

MATERNAL, CHILD AND ADOLESCENT HEALTH
 ADOLESCENT AND FAMILY LIFE (AFLP) AND ADOLESCENT SIBLING
 PREGNANCY PREVENTION PROGRAM (ASPPP)

1.0 REPORTING

1.1 **Policy:** All local jurisdictions or community based organized receiving an AFLP/ASPPP allocation are required to complete annual, semi-annual, quarterly and monthly reports.

1.2 **Requirements:**

1.2.1 All reports must be submitted in accordance with the SOW and as identified below:

- AFLP Semi-Annual Progress Report, Form 1A and 2A; Due January 31st and July 31st
- ASPPP Semi-Annual Progress Report, Form 1B and 3A; Due January 31st and July 31st
- AFLP/ASPPP Quarterly Report Cover Sheet, Form 4; Due October 31st, January 31st, April 30th, and July 31st
- AFLP/ASPPP/Cal-Learn Personnel List, Form 6; Due October 31st, January 31st, April 30th, and July 31st.
- Caseload Analysis Report; Due Oct 31, Jan 31, April 30, and July 31.
- Months of Service Report covering the Quarterly Reports Due Oct 31, Jan 31, April 30, and July 31.
- MIS Data (content of previous month) – Due the 10th of each month.
- A-2 Inventory/Disposition of DHS-Funded Equipment (July 31 report only).
- Standards Implementation Document and Entry Criteria Transmittal, Form 5; Due January 31st

1.3 **Procedures:**

1.3.1 With the exception of the Management Information System (MIS) Data, all reports shall be submitted to Maternal, Child and Adolescent Health (MCAH) according to the above dates and according to the instructions on the forms.

1.3.2 The MIS data shall be submitted to the current MIS contractor either:

- By the 10th day of each month if using a data diskette that is created with the MIS contractor module or
- By the 7th but no later than the 17th day of each month if submitting electronically using the data send feature.

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The data should reflect all activities that took place during the reporting period. By the time the diskette or electronic file is created, all data entry for the previous month should be reflected on the disk/file. The report period will cover the first through the last day of each month.

- 1.3.3 Responses to the Semi-Annual Report should be succinct yet provide enough information to clearly describe progress made or difficulties that prevent the agency from meeting the scope of work goals and objectives. The report should not exceed ten (10) pages in length. The intent of the report is to document the achievements and/or barriers encountered during the report period. It is also a means of requesting technical assistance from State staff for any difficulties experienced by the agency.