

300-20

Staff Requirements and Duties

Policy Each agency will maintain an organizational structure that assures the operation and oversight of AFLP meets the Scope of Work (SOW) and Policies and Procedures (P&P) for the program.

Introduction Key positions in AFLP are the AFLP Director, Coordinator and Case Manager Supervisor. Each position must meet specific education, experience and skill requirements. This standard is intended to provide AFLP Directors, Coordinators and supervisory staff with the necessary skills and abilities to lead case managers as they support AFLP clientele in making positive life decisions. The complexity of AFLP clientele requires that providers possess an academic background to promote the personal, social, and academic development of a multi-cultural and linguistically diverse AFLP population.

The AFLP Director and/or AFLP Coordinator is responsible for:

- Ensuring management capacity to support the AFLP program infrastructure and activities required in the AFLP and Fiscal Administration Policy and Procedure Manuals and SOW
- Oversight for implementation of quality assurance and quality improvement processes to coordinate, manage, and monitor the efforts of staff to ensure high quality work and adherence to program requirements
- Oversight and assessment of case management activities including intake, comprehensive baseline assessments, individual service plans, appropriate referrals, and other program activities
- Incorporating the principles in the Core Competencies Human Resources Toolkit when hiring and recruiting program staff. The Core Competencies for Providers of Adolescent Sexual and Reproductive Health Programs/Services and associated tools can be accessed on line at <http://www.californiateenhealth.org/wp-content/uploads/2011/07/CC-HR-Toolkit.pdf>
- Evaluating staff performance and assuring ongoing staff development utilizing the core competencies to enable staff to carry out their duties sufficiently
- Attending required trainings and meetings
- Representing the Program's interest at local and state

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collaborative(s)

- Assuring that the Program's internal policies and procedures are followed and maintained at all times

AFLP Director and/or AFLP Coordinator Requirements

The AFLP Director and/or the AFLP Coordinator shall meet the following requirements:

- Possess a Master's Degree from an accredited college or university program in social work, public health, nursing, education, health education, or other health related or social science field; (note: an automatic exemption to the education requirements will be granted for those individuals who hold the Maternal, Child and Adolescent Health (MCAH) Director position)
- Be knowledgeable about community partnership and development, organization, and resource development
- Demonstrate an understanding of normal growth and development of children throughout their lifespan, with special knowledge of adolescent development
- Demonstrate an understanding of issues and interventions for teen pregnancy prevention and teen pregnancy/parenting
- Demonstrate theoretical knowledge and practice in the area of case management
- Possess strong leadership skills with a minimum of two years managerial and/or supervisory experience in a health or social services setting
- Demonstrate organizational and interpersonal skills needed to work in complex situations
- Demonstrate awareness and ability to address the culturally unique needs of the target population

Approval for AFLP Director

The agency must obtain approval for the AFLP Director from the State MCAH Division **prior** to appointment. Request for approval must be submitted in the form of a letter to MCAH and includes the following:

- Candidate's qualifications
- Candidate's license number, if applicable
- Candidate's effective start date
- Candidate's resume or curriculum vitae
- Job description or duty statement
- Agency organizational chart showing the reporting relationship of the AFLP Director to the MCAH Director

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The agency must notify the State MCAH Division in writing prior to any changes related to the AFLP Director position. (See policy regarding job descriptions/duty statements)

The State MCAH Division reserves the option to base continuation of funding on the agency's capability to recruit and retain a qualified individual as the AFLP Director.

A copy of the approval letter for AFLP Director must be submitted annually with the Agreement Funding Application (AFA) to the State MCAH Division.

Minimum Full-Time Equivalent for AFLP Director and/or Coordinator

An appropriate level of the AFLP Director's time must be allocated to the supervision of the AFLP on the AFLP budget. Agencies unable to budget a percentage in their allocation for supervision must show an amount with an in-kind allocation. This shall be shown on the AFLP budget under agency contribution.

Case Manager Supervisor Requirements

AFLP Case Manager Supervisors shall meet the following requirements:

- Possess a Bachelor's Degree from an accredited college or university program in social work, health services administration, nursing, education, health education, or other related health or social science field
- Be knowledgeable about community linkages, partnership, organization and resource development
- Demonstrate an understanding of normal growth and development of children throughout their life span, with special knowledge of adolescent development
- Demonstrate an understanding of issues and interventions for teen pregnancy prevention and teen pregnancy/parenting
- Demonstrate theoretical knowledge and practice in the area of case management
- Possess strong leadership skills with a minimum of five years of experience in a health or social services setting with two years managerial and/or supervisory experience. One year of post-baccalaureate Master level education in a related field may be substituted for one year of managerial and/or supervisory experience
- Demonstrate organizational and interpersonal skills needed to

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- Demonstrate awareness and ability to address the culturally unique needs of the target population

New Staff

Each agency will notify the state MCAH Program Consultant when a position is vacated and when there is a new director or other new staff hired.

Waivers for Key Personnel

Waiver for AFLP Director Position

In the event that the agency has exhausted all avenues for recruitment and is unsuccessful in attempts to recruit an AFLP Director who meets all of the requirements described previously, and the AFLP Coordinator does not meet the education requirements, a request for a waiver must be submitted to the MCAH Division to waive the AFLP Director qualifications.

Minimum Waiver Standards:

- Possess a Bachelor's Degree from an accredited college or university program in Social Work, Health Services Administration, Nursing, Education, Health Education, or other related health or social science field
- Be knowledgeable about community linkages, partnership, organization and resource development
- Demonstrate an understanding of normal growth and development of children throughout their life span, with special knowledge of adolescent development
- Demonstrate an understanding of issues and interventions for teen pregnancy prevention and teen pregnancy/parenting
- Demonstrate theoretical knowledge and practice in the area of case management
- Possess strong leadership skills with a minimum of five years of experience in a health or social services setting with two years managerial and/or supervisory experience. One year of post-baccalaureate Master level education in a related field may be substituted for one year of managerial and/or supervisory experience
- Demonstrate organizational and interpersonal skills needed to work in complex situations
- Demonstrate awareness and ability to address the culturally unique needs of the target population
- Demonstrated knowledge and experience in human resources development and toolkits
- A copy of the approval letter for AFLP Director must be submitted annually with the Agreement Funding Application (AFA) to the State MCAH Division

Approval of Waivers

The waiver is granted for a particular person and remains in place only as long as that person occupies the position for which the waiver was approved. If the person for whom the waiver was issued changes position or leaves employment with the agency, the waiver is void and the requirements revert to the policy for minimum qualifications and approval of the director.

The agency must obtain waiver approval for the AFLP Director from the State MCAH Division **prior** to appointment. Request for waiver approval includes submission of the candidate's resume, or curriculum vitae, along with the job description/duty statement, and agency organizational chart showing the reporting relationship of the AFLP Director.

If Program Director requirements are waived, a copy of the approved waiver for the Program Director and an explanation for continuing the waiver must be maintained in the agency files and submitted with the agency's Annual AFA or Grant Application.

Interim Plan

Each agency will notify MCAH Division of the resignation or proposed change in Program Director and submit a plan for the interim oversight of the program until a new director is identified and approved by the MCAH Division. The individual designated as interim Program Director must, at a minimum, meet the Program Director waiver criteria.

The agency must submit its interim plan to MCAH Division within two weeks of notification of the Program Director's resignation. At a minimum, the plan must include the title and name of the person that will assume contractual responsibility for the program, the responsibilities the individual will assume if different from the Program Director's duty statement, the projected time frame of the interim Director's tenure and the agency's plan for permanently filling the position.

Agencies that do not hire an AFLP Director within 90 days of the position becoming vacant must provide written explanation detailing obstacles to recruitment and strategies for filling the position within the projected time frame.

Other Program Personnel

Data Entry	Each agency will designate non-case management staff to enter required client data on a regular basis. In cases where funding is prohibitive to have data entry staff, other arrangements may be made provided the agency contacts the AFLP program consultant and receives approval.
Case Managers	The AFLP Director is responsible for the personnel practices, selection and hiring of case managers to provide appropriate case management services to clients. Each agency will provide training to the case management staff consistent with the position and support the delivery of case management services to clients.
Skilled Professional Medical Personnel (SPMP)	Job classification and specifications for SPMPs must be kept on file for positions claiming Federal Financial Participation (FFP) enhanced funding. Enhanced funding can only be claimed by a local government entity and the agency must meet all requirements specified in the Fiscal Administration Policy and Procedure Manual.
Job Classification and Specifications	<p>The written job classification and specifications shall include:</p> <ul style="list-style-type: none"> • Position title by which the position is identified • Scope of responsibilities and duties for the position • Agency job specifications must signify a requirement for SPMP if enhanced funding match is claimed • Duty statements for SPMP must note "SPMP" at the top of the duty statement along with the position title <p>Qualifications including the necessary education or competencies, years of experience, and other pertinent information.</p>
Personnel Documentation	<p>The agency will submit organizational charts, job descriptions or duty statements and staff qualifications for each classification to the MCAH Division for approval as follows:</p> <ul style="list-style-type: none"> • With the AFA • When there are changes in the organizational structure or staffing patterns • When existing job descriptions or duty statements are revised
Duty Statements	<p>The written duty statements shall include:</p> <ul style="list-style-type: none"> • Program specific title by which the position is identified on the

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- budget and duties that are consistent with the position title.
- Program specific responsibilities that support the SOW and AFLP Standards
- Only those duties performed for the AFLP
- Minimum qualifications including the necessary education/degree or competencies, years of experience, and other pertinent information unless included in the job specification/classification submitted
- Duties consistent with the level of Medi-Cal Administrative Claiming FFP on the budget
- The statement that the position requires a SPMP if enhanced funding is claimed

Duty statements for SPMPs must clearly identify the specialized skills used in the position that warrant the enhanced funding.

Organizational Chart

Each agency will maintain an organizational chart that clearly delineates lines of program authority and responsibility within the agency, and written job descriptions/duty statements for all staff positions working in AFLP.

Organizational charts along with current duty statements for personnel identified on the budget serve as supporting documentation for the percent of time assigned to AFLP activities and the level of Federal Financial Participation (FFP) match. The organizational chart must identify:

- AFLP organization and its relation to other programs within the agency
- All positions funded through AFLP as well as those involved in implementing AFLP. Staff positions should match the duty statement titles. The budget line number and initials of the staff member should be listed on the organizational chart for ease of identification with the positions in the budget and budget justification.