



Black Infant Health Program Transmittal Process Guidelines

Purpose: Clarify when Local Health Jurisdictions (LHJ) must use the transmittal form.

Guidelines: The Transmittal Form must be used by the LHJ site to send any contract related documents, data requests and/or to request BIH approval for items identified in the Scope of Work (SOW). Completed BIH transmittal forms must be sent to: BIHsupport@cdph.ca.gov. The table below provides a guide for how to submit the transmittal form.

Subject Area:	Types of Requests/SOW Deliverable	Requirements for submission (if applicable)	Timeframe for response
√ STAFFING REPORT	<ul style="list-style-type: none"> New Hire and Supporting Documents Separation Leave of Absence, 30 days or more (for Supervisors, Group Facilitators, and Family Health Advocates) 	<u>New Hire and Supporting Documents</u> Provide both duty statement and resume'	Confirmation of receipt within 24-48 hours.
√ PROGRAM	<ul style="list-style-type: none"> Site visit request for technical assistance Approval for outreach materials Clarity on Policies & Procedures (P&P) and/or SOW Extend due date for any deliverable indicated in the SOW 	<u>Approval for outreach materials</u> Sample draft of outreach materials	Confirmation of receipt within 24-48 hours. Allow <u>minimum</u> of 5 days for appropriate response.
√ DATA	<ul style="list-style-type: none"> MIS Technical Assistance <ul style="list-style-type: none"> MIS Installation User Account Request Password Reset Data Requests (outside of ongoing quarterly benchmark reports) 	<u>MIS Technical Assistance:</u> For installation and user account, please have BIH Coordinator submit transmittal form request approving access to MIS. Please provide the new user's name, e-mail address, phone number, and role within BIH. <u>Data Requests:</u> Please be very specific and time-based. For example: "I would like to request recruitment, enrollment, group participation, group retention and completion figures for Fiscal Year 2012-2013 for my LHJ"	<u>MIS technical assistance:</u> Allow 24-48 hours for response <u>Data Requests:</u> Confirmation of receipt within 24-48 hours. Allow a <u>minimum</u> of 2 weeks for any data requests.
√ BIH Annual Progress Report	<ul style="list-style-type: none"> SOW Deliverable 		Confirmation of receipt within 24-48 hours.
√ BIH Coordinator Quarterly Report	<ul style="list-style-type: none"> SOW Deliverable 		Confirmation of receipt within 24-48 hours.
√ TRAINING	<ul style="list-style-type: none"> Inability to participate in required trainings Questions on training materials, logistics, agenda request Registration for Basic and/or Advanced Trainings 		

The following items do not require a Transmittal Form:
Requests similar from requirements in BIH SOW and its attachments
Budget revisions
Professional trainings not required by BIH but recommended
Yearly submission of the Agreement Funding Application (AFA) packet
AFA standard attachments similar to what was previously submitted (e.g., LHJ Profile Narrative, duty statement, organization chart, waiver exemptions or previous transmittal approvals)