



HOWARD BACKER, MD, MPH
Interim Director

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



EDMUND G. BROWN JR.
Governor

March 9, 2011

TO: GROUP 1
MCAH DIRECTORS AND BIH COORDINATORS
CONTRA COSTA
FRESNO
KERN
SACRAMENTO
SAN DIEGO
SAN FRANCISCO
SAN MATEO
SOLANO

SUBJECT: BLACK INFANT HEALTH PROGRAM DATA SUBMISSION,
EFFECTIVE APRIL 8, 2011
PROGRAM POLICY ALERT FY#2010/11-02

The purpose of this letter is to notify BIH sites that CDPH/MCAH will require that each site send a subset of client data to CDPH/MCAH by April 8, 2011. Rationale and instructions are discussed below for Group 1 sites only: Contra Costa, Fresno, Kern, Sacramento, San Diego, San Francisco, San Mateo and Solano.

In November 2010, Group 1 sites began implementing the revised BIH model including collecting client data in the new Data Book. CDPH/MCAH requested that sites collect data on paper until the MCAH Management Information System (MIS) becomes available online, currently anticipated for summer 2011. CDPH/MCAH recognizes that the lag time between program implementation of the Data Book forms and the online availability of the MCAH MIS is creating a backlog of client forms for Group 1 sites. To ease the data entry burden at the local level and allow us to begin examining data for the revised model, CDPH/MCAH will begin the process of entering data into the new MCAH MIS before its online release.

Please submit photocopies of the following forms that were completed on or before **February 28th, 2011**:

- Client Recruitment
- Prenatal Assessment 1—Sections 1 & 2
- Postpartum Assessment 1 (for Postpartum Entry)—Sections 1 & 2
- Group Sessions: Facilitator Summary and Feedback

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Please note: *Only* the four forms listed above should be submitted to CDPH/MCAH at this time. Original copies of these and all other forms should remain on file at the Local Health Jurisdiction until the new MCAH MIS becomes available online.

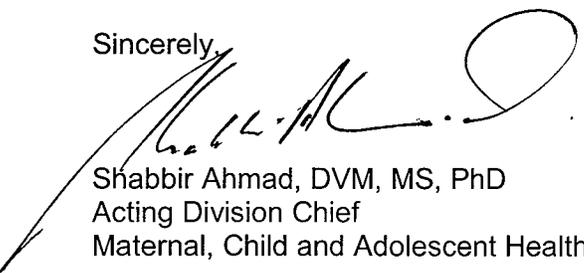
Submit photocopies of original completed forms:	<ul style="list-style-type: none">• Send via FedEx, United Parcel Service of America, Inc. (UPS), or Golden State Overnight (GSO), not US Postal Service. State guidelines require confidential data to be transported via bonded courier.• <u>Indicate signature on delivery.</u>• Postmark <i>no later than April 8th, 2011.</i>• Mark all packages with '<u>confidential client data.</u>'• Address to: California Department of Public Health Maternal, Child & Adolescent Health Program Attn: Nichole Sturfels 1615 Capitol Avenue, MS 8304 P.O. Box 997420 Sacramento, CA 95899-7420
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CDPH/MCAH will complete data entry for the submitted forms. All Group 1 sites should continue to collect data on all forms in the new Data Book. When the MCAH MIS becomes available for online use, Branagh Information Group (BIG) will provide training for data entry and BIH sites will transition to entering all data for their clients into the new system.

Please contact Nichole Sturfels, CDPH/MCAH Research Scientist, with any questions about the data submission process at Nichole.Sturfels@cdph.ca.gov or 916-650-0312.

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

Sincerely,



Shabbir Ahmad, DVM, MS, PhD
Acting Division Chief
Maternal, Child and Adolescent Health Division

Cc: Karen Ramstrom, D.O., M.S.P.H.
Chief, Program Standards Branch
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