

1.0 LOCAL ACTIVITIES

1.1 Policy: The State MCH Branch funds local health jurisdictions to carry out the core public health functions of assessment, policy development, assurance, and evaluation to improve the health of the MCH population through the AFA process.

1.2 Requirements:

- 1.2.1 Each jurisdiction receiving an allocation will address the selected goals and objectives contained in Scope of Work which was developed based on:
- MCH Policy and Procedures Manual
 - Agency's Community Health Assessment and local MCH Plan
 - Current Five-Year State MCH Application and Report
- 1.2.2 Based upon a local needs assessment, achieve selected objectives as negotiated with the program consultant and included in the SOW or as identified in the Five-Year Community Health Assessment.
- 1.2.3 Under the direction of the MCH Director, the jurisdiction will:
- Develop policies and standards and conduct activities that improve health outcomes for the MCH population.
 - Develop agency and/or community infrastructures that provide family-centered, culturally competent services.
 - Use core public health functions to assure that progress is made toward the selected 4 goals, 14 objectives, and 10 state MCH priorities.
- 1.2.4 Each jurisdiction must have an approved SOW that is consistent with the MCH Branch template (**Refer to Section MCH SOW**). Objectives 1 through 3 are standard for all jurisdictions. Objective four contains the activities specific to the jurisdiction as prioritized from their Five-year Community Health Assessment (refer to 1.2.6 below). The state MCH program consultant must approve the SOW and all changes.
- 1.2.5 Jurisdictions must continue to implement activities to address the objectives as identified in the SOW. They must define the implementation activities and/or interventions and define outcome measures that will be used to determine progress toward achieving improvements in these areas. Each implementation activity must have a method of measuring or evaluating the outcome as it relates to meeting

the objective. Local trends in MCH and the jurisdiction's progress in implementing their individualized plan should be a part of their Annual Report. Timelines must conform to the fiscal year for which the allocation applies. The timeframe for a particular objective or activity may be shorter than the fiscal year, but it cannot be longer than the fiscal year.

- 1.2.6** The five-year Community Health Assessment identifies the jurisdiction's priority(s). From the identified priorities, select one or more priorities for each fiscal year. Based on the selected priority(s) for objective four, specify one or more local implementation activities and appropriate evaluation processes or outcomes. All implementation activities must be appropriate, specific, and have a quantifiable or measurable effect within each fiscal year.

1.3 Procedures:

- 1.3.1** Unless specified otherwise, activities performed under this requirement shall be documented in writing as part of the Annual Report submitted to MCH (**Refer MCH Reports**).
- 1.3.2** Proposed changes to the SOW or the 5-Year Community Health Assessment must be submitted in writing and electronically with all corresponding documents to the MCH program consultant for review and approval within 30 days of the change. Please discuss proposed changes with the program consultant and contract manager if there are fiscal implications prior to submitting them for approval. The MCH Branch will respond in writing within 30 days after receiving all required documents and information.