

Agency:
Agreement Number:

Fiscal Year:

**BLACK INFANT HEALTH (BIH) FETAL INFANT MORTALITY REVIEW (FIMR)
SCOPE OF WORK (SOW)**

The local health jurisdiction (LHJ) must work toward achieving the following goals and objectives by performing the specified activities, evaluating the results, and focusing on process and/or outcome.

Goal 1: Reduce Fetal and Infant Mortality

Timelines: All of the implementation activities identified in this SOW are to be conducted within the term of this allocation's fiscal year.

Objective 1
Conduct a community-based BIH FIMR Program based on MCAH/OFP Branch guidelines.

Implementation Activities

- Identify disparately (e.g. race/ethnicity, etc.) impacted populations for your LHJ's fetal, neonatal and post-neonatal deaths.
- Examine contributing factors to African-American fetal, neonatal, and post-neonatal deaths.
- Complete the review on _____ African - American cases. This is approximately _____% of all fetal, neonatal, and post-neonatal deaths.
(Case number must be appropriately proportional to the total number of fetal and infant deaths in the jurisdiction and is subject to MCAH/OFP Branch approval. Review of fewer than 15-20 cases annually may not provide representative information on which to base recommendations. Case review is not limited to African-American deaths.)
- Identify three recommendations and implement at least one intervention involving policy, system or community norm changes that will lead to the prevention of similar occurrences.

Evaluation Process or Outcomes

Report the information requested in the Annual Report.

Implementation Activities

- 1.1 Obtain a letter from the local Health Officer, which provides the authority to implement California Health and Safety Code Section 100325-100335, this authorizes interviews and review of medical records in fetal and infant deaths.

Evaluation Process or Outcomes

- 1.1.1 Submit a copy of the current local Health Officer's authority letter with the annual AFA and when the local Health Officer changes.

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- 1.2. Participate in MCAH/OFP Branch-sponsored FIMR trainings/meetings as required and as desired.

Evaluation Process or Outcomes

- 1.2.1 Document attendance of the FIMR Coordinator and/or the MCAH Director/Coordinator at the trainings/meetings. Keep on file for audit purposes.

- 1.3 Develop Local BIH-FIMR Policies and Procedures.
(See FIMR Policies and Procedures)

Evaluation Process or Outcomes

- 1.3.1 Submit a master copy of the Local BIH-FIMR Policies and Procedures the first year in a budget cycle with the AFA. Only submit changes in alternate budget cycle years with the AFA.

- 1.4 The LHJs establish, facilitate, and maintain a:
- Perinatal Periods of Risk (PPOR) Community Stakeholders Group to raise awareness of fetal and infant death in the community and better understand community factors;
 - Case Review Team (CRT) to review selected cases and identify factors contributing to fetal and infant deaths;
 - Community Action Team (CAT) to recommend and implement changes designed to prevent further occurrences; and
 - Partnership/collaboration with the local BIH Program and facilitate the participation of BIH Program representative.

Evaluation Process or Outcomes

- 1.4.1 Complete and submit Form 8 Committee Membership with the Annual Report for the:

- Community Stakeholders Group
- CRT
- CAT

- 1.4.2 Submit the most recent PPOR analysis results with the Annual Report.

- 1.4.3 Report the information requested in the Annual Report.

- 1.5 Utilize BASINET (Baby Abstracting System and Information NETWORK) to facilitate data collection, case deliberation and recommendations.
- Complete data entry on all fetal and infant deaths.
 - Prepare de-identified Case Summaries for CRT deliberation.
 - Utilize the Deliberations Summary function and share this information with the CRT.

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- Utilize the Aggregate Deliberation Summary function to facilitate generation of recommendations and intervention selection.
- Generate at least three different BASINET reports to support the CAT.

Evaluation Process or Outcomes

- 1.5.1 Case data as specified above will be available in the BASINET system when MCAH/OFP staff queries it.
- 1.5.2 Submit the following with the Annual Report:
- All customized case summary reports.
 - An Aggregate Deliberation Summary for the calendar year.
 - Three reports generated by BASINET and shared with the CAT and or your community.
- 1.6 Provide feedback to MCAH/OFP Branch in an effort to evaluate use of the BASINET system. Items of interest include process changes (e.g., record abstraction and data entry; CRT and CAT meeting format), change in time spent (e.g., record abstraction, data entry, preparation for CRT and CAT meetings, deliberation), quality of deliberations, ability to make recommendations to the CAT, etc.

Evaluation Process or Outcomes-

- 1.6.1 Submit feedback periodically as desired or requested by MCAH/OFP Branch.

Objective 2

Develop periodic local summary report of findings and recommendations that address the identified contributing factors leading to fetal/infant deaths.

Implementation Activities

- 2.1 Based on case findings, with community input, develop and implement objectives, interventions, timelines and evaluation components for recommendations that address systems, community norms and public policy changes.

Evaluation Process or Outcomes

- 2.1.1 Report the information requested in the Annual Report.
- 2.2 As a result of the findings and recommendations of the CRT and interventions of the CAT, disseminate local periodic summary findings and recommendations to local policymakers and the community at large including BIH, SIDS, and other local MCAH programs through published reports, press releases, and presentations to increase public awareness of recurring factors causing African-American fetal and infant deaths.

Evaluation Process or Outcomes-

- 2.2.1 Report the information requested in the Annual Report.