



State of California—Health and Human Services Agency  
California Department of Public Health



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Director

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October 7, 2011

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIRECTORS  
ADOLESCENT FAMILY LIFE PROGRAM (AFLP)  
DIRECTORS AND COORDINATORS

SUBJECT: COMMUNICATION ON AFLP SCOPE OF WORK (SOW) MEASURES AND  
DATA COLLECTION  
PROGRAM POLICY ALERT LETTER FY#2011/12-01

Effective July 1, 2011, the AFLP SOW was modified to align with the streamlined program goals and objectives and corresponding measures intended to help quantify the impact of AFLP.

This effort is part of MCAH Division's decision to fully develop its programming to strongly demonstrate AFLP's effect on California's pregnant and parenting teen population.

As a result, 44 measures, including 35 existing and 9 new Lodestar elements, are being used to track program process and outcome measures. The source documents for these measures are Lodestar Data Forms. These measures capture current program activities with the exception of one new health education and referral activity (described below) which will be rolled out this fiscal year following training.

#### **New Program Activity and Corresponding SOW Measures**

There is an expanding body of science around the issue of adolescent relationship abuse and reproductive coercion. MCAH intends to make available training and technical assistance in order to support promotion of healthy relationships among AFLP clients.

After training is conducted, it will be required that the following education and referrals be made for clients:

- **Reproductive coercion information** be given to clients – Documented in the **Lodestar Free Code Form** as described below
- **Referrals for reproductive coercion resistant contraception** be made for clients – Documented in the **Lodestar Free Code Form** as described below

#### **Training on Reproductive Coercion.**

The California Adolescent Health Collaborative has agreed to assist MCAH with providing training and technical assistance to AFLP agencies regarding reproductive coercion and healthy relationships. Details regarding training via webinar, training dates and times will be provided in future communications.

### **SOW Data Collection**

It is important that AFLP Directors/Coordinators be familiar with the revised data measures and that local program staff are trained on the proper collection of data for both existing and new data using the Lodestar forms. These measures will be used to quantify achievement of program objectives and can be used by AFLP Directors to monitor program implementation, quality and compliance. Among the 44 measures included in the SOW, data for 35 measures are already collected using existing forms and processes. The remaining 9 measures are based on data from existing forms but require new codes and procedures for collection.

AFLP agencies are currently required to use the following forms: Client Identification and Update, Client Status Change, Additional Child Matrix, Intake, Pregnancy Outcome, Follow Up, Additional Outcomes, and Service Matrix.

In addition to the forms above, MCAH requires that the following forms and data elements be completed in order to capture data for the 9 new measures:

- Client Identification and Update Form, Free Code MCH#A. **Referral source into AFLP** will be coded with six new categories (SOW Outcome Measure 1.3)
- Free Code Form, Free Code MCH#E to code **reproductive coercion information** given (SOW Process Measure 4.2.a)
- Free Code Form, Free Code MCH#F to code **referral for contraceptive methods resistant to reproductive coercion** (Process Measure 4.2.b)
- Client Contact Log (SOW Process Measures 5.3.a - 5.3.f)
  - Use of existing contact type codes will be required to document the **monthly face-to-face contact; quarterly home visit; quarterly contact with collaterals** or other service providers
  - Additionally, two new codes will be added to allow tracking of the **Comprehensive Baseline Assessment** (within 30 days of enrollment and annually thereafter) and **Individual Service Plan** (within 60 days of consent and quarterly thereafter)
  - Existing contact type codes are as follows: 100-Home Visit, 200-Office Visit, 300-Field Visit, 400-Group Meeting, 500-Telephone Contact, 600-Collateral Facilitation, and 700-Correspondence Sent

**New Codes.** Detailed data collection codes for each form are listed on the attached appendix.

**SOW Reporting.** Effective SFY 2011/2012, monitoring of the AFLP SOW requirements will be conducted by a review of the following Lodestar MIS reports:

- Months of Service Report
- Annual Report–Service Referrals Analysis Report
- Client Contact Summary Report
- Scope of Work Report (under development for future MIS release)

MCAH recognizes that some reports will not be available for the full year pending implementation of items outlined in this communication. Agencies should implement the use the

MCAH DIRECTORS

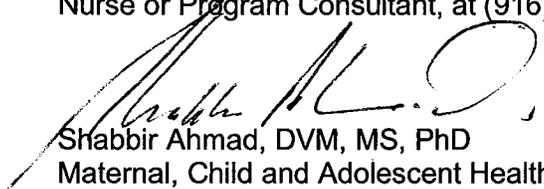
Page 3

October 7, 2011

Client Contact log no later than December 1, 2011 so that data is available to tabulate once the reports are developed.

**Training on Client Contact Module.** Branagh Information Group has agreed to provide online trainings to AFLP agencies regarding use of the Client Contact module in Lodestar. Training will likely begin in late October. More information about training dates and times will be provided in future communications.

If you have any questions about this communication, please contact your assigned MCAH Nurse or Program Consultant, at (916) 650-0300.



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Attachment

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APPENDIX  
Additional Forms, Data Elements, and Codes  
for AFLP SOW Reporting

Note: Codes are listed below as currently planned by MCAH and Branagh Information Group, but may be subject to change during Lodestar MIS implementation. MCAH will communicate any required changes.

To code referral source into AFLP (Outcome Measure 1.3):

Form: Client Identification and Update Form

Data Element: Free Code MCH#A

Codes:

- 01-Self
- 02-School
- 03-Court
- 04-Medical Provider
- 05-Social Service Provider
- 06-Community Outreach
- 07-Other
- 08-Not applicable
- 09-Unknown

To code reproductive coercion information given to client (Process Measure 4.2.a).

Form: Free Codes Form

Data Element: Free Code MCH#E

Codes:

- 01-Yes, client received information
- 02-No, client did not receive information
- 08-Not applicable
- 09-Unknown

To code referral of client for contraceptive methods resistant to reproductive coercion (Process Measure 4.2.b).

Form: Free Codes Form

Data Element: Free Code MCH#F

Codes:

- 01-Yes, client was referred
- 02-No, client was not referred
- 08-Not applicable
- 09-Unknown

To track client contact types within given time periods (Process Measures 5.3.a - 5.3.f).

Form: Client Contact Log

Data Element: Type

Codes:

Existing codes

100-Home Visit

200-Office Visit

300-Field Visit

400-Group Meeting

500-Telephone Contact

600-Collateral Facilitation

700-Correspondence Sent

800-User defined by local agency

900-User defined by local agency

A00-User defined by local agency

Codes that will be added by Branagh Information Group:

CBA-Comprehensive Baseline Assessment

or C01 through C31 for contact day of month

ISP- Individual Service Plan

or I01 through I31 for contact day of month