

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 24209
AMENDMENT 3**

The Department of Health Services, on behalf of the Division of Public Health and Vernon County Health Department agree to amend their original agreement for the program(s) titled Limited Agent Program (124000) and Bioterrorism Preparedness (155015) as follows:

REVISION: SECTION 4. TERM OF AGREEMENT

The period of this agreement is changed from January 1, 2014 through December 31, 2014 to October 1, 2013 through September 30, 2015.

REVISION: SECTION 5. SERVICES

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

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
62	530	124000	\$0	\$8548	\$8548	7/1/14-6/30/15
62	530	155015	\$0	\$42209	\$42209	7/1/14-6/30/15

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

GRANTEE's Authorized Representative
Name:
Title:

Date

GRANTOR's Authorized Representative
Chuck J. Warzecha
Administrator / Deputy Administrator, Division of Public Health
Department of Health Services

Date

Type	Billing Type	State Fees	80% Reimbursement	Facility Name	Facility Street Address	Facility City	Facility State	Facility Zip Code
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	BANKER PARK	COMMERCIAL STREET HWYS 131 & 56	VIOLA	WI	54664
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	BLACKHAWK COUNTY PARK-1	E594 COUNTY HWY BI	DE SOTO	WI	54624
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	CEDAR HILLS CAMPGROUND	E 832 STOKKE RD	DE SOTO	WI	54624
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	ELK MOUNTAIN CAMPGROUND	S7602 S HWY 35	DE SOTO	WI	54624
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	END OF TRAIL EQUINE CAMPGROUND	E13722 CASS VALLEY RD	ONTARIO	WI	54651
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	ENGHS FISH MARKET	4100 STATE RD 35	GENOA	WI	54632
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	LA FARGE VILLAGE PARK	301 W ADAMS ST	LA FARGE	WI	54639
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	MR DUCKS CANOE RENTAL	CORNER WATER & MAIN ST	ONTARIO	WI	54651
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	OTTERVALE CABIN	S4015 HUSKER HOLLOW RD	LA FARGE	WI	54639
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	RENTZ MEMORIAL PARK	TOWN OF JEFFERSON	VIROQUA	WI	54665
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	STODDARD INN	351 NORTH MAIN	STODDARD	WI	54658
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	SUNSET WATERS	400 S FRONT	STODDARD	WI	54658
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	VALLEY MARKET	701 CENTRAL AVE	COON VALLEY	WI	54623
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	WOODYS CAMPGROUND	500 FOREST LN	STODDARD	WI	54658
Campground 26-50 Sites (RC2)	N/A	\$250.00	\$200.00	BATTLE ISLAND PARK	1 MI S OF VICTORY	DE SOTO	WI	54624
Campground 26-50 Sites (RC2)	N/A	\$250.00	\$200.00	VERNON CO FAIRGROUNDS	N MAIN STREET HWY 14 HWY	VIROQUA	WI	54665
Campground 26-50 Sites (RC2)	N/A	\$250.00	\$200.00	WATERS EDGE MOTEL & CAMPGROUND	201 N PEARL ST	STODDARD	WI	54658
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	MISSISSIPPI SPORTS & RECREATION	E870 HWY 35	DE SOTO	WI	54624
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	SIDIE HOLLOW PARK	TOWN OF JEFFERSON	VIROQUA	WI	54665
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	WILDCAT MOUNTAIN	E13660 STATE HWY 33	ONTARIO	WI	54651
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	HOTEL HILLSBORO	1235 WATER AVE	HILLSBORO	WI	54634
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	VIROQUA INN & SUITES	1325 N MAIN ST	VIROQUA	WI	54665
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	BIG RIVER INN	200 BEAVER ST	GENOA	WI	54632
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	CENTRAL EXPRESS INN	409 N MAIN ST	WESTBY	WI	54667
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	DRIFTWOOD INN MOTEL	203 N GARDEN	ONTARIO	WI	54651
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	HICKORY HILL MOTEL	S5539 14 HWY	VIROQUA	WI	54665
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	KICKAPOO VALLEY RANCH	E11761 COUNTY ROAD P	LA FARGE	WI	54639
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	MIDWAY MOTEL	850 N MAIN ST	VIROQUA	WI	54665
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	MISSISSIPPI SPORTS & RECREATION	E870 HWY 35	DE SOTO	WI	54624
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	OLD TOWNE MOTEL	102 E OLD TOWN RD	WESTBY	WI	54667
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	RIVER VALLEY MOTEL	115 S BIRD ST	LA FARGE	WI	54639
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	RIVERVIEW CABINS	121 CRAWFORD ST	DE SOTO	WI	54624
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	RUDYS BAR	608 MAIN ST	GENOA	WI	54632
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	SAFE LANDING MOTEL	329 N MAIN	STODDARD	WI	54658
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	SCENIC VIEW CABINS	S7602 S HWY 35 HWY	DE SOTO	WI	54624
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	THE HARVEST MOON INN	609 STATE HWY 61	READSTOWN	WI	54652
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	WATERS EDGE MOTEL	201 N PEARL ST	STODDARD	WI	54658
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	WESTBY HOUSE	200 W STATE ST	WESTBY	WI	54667
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	A PLACE TO SEW	116 DE SOTO ST	DE SOTO	WI	54624
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	ANOTHER PLACE TO SEW-THE COTTAGE	125 DESOTO ST	DE SOTO	WI	54624
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BLAKLEY HOBBIT	LIBERTY TWP ROUTE 1	VIOLA	WI	54664
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BLUE HIGHWAY MOTORCYCLE LODGE	S2669 COUNTY HWY V	HILLSBORO	WI	54634
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BORGENS CAFE VACATION RENTALS	109 S MAIN	WESTBY	WI	54667
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BRUSH CREEK LOG CABIN	S104A 17TH	ONTARIO	WI	54651
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	COON VALLEY CABINS	108 CENTRAL AVE	COON VALLEY	WI	54623
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	EAST RIDGE FARM	S2505A TRI STATE RD	WESTBY	WI	54667
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	GENOA MOTEL	708-712 WATER ST	GENOA	WI	54632
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	KETTNETS RIVERFRONT CABINS	S6909 STATE HWY 131 HWY	VIOLA	WI	54664
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	KICKAPOO VALLEY BEAR CREEK RETREAT	E12803 HWY 82	LA FARGE	WI	54639
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	LODGE AT ELK CREEK LLC	E11275 E RIVER RD	VIOLA	WI	54664
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	LOGAN MILL LODGE	108 E 2ND ST	WESTBY	WI	54667
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	NATURE NOOKS RETREAT	S4878 COUNTY ROAD S	VIROQUA	WI	54665
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	PLEASANT VALLEY LOG CBNS	ROUTE 1	ONTARIO	WI	54651
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	QUIET VALLEY CABINS, LLC	S1216 KNUDSON LN	COON VALLEY	WI	54623
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	RIDGETOP HIDEAWAY	E8911 N ASBURY RD	VIROQUA	WI	54665
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	SUNSET LODGE	N1282 HWY 35 HWY	STODDARD	WI	54658

Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	THREE SPRINGS HIWAY	E14127 HWY P	LA FARGE	WI	54639
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	TRILLIUM	SEC 4 RT 2 TOWN OF WEBSTER	LA FARGE	WI	54639
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	WILDTHINGS COTTAGE	S 2460A	LA FARGE	WI	54639
Restaurant	Prepackaged	\$105.00	\$84.00	HICKORY HILL MOTEL	S5539 14 HWY	VIROQUA	WI	54665
Restaurant	Prepackaged	\$105.00	\$84.00	OLD TOWNE MOTEL	102 E OLD TOWN RD	WESTBY	WI	54667
Restaurant	Prepackaged	\$105.00	\$84.00	RIVER LOUNGE	305 MAIN ST	DE SOTO	WI	54624
Restaurant	Prepackaged	\$105.00	\$84.00	VIROQUA INN & SUITES	1325 N MAIN ST	VIROQUA	WI	54665
Total		\$10,685.00	\$8,548.00					

EXHIBIT II

Limited Agent Contract Addendum

The intent of the limited agent contract is to encourage health departments to develop environmental health capacity leading to full agent status with the Department.

This document is an addendum to the CARS contract, and shall serve henceforth as the limited agent work plan.

1. Definitions

- 1.1 Conflict of interest exists whenever an employee's action or failure to act could produce a private benefit for the employee or the immediate family or business with which the employee is associated; or the matter is one in which the employee is associated; or the matter is one in which the employee in a private capacity or a member of the employee's immediate family or business with which the employee is associated, has an interest.
- 1.2 Department means the WI Department of Health Services.
- 1.3 Enforcement Action means the legal methods used to make operators come into compliance with administrative code and statutory requirements. Enforcement methods include citations, fines, suspension or revocation of establishment license, closure and even jail terms. Reasons for enforcement action include, but are not limited to noncompliance of written orders, continued repeat violations noted on inspection reports, operating without a valid establishment license and imminent public health and safety violations.
- 1.4 Follow up Inspection is a type of inspection that is used by the discretion of the inspector to check back with the establishment operator to assure that violations have been corrected following a routine inspection. Fees are not associated with type of inspection. Unlike a reinspection this is not required. (see definition).
- 1.5 Licensing Period, also known as the Fiscal Year, is the period from July 1 through June 30.
- 1.6 Limited Agent (LA) means the local public health department (LPHD) operating under the terms of this agreement.
- 1.7 Permit means the license to operate issued by the Department.
- 1.8 Reimbursement refers to the portion of the permit fee or reinspection fee collected by the Department that shall be returned to the limited agent.
- 1.9 Reinspection is a type of inspection that is required when during a routine inspection risk/critical violations are noted on the inspection report that cannot be corrected onsite or when consecutive repeat violations are noted on past inspection reports. Reinspections are required inspections to assure that violations have been corrected. Fees are associated with type of inspection.

2. Terms and Conditions

- 2.1 This contract is between the Department and the **Vernon County Health Department**.

- 2.2 This contract is valid for the licensing year July 1, 2014 to June 30, 2015.
- 2.3 Renewal of this contract shall be contingent upon an analysis performed by the Department, using criteria and methods developed separately.
- 2.4 Criteria used to evaluate this contract shall include, but not be limited to, an analysis of the performance of the limited agent.
- 2.5 The limited agent may cancel this contract at any time without cause. Such cancellation shall be made in writing to the signatory of this contract or an appointed representative. However, cancellation terms contained in the CARS contract shall also be honored.
- 2.6 No reimbursement shall be made for inspections performed after the date of cancellation or inspections not performed.
- 2.7 The Department reserves the right to cancel this contract upon delivery of 30 days notice for a finding of unsatisfactory performance; however, evidence of fraud or intent to defraud the Department shall result in immediate termination of this contract.

3. Authority and Responsibility

- 3.1 This contract is executed under authority granted the Department by Sec 250.03(1)(e), (f), and (g).
- 3.2 The Department shall determine the scope of the inspection activities to be performed by the limited agent; furthermore, the Department shall reevaluate the scope as part of the analysis in section 2.3 of this contract.
- 3.3 The Department shall collect all fees, issue all permits, conduct pre-inspections and retain responsibility for all enforcement actions for all licensable establishments within the geographic jurisdiction of the limited agent, except as specifically delegated herein.
- 3.4 The Department shall establish minimum criteria regarding the credentials and qualifications of the person(s) employed by the limited agent to perform the inspection duties contained herein (see section 6). Acceptance of this contract by the limited agent signifies agreement to employ or contract with inspectors meeting such credentials and qualifications.
- 3.5 The Limited Agent shall annually inspect the facilities designated by the Department under contractual authority from Sec 250.03(1)(e).
- 3.6 The Limited Agent shall be responsible for all inspection activities including follow ups, reinspections (see reinspection criteria) and complaint follow-up for licensed establishments under this contract. The Limited Agents responsibility begins after the Department has performed a preinspection and up until the Limited Agent has notified the Department that enforcement action is required. Once the enforcement action has been resolved by the Department, the Department will notify the Limited Agent of the action taken. Once enforcement actions have been resolved the Limited Agent will resume the activities as outlined in the contract.

- 3.7 The department will reimburse reinspections fees at the rate of 80%. Limited Agents shall use the reinspection criteria developed by the Department. Invoices (See Exhibit III) may be sent in quarterly, but processing and payment will occur after August 15th following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on reinspections if payment has not been received by the Department.
- 3.8 No additional fees may be levied by the Limited Agent upon inspected facilities.

4. Duties and Activities

4.1 The limited agent shall inspect the following establishment types in _____ :

- 4.1.1 Campgrounds
- 4.1.2 Hotels
- 4.1.3 Tourist Rooming Houses
- 4.1.4 Prepackaged Food Establishments
- 4.1.5 Vending Equipment Storage

The complete list of facilities is found in Exhibit 1.

- 4.2 Inspections shall be entered using the HealthSpace software program. It is the responsibility of the Limited Agent to enter the inspection into HealthSpace.
- 4.3 The limited agent agrees to inspect all of the licensed facilities in Exhibit I within the duration of this contract, barring extenuating or unforeseen circumstances which could reasonably be expected to hinder completion of the contract.
- 4.4 The limited agent agrees to perform inspections and other activities designed to assure compliance with ss. 254 and DHS 178, 195, 196, and 198 Wis. Adm. Code.
- 4.5 A copy of the inspection shall be presented to the operator or representative immediately upon completion of the inspection.
- 4.6 Any orders written by the limited agent shall be clearly explained to the operator or representative. Orders may also be issued by the Department.
- 4.7 If enforcement actions are required by the Department, the Limited Agent shall notify the food safety and recreational section.
- 4.8 If a facility inspection reveals an immediate hazard to public health, the health officer has the authority to take immediate action under ss.254.59. The limited agent shall then notify food safety and recreational licensing.
- 4.9 The limited agent will send an establishment list to their State Advanced Sanitarian prior to the end of the contract indicating what inspections they have completed, actual copies of the inspections do not need to be provided.
- 4.10 The Department will notify the limited agent after a preinspection is performed or when there is a change in licensure of a facility that would affect the limited agent

- 4.11 After a pre-inspection is made by the Department, the Limited Agent will perform a routine inspection within 4 to 6-months, if this is not possible, the inspection shall be made within the licensing year.
- 4.12 The Limited Agent shall notify the Department if there is a suspected or required change of licensure of a facility under this contract. If the facility has expanded beyond its current license or plan approval is required, the limited agent shall notify the Department.
- 4.13 The Department will notify the Limited Agent if there is a suspected or required change of licensure of a facility under this contract.

5. Fiscal

- 5.1 The Department shall reimburse the limited agent 80% of the annual license fee for each facility inspected or reinspection fee, except that vending machine inspections shall be reimbursed as specified in DHS 192.09.
- 5.2 Reimbursement for inspections will be performed automatically utilizing the CARS (Community Aids Reporting System).
- 5.3 Reimbursement for inspections will be authorized only for the routine inspection of a facility.
- 5.4 Reimbursements for reinspections will use the form provided in Exhibit III.

6. Minimum Qualifications

- 6.1 Inspections will be made by, or under the supervision or oversight of a Wisconsin Registered Sanitarian or NEHA Registered Sanitarian.
- 6.2 The State Advanced Sanitarian shall provide oversight to the Limited Agent.
- 6.3 In the event the Limited Agent loses its only Registered Sanitarian, a qualified replacement shall be hired within 120 days unless otherwise approved by the Department.
- 6.4 Limited Agent inspection staff must meet the hiring criteria set forth by local ordinance and personnel practices and the requirements established for Sanitarian Registration under DHS 160.
- 6.5 All inspectors shall possess:
 - 6.5.1 Excellent communication skills
 - 6.5.2 Ability to write inspection findings in a legible and grammatically correct manner
- 6.6 Training shall be provided by the department
- 6.7 Inspectors shall not have a conflict of interest with any regulated establishment.



Scott Walker
Governor

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State of Wisconsin

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Department of Health Services

June 1, 2014

To: «Agent»
«Address1»
«Address2»
«City»

Subject: Refund of Reinspection Fees to Limited Agent Health Departments.
(Reimbursement information must be returned on this form)

The «Agent» submits the following request for reimbursement under the Agent Agreement with the Division of Public Health.

July 1, 2014 through June 30, 2015

(Copies of all inspection work shall accompany this document.)

		Refund Value 80% Item		
	Number	Net Fees	80%	Item Total
Reinspection Fee	_____	\$	X .80	\$
Second Reinspection Fee	_____	\$	X .80	\$
			Total	\$

CERTIFICATION

This is to certify that the «Limited Agent» has inspected the facilities named on the attached Inspection forms for the permit year ending June 30, 2015 and further certified that all such licensed establishments are within the legal boundaries of the «jurisdiction» and that they were granted a permit for 2014-2015 fiscal year by the Division of Public Health.

Invoices may be sent in quarterly, but processing and payment will occur after August 15th following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on re inspections if payment has not been received by the Department.

Signature _____

Title _____

Date _____

FOR FSRL OFFICE USE ONLY

DIRECT VOUCHER														
Vendor #														
App	/	Class	/	L1	/	L2	/	Proj	/	R	/	A	/	Amt.
Total Amount: \$														
Date:														
Approval:														

Local Public Health Preparedness Contract Objectives

CDC Cooperative Agreement Year 2: July 1, 2013 – June 30, 2014

Background Information

In March of 2011, CDC developed 15 capabilities to serve as national public health preparedness standards. Wisconsin will identify three of these capabilities to be addressed statewide each year during the five-year Public Health Preparedness Cooperative Agreement. The Wisconsin Public Health Preparedness Program has identified three CDC Capabilities that will be the focus on:

- #1 Community Preparedness
- #5 Fatality Management
- #14 Responder Safety and Health

The identification of these three Capabilities was based on the results of the Local Capabilities Assessment completed by all Local Public Health Agencies (LPHAs)/Tribes during the 2011 year, guidance from the Wisconsin Public Health Preparedness Advisory Committee and Local Coordination Committees, and consensus among the Public Health and Hospital Preparedness Programs.

In addition, the Preparedness Program realizes that agencies address the following Capabilities in their daily, local public health functions and practices as well as routine public health planning and response;

- #8 Medical Countermeasures Dispensing
- #13 Public Health Surveillance and Epidemiologic Investigation

Completion of the Capabilities Planning Guide (CPG) will measure your progress in closing gaps in the Capabilities and serve as the LPHA contract deliverable.

Program Goal and Implementation Activities

All agencies will work to close gaps identified in the **three** Capabilities (1, 5, and 14) by completing the following activities.

Each agency will:

1. Determine their gaps in the Community Preparedness, Fatality Management, and Responder Safety and Health Capabilities
2. Use their Capabilities Assessment results to identify areas of improvement
3. Review the functions, tasks, plans, skills/training, and equipment gaps within the three Capabilities
4. Prioritize which gaps the agency will address
5. Select at least three gaps per Capability to improve during the contract year
6. Determine if the gaps are best filled by creating or revising plans and protocols, trainings, exercising or obtaining needed equipment
7. The agency will create or modify plans, coordinate trainings and exercises, and obtain resources to close identified gaps
8. Complete the online Capabilities Planning Guide provided by DPH

Local Agency Contract Deliverables

During the second year of the CDC Cooperative Agreement all agencies will complete the following contract deliverables:

1. Completion of the Capabilities Planning Guide (CPG) via a Division of Public Health (DPH) provided online tool.
2. Update and submit to DPH the Point of Dispensing (POD) List.
3. Participate in an exercise among appropriate healthcare coalition partners (as defined locally) that is Homeland Security Exercise and Evaluation Program (HSEEP) compliant. Post the After Action Report to the Partner Communication and Alerting (PCA) Portal. After Action Report resulting from a real event may be used in lieu of an exercise.
4. Complete the Performance Measures Surveys online tool developed by the Division of Public Health.
5. Participation in a mid-year discussion with Preparedness Program staff regarding progress to close Capabilities gaps, needs, and sharing of best practices. (WALHDAB or one on one)
6. As feasible, participate in Preparedness meetings, expert panels, health coalitions, and workgroups.
7. Submit a proposed budget by October 1, 2013, and an updated actual budget by February 15th, 2014 and at the end of the year September 30th, 2014 to DPH. (DPH will provide an easy to use spreadsheet).
8. Maintain 3 to 5 emergency contacts via the PCA Portal Alerting (Everbridge) system.
9. *Agencies will continue to ensure staff is trained: on the use of Personal Protective Equipment (PPE), and on the National Incident Management System (NIMS) and Incident Command System (ICS) as needed.*

Division of Public Health (DPH) provided Tools/Training/Technical Assistance

DPH will:

- Provide an online CPG Tool for local agencies to complete as their contract deliverable via the PCA Portal.
- Provide an online Performance measure tool.
- Provide a budget template.
- Facilitate and deliver at least the following trainings:
 - Budget reporting
 - PCA Portal Training
 - Alerting Training
 - Webcast Capabilities Training for: Community Preparedness, Fatality Management, and Responder Safety and Health Capabilities
 - Incident Command System (ICS) 300 and 400 Level National Incident Management System (NIMS) Training
 - Webcast Strategic National Stockpile Trainings
- Facilitate a Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise in each of the five public health regions, based on the Hazard Vulnerability Assessment scenario/results (this will meet exercise requirements).
- Facilitate the sharing of best practices, resources, tools, and templates statewide.
- Work with the Public Health Preparedness Advisory Committee (PHPAC) to develop a multi-year Statewide Training and Exercise Plan.

Reference: Centers for Disease Control and Prevention's (CDC) Public Health Preparedness Capabilities:

National Standards for State and Local Planning:

<http://www.cdc.gov/phpr/capabilities/DSLRCapabilitiesJuly.pdf>