

Maternal, Child and Adolescent Health Programs  
Annual Report Directions  
Fiscal Year 2011-12

**Annual Report Requirements**

All Local Health Jurisdictions (LHJs) and Community Based Organizations (CBOs) receiving State Maternal, Child and Adolescent Health Division allocations are required to complete and submit an Annual Report for the following programs:

- Maternal, Child and Adolescent Health (MCAH) Program
- Adolescent Family Life Program (AFLP)
- Black Infant Health (BIH) Program
- Fetal Infant Mortality Review (FIMR)

**Introduction**

Information and data is reported in the Annual Report for a number of purposes as follows:

- To monitor implementation of the Scope of Work (SOW) and the LHJ's performance in meeting the Title V Block Grant and the State MCAH Program priorities, goals, and objectives
- To provide data for legislative drills and the Title V Grant application which supports MCAH Program funding
- To demonstrate LHJ accountability and responsibility for completing activities described in their individualized SOW and monitor progress towards state and local objectives
- To monitor health status and program outcomes for the MCAH population
- To document the changing environment /challenges of local MCAH Programs

These are some of the questions that the Annual Report will answer:

- Has the SOW been met?
- What and how are services provided?
- What are the barriers?
- What is unique about the LHJ that impacts the MCAH Programs?
- What strategies and activities were effective in meeting the goals and objectives?
- How is the LHJ addressing local priority health issues?
- Has progress been made on addressing LHJ local priorities?

**Time Frame**

**The Annual Report is due August 15<sup>th</sup> each year.** LHJs may request an extension for submission of the Annual Report if needed. Please send requests in writing (email is acceptable) to your Program Consultant.

- State MCAH Division has the option to withhold payment on current invoices for failure to submit a complete and timely report.
- When describing activities, accomplishments, barriers and solutions use lists, bullets and short narratives. The intent is for concise reporting, **not long narratives.**
- Title V funds are also used for Indian Health Services. Please describe activities, accomplishments, barriers and solutions to the provision of services to the Native American population in the applicable sections of the Annual Report.