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

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February 23, 2010

TO: MCAH DIRECTORS
BIH COORDINATORS

SUBJECT: BLACK INFANT HEALTH PROGRAM DATA REQUIREMENT REVISIONS, EFFECTIVE FEBRUARY 23, 2010
PROGRAM POLICY ALERT FY#2009/10-07

The purpose of this letter is to describe changes to data requirements for the Black Infant Health (BIH) Program and the process behind developing the revised data elements. As you already know, the Governor's 100 percent elimination of State General Funds (SGF) required recent changes in the BIH Scope of Work (SOW) and Policies and Procedures for the Fiscal Year (FY) 2009-2010 (Program Policy Alert FY#2009/10-03). In changing the SOW and Policies and Procedures, MCAH convened a group of local MCAH Directors to provide recommendations for revisions. With input from local MCAH Directors, CDPH/MCAH decided that a revision to the BIH data requirements was necessary.

To revise the BIH data elements, CDPH/MCAH collaborated with the University of California, San Francisco (UCSF) and established two criteria for the selection of "State Required" data: (1) data necessary for the reports used by CDPH/MCAH for reporting to the legislature and for the federal Title V block grant, and (2) data necessary for program evaluation. The list of "State Required" data was then reviewed by BIH Program staff at CDPH/MCAH and discussed with Branagh Information Group (BIG) to assess implementation in the BIH Management Information System (MIS). Finally, the list was shared with a workgroup of local BIH Coordinators and recommendations from the group were considered in developing the final data requirements.

Effective February 23, 2010, BIH Program data requirements are as follows:

- Approximately 40 percent of BIH data has been designated "State Required" and represent the minimum data to be collected and entered into the BIH-MIS to fulfill SOW data requirements.
- The remaining data fields are designated "Recommended But Not Required," which means local programs may elect to enter these data into the BIH-MIS, but it is not a requirement in fulfilling the SOW.

Furthermore, the revised data requirements do not remove any content or functionality in the BIH Greenbook or BIH MIS. Please review the list of state required variables enclosed in this letter.

A revised version of the BIH Greenbook, with the "State Required" variables highlighted, is posted on the MCAH BIH Program web page under the section "Data & Statistics" (http://www.cdph.ca.gov/programs/BIH/Pages/default.aspx). Please continue to use existing copies of the BIH Greenbook until your printed supply is depleted. The BIH MIS software has been updated so that "State Required" variables are color coded, following the highlighted variables in the revised BIH Greenbook. BIH MIS users will need to update the BIH MIS software.

Directions for updating the BIH MIS:

1. Launch the BIH MIS and log in.
2. Then click the "Utilities" button.
3. Within the utilities menu, click the "Web Update..." button.

Please contact BIG if you need any assistance with updating the BIH MIS software (www.bihlocalsupport.com, phone: 707-895-2510).

We look forward to working with you to implement these changes. If you have any questions about this letter, please contact Nichole Sturmfels, CDPH/MCAH Research Scientist (Nichole.Sturmfels@cdph.ca.gov; 916-650-0312).

Thank you for your commitment and continued efforts on behalf of the BIH population.

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