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1. Service Overview

The Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

The Adolescent Family Life Program (AFLP), CFDA #93.994, addresses the social, health, educational, and economic challenges of adolescent pregnancy by providing comprehensive case management services to expectant and parenting youth. The AFLP supports expectant and parenting youth in building their strengths and skills and linking with services and resources. The AFLP promotes healthy pregnancies, positive birth outcomes, improved health and educational outcomes, and increased knowledge and skill related to positive parenting.

The goals of the AFLP for expectant and parenting youth are to:

- a. Increase social and emotional support and build resiliency.
- b. Improve pregnancy planning and spacing.
- c. Increase education attainment and employability.
- d. Increase access to needed services.

2. Service Location

The services shall be performed at [\[Enter Contractor address or description of the service area\]](#).

3. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, and evenings or weekends as needed to meet the needs of participating youth except for official holidays.

4. Project Representatives

a. The project representatives during the term of this agreement will be:

<p>California Department of Public Health Allocations and Matched Funding [Enter Name of CDPH Contract Manager] Telephone: (916) XXX-XXXX Fax: (916) 650-0309 E-mail: XXXXXXXX@cdph.ca.gov</p>	<p>[Enter Contractor Name] [Enter Name of Contractor’s Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail: XXXXXXXX@XXXXXXX</p>
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b. Direct all inquiries to:

<p>California Department of Public Health Maternal Child and Adolescent Health</p> <p>Allocations and Matched Funding Attention: [Enter name, if applicable] Mail Station Code 8305 1615 Capitol Avenue, 5th Floor P.O. Box Number 997420 Sacramento, CA, 95899-7420</p> <p>Telephone: (XXX) XXX-XXXX Fax: (916) 650-0309 E-mail: xxxxxxxx@cdph.ca.gov</p>	<p>[Enter Contractor Name]</p> <p>Section or Unit Name (if applicable) Attention: [Enter name, if applicable] Street address & room number, if applicable P.O. Box Number (if applicable) City, State, Zip Code</p> <p>Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail: xxxxxxxx@xxxxxxx</p>
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c. All payments from CDPH to the Contractor; shall be sent to the following address:

<p style="text-align: center;">Remittance Address</p> <p>Contractor: [Legal Business Name] Attention: "Cashier": Address City, Zip</p> <p>Phone Fax: E-mail:</p>

d. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement but will require a new CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record form, completed form must be submitted to the Contract Manager for processing.

5. Services to be Performed

The Contractor agrees to provide the services presented in this Scope of Work (SOW) from the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division, Child and Adolescent Health Section for implementation of the AFLP. The funded Contractor is referred to as "Agency" in this SOW.

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The AFLP strives to improve the life course trajectory of expectant and parenting youth through resiliency-based, youth-led case management with integrated life planning. The purpose of the SOW is to provide parameters for implementing the Positive Youth Development (PYD) Model to achieve positive outcomes for expectant and parenting youth. The SOW goals are to:

- a. Effectively administer and oversee the AFLP.
- b. Establish and maintain a structure to support recruitment and enrollment of youth into the AFLP and link youth with resources and services to meet their needs.
- c. Implement the PYD Model with fidelity.
- d. Ensure quality programming that effectively services expectant and parenting youth.

Each Agency shall assure program integrity and fidelity to the PYD Model. These requirements include but are not limited to: attending required meeting and trainings, conducting continuous quality improvement, fulfilling all deliverables and meeting benchmarks, using the AFLP approved data system, entering and submitting timely and complete data, and completing other reports as required.

The Agency must comply with deliverables as outlined in the SOW and will receive technical assistance from CDPH/MCAH's Child and Adolescent Health Section. CDPH/MCAH reserves the right to require a Performance Improvement Plan from the Agency. Agencies must contact their CDPH/ MCAH Program Consultant (PC) to request assistance as soon as concerns regarding the program requirements are identified.

6. Scope of Work Changes

- a. Pursuant to Health and Safety Code Section 38077 (b) (2), changes and revisions to the SOW contained in the agreement, utilizing the "**allowable cost payment system**", may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the SOW may result in an audit finding.
- b. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the SOW within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Contractor's request within 30 days of receipt, the Contractor's request shall be deemed approved.
- c. The State may request changes and revisions to the SOW. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.
- d. No changes to the SOW agreed to pursuant to this provision shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement.

All activities in this SOW shall take place from receipt of funding beginning July 1 through June 30 of each contracted year contingent on availability of funds and spending authority.

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The table below summarizes a list of Status Reports due to CDPH/MCAH throughout the term of this Contract.

Reporting	From	To	Due Date
Implementation Plan	Contract execution	June 30, 2023	October 15, 2020
1 st Annual Report	Contract execution	June 30, 2021	September 15, 2021
2 nd Annual Report	July 1, 2021	June 30, 2022	September 15, 2022
Closeout Report	July 1, 2022	June 30, 2023	June 30, 2023

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Goal 1: Effectively administer and oversee the AFLP.

1.1 Meet the AFLP planning and reporting requirements by developing a comprehensive implementation plan and completing required reports.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.1.1. Develop an Implementation Plan that complies with CDPH/MCAH AFLP guidance	10/15/2020	Director	1.1.1. Submit to AFLP@cdph.ca.gov
1.1.2. Complete an Annual Report that complies with CDPH/MCAH AFLP guidance	09/15/2021 09/15/2022	Director	1.1.2. Submit to AFLP@cdph.ca.gov
1.1.3. Complete a Closeout Report that complies with CDPH/MCAH AFLP guidance	06/30/2023	Director	1.1.3. Submit to AFLP@cdph.ca.gov

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- 1.2. Meet the AFLP data collection requirements by providing data collection hardware, software, security, and proper oversight of data entry personnel.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.2.1. Ensure Agency staff have access to AFLP Management Information System (MIS) and AFLP Partners' SharePoint site and submit request to CDPH/MCAH	10/01/2020 Ongoing Within ten (10) business days of any staffing change	Director, Supervisor/ Coordinator	1.2.1. Submit request for access to MIS and SharePoint to AFLP@cdph.ca.gov
1.2.2. Collect required data following the MIS User Manual for every participant	Ongoing Daily	Case Manager	1.2.2. Maintain required participant data collected in the youths' charts following the MIS User Manual
1.2.3. Analyze, review and report required data into the AFLP MIS as directed in the MIS User Manual for every participant	Analyze, review and report required data into the AFLP MIS as directed in the MIS User Manual for every participant	Analyze, review and report required data into the AFLP MIS as directed in the MIS User Manual for every participant	1.2.3. Analyze, review and report required data into the AFLP MIS as directed in the MIS User Manual for every participant

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.2.4 Ensure all data collection and reporting processes comply with CDPH information privacy and security policies as directed in the AFLP Policies and Procedures (P&Ps) before installing and using the AFLP MIS	09/01/2020 Ongoing Daily	Director	1.2.4. Submit information privacy and security attestation in the Implementation Plan to AFLP@cdph.ca.gov

1.3. Meet CDPH/MCAH administrative requirements through appropriate funding agreement, revision and invoicing processes.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.3.1. Complete funding agreement with finalized three (3) year budget	03/09/2020 Ongoing	Director	1.3.1. Submit funding agreement as directed to CDPH/MCAH
1.3.2. Make budget revisions as directed by CDPH/MCAH in the fiscal P&Ps	03/09/2020 Ongoing	Director	1.3.2. Submit budget revisions to CDPH/MCAH for approval
1.3.3. Prepare and submit invoices	Monthly/ Quarterly	Director	1.3.3. Submit timely invoices per Exhibit B of executed contract

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1.4. Establish Agency infrastructure and capacity to meet AFLP requirements by meeting hiring needs and timelines.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.4.1. Meet staffing pattern and minimum qualification requirements	10/15/2020	Director	1.4.1. Submit organization staffing documentation as requested by CDPH/MCAH in the implementation plan to AFLP@cdph.ca.gov
1.4.2. Hire the AFLP Director, Supervisor/Coordinator/Supervisors	09/01/2020	Director/Supervisor	1.4.2. Notify CDPH/MCAH within five (5) business day of any staff vacancy and five (5) days before hire of Supervisor, Director or Supervisor/Coordinator by submitting an updated Agency Information Form to AFLP@cdph.ca.gov
1.4.3. Hire the AFLP Case Managers and Data Entry Staff	10/01/2020	Director/Supervisor	1.4.3. Notify CDPH/MCAH within five (5) business day of any staff vacancy and five (5) days before hire of Supervisor, Director or Supervisor/Coordinator by submitting an updated Agency Information Form to AFLP@cdph.ca.gov
1.4.4. Report AFLP staff changes	Within five (5) business days of any staffing change	Director/Supervisor	1.4.4. Notify CDPH/MCAH within five (5) business day of any staff vacancy and five (5) days before hire of Supervisor, Director or Supervisor/Coordinator by submitting an updated Agency Information Form to AFLP@cdph.ca.gov

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.4.5. Hire the AFLP Youth Advisor (only for agencies budgeting for this position)	01/01/2021	Director/ Supervisor	1.4.5. Notify CDPH/MCAH within five (5) business day of any staff vacancy and five (5) days before hire of Supervisor, Director or Supervisor/Coordinator by submitting an updated Agency Information Form to AFLP@cdph.ca.gov
1.4.6. Maintain a minimum active caseload per 100% FTE Case Manager	Ongoing	Director/ Supervisor	1.4.6. Notify CDPH/MCAH within five (5) business day of any staff vacancy and five (5) days before hire of Supervisor, Director or Supervisor/Coordinator by submitting an updated Agency Information Form to AFLP@cdph.ca.gov

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1.5. Ensure staff capacity to implement the PYD Model by facilitating and tracking attendance at all required trainings.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.5.1. Develop, implement, and update, as requested by CDPH/MCAH, a Professional Development Plan to support and build the capacity of Supervisors, Supervisor/Coordinators, Case Managers, Youth Advisor(s) and Data Entry Staff through assessment, supervision, and professional development	10/15/2020 09/15/2021 09/15/2022	Director	1.5.1. Submit Professional Development Plan to CDPH/MCAH in the Implementation Plan and Annual Report
1.5.2. Attend mandatory CDPH/MCAH sponsored trainings, as required: AFLP Orientation	Fall 2020	Staff as required by CDPH/MCAH	1.5.2. Complete training registration for each participant and submit to CDPH/MCAH
1.5.3. Attend mandatory CDPH/MCAH sponsored trainings, as required: AFLP PYD Basic Training	Fall 2020	Staff as required by CDPH/MCAH	1.5.3. Complete training registration for each participant and submit to CDPH/MCAH
1.5.4. Attend mandatory CDPH/MCAH sponsored trainings, as required: AFLP PYD Spring Training	Spring 2021 & 2022	Staff as required by CDPH/MCAH	1.5.4. Complete training registration for each participant and submit to CDPH/MCAH
1.5.5. Attend mandatory CDPH/MCAH sponsored trainings, as required: Adolescent Sexual Health Conference	Spring 2021	Staff as required by CDPH/MCAH	1.5.5. Complete training registration for each participant and submit to CDPH/MCAH
1.5.6. Attend Data Collection/Data System Online Training	Ongoing	Staff as required by CDPH/MCAH	1.5.6. Complete training registration for each participant and submit to CDPH/MCAH

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
1.5.7. Attend Regional Trainings and/or webinars as required by CDPH/MCAH	As needed	Staff as required by CDPH/MCAH	1.5.7. Complete training registration for each participant and submit to CDPH/MCAH
1.5.8. Make-Up AFLP PYD Basic Training	As needed	Staff as required by CDPH/MCAH	1.5.8. Complete training registration for each participant and submit to CDPH/MCAH
1.5.9. Attend non-mandatory trainings that support the goals of AFLP	As needed	Staff, as determined by Agency and approved by CDPH/MCAH	1.5.9. Submit a request for non-mandatory training to CDPH/MCAH for approval at least 30 days prior to the training

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
<p>1.5.10. Attend mandatory non-CDPH/MCAH sponsored trainings:</p> <ul style="list-style-type: none"> a. Mandated reporting requirements and procedures b. Reflective Supervision (supervisors only) c. Trauma Informed Approaches to Care d. Adverse Childhood Experiences (ACEs) e. Case Management Fundamentals f. Confidentiality of participant information g. Food and Drug Administration-approved medicines and devices for contraception h. Strategies for discussing sensitive topics with youth, including: sexual health, ACEs, healthy relationships, and intimate partner violence i. Common legal needs and issues faced by the target population and processes to support youth (detailed examples can be found in the P&Ps) 	<p>06/30/2020 Within 12 months of new hire</p>	<p>All staff, as required by CDPH/MCAH</p>	<p>1.5.10. Submit Professional Development report as indicated in the P&Ps to AFLP@cdph.ca.gov</p>

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Goal 2: Establish and maintain a structure to support recruitment and enrollment of youth into the AFLP and link youth with resources and services to meet their needs.

2.1. Target services to areas where there is demonstrated need and Agency capacity to implement AFLP.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
2.1.1. Define geographical area for program recruitment and service provision	10/15/2020	Director, Supervisor/ Coordinator	2.1.1. Submit the defined geographical service area and justification to CDPH/MCAH for approval in the Implementation Plan

2.2. Recruit, enroll, and retain eligible youth in AFLP by setting up and implementing on-going processes and tracking systems.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
2.2.1. Develop, implement, and update, as needed or directed by CDPH/MCAH, a recruitment and retention plan	10/15/2020 09/15/2021 09/15/2022	Director, Supervisor/ Coordinator	2.2.1. Submit the recruitment & retention plan to CDPH/MCAH in the Implementation Plan and updates in the Annual Report
2.2.2. Identify and establish formal and informal partnerships in the service areas/ broader community to support recruitment and referral processes	09/15/2021 09/15/2022 06/30/2023	Director, Supervisor/ Coordinator	2.2.2. Submit a description of outreach, referring partners, recruitment, enrollment, and retention successes and challenges to CDPH/MCAH in the Annual & Closeout Report
2.2.3. Contact referred youth to discuss enrollment in AFLP within ten (10) business days of referral	Ongoing	Supervisor/ Coordinator, Case Manager	2.2.3. Submit required contact and program enrollment information into the AFLP MIS following the MIS User Manual

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
2.2.4. Assess eligibility, interest, and program fit of youth referred to the program at first contact with youth	Ongoing	Supervisor/ Coordinator, Case Manager	2.2.4. Submit completed youth prioritization and fit assessment for every youth following the MIS User Manual
2.2.5. Obtain consent and enroll eligible and interested youth in AFLP within ten (10) business days of fit assessment	Ongoing	Supervisor/ Coordinator, Case Manager	2.2.5. Enter youth enrollment and consent into the AFLP MIS as directed in the MIS User Manual for every participant
2.2.6. Ensure enrolled youth receive a second visit with their Case Manager within ten (10) business days of enrollment/consent visit	Ongoing	Supervisor, Case Manager	2.2.6. Submit contact data into the AFLP MIS as directed in the MIS User Manual for every participant
2.2.7. Identify and implement strategies to ensure consistent youth engagement in the program	10/15/2020 09/15/2021 09/15/2022	Supervisor, Case Manager	2.2.7. Submit and update, as needed, strategies, successes, and challenges related to youth engagement to CDPH/MCAH in the Implementation Plan and Annual Report
2.2.8. Maintain a waitlist process for eligible youth	Ongoing	Supervisor/ Coordinator	2.2.8. Maintain and review waitlist in the AFLP MIS as directed in the MIS User Manual for every participant

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2.3 Create networks to support expectant and parenting youth and their families.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
2.3.1. Identify and establish formal and informal partnerships with local community agencies and providers with, medically accurate services, and resources that can support expectant and parenting youth	Ongoing 10/15/2020 09/15/2021 09/15/2022	Supervisor/ Coordinator & Youth Advisor	2.3.1. Submit roster of Local Stakeholder Coalition or Collaborative (LSC) to CDPH/MCAH for approval in the Implementation Plan. Submit agenda of LSC activities and attendance records to CDPH/MCAH in the Implementation Plan and Annual and Closeout report.
2.3.2. Maintain or participate in at least one (1) LSC	Quarterly	Supervisor/ Coordinator & Youth Advisor	2.3.2. Submit roster of LSC to CDPH/MCAH for approval in the Implementation Plan. Submit agenda of LSC activities and attendance records to CDPH/MCAH in the Implementation Plan and Annual and Closeout report.
2.3.3. Develop and update, as needed, a local service referral and resource directory	10/15/2020 09/15/2021 09/15/2022	Supervisor/ Coordinator	2.3.3. Submit service referral and resource directory to CDPH/MCAH in the Implementation Plan and Annual and Closeout report.

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Goal 3: Implement the PYD Model with fidelity.

3.1. Implement the program logistics and content with fidelity and document as directed in the PYD Model Implementation and MIS User Manual.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
3.1.1. Complete standardized assessments with each youth to identify youth needs, strengths, and commitment to the program per the PYD Model Implementation Manual	Ongoing Baseline within 60 days of consent and then at six (6) month intervals from consent	Case Manager, Data Entry Staff	3.1.1. Submit data from the completed standardized assessments to the AFLP MIS as directed in the MIS User Manual
3.1.2. Meet face-to-face with youth in a supportive, safe and confidential environment following the frequency and dosage in the PYD Model Implementation Manual	Ongoing	Case Manager, Data Entry Staff	3.1.2. Submit contact data into the AFLP MIS as directed the MIS User Manual
3.1.3. Complete a face-to-face visit summary for each youth	Ongoing, within ten (10) business days of visit completion	Case Manager, Data Entry Staff	3.1.3. Submit a completed face-to-face visit summary to the AFLP MIS for each youth as directed in the MIS User Manual

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Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
3.1.4. Deliver the required content of the evidence-informed PYD Model to build youth knowledge, resilience strengths, skills, and motivation following the PYD Model Implementation Manual	Ongoing	Case Manager, Data Entry Staff	3.1.4. Submit a completed face-to-face visit summary for each youth to the AFLP MIS as directed in the MIS User Manual
3.1.5. Deliver content and share resources with youth related to federal Title V MCAH Block Grant requirements or other emerging maternal, child, and adolescent health issues	Ongoing 09/15/2021 09/15/2022 06/30/2023	Case Manager	3.1.5. Submit updates, successes, and challenges in the AFLP Annual and Closeout Report
3.1.6. Refer youth to needed services and resources as needed	Ongoing	Case Manager, Data Entry Staff	3.1.6. Submit documentation of service referrals and service access to the AFLP MIS as directed in the MIS User Manual

3.2. Ensure all content and logistics are delivered to youth following the PYD Model Implementation Manual.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
3.2.1. Deliver all content through Case Manager-Youth interactions using a strengths-based positive youth development approach and motivational interviewing strategies	Ongoing	Case Manager, Data Entry Staff	3.2.1. Submit a completed face-to-face visit summary to the AFLP MIS for each youth following the AFLP Data Collection/MIS User Manual
3.2.2. Conduct observation of Case Managers using standardized observation tools following the PYD Model Implementation Manual	10/15/2020 09/15/2021 09/15/2022 06/30/2023	Supervisor	3.2.2. Submit summary of supervisor observation process and results in the Annual and Closeout Report

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- 3.3. Ensure that programming is culturally and linguistically affirming and youth-centered by making and reporting planned and unplanned adaptations without while maintaining the core components of the program requirements.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
3.3.1. Develop planned adaptations that are culturally and linguistically responsive to target population and request CDPH/MCAH approval, as needed	10/15/2020	Director, Supervisor/ Coordinator	3.3.1. Submit proposed planned adaptations to CDPH/MCAH PC for approval in the Implementation Plan
3.3.2. Be responsive to cultural and linguistic needs of individual youth by making necessary and reporting unplanned adaptations in the face-to-face-visit summary	Ongoing 09/15/2021 09/15/2022 06/30/2023	Case Manager, Data Entry Staff	3.3.2. Submit a completed face-to-face visit summary to the AFLP MIS for each youth as directed in the MIS User Manual and include a summary in the Annual and Closeout Report

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Goal 4: Ensure quality programming that effectively serves expectant and parenting youth.

4.1. Establish a quality assurance process that ensures developmentally appropriate, culturally and linguistically affirming and youth-centered case management and programming.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
4.1.1. Form a Quality Assurance (QA) team consisting of, at a minimum, the Supervisor/Coordinator, Supervisor, Case Manager, Data Entry Staff, and Youth Advisor(s)	10/15/2020 09/15/2021 09/15/2022	Supervisor/ Coordinator	4.1.1. Submit names of the designated QA team members in the Implementation Plan and updates in the Annual Report
4.1.2. Develop and implement a QA plan	10/15/2020 09/15/2021 09/15/2022 06/30/2023	QA Team	4.1.2. Provide QA plan for Year 1 in the Implementation Plan Maintain and update QA plans and submit in the Annual and Closeout Report
4.1.3. Participate in regular individualized Technical Assistance calls with CDPH/MCAH PC and designated staff to discuss program implementation, review data and QA activities	Monthly or as requested by CDPH/MCAH	Required: Director, Supervisor/ Coordinator, Supervisors Optional: Case Managers	4.1.3. Maintain call attendance log Submit progress and summary of QA activities to CDPH/MCAH upon request
4.1.4. Complete a review of youth charts using the standard chart review tool following CDPH/MCAH guidance	Quarterly	Director or designated Supervisor/ Supervisor/ Coordinator	4.1.4. Maintain completed chart review tools, log of completion dates, and supporting documentation on file

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4.1.5. Host CDPH/MCAH for at least one (1) site visit as determined by CDPH/MCAH	Annually or as requested by CDPH/MCAH	Director	4.1.5. Submit an agenda, schedule meetings, interviews, and/or focus groups as determined in collaboration with CDPH/MCAH
4.1.6. Participate in group AFLP conference calls with other AFLP agencies across the State to share lessons learned, problem solve and celebrate successes	Monthly	Required: Director, Supervisors Optional: Case Managers	4.1.6. Submit attendance log upon completion of the call to CDPH/MCAH

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4.2. Engage in program evaluation and QA activities as defined by CDPH/MCAH.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
4.2.1. Complete surveys, and/or participate in focus groups, work groups, site visits, interviews, and/or other evaluation activities	As determined by CDPH/MCAH	Director, Supervisor/Coordinator, Supervisors, Case Managers, Data Entry Staff, as requested by CDPH/MCAH	4.2.1. Submit attendance log and survey completion to CDPH/MCAH
4.2.2. Administer the youth resilience assessment as indicated in the AFLP Implementation Manual	Ongoing, at intake and every six (6) months	Case Manager, Data Entry Staff	4.2.2. Submit completed youth resilience assessment as directed by the MIS User Manual
4.2.3. Administer the youth satisfaction survey as indicated in the AFLP Implementation Manual	April & October every year	Case Manager, Data Entry Staff	4.2.3. Submit completed youth satisfaction survey as directed by the MIS User Manual

4.3. Engage in model development activities as defined by CDPH/MCAH.

Major Functions, Tasks, and Activities	Time Line	Staff Responsibility	Performance Measure and/or Deliverables
4.3.1. Participate in group AFLP conference calls, focus groups and webinars with CDPH/MCAH or its representatives to provide input and feedback on Model Development	Quarterly or as requested by CDPH/MCAH	Required: Director, Supervisor, Youth Advisor	4.3.1. Submit attendance log upon completion of activity to CDPH/MCAH