



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  
November 2008

TPP Staff Update

- Terri Hall ([terri.hall@cdph.ca.gov](mailto:terri.hall@cdph.ca.gov)), Assistant Division Chief, joined the OFP team in September 2008, and is temporarily supervising the TPP staff until a new Health Program Manager is hired.
- Joan Singson ([joan.singson@cdph.ca.gov](mailto:joan.singson@cdph.ca.gov)), ETR Technical Assistant and Training Consultant, continues to be available to agencies in the Los Angeles region (previously assigned to Dinorah Torza) for those requesting assistance with the review of Progress Reports.
- Interviews for one remaining Program Consultant (PC) vacancy will be conducted over the next few weeks.
- For contact information on current OFP staff, please visit OFP's website:  
<http://www.cdph.ca.gov/programs/OFP/Pages/default.aspx>

Governor's Budget: The Governor's 2009 Budget was signed on Tuesday, September 23, 2008. Complete Bill language can be found in Chapter Number 268, Statute 2008.

- The Budget affected the Male Involvement Program (MIP), Teen Smart Outreach (TSO), and Information and Education (I&E) programs. Funds for the MIP and TSO programs were eliminated from the Budget. Funds for the I&E program were reduced. Please contact your Contract Manager (CM) if you should have any questions.
- The documents below were emailed to all I&E Project Directors and Coordinators on October 23, 2008 and are attached to this pdf file. (To open, click on the attachment [paperclip] icon on the left-hand side and then on each file.) Please review these documents regarding funding for the I&E program for Fiscal Year 2008-2009:



Program Response  
Request 10-21-08.pd



Copy of  
IE-MIPInitialAllotmentL

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:

- I&E Projects should have completed the required FFP 1<sup>st</sup> 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's personnel section that is being submitted.
- The Time Study Data Summary should be submitted with the 1<sup>st</sup> quarter invoice which is due October 31, 2008. If you have not submitted your Time Study Data Summary, please do so immediately.
- Please review the FFP Time Study Common Errors document, which provides a resource in completing the newly revised Secondary Documentation form(s). It is recommended a grantee should select one of the two Secondary Documentation forms.

#### ■ 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)

#### Grantee Staff Changes

- When staff hires or vacancies occur submit an Agency Information Form (AIF) and/or Additional Staff Listserv update and contact your CM immediately about the changes.

#### ■ 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>.

#### Incentives: Update on Lead Moratorium

- The State of California's updated interim guidelines can be found on the department's website at the following link:  
<http://www.cdph.ca.gov/HealthInfo/News/Pages/LunchBoxRecall.aspx>.
- Any questions should be directed to the California Department of Public Health email address [promo-items-and-lead@cdph.ca.gov](mailto:promo-items-and-lead@cdph.ca.gov).

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