



MARK B HORTON, MD, MSPH  
Director

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



ARNOLD SCHWARZENEGGER  
Governor

August 13, 2007

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIRECTORS  
MCAH COORDINATORS  
ADOLESCENT FAMILY LIFE PROGRAM (AFLP) DIRECTORS

SUBJECT: POLICIES AND PROCEDURES AND ANNUAL REPORT DOCUMENTS  
FOR MCAH PROGRAMS  
PROGRAM POLICY ALERT #2007/08-01

This letter provides notice that the policies and procedures for the MCAH Programs, Annual Report Directions and Forms for fiscal years (FY) 2006 - 2007 and 2007 - 2008 are posted online at the website as follows:

## MCAH PROGRAM POLICIES AND PROCEDURES

### FY 2006 - 2007:

[http://www.mch.dhs.ca.gov/administration/mch\\_pnp\\_fy0506.htm](http://www.mch.dhs.ca.gov/administration/mch_pnp_fy0506.htm)

Please note that the same policies apply for FY 2005 - 2006 and FY 2006 - 2007 along with any changes identified through policy alert letters.

To access any of the documents click on the link above or follow these steps:

1. Go to the MCAH Home page at: <http://www.mch.dhs.ca.gov/>
2. Click on 'Policies and Procedures' on left side of screen.
3. Click on 'MCAH Programs Policies and Procedures (2005 - 2006 and 2006 - 2007)', which is under the headings Previous Year Archives and then, FY 2005 - 2006 and FY 2006 - 2007,
4. Click on the documents for the specific program.

## **MCAH PROGRAM POLICIES AND PROCEDURES**

### **FY 2007 - 2008:**

[http://www.mch.dhs.ca.gov/administration/mch\\_pnp\\_fy0708.htm](http://www.mch.dhs.ca.gov/administration/mch_pnp_fy0708.htm)

These programs are included:

- MCAH
- AFLP
- Black Infant Health (BIH), and
- Fetal Infant Mortality Review (FIMR) and BIH-FIMR.

To access any of the documents click on the link above or follow these steps:

1. Go to the MCAH/ Home page at: <http://www.mch.dhs.ca.gov/>
2. Click on 'Policies and Procedures' on left side of screen.
3. Click on 'MCAH Programs Policies and Procedures (2007-2008)', which is under the headings Current Year 2007 – 2008 and then, Fiscal Year 2007-2008.
4. Click on the documents for the specific program.

## MCAH PROGRAMS ANNUAL REPORTS

### FY 2006 - 2007:

The Annual Report Directions and Forms can be found at:  
[http://www.mch.dhs.ca.gov/administration/mch\\_pnp\\_fy0506.htm](http://www.mch.dhs.ca.gov/administration/mch_pnp_fy0506.htm)  
and are set up parallel to the FY 2005 – 2006 Annual Report Directions and Forms. The changes and options are explained below.

1. Method of submission of the Annual Reports is changing.  
MCAH requests that all programs under the MCAH umbrella submit Annual Reports on a compact disk (CD) or floppy disk. Paper copies may be submitted only if absolutely necessary. All Annual Reports (CD, floppy, paper) should be mailed to this address:

California Department of Public Health  
MCAH Program  
Annual Report (Date of fiscal year)  
P.O. Box 997420, MS 8305  
Sacramento, CA 95899-7420

2. Some forms have been eliminated for FY 2006 – 2007.  
Refer to [http://www.mch.dhs.ca.gov/administration/mch\\_pnp\\_fy0506.htm](http://www.mch.dhs.ca.gov/administration/mch_pnp_fy0506.htm)  
MCAH Annual Report FY 2006 – 2007, Forms, to see which forms were eliminated.

3. **Options for FY 2006 - 2007**

When the Annual Report Forms were reviewed and revised for FY 2007-2008, there were requests to use the new forms in completing the Annual Report for FY 2006 – 2007, which is due August 15, 2007. **If this option is chosen**, refer to the information for FY 2007 – 2008 detailed below. Keep in mind that the revised Annual Report Forms for FY 2007-2008 are based on the specific programs' scope of work (SOW), which may be different than the SOW for FY 2006 - 2007. This may warrant some adjusting of the report. Use the SOW for the FY of the Annual Report.

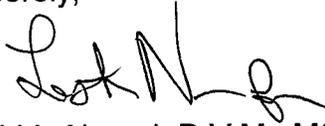
### FY 2007 - 2008:

The Annual Report Directions and Forms can be found at:  
[http://www.mch.dhs.ca.gov/administration/mch\\_pnp\\_fy0708.htm](http://www.mch.dhs.ca.gov/administration/mch_pnp_fy0708.htm) under MCAH Programs  
Annual Report 2007-2008. This report is due August 15, 2008.

MCAH DIRECTORS/MCAH COORDINATORS  
AFLP DIRECTORS  
Page 4  
August 13, 2007

If you have any questions, please contact your Program Consultant or Contract Manager.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shabbir Ahmad', written in a cursive style.

Shabbir Ahmad, D.V.M., MS, Ph.D.  
Acting Division Chief  
Maternal, Child and Adolescent Health Division

cc: Karen Ramstrom, D.O., M.S.P.H., Chief  
Policy Development  
Maternal, Child and Adolescent Health Program

Anita Mitchell, M.D., Chief  
Programs Standards  
Maternal, Child and Adolescent Health Program

Sue Lyle, Chief  
Allocation and Matched Funding  
Maternal, Child and Adolescent Health Program

Contract Managers

Programs Consultants