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

RON CHAPMAN, MD, MPH
Director

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Governor

November 4, 2011

TO: MCAH DIRECTORS AND BIH COORDINATORS

SUBJECT: BLACK INFANT HEALTH PROGRAM DATA SUBMISSION #2,
EFFECTIVE DECEMBER 2, 2011
PROGRAM POLICY ALERT FY#2011/12-02

The purpose of this letter is to provide direction to BIH sites for submitting a subset of client data to CDPH/MCAH by ***December 2, 2011***.

CDPH/MCAH recognizes that the lag time between when sites began collecting information on the new Data Book forms in hard copy and the expected online availability of the new MCAH MIS has created a backlog of client forms for sites. In response to the delayed launch of the online MCAH MIS and the need for more current program data, CDPH/MCAH has decided to continue entering data into the new MCAH MIS at the state level before its online release. Instructions for submitting a subset of client data are provided below, and include the attached data submission checklist and guidelines for organizing the forms. During the November BIH Coordinator call we reviewed the submission process and addressed questions. To facilitate this process and ensure that sites do not resend previously submitted data, MCAH will send each BIH site a customized summary of its client data that have already been entered into the MCAH MIS.

Please review the following Group-specific instructions for submitting client data:

Group 1 sites: • Contra Costa • Fresno • Kern • Sacramento • San Diego • San Francisco • San Mateo • Solano	Submit copies of the following forms (*only*) that were completed <u>after</u> February 28, 2011* and on or before October 31, 2011: CASE MANAGEMENT: • Client Recruitment: 2 pages • Prenatal Assessment 1: 2 sections, 13 pages total • Postpartum Assessment 1 (for Postpartum Entry): 2 sections, 17 pages total • Case Closure: 1 page (* For this form, please submit all those completed since your site began implementing the revised model) GROUP: • Group Sessions: Facilitator Summary and Feedback: 2 pages per each group session held

Group 2 sites: • Alameda • Berkeley • Long Beach • Pasadena • San Joaquin • Santa Clara	Submit copies of the following forms (*only*) that were completed after February 28, 2011 and on or before October 31, 2011: **PREVIOUS BIH MODEL:** • Prenatal Supplemental Form: 4 pages **REVISED MODEL:** CASE MANAGEMENT: • Client Recruitment: 2 pages • Prenatal Assessment 1: 2 sections, 13 pages total • Postpartum Assessment 1 (for Postpartum Entry): 2 sections, 17 pages total • Case Closure:1 page (if applicable) GROUP: • Group Sessions: Facilitator Summary and Feedback: 2 pages per each group session held
Group 3: • Los Angeles	Submit copies of the following forms (*only*) that were completed after February 28, 2011 and on or before October 31, 2011: • Prenatal Supplemental Form—4 pages
All sites: Submit photocopies of original completed forms	• Send via FedEx, United Parcel Service of America, Inc. (UPS), or Golden State Overnight (GSO), **not** US Postal Service. State guidelines require confidential data to be transported via bonded courier. • Indicate signature on delivery. • Postmark *no later than* ***December 2nd, 2011.*** • Mark all packages with 'confidential client data.' • Address to: California Department of Public Health Maternal, Child & Adolescent Health Program Attn: Nichole Sturmfels 1615 Capitol Avenue, MS 8304 P.O. Box 997420 Sacramento, CA 95899-7420

CDPH/MCAH will complete data entry for all of the forms listed above. Going forward, Group 1 and Group 2 sites should continue to collect data on all forms in the new Data Book. Group 3 should continue collecting the Prenatal Supplemental form until implementation of the revised model. When the MCAH MIS becomes available for online use, Branagh Information Group (BIG) will provide training on data entry procedures and all BIH sites will transition to entering all data for their clients into the new system.

This letter and the data submission process were recently discussed during the BIH Coordinator's monthly conference call on November 1st, 2011 from 9am-10am. Please contact

Nichole Sturmfels, CDPH/MCAH Research Scientist, with any questions about the data submission process at Nichole.Sturmfels@cdph.ca.gov or 916-341-6702.

Thank you for your continued patience during this time of transition for the BIH Program.

Sincerely,

Shabbir Ahmad, DVM, MS, PhD
MCAH Title V Director
Maternal, Child and Adolescent Health Division

Encl. BIH Data Submission Checklist
BIH Data Submission Guidelines

cc: Karen Ramstrom, D.O., M.S.P.H.
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