

Appendix A

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MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) 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:** All children are born healthy to healthy mothers.
Goal 2: No health status disparities among racial/ethnic, gender, economic and regional groups.
Goal 3: A safe and healthy environment for women, children and their families.
Goal 4: Equal access for all women, children and their families to appropriate and needed care within an integrated and seamless system.
- Timelines:** All of the implementation activities identified in this SOW are to be conducted within the term of this Agreement's fiscal year.

<p>Objective 1 MCAH Programs in the LHJ operate under the direction of an approved MCAH Director in accordance with the MCAH/OFP Branch Policies and Procedures.</p>

Implementation Activities

- 1.1 The LHJ must have a MCAH Director who meets the professional qualifications and time commitment as specified in the current MCAH Policies and Procedures Manual. (See MCAH/OFP Branch Policies and Procedures, Key Personnel)

Evaluation Process or Outcomes

- 1.1.1 The local MCAH Director must submit a copy of an approval letter or a waiver with the annual Agreement Funding Application (AFA).
- 1.2 The MCAH Director is responsible for programs that improve the health of the MCAH population.

Evaluation Process or Outcomes

- 1.2.1 List all local MCAH Programs funded by the MCAH/OFP Branch in the Annual Report.
- 1.2.2 Identify the MCAH/OFP Branch and Title V (Federal) priority areas with the corresponding local MCAH Programs in the Annual Report.
- 1.3 The MCAH Director's responsibilities include the following:
- Develop policies and procedures, standards, and protocols;
 - Develop LHJ and/or community infrastructure that promote community partnerships and provide family-centered, culturally-competent services;
 - Ensure implementation and coordination of local MCAH Programs;
 - Ensure hiring and orientation of key personnel, adhering to MCAH/OFP Branch policy personnel requirements;

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- Develop activities and evaluation methods to measure results that relate to meeting MCAH priorities and the LHJ multi-year plan; and
- Use core public health functions to assure that progress is made toward the MCAH/OFP Branch and Title V (Federal) goals and objectives and priorities.

Evaluation Process or Outcomes

- 1.3.1 Submit a duty statement that includes the MCAH Director's responsibilities identified in the MCAH/OFP Branch Policies and Procedures with the annual AFA. When the MCAH Director position changes or the duties change for the MCAH Director, submit the revised duty statement at the time of the change.
- 1.3.2 Complete and submit Form 4 to document the MCAH Director's participation in MCAH-related Collaboratives with the Annual Report.

Objective 2

The LHJ MCAH Program provides comprehensive outreach activities that may include case finding, referrals, client education and community awareness that targets the MCAH population to assist them in accessing and receiving care and services to improve their health and well being.

Implementation Activities

- 2.1 The LHJ provides information on community resources, services and referrals to the MCAH population.
 - Provides activities that facilitate early and continuous access to care and services.
 - Promotes screening of pregnant women and women of child bearing age.
 - Refers to Healthy Families, Medi-Cal, Access for Infants and Mothers (AIM) and other low cost/no cost health insurance programs for health care coverage.
 - Determines high risk populations, targets outreach, case finding and care coordination activities and gives these high risk populations priority. The high risk MCAH populations include:
 - ❖ Low income pregnant women,
 - ❖ Women, children and adolescents who are not linked to a source of care,
 - ❖ Women of childbearing age who are at risk for adverse perinatal outcomes including, but not limited to, tobacco exposure and substance abuse, and
 - ❖ Children with special health care needs.

Evaluation Process or Outcomes

- 2.1.1 Complete Form 5 for Outreach Activities and keep on file for audit purposes. Submit three examples for the Annual Report.
- 2.1.2 Describe the tracking system for referral in the Annual Report.

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- 2.1.3 Report the number of referrals to Healthy Families, Medi-Cal, AIM and report the number and name other low cost/no cost health insurance programs in the Annual Report.
- 2.1.4 Identify the targeted high risk populations in Objective 4.
- 2.2 The LHJ promotes community wide collaboration in the development and implementation of outreach programs and works to assure that services are provided in a culturally sensitive manner with no duplication of services.

Evaluation Process or Outcomes

- 2.2.1 Complete and submit Form 4 with the Annual Report to document participation in MCAH-related Collaboratives by any MCAH staff.
- 2.3 The LHJ provides a toll free or no cost telephone information service. (Title V requirement)
 - The telephone number must be disseminated widely throughout the LHJ by means of pamphlets, publications and media publicity.
 - At minimum, the toll free line must be operational during normal business hours and must linguistically reflect the LHJ's population mix.
 - Personnel staffing the toll free line must have cultural sensitivity training.
 - After hours messages must be answered by end of the next business day.

Evaluation Process or Outcomes

- 2.3.1 Complete and submit Form 6, Toll Free Telephone Report with the Annual Report.

Objective 3

The LHJ provides skilled professional expertise to identify, coordinate and expand services for the MCAH population through collaborative planning and development to assure quality, evidence based family services.

Implementation Activities

- 3.1 The LHJ provides qualified program experts to manage MCAH Programs and activities consistent with specific program requirements. (See policies and procedures for individualized programs.)

Evaluation Process or Outcomes

- 3.1.1 Refer to the individualized programs for specific approval and reporting requirements.
- 3.2 The LHJ must provide a Perinatal Service Coordinator (PSC) in accordance with MCAH/OFP Branch Policies and Procedures.

Evaluation Process or Outcomes

- 3.2.1 The LHJ requests approval verification for the PSC who meets the professional qualifications and time commitment specified in the current MCAH/OFP Branch Policies and Procedures, Key Personnel Section.

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- 3.2.2 Submit a copy of the approval letter or the waiver letter for the PSC with the AFA and when there is a change in the PSC position.
- 3.3 PSC must carry out the responsibilities and activities detailed in the MCAH/OFP Branch Policies and Procedures.

Evaluation Process or Outcomes

- 3.3.1 Report specific information as requested in the Annual Report.
- 3.3.2 Maintain documentation on file.

Objective 4

The LHJ addresses their priority needs a) identified through the local Community Health Assessment and b) includes a specific Sudden Infant Death Syndrome (SIDS) objective and activities. The LHJ continues to monitor their MCAH needs and modify their plan to achieve improved maternal, child and adolescent health.

Implementation Activities

- 4.1 The LHJ must complete this process to address their priority needs and SIDS objective:
- Develop a plan to address the LHJ's priority needs and SIDS by identifying implementation strategies and activities consistent with the MCAH/OFP Branch and Title V goals and objectives.
 - Ensure implementation activities, interventions and strategies are evidence-based.
 - Implement activities that are specific and measurable.
 - Ensure each implementation activity has a method of evaluating the outcome as it relates to meeting the objective.
 - Ensure Implementation activities, interventions and strategies are evidence-based.
 - Complete the plan within the fiscal year in which the allocation applies except if the local priority need is an ongoing issue. These activities may be carried over to the next year.
 - Continue to monitor local MCAH needs and modify the local plan to improve maternal, child and adolescent health.
 - Report local trends in MCAH and the impact on implementing the plan and meeting the objectives.

Evaluation Process or Outcomes

- 4.1.1 Report specific information as requested on the Annual Report.
- 4.1.2 Maintain documentation on file.