



## Department of Health

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Stephanie McCloud, Director

### MEMORANDUM

Date: March 17, 2021

To: Subrecipient Maternal and Child Health Program (MP)  
Grantees

From: Dyane Gogan Turner *DGT*  
Bureau of Maternal, Child, and Family Health  
Ohio Department of Health

Subject: Subrecipient MP22, October 1, 2021-September 30, 2022

The Ohio Department of Health (ODH), Bureau of Maternal, Child, and Family Health announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., May 3, 2021. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website (<https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/resources/grant-solicitations>). Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Sheronda Whitner at 614-644-6560 or e-mail at [Sheronda.whitner@odh.ohio.gov](mailto:Sheronda.whitner@odh.ohio.gov)

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## CONTINUATION FUNDING APPLICATION GUIDANCE

### 100% Deliverable Funding

**A. Policy and Procedures:** The Continuation Funding Application consists of three parts: Program Updates (if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period October 1, 2021-September 30, 2022 of the total project period, October 1, 2021-September 30, 2022. Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

**B. Number of Grants and Funds Available:** *The source of funds supporting the Maternal and Child Health Program are both state and federal funds.)*

| <i>Agency</i>  | <i>Total Budget</i> |
|--|---------------------|
| <i>Adams/Brown Counties Economic Opportunities, Inc.</i> | <i>\$66,000.00</i>  |
| <i>Athens County Health Department</i>                   | <i>\$132,000.00</i> |
| <i>Belmont County General Health District</i>            | <i>\$132,000.00</i> |
| <i>Butler County General Health District</i>             | <i>\$66,000.00</i>  |
| <i>Clark County Combined Health District</i>             | <i>\$132,000.00</i> |
| <i>Cuyahoga County Health Department</i>                 | <i>\$132,000.00</i> |

|  |                            |
|--|----------------------------|
| <i>Erie County Health Department</i>                                       | <b><i>\$132,000.00</i></b> |
| <i>Columbus City Health Department</i>                                     | <b><i>\$66,000.00</i></b>  |
| <i>Gallia County General Health District</i>                               | <b><i>\$66,000.00</i></b>  |
| <i>Hamilton County Health Department dba Hamilton County Public Health</i> | <b><i>\$66,000.00</i></b>  |
| <i>Highland County Community Action Organization</i>                       | <b><i>\$66,000.00</i></b>  |
| <i>Jefferson County General Health District</i>                            | <b><i>\$66,000.00</i></b>  |
| <i>Knox County Health Department</i>                                       | <b><i>\$66,000.00</i></b>  |
| <i>Lawrence County Health Department</i>                                   | <b><i>\$132,000.00</i></b> |
| <i>Licking County Health Department</i>                                    | <b><i>\$66,000.00</i></b>  |
| <i>Lorain County General Health District</i>                               | <b><i>\$132,000.00</i></b> |
| <i>Mahoning County District Board of Health</i>                            | <b><i>\$132,000.00</i></b> |
| <i>Medina County Health District</i>                                       | <b><i>\$66,000.00</i></b>  |
| <i>Meigs County Health Department</i>                                      | <b><i>\$66,000.00</i></b>  |
| <i>Miami County Health District</i>  | <b><i>\$66,000.00</i></b>  |
| <i>Monroe County Health Department</i>                                     | <b><i>\$66,000.00</i></b>  |
| <i>Public Health-Dayton &amp; Montgomery County</i>                        | <b><i>\$132,000.00</i></b> |
| <i>Zanesville-Muskingum County Health Department</i>                       | <b><i>\$66,000.00</i></b>  |
| <i>Stark County Health Department</i>                                      | <b><i>\$132,000.00</i></b> |
| <i>Summit County General Health District</i>                               | <b><i>\$66,000.00</i></b>  |
| <i>Trumbull County Health Department</i>                                   | <b><i>\$66,000.00</i></b>  |
| <i>Williams County Combined Health District</i>                            | <b><i>\$66,000.00</i></b>  |

*No grant award will be issued for less than **\$30,000**. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.*

### **C. Formatting Requirements for Attachments**

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12 point font.
- Forms must be completed and submitted in the format provided by ODH.

### **D. Qualified Applicants**

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant is not certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday, May 3, 2021**

## **II. PROGRAM UPDATES:**

**A. Program Progress Report:** 1) **Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.** Please update and submit the MP 21 Workplan.

**B. Objectives and Work Plan:** Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed. MP 22 Workplan Template in **appendix F**.

**C. Documentation & Progress on Health Disparity/Inequity Activities:** Continuation Solicitations must also use the *Place Matters Documentation Spreadsheet* to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities occurred during the previous funding period.

- a. Please describe how you will address health inequities in your population and explain what strategies you will use to in the Health Equity and Communication Portions of the updated Workplan.

**D. Program Budget:** Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

1. **Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS).

Provide a detailed budget justification in a narrative that describes how categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. Describe the specific functions of the personnel, consultants and collaborators. Explain and justify equipment, travel, (including plans for out-of-state travel), supplies and training costs. If you have shared costs, refer to OGAPP Chapter 2 Section C2.4 Cost Allocation Plan for additional information. Please refer to the GMIS 2.0 bulletin board for attachment instructions.

For your convenience, a budget justification narrative example is available at

<https://odhgateway.odh.ohio.gov/gmis/forms/AttachmentForm.aspx?id=595863>

Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

**2. 2022 Budget via GMIS:** Complete requested budget information as follows:

- **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period October 1, 2021 to September 30, 2022.

The applicant shall retain all original fully executed contracts on file.

- **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

**3. Unallowable Costs:** Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees -- unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
16. *Include any additional program specific unallowable costs per CFDA, program regulations and directives or state law specifications*
- 17.

**Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes**

later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

**E. Post Submission Requirements:** Continuation applicants are required to submit subrecipient program and expenditure reports.

***Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.***

Reports shall be submitted as follows:

- a. Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS by the following dates.** [Additional language is optional] **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

☒ Program Reports Required      ☐ No Program Reports Required

| <i>Period</i>                | <i>Report Due Date</i>    |
|------------------------------|---------------------------|
| <i>October 1 – 31, 2021</i>  | <i>November 10, 2021</i>  |
| <i>November 1 – 30, 2021</i> | <i>December 10, 2021</i>  |
| <i>December 1 – 31, 2021</i> | <i>January 10, 2022</i>   |
| <i>January 1-31, 2022</i>    | <i>February 10, 2022</i>  |
| <i>February 1-28, 2022</i>   | <i>March 10, 2022</i>     |
| <i>March 1-31, 2022</i>      | <i>April 10, 2022</i>     |
| <i>April 1-30, 2022</i>      | <i>May 10, 2022</i>       |
| <i>May 1-31, 2022</i>        | <i>June 10, 2022</i>      |
| <i>June 1-30, 2022</i>       | <i>July 10, 2022</i>      |
| <i>July 1-31, 2022</i>       | <i>August 10, 2022</i>    |
| <i>August 1-31, 2022</i>     | <i>September 10, 2022</i> |
| <i>September 1-30, 2022</i>  | <i>October 10, 2022</i>   |

- b. Subrecipient Expenditure Reports:** Subrecipient Monthly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates: |

| <i>Period</i>                | <i>Report Due Date</i>   |
|------------------------------|--------------------------|
| <i>October 1 – 31, 2021</i>  | <i>November 10, 2021</i> |
| <i>November 1 – 30, 2021</i> | <i>December 10, 2021</i> |
| <i>December 1 – 31, 2021</i> | <i>January 10, 2022</i>  |
| <i>January 1-31, 2022</i>    | <i>February 10, 2022</i> |
| <i>February 1-28, 2022</i>   | <i>March 10, 2022</i>    |

|                             |                           |
|-----------------------------|---------------------------|
| <i>March 1-31, 2022</i>     | <i>April 10, 2022</i>     |
| <i>April 1-30, 2022</i>     | <i>May 10, 2022</i>       |
| <i>May 1-31, 2022</i>       | <i>June 10, 2022</i>      |
| <i>June 1-30, 2022</i>      | <i>July 10, 2022</i>      |
| <i>July 1-31, 2022</i>      | <i>August 10, 2022</i>    |
| <i>August 1-31, 2022</i>    | <i>September 10, 2022</i> |
| <i>September 1-30, 2022</i> | <i>October 10, 2022</i>   |

Subrecipient Quarterly Reimbursement Expenditure Reports must be completed and submitted via GMIS by the following dates:

| <i>Period</i>                        | <i>Report Due Date</i>  |
|--------------------------------------|-------------------------|
| <i>October 1 – December 31, 2021</i> | <i>January 10, 2022</i> |
| <i>January 1 – March 31, 2022</i>    | <i>April 10, 2022</i>   |
| <i>April 1 – June 30, 2022</i>       | <i>July 10, 2022</i>    |
| <i>July 1 – September 30, 2022</i>   | <i>October 10, 2022</i> |
|                                      |                         |

*Note: Obligations not reported on the final monthly or 4<sup>th</sup> quarter expenditure report will not be considered for payment with the final expenditure report.*

- c. Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before November 5, 2022. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

***Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.***





Department  
of Health

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Stephanie McCloud, Director

CONTINUATION SOLICITATION  
REIMBURSEMENT TYPE FORM

Submission  
Required

Ohio Department of Health  
Bureau of Maternal, Child, and Family Health

See due date below

ODH Program Title:  
Maternal and Child Health Program - MP22

Reimbursement Type (check one) Monthly ☐ OR Quarterly ☐

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No waivers/appeals will be accepted.)

*Please print:*

Current Project Number \_\_\_\_\_

Applicant Agency/Organization \_\_\_\_\_

Applicant Agency Address \_\_\_\_\_

Agency Contact Person Name and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail  
Address \_\_\_\_\_

\_\_\_\_\_  
Agency Head (Print Name)

\_\_\_\_\_  
Agency Head (Signature)

*Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.*

Due to ODH by April 5, 2021

Please email completed form to Karen Tinsley ([karen.tinsley@odh.ohio.gov](mailto:karen.tinsley@odh.ohio.gov)).

**Name of Subgrant Program:**

**Budget Period:**

**# of Deliverables:**

**Use Budget Justification Scenario#:**

**100% Deliverables**

**Name of Subgrant Program: Maternal and Child Health Program -MP22**

**Budget Period: October 1, 2021 – September 30, 2022**

**# of Deliverables: 4**

**Use Budget Justification Scenario#: 1**

**100% Deliverables**

**Objective 2: Preconception and Inter-conception care for women's health – Year 2  
Implementation**

**2.1 Administrative:**

- Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.

**Reporting Requirements:**

- Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.
- Identify and provide resume for MP Preconception Health Coordinator.
- Submit monthly report of activities and challenges in Program Progress Report in GMIS.

**2.2 Workplan with Logic Model:** create updated workplan, logic model with evaluation plan for preconception and inter-conception health or social initiative for women ages 18-44

- Issues can address improving access, delivery, or quality of care, chronic health conditions, or social determinants impacting women's health
- Implement projects at individual, community, or organizational level (need to specify)
- Provide number of women to reach with targeted population
- Optional health campaign can be included with initiatives
- Must use evidence-based practices

**Reporting Requirements:**

- Submit workplan, logic model, and evaluation plan to ODH for approval of one-time payment of \$3,000 by November 30, 2021

**2.3 Project Implementation and Quarterly Outcomes:**

- Implement preconception and inter-conception health or social initiative and monitor quarterly metrics described in the Work Plan and Logic Model
- MP Women's Health Coordinator will maintain committee advisory team with social, clinical, and community partners

- Conduct continual advisory committee meetings with no less than 6 partners from social services, clinical, and local women/community leaders

**Reporting Requirements:**

- Submit quarterly outcomes in ODH RedCap survey for reimbursement of four payments of \$9,750 not to exceed \$39,000 in grant budget, submit by 1/10, 4/10, 7/10 and 10/10 for 2022
- Submit advisory team meeting agendas, minutes, and attendance
- Submit marketing or promotional materials for review

**2.4 Final Report:**

- Complete final report survey detailing final outcomes in ODH RedCap for approval and submit by September 30, 2022 for one-time reimbursement of \$7,500
- Provide an infographic regarding project outcomes reported in the final report.

**Name of Subgrant Program: Maternal and Child Health Program -MP22**

**Budget Period: October 1, 2021 – September 30, 2022**

**# of Deliverables: 4**

**Use Budget Justification Scenario#: 1**

**100% Deliverables**

**Objective 3: Peer Support Person-Centered Wellness: Year 2 Implementation**

**3.1 Administrative:**

- Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.

**Reporting Requirements:**

- Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.
- Identify and provide resume for MP Peer Support Coordinator.
- Submit monthly report of activities and challenges in Program Progress Report in GMIS.

**3.2 Work Plan with Evaluation Plan**

- Create updated work plan with evaluation plan and logic model for the MP Peer Support program
- Must identify 25% of the eligible women for the peer support service using population data and behavioral health data from your identified county.
- Promotional and awareness materials to market the program should be included in the plan

**Reporting Requirements**

- Submit documents to ODH for approval for one-time payment of \$3,000 by November 31, 2021
- Updated work plan with evaluation plan which includes target population and number to be reached for 2022
- Research and review materials for targeted populations. Research and consider target populations, reading levels, and messaging formats (media, written, online)

**3.3 Project Implementation and Quarterly Outcomes:**

- Provide behavioral health screenings and peer support (if recommended) to your total 85% of target number and provide referrals for support services to at least 10% of the number of women that were provided screenings
- MP Peer Support Coordinator will maintain committee advisory team with social, clinical, and community partners
- Conduct continual advisory committee meetings with no less than 6 partners from social services, clinical, and local women/community leaders
- Report the data to ODH in quarterly report, (\$9,750 per month **if no screenings or support services no reimbursement should be submitted**).
- Data to report should include:
  - Women/Female identifier
  - Age, Race, Ethnicity
  - # of Pregnancies (outcomes)

- Entry trimester into prenatal/postnatal care
- # of Women provided a mental health screening via a provider while pregnant or within the first year after birth (live birth or death)
- # of Women referred to the mental health peer
- # of promotional events or marketing strategies completed

**Reporting Requirements:**

- Submit quarterly outcomes in ODH RedCap survey for reimbursement of four payments of \$9,750 not to exceed \$39,000 in grant budget, submit by 1/10, 4/10, 7/10 and 10/10 for 2022
- Submit advisory team meeting agendas, minutes, and attendance

**3.4 Final Report:**

- Complete final report survey detailing outcomes in ODH RedCap for approval and submit by September 30, 2022 for one-time reimbursement of \$7,500
- Provide an infographic regarding project outcomes reported in the final report.

**Name of Subgrant Program: Maternal and Child Health Program -MP21**

**Budget Period: October 1, 2021 – September 30, 2022**

**# of Deliverables: 4**

**Use Budget Justification Scenario#: 1**

**100% Deliverables**

**Objective 4:**

**Adolescent Health Evidence – Based Resiliency Projects – Year 2 Implementation**

**4.1 Administrative:**

- Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.

**Reporting Requirements:**

- Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.
- Identify and provide resume for MP Adolescent Health Coordinator.
- Submit monthly report of activities and challenges in Program Progress Report in GMIS.

**4.2 Work Plan with Logic Model:**

- Create updated work plan, logic model with evaluation plan for adolescent health resiliency projects
- Issues can address obesity prevention, substance abuse, violence prevention, mental health, or healthy youth relationships
- Implement projects at individual, community, or organizational level (need to specify)
- **Must use evidence-based practices**

**Reporting Requirements**

- Submit following documents to ODH for approval for one-time payment of \$3,000 by 11/30/2021
- Updated Work plan, Logic Model, and Evaluation Plan

**4.3 Project Implementation and Quarterly Outcomes:**

- Implement adolescent health resiliency projects and continue monitoring of quarterly outcomes;
- If new project, develop newly established metrics for the initiative within the first quarter as outlined in updated work plan and logic model
- Adolescent Health Coordinator will maintain committee advisory team with community partners
- Conduct continual advisory committee meetings with no less than 6 partners from youth services, clinical, and local youth/community leaders

**Reporting Requirements**

- Submit quarterly outcomes in ODH RedCap survey for reimbursement approval by 1/10, 4/10, 7/10 and 10/10 for year 2022 for reimbursement not to exceed \$39,000 for grant year, \$9,750 per quarter
- Submit advisory team meeting agendas, minutes, and attendance

**4.4 Final Report:**

- Complete final report survey detailing outcomes of Adolescent Health Resiliency initiatives to ODH for approval

- Provide an infographic regarding project outcomes reported in the final report.

## Appendix C

## Place Matters Documentation Template

**County:** Your  
County

**Budget Period:**

**GMISID:**

**Agency Name:**

**Subgrant Program:**

[illegible]



**Job Description TITLE: MP Women's Health Care Coordinator**

**Job Purpose:** The main role of the Women's Health Coordinator is to support the coordination and implementation of women's preconception health and inter-conception health initiatives. This role will also facilitate relationship building across the clinical and community-based sectors to build effective interventions and programs to support women's health. The Coordinator also entails ensuring that all eligible women in the target population receive support with clinical and community services in accordance to the program's guidelines and standards. This role will also advocate and problem solve on behalf of women and institutions supporting the improvement or expansion of preconception care and inter-conception care. This coordinator also supports administrative responsibilities including data collection, program monitoring, and program reporting. Experience in public health, maternal and child health, community health, social work, and related health and human services field is required. The Coordinator must show evidence of training and skills in cultural competency and cultural humility.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Effectively and accurately support the coordination of women's preconception health and inter-conception health initiatives
- Effectively use critical thinking in leading, designing, and implementing women's health interventions
- Ability to assist women with barriers in order to help navigate health care systems and community-based resources as it relates to supporting interventions and program delivery
- Develop and maintain effective working relationships with providers, social sector professionals, and community leaders with lived experience
- Effectively use cultural humility skills when working with low-income, minority, or other underserved communities and work to incorporate their voices into the women's health initiatives
- Educate partners on the policies and procedures for women's preconception and inter-conception programs and interventions
- Maintain high data integrity and support data collection and program measurement efforts
- Monitor and manage program implementation and track performance measures including submission of reports to ODH
- Process and maintain programmatic paperwork
- Understand the key role that providers, social services agencies, and community leaders play in the success of programming and conduct oneself accordingly

**Job Description TITLE: MP Peer Support Coordinator**

**Job Purpose:** The main role of this pregnancy/post-partum behavioral health focused position is to support the coordination and implementation of the MP Peer Support Person-Centered Wellness Program. The role will facilitate relationship building across the clinical and community-based sectors to build an effective peer support program for pregnant and post-partum women. The Coordinator also entails ensuring that all eligible women in the target population receive screening and support in accordance with the program's guidelines and standards. The role will also be expected to attend additional trainings and possible certifications regarding peer support and behavioral health. This coordinator will also support administrative responsibilities including data collection, program monitoring, and program reporting. Experience or certification as a peer support person or experience supervising a peer support program within the community. The Coordinator must show evidence of training and skills in cultural competency and cultural humility.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Manages, coordinates and directs the MP Peer Support Person-Centered Wellness Program.
- Directs administrative and programmatic aspects of the objective including short and long-term goal development, quality assurance, and reporting
- Coordinates partnerships in the implementation of the objective
- Plans, schedules and implements male wellness events and initiatives
- Monitors program responsibilities and progress according to workplan
- Communicates effectively with identified community centers/businesses
- Monitors program expenditures and program budgets
- Knowledge of health-related field, or management: program planning, policy implementation & program evaluation: data collection & analysis; health care organization & health care systems delivery
- Has lived experience of diagnosed mental health or co-occurring mental health and substance use disorder.
- Must satisfy relevant requirements for certification as required by ODH within 12 months of employment.
- 2 years' experience in health program delivery (e.g., program implementation, program coordination, program monitoring & evaluation.
- Demonstrate experience in coordination of services that impact maternal, infant, and child health
- Knowledge of availability of community resources that serve disparate populations.
- Ability to engage community members and organizations.
- Ability to build strong, collaborative relationships

**Job Description TITLE: MP Adolescent Health Coordinator**

**Job Purpose:** The Program Coordinator will facilitate the adolescent health program initiatives including identified strategy with a workplan including staff responsibilities, activities, measurable outcomes, and timelines. Implementation of strategy identified in MP grant related to engagement of youth, activities, nutrition, life plan/goal setting, physical activity, and other needs and barriers for youth. Identify an evidenced-based model or promising practice that focuses on improving overall health for adolescents (ages 11-14 years of age), increasing physical activity to 60 minutes per day, and preventing obesity. The Coordinator must show evidence of training and skills in cultural competency and cultural humility.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

**Job Duties**

- Coordinates, and directs the MP Adolescent Health objective and activities.
- Directs administrative and programmatic aspects of the objective including short and long-term goal development, quality assurance, and reporting.
- Coordinates partnerships in the development of the implementation strategy of the objective.
- Plans, schedules and implements community meetings to gather information for strategic planning.
- Monitors program responsibilities and progress according to workplan.
- Communicates effectively with community centers supporting youth.
- Remains current on adolescent health issues including nutrition, physical activity, and obesity prevention.
- Monitors program expenditures and program budgets.
- Knowledge of health-related field, or management; program planning, policy implementation & program evaluation; data collection & analysis; health care organization & health care systems delivery.
- Three years of experience in health program delivery (e.g., program implementation, program coordination, program monitoring & evaluation).
- Demonstrated experience in positively impacting health outcomes in maternal, infant, and child health.
- Demonstrated experience in coordination of services that impact health outcomes in maternal, infant, and child health.
- Knowledge of availability of community resources that serve disparate populations.
- Demonstrated experience in implementing policy, systems, and environmental change.
- Ability to engage community members and organizations.
- Ability to build strong, collaborative relationships.

## Appendix E

| <b>Objective 2: Preconception and Inter-conception care for women's health (Years 2-3: Implementation)</b>   |                                |   |
|--|--------------------------------|---|
| <p><u>Purpose of Objective 2:</u> To improve preconception and inter-conception health services to women ages of 18-44. The preconception health strategy aims to help women achieve their physical, mental, and social needs before and in-between pregnancy. This strategy also aims to improve access, quality, and delivery of preventative health services for women.</p> <p><u>Preconception Health and Inter-Conception Health Goals:</u></p> <ul style="list-style-type: none"> <li>a) Reduce maternal morbidity and mortality by increasing equitable access to women well visits and preventative health services to women ages 18-44</li> <li>b) Increase the value of preconception health through education and awareness to women ages 18-44</li> <li>c) Increase the capacity of local public health systems to support partnerships that address social determinants impacting preconception and inter-conception health services</li> </ul> |                                |   |
| <b>Maximum funding for deliverable: \$66,000</b>   |                                |   |
| <b>Deliverable</b>   | <b>Unit Cost</b>               | <b>Reporting Requirements</b>   |
| <b>2.1 Administrative:</b> <ul style="list-style-type: none"> <li>• Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.</li> </ul>   | \$16,500 (\$4,125 per quarter) | <ul style="list-style-type: none"> <li>• Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.</li> <li>• Identify and provide resume for MP Preconception Health Coordinator.</li> <li>• Submit monthly report of activities and challenges in Program Progress Report in GMIS.</li> </ul> |
| <b>2.2 Work Plan with Logic Model:</b> <ul style="list-style-type: none"> <li>• Create updated workplan, logic model, and evaluation metrics for preconception and inter-conception health or social initiative for women ages 18-44</li> <li>• Issues can address improving access, delivery, or quality of care, chronic health conditions, or social determinants impacting women's health</li> <li>• Provide details of targeted population</li> <li>• Implement projects at individual, community, or organizational level (need to specify)</li> <li>• Optional health campaign can be included with initiatives</li> </ul>  | \$3,000 one time               | <ul style="list-style-type: none"> <li>• Submit following documents to ODH for approval for one-time payment by 11/30/2021</li> <li>• Updated workplan plan</li> <li>• Logic Model</li> <li>• Evaluation plan</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• <b>Must use evidence-based practices</b></li> </ul>   |   |  |
| <b>2.3 Project Implementation and Quarterly Outcomes:</b> <ul style="list-style-type: none"> <li>• Implement preconception and inter-conception health or social initiative and monitor quarterly metrics described in the Work Plan and Logic Model</li> <li>• MP Women's Health Coordinator will maintain committee advisory team with social, clinical, and community partners</li> <li>• Conduct continual advisory committee meetings with no less than 6 partners from social services, clinical, and local women/community leaders</li> <li>• Create or implement marketing material</li> </ul> | \$39,000 (\$9,750 per quarter)  | <ul style="list-style-type: none"> <li>• Submit quarterly outcomes in ODH RedCap survey for reimbursement approval by 1/10, 4/10, 7/10 and 10/10 for year 2022</li> <li>• Submit advisory team meeting agendas, minutes, and attendance</li> <li>• Submit marketing and promotional materials for review to ODH</li> </ul> |
| <b>2.4 Final Report</b> <ul style="list-style-type: none"> <li>• Complete final report survey detailing outcomes of preconception or inter-conception health or social Intervention to ODH for approval</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul>  | \$7,500 one time  | <ul style="list-style-type: none"> <li>• Submit final report in ODH RedCap survey for approval by September 30, 2022 for one-time reimbursement</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul>  |
| <b>Monitoring</b> <ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Quarterly Reports</li> <li>• Yearly Final Reports</li> </ul>   | <b>Resources</b> <a href="http://www.amchp.org/TransformationStation/Documents/AMCHP%20Preconception%20Issue%20Brief.pdf">http://www.amchp.org/TransformationStation/Documents/AMCHP%20Preconception%20Issue%20Brief.pdf</a><br><a href="https://ctb.ku.edu/en/table-of-contents/analyze/where-to-start/participatory-approaches/main">https://ctb.ku.edu/en/table-of-contents/analyze/where-to-start/participatory-approaches/main</a><br><a href="https://www.acog.org/About-ACOG/ACOG-Departments/Patient-Safety-and-Quality-Improvement/Council-on-Patient-Safety-in-Womens-Health-Care?IsMobileSet=false">https://www.acog.org/About-ACOG/ACOG-Departments/Patient-Safety-and-Quality-Improvement/Council-on-Patient-Safety-in-Womens-Health-Care?IsMobileSet=false</a><br><a href="https://www.ahrq.gov/topics/social-determinants-health.html">https://www.ahrq.gov/topics/social-determinants-health.html</a><br><a href="https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/vmosa/tools">https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/vmosa/tools</a><br><a href="https://www.thecommunityguide.org/search/womens%20health#topic=7606&amp;page=2">https://www.thecommunityguide.org/search/womens%20health#topic=7606&amp;page=2</a><br><a href="https://beforeandbeyond.org/">https://beforeandbeyond.org/</a><br><a href="https://everywomannc.org/">https://everywomannc.org/</a> |  |
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| <b>Objective 3: Peer Support Person Centered Wellness (Years 2-3: Implementation)</b>   |                                |   |
| <p><u>Purpose of Objective 3:</u> To increase the peer support that pregnant and post-partum women receive to improve their physical, behavioral, mental, and social needs during and up to one-year post pregnancy. This strategy also aims to ensure that pregnant and postpartum women are receiving behavioral health screenings and referrals for support services to mental wellness.</p> <p><u>Peer Support Person-Centered Wellness Goals:</u></p> <ol style="list-style-type: none"> <li>Increase the number of peer support personnel working with pregnant and postpartum women to improve their mental wellness</li> <li>Increase the number of screenings for behavioral health to pregnant and postpartum women.</li> <li>Increase the number of referrals for pregnant and postpartum women to behavioral health services</li> </ol> |                                |   |
| <b>Maximum funding for deliverable: \$66,000</b>  |                                |   |
| <b>Deliverable</b>  | <b>Unit Cost</b>               | <b>Reporting Requirements</b>   |
| <b>3.1 Administrative:</b> <ul style="list-style-type: none"> <li>Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.</li> </ul>  | \$16,500 (\$4,125 per quarter) | <ul style="list-style-type: none"> <li>Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.</li> <li>Identify and provide resume for MP Peer Support Coordinator.</li> <li>Submit monthly report of activities and challenges in Program Progress Report in GMIS.</li> </ul>   |
| <b>3.2 Work Plan with Evaluation plan:</b> <ul style="list-style-type: none"> <li>Create updated work plan with evaluation plan and logic model for the MP Peer Support program.</li> <li>Must identify 25% of the eligible women for the peer support service using population data and behavioral health data from your identified county.</li> <li>Promotional and awareness materials to market the program should be included in the plan.</li> </ul>  | \$3,000 one time               | <ul style="list-style-type: none"> <li>Submit following documents to ODH for approval for one-time payment by 11/30/2021</li> <li>Updated action and evaluation plan which includes target population and number to be reached for 2022.</li> <li>Evaluation Plan</li> <li>Research and Review materials for targeted populations. Research and consider: target population, reading level, equity, and messaging formats (media, written, online)</li> </ul> |

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| <p><b>3.3 Project Implementation and Quarterly Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Provide behavioral health screenings and peer support (if recommended) to your total 85% of target number and provide referrals for support services to at least 10% of the number of women that were provided screenings</li> <li>• MP Peer Support Coordinator will maintain committee advisory team with social, clinical, and community partners</li> <li>• Conduct continual advisory committee meetings with no less than 6 partners from social services, clinical, and local women/community leaders</li> <li>• Report the data to ODH in quarterly report, (\$9,750 per month if no screenings or support services no reimbursement should be submitted).</li> <li>• Data to report should include: <ul style="list-style-type: none"> <li>• Women identifier, Age, Race, Ethnicity</li> <li>• # of Pregnancies (outcomes),</li> <li>• Entry trimester into prenatal/postnatal care</li> <li>• # of women provided a mental health screening via a provider while pregnant or within the first year after birth (live birth or death)</li> <li>• # of Women referred to the mental health peer</li> <li>• # of promotional events or marketing strategies completed</li> </ul> </li> </ul> | <p>\$39,000 (\$9,750 per quarter)</p>  | <ul style="list-style-type: none"> <li>• Submit quarterly outcomes in ODH RedCap survey for reimbursement approval by 1/10, 4/10, 7/10 and 10/10 for years 2022-2023</li> <li>• Submit advisory team meeting agendas, minutes, and attendance</li> </ul> |
| <p><b>3.4 Final Report:</b></p> <ul style="list-style-type: none"> <li>• Complete final report survey detailing outcomes of MP Peer Support Strategy to ODH for approval.</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul>   | <p>\$7,500 one time</p>  | <ul style="list-style-type: none"> <li>• Submit final report in ODH RedCap survey for approval by September 30, 2022 for one-time reimbursement</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul>    |
| <p><b>Monitoring Resources</b></p> <ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Quarterly reports</li> <li>• Yearly Final Reports -</li> </ul>   | <p><b>Resources</b></p> <p><a href="https://www.acog.org/About-ACOG/ACOG-Departments/Patient-Safety-and-Quality-Improvement/Council-on-Patient-Safety-in-Womens-Health-Care?IsMobileSet=false">https://www.acog.org/About-ACOG/ACOG-Departments/Patient-Safety-and-Quality-Improvement/Council-on-Patient-Safety-in-Womens-Health-Care?IsMobileSet=false</a></p> <p><a href="https://www.ahrq.gov/topics/social-determinants-health.html">https://www.ahrq.gov/topics/social-determinants-health.html</a></p> <p><a href="http://www.phrp.com.au/issues/march-2015-volume-25-issue-2/social-media-campaigns-make-difference-can-public-health-learn-corporate-sector-social-change-marketers/">http://www.phrp.com.au/issues/march-2015-volume-25-issue-2/social-media-campaigns-make-difference-can-public-health-learn-corporate-sector-social-change-marketers/</a></p> |  |

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|  |                                | <a href="https://www.cdc.gov/eval/tools/programmanagement/index.html">https://www.cdc.gov/eval/tools/programmanagement/index.html</a><br><a href="https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/tools">https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/tools</a>   |
| <b>Objective 4: Adolescent Health Evidence – Based Resiliency Projects (Years 2-3: Implementation)</b>   |                                |  |
| <p><b><u>Purpose of Objective 4:</u></b> To improve the health of adolescent boys and girls between the ages of 11-17. The strategy aims to identify evidence based adolescent health initiatives to support positive youth development for physical activity, nutrition, social, and emotional health</p> <p><b><u>Adolescent Health Evidence-Based Resiliency Goals:</u></b></p> <ul style="list-style-type: none"> <li>a) Reduce rate of adolescent obesity by increasing access to physical activity and nutrition education</li> <li>b) Prevent adolescent substance abuse by improving access to community mental health services</li> <li>c) Improve the identification and coordination of local community resources that support adolescent well-being</li> </ul> |                                |  |
| <b>Maximum funding for deliverable: \$66,000</b>   |                                |  |
| <b>Deliverable</b>   | <b>Unit Cost</b>               | <b>Reporting Requirements</b>  |
| <b>4.1 Administrative:</b> <ul style="list-style-type: none"> <li>Up to 25% (\$16,500) of total grant funds allocated to Deliverable 2.1.</li> </ul>   | \$16,500 (\$4,125 per quarter) | <ul style="list-style-type: none"> <li>Reimbursement will be provided in four quarterly payments based, submit to ODH by 1/10, 4/10, 7/10 and 10/10 for year 2022.</li> <li>Identify and provide resume for MP Adolescent Health Coordinator.</li> <li>Submit monthly report of activities and challenges in Program Progress Report in GMIS.</li> </ul> |
| <b>4.2 Work Plan with Logic Model:</b> <ul style="list-style-type: none"> <li>Create updated work plan and submit logic model with evaluation plan for adolescent health resiliency projects</li> <li>Issues can address obesity prevention, substance abuse, violence prevention, mental health, or healthy youth relationships</li> <li>Implement projects at individual, community, or organizational level (need to specify)</li> <li><b>Must use evidence-based practices</b></li> </ul>  | \$3,000 one time               | <ul style="list-style-type: none"> <li>Submit following documents to ODH for approval for one-time payment by 11/30/2021</li> <li>Updated Work plan</li> <li>Logic Model</li> <li>Evaluation Plan</li> </ul>   |
| <b>4.3 Project Implementation and Quarterly Outcomes:</b>  | \$39,000 (\$9,750)             | <ul style="list-style-type: none"> <li>Submit quarterly outcomes in ODH</li> </ul>   |



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| <ul style="list-style-type: none"> <li>• Implement adolescent health resiliency projects and continue monitoring of quarterly outcomes; OR</li> <li>• If new project, develop newly established metrics for the initiative within the first quarter as outlined in updated work plan and logic model</li> <li>• Adolescent Health Coordinator will maintain committee advisory team with community partners</li> <li>• Conduct continual advisory committee meetings with no less than 6 partners from youth services, clinical, and local youth/community leaders</li> </ul> | per quarter)   | <p>RedCap survey for reimbursement approval by 1/10, 4/10, 7/10 and 10/10 for years 2022-2023</p> <ul style="list-style-type: none"> <li>• Submit advisory team meeting agendas, minutes, and attendance</li> </ul>                                   |
| <p><b>4.4 Final Report:</b></p> <ul style="list-style-type: none"> <li>• Complete final report survey detailing outcomes of Adolescent Health Resiliency initiatives to ODH for approval</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul>  | \$7,500 one time   | <ul style="list-style-type: none"> <li>• Submit final report in ODH RedCap survey for approval by September 30, 2022 for one-time reimbursement</li> <li>• Provide an infographic regarding project outcomes reported in the final report.</li> </ul> |
| <p><b>Monitoring Resources</b></p> <ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Quarterly reports</li> <li>• Yearly Final Reports</li> </ul>   | <p><b>Resources</b></p> <p><a href="http://www.amchp.org/programsandtopics/BestPractices/InnovationStation/Pages/Best-Practices-Program.aspx">http://www.amchp.org/programsandtopics/BestPractices/InnovationStation/Pages/Best-Practices-Program.aspx</a></p> <p><a href="https://www.cdc.gov/healthyyouth/index.htm">https://www.cdc.gov/healthyyouth/index.htm</a></p> <p><a href="https://www.nbcdi.org/">https://www.nbcdi.org/</a></p> <p><a href="https://www.aecf.org/resources/2019-kids-count-data-book/">https://www.aecf.org/resources/2019-kids-count-data-book/</a></p> <p><a href="https://www.hhs.gov/ash/oah/adolescent-development/index.html">https://www.hhs.gov/ash/oah/adolescent-development/index.html</a></p> <p><a href="https://ctb.ku.edu/en">https://ctb.ku.edu/en</a></p> <p><a href="https://www.thecommunityguide.org/">https://www.thecommunityguide.org/</a></p> <p><a href="https://www.umhs-adolescenthealth.org/">https://www.umhs-adolescenthealth.org/</a></p> <p><a href="https://www.cdc.gov/healthyyouth/sexualbehaviors/index.htm">https://www.cdc.gov/healthyyouth/sexualbehaviors/index.htm</a></p> |   |

**Objective:\_\_\_\_\_ Project Workplan Template- MP 22**

The Workplan Template may be modified to meet your needs. (Ex. add rows and copy additional tables for additional goals)

**Agency Name:****GMIS Number:**

**NOTE: Health Equity Plan and Communication Plan are to be complete below as well.**

**NOTE: Provide the most current updates for MP 21 below.**

**Objective: Name which objective you are working on**

**Deliverable 1:**

**Goal:**

| Key Action Steps   | Timeline  | Person Responsible<br>(list name and hours)  | Evaluation Outcome Measures   |
|--|---|--|---|
| <i>Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.</i> | <i>An expected completion date (month and year) must be defined for each action step.</i> | <i>A responsible person must be identified for each action step. If other agency is the lead write as in-kind.</i> | <i>An evaluative outcomes measure must be defined for each action step.</i> |
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**Deliverable 2:**

**Goal:**

| Key Action Steps | Timeline | Person Responsible | Evaluation Outcome Measures |
|------------------|----------|--------------------|-----------------------------|
|                  |          |                    |                             |
|                  |          |                    |                             |
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| <b>Deliverable 3:</b>  |                 |                              |                                    |
| <b>Goal:</b>   |                 |                              |                                    |
| <b>Key Action Steps</b>  | <b>Timeline</b> | <b>Person Responsible</b>    | <b>Evaluation Outcome Measures</b> |
|  |                 |                              |                                    |
|  |                 |                              |                                    |
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|  |                 |                              |                                    |
| <b>Deliverable 4:</b>  |                 |                              |                                    |
| <b>Goal:</b>   |                 |                              |                                    |
| <b>Key Action Steps</b>  | <b>Timeline</b> | <b>Person Responsible</b>    | <b>Evaluation Outcome Measures</b> |
|  |                 |                              |                                    |
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|  |                 |                              |                                    |
| <b>Health Equity: (How do you plan to involve the voice of your targeted population or local community?)</b>   |                 |                              |                                    |
| <b>Goal:</b>   |                 |                              |                                    |
| <b>Key Action Steps</b>  | <b>Timeline</b> | <b>Person Responsible</b>    | <b>Evaluation Outcome Measures</b> |
|  |                 |                              |                                    |
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| <b>Communication Plan: (How do you plan to share information with your stakeholders and target audiences?)</b> |                 |                              |                                    |
| <b>Goal:</b>   |                 |                              |                                    |
| <b>Key Action Steps<br/>(include target audience)</b>  | <b>Timeline</b> | <b>Mode of Communication</b> | <b>Evaluation Outcome Measures</b> |
|  |                 |                              |                                    |
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## MP 21 Current Updates

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| <b>Objective 2: Preconception and Inter-Conception Health</b>  | <b>Provide Activity Updates and Outcomes</b><br><i>List most current updates and outcomes for each area described</i> |
| <b>Overall Goal:</b>   |   |
| <b>Staff Capacity:</b><br>- How long were you able to maintain staff during the grant year?                            |   |
| <b>Multi-sector committee:</b><br>- Who was involved and were you able to sustain it?                                  |   |
| <b>Assessment Results and Priority Areas</b><br>- List priorities from Women, Clinicians, and Social Service Providers |   |
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| <b>Objective 3: Peer Support</b>   | <b>Provide Activity Updates and Outcomes</b><br><i>List most current updates and outcomes for each area described</i> |
| <b>Overall Goal:</b>   |   |
| <b>Staff Capacity:</b><br>- How long were you able to maintain staff during the grant year?                            |   |
| <b>Multi-Sector Committee:</b><br>- Who was involved and were you able to sustain it?                                  |   |

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| Peer Support Infrastructure Building Progress  |   |
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| Objective 4  | <b>Provide Activity Updates and Outcomes</b><br><i>List most current updates and outcomes for each area described</i> |
| Overall Goal:  |   |
| Staff Capacity:<br>- How long were you able to maintain staff during the grant year? |   |
| Multi-Sector Committee:<br>- Who was involved and were you able to sustain it?       |   |
| Adolescent Intervention Progress   |   |
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