

**DIVISION OF PUBLIC HEALTH
 DPH CONTRACT 24156
 AMENDMENT 2**

The Department of Health Services, on behalf of the Division of Public Health and Eau Claire City/County Health Department agree to amend their original Consolidated Contract for the programs titled Infrastructure (72000) , HIV Prevention (155957) and Tobacco Prevention Control (181005) as follows:

REVISION: SECTION 5. SERVICES

Additional projects to be completed as detailed in attached Exhibit(s).

REVISION: SECTION 6.D FUNDING CONTROLS

Insert: "For Profile 181005, payments through June 30 of the contract year are limited to 6/12th of the contract with the balance paid after July 1 of the contract year based on reported costs up to the contract level."

REVISION: SECTION 34.A.1 CONTRACT PERIOD

Insert: "The contract period for Profile 72000 is limited to January 1, 2014 through September 29, 2014. No expenses incurred after September 29, 2014 will be reimbursed. The contract period for all other Profile IDs is January 1, 2014 through December 31, 2014."

REVISION: SECTION 34.A.2 FINAL REPORT DATES

Insert: "The due date of the final fiscal report for Profile 72000 shall be sixty (60) days after the Grant Agreement Period ending date. Expenses incurred during the Grant Agreement period on Profile 72000, but reported later than sixty (60) days after the period ending date, will not be recognized, allowed or reimbursed under the terms of this Grant Agreement."

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
256321	460	72000	\$0	\$0	\$4700	1/1/14-9/29/14
256321	460	155957	\$0	\$0	\$75000	1/1/14-12/31/14
256321	460	181005	\$0	\$0	\$4130	1/1/14-12/31/14

All other terms and conditions of the original agreement remain unchanged.

 GRANTEE's Authorized Representative
 Name:
 Title:

 Date

 GRANTOR's Authorized Representative
 Donna J. Moore
 Operation Director, acting for
 Administrator / Deputy Administrator, Division of Public Health
 Department of Health Services

 Date

Contract #: 24156

Agency: Eau Claire City/County Health Department

Contract Year: 2014

Program: INFRASTRUCTURE & QI

Objective #: 1 of 3

Objective Value: \$1,200

Objective: Primary Details

Objective Statement

Template Objective 1

By September 29, 2014, Eau Claire City-County Health Department will complete a self-assessment identifying strengths and weaknesses related to PHAB Standards and Measures. (Planning)

Deliverable Due Date: 01/31/2015

Contract Deliverable (Evidence)

Completed self-assessment. Using a template provided by DPH, a mid-year (interim) report is due March 31, 2014 and an end-of-year (EOY) report is due October 31, 2014.

Programs Providing Funds for this Objective

INFRASTRUCTURE & QI: \$1,200

Agency Funds for this Objective:

Data Source for Measurement

Refer to submitted application.

Baseline for Measurement

Refer to submitted application.

Context

Refer to RFA. Announcement Fall 2013. Funding begins January 2014.

Context Continued

Input Activities

Refer to submitted application.

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%
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Corresponding Percentage Recoupment

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Corresponding Potential Recoupment Amounts

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Definition of Percent Accomplished

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Conditions of Eligibility for an Incentive

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Contract #: 24156

Agency: Eau Claire City/County Health Department

Contract Year: 2014

Program: INFRASTRUCTURE & QI

Objective #: 2 of 3

Objective Value: \$1,000

Objective: Primary Details

Objective Statement

Template Objective 2

By September 29, 2014, Eau Claire City-County Health Department will have developed a quality improvement (QI) plan addressing weaknesses identified in the self-assessment. (Planning)

Deliverable Due Date: 01/31/2015

Contract Deliverable (Evidence)

QI Plan indicating areas needing improvement, proposed projects to address those areas and responsible staff. Using a template provided by DPH, a mid-year (interim) report is due March 31, 2014 and an end-of-year (EOY) report is due October 31, 2014.

Programs Providing Funds for this Objective

INFRASTRUCTURE & QI: \$1,000

Agency Funds for this Objective:

Data Source for Measurement

Refer to submitted application.

Baseline for Measurement

Refer to submitted application.

Context

Refer to RFA. Announcement Fall 2013. Funding begins January 2014.

Context Continued

Input Activities

Refer to submitted application.

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%
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Corresponding Percentage Recoupment

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Corresponding Potential Recoupment Amounts

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Definition of Percent Accomplished

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Conditions of Eligibility for an Incentive

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Contract #: 24156

Agency: Eau Claire City/County Health Department

Contract Year: 2014

Program: INFRASTRUCTURE & QI

Objective #: 3 of 3

Objective Value: \$2,500

Objective: Primary Details

Objective Statement

Template Objective 3

By September 29, 2014, Eau Claire City-County Health Department will have completed at least one quality improvement (QI) project identified in the quality improvement plan. (Planning)

Deliverable Due Date: 01/31/2015

Contract Deliverable (Evidence)

A report documenting the results of the QI process. Using a template provided by DPH, a mid-year (interim) report is due March 31, 2014 and an end-of-year (EOY) report is due October 31, 2014.

Programs Providing Funds for this Objective

INFRASTRUCTURE & QI: \$2,500

Agency Funds for this Objective:

Data Source for Measurement

Refer to submitted application.

Baseline for Measurement

Refer to submitted application.

Context

Refer to RFA. Announcement Fall 2013. Funding begins January 2014.

Context Continued

Input Activities

Refer to submitted application.

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%
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Corresponding Percentage Recoupment

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Corresponding Potential Recoupment Amounts

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Definition of Percent Accomplished

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Conditions of Eligibility for an Incentive

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2014 HIV Prevention Contract: Special Provisions

As noted in Section XXIV of your 2014 contract, *Special Provisions*, HIV prevention and testing programs must be carried out in accordance with the policies, procedures and guidelines generated by the Wisconsin DHS AIDS/HIV Program.

Summaries of some key policies and procedures are listed below. The full text of policies, procedures and guidelines are available through the listed internet links, and/or by request to your Program Contact Monitor.

Fiscal Management

- I. As in previous years, contract billing and fiscal management of these contracts will be managed through the Department's *Community Aids Reporting System (CARS)*. When you receive your contract for signature, carefully review the *CARS Payment Information* section and contact your contract monitor immediately if any of the information is out-of-date or needs to be corrected. Information about CARS can be found at <http://www.dhs.wisconsin.gov/bfs/CARS/index.htm>.
- II. Contract funds are to support activities outlined in the contract agreement, and should not support activities that fall outside the agreement or are already supported by other sources.
- III. All contractees receiving grants of \$25,000 or above are required to perform an audit on an annual basis, as determined by the contractee's fiscal year.
- IV. Materials provided by the state for program use - including but not limited to HIV test kits and condoms - are *not* to be re-sold or charged for use when services are provided to individuals or agencies.
- V. Additional information about *allowable costs*, *audits* and other fiscal policies can be found in the *Fiscal Management Manual*, available at:

<http://dhsweb.dhs.wistate.us/fiscal/ADMIN/FiscalManuals.htm>.

Staffing

- I. **Staffing plans** – Your proposed 2014 budget should include complete staffing information. For each position supported with HIV Prevention contract funds in 2014, your budget should reflect:
 - o TITLE of the position being funded
 - o NAME of the current staff person in each position
 - o TIME this person will spend on contract activities (as % of full time employee [FTE] based on a 40-hour work week). If your agency will institute employee furloughs, temporary salary reductions or similar mechanisms as a cost-saving measure in 2014, your budget should indicate the *actual* staff time/salary for each employee *AFTER* the application of any anticipated cost-saving measures.

II. **Mid-year staff changes** - notifying AIDS/HIV Program staff promptly about staff changes is a contractual obligation. Contractees are asked to comply with the following guidelines:

- 1) Inform your Contract Monitor *within 48 hours* upon the departure of any staff person (including volunteers) with *Evaluation Web* access. This is vital to ensure the security of *EvaluationWeb* data.
- 2) Inform your Contract Monitor within 10 working days of the departure of any staff named in your agency's *2014 Intervention Plan* or listed on your agency's 2014 budget.
- 3) For any position left unfilled for 60 calendar days, agencies will be contacted by their Contract Monitor to collaboratively develop a staff recruitment plan and/or budget revision to ensure continuity of coverage for prevention program efforts.
- 4) As per section XVI(3) of the contract, budget changes with the potential to impact program performance, including staff changes, must be communicated promptly to your Contract Monitor. Agencies submitting billing for staff positions that are not currently filled are in danger of violation of their contract terms, and subject to potential penalties including termination of the contract.

Protecting the health and wellbeing of minors

- I. **HIV Testing and Disclosure**- As per Wisconsin statute 252.15 (2m)(c), and as affirmed in *2009 Wisconsin Act 209*, minors over the age of 14 are considered authorized to consent for their own HIV testing, and test results must be provided only to the minor or their authorized representative, and *"...only the minor or his or her authorized representative may consent to or decline an HIV test. In addition, with regard to such a minor, only the minor or his or her authorized representative may exercise the test subject's authority to disclose the HIV test results."*
- II. **Implementation of Trauma Informed Care (TIC) - addressing adverse childhood experiences (ACEs)** Abuse, neglect and household dysfunction during a person's first 18 years of life has been shown to have a lasting impact on their health and wellbeing throughout adulthood. As part of addressing the social determinants of HIV risk, the Program will be working with providers to address the following recommendations from the *Wisconsin Children's Trust Fund ACEs report*
(<http://wichildrenstrustfund.org/index.php?section=adverse-childhood>.)
 - Increase awareness of ACEs and their impact on health and well-being.
 - Increase assessment of and response to ACEs in health care settings.
 - Enhance the capacity of communities to prevent and respond to ACEs.
 - Continue to collect Wisconsin-specific data on the relationship between ACEs and health outcomes.

Contractees will be expected to participate in the development of *Trauma Informed Care* protocols for their agency, including attending trainings and meetings as required by the AIDS/HIV Program.

- All new agency staff who routinely have client contact will be required to watch the Program's webinar series on *Adverse Childhood Experiences (ACEs)* and *Trauma Informed Care (TIC)* as part of their orientation process. This should be completed within 30 days of the new employee's start date.
- Selected staff will be required to attend periodic trainings on development and implementation of TIC protocols during the 2014 grant year. Agencies should select staff members who conduct mental health assessments and services to clients. The list of staff to attend must be approved by the Contract Monitor.

Service Delivery and Data Security Policy and Procedures

- I. Providers are required to be familiar with the policies, procedures and guidelines appropriate to the HIV prevention services they are delivering under this contract.
- II. All users of *EvaluationWeb* need to review and sign the CDC's *Rules of Behavior for CDC Data Systems Users*. A copy of this document can be found on the *EvaluationWeb* login page.
- III. Providers delivering CTR services must do so in compliance with the *CTR Policy and Procedure Guidelines* developed by the AIDS/HIV Program.
- IV. Providers delivering rapid result HIV testing services must do so in compliance with the *Rapid HIV Testing Policy and Procedure Guidelines* developed by the AIDS/HIV Program.
- V. Providers delivering HIV Partner Services must do so in compliance with the *HIV Partner Services Policy and Procedure Guidelines* developed by the AIDS/HIV Program.
- VI. All providers developing materials utilizing grant funds – including audiovisual, print and web-based education - must follow the *Materials Development and Review* guidelines developed by the AIDS/HIV Program.
- VII. Providers must record program activities utilizing *EvaluationWeb* and/or *HIV PS Web* as instructed, and following the *Data Recording and Reporting Procedure* developed by the AIDS/HIV Program.
- VIII. Copies of all the current policy, procedure and reporting guidelines can be found at

<https://wi-ew.lutherconsulting.com/Wisconsin/>

Agency Name: Eau Claire City-County Health Department

Contract Period: January 1, 2014 - December 31, 2014

Required Objective 5: Wisconsin Wins

Objective Statement:

By December 31, 2014, 59 compliance investigations at licensed tobacco retail vendors, 4 related public outreach activity and 4 related media outreach activity in each MJC county will be implemented according to the prescribed schedule.

TPCP 2009-2014 Goal Area and Objective Addressed:

- Youth Objective #16: By March 31, 2014, the percentage of middle school youth who report ever using any form of tobacco will decrease from 24% in 2008 to 15%.
- Youth Objective #17: By March 31, 2014, the percentage of high school youth who report ever using any form of tobacco will decrease from 55% in 2008 to 44%.

Reporting:

Quarterly reporting is required within 15 days of the end of the calendar quarter utilizing the on-line WI Wins data system.

Required Activities

1. Conduct compliance investigations* throughout the year.
 - A compliance investigation must use positive reinforcement (per guidance from SAMHSA/CSAP) designed to support retailers who refuse sales to underage youth and educate those who would sell to minors about the legal and health consequences of such sales.
 - Twenty percent (20%) of the total number of compliance checks must include investigations in bars & grills, taverns, liquor stores, bowling alleys, resorts and golf courses.
2. Municipal or county level law enforcement agencies must be actively involved in collaborative efforts with all WI Wins tobacco compliance inspections.
3. 4 related media outreach and 4 related public outreach activity in each MJC county must be completed throughout the year using the WI Wins listing of acceptable media outreach and public outreach activities**.
 - Activities not on this list must be approved by the Youth Access Program Coordinator prior to being implemented.
 - A variety of outreach activities must be conducted throughout the year rather than conducting the same activity multiple times.
4. Compliance data along with public and media outreach activities must be entered into the WI Wins online data system within 15 days of the end of the calendar quarter.

*See Addendum I

**See Addendum II

Addendum I 2014 WI Wins Outreach Activities

Below is a list of acceptable media and public outreach activities. WI Wins and/or Smokecheck.org must be a significant focus of all outreach activities. Although this list contains many ideas for outreach activities, it is not exhaustive. To assure an original outreach activity will qualify toward the required objective, please contact the Youth Access Program Coordinator.

Media Outreach Activities:

- Participate in on-air or print interviews
- Send a press release to local daily, weekly, or monthly newspaper
- Share local story with newspaper, television or radio
- Submit Letter to the Editor (LTE) to local newspaper
- Send WI Wins Public Service Announcement to television or radio stations (contact Youth Access Program Coordinator for copy)
- Call into community talk radio shows or morning shows
- Submit a WI Wins update for local newsletters
 - Community
 - High School
 - Health Department
 - Local Coalitions (not including Tobacco-Free Coalition)
 - Neighborhood Watch
 - Places of Worship
 - Chamber of Commerce

Public Outreach Activities:

- Arrange for presentations to civic leaders or community groups
 - Board of Health, County/City or Town Board, School Board, PTA/O, Crime Prevention Committee
 - District Attorney, local government officials, legislators
 - Law Enforcement Agencies
- Send letters or emails to local public leaders about retailers and clerks who succeed in making a difference in their community. Encourage them to call, send a note or pay a visit to the stores thanking the owners/clerks
- Work with a local youth group to send thank you cards to local clerks and retailers who obey the law
- Actively involve coalition members in promoting WI Wins and/or Smokecheck.org
 - Have volunteers canvas local retailers with WI Wins leave behinds (e.g. Smoke Check palm card, OTP information sheet, etc.)
- Send direct mail to retailers
 - Must contain program information about WI Wins and/or Smokecheck.org
 - Must include specific community or county compliance check information (e.g. rates)
 - Can include information about OTPs and the importance of checking IDs

All WI Wins outreach should have a positive focus. Suggested messages and tactics for outreach may include:

- *Provide details of WI Wins and Smokecheck.org to include what they are, what they do and why they are important*
- *Recognize retailers and clerks who are making a difference in their community by not selling tobacco*
- *Highlight a retailer who uses Smokecheck.org with all their employees*
- *Have a reporter ride along on compliance checks*
- *Provide compliance check results*
- *Youth's perspective on their involvement in compliance checks*
- *Thank retailers and clerks for not selling*
- *Increase awareness of OTPs available in the community and the importance of existing youth access laws/WI Wins program*

Addendum II
January – December 2014 WI Wins Allocations

County	Total Checks	Total Allocation
ADAMS	24	\$1,680
ASHLAND	23	\$1,610
BARRON	45	\$3,150
BAYFIELD	29	\$2,030
BROWN	118	\$8,260
BUFFALO	17	\$1,190
BURNETT	29	\$2,030
CALUMET	20	\$1,400
CHIPPEWA	67	\$4,690
CLARK	31	\$2,170
COLUMBIA	53	\$3,710
CRAWFORD	22	\$1,540
DANE	256	\$17,920
DODGE	54	\$3,780
DOOR	35	\$2,450
DOUGLAS	58	\$4,060
DUNN	32	\$2,240
EAU CLAIRE	59	\$4,130
FLORENCE	12	\$840
FOND DU LAC	58	\$4,060
FOREST	19	\$1,330
GRANT	51	\$3,570
GREEN	26	\$1,820
GREEN LAKE	18	\$1,260
IOWA	26	\$1,820
IRON	17	\$1,190
JACKSON	23	\$1,610
JEFFERSON	58	\$4,060
JUNEAU	36	\$2,520
KENOSHA	45	\$3,150
KEWAUNEE	19	\$1,330
LA CROSSE	58	\$4,060
LAFAYETTE	20	\$1,400
LANGLADE	31	\$2,170
LINCOLN	31	\$2,170
MANITOWOC	52	\$3,640
MARATHON	69	\$4,830
MARINETTE	56	\$3,920
MARQUETTE	19	\$1,330
MILWAUKEE – SUBURBAN	171	\$11,970
MILWAUKEE - CITY OF	490	\$34,300
MONROE	37	\$2,590
OCONTO	46	\$3,220
ONEIDA	43	\$3,010
OUTAGAMIE	100	\$7,000

January – December 2014 WI Wins Allocations

County	Total Checks	Total Allocation
OZAUKEE	37	\$2,590
PEPIN	9	\$630
PIERCE	36	\$2,520
POLK	57	\$3,990
PORTAGE	40	\$2,800
PRICE	21	\$1,470
RACINE	106	\$7,420
RICHLAND	14	\$980
ROCK	86	\$6,020
RUSK	25	\$1,750
SAUK	60	\$4,200
SAWYER	34	\$2,380
SHAWANO	40	\$2,800
SHEBOYGAN	80	\$5,600
ST. CROIX	77	\$5,390
TAYLOR	23	\$1,610
TREMPEALEAU	36	\$2,520
VERNON	21	\$1,470
VILAS	40	\$2,800
WALWORTH	76	\$5,320
WASHBURN	23	\$1,610
WASHINGTON	76	\$5,320
WAUKESHA	168	\$11,760
WAUPACA	50	\$3,500
WAUSHARA	28	\$1,960
WINNEBAGO	87	\$6,090
WOOD	50	\$3,500