Iowa Department of Public Health
Division of Health Promotion and Chronic Disease Prevention

Community-Based Programs of Maternal Health,
Child Health (including hawk-i Outreach and Oral Health) and Family Planning
Federal Fiscal Year (FFY) 2014 Request for Application (RFA)

Interim Written Question and Response Document

Round 1: Written Questions and Responses for questions submitted through March 12, 2013
Posted: March 18, 2013

Q1. Do we need to submit the specific individual and their credentials on the activity form if this is a contracted position from an organization? For example can we put MCH nurse from ABC hospital on the activity worksheet? Some of our subcontractors are undergoing turnover in positions and so we might not know who the specific individual is?

A 1. The directions for reporting staff on Activity Worksheets are listed on page 13 of the FFY 2014RFA. It states," Identify all agency personnel responsible for completing the activity (or staff position if currently vacant). For the CH-OH Activity Worksheet, provide the names of all agency personnel *who will complete the activity* (or staff position if currently vacant)."

- You do not need to report credentials.
- For MH, CH, ***hawk-i*** Outreach, and FP Activity Worksheets, you need to report the ***agency*** person or persons that ***hold the responsibility*** for that activity. You do not need to report each individual person that participates in the activity. If the position is vacant report on the staff position for the activity.
- For the CH-OH Activity Worksheet, you need to report the names of all personnel (agency staff or subcontracted staff) who will complete the activity. If it is not known at this time of the exact person who will complete an activity, such as in your example, reporting "MCH nurse from ABC hospital" would be acceptable.

Q2. Do we need to list credentials on the activity sheet of each staff member responsible for the activity or is having it listed on the staff form sufficient?

A 2. See the response to Q1. Credentials of staff are not required on the Activity Worksheets.