

Exhibit A – Scope of Work

1. Service Overview

The Contractor (“Agency”) agrees to provide to the California Department of Public Health (“CDPH”) the services described herein.

The Adolescent Family Life Program (AFLP), CFDA #93.994, addresses the social, health, educational, and economic challenges of adolescent pregnancy by providing comprehensive case management services to expectant and parenting youth. The AFLP supports expectant and parenting youth in building their strengths and skills, and links them to services and resources. The AFLP promotes healthy pregnancies, positive birth outcomes, improved health and educational outcomes, and increased knowledge and skill related to positive parenting.

The goals of the AFLP for expectant and parenting youth are to:

- A. Increase access to and utilization of needed services.
- B. Increase social and emotional support and build resiliency.
- C. Empower youth to cultivate personal autonomy to make informed decisions about their reproductive and sexual health.
- D. Strengthen youth knowledge and self-efficacy for education and career attainment.

2. Service Location

The services shall be performed at [\[Enter Contractor address or description of the service area\]](#).

3. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday (except for official holidays), and evenings or weekends as needed to meet the needs of participating youth.

4. Project Representatives

A. The project representatives during the term of this agreement will be:

<p>California Department of Public Health [Enter Name of CDPH Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@cdph.ca.gov</p>	<p>[Enter Contractor Name] [Enter Name of Contractor’s Contract Manager] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@xxxxxxxx</p>
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B. Direct all inquiries to:

<p>California Department of Public Health Maternal, Child and Adolescent Health Attention: [Enter name, if applicable] Mail Station Code 8305 1415 L St., 1st Floor P.O. Box Number 997420 Sacramento, CA, 95899-7420</p> <p>Telephone: (XXX) XXX-XXXX Fax: (916) 650-0309 Email: xxxxxxxx@cdph.ca.gov</p>	<p>[Enter Contractor Name]</p> <p>Section or Unit Name (if applicable) Attention: [Enter name, if applicable] Street address & room number, if applicable P.O. Box Number (if applicable) City, State, Zip Code</p> <p>Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: xxxxxxxx@xxxxxxxx</p>
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C. All payments from CDPH to the Contractor shall be sent to the following address:

<p style="text-align: center;">Remittance Address</p> <p>Contractor: [Legal Business Name] Attention: "Cashier":</p> <p>Address, City, Zip: Phone: Fax: Email:</p>

D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement but will require a new CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record form. The completed form must be submitted to the Contract Manager for processing.

5. Scope of Work Changes

- A. Pursuant to Health and Safety Code Section 38077 (b) (2), changes and revisions to the SOW contained in the agreement, utilizing the "**allowable cost payment system**," may be proposed by the Agency in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the SOW may result in an audit finding.
- B. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the SOW within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Agency's request within 30 calendar days of receipt, the Agency's request shall be deemed approved.
- C. The State may request changes and revisions to the SOW. The State will make a good-faith effort

to provide the Agency 30 calendar days advance written notice of said changes or revisions.

- D. No changes to the SOW agreed to pursuant to this provision shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement.
- E. Program letters, via email or an AFLP Policy Alert Letter, will be sent out to local agencies to communicate directives, clarification, or updates related to the SOW, Policies and Procedures (P&P), Report Templates, or AFLP Manuals.

6. Services to be Performed

See the attached Exhibit A that follows for a detailed description of the services to be performed.

The Contractor (“Agency”) agrees to provide the services presented in this Scope of Work (SOW) from the California Department of Public Health (“CDPH”), Maternal, Child and Adolescent Health Division (“MCAH”), Child and Adolescent Health Section for implementation of the AFLP.

The AFLP strives to improve the life course trajectory of expectant and parenting youth through resiliency-based, youth-led case management with integrated life planning. The purpose of the SOW is to provide parameters for implementing the AFLP Positive Youth Development (PYD) model to achieve positive outcomes for expectant and parenting youth. The SOW goals are to:

- A. Effectively administer and oversee the AFLP.
- B. Establish and maintain a structure to support recruitment and enrollment of youth into the AFLP and link youth with resources and services to meet their needs.
- C. Implement the AFLP PYD model with fidelity.
- D. Ensure quality programming that effectively serves expectant and parenting youth.

Each Agency shall assure program integrity and fidelity to the AFLP PYD model. These requirements include but are not limited to:

- Attending required meeting and trainings
- Conducting continuous quality improvement
- Fulfilling all deliverables and meeting benchmarks using the AFLP approved data system
- Entering and submitting timely and complete data
- Completing other reports as required

The AFLP Scope of Work lists three goals. Each goal has one or more objectives. Each objective lists one or more Major Function, Task, and/or Activity. As an example, the first objective for Goal 1 is numbered 1.1, and the first activity for Goal 1, Objective 1, is numbered as 1.1.1.

The Agency must comply with deliverables as outlined in the SOW. If compliance standards are not met in a timely manner, CDPH/MCAH may place an Agency on a Performance Improvement Plan (PIP). In addition, CDPH/MCAH may institute the following actions: temporarily withhold cash payment pending correction of the deficiency, disallow all or part of the cost of the activity or action out of

compliance, wholly or partly suspend or terminate the award, and/or withhold further awards.

All activities in this SOW shall take place from receipt of funding beginning July 1 through June 30 of each contracted year contingent on availability of funds and spending authority.

The table below summarizes a list of status reports due to CDPH/MCAH throughout the term of this Contract.

Reports	From	To	Due Date
Implementation Plan	July 1, 2023	June 30, 2026	October 15, 2023
Annual Program Progress Report	July 1, 2023	June 30, 2024	September 30, 2024
Annual Program Progress Report	July 1, 2024	June 30, 2025	September 30, 2025
Closeout Report	July 1, 2023	June 30, 2026	June 30, 2026

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AFLP RFA Scope of Work for FY 2023-2026

This Scope of Work (SOW) is intended to ensure program implementation and maintain program fidelity and fiscal management. The program should be administered as required by the MCAH [Fiscal Administration Policy & Procedure Manual](#), Program Policies and Procedures (P&Ps), SOW, and as described in the RFA. Local staff will also support, as their capacity allows, activities related to the revisions of the AFLP PYD model.

Goal 1: Establish and maintain a structure to support recruitment, enrollment, and retention of youth into the AFLP and link youth with resources and services to meet their needs.

1.1. Target services to areas where there is demonstrated need and Agency capacity to implement AFLP.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
1.1.1. Define geographical area for program recruitment and service provision.	10/15/2023	Director, Supervisor, Coordinator	1.1.1. Submit the defined geographical service area and justification to CDPH/MCAH for approval in the Implementation Plan.

1.2. Establish processes and tracking systems to recruit, enroll, and retain eligible youth in AFLP and maintain the expected active caseload of 25 youth per 1.0 FTE case manager. An active case is defined as a participant with an open AFLP service file who has had a valid program visit within the past 90 days.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
1.2.1. Develop, implement, and update a recruitment and retention plan.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director, Supervisor, Coordinator	1.2.1. Submit annually with the Implementation Plan and the Annual Program Progress Report.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
1.2.2. Develop and sustain relationships with appropriate agencies to obtain participant referrals and document outreach activities.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director, Coordinator	1.2.2. Track incoming referrals, maintain outreach log, and submit with the Implementation Plan and the Annual Program Progress Report (or more frequently as directed by CDPH/MCAH).
1.2.3. Contact referred youth to discuss enrollment in AFLP within ten (10) business days of referral.	Ongoing	Coordinator, Case Manager	1.2.3. Submit required contact and program enrollment information into the AFLP management information system (MIS) as directed in the MIS User Manual.
1.2.4. Assess eligibility, interest, and program fit of youth referred to the program at first contact.	Ongoing	Coordinator, Case Manager	1.2.4. Submit completed youth prioritization and fit assessment for every youth as directed in the MIS User Manual.
1.2.5. Obtain consent and enroll eligible and interested youth in AFLP within ten (10) business days of fit assessment.	Ongoing	Coordinator, Case Manager	1.2.5. Enter youth enrollment and consent into the AFLP MIS as directed in the MIS User Manual for each participant.
1.2.6. Ensure enrolled youth receive a visit with their Case Manager within ten (10) business days of enrollment/consent visit.	Ongoing	Supervisor, Coordinator, Case Manager	1.2.6. Submit contact data into the AFLP MIS as directed in the MIS User Manual for each participant.
1.2.7. Identify and implement strategies to ensure consistent youth engagement in the program.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Supervisor, Case Manager	1.2.7. Submit and update, as needed, strategies, successes, and challenges related to youth engagement to CDPH/MCAH in the Implementation Plan and Annual Program Progress and Closeout Report.
1.2.8. Maintain a waitlist process for eligible youth.	Ongoing	Supervisor, Coordinator	1.2.8. Maintain and review waitlist in the AFLP MIS as directed in the MIS User Manual.

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1.3. Create networks to support expectant and parenting youth. Agency will pursue, develop, and maintain relationships with local service agencies, hospitals, and other community partners such as schools to facilitate the coordination of services, engage stakeholders and community to address the needs of expectant and parenting persons, and recruit participants.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
1.3.1. Identify and establish formal and informal partnerships with local community agencies and providers that can support expectant and parenting youth with medically accurate services and resources.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director, Coordinator, Youth Advisor	1.3.1. Submit partnership plan to CDPH/MCAH with the Implementation Plan, Annual Program Progress and Closeout Report.
1.3.2. Lead or participate in at least one (1) Local Stakeholder Coalition/Collaborative (LSC). Utilize the LSC to inform, perform outreach to and, if applicable, engage local partners in quality improvement projects. Participation in the LSC should be no less than quarterly.	Attendance: No less than quarterly Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director, Coordinator, Youth Advisor	1.3.2. Submit to CDPH/MCAH the LSC plan with the Implementation Plan and report progress and outcomes in the Annual Program Progress and Closeout Report.
1.3.3. Complete a program sustainability assessment and develop a sustainability plan.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director	1.3.3 Submit a program sustainability plan to CDPH/MCAH with the Implementation Plan, Annual Program Progress and Closeout Report.

Goal 2: Implement the AFLP PYD model with fidelity.

2.1. Operate program as directed in the AFLP PYD Model Implementation Manual and MIS User Manual.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
2.1.1. Complete AFLP standardized assessments with each youth to identify youth needs, strengths, and commitment to the program per the AFLP PYD Model Implementation Manual.	Ongoing; Baseline within 60 days of consent and then at six-month intervals from consent	Case Manager, Data entry staff	2.1.1. Submit data from the completed standardized assessments to the AFLP MIS as directed in the MIS User Manual.
2.1.2. Meet face-to-face and/or virtually with youth in a supportive, safe, and confidential environment following the frequency and dosage in the AFLP PYD Model Implementation Manual.	Ongoing	Case Manager, Data entry staff	2.1.2. Enter service events and complete the visit summary in the AFLP MIS for each youth as directed in the MIS User Manual.
2.1.3. Deliver the required content of the evidence-informed AFLP PYD model and share resources to build youth knowledge, resilience, strengths, skills, and motivation following the AFLP PYD Model Implementation Manual. Program will be implemented using a trauma-informed, strengths-based positive youth development approach and motivational interviewing strategies.	Ongoing	Case Manager, Data entry staff	2.1.3. Submit a completed visit summary for each youth and documentation of service referrals and status of service access to the AFLP MIS as directed in the MIS User Manual. Submit updates, successes, and challenges to CDPH/MCAH with the Implementation Plan, Annual Program Progress and Closeout Report.
2.1.4. Maintain an active caseload as prescribed by CDPH/MCAH.	Ongoing	Case Manager	2.1.4. <u>Measure</u> : Number of participants with an open AFLP service file with a valid program visit in the prior 90 days. Agencies that fall below an 85% active caseload for three consecutive months

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
			will be placed on a performance improvement plan (PIP) which may result in a funding reduction or loss of funds.

2.2. Ensure that programming is developmentally, culturally, and linguistically affirming and youth-centered, making and reporting planned and unplanned adaptations as needed while maintaining the core components of the program model.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
2.2.1. As needed, develop planned adaptations and document unplanned adaptations that are developmentally, culturally, and linguistically responsive to service population and request CDPH/MCAH approval.	Ongoing	Director, Supervisor, Coordinator	2.2.1. Submit proposed planned adaptations to CDPH/MCAH PC for approval in the Implementation Plan. Submit a completed visit summary to the AFLP MIS for each youth as directed in the MIS User Manual and include a summary in the Annual Program Progress and Closeout Reports.
2.2.2. Identify and respond to developmental, cultural, and linguistic needs and abilities of individual youth.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Supervisor, Coordinator, Case Managers	2.2.2. Report how developmental, cultural, linguistic, and ability-based adaptations are addressed in the Implementation Plan, Annual Program Progress, and Closeout report.
2.2.3. Ensure that all staff are trained in the provision of culturally sensitive and responsive services.	Within 90 days of hire	Director, Supervisor, Coordinator, Case Managers	2.2.3. Submission of Training Log as described in Goal 3.5.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
2.2.4. Accommodate youth scheduling needs by offering flexible/extended hours of operation, alternative meeting locations, and virtual visits. Awardees are required to provide weekend and evening hours no less than twice a month.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director, Supervisor, Coordinator, Case Managers	2.2.4. Report the approach and schedule in the Implementation Plan, the Annual Program Progress and Closeout Reports describe activities as directed by CDPH/MCAH.

Goal 3: Ensure quality programming that effectively serves expectant and parenting youth through the development of a quality assurance plan.

- 3.1. Establish a quality assurance (QA) plan that ensures developmentally appropriate, culturally, and linguistically affirming and youth-centered case management and programming that meets CDPH/MCAH requirements.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.1.1. Form a QA Team consisting of, at minimum, the Supervisor, Coordinator, Case Manager, and Youth Advisor.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director	3.1.1. Submit names of the designated QA team members in the Implementation Plan and updates in the Annual Program Progress and Closeout Report.
3.1.2. Develop and implement a QA plan which defines the frequency and methods (e.g., chart review, staff training, individual and/or group staff meetings, peer learning, direct observation) used to ensure that the quality of service performed fully meets the performance requirements set forth in the SOW and AFLP Policies	10/15/2023 09/30/2024 09/30/2025 06/30/2026	QA Team	3.1.2. Provide QA plan in the Implementation Plan. Maintain and update QA plans and submit in the Annual Program Progress and Closeout reports.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
and Procedures.			
3.1.3. Ensure that all case managers are observed and evaluated on quality of service delivery a minimum of two (2) times a year using a CDPH/MCAH approved observation tool.	Observations: Ongoing Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Supervisor	3.1.3. Submit the case manager observation tool with the Implementation Plan and completed observation tools with the Annual Program Progress and Closeout Reports.
3.1.4. Utilize data to inform and improve program activities to assure high quality program implementation. Data reports should be downloaded and utilized for review.	Monthly, at minimum	Supervisor	3.1.4. Report successes, challenges, and lessons learned in TA calls, Annual Program Progress and Closeout Reports.
3.1.5. Participate in regular individualized TA calls/meetings with CDPH/MCAH to discuss program implementation, review data and QA activities.	Monthly or as requested by CDPH/ MCAH	Required: Supervisor, Coordinator Optional: Case Managers	3.1.5. Maintain call attendance log. Submit progress and summary of QA activities to CDPH/MCAH with the Annual Program Progress and Closeout Reports.
3.1.6. Complete a review of at least 10% of randomly selected charts per case manager, using a standard chart review tool following CDPH/MCAH guidance.	Quarterly, at minimum	Supervisor and/or Coordinator	3.1.6. Maintain completed chart review tools, log of completion dates, and supporting documentation on file. Submit documentation of chart reviews with Annual Program Progress and Closeout Reports and describe how it informed improvement of service delivery.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.1.8. Host CDPH/MCAH for up to one (1) site visit during the contract period or more frequently as directed by CDPH/MCAH.	Up to once per year or as requested by CDPH/ MCAH	Director	3.1.8. Submit an agenda, schedule meetings, interviews, and/or focus groups as determined in collaboration with CDPH/MCAH.
3.1.9. Participate in group AFLP conference calls with other AFLP agencies to share lessons learned, problem solve, and celebrate successes.	Monthly	Required: Supervisor, Coordinator Optional: Case Managers	3.1.9. Submit attendance as requested by CDPH/MCAH.

3.2. Engage in program monitoring, reporting, evaluation, and QA activities as directed by CDPH/MCAH.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.2.1. Participate in AFLP conference calls, surveys, focus groups, interviews, and webinars with CDPH/MCAH or its representatives to provide input and feedback (e.g., best practices, lessons learned) on program implementation, AFLP PYD model development and program requirements.	As determined by CDPH/MCAH	Director, Supervisor/ Coordinator, Supervisors, Case Managers, Data entry staff, as requested by CDPH/MCAH	3.2.1. Submit agency participation summary with the Annual Program Performance and Closeout Reports.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.2.2. Administer the youth resiliency survey as indicated in the AFLP Implementation and MIS User Manual.	Ongoing, at intake and every six (6) months	Case Manager, Data entry staff	3.2.2. Submit completed youth resiliency survey as directed by the Implementation and MIS User Manual.
3.2.3. Administer the youth satisfaction survey as indicated in the AFLP Implementation and MIS User Manuals.	April & October every year	Case Manager, Data entry staff	3.2.3. Submit completed youth satisfaction survey as directed by the AFLP Implementation and MIS User Manuals.
3.2.4. Complete and submit other CDPH/MCAH performance and/or financial reports.	As requested by CDPH/MCAH	Director, Supervisor	3.2.4. Submission of performance and/or financial reports as requested by CDPH/MCAH.

3.3. Meet the AFLP data collection requirements by providing data collection hardware, software, security, and proper oversight of data entry personnel

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.3.1 Ensure all data collection and reporting processes comply with CDPH Information Privacy and Security Requirements (IPSR) as outlined in Exhibit G before installing and using the AFLP MIS. Maintain signed confidentiality statements for all staff who come in contact with personal and confidential information of youth referred for AFLP services.	Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director	3.3.1. Submit information privacy and security attestation in the Implementation Plan and Annual Program Progress and Closeout Reports.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.3.2. Ensure agency staff have access to AFLP MIS and AFLP Partners' SharePoint site.	Within ten (10) business days of any staffing change	Director, Supervisor	3.3.2. Submit requests for AFLP MIS access to CDPH/MCAH Program Consultant.
3.3.3. Ensure notes and documents related to services are stored securely and are entered as directed in the MIS User Manual.	Ongoing	Supervisor, Case Manager	3.3.3. Maintain required participant data collected in the youths' charts following the MIS User Manual.
3.3.4. Ensure accuracy and completeness of data entered into designated data systems using data quality reports and monitoring. If data collection, monitoring, and reporting requires improvement, complete PIP as requested by CDPH/MCAH.	Ongoing	Director, Supervisor, Coordinator, Data Entry, Case Managers	3.3.4. Maintain a minimum aggregate monthly data quality of 85% as defined in the Data Quality Dashboard. Agencies that fall below 85% for three consecutive months will be placed on a PIP which may result in a funding reduction or loss of funds.

3.4. Hire, train, and retain AFLP staff to comply with AFLP PYD model requirements and program policies and procedures; and participate in required trainings, workshops, and meetings with CDPH/MCAH.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.4.1. Hire necessary staff (Director, Supervisor, and Coordinator) who meet staffing pattern and minimum qualification requirements.	10/1/2023	Director	3.4.1. Notify CDPH/MCAH within five (5) business days of any staff vacancy and prior to making an offer of employment for the Supervisor, Director, or Coordinator by submitting an updated Agency Information Form and Staff

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
			Education and Experience Certification form.
<p>3.4.2. Recruit and hire case managers who reflect the community served and/or speak the language of participants when possible.</p>	<p>Hiring: 10/1/2023</p> <p>Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026</p>	<p>Director, Supervisor</p>	<p>3.4.2. Notify CDPH/MCAH within five (5) business days of any staff vacancy and prior to making an offer of employment. Submit Staff Education and Experience Certification form.</p> <p>In Implementation Plan, describe hiring approach. In Annual Program Progress and Closeout reports describe successes, challenges, and lessons learned about hiring and retaining qualified staff who reflect the community served.</p>
<p>3.4.3 Hire data entry staff. (Only for agencies budgeting for this position.)</p>	<p>Hiring: 10/1/2023</p> <p>Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026</p>	<p>Director, Supervisor</p>	<p>3.4.3 Notify CDPH/MCAH within five (5) business days of any staff vacancy and prior to making an offer of employment. Submit Staff Education and Experience Certification form.</p> <p>In Implementation Plan, describe hiring approach. In Annual Program Progress and Closeout reports describe successes, challenges, and lessons learned about hiring and retaining qualified staff who reflect the community served.</p>

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<p>3.4.4. Hire the AFLP Youth Advisor to provide youth input in local and CDPH/MCAH planning, decision making, and implementation of AFLP PYD.</p>	<p>Hiring: 10/01/2023</p> <p>Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026</p>	<p>Director, Supervisor</p>	<p>3.4.4. Notify CDPH/MCAH within five (5) business days of any staff vacancy and prior to making an offer of employment. Submit Staff Education and Experience Certification form and duty statement as requested by CDPH/MCAH.</p> <p>In Implementation Plan, describe hiring approach. In Annual Program Progress and Closeout reports describe successes, challenges, and lessons learned about hiring and retaining qualified staff who reflect the community served.</p>
<p>3.4.5. Ensure that all staff complete mandatory program and evaluation trainings as described in Goal 3.5.</p>	<p>Training: Within 60 days of staff hire.</p> <p>Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026</p>	<p>Director, Supervisor</p>	<p>3.4.5. Submit Professional Development Plan to CDPH/MCAH in the Implementation Plan and progress in the Annual Program Progress and Closeout Reports.</p>
<p>3.4.6. Identify gaps in staff development and training and address gaps with additional training as needed.</p>	<p>Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026</p>	<p>Director, Supervisor</p>	<p>3.4.6. Submit Professional Development Plan to CDPH/MCAH in the Implementation Plan.</p> <p>Describe successes, challenges, and lessons learned in the Annual Program Progress and Closeout Reports.</p>

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3.5. Ensure staff capacity to implement the AFLP PYD model by facilitating and tracking attendance at all required trainings.

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.5.1. Develop, implement, and update, as requested by CDPH/MCAH, a Professional Development Plan to support and build the capacity of supervisor, case managers, youth advisor, and data entry staff through assessment, supervision, and professional development.	Training: 8 hours Quarterly, at minimum. Reporting: Ongoing 10/15/2023 09/30/2024 09/30/2025 06/30/2026	Director	3.5.1. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.2. Attend mandatory CDPH/MCAH sponsored trainings, as required: AFLP PYD Basic Training for all supervisors, new staff, and those needing or wanting a refresher.	Fall 2023	Director, Supervisor, Coordinator, Case Manager, Youth Advisor	3.5.2. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.3. Attend mandatory CDPH/MCAH sponsored trainings, as required: AFLP PYD Spring Training.	Spring 2024 & 2025	Required: Supervisor, Coordinator, Case Managers Encouraged: Director, Youth Advisor	3.5.3. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.4. Attend mandatory CDPH/MCAH sponsored trainings, as required: Adolescent Sexual Health Statewide Meeting.	Fall 2023	Required: Supervisor, Coordinator, Case Managers Encouraged: Director, Youth	3.5.4. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.

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Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
		Advisor	
3.5.5. Attend data collection/data system online trainings.	Ongoing	Staff as required by CDPH/MCAH	3.5.5. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.6. Attend regional trainings and/or webinars as required by CDPH/MCAH.	As needed	Staff as required by CDPH/MCAH	3.5.6. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.7. Attend make-up AFLP PYD Basic Training.	As needed	New staff or as required by CDPH/MCAH	3.5.7. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.
3.5.8. Attend non-mandatory trainings that support the goals of AFLP.	As needed	Staff, as determined by Agency and approved by CDPH/MCAH	3.5.8. Submit a request for non-mandatory training to CDPH/MCAH for approval at least 30 days prior to the training. Record attendance and report as directed by CDPH/MCAH.
3.5.9. Complete AFLP interim training including but not limited to AFLP PYD Model Introductory Course and Motivational Interviewing.	Within 30 days of contract execution or new hire and/or prior to Basic Training	Director, Supervisor, Coordinator, Case Managers, Youth Advisor	3.5.9. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.

Exhibit A

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
<p>3.5.10. Train program staff on the following topics:</p> <ul style="list-style-type: none"> a. Mandated reporting requirements b. Reflective supervision (for supervisors) c. Cultural Competence/Humility training that improves awareness and knowledge of discrimination and racial disparity, including education and awareness of implicit biases and how these biases negatively impact people of color, LGBTQ+ communities, women, and girls d. Sexual Orientation/Gender Identity and Expression (SOGIE) training by a qualified trainer with knowledge of the specific needs of the LGBTQ+ community. e. Trauma-Informed Approaches to Care f. Adverse Childhood Experiences (ACEs) g. Adolescent sexual health h. Food and Drug Administration-approved medicines and devices for contraception i. Common legal needs and issues faced by the service population and processes to support youth (detailed 	<p>6/30/2024, or within 6 months of hiring</p>	<p>Required: Supervisor, Coordinator, Case Managers</p> <p>Encouraged: Director, Youth Advisor</p>	<p>3.5.10. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.</p>

Exhibit A

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
<p>examples can be found in the program P&Ps). Refer to program P&P for more guidance related to staff training.</p>			
<p>3.5.11 As available, provide and/or attend the following highly recommended supplemental skills trainings to address case management fundamentals. Agencies should assess staff training needs and provide in-service education/training based on identified needs, and/or research external training opportunities and participate using allocated funds. Suggested topics include:</p> <ul style="list-style-type: none"> a. Capacity to enroll and retain youth, identify youth strengths, promote protective factors (e.g., emotional regulation), support progress toward goals, discuss sensitive topics with youth (e.g., sexual health, healthy relationships, and intimate partner violence) b. Screening and referral for areas such as maternal mental health; physical, social, and emotional developmental milestones of children c. Positive parent-child and family 	<p>6/30/24</p>	<p>Director, Supervisor, Coordinator, Case Managers</p>	<p>3.5.11. Submit Professional Development Plan and Training Log to CDPH/MCAH with the Implementation Plan. Maintain this training record and submit with Annual Program Progress and Closeout Reports.</p>

Exhibit A

Major Function, Task, and/or Activity	Timeline	Staff Responsible	Performance Measure and/or Deliverable
<p>interaction; child abuse prevention</p> <p>d. Best practices relating to cultural competence/humility, sexual orientation/gender identity and expression, and LGBTQ+ equitable services</p> <p>e. Referrals and support for common legal needs and issues faced by the target population and processes to support youth in these areas, such as confidentiality rights regarding medical services; rights to consent to the prevention or treatment of pregnancy and STIs; rights related to accessing financial support, services, resources, or legal assistance (i.e. emancipation, parental/custodial rights, educational rights, family violence, immigration, human trafficking, victim of crime services, protection orders, working with Child Protective Services, or others based on the needs.)</p>			
<p>3.5.12. Meet <u>core competencies</u> as defined by the Professional Learning Standards for Sex Education (PLSSE) and the Adolescent Sexual Health Work Group (ASHWG).</p>	<p>Within 90 days of contract execution or 90 days of new hire</p>	<p>Supervisor, Case Managers</p>	<p>3.5.12. Documentation of Core Competencies HR Toolkit application and attestation that staff hired meet <u>ASHWG core competency</u> requirements. Report as directed by CDPH/MCAH.</p>