

Agency Name:**Agreement Number:**

1. Agency agrees to provide to the Department of Health Services, Maternal and Child Health (**MCH**) Branch, the services described herein.

The Adolescent Family Life Program (**AFLP**) and Adolescent Sibling Pregnancy Prevention Program (**ASPPP**) are directed toward preventing adolescent pregnancy, promoting positive birth outcomes, and improving the economic, health and social well being of mothers and children. The Contractor will define, coordinate and integrate systems of care; provide comprehensive case management services; and, promote good health for mothers and children.

2. The services shall be performed at various facilities throughout California.
3. The services shall be provided during normal Contractor working hours, excluding national holidays.
4. The program representatives during the term of this agreement will be:

Department of Health Services Contract Manager: Telephone: (916) 650-0275 Fax: (916) 650-0309	Agency Program Director: Telephone: Fax:
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Direct all inquiries to:

Department of Health Services Maternal and Child Health Branch Operations Section Attention: 1615 Capitol Avenue, MS 8305 P. O. Box 997420 Sacramento, CA, 95899-7420 Telephone: (916) 650-0275 Fax: (916) 650-0309	Agency Agency Name Attention: Street address & room number P. O. Box Number (if applicable) City, State, Zip Code Telephone: Fax:
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Either party may make changes to the information above by providing written notice to the other party. Said changes shall not require an amendment to this agreement.

Agency Name:
Agreement Number:

5. Allowable Informal Scope of Work Changes

- A. The Agency or the State may propose informal changes or revisions to the activities, tasks, deliverables and/or performance time frames specified in the Scope Of Work (**SOW**), provided such changes do not alter the overall goals and basic purpose of the agreement.
- B. Informal SOW changes may include the substitution of specified activities or tasks, alteration or substitution of agreement deliverables and modifications to anticipated completion/target dates.
- C. Informal SOW changes processed hereunder, shall not require a formal agreement amendment, provided the Agency's annual budget does not increase or decrease as a result of the informal SOW change.
- D. Unless otherwise stipulated in this agreement, all informal SOW changes and revisions are subject to prior written approval by the State.
- E. In implementing this provision, the State may provide a format for the Agency's use to request informal SOW changes. If no format is provided by the State, the Agency may devise its own format for this purpose.

6. Performance Requirements

- A. In accordance with AFLP Standards, AFLP Agency will provide at a minimum the following case management Months Of Service (**MOS**) to eligible adolescents and their children who are not enrolled in Cal-Learn.
 - 1) _____ AFLP MOS for the budget period of 07/01/04 through 06/30/05.
 - 2) _____ AFLP MOS for the budget period of 07/01/05 through 06/30/06.
 - 3) _____ AFLP MOS for the budget period of 07/01/06 through 06/30/07.
- B. In accordance with ASPPP Standards, ASPPP Agency will provide at a minimum the following case management MOS to eligible siblings of AFLP or Cal-Learn clients.
 - 1) _____ ASPPP MOS for the budget period of 07/01/04 through 06/30/05.
 - 2) _____ ASPPP MOS for the budget period of 07/01/05 through 06/30/06.
 - 3) _____ ASPPP MOS for the budget period of 07/01/06 through 06/30/07.

Agency Name:
Agreement Number:

- C. For each fiscal year of the contract period, the Agency shall submit the deliverables identified below for each funded program. With the exception of the Management Information System (**MIS**) Data (#9 below), all deliverables shall be submitted to MCH in accordance with the MCH Branch Policies and Procedures Manual and postmarked no later than the date due. The MIS Data shall be submitted to the current MIS contractor by the date specified below.

	Deliverables	FY 04/05	FY 05/06	FY 06/07
1	Semi-Annual Progress Report	1/31/05 7/31/05	1/31/06 7/31/06	1/31/07 7/31/07
2	Standards Implementation Document (SID)			6/30/07
3	SID revisions and Form 5 (SID/Entry Criteria Transmittal)	6/30/04	6/30/05	
4	Entry Criteria			1/31/07
5	Entry Criteria Revisions and Form 5	1/31/05	1/31/06	
6	Months Of Service (MOS) Report and Form 4 (Due 30 days after each quarter)	Quarterly	Quarterly	Quarterly
7	Caseload Analysis Report (Due 30 days after each quarter)	Quarterly	Quarterly	Quarterly
8	Form 6 (AFLP/ASPPP/Cal-Learn Personnel List) (Due 30 days after each quarter)	Quarterly	Quarterly	Quarterly
9	MIS Data (content of previous month):	Monthly	Monthly	Monthly
	Due by the 10 th if submitted by diskette	"	"	"
	Due by the 7 th or 17 th if transmitted electronically	"	"	"

7. See the following pages for a detailed description of the services to be performed.

**ADOLESCENT FAMILY LIFE PROGRAM (AFLP)/
ADOLESCENT SIBLING PREGANCY PREVENTION PROGRAM (ASPPP)
SCOPE OF WORK**

The Agency must work toward achieving the following goals and accomplish the following objectives. This will be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

Goal 1: To define, coordinate and integrate systems of care that support and assist pregnant adolescents and their children

Objective 1

AFLP Agency will establish and/or actively participate in local collaboratives designed to establish, sustain, and enhance comprehensive systems of care for children, adolescents and their families.

Implementation Activities

1.1 AFLP Agency will participate in the development and integration of local and state initiatives that promote a seamless system of care for children and adolescents whenever possible.

Evaluation Process or Outcomes-

1.1.1 Description of agency involvement and efforts at the system level during the report period will be included in the "Semi-Annual Progress Reports."

1.2 AFLP Agency will establish formal and/or informal agreements with local MCH programs, and other State and local agencies, to develop and maintain non-duplicative, comprehensive systems of care that facilitate service delivery.

Evaluation Process or Outcomes-

1.2.1 Documentation will be included in the Semi-Annual Progress Reports* with details maintained in Agency files.

Objective 2

In accordance with the AFLP Standards, the AFLP Agency will collaborate with a network of local service providers to assure that appropriate and necessary community services are available to clients.

Implementation Activities

2.1 AFLP Agency will identify and promote the availability, accessibility, and cultural appropriateness of adolescent services and resources.

Evaluation Process or Outcomes-

2.1.1 Description of service gaps, barriers and positive changes will be included in the Semi-Annual Progress Reports.

- 2.2 Program director or designee will work with existing providers to address service gaps and barriers and service quality.

Evaluation Process or Outcomes-

2.2.1 Description of agency activities that identify and address gaps, barriers and/or positive improvements to services will be included in the Semi-Annual Progress Reports.

- 2.3 Program director or designee will identify and promote provider participation to expand the local service provider network.

Evaluation Process or Outcomes-

2.3.1 Document on-going and/or new agency activities to engage service providers in the Semi-Annual Progress Reports*.

2.3.2 Provide a list with the Semi-Annual Progress Reports* of any providers newly added and/or lost to the service network since the last reporting period.

- 2.4 Program director or designee will participate in collaborative community network activities that address the comprehensive needs and services of pregnant and parenting adolescents and their children.

Evaluation Process or Outcomes-

2.4.1 Maintain network coordination documentation, summaries, and/or minutes of meetings attended in AFLP Agency files.

- Goal 2: To enhance the health, educational achievement, economic, personal and social integration and independence of pregnant and parenting adolescents through case management**

Objective 1

In accordance with AFLP Standards, AFLP Agency will provide the MOS as specified under "Performance Requirements" to eligible adolescents and their children who are not enrolled in Cal-Learn.

Implementation Activities

- 1.1 AFLP Agency will conduct activities necessary to assure that appropriate and eligible clients are referred to the program, as space is available.

Evaluation Process or Outcomes-

1.1.1 Maintain documentation of case finding activities in agency files and summarize in Semi-Annual Progress Reports.

- 1.2 AFLP Agency will maintain policies and criteria for program admission that incorporates risk factors in addition to standardized eligibility criteria.

Evaluation Process or Outcomes-

1.2.1 Entry criteria* or Entry Criteria Revisions and Form 5* will be submitted to MCH.

1.3 AFLP clients and their children will be assigned a primary case manager who will provide comprehensive case management services tailored to the clients' specific needs and priorities. Case management includes, but is not limited to:

- Intake
- Completion of the Comprehensive Baseline Assessment elements
- Ongoing assessment of client needs, priorities, and resources
- Annual comprehensive reassessment (at a minimum)
- Development, implementation, monitoring, and revision of Individual Service Plan (ISP) with client at least quarterly and as needed
- Advocacy on behalf of the client
- Monthly client contact
- Quarterly client contact in the home

Evaluation Process or Outcomes-

1.3.1 Case managers will maintain individual client records that include:

- Current signed and dated Consent Forms
- Completed Release of Information Forms, as needed, that include agency, purpose, and time limit for sharing records
- Intake information
- Completion of Comprehensive baseline Assessment and reassessment as specified in the MCH Policies and Procedures, and periodic updates
- ISP and updates
- Referral documentation
- Case notes, summaries signed and dated
- Case conferences documentation
- Exit summary

1.4 AFLP agency will utilize State supported MIS data** to track client count and calculate months of service.

Evaluation Process or Outcomes-

1.4.1 AFLP agency will submit the Caseload Analysis Report, MOS Report and Form 4 to MCH.

1.5 AFLP agency will collect and input data elements contained in the State supported MIS Data** each month to ensure that all current activity is reflected in the data sent to MCH or designee.

Evaluation Process or Outcomes-

1.5.1 AFLP agency to submit MIS Data to MCH or designee.

Objective 2

AFLP agency will maintain and utilize an updated SID that incorporates the AFLP Standards and MCH Branch Policies and Procedures.

- 2.1 AFLP agency will maintain and revise program SID as needed to reflect the current operating practices of the program as changes occur.

Evaluation Process or Outcomes-

2.1.1 Submission of SID and completion of Form 5 will be submitted to MCH.

- 2.2 The SID will be made available to staff at all program sites.

Evaluation process or Outcomes-

2.2.1 A current/updated SID will be available at every program site.

- 2.3 All staff will be oriented to the SID, it's location and use.

Evaluation Process and Outcomes-

2.3.1 AFLP agency will maintain documentation of staff orientation to the SID and all staff will be familiar with its location and content.

Objective 3

AFLP agency will maintain sufficient staff administer the program and provide case management services in accordance with AFLP Standards and MCH Branch Policies and Procedures.

Implementation Activities

- 3.1 AFLP grantee/agency will maintain updated personnel list, including name, position and total Full Time Equivalent (**FTE**) percent for each staff member on the AFLP budget.
- For AFLP staff also providing case management in ASPPP and/or Cal-Learn, the list will include total FTE percent for each program.

Evaluation Process or Outcomes-

3.1.1 AFLP agency will submit to MCH Form 6 containing Personnel and FTE List for all staff employed during the report period and, maintain copy in agency files.

- 3.2 AFLP agency will notify the MCH program consultant and contract manager of personnel vacancies.

Evaluation Process or Outcomes-

3.2.1 Personnel vacancies and new hires that occurred during the report period will be reflected on Form 6 and submitted to MCH.

- 3.3 Upon resignation or change in the AFLP program director, Agency will notify MCH and submit a plan for the interim oversight of the program.

Evaluation Process and Outcomes-

3.3.1 AFLP Agency will submit their plan to MCH within 2 weeks of notification by program director.

- 3.4 A written request for approval of the interim and/or permanent program director, along with the applicant's resume/vitae, must be submitted to MCH prior to appointment of the program director.

Evaluation Process and Outcomes-

3.4.1 Written documentation of MCH approval of the interim and/or permanent program director must be received prior to appointment, and correspondence maintained in agency file.

3.5 AFLP Agency will maintain a case manager ratio of no more than 40 clients per FTE case manager at any time. (This limit includes all clients served by the case manager, regardless of whether AFLP, ASPPP or Cal-Learn.)

Evaluation Process and Outcomes-

3.5.1 AFLP Agency will submit the Caseload Analysis Report*, MOS Report and Form 4* to MCH. The reports will include current aggregate FTE for current AFLP case manager positions, including aggregate caseload count.

Objective 4

AFLP Agency will maintain qualified staff to administer the program and provide case management services in accordance with AFLP Standards and MCH Branch Policies and Procedures.

Implementation Activities

4.1 AFLP Agency will maintain written policies that include, at a minimum, a program specific duty statement for each position listed on the AFLP budget; procedures for orientation of staff to AFLP Standards, and provision for job-related training and Technical Assistance (TA).

Evaluation Process or Outcomes-

4.1.1 AFLP Agency will maintain written policies on file.

4.1.2 New positions and/or revisions I duty statements will be submitted for MCH approval prior to the position being included on the AFLP budget.

4.2 AFLP Agency will provide each employee with a duty statement and orientation. Appropriate and ongoing supervision and consultation will be provided.

Evaluation process and Outcomes

4.2.1 AFLP Agency will maintain documentation of orientation, supervision, and consultation provided by agency to each AFLP staff member.

4.3 AFLP Agency will identify training and TA needs of AFLP staff.

Evaluation Process or Outcomes-

4.3.1 AFLP Agency will identify needs/requests for training or TA for AFLP staff in the "Semi-Annual Progress Reports and maintain a copy in Agency files.

4.4 AFLP Agency will obtain/provide job related training and TA for AFLP staff as needed.

Evaluation Process or Outcomes-

4.4.1 Documentation of training and TA provided to AFLP staff will be maintained in agency files reported in the "Semi-Annual Progress Reports.

- 4.5 AFLP Agency will develop and implement Quality Assurance (QA) activities consistent with MCH Branch Policies and procedures.

Evaluation Process and Outcomes

- 4.5.1 AFLP Agency will document QA process in SID and maintain documentation of QA activities in agency files.

- 4.6 AFLP director/coordinator will participate in scheduled AFLP Director and regional meetings, and state sponsored training/TA sessions.

Evaluation Process or Outcomes-

- 4.6.1 Attendance at State sponsored meetings and/or trainings will be documented on training attendance sheets maintained by the State.

Goal 3: To promote implementation of the State MCH 5-Year Plan and attainment of its goals and objectives as specified in the California MCH Priorities

**Objective 1
Promote primary and preventative health care utilization by pregnant and parenting adolescents and their children.**

Implementation Activities

- 1.1 Case managers will assure that the elements of the Comprehensive Baseline Assessment are completed and, client needs are reassessed annually.

Evaluation Process or Outcomes-

- 1.1.1 Assessments documented in clients' charts.

- 1.2 AFLP Agency will collect State specified adolescent health data.

Evaluation Process or Outcomes-

- 1.2.1 Submit to MCH or designee via MIS Data as requested.

- 1.3 Case managers will monitor and collect immunization status information of adolescents and index children and promote and record age appropriate immunizations based on the current State Immunization Branch Guidelines.

Evaluation Process or Outcomes-

- 1.3.1 Submit to MCH or designee via MIS Data and record information in client chart.

- 1.4 Case managers will assist in identifying and accessing a primary health care provider for each client & her/his children. Lack of access to an identified provider or inability to identify a provider will be documented.

Evaluation Process or Outcomes-

- 1.4.1 Primary health care provider or identified barrier to care will be documented in client's chart.

1.5 Case manager activities will focus on the following, but are not limited to (as determined by the needs of the client)

Prevention of:

- Poor Perinatal Outcomes (Low Birth Weight, Birth Defects, Infant Mortality, Maternal Mortality)
- Violence
- HIV/AIDS
- Injury (Intentional/Unintentional)
- Substance Abuse (Alcohol, Drugs, tobacco, including children's exposure to second hand smoke)
- Sexually Transmitted Infections
- Unplanned Repeat Pregnancy

Promotion of:

- Breastfeeding
- General Health
- Family Planning
- Early & Consistent Prenatal Care
- School attendance when appropriate
- Educational achievement
- Well-child care
- Age appropriate immunizations
- Exercise & Good Nutrition
- Educational Achievement
- Health Lifestyle Choices
- Healthy Parent-Child & Peer Relationships

Evaluation Process and Outcomes-

1.5.1 Health education, counseling, referral and/or participation in prevention/health promotion activities will be documented in the client chart and described in the Semi-Annual Progress Report.

The ASPPP Agency shall work toward achieving the following goals and will accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

Goal 1: To define, coordinate, and integrate systems of care for siblings of pregnant and parenting adolescents that support and assist in the prevention of pregnancy, reduction of related risk behaviors and promotion of healthy lifestyles.

Objective 1

ASPPP Agency will establish and/or actively participate in local collaboratives designed to establish, sustain, and enhance comprehensive systems of care that include adolescent pregnancy prevention, youth development and family strengthening.

Implementation Activities

- 1.1 ASPPP Agency will participate in the development and integration of local and state initiatives that address risk behaviors associated with premature sexual activity, promote pregnancy prevention and healthy lifestyles and relationships.

Evaluation Process or Outcomes-

- 1.1.1 Description of agency involvement and efforts at the system level during the report period will be included in the Semi-Annual Progress Reports.

- 1.2 ASPPP Agency will establish formal and/or informal agreements with local MCH programs and other State and local agencies to develop and maintain non-duplicative, comprehensive systems of care that facilitate service delivery.

Evaluation Process or Outcomes-

- 1.2.1 Documentation will be included in the Semi-Annual Progress Reports and maintained in agency files

Objective 2

In accordance with the Adolescent Sibling Pregnancy Prevention Program (ASPPP) Standards, the ASPPP Agency will collaborate with a network of local service providers that serve the health, social, and educational needs of youth ages 11 through 18 to advocate for appropriate and necessary community services.

Implementation Activities

- 2.1 ASPPP Agency will identify and promote the availability, accessibility, and cultural appropriateness of adolescent services and resources.

Evaluation Process or Outcomes-

- 2.1.1 Description of service gaps, barriers and positive changes will be included Semi-Annual Progress Reports.

- 2.2 Program director or designee will work with existing providers to address service gaps, barriers and service quality.

Evaluation Process and Outcomes-

- 2.2.1 Description of agency activities that identify and address gaps, barriers and/or positive improvements to services will be included in the Semi-Annual Progress Reports.

- 2.3 Program director or designee will promote provider participation to expand the local service provider network.

Evaluation Process and Outcomes-

- 2.3.1 Document on-going and/or new agency activities to engage service providers in Semi-Annual Progress Reports.
- 2.3.2 Provide a list with the Semi-Annual Progress Reports of any providers newly added and/or lost to the service network since the last reporting period.

- 2.4 Program director or designee will participate in collaborative community network activities that promote pregnancy prevention and youth development, address high-risk behaviors, and comprehensive needs and services of clients.

Evaluation Process and Outcomes

- 2.4.1 Maintain network coordination, documentation, summaries and/or minutes of meetings attended in agency file.

Goal 2: To enhance the health, educational achievement, economic, personal, and societal integration and independence of siblings of pregnant and/or parenting adolescents through case management that enables them to avoid an early and unplanned pregnancy.

Objective 1

In accordance with ASPPP Standards, ASPPP Agency will provide the MOS as specified under "Performance Requirements" to eligible siblings of AFLP or Cal-Learn clients.

Implementation Activities

- 1.1 ASPPP Agency will conduct activities necessary to assure that appropriate and eligible clients are referred to the program, as space is available.

Evaluation Process and Outcomes

- 1.1.1 Maintain documentation of case finding activities in agency files and summarize in Semi-Annual Progress Reports.
- 1.2 ASPPP Agency will maintain and revise as appropriate entry criteria based upon eligibility criteria and risk factors.

Evaluation Process and Outcomes-

- 1.2.1 Entry Criteria or Entry Criteria revisions and Form 5 will be submitted to MCH
- 1.3 ASPPP clients will be assigned a primary case manager who will provide comprehensive case management services tailored to the client's specific needs and priorities. Case management includes, but is not limited to:
- Intake
 - Completion of the Comprehensive Baseline Assessment elements
 - Ongoing assessment of client's needs, priorities, and resources
 - Annual comprehensive reassessment (at a minimum)
 - Development, implementation, monitoring, and revision of the Individual Service Plan (ISP) with client at least quarterly and as needed
 - Advocacy on behalf of clients
 - Monthly client contact
 - Quarterly contact in the home

Evaluation Process and Outcomes-

- 1.3.1 Case managers will maintain individual client records that include:
- Current signed and dated consent forms

- Completed Release of Information forms, as needed, which include agency, purpose, and time limit for sharing records
- Intake information
- Completion of Comprehensive Baseline Assessment and reassessment as specified in MCH Policies and procedures, and periodic updates
- ISP and updates
- Referral documentation
- Case notes and summaries signed and dated
- Case conferences documentation
- Exit summary

- 1.4 ASPPP Agency will utilize the State supported MIS Data to track client count and calculate months of service.

Evaluation Process and Outcomes-

- 1.4.1 ASPPP Agency will submit the Caseload Analysis Report and MOS Report and Form 4 to MCH.

- 1.5 ASPPP Agency will collect and input data elements contained in the State supported MIS Data each month to ensure that all current activity is reflected in the data sent to MCH or designee.

Evaluation Process and Outcomes-

- 1.5.1 ASPPP Agency will submit MIS Data to MCH or designee.

Objective 2

In accordance with ASPPP Standards, ASPPP Agency will develop case management interventions consistent with client needs. Interventions must address the adverse impact of teen pregnancy on health and future personal growth and well-being.

Implementation Activities

- 2.1 ASPPP Agency will establish case management intervention strategies to meet the needs of the client that may include, but not limited to:
- Individual or group educational activities
 - Activities that reduce isolation, increase self-esteem, and teach appropriate social skills
 - Activities that promote healthy lifestyles
 - Activities that promote youth development and leadership

Evaluation Process and Outcomes-

- 2.1.1 Narrative summary of intervention strategies will be submitted with Semi-Annual Progress Reports.

Objective 3

ASPPP Agency will maintain and utilize an updated program SID that incorporates the ASPPP Standards and MCH Branch Policies and Procedures.

Implementation Activities

- 3.1 ASPPP Agency will maintain and revise program SID as needed to reflect the current operating practices of the program as changes occur.

Evaluation Process and Outcomes-

- 3.1.1 SID revisions and completed Form 5 will be submitted to MCH.

- 3.2 The SID will be made available to staff at all program sites.

Evaluation Process and Outcome

- 3.2.1 A current/updated version of the SID will be available at every program site.

- 3.3 All staff will be oriented to the SID, its location, and use.

Evaluation Process and Outcome

- 3.3.1 ASPPP Agency will maintain documentation of staff orientation to the SID and all staff will be familiar with its location and content.

Objective 4

ASPPP agency will maintain sufficient staff administer the program and provide case management services in accordance with ASPPP Standards and MCH Branch Policies and Procedures.

Implementation Activities

- 4.1 ASPPP grantee/agency will maintain updated personnel list, including name, position and total Full Time Equivalent (**FTE**) percent for each staff member on the AFLP budget.
- For ASPPP staff also providing case management in AFLP and/or Cal-Learn, the list will include total FTE percent for each program.

Evaluation Process or Outcomes-

- 4.1.1 ASPPP agency will submit to MCH Form 6 containing Personnel and FTE List for all staff employed during the report period and, maintain copy in agency files.

- 4.2 ASPPP agency will notify the MCH program consultant and contract manager of personnel vacancies.

Evaluation Process or Outcomes-

- 4.2.1 Personnel vacancies and new hires that occurred during the report period will be reflected on Form 6 and submitted to MCH.

- 4.3 Upon resignation or change in the ASPPP program director, Agency will notify MCH and submit a plan for the interim oversight of the program.

Evaluation Process and Outcomes-

- 4.3.1 ASPPP Agency will submit their plan to MCH within 2 weeks of notification by program director.

- 4.4 A written request for approval of the interim and/or permanent program director, along with the applicant's resume/vitae, must be submitted to MCH prior to appointment of the program director.

Evaluation Process and Outcomes-

- 4.4.1 Written documentation of MCH approval of the interim and/or permanent program director must be received prior to appointment, and correspondence maintained in agency file.
- 4.5 ASPPP Agency will maintain a case manager ratio of no more than 40 clients per FTE case manager at any time. (This limit includes all clients served by the case manager, regardless of whether AFLP, ASPPP or Cal-Learn.)

Evaluation Process and Outcomes-

- 4.5.1 ASPPP Agency will submit the Caseload Analysis Report*, MOS Report and Form 4* to MCH. The reports will include current aggregate FTE for current AFLP case manager positions, including aggregate caseload count.

Objective 4

AFLP Agency will maintain qualified staff to administer the program and provide case management services in accordance with AFLP Standards and MCH Branch Policies and Procedures.

Implementation Activities

- 5.1 ASPPP Agency will maintain written policies that include, at a minimum, a program specific duty statement for each position listed on the ASPPP budget; procedures for orientation of staff to ASPPP Standards, and provision for job-related training and Technical Assistance (TA).

Evaluation Process or Outcomes-

- 5.1.1 ASPPP Agency will maintain written policies on file.
- 5.1.2 New positions and/or revisions in duty statements will be submitted for MCH approval prior to the position being included on the ASPPP budget.
- 5.2 ASPPP Agency will provide each employee with a duty statement and orientation. Appropriate and ongoing supervision and consultation will be provided.

Evaluation process and Outcomes

- 5.2.1 ASPPP Agency will maintain documentation of orientation, supervision, and consultation provided by agency to each ASPPP staff member.
- 5.3 ASPPP Agency will identify training and TA needs of ASPPP staff.

Evaluation Process or Outcomes-

- 5.3.1 ASPPP Agency will identify needs/requests for training or TA for ASPPP staff in the "Semi-Annual Progress Reports and maintain a copy in Agency files.

- 5.4 ASPPP Agency will obtain/provide job related training and TA for ASPPP staff as needed.

Evaluation Process or Outcomes-

- 5.4.1 Documentation of training and TA provided to ASPPP staff will be maintained in agency files reported in the "Semi-Annual Progress Reports.

- 5.5 ASPPP Agency will develop and implement Quality Assurance (QA) activities consistent with MCH Branch Policies and procedures.

Evaluation Process and Outcomes

- 5.5.1 ASPPP Agency will document QA process in SID and maintain documentation of QA activities in agency files.

- 5.6 ASPPP director/coordinator will participate in scheduled ASPPP Director and regional meetings, and state sponsored training/TA sessions.

Evaluation Process or Outcomes-

- 5.6.1 Attendance at State sponsored meetings and/or trainings will be documented on training attendance sheets maintained by the State.

Goal 3: To promote implementation of the State MCH 5-Year Plan and attainment of its goals and objectives as specified in the California MCH Priorities.

**Objective 1
Promote primary and preventive health care utilization by siblings.**

Implementation Activities

- 1.1 Case managers will assure that the elements of the Comprehensive Baseline Assessment are completed and, client needs are reassessed annually.

Evaluation Process or Outcomes-

- 1.1.1 Assessments documented in clients' charts.

- 1.2 ASPPP Agency will collect State specified adolescent health data.

Evaluation Process or Outcomes-

- 1.2.1 Submit to MCH or designee via MIS Data as requested.

- 1.3 Case managers will monitor and collect immunization status information of adolescents and index children and promote and record age appropriate immunizations based on the current State Immunization Branch Guidelines.

Evaluation Process or Outcomes-

- 1.3.1 Submit to MCH or designee via MIS Data and record information in client chart.

- 1.4 Case managers will assist in identifying and accessing a primary health care provider for each client & her/his children. Lack of access to an identified provider or inability to identify a provider will be documented.

Evaluation Process or Outcomes-

1.4.1 Primary health care provider or identified barrier to care will be documented in client's chart.

- 1.5 Case manager activities will focus on the following, but are not limited to (as determined by the needs of the client)

Prevention of:

- Pregnancy
- Violence
- HIV/AIDS
- Injury (Intentional/Unintentional)
- Substance Abuse (Alcohol, Drugs, tobacco, including children's exposure to second hand smoke)
- Sexually Transmitted Infections

Promotion of:

- General Health
- Family Planning (when appropriate)
- School attendance
- Educational achievement
- Age appropriate immunizations
- Exercise & Good Nutrition
- Educational Achievement
- Health Lifestyle Choices
- Healthy Parent-Child & Peer Relationships
- Mental and emotional well-being

Evaluation Process and Outcomes-

1.5.1 Health education, counseling, referral and/or participation in prevention/health promotion activities will be documented in the client chart and described in the Semi-Annual Progress Report.