



MI-APPP Minimum Program Requirements

The following Minimum Program Requirements (MPRs) apply to all organizations funded under the Michigan Department of Community Health's Michigan Adolescent Pregnancy and Parenting Program (MI-APPP):

- MI-APPP grantees **must** implement the *Adolescent Family Life Program-Positive Youth Development (AFLP-PYD)*, an evidence-informed strength-based case management program designed for pregnant and parenting teens, with 15-19 year old pregnant and parenting teens and fathers in their community. The program must be administered with fidelity and established program guidelines followed. Applicants must serve at least 50 youth and their families, with a minimum of 25 AFLP-PYD clients.
- One full-time equivalent case manager must be dedicated to the implementation of AFLP-PYD, either through grant funding or in-kind support.
- Existing Home Visiting Programs (HVPs) and other programs and/or resources must be leveraged as part of the service delivery plan.
- At a minimum, the required service delivery plan must address the following focus areas: secondary educational success; adult connectedness; maternal and child health outcomes; and family wellness
- Support services in addition to the required implementation of AFLP-PYD, such as other evidence-based or informed interventions may be provided with MI-APPP funding. Any approved intervention must be followed with fidelity, and cannot be adapted without prior approval from MDCH.
- MI-APPP grantees must convene a community-level steering committee that is active in program planning, implementation, and evaluation and operates as follows:
 - Steering committees must meet monthly during the planning process and at least quarterly throughout the remainder of the funding period (minimum 4 meetings per year).
 - Steering committee membership must be representative of the diversity of the community and include pregnant and parenting teens, teen fathers, and families; education and health partners; human service agencies; and representatives from area Home Visitation Programs (HVPs).
 - Steering committee members will provide input on and suggestions for programming, including needs assessment, development of a comprehensive service delivery plan, program implementation, marketing, resource development and evaluation.
- MI-APPP grantees must follow the principles of Positive Youth Development and maintain meaningful youth input on the steering committee through either membership on the

established committee, a youth-specific advisory council or through other formalized mechanisms of active youth involvement and input.

- MI-APPP grantees must attend all required trainings sponsored by MDCH, including bi-annual 2-day *Learning Collaboratives*.
- MI-APPP grantees must enhance awareness of the program and activities in their community through marketing and public awareness activities, such as public service announcements, smart phone technology, donated media, and other approaches that reach pregnant and parenting teens, fathers, and their families.
- MI-APPP grantees must establish a quality assurance mechanism (e.g., client survey, focus group, other methodologies) that evaluates the effectiveness and appropriateness of programming and services to the target population.
- MI-APPP grantees must incorporate evaluation into all aspects of programming, and must follow the MI-APPP Evaluation Plan developed by MPHI, including implementation of all required evaluation and tracking instruments.
- MI-APPP grantees shall provide programming and services either directly by the fiduciary agency or through sub-contractors. *Grantees are encouraged to work with agencies that have a documented history of providing services to pregnant and parenting teens and understand the complexity of their need.* If sub-contractors will be used, the fiduciary agency must have a signed Letter of Understanding (LOU) for each subcontractor. The fiduciary agency is responsible for monitoring all sub-contractors and must retain authority and control over all services provided to assure that state requirements are followed.
- MI-APPP grantees must secure annual local matching funds (either cash or in-kind) totaling 20 percent or more of the amount awarded.
- MI-APPP grantees must not, as part of programming or services offered, provide abortion counseling, abortion services, or make referrals for abortion services.
- MI-APPP grantees, while on school property, must not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.
- MI-APPP grantees must have written approval from the school district or administration, if providing services on school property during school hours. In addition, if proposing reproductive health education on school property, grantees must have written approval from the Sex Education Advisory Board supporting the implementation of the curriculum in their district.
- MI-APPP grantees must have secure storage for supplies, equipment, and paper/electronic records, including participant evaluations.