



TITLE V MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO STATES PROGRAM

GUIDANCE AND FORMS FOR THE TITLE V APPLICATION/ANNUAL REPORT

OMB NO: 0915-0172
EXPIRES: 12/31/2017

U.S. Department of Health and Human Services
Health Resources and Services Administration
Maternal and Child Health Bureau
Division of State and Community Health
Room 5C-26
5600 Fishers Lane, Rockville, MD 20857
(Phone 301-443-2204 FAX 301-443-9354)

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0172. Public reporting burden for this collection of information is estimated to average 145.1 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10C-03I, Rockville, Maryland, 20857.

TITLE V MATERNAL AND CHILD HEALTH (MCH) SERVICES BLOCK GRANT TO STATES PROGRAM APPLICATION/ANNUAL REPORT GUIDANCE

SEVENTH EDITION

The Maternal and Child Health (MCH) Block Grant is a formula grant under which funds are awarded to 59 states and jurisdictions upon their submission of an acceptable plan that addresses the health services needs within a state for the target population of mothers, infants and children, which includes children with special health care needs (CSHCN), and their families. Through this process, each state and jurisdiction supports and promotes the development and coordination of systems of care for the MCH population, which are family-centered, community-based and culturally appropriate.

The Application/Annual Report Guidance is used annually by the 50 States and nine jurisdictions in applying for Block Grants under Title V of the Social Security Act and in preparing the required Annual Report. States/jurisdictions report annually on national and state outcome/performance measures, which document their progress towards the achievement of established performance targets, ensure accountability for the ongoing monitoring of health status in women and children and lend support to the delivery of an effective public health system for the nation's MCH population. Complementary to the reporting of outcome and performance measure data is the state/jurisdictional narrative Title V story, which discusses program impact within the State and at the national level.

This edition of the MCH Block Grant Application/Annual Report Guidance builds on the performance partnership approach that exists between the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau (MCHB) and the State Title V agencies. In developing this Guidance, the MCHB engaged with the State Title V leadership and other national MCH leaders and stakeholders to develop and refine a common vision for transforming the MCH Block Grant to States Program. Changes to this edition are intended to facilitate the increased alignment of State/jurisdictional Title V program efforts with other MCHB investments and to demonstrate the vital leadership role of the State Title V programs in assuring and advancing public health systems that can readily respond to changing MCH population needs. The seventh edition of the Title V MCH Block Grant to States Application/Annual Report Guidance consists of two documents: 1) Instructions to the States on completing the required Application/Annual Report and Reporting Forms; and 2) Appendix of Supporting Documents, which includes background program information and other technical resources.

As with previous editions, this Guidance adheres to the specific statutory requirements outlined in Sections 501 and 503-509 of the Title V legislation and promotes the use of evidence-based public health practices by states/jurisdictions in developing a Five-year Action Plan that addresses identified MCH priority needs. The revised Guidance also reaffirms the mission of Title V as “to improve the health and well-being of all of America’s mothers, children, and families.”

This edition of the MCH Block Grant to States Program Guidance is the fifth to be released since the introduction of a Web-based Application/Annual Report. The use of this online method for completing and submitting a yearly Application/Annual Report continues to be a requirement for the receipt of Federal Title V program funds. Since its development in 2002, the Title V Information System (TVIS) has contributed to numerous efficiencies in the Application/Annual Report submission process. Administered by HRSA’s MCHB, the TVIS consists of two components: 1) Title V Block Grant Application/Annual Report Data Entry (used by state/jurisdictional Title V Block grantees to submit their financial, program, and performance data; and 2) TVIS Reports (a Web-based interface that allows public users to generate reports from Title V data.) The substantive changes made to the seventh edition of the MCH Block Grant Application/Annual Report Guidance mandated the development of a new electronic Title V data collection and web reports system, beginning with the submission of the fiscal year (FY) 2016 Applications/FY 2014 Annual Reports.

Questions and comments regarding this edition of the Application/Annual Report Guidance may be addressed to:

Michele H. Lawler, M.S., R.D.
Acting Director
Division of State and Community Health
Maternal and Child Health Bureau
Health Resources and Services Administration
Room 5C-26, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857
Telephone: (301) 443-2204
Fax: (301) 443-9354
mlawler@hrsa.gov

TABLE of CONTENTS

PART ONE: BACKGROUND AND ADMINISTRATIVE INFORMATION	
I. Purpose of the MCH Block Grant Program	1
II. Background and Brief History	1
III. MCH Transformation and Revision of MCH Block Grant Application/Annual Report Guidance	2
A. Vision and Mission	2
B. National Performance Measure Framework	4
C. Changes to the Application/Annual Report Guidance	6
IV. Legislative Requirements	9
A. Who Can Apply for Funds	9
B. Use of Allotment Funds	9
C. Application for Block Grant Funds	9
D. Annual Report	11
E. Administration of Federal and State Programs	12
PART TWO: APPLICATION/ANNUAL REPORT INSTRUCTIONS	13
I. General Requirements	13
A. Letter of Transmittal	13
B. Face Sheet	13
C. Assurances and Certifications	13
D. Table of Contents	13
E. Application/Annual Report Executive Summary	13
II. Components of the Application/Annual Report	14
A. Overview of the State	15

B. Five-Year Needs Assessment Summary	16
1. Process	19
2. Findings	19
a. MCH Population Needs	20
b. Title V Program Capacity	21
i. Organizational Structure	21
ii. Agency Capacity	22
iii. MCH Workforce Development and Capacity	22
c. Partnerships, Collaboration, and Coordination	23
C. State Selected Priorities	26
D. Linkage of State Selected Priorities with National Performance and Outcome Measures	26
E. Linkage of State Selected Priorities with State Performance and Outcome Measures	27
F. Five-Year State Action Plan	28
1. State Action Plan and Strategies by MCH Population	28
a. Five-year State Action Plan Table	30
b. State Action Plan	31
i. Plan for the Application Year and Annual Report	32
ii. Other Programmatic Activities	32
2. MCH Workforce Development and Capacity	33
3. Family Consumer Partnership	33
4. Health Reform	34
5. Emerging Issues	34
6. Public Input	34

7. Technical Assistance	35
III. Budget Narrative	35
A. Expenditures	35
B. Budget	36
PART THREE: REPORTING FORMS	37