

500-10 COMMUNITY ADVISORY BOARD (CAB) GUIDANCE**PURPOSE**

To provide guidance to local California Home Visiting Program (CHVP) sites on the development and maintenance of a Community Advisory Board (CAB) that promotes a community support system for home visiting programs and the local early childhood system of services.

POLICY

Local CHVP sites must follow model-specific [either Healthy Families America (HFA) or Nurse-Family Partnership (NFP)] and State CHVP requirements for creating and maintaining a CAB and for implementing and conducting CAB meetings.

PROCEDURES

Local CHVP sites must convene a broadly-based community advisory group that will serve in a consultative and/or governing capacity in the planning and implementation of program-related and systems-integration activities. The CAB must:

- I. Hold at least four CHVP focused meetings per year;
- II. Maintain meeting minutes and a current membership attendance roster which should include agency/provider representation and be made available to State CHVP staff upon request;
- III. Assist in informing program operation and implementation, quality assurance and improvement, child and family advocacy, and public awareness regarding home visiting;
- IV. Assist in strategies to improve systems integration, interagency coordination, information sharing and referrals within the local early childhood system of services; and
- V. Promote program quality and sustainability.

REFERENCES

- HFA Best Practice Standards- Governance and Administration (GA): GA 1
- NFP Model Element 17