California Department of Public Health

Office of Family Planning
Teen Pregnancy Prevention (TPP) Program

October 2011 Newsletter

IMPORTANT DATES FOR THE MONTH OF OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 CPI WEBINAR	7	8
9	10 MPR DUE	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 CPI CALLS	28	29
30	31					

CONTINUOUS PROGRAM IMPROVEMENT (CPI) ROAD MAP TRAINING

A mandatory ***CPI Training*** Webinar was held on **Thursday, October 6, 2011 at 10:00 A.M.** The purpose of the training was to guide grantees through the process of selecting a CPI Tool to implement this year.

Based on the CPI Tool that your Agency selects to implement this year, you will be invited to participate in a CPI tool specific support call. These calls will provide you with an overview of the step-by-step guidelines for completing the tools.

CPI Tool Specific Calls:

- **Implementation Tool, October 27th 10:00 AM to 11:30 AM**
- **Training and Support Tool, October 27th, 1:00 PM to 2:30 PM**

Registration information, call-in instructions, and supporting materials will be sent to you one week prior to each call. If you have questions about who should participate on these calls, please contact your OFP Program Consultant. If you have questions about the CPI Evaluation, please contact your CPI Specialist.

SECONDARY DOCUMENTATION FOR TIME STUDY REPORT

Changes have been made to the Secondary Documentation form required for the quarterly Time Study used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

Previously, the Secondary Documentation form available on the TPP website required a signature by the employee and their supervisor for each day of the month.

Now, only the last day of the month needs to be signed by the employee and their supervisor to indicate all the Secondary Documentation information is true and accurate for the entire month. No changes have been made to the content of the document, example, or instructions.

Please note that the Secondary Documentation must be submitted with your Agency's Quarter 1 invoice that is due by November 1, 2011.

If you have any questions concerning this information, please contact your Program Consultant.

INVOICING AND DOCUMENTATION WEBINAR

A mandatory ***Invoicing and Supporting Documentation*** Webinar was held on September 22, 2011. The purpose of the Webinar was to review how to prepare an invoice and provide information on the supporting documentation that should be maintained and submitted to OFP.

The September 22, 2011 Invoicing and Supporting Documentation Power Point is now posted on the TPP website at:
http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx.

To view the recorded Webinar with audio, please click on the link below:
https://cdph-ooa.webex.com/cdph-ooa/lsr.php?AT=pb&SP=EC&rID=57529822&rKey=7c9d9723998b2710. (The audio on the recording begins at 10:22).

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

I&E PROGRAM TIME STUDY DUE FOR SECOND QUARTER OF FISCAL YEAR (FY) 2011-12

The designated time study period for the second quarter of FY 2011-2012 for the I&E Program Grantees is the month of November 2011. Grantees are required to time study for the entire month. Grantees must use the Monthly Time Study FFP Calculation forms (Version 2.3) that are found in the Fiscal Information Section of the TPP website at:
http://www.cdph.ca.gov/PROGRAMS/TPP/Pages/default.aspx.

The Monthly Time Study FFP Calculation forms must be submitted with your Agency's second quarter invoice for FY 2011-2012.

CONTRACT CORNER: Invoicing and Payment (Exhibit B, Budget Detail and Payment Provisions)

Please carefully review Exhibit B of your Grant Agreement as the invoicing and payment requirements under this current I&E Program Grant are different than previously issued Grant Agreements. Some noteworthy contractual provisions regarding invoicing and payment are:

- Grantees will be required to submit documentation to OFP to substantiate each quarterly invoice.
- Quarterly invoices must be submitted within 30 days following the end of each calendar quarter. OFP may, at its discretion, choose not to honor any delinquent invoice if the Grantee fails to obtain prior written approval from OFP of an alternate submission deadline.
- Invoices submitted electronically will not be accepted.
- The invoices amounts should reflect actual expenditures incurred in the quarter being invoiced and in accordance with your Grant Agreement's budget. Grantees should not include expense(s) incurred in a previous quarter on a subsequent quarterly invoice.
- Informal budget line items shifts are no longer allowed.
- Supplemental invoices may be submitted when expenses incurred during a given quarter were not included on a previously submitted invoice.
- OFP will no longer conduct the Agreement Funding Application meetings each fiscal year.

The first Quarterly Invoice for the period of July 1 – September 30 is due by November 1, 2011.

I&E PROGRAM STAFF CHANGES

Please inform OFP as soon as staff changes or vacancies occur. Submit an ***Agency Information Form*** (AIF) to report changes to your Agency Name or address, Executive Director, Project Director, Project Coordinator, Fiscal Contact, or Health Educator. Forward the AIF to your Contract Manager and Program Consultant.

POTENTIAL FUNDING OPPORTUNITIES

Please review the following potential funding opportunities for agencies providing health services to youth and families.

- **California Personal Responsibility Education Program**
  The California Personal Responsibility Education Program (CA PREP) for the Fiscal Year 2010 has been approved by the Federal Youth Services Bureau. The OFP will post a modified version of the Post Award State Plan (PASP) to the TPP website that excludes pertinent text that could reasonably be expected to adversely affect or unfairly inform, bias, or misrepresent the intent of the competitive RFA development, solicitation, or award process.

- **Federal Funding Opportunities**

  Health and Wellness Support
  Purpose: To support programs that focus on health and wellness in the communities in which Rite Aid operates.
  Funder: Rite Aid Foundation
  Applicant: non-profit organizations that are classified and exempt from federal tax under section 501(c)(3) of the Internal Revenue Service Code.
  Amount: Not stated
  Projected Number of Awards: Unknown
  Deadline: Various dates throughout the year
  Website: http://www.riteaid.com/company/community/foundation.jsf

  To find and apply for available federal funding opportunities, visit: http://www.grants.gov/

- **How to Apply for a California Wellness Foundation Grant**
  http://www.calwellness.org/assets/docs/how_to_apply/HowToApply-web.pdf
  This site takes time to download.