

700-20

## Reporting Requirements

**Introduction** The AFLP Annual Report is a reporting process used to collect information and data for evaluation, analysis and monitoring of program performance and for meeting Title V Block Grant, Office of Adolescent Health Pregnancy Assistance Fund, and Maternal, Child, and Adolescent Health (MCAH) Division objectives.

**Annual Report Requirements** All agencies receiving MCAH Division funding are required to complete the AFLP Annual Report. The Annual Report contains narrative and data questions. The source documents for the data elements are the MIS Scope of Work (SOW) Report (from LodeStar), MIS Service Referral Analysis Report, and Caseload Analysis Report. The Collaborative Reporting Form is also required as part of the Annual Report.

**Time Frame** The Annual Report is due August 15<sup>th</sup> each year, unless otherwise specified. MCAH Division has the option to withhold payment on current invoices for failure to submit a complete and timely report.

**Submission** Submit the Annual Report electronically to the centralized mailbox at [AFLPAR@cdph.ca.gov](mailto:AFLPAR@cdph.ca.gov)



**Forms** AFLP Annual Report Forms are located on the AFLP website under the *Information for AFLP Coordinators* section at the following link: [www.cdph.ca.gov/aflp](http://www.cdph.ca.gov/aflp)

## Quarterly Reports

**Introduction** Quarterly Reports are submitted October 31, January 31, April 30, and July 31 as part of the AFLP SOW for analysis and monitoring of program performance.

**Quarterly Report Requirements** The forms required for the Quarterly Reports include the following:

- Quarterly Report Cover Sheet (Form 4)
- Caseload Analysis Report (from LodeStar)
- Personnel and full time equivalent list (Form 6)

## Adolescent Family Life Program (AFLP) 700-20

### Reporting Requirements

- Submission** Submit the Quarterly Reports electronically to your AFLP program consultant.
- Forms** AFLP Quarterly Report Forms are located on the AFLP website at the following link: [https://www.cdph.ca.gov/services/funding/mcah/Pages/AdolescentFamilyLifeProgram\(AFLP\)Documents.aspx](https://www.cdph.ca.gov/services/funding/mcah/Pages/AdolescentFamilyLifeProgram(AFLP)Documents.aspx)