



RON CHAPMAN, MD, MPH
Director & State Health Officer

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



EDMUND G. BROWN JR.
Governor

Date July 31, 2014

TO: BLACK INFANT HEALTH (BIH) PROGRAM, / MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIRECTORS, MCAH COORDINATORS, AND BIH COORDINATORS

SUBJECT: AMENDMENT TO THE FORMAT, SUBMISSION AND DUE DATE OF THE BIH ANNUAL REPORT FOR REPORTING PERIOD JULY 1, 2013 TO JUNE 30, 2014; BIH COLLABORATIVE FORM, NEW BIH COORDINATOR QUARTERLY REPORT; NEW BIH STAFFING REPORT BIH PROGRAM POLICY ALERT LETTER #2014/15-01

Purpose

This Program Policy Alert Letter provides an amendment to the format, submission and extended due date of the BIH Annual Report for the BIH Program; extended due date of BIH Collaborative Form for the BIH Program; implementation and submission of new BIH Coordinator Quarterly Report and new BIH Staffing Report.

Action

For Goal 4, Objective 4.1 (pages 8-9): The following table amends the current language (strikethrough) used in the SOW and provides additional clarifications (red font):

Outcome Objective (s)	Intervention Activities to Meet Objectives	Process Measures
4.1 Maintain program fidelity by implementing the program as specified in the: <ul style="list-style-type: none"> • BIH Policy & Procedure Manual • BIH Program Standards • BIH Group 	4.1 Submitting complete and accurate reports in the time specified by MCAH.	4.1 <ul style="list-style-type: none"> • Submit quarterly progress reports as requested by MCAH. • Submit Annual Report to MCAH by August 15th (N), by September 30, 2014 (N).

Curriculum <ul style="list-style-type: none">• BIH Client Data Book• BIH SOW• MCAH Fiscal Policies & Procedures Manual		
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The BIH Annual Report is located on the BIH Website at the following link:

[BIH Annual Report 2013 14](#)

The BIH Collaborative Form is designed to capture the collaboration efforts of BIH sites statewide. If your site is participating in a local collaborative(s) as defined in the BIH Collaborative Form instructions, please complete the form. The BIH Collaborative Form submission due date has been extended to September 30, 2014. Please submit with the BIH Annual Report via the BIH Transmittal Form and send to:

BIHsupport@cdph.ca.gov

The BIH Coordinator Quarterly report is located on the BIH Website at the following link:

[BIH Coordinator Quarterly Report](#)

The BIH Staffing Report should be used to notify MCAH-BIH of staffing changes/updates that vary from the Local Health Jurisdiction Agreement Funding Application (AFA) submission.

[BIH Staffing Report](#)

Please contact your BIH State Team for questions or concerns regarding the BIH Annual Report or amendment, submission of the BIH Collaborative Form, BIH Coordinator Quarterly Report or BIH Staffing Report: Robin Qualls, at (916) 650-0385 or Robin.Qualls@cdph.ca.gov, Niambi Lewis at (916) 0376 or Niambi.Lewis@cdph.ca.gov. or Amish Doshi at (916) 552-8688 or Amish.Doshi@cdph.ca.gov.

Sincerely,

Laurel Cima-Coates, Chief
Prevention, Policy and Program Standards Branch
Maternal, Child, and Adolescent Health Division

BIH MCAH Directors, et. al

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bcc:

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