

# GRANTS AND CONTRACTS (GAC) SYSTEM INFORMATION

Basic Functions of the  
Grants and Contracts (GAC) System



**WISCONSIN DEPARTMENT**  
*of* **HEALTH SERVICES**

Division of Public Health  
P-00841 (04/2020)

# Basic Functions of the Grant and Contracts (GAC) System

To access the database click on <https://www.dhs.wisconsin.gov/gac/index.htm>

The following screen should appear:

The screenshot shows the Wisconsin Department of Health Services website. At the top left is the logo and name. A search bar is on the top right. Below is a navigation menu with categories like 'About DHS', 'Data & Statistics', etc. A 'Topics A-Z' bar is below that. A news section contains COVID-19 related links. A breadcrumb trail shows the path: 'Partners & Providers' > 'Funding Information' > 'Division of Public Health Grants and Contracting (GAC) Introduction'. The main heading is 'Division of Public Health Grants and Contracting (GAC) Application'. Below the heading are social media icons and three paragraphs of text. A blue box on the right contains a COVID-19 impact notice with links to 'contracting guidance' and 'FAQs related to budgeting for isolation or quarantine during a public health emergency'.

1. Scroll down to the section titled **Accessing GAC**.

- a. **If you do not have an assigned GAC role**, follow the two-step process in the blue box for obtaining a Wisconsin User Account.
- b. **If you already have an assigned GAC role**, click on **Enter GAC** as shown above in the red box. If you receive a security warning, click **yes**.

## Accessing GAC

The Grants and Contracting (GAC) system, is a DPH tool for conducting the contracting process between DPH and its partners, local health departments and private agencies. The GAC System and its associated processes are owned and managed by the Division of Public Health. GAC is a secure, password-protected, web-based application that facilitates the negotiation of programmatic objectives and tracks funding allocations. All users are required to have a Wisconsin user account and be assigned appropriate access (role).

If you have already been assigned a GAC role, **Enter GAC** to log in.

If you do not have an assigned GAC role, please complete the following 2-step process:

Step 1: **Obtain Wisconsin User Account**. After completing step 1, return to this page to go to step 2.

Step 2: **Request Access to GAC**. Requires login using your Wisconsin user ID and password.

2. Log into the Grants and Contracts (GAC) Database by entering your username and password. Click on **Login** to continue.

3. After login, the following GAC Main Menu will appear.

4. Click on **Search for Contract**. Find your contract by number or agency name.
  - a. If you know your contract number, enter it into the “**Contract #**” field and click on **Search**.

- a. If you do not know the contract number, you can search by agency name.

**Search For Contract**

Back to GAC Main Menu

Agency:

Contract Year:

Contract Type:

Contract Begin Date:

Contract End Date:

DPH Administrator:

Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
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- b. Enter the first letter of your agency name, click on the drop-down scrolling arrow next to the Agency field, and select your agency's name from the drop-down list. In the **Contract Year** field, enter the contract year for which you are searching. Click on **Search**.

*Note: Leaving the contract year blank will produce a list of all contracts for that agency currently in the GAC system.*

**Search For Contract**

Back to GAC Main Menu

Agency:

Contract Year:

Contract Type:

Contract Begin Date:

Contract End Date:

DPH Administrator:

Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
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**Search For Contract**

Back to GAC Main Menu

Agency:

Contract Year:

Contract Type:

Contract Begin Date:


Contract End Date:

DPH Administrator:


Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
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- c. Once you have the list of all contracts for your agency, click on the appropriate Contract # for which you are searching.

*Note: The **Contract Focus** column can help to identify which contract number to choose based on the contract type.*



[Logout](#)   [GACMainMenu](#)   [Print](#)



**Search For Contract**

[Back to GAC Main Menu](#)

Agency:

Contract Year:

Contract Type:

Contract Begin Date:

DPH Administrator:

Contract End Date:

Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
Eau Claire City/County Health Department	2020	44005		\$12,000	07/01/2019	06/30/2020		No
Eau Claire City/County Health Department	2020	43556	Consolidated	\$481,771	10/01/2019	06/30/2021	Smith, Yvette A	No
Eau Claire City/County Health Department	2019	42205		\$12,000	07/01/2018	05/30/2019		No
Eau Claire City/County Health Department	2019	40706	Consolidated	\$638,492	01/01/2019	12/31/2019		Yes
Eau Claire City/County Health Department	2018	38006	Consolidated	\$1,283,476	01/01/2018	12/31/2018		No
Eau Claire City/County Health Department	2017	34827	Consolidated	\$655,150	10/01/2016	06/30/2018		No
Eau Claire City/County Health Department	2016	30516	Consolidated	\$680,501	10/01/2015	06/30/2017		No
Eau Claire City/County Health Department	2015	27436	Consolidated	\$689,016	10/01/2014	06/30/2016		No
Eau Claire City/County Health Department	2014	24156	Consolidated	\$830,089	10/01/2013	06/30/2015		Yes
Eau Claire City/County Health Department	2014	23569	Bioterror CDC Focus A, Preparedness CDC	\$64,316	07/01/2013	06/30/2014		No
Eau Claire City/County Health Department	2013	22019	Consolidated	\$126,918	01/01/2013	12/31/2013	Morris, Karen J	Yes
Eau Claire City/County Health Department	2013	21726	Prevention	\$7,052	01/01/2012	06/30/2013	Morris, Karen J	Yes
Eau Claire City/County Health Department	2013	21396	Preparedness CDC	\$56,588	08/01/2012	06/30/2013		Yes
Eau Claire City/County Health Department	2012	20256	Consolidated	\$124,492	01/01/2012	12/31/2012	Morris, Karen J	Yes
Eau Claire City/County Health Department	2012	19819	Preparedness CDC	\$52,816	08/01/2011	07/31/2012	Morris, Karen J	Yes
Eau Claire City/County Health Department	2011	18073	Consolidated	\$198,094	01/01/2011	12/31/2011	Morris, Karen J	Yes
Eau Claire City/County Health Department	2011	17938	Preparedness CDC	\$95,884	01/01/2010	08/09/2011	Morris, Karen J	No
Eau Claire City/County Health Department	2011	17252	Preparedness PHER	\$216,786	07/31/2009	07/30/2011	Morris, Karen J	Yes
Eau Claire City/County Health Department	2010	17938	Tobacco Prevent Control	\$2,990	01/01/2010	12/31/2010	Feiner, Tana K	Yes
Eau Claire City/County Health Department	2010	17678	EIDP - RH, FP	\$125,130	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2010	17350	Consolidated	\$143,065	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	17036	Well Woman	\$34,964	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16843	Preparedness CDC	\$61,309	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16746	EIDP - RH, Reproductive	\$125,963	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16581	Tobacco Prevent Control	\$54,791	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16556	Consolidated	\$103,189	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	16356	WIC	\$349,623	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	16338	EIDP - RH, EIDP-LHD, Reproductive	\$126,693	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	16174	Preparedness CDC	\$52,016	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	15974	Tobacco Prevent Control	\$65,880	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	15750	Preparedness - Pandemic Influenza	\$29,232	09/01/2007	07/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	15607	Consolidated	\$138,602	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2007	15496	WIC	\$339,390	01/01/2006	12/31/2010	Zanto, James W	Yes
Eau Claire City/County Health Department	2007	15327	EIDP - RH, EIDP-LHD, Reproductive	\$126,732	01/01/2007	12/31/2007	Morris, Karen J	Yes
Eau Claire City/County Health Department	2007	14938	Preparedness - Pandemic Influenza	\$34,155	09/01/2006	08/31/2007	Morris, Karen J	Yes
Eau Claire City/County Health Department	2007	14796	Consolidated	\$133,975	01/01/2007	12/31/2007	Morris, Karen J	Yes
Eau Claire City/County Health Department	2007	14713	Tobacco Prevent Control	\$50,116	01/01/2007	12/31/2007	Morris, Karen J	Yes
Eau Claire City/County Health Department	2006	14427	WIC	\$306,021	01/01/2006	12/31/2010	Zanto, James W	Yes

# Navigating the GAC System After Contract Selection

Review Steps 1-4 (pages 1-5) for selection of a specific contract.

1. To select a contract, click on the specific contract number (for example, #24156).

**Search For Contract**

Agency: Eau Claire City/County Health Department

Contract Year: [Dropdown]

Contract Type: [Dropdown]

Contract Begin Date: [Date Picker]

DPH Administrator: [Dropdown]

Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
Eau Claire City/County Health Department	2020	44005		\$12,000	07/01/2019	08/30/2020		No
Eau Claire City/County Health Department	2020	43560	Consolidated	\$481,771	10/01/2019	09/30/2021	Smith, Yvette A	No
Eau Claire City/County Health Department	2019	42265		\$12,000	07/01/2018	06/30/2019		No
Eau Claire City/County Health Department	2019	40706	Consolidated	\$936,462	01/01/2019	12/31/2019		Yes
Eau Claire City/County Health Department	2019	39300	Consolidated	\$1,253,470	01/01/2018	12/31/2018		No
Eau Claire City/County Health Department	2017	34927	Consolidated	\$955,150	10/01/2016	09/30/2018		No
Eau Claire City/County Health Department	2018	30518	Consolidated	\$690,501	10/01/2015	09/30/2017		No
Eau Claire City/County Health Department	2015	27434	Consolidated	\$696,018	10/01/2014	09/30/2016		No
Eau Claire City/County Health Department	2014	24156	Consolidated	\$630,089	10/01/2013	09/30/2015		Yes
Eau Claire City/County Health Department	2014	23556	Bioterror CDC Focus A, Preparedness CDC	\$64,316	07/01/2013	08/30/2014		No
Eau Claire City/County Health Department	2013	22019	Consolidated	\$126,918	01/01/2013	12/31/2013	Morris, Karen J	Yes
Eau Claire City/County Health Department	2013	21736	Prevention	\$7,052	01/01/2012	08/31/2013	Morris, Karen J	Yes
Eau Claire City/County Health Department	2013	21390	Preparedness CDC	\$68,596	08/01/2012	08/30/2013		Yes
Eau Claire City/County Health Department	2012	20259	Consolidated	\$124,492	01/01/2012	12/31/2012	Morris, Karen J	Yes
Eau Claire City/County Health Department	2012	19619	Preparedness CDC	\$52,816	08/01/2011	07/31/2012	Morris, Karen J	Yes
Eau Claire City/County Health Department	2011	18073	Consolidated	\$136,994	01/01/2011	12/31/2011	Morris, Karen J	Yes
Eau Claire City/County Health Department	2011	17538	Preparedness CDC	\$65,664	01/01/2010	08/09/2011	Morris, Karen J	No
Eau Claire City/County Health Department	2011	17262	Preparedness PHER	\$216,766	07/01/2009	07/09/2011	Morris, Karen J	Yes
Eau Claire City/County Health Department	2010	17338	Tobacco Prevent Control	\$2,960	01/01/2010	12/31/2010	Ferner, Tara K	Yes
Eau Claire City/County Health Department	2010	17318	EIDP - RH, FP	\$125,130	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2010	17350	Consolidated	\$143,085	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	17034	Well Woman	\$34,984	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16853	Preparedness CDC	\$61,309	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16749	EIDP - RH, Reproductive	\$126,993	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16631	Tobacco Prevent Control	\$84,791	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16539	Consolidated	\$103,189	01/01/2009	12/31/2009	Morris, Karen J	Yes

2. The **General Contract Information** screen shows basic information related to the specific contract that was chosen.

3. Once at this screen, you have several options. The most common action would be to go into the contract programs.

**General Contract Information**

Contract #: 24156

Updated By: Smith, Yvette

Contract Amount: \$530,089

Date Contract Signed: 10/01/2013

Contract Begin: 10/01/2013

Office Administering: [Dropdown]

DPH Contract Administrator: [Dropdown]

Agency Contract Administrator: Giese, Elizabeth A (715)839-4721

Agency: Eau Claire

Updated Date: 06/03/2015

CARS Agency Type: 2014 | Other Municipalities | 460

Contract Type: LPHD Consolidated Programs

Contract End: 09/30/2015

Agency #: 256321

Contract Year: 2014

Contract Match Reported: \$33,729

Quality Criteria Compliance: [Dropdown]

Risk Profile Permissive Mode: [Checkbox]

Notes: Amendment #12 - Adds \$1,000 to profile 155950. VAS 6/3/15  
Amendment #11 - Adds Profile 155950 and \$6845 in funding. mm-3/10/15

Update Cancel/Refresh Delete Lock Unlock Contract LOCKED? Y

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- Select **Contract Programs** to view the programs that are part of the selected contract (for example, the consolidated contract could include Childhood Lead, MCH, Immunization, Prevention, etc.)

**General Contract Information**

Contract #: 24156  
 Updated By: Smith, Yvette  
 Contract Amount: \$330,089  
 Date Contract Signed: 10/01/2013  
 Contract Begin: 10/01/2013  
 Office Administering: [Dropdown]  
 DPH Contract Administrator: [Dropdown]  
 Agency Contract Administrator: Giese, Elizabeth A (715)839-4721

Agency: Eau Claire  
 Updated Date: 08/02/2015  
 CARS Agency Type: 2014 | Other Municipalities | 460  
 Contract Type: LPHD Consolidated Programs  
 Contract End: 09/30/2015

Agency #: 256321  
 Contract Year: 2014  
 Contract Match Required: \$33,059  
 Contract Match Reported: \$33,729  
 Quality Criteria Compliance: [Dropdown]  
 Risk Profile Permissive Mode: [Checkbox]

Notes:  
 Amendment #12 - Adds \$1,000 to profile 155050. YAS 6/3/15  
 Amendment #11 - Adds Profile 155050 and \$6845 in funding. mm-3/18/15

Buttons: Update, Cancel/Refresh, Delete, Lock, Unlock, Contract LOCKED? Y

Links: Back to GAC Main Menu, Back to Search Contract, Add Programs to Contract, **Contract Programs**, Quality Criteria Review

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- This **Contract Programs** screen provides the program name, available funding, funding period, and match amounts for each program area within the contract.

- The **Go To** column for each program area provides links to the **Objectives List**, **Statement of Works List**, **Profile/Consortium**, **Sign-off**, and **Program Contacts**.

**Contract Programs**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014

Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Infrastructure	10/01/2013 to 09/30/2015	\$5,000	\$0	\$5,000			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
MCH	10/01/2013 to 09/30/2015	\$44,079	\$0	\$44,079			\$33,059 \$33,729	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Oral Health - Mouthrinse	10/01/2013 to 09/30/2015	\$1,519	\$0	\$1,519			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Preparedness CDC	10/01/2013 to 09/30/2015	\$7,845	\$7,845				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Prevention	10/01/2013 to 09/30/2015	\$4,100	\$0	\$4,100			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Prevention 2013-2015	10/01/2013 to 09/30/2015	\$12,244	\$0	\$12,244			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Radon-RICs	10/01/2013 to 09/30/2015	\$10,795	\$0	\$10,795			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email
Reproductive	10/01/2013 to 09/30/2015	\$114,785	\$114,785				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Delete Unlock Lock Email

# Objectives List

- The **Go To** column for each program area provides links to the **Objectives List**, **Statement of Works List**, **Profile/Consortium**, **Sign-off**, and **Program Contacts**.

For example, select the Objectives List for the Immunization Program.

Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0	Objectives List Statement of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Lock Email
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0	Objectives List Statement of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Lock Email
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0	Objectives List Statement of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Lock Email
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0	Objectives List Statement of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Lock Email
Infrastructure	10/01/2013 to 09/30/2015	\$5,000	\$0	\$5,000			\$0	Objectives List Statement of Works List Profile/Consortium Sign-off Program Contacts	<input type="checkbox"/>	Update Lock Email

- The **Objectives List** screen provides the program objectives detail and the dollar amounts for those objectives specific to the program chosen. The information included within the objective will become a part of your Consolidated Contract addendum.

- To load a new objective, click on the **View Objective Template List** button.

Contract #:	24156	Agency:	Eau Claire	Contract Year:	2014
<a href="#">Back to General Contract Information</a> <span style="margin-left: 200px;"><a href="#">View Objective Template List</a></span> <span style="float: right;"><a href="#">Back to Contract Programs</a></span>					
<b>New Objective Statement</b> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>					
<input type="button" value="Add Objective"/>					
Objective #	Objective Statement	Objective Value			
1	LHD Template Objective By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.	\$23,238			

- From the Objective Template List screen, you may view a template by clicking **View Template Detail**. Once you have identified an objective that you want to load, click on the **Add Template Objective** button.

Template Year :	2014	Template Program :	Immunization
<a href="#">Back to General Contract Information</a> <span style="margin-left: 100px;"><a href="#">Back to Contract Programs</a></span> <span style="float: right;"><a href="#">Back to Objectives List</a></span>			
Objective Statement	Action		
Tribal Template Objective By September 30, 2014, xx% children residing in (insert name of tribe) jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1	<input type="button" value="View Template Detail"/> <input type="button" value="Add Template Objective"/>		
LHD Template Objective By December 31, 2014, xx% children residing in (insert health department) jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3	<input type="button" value="View Template Detail"/> <input type="button" value="Add Template Objective"/>		



c. If you have more than one objective, click on the objective for additional information.

**Objectives List**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014  
 Program: Immunization

[Back to General Contract Information](#) [View Objective Template List](#) [Back to Contract Programs](#)

**New Objective Statement**

Add Objective

Objective #	Objective Statement	Objective Value
1	LHD Template Objective By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.	\$23,238

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d. Once you have added an objective template, or selected a template that has already been loaded, the screen will appear as below:

**Objective**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014  
 Program: Immunization Updated By: Zanto, James  
 Objective #: 1 of 1 Agency Contact Phone: Update Date: 11/12/2013

[Back to General Contract Information](#) [Back to Contract Programs](#) [Back to Objectives List](#) [Quality Criteria Assignment](#) [Post Negotiations Menu](#)  
[Negotiations](#) [Objective Value](#) [Risk Profile](#) [Objective Other Detail](#)

Objective Statement (Template: [MM | 2014 | 2 v]) Objective Value: \$23,238

LHD Template Objective  
 By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

Deliverable Due Date: 01/31/2015

**Contract Deliverable**

A Wisconsin Immunization Registry (WIR) generated population based standard benchmark report documenting the number of children in Eau Claire City-County Health Department jurisdiction who turned 24 months of age in 2014 contract year. Reports should be run with a 45 day buffer to ensure that all updated data has been received by the WIR. If the objective is not met, include a report of the accountability targets and the progress achieved including the activities and interventions conducted; include any barriers that may have been identified.  
 For your information the cohort of children for this objective is:  
 Date of Birth 01/01/2012- 12/31/2012

**Context**

Children will be assessed using the standard benchmark report for having 4 DTaP, 3 Polio, 1 MMR, 3 Hib 3 Hepatitis B, 1 varicella and 4 Pneumococcal Conjugate (PCV) vaccination by 24 months of age. Progress towards reaching 98% will be measured using a WIR Benchmark report. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis. Unless you can prove that a child has moved out of your jurisdiction,

Most objectives selected are Template Objectives (provided by the program) which have information entered in each field. There are six text fields associated with the contract objective.

- The **Objective Statement** and **Contract Deliverable** text boxes are key fields which have precise expectations of the grantee.
- The **Objective Value** field needs to be filled in with the funding amount assigned to this particular objective. The **Objective Value** amount cannot exceed the **Available Funds For Objective** amount listed on the **Contract Programs** page for that particular program area. To enter the Objective Value, go to the gray bar above the objective statement and click on the '**objective value**' link. Be sure that you are entering the dollar amount on the correct program line and save once complete.
- The **Deliverable Due Date** automatically defaults to 30 days after the **Contract End** date listed on the **General Contract Information** page. The **Deliverable Due Date** may need to be revised depending on when the funding period for that specific program area ends.
- The **Context** is background information related to the objective and may include an expectation or clarification such as standards or manuals to be used, instructions, or guidance. It is usually automatically filled in; however, the grantee may add additional information.
- The **Input Activities** are usually entered during negotiations by the grantee or may note **"(required),"** indicating that the grantee must enter the activities they have planned to achieve the objective deliverable.
- The **Baseline for Measurement** field is usually required and gives the State negotiator (Division of Public Health contract monitor) a statement of your past performance and an indication of the possible complexity or difficulty involved in accomplishing the objective. For example, is the agency maintaining effort or will a dramatic change in contacts or clients be needed?
- **Data Source for Measurement** is a required field and indicates the expected source for entering and/or reporting data. The grantee must be able to independently extract the deliverable from its source, as it is the grantee's responsibility to provide evidence of objective attainment.

<p><b>Context</b></p> <p>Children will be assessed using the standard benchmark report for having 4 DTaP, 3 Polio, 1 MMR, 3 Hib 3 Hepatitis B, 1 varicella and 4 Pneumococcal Conjugate (PCV) vaccination by 24 months of age. Progress towards reaching 90% will be measured using a WIR Benchmark report. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis. Unless you can prove that a child has moved out of your jurisdiction, you cannot remove them from your cohort.</p>
<p><b>Context Continued</b></p>
<p><b>Input Activities</b></p> <p>The Wisconsin Immunization Program recommends the following activities to help ensure success of this objective:</p> <ul style="list-style-type: none"> <li>- Contacting parents of infants without immunization histories</li> <li>- Tracking</li> <li>- Coordination of immunization services with other LHD programs</li> <li>- Sharing information with area physicians</li> <li>- Requesting that information is entered into the WIR.</li> <li>- Reminder/recall</li> </ul> <p>The Wisconsin Immunization Program requires a minimum of 3 attempts to personally contact</p>
<p><b>Baseline for Measurement</b></p> <p>The 2012 end of year population based standard benchmark report will be used to determine the baseline for the 2014 population based objective. There is no percentage increase for 2014. Health departments need to meet or exceed the baseline percentage.</p> <p>For the baseline the following parameters will be used to run the benchmark report:</p> <p>Birthdate Range: 01/01/2010 thru 12/31/2010          Evaluation Date: 01/01/2013          Run Date: After: 02/15/2013</p> <p>Baseline 2012 = 74%; Late up-to-date 2012 = 88%</p>
<p><b>Data Source for Measurement</b></p> <p>Wisconsin Immunization Registry Records.</p>

# Negotiations

1. Click on **Negotiations** to begin negotiations between the grantee and the state representative (contract monitor). Both may enter comments in the negotiation notes.

**Objective**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014  
 Program: Immunization Agency Contact: Updated By: Zanto, James  
 Objective #: 1 of 1 Agency Contact Phone: Update Date: 11/12/2013  
 Objective Value: \$23,238

Objective Statement (Template: IMM | 2014 | 2):  
 LHD Template Objective  
 By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTap, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

2. The **Negotiations** screen allows for the review of all comments made during the negotiation process (e.g., by whom and on what date). The most recent comments will be at the top of the screen.

To add a negotiation comment:

1. Type in your comments in the first **blank** negotiation box after the objective statement.
2. Click the **Add** button to the right of the screen. The date and your name are added.

**NOTE: Once you click the Add button for a negotiation note, it cannot be removed!**

**Negotiations**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014  
 Program: Immunization Objective #: 1 of 1 Objective Value: \$23,238  
 Objective Statement: LHD Template Objective By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTap, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

Entry Date	Entered By	Notes	Question
			<input type="checkbox"/> <b>Add</b>
10/18/2013	Zanto, James	Accepted	<input type="checkbox"/> <b>Update</b> <b>Delete</b>

Click **Back to Objective** to return to Objective. From there, you can add additional objectives or make further edits.


**Negotiations**

Contract #: 24156 Agency: Eau Claire Contract Year: 2014  
 Program: Immunization Objective #: 1 of 1 Objective Value: \$23,238  
 Objective Statement: LHD Template Objective By December 31, 2014, 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTap, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

Entry Date	Entered By	Notes	Question
			<input type="checkbox"/> <b>Add</b>
10/18/2013	Zanto, James	Accepted	<input type="checkbox"/> <b>Update</b> <b>Delete</b>

# Profile/Consortium


1. From the **Contract Programs** page use the **Profile/Consortium** link to identify the Profile ID number(s) tied to the program area allocation.



[Logout](#)   [GACMainMenu](#)   [Print](#)

Contract Programs														
Contract #:		24156		Agency:			Eau Claire			Contract Year:			2014	
<a href="#">Back to General Contract Information</a>				<a href="#">Expenditures/Program Match</a>										
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action				
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium</a> <a href="#">Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium</a> <a href="#">Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium</a> <a href="#">Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium</a> <a href="#">Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				

2. The **Profile/Consortium** page lists the **Partner Agency**, **CARS Profile**, and **Profile Amount**. This information is used when submitting a CARS Expenditure Report (F-00642).




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Profile/Consortium														
Contract #:		24156		Lead Agency:			Eau Claire			Contract Year:			2014	
Program:		Immunization												
<a href="#">Back to Contract Programs</a>														
Partner Agency	CARS Profile	Profile Amount	Available Funds	Action										
Eau Claire			<input checked="" type="checkbox"/>	<input type="button" value="Add"/>										
Eau Claire	155020 Immunization - Consolidated IAP	\$23,238	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>										
<input type="button" value="Cancel/Refresh"/>														

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# Sign-off


1. The **Sign-off** link is used by the DPH Contract Monitor after the negotiation process has been completed and both parties are in agreement regarding the program objective(s).



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Contract Programs														
Contract #:		24156		Agency:			Eau Claire			Contract Year:			2014	
<a href="#">Back to General Contract Information</a>											<a href="#">Expenditures/Program Match</a>			
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action				
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Update Lock"/> <input type="button" value="Email"/>				

2. To sign off on a program, the DPH Contract Monitor first needs to look at the **Signer Required?** Column to identify whether Bureau or Region sign-off is required (indicated as a “Yes”). The check box in the **Work Complete** column for the Bureau or Region row should be clicked, and the **Sign-Off** drop-down menu should be changed from **No** to **Yes** and the **Update** button clicked.



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Sign-Off on Contract											
Contract #:		24156		Agency :		Eau Claire		Contract Year :		2014	
Program:		Immunization		Regional Office:		Western Regional Office					
<a href="#">Back to Contract Programs</a>											
Signer Required?	Responsible Party	Sign Off Date	Work Complete	Sign-Off	Action						
Editor				No	Update						
Agency				No	Update						
Bureau			<input type="checkbox"/> QC Assignment Complete	No	Update						
Region	Zanto, James W	11/12/2013	<input checked="" type="checkbox"/> Risk Profile & Incentive Complete	Yes	Update						
<input type="button" value="Cancel/Refresh"/>											

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3. The DPH Contract Monitor’s name and the date of sign off will appear in the **Responsible Party** and **Sign Off Date** columns. Completion of this sign-off process automatically locks the program and no further edits will be allowed. If additional edits are needed, the DPH Contract Monitor will need to send a request to [dhsqacmail@dhs.wisconsin.gov](mailto:dhsqacmail@dhs.wisconsin.gov) to unlock the program.

# Program Contacts

1. Use the **Program Contacts** link to identify **Bureau/Region Contact(s)** that should be notified when an objective negotiation note is added.

Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Update Lock</a> <a href="#">Email</a>
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Update Lock</a> <a href="#">Email</a>
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Update Lock</a> <a href="#">Email</a>
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0	<a href="#">Objectives List</a> <a href="#">Statement Of Works List</a> <a href="#">Profile/Consortium Sign-off</a> <a href="#">Program Contacts</a>	<input checked="" type="checkbox"/>	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Update Lock</a> <a href="#">Email</a>

2. The **Bureau Contact** for each program is assigned by the Program Manager at the beginning of the consolidated contracting cycle. The Health Officer of record at the time of contract creation is listed as the Agency Contact for all programs funded on the contract. Selected Agency and Bureau Contacts are highlighted blue.

Bureau Contacts	Agency Contacts	Action
Tadepalli, Sudhakar Thekur, Monica Thatiparthi, sanjusha Valhmu, Wilmot B Verdon, Matthew J Vergeront, Jim M Walsh, Reghan O White, Ann M Whitehead, Amy D Zanto, James W	Draeger, ElizaBeth Draxler, Cortney Giess, Elizabeth A Magur, Paulette A Ruland, Tegan Schemenauer, Gina Stanley, Marisa M Vinopal, Janice K Wirth, Denise L	<input type="button" value="Update"/>

3. If you are not a Health Officer but have signer authority and are completing negotiations on behalf of your agency, you can change the **Agency Contact** by locating your name in the list, clicking on it (it will turn blue) and then clicking the **Update** button.
  - a. To select more than one name per list, hold down the **Ctrl** key while clicking.
  - b. If your name is not listed, please see section 1.a of the **Basic Functions of the Grants and Contracts (GAC) Database** section on Page 2 to request the proper access.

# Email

1. The **Email** button on the **Contract Programs** page is available under the **Action** column.

Contract Programs														
Contract #:		24156		Agency:			Eau Claire			Contract Year:			2014	
<a href="#">Back to General Contract Information</a>				<a href="#">Expenditures/Program Match</a>										
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action				
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input checked="" type="checkbox"/>	Update Delete Update Lock Email				
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input checked="" type="checkbox"/>	Update Delete Update Lock Email				
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input checked="" type="checkbox"/>	Update Delete Update Lock Email				
Immunization	10/01/2013 to 09/30/2015	\$23,238	\$0	\$23,238			\$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	<input checked="" type="checkbox"/>	Update Delete Update Lock Email				

After the grantee has added and edited their objective template with the necessary information, they should click the **Email** button. Doing so automatically sends an email notifying the assigned Contract Monitor that an objective has been loaded and the negotiation process has been initiated. The **Program Contacts** section must be completed for both the **Bureau** and **Agency Contacts** before the notification will function properly.

## Reports – Contract Objective Details

There are numerous reports available in GAC.

1. From any screen in the GAC system, click on the **GAC Main Menu** to access the reports functions.

Objective					
Contract #:	24156	Agency:	Eau Claire	Contract Year:	2014
Program:	Immunization	Agency Contact :		Updated By:	Zanto, James
Objective #:	1 of 1	Agency Contact Phone :		Update Date:	11/12/2013
<a href="#">Back to General Contract Information</a>		<a href="#">Back to Contract Programs</a>		<a href="#">Quality Criteria Assignment</a>	
<a href="#">Negotiations</a>		<a href="#">Objective Value</a>		<a href="#">Objective Other Detail</a>	
		<a href="#">Risk Profile</a>		<a href="#">Post Negotiations Menu</a>	
Objective Statement (Template: IMM   2014   2)				Objective Value: \$23,238	

2. Below are a few of the most commonly used objective reports and instructions on how to create them.

**Contract Objective Details Reports** – There are three types of Objective Details Reports you can create: Basic, Intermediate and Complete. The most commonly used is the Intermediate report. This report provides you with the following:

- Objective (including deliverable, data source for measurement, baseline for measurement, input activities and objective value)
- Risk Profile information

### From the Report Menu:

To create an intermediate objective detail report:

- a. Click on **Contract Objective Details – Intermediate**

The screenshot shows the GAC Main Menu with the following sections:

- Contract Menu:** Add Contract, Search for Contract, Contract Locking, Add PrePackets to GAC
- Agency Menu:** Add Agency, Search for Agency, End-of-Year Locking, Reset Incentive Attainment
- Report Menu:** Contract Objectives Details - Complete, **Contract Objectives Details - Intermediate** (highlighted), Contract Objectives Details - Basic, Objective Attainment, Boundary Statements, Template Objectives, Quality Criteria Statements, Post Negotiations, Objective Template Value Report, Contract Agreement Addendum
- Other Reports:** Contract Negotiation Detail History, Contract Locking Exceptions, Contract Negotiation Process Tracking, Non-Consolidated Spread Sheet, Consolidated Spread Sheet, Expenditures Report, Match Required & Reported Report, Objective Template Usage Report, Agency E-Mail Address Report

- b. The following screen allows you to choose what you want included on the report.

The screenshot shows the 'Contract Level Descriptors' form with the following fields and options:

- Contract #:** [Empty field, highlighted with a red circle]
- Year:** [Empty field]
- Type:** [Dropdown menu]
- Begin:** 2013, **End:** 2013
- Contractee Agency:** 211 Wisconsin, Inc., ABC For Health, Inc., ADVOCAP, AIDS Network Inc, AIDS Resource Center of WI
- Regional or Central Office Administering Contract:** Bureau of Aging and Disability Resources, Bureau of Communicable Disease & Preparedness, Bureau of Community Health Promotion, Bureau of Environmental & Occupational Health, Bureau of Health Information & Policy
- DPH Contract Administrator:** Ahrens, Charlotte A, Andersen, Joyce E, Anderson, Debra E, Biars, Sara, Bailey, Michelle L
- Agency Contract Administrator:** ADEBAYO, CLAUDIUS A, Adrian, Linda S, Agnello, Jen M, Allers, Therese M, Akamatsu, Donald S
- Objective Level Descriptors:** Value, Statement, Objective Type, Program, Healthiest Wisconsin 2010 Essential Services, Healthiest Wisconsin 2010 Health Priorities, Healthiest Wisconsin 2010 System Priorities, Federal 2010 HSO
- Buttons:** Clear the Filter, Run Report

- c. Enter your contract number in the **Contract #** field.

This screenshot is identical to the previous one, showing the 'Contract Level Descriptors' form with the 'Contract #' field highlighted by a red circle.



- d. Click **Run Report** to receive the entire report of the contract (inclusive of all descriptors).

The screenshot shows the GAC SYSTEM interface. The 'Contract Level Descriptors' section includes fields for Contract #, Year, Type, Begin, and End. Below these are dropdown menus for Contracting Agency, DPH Contract Administrator, and Agency Contract Administrator. The 'Objective Level Descriptors' section has a 'Value' field, a 'Statement' field, and several dropdown menus for Objective Type, Program, Healthiest Wisconsin 2010 Essential Services, Healthiest Wisconsin 2010 Health Priorities, and Federal 2010 HSO. At the bottom, there is a 'Report Sub-Title' field and a 'Run Report' button circled in red.

-Or-

- e. Select the Program within the Section labeled **Objective Level Descriptors**. (For example, if you want to print an Immunization report, use the scroll arrow to find the "Immunization" item. Select or highlight that program name.) Click **Run Report**.

This screenshot is similar to the previous one but focuses on the 'Objective Level Descriptors' section. The 'Program' dropdown menu is open, and 'Immunization' is selected and highlighted with a red circle. The 'Run Report' button at the bottom is also circled in red.

- f. An Adobe Acrobat report will be generated that can be saved, printed or emailed.

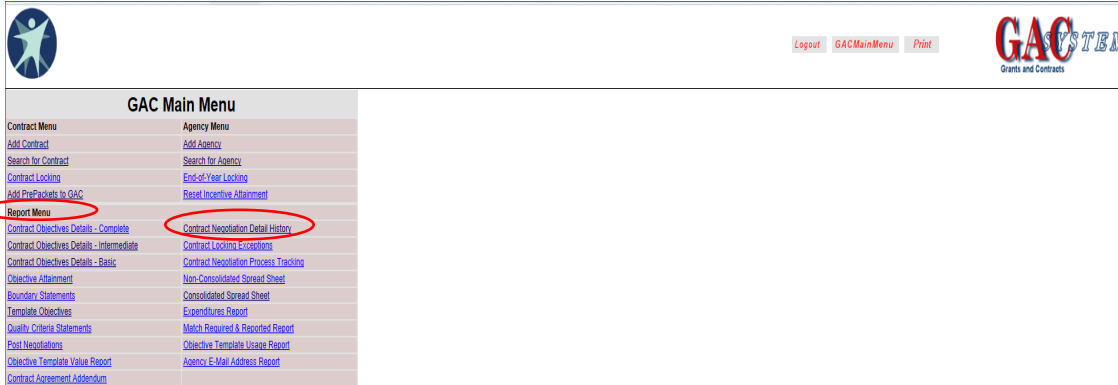
The screenshot shows a file dialog box with the following text: 'What do you want to do with GacReport\_10172019081145.pdf (4.7 KB)? From: health.wisconsin.gov'. There are buttons for 'Open', 'Save', 'Cancel', and a close button (X). The 'Open' button is circled in red.

- g. The same process should be followed for:

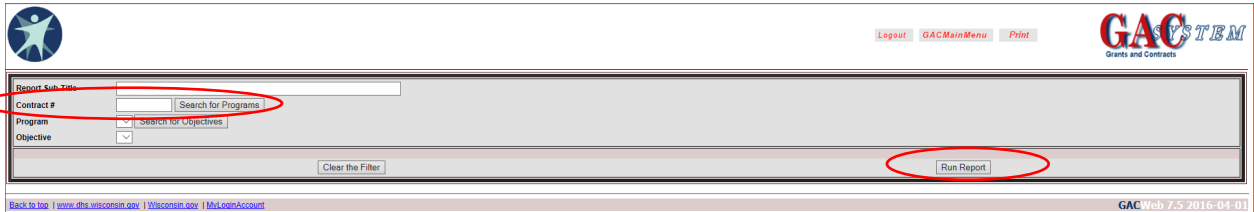
- 1) The Basic report (only objectives, deliverables and funding), and
- 2) The Complete report (same as Intermediate report with an "objective other detail screen" which is not currently being used)

# Reports – Negotiation History

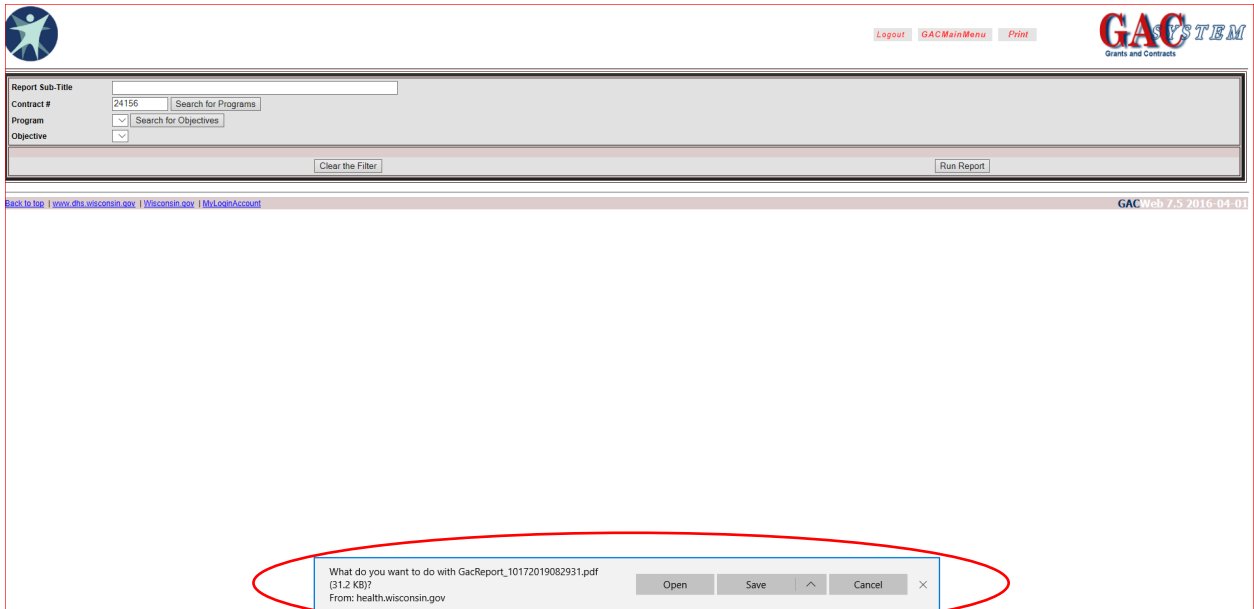
1. From any screen in the GAC system, click on the **GAC Main Menu** button to access the report functions.
2. Under **Report Menu**, click **Contract Negotiation Detail History**.



3. Enter the **Contract Number** for the negotiation history. Click **Run Report**.



4. An Adobe Acrobat report will be generated that can be saved, printed or emailed. Click **Open**.



The report includes each program area and the related negotiations for each objective in the contract.

Note: Use the scroll or **Find** functions to locate objective negotiations that you would like to review. (For example, type the word “prevention” and click **enter** to locate the first instance of the word “prevention” in the text. Additional navigation tools (i.e., **previous** and **next** icons “<” and “>”) will appear.

The screenshot shows a search bar at the top with the text "Prevention" and "15 of 34" next to it. Below the search bar is a table titled "Contract Negotiation Detail History - Objective Statement and Deliverable". The table has columns for Contract #, Obj #, Entry Date, Entered By, Agency, Objective Statement (Obj) / Deliverable (Del), and Contract Year: 2014 Deleted? Value.

Contract #	Obj #	Entry Date	Entered By	Agency	Objective Statement (Obj) / Deliverable (Del)	Contract Year: 2014 Deleted?	Value
24156	0 (Obj)			Eau Claire City/County Health Department	BRACE	No	\$0
	0 (Del)					No	
	<b>Childhood Lead - Con</b>						
	1 (Obj)	10/24/2013	Rahl, Kitty M		Template Objective 1 By December 31, 2014, 200 children ages birth to five years served by the Eau Claire City-County Health Department WIC program and in need of a blood lead level test according to WI Childhood Lead Poisoning Prevention Program recommendations but who are without a third party payment source will receive a blood lead level test provided by the Health Department.	No	\$6,500
		10/18/2013	Rahl, Kitty M		Template Objective 1 By December 31, 2014, 160 children ages birth to five years served by the Eau Claire City-County Health Department WIC program and in need of a blood lead level test according to WI Childhood Lead Poisoning Prevention Program recommendations but who are without a third party payment source will receive a blood lead level test provided by the Health Department.	No	
		10/18/2013	Rahl, Kitty M		Template Objective 1 By December 31, 2014, 150 children ages birth to five years served by the Eau Claire City-County Health Department WIC program and in need of a blood lead level test according to WI Childhood Lead Poisoning Prevention Program recommendations but who are without a third party payment source will receive a blood lead level test provided by the Health Department.	No	
		10/18/2013	Rahl, Kitty M		Template Objective 1 By December 31, 2014, xx children at risk for lead poisoning who reside in (insert name of jurisdiction) will receive an age-appropriate blood lead test.	No	
	1 (Del)	10/18/2013	Rahl, Kitty M		A report to document the number of unduplicated children in the target group who received blood level tests through the Health Department at the appropriate ages: age 1 and age 2, or, if no prior test was done at age 1 or 2, between the ages 3 to 5.	No	
		10/18/2013	Rahl, Kitty M		A report to document the number of unduplicated children at risk for lead poisoning residing in (insert name of jurisdiction) who received a blood lead test at the appropriate ages: age 1 and age 2, or, if no prior test was done at age 1 or 2, between the ages 3 to 5.	No	
	2 (Obj)	10/18/2013	Rahl, Kitty M		Template Objective 4 Throughout the 2014 contract period, residents from the jurisdiction of the Eau Claire City-County Health Department will receive lead poisoning prevention and intervention services that are provided according to federal and state guidelines.	No	\$4,091
		10/18/2013	Rahl, Kitty M		Template Objective 4 Throughout the 2014 contract period, residents from the jurisdiction of the (insert name of jurisdiction) Health Department will receive lead poisoning prevention and intervention services that are provided according to federal and state guidelines.	No	

If you need a copy of the negotiation history for a certain program, note the pages you need. Then on the menu bar, click **File**, then click **Print**. Enter the page span you need printed.

## GAC Reminders

- As you complete your program objectives and they are ready for review, click on the **Email** button in the **Action** column (by program) on the **Contract Programs** screen to send an email to your DPH Contract Monitor.
- Your assigned DPH Contract Monitor will ensure that all required fields are completed prior to signing off on your contract.
- With the exception of the Childhood Lead program (Agency sign-off only), your Contract Monitor will provide the final sign-off when all parties have agreed to the selected objectives.