DIVISION OF PUBLIC HEALTH
DPH CONTRACT 27495
AMENDMENT 1

The Department of Health Services, on behalf of the Division of Public Health and Waukesha County Public Health Department agree to amend their 2015 DPH Consolidated Contract agreement for the program titled HIV Prevention PS & Linkages to Care (Profile 155957) 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 155957, payments through March 30 of the contract year are limited to 3/12ths of the contract with the balance paid after April 1st of the contract year based on reported costs up to the contract level."

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
67	530	155957	$0	$13000	$13000	1/1/15-12/31/15

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

_____ _____
GRANTEE's Authorized Representative Date
Name:
Title:

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

2015 HIV Prevention Contract: Special Provisions

As noted in Section XXIV of your 2015 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the *CARS Payment Information* section and contact your contract monitor immediately if any of the information is out-of-date or needs to be corrected.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 2015 budget should include complete staffing information. For each position supported with HIV Prevention contract funds in 2015, your budget should reflect:
   - TITLE of the position being funded
   - NAME of the current staff person in each position
   - 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 2015, 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 *2015 Intervention Plan* or listed on your agency's 2015 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*."

Training requirements

I. **Required training for testing providers –** Agencies providing HIV testing services under contract with the AIDS/HIV Program are required to have testing staff trained in the Program's HIV testing policy and procedure. Trainings will be held periodically and contracted agencies will not be charged for participation in required HIV testing trainings.

II. **Required training for HIV prevention grantees –** The AIDS/HIV Program will periodically require agencies providing HIV Prevention services under contract with DHS to send key staff to trainings on subjects of immediate high importance to public health and/or the provision of contracted services within state and federal guidelines. In past these trainings have addressed issues such as *Trauma Informed Care* and updated security and confidentiality protocols.

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/