

**Healthy Families Indiana  
Administrative Alert**

**DATE:** February 11, 2010

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

**FROM:** Audie Gilmer

**SUBJECT:** Administrative Alert # 2010-1  
Re: Communication

The Department of Child Services (DCS) central office administers Healthy Families Indiana (HFI) with the assistance of a network of advisory committees, work groups, and contractors whose input and recommendations support the provision of quality services to Indiana families. HFI sites receive a variety of program, policy, quality assurance, data collection, billing, and other information from multiple sources within this network. In order for sites to differentiate among the messages and determine what information requires action, the following communication procedures have been developed and are effective immediately:

- When there is a change in policy or information that requires action by the sites, the HFI central office will distribute an **Administrative Alert**. All Administrative Alerts will be dated, numbered, and titled and will serve as official notification to sites of new information/action needed. They will be specific and include effective dates of any changes/action required. All alerts will also be posted to the web site.  
Administrative Alerts will be sent as needed and all alerts sent during the six month periods between semi-annual Institutes for Strengthening Families will be reviewed at the mandatory Program Managers meeting that will be held at the next (each) Institute.  
Sites will continue to receive information from the central office, Training, TA and QA Teams, Datatude and others that address the HFI program and/or specific sites, but Administrative Alerts serve as official notification of policy changes/action required.
- SCAN and Datatude will develop a quarterly HFI newsletter for initial distribution to all sites by March 31, 2010. The newsletter will provide updates on the HFI program locally, statewide, or nationally and will consist of sections such as: program trends, data, news articles, legislation, little known facts, success stories, awards and/or other information. Sites may submit appropriate information for the newsletter to [mtemple@scaninc.org](mailto:mtemple@scaninc.org) or

[kcmena@datatudeinc.com](mailto:kcmena@datatudeinc.com) by the first of the month prior to the month of publication, for example by February 1 for the March issue.

We welcome your comments regarding this system.