

TITLE V GRANTEE ANNUAL PLAN AND REPORT

A Step-by-Step Guide to Completing the Online
Title V Report Form for 2020-2021.



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LOGIN

1. INTERNET BROWSER:

- Please use Chrome, Safari, Edge, or Internet Explorer (11 or higher).
- Firefox and older versions of Internet Explorer (10 or below) may not display contents properly.

2. Open this web link:

[https://epiweb.oha.state.or.us/fmi/webd#Title_V_Grantee Annual Plan and Report](https://epiweb.oha.state.or.us/fmi/webd#Title_V_Grantee_Annual_Plan_and_Report)

3. Enter in your Account Name and Password.

4. Click "Sign In".

NOTE: This was emailed to each Title V Grantee. If you don't have it, please contact: Maria.N.Ness@state.or.us

Sign in to open "Title V Grantee Annual Plan and Report".

Account Name

Password

Sign In

LOGIN (Cont.)

NOTE: If this is your first time logging in. You will be prompted to reset your password. Your new password will need to be a minimum of 8 characters long.

Change Password

You must change the password for your FileMaker account before opening this file. Please enter your old password once and your new password twice.

Account Name: DEMO Grantee

Old Password:

New Password:

Confirm New Password:

Password Quality: Weak

Cancel OK

NOTE: You do not have to complete the Report/Plan in one sitting. The system will automatically save any information that you enter.

MAIN PAGE

NOTE: This is an informational page showing the page layout, this is for your reference only.


Click to view a PDF of the Title V Grantee Step-by-Step guide.


Account information.


To view all previous Plans and Reports

To plan for Title V Activities for 2020-2021.


Click to logout of account.

 [Title V Grantee Step by Step Guide.pdf](#)


 DEMO | Demo Grantee


 Logout


COMPLETE NOW

 Plan: July 2020 - June 2021

 Plan & Report: July 2016 - June 2017

 Plan & Report: July 2017 - June 2018

 Plan & Report: July 2018 - June 2019

 Plan: July 2019 - June 2020

Report/Plan: Oregon Title V Maternal and Child Health Block Grant

INSTRUCTIONS FOR COMPLETING YOUR TITLE V ANNUAL PLAN – SPRING 2020

It is time to complete and submit your Title V annual plan. This is a plan for the Title V activities that you intend to conduct from July 1, 2020 to June 30, 2021 (FY 2021).

NOTE: For this year's plan, you will choose from the same set of Title V priorities that New Title V priorities will not be implemented until your April 2021 plan.

Title V information, reporting, planning, and final submission instructions.

By April 1, 2020, please complete your Title V annual plan using the "Plan: July 2020 – June 2021" tab at the top of this page.

STEP 1. Click the "Plan: July 2020 – June 2021" tab above. It is the tab on the right with the words: "complete now" above the label.

STEP 2. After you click on the "Plan: July 2020-June 2021" tab, you will be taken to a page with instructions for entering your plan for Title V work for the year that will start July 1, 2020. This includes the selection of priorities including rationale, strategies and percent of Title V funding allocated to each, activities, measures.

NOTE: You will begin conducting the planned activities and tracking your measures in July 2020. Work on this plan will continue through June 2021, and you will submit a report on the year's activities in September 2021.

Continue to work on the plan for those activities and measures in your current year plan through June 2021.

Contact information for any questions.


Once everything is complete, click for final submission.

**Questions?
Please Contact:**

Nurit Fischler
nurit.r.fischler@state.or.us
(971) 673-0344


OR


Maria Ness
maria.n.ness@state.or.us
(971) 673-0383


 Submit


PLAN


5. Click on “Plan: July 2020 - June 2021”.


 [Title V Grantee Step by Step Guide.pdf](#)


 DEMO | Demo Grantee


 Logout

 Plan & Report:
July 2016 -
June 2017

 Plan & Report:
July 2017 -
June 2018

 Plan & Report:
July 2018 -
June 2019

 Plan: July 2019 -
June 2020

 **COMPLETE NOW**
Plan: July 2020 -
June 2021

Report/Plan: Oregon Title V Maternal and Child Health Block Grant

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It is time to complete and submit your Title V annual plan. This is a plan for the Title V activities that you intend to conduct from July 1, 2020 to June 30, 2021 (FY 2021).

NOTE: For this year’s plan, you will choose from the same set of Title V priorities that we have been working with for the past 4 years. New Title V priorities will not be implemented until your April 2021 plan.

By April 1, 2020, please complete your Title V annual plan using the “Plan: July 2020 – June 2021” tab at the top of this page.

STEP 1. Click the “Plan: July 2020 – June 2021” tab above. It is the tab on the right with the words: “complete now” above the label.

STEP 2. After you click on the “Plan: July 2020-June 2021” tab, you will be taken to a page with instructions for entering your plan for Title V work for the year that will start July 1, 2020. This includes the selection of priorities including rationale, strategies and percent of Title V funding allocated to each, activities, measures.

NOTE: You will begin conducting the planned activities and tracking your measures in July 2020. Work on this plan will continue through June 2021, and you will submit a report on the year’s activities in September 2021.


Continue to work on the priorities, activities and measures in your current year plan through June 30, 2020. You will need to report on those activities and measures in September 2020.

**Questions?
Please Contact:**

Nurit Fischler
nurit.r.fischler@state.or.us
(971) 673-0344

OR


Maria Ness
maria.n.ness@state.or.us
(971) 673-0383

 Submit

PLAN (Cont.)

NOTE: This is an informational page showing the page layout, this is for your reference only.

Runs a complete report of the Grantee's Plan into a PDF.

 Print PDF



[Return to Main Page](#)



DEMO | Demo Grantee



[Logout](#)

Title V Grantee Information

Grantee Name: Demo Grantee

Name of Staff Completing Form: Please enter your name

Phone #: 999-999-9999

Email Address: Please enter email address

Date Completed:

Grantee information.

Title V Annual Plan Instructions:

This is a plan for the Title V activities that you intend to conduct from July 1, 2020 to June 30, 2021 (FY 2021).

NOTE: Grantees funded at less than \$25,000 per year are required to work at least 1 Priority; \$25,000-\$99,000 per year at least 2 Priorities; \$100,000 or more per year at least 3 Priorities.

Complete the Strategy and Funding Table below to indicate which priorities and strategies your agency plans to implement, and how much Title V funding will be allocated to each.

- In the Strategy and Funding table below, click on the + button next to each priority that your agency plans to work on.
- Next, select at least one strategy from the drop down menu for that priority. (For other locally identified priority areas, type in your strategies.)
- Enter the percentage of your Title V funds that you have allocated to each strategy (the dollar amount will automatically calculate based on your projected grant amount).
- To add another strategy, click the + button next to the priority name and another row with a strategy drop-down box will appear. Repeat above steps for the new strategy.

- Move down the table until you have entered all of the priorities and strategies that your agency plans to work on.

NOTE: Check to be sure that your funding allocation totals to 100%.


- To complete your plan, you must enter information about your activities.
 - >> To do this, click on the edit button on the right of the row for each priority.
 - >> Return to the strategy and funding table and repeat this process for each of your strategies.


Title V general plan instructions and Instructions how to plan using Strategy and Funding Table.


NOTE: Title V activities are intended to span the entire fiscal year. Do not allocate or spend more than 25% of your year's funding in Q1 – as overspent Title V funds will not be able to be reimbursed.


PLAN (Cont.)

6. Enter in Grantee information.


 Print PDF


 Return to Main Page

 DEMO | Demo Grantee

 Logout

Title V Grantee Information

| | |
|--------------------------------|--|
| Grantee Name: | <input type="text" value="Demo Grantee"/> |
| Name of Staff Completing Form: | <input type="text" value="Please enter your name"/> |
| Phone #: | <input type="text" value="999-999-9999"/> |
| Email Address: | <input type="text" value="Please enter email address"/> |
| Date Completed: | <input type="text"/>  |



Title V Annual Plan Instructions:

This is a plan for the Title V activities that you intend to conduct from July 1, 2020 to June 30, 2021 (FY 2021).

NOTE: Grantees funded at less than \$25,000 per year are required to work at least 1 Priority; \$25,000-\$99,000 per year at least 2 Priorities; \$100,000 or more per year at least 3 Priorities.

Complete the Strategy and Funding Table below to indicate which priorities and strategies your agency plans to implement, and how much Title V funding will be allocated to each.

- In the Strategy and Funding table below, click on the + button next to each priority that your agency plans to work on.
 - Next, select at least one strategy from the drop down menu for that priority. (For other locally identified priority areas, type in your strategies.)
 - Enter the percentage of your Title V funds that you have allocated to each strategy (the dollar amount will automatically calculate based on your projected grant amount).
 - To add another strategy, click the + button next to the priority name and another row with a strategy drop-down box will appear. Repeat above steps for the new strategy.
 - Move down the table until you have entered all of the priorities and strategies that your agency plans to work on.
- NOTE:** Check to be sure that your funding allocation totals to 100%.
- To complete your plan, you must enter information about your activities and measures for each strategy selected.
 - >> **To do this, click on the edit button** on the right of the row for each strategy and complete the requested information.
 - >> Return to the strategy and funding table and repeat this process until you have entered activity and measure information for all of your strategies.

NOTE: Title V activities are intended to span the entire fiscal year. Do not allocate or spend more than 25% of your year's funding in Q1 – as overspent Title V funds will not be able to be reimbursed.

REMEMBER: You do not have to complete your plan in one sitting. The system will automatically save any information that you enter. You can come back and complete it later and submit when your entire report/plan is completed.

PLAN (Cont.)

NOTE: This is an informational page showing the page layout, this is for your reference only.

When the percent of grant funds allocated is entered here, the dollar amount will be automatically calculated and shown to the right.

Grant amount is projected based on last year's funding.

Funding Period: July 1, 2020 - June 30, 2021

Fiscal Year: 2021

Projected Amount: \$13,838


Title V Funds
(Enter % that will be budgeted):

10.0% = \$1,500.00

Title V indirect funds (Max 10%)
(Strategy Not Applicable)

National Priority Area / Strategy

Select at least one strategy from the drop down lists below for each National Priority Area you plan to work on:

 Well Woman Care

% \$ (Auto-Calculated)

3. Use traditional and social marketing to educate the population and promote well woman care.

5. Support access to well-woman care through Family Planning Clinics.

Click to add a Strategy for a Priority Area.

NOTE: Multiple Strategies can be added to a Priority Area, add as many Strategies as needed.

Click to input planned Activities and Measures.

Click to delete a Strategy.

Scroll up/down to view all created Strategies.


PLAN (Cont.)

7. If you would like, you can allocate up to 10% of grant to Indirect Funds.


| | |
|---|--|
| Funding Period: July 1, 2020 - June 30, 2021 | Fiscal Year: 2021 Projected Amount: \$13,838 Title V Funds (Enter % that will be budgeted): |
| Title V indirect funds (Max 10%) (Strategy Not Applicable) | 10.0% = \$1,500.00 |

8. Select at least one National Priority Area in which to work.
Click on "+" button to add a Strategy.

NOTE: Multiple Strategies can be added. Add as many Strategies as needed.

| | | |
|--|---|----------------------|
| National Priority Area / Strategy Select at least one strategy from the <u>drop down lists below</u> for each National Priority Area you plan to work on: | % | \$ (Auto-Calculated) |
|  Well Woman Care | | |
| Please select the appropriate strategy from the drop-down list. | | |

9. For **National and State Priority Area(s)**, select a Strategy from drop-down list. For **Other Priorities Area(s)**, type in custom Strategy.

| | | |
|--|---|----------------------|
| National Priority Area / Strategy Select at least one strategy from the <u>drop down lists below</u> for each National Priority Area you plan to work on: | % | \$ (Auto-Calculated) |
|  Well Woman Care | | |
| | | |

PLAN (Cont.)

10. Enter in % of Title V funds to be allocated for this Strategy.

National Priority Area / Strategy
Select at least one strategy from the drop down lists below for each National Priority Area you plan to work on:

Well Woman Care

Please choose the appropriate strategy form the drop-down list.

% \$ (Auto-Calculated)

11. If applicable, repeat Strategy selection and entry of grant % for all National, State, and Other Priority Areas that you plan to work on. (Repeat Steps 14-16 as needed).

12. Before inputting planned Activities and Measures, scroll down to the bottom of the page and confirm “Grand Total” is equal to 100.0%.

NOTE: If NOT 100.0%, adjust % allocated to Strategies until 100.0%. Once it equals 100.0%, continue to Step 19.

Grand Total: Total % and \$ Title V Funds Budgeted
100.0%

13. Scroll up to your first selected Strategy.

14. Click Edit button to input planned Activities and Measures.

National Priority Area / Strategy
Select at least one strategy from the drop down lists below for each National Priority Area you plan to work on:

Well Woman Care

Please choose the appropriate strategy form the drop-down list.

% \$ (Auto-Calculated)

PLAN (Cont.)

NOTE: This is an informational page showing the page layout, this is for your reference only.

[Return to Strategy and Funding Table](#) DEMO | Demo Grantee [Logout](#)

Plan Period: July 1, 2020 - June 30, 2021
Priority Area: Well Woman Care
Strategy

1. Case-management to improve utilization of well-woman care

Lead staff for this strategy
Name of staff person

Rationale
Rationale for choosing this strategy (local data, partner alignment, etc.)
Please describe your reasons for selecting this strategy.

Activities Enter one Activity / Target Population per row. For additional rows click the "+ Add Activity" button.

| Planned Activity | When will this activity take place? | Staffing | Target Populations |
|--------------------------------|-------------------------------------|----------|--------------------|
| + Add Activity | | | |
| | | | |

Standard Measures Enter one Measure per row. For additional rows click the "+ Add Measure" button.

| Measure Definition (minimum of one measure per strategy) | Measure Target | Measure Numerator (if applicable) | Measure Denominator (if applicable) | Data Source of Measure |
|--|------------------|---|-------------------------------------|-----------------------------|
| 1.1.1 Percent of clients asked the One Key Question | Desired outcome. | 1.1.1 Number of clients with referral to or facilitation of well woman services | 1.1.1 Number of clients | What is the source of data? |
| | | | | |

Click to add Activity.

NOTE: Multiple Activities can be added. Add as many Activities as needed.

Click for instructions about that specific field.

Click to delete Activity.

Click to add Measure.

NOTE: Multiple Measures can be added. Add as many Measures as needed.

Click to delete Measure.

PLAN (Cont.)

15. Your selected Strategies will be pre-populated. For each Strategy, type in lead staff.

Priority Area: Well Woman Care

Strategy

3. Use traditional and social marketing to educate the population and promote well woman care.

Lead staff for this strategy

16. Complete Rationale for selecting that Strategy.

Rationale

Rationale for choosing this strategy (local data, partner alignment, etc.)

Please describe your reasons for selecting this strategy.

17. For Activities, complete:

- Planned Activity
- Timeline
- Staffing
- Target Populations

NOTE: Click “+” button to add one or more Activities. Add as many Activities as needed.

Activities Enter one Activity / Target Population per row. For additional rows, click “+ Add Activity” button.

+ Add Activity

Planned Activity

Describe the activity you will conduct to accomplish this strategy.

Timeline

When will this activity take place?

Staffing

Positions, FTE or number of staff who will be conducting the activity

Target Populations

Who will this activity impact?



PLAN (Cont.)

18. For Measures, complete:

- Measure Definition, Measure target, Measure Numerator, Measure Denominator, Data Source of Measure

NOTE: Click “+” button to add one or more Measures. Add as many Measures as needed.

Standard Measures

Enter one Measure per row. For additional rows click the "+ Add Measure" button.

| + Add Measure | Measure Target | Measure Numerator (if applicable) | Measure Denominator (if applicable) | Data Source of Measure |
|---|------------------|--|-------------------------------------|-----------------------------|
| 1.1.1 Percent of clients asked the One Key Question | Desired outcome. | 1.1.1 Number of clients with referral facilitation of well women cases | 1.1.1 Number of clients | What is the source of data? |
| 1.2 Number of clients asked the One Key Question | Desired outcome. | 1.2 Number of clients asked the One Key Question | 1.2 Number of clients | What is the source of data? |

Locally Defined Measures

Enter one Measure per row. For additional rows click the "+ Add Measure" button.

| + Add Measure | Measure Target | Measure Numerator (if applicable) | Measure Denominator (if applicable) | Data Source of Measure |
|------------------------|------------------|-----------------------------------|-------------------------------------|-----------------------------|
| Describe your measure. | Desired outcome. | Numerator description. | Denominator description. | What is the source of data? |

19. Enter in any Technical Assistance Needs.

Technical Assistance Needs

Enter your technical assistance needs.

20. Return to Strategy and Funding Table to enter plans for additional Strategies. (Repeat Steps 14-19 for each Strategy).

Return to Strategy and Funding Table to plan on additional strategies

PLAN (Cont.)

21. After plans for each Strategy have been entered, click on “Return to Main Page”.

| Other Locally Identified Priority Area Funded by Title V / Strategy | | Title V Funds (Enter % that will be budgeted): | |
|---|--|---|----------------------|
| Grantees may use up to 20% of Title V funding for locally identified priority areas. Type in each locally identified strategy below that you plan to work on: | | % | \$ (Auto-Calculated) |
| + Other Locally Identified Priority Area | | | |
| Please describe your strategy. | | | |
| | | | |
| | | | |
| Total for Other Priority Area(s): | | | |
| Grand Total: | | Total % and \$ Title V Funds Budgeted | |
| | | 100.0% \$15,000.00 | |

Questions? Please Contact: Nurit Fischler nurit.r.fischler@state.or.us (971) 673-0344 OR Maria Ness maria.n.ness@state.or.us (971) 673-0383

Return to Main Page



SUBMIT REPORT/PLAN

22. Confirm all information has been completely and accurately entered in “Report Due” and “Plan Due”.

23. Click on “Submit Plan and Report”.

NOTE: If you need to modify either the Report or Plan after submission, return to the appropriate section, make changes and click on “Submit Plan and Report” again to re-submit.



[Title V Grantee Step by Step Guide.pdf](#)



DEMO | Demo Grantee



Logout



Plan & Report:
July 2016 -
June 2017



Plan & Report:
July 2017 -
June 2018



Plan & Report:
July 2018 -
June 2019



Plan: July 2019 -
June 2020



COMPLETE NOW

Plan: July 2020 -
June 2021

Report/Plan: Oregon Title V Maternal and Child Health Block Grant

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NOTE: You will begin conducting the planned activities and tracking your measures in July 2020. Work on this plan will continue through June 2021, and you will submit a report on the year's activities in September 2021.

Continue to work on the priorities, activities and measures in your current year plan through June 30, 2020. You will need to submit a report on those activities and measures in September 2020.



**Questions?
Please Contact:**

Nurit Fischler
nurit.r.fischler@state.or.us
(971) 673-0344

OR

Maria Ness
maria.n.ness@state.or.us
(971) 673-0383




Submit


SUBMIT REPORT/PLAN (Cont.)

24. Click on “Logout”.

Plan/Report: Oregon Title V Maternal and Child Health Block Grant

Thank you for completing the Title V Plan/Report

 Back to Main Menu

 Logout



LANDING PAGE

NOTE: You will see this landing page after you logout. It shows the lists of all systems currently in use. “Title V Grantee Annual Plan and Report” located on the bottom is the one you are using.

To log back in from this page, please click on the folder icon above “Title V Grantee Annual Plan and...”. If you are complete, please close the browser.



CD Summary CME



CDSummaryOnline



Certification Application Form for ...CIFOR OUE Specimen Collectio...



ControlMeasuresOnline



Help



HODR



keene_compendium



Project Tracker Essence



SBHC



Shotgun Rosetta



State Epi Offices



STEPS_Tracker



Title V Grantee Annual Plan and ...

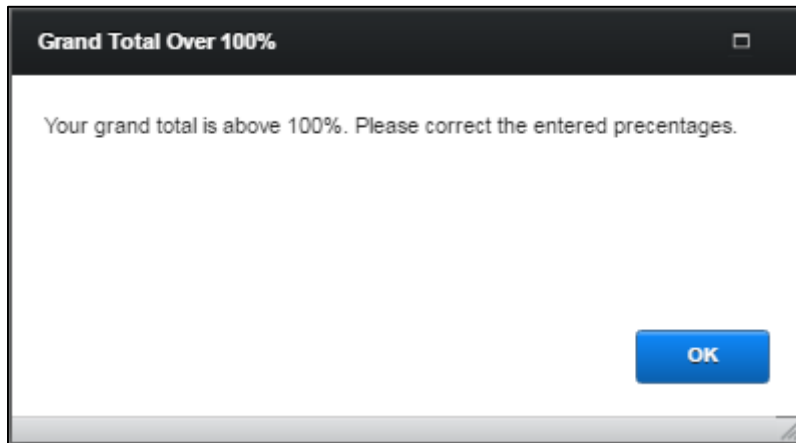


Title V Grantee Annual
Plan and Report Form.


ERROR MESSAGES

NOTE: When errors occur, an error message box will appear when you try to logout of your account or when you navigate to another page. Please read error details carefully and fix before submitting your plan.


Error: “Your grand total is above 100%. Please correct the entered percentages.”



Reason: Grand Total % of grant allocated is over 100.0%.

| | | | |
|---------------------|--|---|--|
| Grand Total: | | | <u>Total % and \$ Title V Funds Budgeted</u> |
| | |  | 101.0% \$15,150.00 |

Solution: Lower % of grant allocated for Strategies so it is exactly 100.0%.

| | | | |
|---------------------|--|---|--|
| Grand Total: | | | <u>Total % and \$ Title V Funds Budgeted</u> |
| | |  | 100.0% \$15,000.00 |

ERROR MESSAGES (Cont.)

Error: “You grand total is below 100%. Please correct the entered percentages.”



Reason: Grand Total % of grant allocated is under 100.0%.

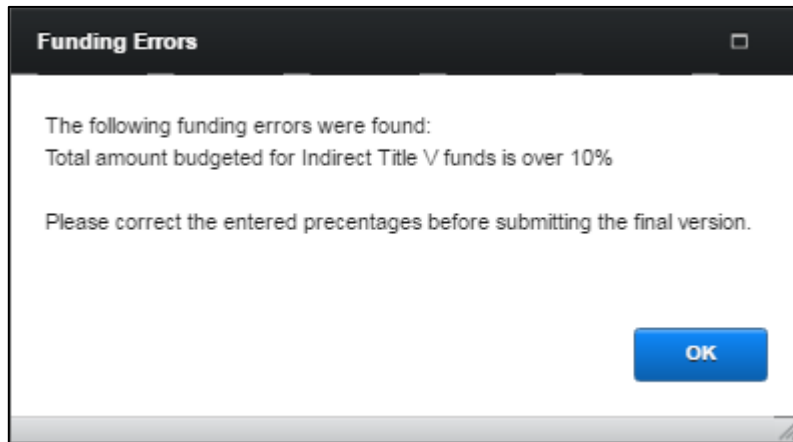
| Total % and \$ Title V Funds Budgeted | | |
|---------------------------------------|-------|-------------|
| Grand Total: | 94.0% | \$14,100.00 |

Solution: Increase % of grant allocated for Strategies so it is exactly 100.0%.

| Total % and \$ Title V Funds Budgeted | | |
|---------------------------------------|--------|-------------|
| Grand Total: | 100.0% | \$15,000.00 |

ERROR MESSAGES (Cont.)

Error: “Total amount budgeted for Indirect Title V funds is over 10%.”



Reason: Total % of grant allocated for Indirect Funds is over 10%.

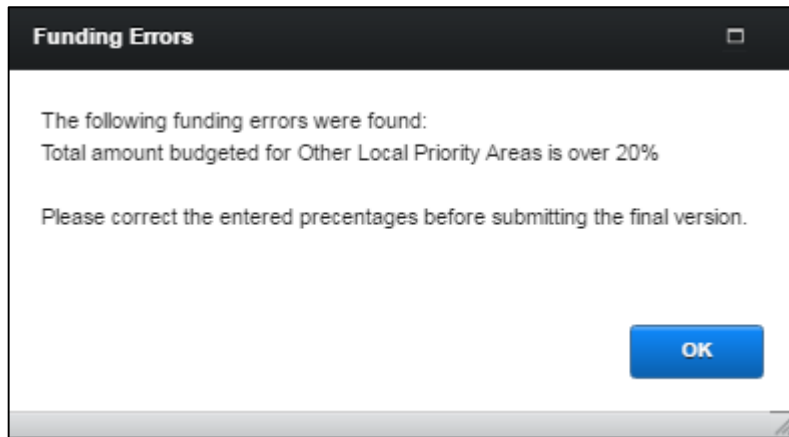
| | |
|--|---|
| Funding Period: July 1, 2020 - June 30, 2021 | Fiscal Year: 2021 Projected Amount: \$13,838 Title V Funds (Enter % that will be budgeted): |
| Title V indirect funds (Max 10%) (Strategy Not Applicable) | 22.0% = \$3,300.00 |

Solution: Lower % of grant allocated for Indirect Funds to 10% or less.

| | |
|--|---|
| Funding Period: July 1, 2020 - June 30, 2021 | Fiscal Year: 2021 Projected Amount: \$13,838 Title V Funds (Enter % that will be budgeted): |
| Title V indirect funds (Max 10%) (Strategy Not Applicable) | 10.0% = \$1,500.00 |

ERROR MESSAGES (Cont.)

Error: “Total amount budgeted for Other Local Priority Areas is over 20%.”



Reason: Total % of grant allocated for Other Priority Area(s) is over 20%.

| Other Locally Identified Priority Area | % | \$ (Auto-Calculated) |
|--|-------|----------------------|
| | 40.0% | \$6,000.00 |
| Total for Other Priority Area(s): | | 40.0% \$6,000.00 |

Solution: Lower % of grant allocated for Other Priority Area(s) to 20% or less.

| Other Locally Identified Priority Area | % | \$ (Auto-Calculated) |
|--|-------|----------------------|
| | 20.0% | \$3,000.00 |
| Total for Other Priority Area(s): | | 20.0% \$3,000.00 |

QUESTIONS / COMMENTS

For Title V Grantee Information

Nurit Fischler

Email: Nurit.R.Fischler@state.or.us

Phone: (971)-673-0344

Maria Ness

Email: Maria.N.Ness@state.or.us

Phone: (971)-673-0383

For Technical Assistance

Matt Pitney

Email: Matthew.S.Pitney@state.or.us

Phone: (971)-673-0596