

California Department of Public Health



Office of Family Planning Teen Pregnancy Prevention (TPP) Program

November 2011 Newsletter



IMPORTANT DATES FOR THE MONTH OF NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 1 st Quarter Invoices Due & Time Study Month for 2nd Quarter of FY 2011- 2012 Begins	2	3	4	5
6	7	8	9	10 Monthly Performance Report (MPR) Due	11 Veteran's Day (State Holiday)	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving (State Holiday)	25 Day After Thanksgiving (State Holiday)	26
27	28	29	30 End of Time Study Month for 2 nd Quarter FY 2011- 2012			

REMINDER: I&E PROGRAM TIME STUDY FOR SECOND QUARTER OF FISCAL YEAR (FY) 2011-12

The designated time study period for the second quarter of FY 2011-2012 for the I&E Program Grantees is the month of **November 2011**. Grantees are required to time study for the entire month. Grantees must use the Monthly Time Study FFP Calculation forms (Version 2.3) that are found in the Fiscal Information Section of the TPP website at: <http://www.cdph.ca.gov/PROGRAMS/TPP/Pages/default.aspx>.

The Monthly Time Study FFP Calculation forms must be submitted with your Agency's second quarter invoice for FY 2011-2012.

SECONDARY DOCUMENTATION FOR TIME STUDY REPORT

Changes have been made to the Secondary Documentation form required for the quarterly Time Study used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

Previously, the Secondary Documentation form available on the TPP website required a signature by the employee and their supervisor for each day of the month.

Now, only the last day of the month needs to be signed by the employee and their supervisor to indicate all the Secondary Documentation information is true and accurate for the entire month.

If you have any questions concerning this information, please contact your Program Consultant

CONTINUOUS PROGRAM IMPROVEMENT (CPI) ROAD MAP TRAINING

The October 6, 2011 CPI Road Map Training Power Point and CPI Road Map Link are now posted on the TPP website at <http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx> under:

CPI Tool Kit and Statewide Evaluation Information
[CPI Tool Kit](#)

DEMOGRAPHIC DATA COLLECTION

The Office of Family Planning (OFP), TPP Program is working with ETR in its development of a demographic data collection tool for I&E Program Grantees to assist Grantees in collecting and reporting demographic data in accordance with the I&E Request for Application requirements.

The OFP invited I&E Project staff to participate in a conference call on Wednesday, November 9, 2011, to discuss how you are currently collecting demographic data, suggest alternative methods of data collection, and identify best practices to assist ETR in the development of a demographic data collection tool. The information and discussion was very informative.

The OFP will send an email to I&E Program Grantees when the demographic data collection tool is posted on the TPP website. I&E Program Grantees will not be mandated to use the demographic data collection tool developed by ETR, however; we feel it will be a useful tool to add to the Grantees' toolkit.

SAVE THE DATE: JANUARY WEBINAR

A mandatory Webinar will be held on January 5, 2011. The purpose of the Webinar is to review instructions to complete the Mid-Year Progress Report.

I&E PROGRAM STAFF CHANGES

Please inform OFP as soon as staff changes or vacancies occur. Submit an **Agency Information Form** (AIF) to report changes to your Agency Name or address, Executive Director, Project Director, Project Coordinator, Fiscal Contact, or Health Educator. Forward the AIF to your Contract Manager and Program Consultant.

POTENTIAL FUNDING OPPORTUNITIES

Please review the following potential funding opportunities for agencies providing health services to youth and families.

- **California Personal Responsibility Education Program**

The California Personal Responsibility Education Program (CA PREP) for the Fiscal Year 2010 has been approved by the Federal Youth Services Bureau. A competitive RFA is under development.

- **Federal Funding Opportunities**

Health and Wellness Support

Purpose: To support programs that focus on health and wellness in the communities in which Rite Aid operates.

Funder: Rite Aid Foundation

Applicant: non-profit organizations that are classified and exempt from federal tax under section 501(c)(3) of the Internal Revenue Service Code.

Amount: Not stated

Projected Number of Awards: Unknown

Deadline: Various dates throughout the year

Website: <http://www.riteaid.com/company/community/foundation.jsf>

To find and apply for available federal funding opportunities, visit: <http://www.grants.gov/>

- **How to Apply for a California Wellness Foundation Grant**

http://www.calwellness.org/assets/docs/how_to_apply/HowToApply-web.pdf

This site takes time to download.