

**Accreditation Application Fee:** \$750 (non-refundable) paid at submission of Accreditation Application (9-12 months prior to accreditation expiration). This application fee is for the entire multi-site system not per site.  
**Please note: the 1% Accreditation fee capped at \$6000 has been retired as of January 1<sup>st</sup>, 2011. All sites/systems with Accreditation expiration dates after January 1<sup>st</sup>, 2011 will not be subject to the 1% accreditation fee**

**Peer Expenses:** \$1000 flat rate per peer reviewer for a 3 day site visit (minimum of 2 peer reviewers per site visit – most site visits will cost \$2000). For sites with more than 300 participants, additional peers and/or additional days may be necessary to complete the site visit process. These fees will be discussed with the Regional Director supporting your program region.

We know the economic environment continues to create challenging times for your program. Please know we will continue to ensure your investment in the HFA National Office is not only well spent, but more importantly, that we continue to be an asset and support to your invaluable work with families.