

# Appendix D

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Local Health Department MCH Contract

Local Health Department MCH Worksheet

Glossary of Terms

Attachment A  
Special Provisions  
MCH Block Grant  
FILL IN Health Department

I. Definitions

- A. "Department" means the Utah Department of Health, Division of Family Health and Preparedness, Bureau of Maternal and Child Health, Office of Home Visiting.
- B. "LHD General Provisions" means the agreement between the parties titled "FY2014-2018 LHD General Provisions, Assurances, and Matching Requirements" effective July 1, 2013 through June 30, 2018.
- C. "MCH" means Maternal and Child Health.
- D. "MCH Block Grant" means the Federal Title V Maternal and Child Health Block Grant.
- E. "MER" means the Monthly Expenditure Report, as detailed in the LHD General Provisions.
- F. "Sub-Recipient" means the FILL IN Health Department (the "Grantee"), as defined and described in the LHD General Provisions.

II. Prevailing Purpose

- A. The purpose of this contract is to provide MCH Block Grant funding to the Sub-Recipient to provide core public health services and activities that address maternal and child health population needs.

III. Sub-Recipient Responsibilities

- A. The Sub-Recipient shall bill for direct services on a sliding fee scale based on 0% pay for all families at or below 133% of the Federal Poverty Level.
- B. The Sub-Recipient shall expend all collections received to provide public health services to maternal and child populations.
- C. The Sub-Recipient shall consider the National Performance Measures as identified during the 2015 MCH Summit and Needs Assessment process and set annual local goals and objectives as appropriate for current work practice.
  - 1. The Department agrees to provide the National Performance Measures to the Sub-Recipient, upon request.
- D. The Sub-Recipient shall use MCH Block Grant funding to provide or assure any of the following are the recipients of activities provided to prevent or reduce illness, disability, or death:
  - 1. Pregnancy-related services, including Preconception services and education,
  - 2. Home visiting services,
  - 3. Family planning, intended pregnancies, and healthy pregnancy spacing,
  - 4. Oral health,
  - 5. Low birth weight and prematurity prevention education,
  - 6. Postpartum depression education, and
  - 7. Breastfeeding promotion.
- E. The Sub-Recipient shall provide 1-2 measurable performance objectives for the services listed in Section III, Subsection D, being offered by the Sub-Recipient for women of childbearing age or pregnant women, as appropriate for current work practice,
  - 1. The Sub-Recipient shall provide a report to the Department on the outcome of the performance objectives for work completed as part of the MCH annual report.

- F. The Sub-Recipient shall use MCH Block Grant funding to provide or assure any of the following MCH services for children and youth, including infants, children and adolescents who receive services or are the recipients of activities provided to prevent or reduce illness, disability, or death:
  - 1. Oral health, including dental sealants,
  - 2. Healthy growth and development of young children,
  - 3. Health screenings, such as vision screens,
  - 4. Outreach to difficult-to-reach populations, and
  - 5. Home visiting services.
- G. The Sub-Recipient shall provide 1-2 measurable performance objectives for the services listed in Section III, Subsection F, being offered by the Sub-Recipient for children and youth, including infants, children, and adolescents, as appropriate for current work practice.
  - 1. The Sub-Recipient shall provide a report to the Department on the outcome of the performance objectives for work completed as part of the MCH annual report.
- H. The Sub-Recipient shall work specifically on the Title Five MCH Block Grant National Performance Measure #6 for Developmental Screening activities.
  - 1. National Performance Measure #6: percent of children, ages 10-71 months receiving a developmental screening using a parent completed screening tool.
  - 2. During the upcoming year specific objectives and activities shall be determined between the Department and the Sub-Recipient and contract amendments executed accordingly.

#### IV. Department Tasks

- A. The Department agrees to:
  - 1. Provide report forms for the MCH Financial Report, the MCH Service Report and the MCH Annual Report Template.
  - 2. Provide technical assistance, consultation, and in-services, as needed or requested.

#### V. Payments

- A. The Department agrees to reimburse the Sub-Recipient up to the maximum amount of the contract for expenditures made by the Sub-Recipient, directly related to the program, as outlined in the LHD General Provisions.
  - 1. The funding for this contract is for Federal Fiscal Year 2017 (October 1, 2016 through September 30, 2017).
  - 2. The maximum amount of funding for Federal Fiscal Year 2017 is \$###.
  - 3. This contract may be amended to change the funding amount.
  - 4. If the contract is not amended to add additional funding, the contract terminates at the end of federal fiscal year 2017 (September 30, 2017).
- B. Funds for this contract shall be advanced to the Sub-Recipient on a quarterly basis.
- C. Payments in the fourth quarter shall be adjusted to reflect actual expenditures reported by the Sub-Recipient, up to the maximum amount of the Contract.
- D. First quarter payment shall be made on, or after, October 1, 2016.
- E. Payments for the second and third quarters shall be made by the Department, after the MER's for the first and second months of the previous quarter.

#### VI. Reporting Requirements

- A. The Sub-Recipient shall submit an annual MCH Financial Report (Attachment \_\_\_) for each Federal Fiscal Year. Due: April 15, 2017

- B. The Sub-Recipient shall submit an MCH Service Report (Attachment \_\_\_\_ ) for calendar year 2016. Due: April 15, 2017 Attachment \_\_\_\_\_ is MCH Service Report Instruction.
- C. The Sub-Recipient shall submit the MCH Annual Report (Attachment \_\_\_\_ ) on activities for women, mothers, children and youth for calendar year 2016. Due: April 15, 2017.

LHD MCH Block Grant Activity Worksheet and Annual Report Template - Local Health Department: \_\_\_\_\_,

Person Reporting: \_\_\_\_\_, Email/Phone Number: \_\_\_\_\_

**MCH SERVICES FOR WOMEN OF CHILDBEARING AGE AND/OR PREGNANT WOMEN WHO RECEIVE SERVICES**

<b>GOAL :</b>		
<b>Description - What Will be Measured</b>	<b>Direction of Change</b>	<b>Timeframe</b>
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease <input type="checkbox"/> Improve	

**OBJECTIVE #1** (Create a SMART objective by completing the cells below)

Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

SMART Objective #1:

**Planned Activities to meet Objective #1**

Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

**OBJECTIVE #2** (Create a SMART objective by completing the cells below)

Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

SMART Objective #2:

**Planned Activities to meet Objective #2**

Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

**MCH SERVICES FOR CHILDREN AND YOUTH, INCLUDING INFANTS, CHILDREN AND ADOLESCENTS**

GOAL			
Description - What Will be Measured	Direction of Change	Timeframe	
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease <input type="checkbox"/> Improve		

OBJECTIVE #1 (Create a SMART objective by completing the cells below)						
Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

SMART Objective #1:

ANNUAL ACTIVITY			
Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #2 (Create a SMART objective by completing the cells below)						
Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

SMART Objective #2:

ANNUAL ACTIVITY			
Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

**MCH SERVICES FOR NPM #6 DEVELOPMENTAL SCREENING**

GOAL			
Description - What Will be Measured	Direction of Change	Timeframe	
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease <input type="checkbox"/> Improve		

OBJECTIVE #1 (Create a SMART objective by completing the cells below)						
Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

SMART Objective #1:

ANNUAL ACTIVITY			
Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

OBJECTIVE #2 (Create a SMART objective by completing the cells below)						
Description - What Will be Measured	Direction of Change	Unit of Measurement	Baseline	Target	Data Source	Timeframe
	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease	<input type="checkbox"/> # of <input type="checkbox"/> % of <input type="checkbox"/> Proportion of <input type="checkbox"/> Rate of				

ANNUAL ACTIVITY			
Description	Lead Personnel	Key Partners/Contractors	Start/Finish Dates
1.			
2.			
3.			
4.			

YEAR END REPORT TEMPLATE - Local Health Department: \_\_\_\_\_,

Person Reporting: \_\_\_\_\_, Email, \_\_\_\_\_ Phone Number: \_\_\_\_\_

IMPROVE THE HEALTH OF MOTHERS AND INFANTS	
GOAL:	
Objective(s)	
Was Objective #1 met?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
Report on activities implemented for Objective #1 - Description	
1.	
2.	
3.	
4.	
Other (Barriers, Problems, Issues, Solutions, etc.)	
1.	
2.	
3.	
4.	
Was Objective #2 met?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
Report on activities implemented for Objective #2 - Description	
1.	
2.	
3.	
4.	
Other (Barriers, Problems, Issues, Solutions, etc.)	
1.	
2.	
3.	
4.	



**IMPROVE THE HEALTH OF CHILDREN AND YOUTH (including CSHCN populations)**

**GOAL :**

**Objective(s)**

**Was Objective #1 met?**

Yes  No  Other

**Report on activities implemented for Objective #1 - Description**

- 1.
- 2.
- 3.
- 4.

**Other (Barriers, Problems, Issues, Solutions, etc.)**

- 1.
- 2.
- 3.
- 4.

**Was Objective #2 met?**

Yes  No  Other

**Report on activities implemented for Objective #2 - Description**

- 1.
- 2.
- 3.
- 4.

**Other (Barriers, Problems, Issues, Solutions, etc.)**

- 1.
- 2.
- 3.
- 4.

**MCH SERVICES FOR NPM #6 DEVELOPMENTAL SCREENING**

**GOAL :**

<b>Objective(s)</b>	
<b>Was Objective #1 met?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
<b>Report on activities implemented for Objective #1 - Description</b>	
<b>Other (Barriers, Problems, Issues, Solutions, etc.)</b>	
<b>Was Objective #2 met?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
<b>Report on activities implemented for Objective #2 - Description</b>	
<b>Other (Barriers, Problems, Issues, Solutions, etc.)</b>	

## GLOSSARY OF TERMS

ACA – Affordable Care Act  
AMCHP – Association of Maternal & Child Health Programs  
ASQ – Ages and Stages Questionnaire  
BRFSS – Behavioral Risk Factor Surveillance System  
CD – Child Development (and/or Bureau of CD)  
CHC – Community Health Center  
CHD – Center for Health Data  
CoIIN – Collaborative Improvement & Innovation to Reduce Infant Mortality  
CMS – Centers for Medicare & Medicaid Services  
CSHCN – Children with Special Health Care Needs (and/or Bureau of CSHCN)  
CSPAP – Comprehensive School Physical Activity Program (Bureau of Health Promotion)  
DCFS – Department of Child and Family Services  
DFHP – Division of Family Health Preparedness  
DRP – Data Resources Program in the Bureau of MCH  
EPICC – The Healthy Living Through Environment, Policy and Improved Clinical Care Program (Bureau of Health Promotion)  
ESM – Evidence Based or Evidence Informed Strategy Measures  
FFY – Federal Fiscal Year  
HRSA – Health Resources and Services Administration  
HUB – Healthy Utah Babies  
ISP – Integrated Services Program (Bureau of CSHCN)  
LHD – Local Health Department  
MCH – Maternal Child Health (and/or Bureau of MCH)  
MIHP – Maternal Infant Health Program in the Bureau of MCH  
NICU – Newborn Intensive Care Unit  
NPM – National Performance Measure  
OHD – Office of Health Disparities Reduction  
OHP – Oral Health Program in the Bureau of MCH  
PRAMS – Pregnancy Risk Assessment Monitoring System  
PTB – Preterm birth  
SPM – State Performance Measure  
SSDI – State Systems Development Initiative grant  
UBDN – Utah Birth Defects Network (Bureau of CSHCN)  
UBID – Utah Block Grant Information Database  
UDAC – University of Utah Developmental Assessment Center  
UDOH – Utah Department of Health  
USOE – Utah State Office of Education  
UWNQC – Utah Women and Newborns Quality Collaborative  
VIPP – Violence and Injury Prevention Program (Bureau of Health Promotion)  
VLBW – Very Low Birth Weight  
WDCS – Workforce Development and Capacity Survey  
WESTT – Web Enabled Systematic Tracking Tool  
WIC – Women Infant and Children  
YRBSS – Youth Risk Behavioral Surveillance System