

**Federal/State Maternal and Child Health Partnership**

**Title V 2010 Needs Assessment**

**Technical Assistance Meeting**

**MCH Needs Assessment:**

**Concepts to Catalyst – Capacity to Competency**

**Changes to the Title V Information System for 2009**

February 25-26, 2009

CHRISTOPHER DYKTON: Good morning.

AUDIENCE: Good morning.

CHRISTOPHER DYKTON: Here we go again. I say that every year. It's always--I kind of gird my loins and get ready to go and be able to support you guys as we go through this entire process with preparing your Block Grant application for next year. My name is Chris Dykton and I'm the project manager for both the Title V Information Systems as well as the Discretionary Grant Information Systems. So, if you have any questions on either one that I can help you with, by all means, feel free to always come up and ask me. I'm always around. I'm always available to assist you. And particularly this year, we're going to be talking about the changes to the Title V Information System for the 2010 application.

Before I get going, let me ask, how many people are new? Who will be participating in the Block Grant application for the first time this year? Don't be shy. Yeah, okay. We got

a number of new people. Every time I see that, I think to myself, I really would like to sit just down with you and be able to go over the entire application and go through the entire the system and how the data is collected. So, I really encourage you and I will--at the end there will be ways in which to contact me and my colleagues to be able to support you during this process. Don't be shy. Sometimes what happens is the people struggle for a while and there's a really simple answer for most things.

So, this morning in this half hour that I have with you, we're going to talk about the interim year reporting again. Are things the same? This is the last year before we do the needs assessment next year. So, this is an interim application. And then, we'll go in and talk a little bit to get the rust off our brains for doing the application within HRSA's grant management system, the electronic handbook. And we'll talk about that for the Block Grant application.

I have found that most of the time the challenges in submitting this application start with working in the electronic handbooks at the very beginning. Once you get in TVIS, you're good to go. I don't usually hear from you for a couple of months. But it's usually that--just that beginning and part of it is you do it once a year. It's not something that you're going to necessary remember really clearly, and it's something you may struggle with. So, again we're going to try to find ways in which to assist you through this. We'll talk about the dates for the 2010 application, how to access it. And then the last thing I want to touch upon is the TVIS Web reports itself. A little different from the past. And I'm going to talk a little bit about some of the things that are up on the Web reports, things

you may not know about that have--how they've been enhanced in the past couple of years.

So, as Cassie mentioned, there's a revised guidance at OMB for approval. There are minor changes based on the guidance in the system that's being developed now. We're currently working the system and the developers are coding away on some of these changes. We'll be doing beta testing and a number of you have volunteered to assist with that in a couple of weeks. And we'll be good to go by April 1st. But what I want to reassure you is the functioning of most of the TVIS is it remains the same.

The TVS forms are going to look the same. Your multi-year forms and your forms 3, 4, 5, the financial forms, forms 11, 12, your performance and outcome measures. Form 17, the Health Systems Capacity Indicators and form 20, your Health Status Indicators. These are the multi-year forms. They'll be pre-populated with the data that you previously have submitted as of last year. The single-year forms will not be pre-populated. Of course, you'll be providing that data this year. The form status check works just the way it always does. You can check your status anytime in the application to see if it is complete. As a reminder of what the form status check does is look for completeness not accuracy. It's not artificial intelligence. At any time, you can look at HTML version of your forms and your narrative as well as generated PDF of the forms in narrative if you want to distribute to staff and mark it up and then go back into the system to correct or adjust anything that you have. As a reminder, this year is the 2010 application and you will be doing your annual report for 2008.

For the narrative itself, it remains the same. It's similar. As a reminder to everyone, the narrative is not a Word document that you attach in the system. This is actually where you enter data into different data fields, text fields. They collect the entire narrative. The narrative itself is pre-populated with the one that you submitted last year for most of the sections. The sections that are not pre-populated, as a reminder, are the performance measure narrative parts, where you talk about the past accomplishments, the current activities, the future plans. They're always blank every year and that's for both the national performance measures as well as the state performance measures. And, of course, it kind of make sense if you think about it. We've moved a year forward. There's a new application, 2008 is the annual report, the current year is 2009. That's not necessarily going to be the same thing as last year's application. So, you get to write that. But at any point in time, you could always access last year's narrative. You can pop that up by just clicking a link, cut and paste into different sections of something similar or the same and then you can add it away in the application.

So, it's designed to assist you to work within each section and you'll be able to cut and paste and use whatever data you've put in the past. The length limitations for the pre-populated sections have been increased by 10 percent from last year. This allows you to--if you've completely use of all your characters, it gives you a little bit more to be able to go in and add updates for this coming year.

And as a reminder in the pre-populated sections, you're going to put a /2010/ at the beginning of the update. And at the end you put that //2010// at the end. What this does in the system is that HTML interprets that as--this is the update. And so, in the HTML version and the PDF version when it prints out, this section will be italicized and bolded. If you do not put that around we will not be able to see the update. The reviewers will read through all of this past, what's happened in past years that you reported and not be able to see the update for this year. So, it's really important that you put that nomenclature around this year's update.

So, what's new this year with the forms? Based on the guidance revisions that are currently (inaudible), a number of the instructions have been updated on certain sections. A lot of those focus on the Section 2 in the needs assessment. Cassie, as she mentioned, will be going into that later and talking about that this afternoon. But these instructions have been also updated within TVIS proper. On form 6, we have an expanded pick list for infant screening. And so, this pick list now captures the 29 core conditions, are in that list so you don't have to type them out. You'll be able to just select and put those in as you see fit. You can add additional screenings that you do above that and you can put as many screenings as you want on that form. So, what that that will allow us to do is by using the pick list, we'll be able to aggregate that data in the future. The naming of the screenings will be the same.

Form 11 and 12, the performance measures and the outcome measures for both the national and state have a new field on this form. It's a data source field. It's underneath

your indicator data. And starting this year and into the future, you do not have to go into the past years indicator data, rather, to update. From here forward, it's going to ask you to put in the data source for the data that you're putting in for your performance measure.

This has been a real struggle and it's something that comes from both the states and from the reviewers about what the source of the data is. Many of you have been putting it in as a note in the note field itself and it's been very helpful. And so, there has been many discussions at the reviews about formalizing the data source. So, you'll be able to put the data source itself in the data that you put it for the 2008 and going forward.

That's it. Not bad. That's the updates to the forms. It's a case of what do you have, just the data source field and you have an expanded pick list in form 6. Is everybody happy? It's not bad.

What's new with the narrative? In the narrative, you know, you have character limitations for these pre-populated sections. One thing that's come out, again, from the states and the reviewers has been the public input section is too short. It was 3,300 characters roughly one page type text Roman 12 point. And time and time again, we kept hearing, "It's too short. It's too short. It's too short." It's been doubled in size, so you have a little bit more space. It still not long. It's now about two pages of type text Roman 12 point. But it gives you a little bit more space there. The instructions for form A and form B, this is where you list the activities supporting a performance measure, had been clarified. There had been a lot of confusion in the past on that because form A had

instructions, form B didn't have instructions. And the question had always been, "Is this activities for the current year or is it the annual reporting year?" And it's been clarified, it is the annual reporting year. So, you're actually talking about things that supported your performance measures for the annual report. In this case, it'll be 2008.

The biggest change that you will see in the narrative and, in fact, probably the way this application looks compared to the ones in the past is in that narrative for the health status indicators. In the past, you had a huge text box of 30,000 characters. And you were asked to talk about the health status indicators in the section, all 12 of them. Well, some people talked about one or two or none or in general.

And so now, that section has been broken up. It's been broken up into each HSI sections, so there's sections 6A, 6B, 7A, 7B and so forth that allows you to talk. There's 3,000 characters. It allows you to talk about that health status indicator. Of course, every text section has a 25-character limit. And in these cases, it's a 3,000 character limit discussion for each of the sections. There's an introductory section of 1,500 characters. This should seem very familiar to you because this is what happened with the HSCI with the health systems capacity indicators a few years ago where it used to be one huge section that got broken up into smaller sections. This one is the same way. It's just been broken up to allow you to discuss each of the HSIs. So, that's it.

So, what we're talking about in terms of actual changes in the system is the instructions have been updated. There's been clarification throughout the forms on any of the

updated instructions. You have an expanded pick list for form 6, you have the data source field for your performance measures. You got more space in public input and your HSIs and the narrative had been broken up.

So, let's talk about the process this year, kind of just remind ourselves what we're going to be doing when we go live with the system roughly on April 1st. When I say EHB, I'm talking about HRSA's electronic handbooks which is the grants management system that HRSA and the grants and the program data are managed to the EHB. There's a registration process in which each person has to be registered. You access your Title V application and the Title V Information System through the EHB proper. So, it serves as the portal to get in to complete your SF 424 as well as to go into the Title V Information System. You can always see view versions of the data.

And one of the most important things to take away, remember anything that I say today is that the MCH Services Block Grant uses EHB only. It does not use grants.gov unlike many, many of your other grant applications. This does not do it. Everything is done in the EHB. You will register. You will start. You will finish it only in EHB. It will not happen in grants.gov. I'll say that again. It is not in grants.gov. How many people are registered in EHB? Yeah. Okay. This is good. Everybody who works on your application must be registered as an individual in the EHB. That's really important.

So, one of the best things that you can do when you go home, get your team together that's going to work on the Block Grant application and make sure everyone gets

registered in the system. Only one person from your state starts the application and that person owns it. They will provide privileges to those that need to access it whether it's just to look at it or to actually edit and put data in on it. But that person is the owner of the application. In some cases, it may be the MCH director other cases it maybe someone who's been assigned to take a little responsibility for coordinating the Block Grant this year. That decision is made by you, but only one person starts the application. Once you're in and you start the application and you see programs specific information on your main menu that's referring to the Title V Information System. So, it allows you to go into the TVIS from there. And, again, the submission of the application itself takes place in EHB.

Again, as I mention anyone working in the application must register. There's a two part for the registration. You have to define yourself as a role when you register. And in most cases, there's either an authorizing official or business official or other. And most of us are the other role. The authorizing official is the person at your state level who will be submitting it to the federal government. The business official is usually the person dealing with the financial of your application. And everybody else is a designation of other. The most important thing to do in registering is to tie yourself to the organization and you all have to tie yourself to the same place.

Now, one of the challenges in EHB is--and this is a back when it used to be a paper application--is that states would be identified in the system in a lot of different ways. It would be the state of Maine or Maine or the Commonwealth of the Northern Mariana

Islands or Com Nor Island. And so, as a result, there were multiple organizational profiles in the system. This continues to be a challenge to clean up. And one of the best ways in which to link yourself to get the profile of the organization to pop up in the system is to have your Block Grant number from your last NGA, to use that to identify the organization because you can just type in your Block Grant number from last year and it will naturally pull up the organization that received the money and that everyone's registered under that worked on last year's application. It saves a lot of time.

So, the MCH director or designee may start the application. Again, one person starts it. An eligibility code is going to be sent to the MCH director by the end of March and you need to have this code in order to start the application. Now, why is that? Most Grants don't have that. Well, this isn't competitive. If people went searching for this funding opportunity and saw the MCH Block Grant and started the application, you would have a lot of people, a lot of organizations other than states not knowing that they shouldn't be doing that. So, in order to keep it limited to the 59 states and jurisdictions, an eligibility code is sent to the MCH director. And it's that code that allows you to start the application in the system.

I want to really emphasize this next point too. When you go into the system and you start this application, you go to funding opportunities, you search, you have the eligibility code. It's going to ask you, "Is this a new or a competing continuation?" It's new. It's always new. Do not select competing continuation. It creates a problem with the funding down the road administratively behind the scenes. So, please select new.

Again, as I said, the person who starts the application controls the peer access and privileges to all other users of the application and they should be hands-on. The person that starts it should be hands-on manager of the application. If you're not going to be the person really working in the system, you probably aren't the person to start the application. So, basically when you go into EHB, what you'll see is you'll be able to see funding opportunities and this will allow you to start the application. And then once you start it, you will be able to have down here the ability to go to peer access. I know it's hard to see on this, but your menu to the left is always a place where you'll be able to control your access and provide peer access to the application.

One of the things that's important, as you know, is that PHS 5161 short form which is basically the SF 424 is completed in the EHB. As you complete each little section it goes to complete. And when everything is complete, the application is ready for submission. The issue is of course the program specific information link. When you go in and create this application, there are only like four things you have to have as complete. And the first three are the SF 424 and that gets completed pretty quickly because there's not a lot of data that you have to put in there. But it's that last link that's the killer. That's the program specific information link and you go into TVIS and suddenly you see, "Oh my gosh, the 20 forms and the narrative all sitting right there." And that has to be completely done for that last link to be complete.

Again, as you can see, it's just a handful of sections. And as it goes to complete, you can always go in and update and you have to get all of these things to say complete. And it's this last one, that's the link into TVIS that is always the one that takes the most time.

You must submit the grant electronically, as you know, and the application is July 15th at 5:00 p.m. Eastern Standard Time. Give yourself time near the end to complete it and send it the authorizing official of your state to submit. Oftentimes, this is not the MCH director, so don't get caught thinking that just because you've completed your section, you're done. In general, you usually has to go to the authorizing official for final submission. If you have problems, as I've said in the past, administratively, with paper, with getting things through, you will still have problems in a computer system trying to submit. So, make sure you give yourself time, know your people, know your organization and know what you need to do.

The dates for the 2010 application. Get everyone registered as soon as possible or coming up for the opening of this funding opportunity. I will be sending out an e-mail to all the MCH directors requesting a list of your users and your usernames in the EHB. This is required to send back to me because what we do is put that in TVIS and we vet you every time you go into the system to make sure you're legit. It's a security measure. If I don't know you're going in, you won't get in. It's called power. But really, you can update that list. You can change users throughout the next four months, but it's really important that you send those to me.

We're going live April 1st. It was always on April Fools' Day that we start our journey. And, again, once that happens you'll be able to start the application and I really do encourage you to go in and start as soon as possible to start putting this together. It takes a little bit of time. July 15th is the deadline of course and we have the URL here and I think that's in your packet, so you'll be able to access the system. Please bookmark it. The most important thing about this entire process is you're not alone. There are lots of people that are going to help you. And at the end, I have a series of contacts.

But I would just want to spend some time going over the TVIS Web report enhancements. The reason I'm talking about the TVIS Web reports is we've had a few changes in the year, past years and we realized that a lot of people may not realize that they're there. So, we want to just take the opportunity, just go over a few things that are there. Go tool around the website. A good friend of mine who work in the rural health at the state of Kentucky, we were just talking a couple of days ago and she's now a Ph.D. candidate at the University of Alabama, Birmingham MCH and she's teaching a course there. And she told me, her course is centered around the Title V Information System Web reports. She basically assigns each one of her students, one of the applications on the site to become that person to look for better practices at other states, to look at what they're doing around a certain issue. And basically, she's using it as a teaching tool. And I found that really heartening, because there's so much there. There's so much there that you can use and you can do research on.

Just a reminder, everything you submit on your application, most of it's accessible up online by November 1st each year. So, when you do your submission July 15th and then you have your review and then you can go back and work-out any of the changes to your data or your narrative, by November 1 that data is up. Financial program, all the measure and indicator data, the narrative, you can download the PDF, your final PDF is there. You can search the narrative. And then they pull the data from all the different forms to do the states' snapshots. So, there's a wealth of historical and trend data that you can access.

Some of the enhancements, the most recent ones, have been that the program data have been become more robust. We use to only show the latest data of your individual serve, for example. Just the ones in your last application. Now, you have a year pick list to be able to go back for previous applications to look at that data. So, it's just not individual serve itself for one year but for multiple years. The program data, your form reports now on the form 13, 14 and 15. In other words, you can look at all the children's special health care need data off of form 13. And you can look at it across all states.

In terms of the measurement and indicator data, one of the fun things is that there are now map displays of the indicated data by going back in application years. So, you can look at the 2009 application on a map and look at how the states all look reporting on a performance measure. You can click back to the eight application and watch the map change, seven and watch the map change, six and so forth, for the last five years. That

allows you to look at how the indicators have been reported over a five year period. And, of course, one of the most favorite things that has come out is that the narrative searches. You could view by section. You could search by text string. This is really proven to be able to map indicators, state performance measures with actual discussion what goes on in the narrative itself. An example of the map.

So, I'm completely done with you right now, but it's just the beginning. You're going to start this process again and I want to encourage you. If you're struggling on starting this application, call the HRSA call center. They will help you. At any point in time during this, you can contact me or my colleague EJ Tom who's a business analyst with SCIC and we're sitting behind there the entire time and we're just down the hall from the call center. So, we're here to support you through this. Please don't struggle and stress about it. We'll get you started. We'll get you in the system. We'll help you out any we can. Thank you all. It's good seeing you.

Does anyone have any questions? Yes? Thank you. I'm sorry I can't hear you. Yes.

UNKNOWN SPEAKER: I'm registered in the electronic handbook with the different grant.

CHRISTOPHER DYKTON: Yes.

UNKNOWN SPEAKER: Will I still be able to go in and also register under the same username and password with it?

CHRISTOPHER DYKTON: Yes. Yes, when you're in there, it allows you the ability to be able to switch between different organizations if the organizational names are different. You can keep the same username, but you'll be able to just adjust to go in and look at the Block Grant. Thank you.

I'm sorry. I barely didn't talk much in public, but I should repeat the question for the video. But the question was that if you are already registered in the electronic handbooks with a username and you have under one organization and that your Block Grant would be in another organization profile, are you able to go back and forth between the two and the answer is, yes. There is an ability on what you want to do today with your profile to be able to change your organization, keeping the same username that allows you to access different grant portfolios. Any other questions? Yeah, Sam.

SAM: Hey, Chris, we're just trying to figure out, is there any difference in the character counts for the national and state performance measures as far as the narrative?

CHRISTOPHER DYKTON: The question was, is there any difference in the character counts for the national and state performance measures sections? And the answer is, no. They still remain very limited. You have 4,500 characters to talk about the past, in

other words, your annual report, 1,500 characters to talk about the current which is really small and 3,000 characters to talk about the future. Anybody else? Yes.

BETSY: I just want to say that (inaudible) you were just so great at how (inaudible) different users, how they can use TVIS. I think there were probably a whole lot of other areas too, (inaudible). Thank you.

CHRISTOPHER DYKTON: Thank you, Betsy. I'm a dream. That's what we're saying. And then she talked about something else. Betsy, I think that that's a great idea. I think one of the things is crosswalking all the data in the system and coming up with ideas. I think sitting around and brainstorming on how to use the data. And especially, we're just at the verge of the next iteration, which is with the new OMB approval package for DGIS, starting to crosswalk the Discretionary Grant funding with the Block Grant and seeing what information can come at us, how we can use it, how we can tell our story better, we're just at start of this. Kathy.

KATHY: Okay. You're a dream and I was, like, (inaudible). Your discussion about the change in verification on form 4A and 4B (inaudible), those are the list of my (inaudible) key activities?

CHRISTOPHER DYKTON: Yes,

KATHY: Okay. We have been using those as describing current year. In other words, the (inaudible) between the annual report and future which helps keep that current discussion (inaudible) 1,500 characters because it's also in the list. And I understand you to say, actually those are supposed to have the key activities during the reporting year, in other words, 2008.

CHRISTOPHER DYKTON: That's correct. Yes, it's been clarified that it is the annual report year that you should be putting those activities for.

KATHY: (Inaudible).

CHRISTOPHER DYKTON: I'm sorry?

KATHY: We only have 1,500 characters to give you any indication, however, that had been changed yet.

CHRISTOPHER DYKTON: That's correct.

KATHY: Why did you do that?

CHRISTOPHER DYKTON: I guess I'm not a dream/ I'm going to defer to Cassie on this one. Cassie.

CASSIE LAUVER: Am I a dream? Most of you don't think so. Well, one of the reasons is that this is an application and an annual report. And historically, there were actually even two documents that were hard to follow. And when we created this current application and put it together, the law actually doesn't require you to talk about what's going on now. But obviously, there was no continuum between your reporting year. And so, we actually added that section which isn't required under the law so you can have a continuum. But the real focus and Chris and their sophistication in that one application, should Congress ask us for an annual report, they've diagrammed that so we can actually go capture that and create an annual report in the same thing we can create a state plan by going there. But the other part in the middle of the current section is actually what you're doing. But it gets little focused, actually, in this document. So that's the basic reason.

I think Chris is going to be around for today and tomorrow too hopefully if you have any other questions.