



State of California—Health and Human Services Agency
California Department of Public Health

Office of Family Planning (OFP)
Teen Pregnancy Prevention Program (TPP)
Regional Collaborative Update
December 2008

TPP Staff Update

The following changes, in regards to the California Department of Public Health, Office of Family Planning, and Teen Pregnancy Prevention Program, were made:

- James Collopy is the acting Health Program Manager II for TPP. James can be reached at (916) 650-0317 or by e-mail at james.collopy@cdph.ca.gov.
- Changes pertaining to Program Consultants and their grantee assignments were made. The new assignments are as follows and effective immediately:
- Edward Soto is the Program Consultant for **Central Coast, Inland Empire, and Orange Regions**. Edward can be reached at 916-650-0463, or edward.soto@cdph.ca.gov.
- David Bodick is the Program Consultant for **Central Valley and Northern Regions**. David can be reached at 916-449-5766, or david.bodick@cdph.ca.gov.
- Susan Hunter is the Program Consultant for **East Bay and Greater Bay Regions**. Susan can be reached at 916-650-0464, or susan.hunter@cdph.ca.gov.
- Eileen Harvey is the Program Consultant for **Gold Country and San Diego Regions**. Eileen can be reached at 916-650-0466, or eileen.harvey@cdph.ca.gov.
- Tijuana Alexander is the Program Consultant for the **Los Angeles Region**. Tijuana can be reached at 916-552-8731, or tijuana.alexander@cdph.ca.gov.

For contact information on current OFP staff, please visit OFP's website:
<http://www.cdph.ca.gov/programs/OFP/Pages/default.aspx>

Within the next few weeks your new program consultant, if applicable, will contact each respective grantee. In the interim, if you have any questions, please contact them directly.

- Interviews for one remaining Program Consultant (PC) vacancy will continue.

FISCAL YEAR 2008-2009 (FY 08-09) AGREEMENT FUNDING APPLICATION (AFA) NEGOTIATIONS FOR INFORMATION AND EDUCATION (I&E) PROGRAM GRANTEES:

Please review the letter distributed to all I&E grantees during the first week of December. It contains important information regarding your I&E Grant AFA Negotiation.

As you are aware, funding levels for Information and Education (I&E) grants were reduced in FY 08-09. Therefore, amendments to current grant agreements are required in order to effect the funding reductions. The Office of Family Planning (OFP) has set up appointments for AFA negotiations wherein we will discuss your budget and workplan as well as agree on the submission date for your AFA documents. OFP asks that all grantees have the necessary personnel (Program Coordinator, Fiscal Officer, and Program Director) and all

pertinent documents available during your appointment time for negotiations, i.e., previous year budget, invoices, and workplan, as resources for building your current year AFA.

OFP recommends that grantees implement strategies that support Federal Financial Participation (FFP) objectives. Contact your PC if you have further questions.

Forms:

- All forms are on OFP's website. Always use the most current forms on the OFP website: <http://www.cdph.ca.gov/programs/OFP/Pages/default.aspx>

Federal Financial Participation (FFP) I&E Grantees Time Study Reminder:

First Quarter July through September 2008

- I&E Projects should have completed the required FFP 1st Quarter Time Study scheduled during September 22 – 26, 2008.
- Time Study Submission: In order to receive reimbursement, the Grantee must submit a Time Study Data Summary calculation sheet for each staff person listed on the quarterly invoice personnel section that is being submitted.
- The Time Study Data Summary must be submitted with the 1st quarter invoice. Due to the current negotiations we are extending the due date until January 31, 2009, for submission of the 1st quarter invoice.

Second Quarter October through December 2008

- I&E Projects will Time Study during December 15 – 19, 2008, for the required FFP 2nd Quarter.
- Time Study Submission: In order to receive reimbursement, the Grantee must submit a Time Study Data Summary calculation sheet for each staff person listed on the quarterly invoice personnel section that is being submitted.
- The Time Study Data Summary must be submitted with the 2nd quarter invoice. At this time, all I&E grantees are granted an extension until February 27, 2009, for submission of the 2nd quarter invoice.

Please review the FFP Time Study Common Errors document, which provides a resource for completing the newly revised Secondary Documentation form. The Secondary Documentation form may be submitted in either Word or Excel format.

■ **Secondary Documentation**

- [Secondary Documentation OFP Time Study Instructions and Sample](#)  (posted 10/20/08)
- [Secondary Documentation OFP Time Study, Format #1](#) (Word) (revised 10/08) (posted 10/20/08)
- [Secondary Documentation OFP Time Study, Format #2](#) (Excel) (revised 10/08) (posted 10/20/08)

Additional FFP Resources

- [FFP Time Study - Common Errors](#)  (posted 9/19/08)

Teen Pregnancy Prevention 1st Progress Report - Instructions

All TPP funded agencies are required to submit two Progress Reports per fiscal year. If a late submission is anticipated, an approval must be obtained from the Program Consultant before the due date for report submission. Unless an approval is obtained, a report that arrives after the specified due date will be considered late and non-compliant. A feedback

form will be generated regarding the status of your progress report and will be included in your agency's contract file.

The following table indicates the report period and due date for the 1st report:

Progress Reports	Due Dates
1 st Report Period (July 1-Dec. 31)	Feb. 1

Please review the [TPP Progress Report Instructional Guide](#).

Grantee Staff Changes

Please advise your CM as soon as staff changes or vacancies occur. You will also need to submit an Agency Information Form (AIF) and/or Additional Staff Listserv to your CM and send a copy to your PC.

■ **Agency Information Forms**

■ [Agency Information Form](#) (Word) (revised 12/07) (posted 1/02/08)

■ [Additional Staff ETR Listserv Form](#) (Word)

The Continuous Program Improvement (CPI) Evaluation Orientation Online Training

The training is for all new and existing project staff.

The training is in regards to the CPI Tool Kit and CPI evaluation requirements and is available on the OFP website: <http://www.etr.org/ofp/cpiandStateEval/index.htm>

■ **CPI Orientation Core Training**

■ **CPI Orientation Training Calls**

June 24, 2008, 10:00-11:30 am

June 25, 2008, 2:00-3:30 pm

■ [PowerPoint Presentation](#)  (posted 6/19/08)

Health Education Standards for California Public Schools

TPP grantees should be aware of their school districts' plans for adoption of *Health Education Standards for California Public Schools* as it may impact plans to successfully implement TPP activities within a school. Please contact your PC to discuss any impact to districts and/or future activities. For more information, visit the California Department of Education's Health Education webpage <http://www.cde.ca.gov/ci/he/he/index.asp>.

For specific questions, regarding the above updates, please contact your PC and/or CM.

If you have any questions regarding administrative or fiscal issues, please contact your Contract Manager. Questions regarding program issues or your workplans should be directed to your Program Consultant.