

AFLP Program and Fiscal Glossary

Actual Cost	The actual price paid for costs of goods and services pursuant to the terms of the Maternal, Child, and Adolescent Health (MCAH) Agreement.
Adolescent Family Life Program (AFLP)	A CDPH MCAH Division program that provides continuous case management to pregnant and/or parenting adolescents and their infants within a comprehensive local network of services and resources with the goals of reducing the incidence of poor pregnancy outcomes, subsequent pregnancies, and assisting them in improving the quality of their health, and social and economic well-being.
Adolescent Relationship Abuse	Refers to a pattern of repeated acts in which a person physically, sexually, or emotionally abuses another person of the same or opposite sex in the context of a dating or similarly defined relationship, in which one or both is a minor.
AFLP Provider	An organization or agency contracting with MCAH Division to provide comprehensive case management services to pregnant and parenting adolescents as prescribed by the MCAH Grant and the AFLP Standards.
Agency	A non-profit entity which is either governmental (e.g., city or county health or social services department, local school district) or non-governmental (e.g., community-based organization (CBO), hospital, etc.) entity entering into an agreement with the MCAH Division to provide AFLP services.
Agreement	Grant agreement between CBO and CDPH or allocation between local government agency and CDPH to fund and provide AFLP services.
Allowable Cost	Costs incurred which are necessary to carry out the approved MCAH Agreement.
Amendment	A formal written change to the grant agreement to change the previously approved budget or terms of the Grant Agreement which is necessitated by any of the following circumstances: <ul style="list-style-type: none"> • Budget line item transfers which exceed \$50,000 in the aggregate or an amount designated by the State • The maximum amount payable is increased

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- New programs or program components are added, or
- Existing programs are deleted

The amendment must be approved by CDPH prior to making any changes in the budget or terms of the Grant Agreement.

Appropriate Services

Those services needed by clients to achieve program goals. Relevant services are determined by the client's individual needs and whether they were already receiving such services prior to enrollment in the program.

Audit

An examination of records or accounts to verify their accuracy and adherence to applicable program and/or fiscal policies and procedures. The audit may be done by CDPH Audits and Investigations or by Federal auditors.

Base Cost Per Unit

The purchase price of an item, excluding tax, delivery, installation charges, etc.

Birth Control Sabotage

Active interference with contraceptive methods by someone who is, was, or wishes to be involved in an intimate or dating relationship with an adult or adolescent.

Budget Revision

A change in the previously approved budget document. A budget revision requires MCAH Division approval prior to any changes.

Capital Expenditures

Items with a base cost per unit of \$5,000 or more and a useful life expectancy of one or more years, including telecommunications, and electronic data processing/automated data processing software.

Case Finding

Efforts that result in the identification of adolescents who meet the eligibility requirements delineated in the AFLP Standards.

Case Management

An interactive process that includes the following components: (1) outreach and case finding, (2) intake, (3) assessment and ongoing reassessment, (4) planning, (5) intervention, (6) monitoring of service provision, (7) advocacy on behalf of clients, and (8) evaluation of service delivery. It is conducted within a supportive multi- and trans-disciplinary network. It is client-centered, culturally and linguistically appropriate, and goal oriented.

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Case Manager	The individual responsible for, but not limited to: (1) outreach, (2) assessing and reassessing needs, (3) problem solving, (4) counseling, (5) monitoring, (6) coordinating and evaluating services, and (7) acting as a client advocate.
Client	An adolescent who meets all requirements to enroll in AFLP; has chosen to participate; has been informed about services offered, as well as their responsibilities; and has provided to the agency a signed consent form to participate in the program (including parent and legal guardian consent when required by law).
Client Contact	A face-to-face visit, group visit, or telephone contact with the client that provides one or more of the following services; counseling, monitoring, assessment and reassessment, evaluation, and/or crisis intervention.
Client Record	A confidential record of the client's consent to participate, intake information, release of information form, assessments, program activities and tools, progress notes, case management activities, MIS data and other relevant information.
Client–Slots	As of July 2015, MCAH has eliminated the requirement for Client Slots (also referred to as “Months of Service”).
Collateral	An individual who has regular contact with the client. This could be the parent, spouse, school counselor, therapist, or other such person.
Comprehensive Baseline Assessment (CBA)	An interactive, face-to-face interview with the client that enables the case manager to gather program data and assessment information to inform the case manager-youth working relationship and program intervention.
Confidential Information	<p>Information containing client identifiers, including but not limited to: name, telephone number, address, social security number, medical ID number, driver's license number.</p> <p>Confidential information includes any information that either identifies an youth participant or the participant's family, or by which the identity can be determined with reasonable accuracy and speed either directly or by reference to other publicly available information.</p>

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Confidential information cannot be revealed to anyone outside the clinical relationship or specific service delivery system that originally received the personal information unless the individual consents to further disclosure. Any situation that involves a legal exception (e.g. mandatory reporting) is not subject to the rule of confidentiality.

Contact Person	A person appointed by the agency to interact with MCAH Division and agency personnel regarding the administration of AFLP.
Contract Manager	MCAH staff person responsible for defining and interpreting contract language and assisting in the determination of the fiscal and administrative components of the AFLP contract.
Counseling	A component of case management that includes guidance, education, information and referral, and support.
Cultural Competence	A system of care that acknowledges and incorporates the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, expansion of cultural knowledge, and the adaptation of services to meet culturally unique needs.
Deliverable	A product required by the Agreement to be submitted by a specified date.
Duty Statement	A document that describes the program specific tasks and work responsibilities assigned to a given position. It also identifies the reporting relationships, special characteristics of the position and minimum educational and experience requirements.
Enhanced Funding	Federal Title XIX reimbursement of eligible approved costs at the ratio of 75 percent Federal dollars to 25 percent State or agency dollars.
Exhibit	An attachment included in the formal Agreement between the MCAH Division and the local agency.
Family	For the purposes of AFLP, the term is broadly and liberally defined to include the pregnant and/or parenting adolescent and her partner, the mother or father of the index child, sibling(s), and parents of the teen parents, as well as other persons providing care and support to the pregnant/parenting teen.

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Federal Financial Participation (FFP)	A funding mechanism used to generate additional revenue by reimbursing agency or State funds with Title XIX dollars at an Enhanced and/or Non-enhanced rate for the proper and efficient administration of the Medi-Cal program's two objectives.
Fringe Benefits	Employer contributions for employer portion of payroll taxes (i.e., FICA, SUI, SDI, Training) Employee health plans (i.e., health, dental, and vision), Unemployment Insurance, Workers Compensation Insurance, and Employer's portion of pension/retirement plans provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.
Full time Equivalent	Full-time-equivalent means a standard eight-hour workday/40 hours per week, or 2,080 hours per year.
Guideline	A description of specific recommendations of services for individuals or groups of clients to be provided in a variety of situations.
Indirect Costs	Those agency overhead costs that are attributable to more than one program or funding stream (e.g., rent utilities, Executive Director's salary, etc.) MCAH funds its proportionate share of indirect costs based on Total Wages (excluding benefits) from the Personnel Detail Worksheet.
Individual Service Plan (ISP)	A document for AFLP BAU and AFLP Only agencies that specifies client goals, actions and services needed to reach those goals, intervention activities, services, and the service plan timelines in response to the unique needs of the client. The ISP is reviewed and revised at least quarterly.
Intake	An interactive process to enroll a client into the program.
Interagency Agreement	A written agreement between the AFLP agency and another agency specifying what services are to be provided, how they are to be provided, referral systems, follow-up activities, and mutual responsibilities for maintaining the agreement.
Interventions	Those services and activities needed to assist the client to ameliorate health, psychosocial, educational, vocational, daily living or economic problems that may be acute, chronic, episodic, or emergent.

Inventory-Controlled Items	Computers, audio, visual and telecommunications or other items having a base unit cost of more than \$500.
Job Specification	A document describing standard (generic) educational and experience requirements for appointment to a specific position. Sometimes referred to as a classification specification.
Life Planning	A process to help clients plan and formulate a set personal goals, based on their own values and resources, that is interrelated with their personal health, current circumstances, educational/career aspirations and reproductive health to improve their overall well-being and support future success.
Management Information System (MIS)	A computer program designed to collect client data and produce reports. The AFLP MIS is named LodeStar.
Medi-Cal Beneficiary	Individuals who have applied for and been granted Medi-Cal benefits.
Medi-Cal Eligible	An individual who meets the requirements/criteria to receive Medi-Cal benefits.
Memorandum of Understanding (MOU)	A written agreement used among programs within a single agency that defines roles and responsibilities of participating programs.
Months of Service (MOS)	As of July 2015, MCAH has eliminated the requirement for Months of Service (also referred to as "Client Slots").
Networking	A process for identifying availability and access to services, assessing the effectiveness of the service delivery system, and sharing/exchanging information.
Non-Enhanced Funding	Title XIX reimbursement of eligible approved costs at the ratio of 50 percent Federal dollars to 50 percent State or agency dollars.
Outcome	The end result following services and/or activities provided to the client.
Outcome Criteria	A description of changes that should occur as a result of interventions planned to meet client needs.

Outreach	Systematic identification of at-risk adolescents as potential clients by informing the community in a target area of the availability of the program and services.
Pregnancy Assistance Fund (PAF)	Pregnancy Assistance Fund (PAF) is administered by the U.S. Department of Health and Human Services, Office of Adolescent Health. These funds are used by MCAH to develop and implement a standardized, evidence-informed intervention, and conduct outcome evaluation of AFLP PYD. These funds are not intended to increase the number of clients served.
Policy (from SID)	A written statement that governs an action in a particular situation.
Positive Youth Development (PYD)	A philosophy that regards young people as inherently capable, with an emphasis on deliberately cultivating their strengths and skills (Bernat and Resnick, 2006).
Procedure (from Standards Implementation Document (SID))	A written description of the step-by-step technique of doing a particular task.
Process	A series of actions or functions that bring about an end result.
Process Criteria	The policies, procedures, practice guidelines, plans, and documentation that define how the provider carries out the agency services.
Program Consultant	MCAH staff person assigned to an agency that provides skilled expertise in the areas of AFLP Standards, Scope of Work, personnel, program policy development, quality assurance and contract oversight.
Program Director	The individual appointed by the agency, and approved by the MCAH Division, who has direct oversight and responsibility for the provision of AFLP services in that agency. This definition includes individuals with titles such as project or program coordinator or manager.
Protocols (from SID)	A written statement that governs an action in a particular situation and a written description of the step-by-step technique of doing a particular task.
Reproductive Coercion	Involves behaviors in same sex or heterosexual relationships whereby a partner uses coercion to maintain power and control in a

relationship related to reproductive health

Reproductive Coercion Resistant Birth Control

Birth control that cannot be manipulated. This includes implants, intrauterine devices, injections or sterilization

Scope of Work (SOW)

The exhibit in the agreement that defines the program goals, measurable objectives, implementation activities, timeline, and methods of evaluating the process and/or outcome of objective(s).

Service Network

A collaboration of agencies, programs, and individuals providing services to clients.

Sibling

A brother or sister of a pregnant and/or parenting adolescent enrolled in AFLP or Cal-Learn who has at least one common person responsible for their care and nurturing.

Site Visit

A visit by the Program Consultant and/or Contract Manager to an AFLP provider for an identified purpose.

Standards

The foundation of practice that governs all levels of performance and professional behavior.

Standards Implementation Document (SID)

An agency document that describes the administrative and programmatic processes that provides the foundation for the implementation of all aspects of the Program. It must address the process by which a client enters the AFLP system, receives services, and exits the program. It includes the "who, what, when, and where" of case management services.

Structure Criteria

The conditions and mechanisms needed to operate and guide the system at the provider level.

Subcontract

A written agreement between the agency and a subcontractor specifically related to securing or fulfilling the agency's obligation to the MCAH Division under the terms of the MCAH Agreement. Subcontracts funded at five thousand dollars (\$5,000) or more require written approval by MCAH Division.

Subcontractor

An entity that has entered into a subcontract with the agency specifically related to securing or fulfilling the agency's obligation to complete the SOW under the terms of the MCAH Agreement.

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Substance Abuse/Use	Use of a drug, legal and/or illegal, that is not medically prescribed. Could also be excessive use of a drug, legal and/or illegal.
Title V Funds	Federal MCAH Block Grant funds authorized under Title V of the federal Social Security Act for the purposes of improving the health of women, infants, and children including children with special health care needs. Title V funds cannot be used to obtain Medi-Cal Title XIX funds via FFP.
Title XIX Funds	Federal Medicaid funds obtained under Title XIX of the Social Security Act by means of matching with local funds. Funding may be matched for costs of activities related to eligible and potentially eligible Medi-Cal women and children per MCAH Division FFP guidelines.
Waiting List	An organized log of prioritized clients waiting for entry into AFLP.
Works	All literary works, writings and printed material including the medium by which it is recorded or reproduced. This includes, but is not limited to, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data, data files or databases, research and reports, photographs, art work, pictorial and graphic representations and works of a similar nature, motion pictures, videotapes and other audiovisual works, sound recordings, tapes, educational materials, original computer programs (including executable computer programs and supporting data in any form) and any other materials or products created, produced, conceptualized, developed, or delivered as a result of this MCAH Agreement (whether or not copyrighted or copyrightable). It includes final products and any materials and information developed for the purpose of producing those final products.