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**DIVISION OF PUBLIC HEALTH**

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# 2016 DPH Consolidated Contract Addendum

This contract addendum is specific to Appleton City Health Department whose principal business address is 100 North Appleton Avenue, Appleton, WI 54911-4799. The contact for the GRANTEE'S Contract Administrator is:

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## Section 6.D Funding Controls

Funding controls are summarized below. The 2016 Consolidated Contract Overview contains current funding controls for all Profile IDs that are part of the consolidated contract.

Payments through June 30, 2016 are limited to 6/12th of the contract with the balance paid after July 1, 2016 based on reported costs up to the contract level. This applies only to the following Profile IDs:

| Profile IDs Subject to 6/12th Funding Controls | | | |
|---|---|---|---|
| **Profile ID** | **Name** | **Profile ID** | **Name** |
| 103010 | Regional Radon Information Centers | 157720 | Childhood Lead |
| 151734 | Oral Health Supplement | 159320 | MCH |
| 151735 | Oral Health Mouth Rinse | 159321 | Reproductive Health |
| 152002 | Reproductive Health SLOH | 159327 | Family Planning |
| 152020 | Family Health-Women's | 181005 | TPCP-WIS-WINS |

Payments through September 30, 2016 are limited to 9/12th of the contract with the balance paid after October 1, 2016 based on reported costs up to the contract level. This applies only to Profile ID 154710.

## Section 34.A Special Provisions

### 1. Contract Period

The 2016 Consolidated Contract Overview contains current funding periods for all Profile IDs that are part of the consolidated contract.

**2. Final Report Dates**

The due date of the final fiscal report for the following Profile IDs shall be sixty (60) days after the Grant Agreement Period ending date.

- 157720 (Childhood Lead Consolidated)
- 155020 (Immunization Consolidated)
- 159320 (Maternal Child Health Consolidated)

Expenses incurred during the Grant Agreement period on these profiles, 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.

The 2016 Consolidated Contract Overview contains final report due dates for all Profile IDs that are part of the 2016 Consolidated Contract.

# Contract Agreement Addendum: Exhibit I

## Program Quality Criteria

Generally high program quality criteria for the delivery of quality and cost-effective administration of health care programs have been, and will continue to be, required in each public health program to be operated under the terms of this contract.

This Exhibit contains only applicable quality criteria for this contract.

# Contract Agreement Addendum: Exhibit I

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016

**Program:** Immunization

Program Quality Criteria

1) Assessment and surveillance of public health to identify community needs and to support systematic, competent program planning and sound policy development with activities focused at both the individual and community levels.

    A) a. Contractees must assure reported vaccine preventable diseases (VPD) are investigated and controlled as detailed in the most current edition Wisconsin Disease Surveillance Manual (EPINET) and/or written disease-specific guidance from DPH (e.g. Pertussis Guidelines). Local Health Departments (LHDs) should maintain regular contact with local required reporters of VPDs to encourage and assure prompt reporting. Contractees should solicit the help of the Wisconsin Immunization Program when needed to help assure that an adequate system is in place to report and investigate VPD.

    B) b. Contractees must annually formally evaluate immunization delivery and the use of vaccine preventable disease surveillance systems and improve the use of those systems in their jurisdictions where needed (e.g., the Wisconsin Electronic Disease Surveillance System (WEDSS).

    C) c. Contractees must work in collaboration with the Wisconsin Immunization Program to increase the use of existing electronic data collection systems for vaccine record keeping and vaccine preventable disease data systems

2) Delivery of public health services to citizens by qualified health professionals in a manner that is family centered, culturally competent, and consistent with the best practices; and delivery of public health programs for communities for the improvement of health status.

    A) Contractees must assure the delivery of immunization services in a safe, effective and efficient manner as detailed in the Wisconsin Immunization Program Policies and Procedures Manual and in section 252, HFS 145, Wis. Admin. Code. Contractees must assure the immunization of children is consistent with Healthy People 2020 goals.

3) Record keeping for individual focused services that assures documentation and tracking of client health care needs, response to known health care problems on a timely basis, and confidentiality of client information.

    A) Contractees must use the Wisconsin Immunization Registry (WIR) or an electronic immunization population-based data system that links with the WIR. The data system must have a tracking and recall function to identify children whose immunization records are behind schedule according to the ACIP recommendations. Tracking and recall shall be conducted at least every other month as required by the Wisconsin "Policies and Procedures Manual for Immunization Programs".

    B) Contractees immunization practice must assure the immunization of children, and share children's immunization records with parents or guardians, schools and day care centers and other healthcare providers as provided by the Wisconsin School Immunization Law HFS 144 (section 252).

4) Information, education, and outreach programs intended to address known health risks in the general and certain target populations to encourage appropriate decision making by those at risk and to affect policy and environmental changes at the community level.

    A) a. Contractees must engage in community partnerships to identify and address the needs of high-risk populations, reduce racial and ethnic health disparities, and to educate families and the community on the importance of immunizations.

b. Contractees should engage in improving health literacy for the public and for the healthcare personnel working with immunizations to better understand, evaluate, and communicate immunization information.

5) Coordination with related programs to assure that identified public health needs are addressed in a comprehensive, cost-effective manner across programs and throughout the community.

A) Contractees must coordinate public and private immunization services with local child healthcare (service) providers: e.g., WIC projects, Medical Assistance programs, and other local public health programs to assess the immunization status of, refer, and provide immunization services to under-immunized children.

6) A referral network sufficient to assure the accessibility and timely provision of services to address identified public health care needs.

A) Contractees must develop relationships among public and private healthcare providers to facilitate access by children and families to immunization services. Contractees should work with these providers to assure that current immunization guidelines are followed.

B) The LHD should promote the medical home concept by referring vaccine recipients to their medical home provider for subsequent immunizations and coordinate with this medical provider to assure adherence to the recommended immunization schedule.

C) LHDs should promote the exchange and sharing of immunization data using immunization registries.

D) The LHD will assure adequate surveillance, prompt reporting and epidemiologic follow-up of vaccine preventable diseases. When prompt reporting of a vaccine preventable disease does not occur, the LPHD will formally address the issue with the reporting agency to assure that reports are made according to the latest EPINet Manual.

7) Provision of guidance to staff through program and policy manuals and other means sufficient to assure quality health care and cost-effective program administration.

A) Contractees will ensure program staff is competent in current immunization program policy and processes, including that provided through the Centers for Disease Control and Prevention (CDC) distance learning course and CDC updates.

B) The LHD will follow the Wisconsin "Policies and Procedures Manual for Immunizations" developed and distributed by the Wisconsin Immunization Program, unless otherwise agreed upon; as well as Immunization Policy Memos s periodically issued from the Wisconsin Immunization Program. The LHD must have written policies on the proper handling and storage of state-supplied vaccine as required by the Vaccines for Children (VFC) Program. These policies must be reviewed with all immunization program related staff on at least an annual basis.

8) Financial management practices sufficient to assure accurate eligibility determination, appropriate use of state and federal funds, prompt and accurate billing and payment for services provided and purchased, accurate expenditure reporting, and, when required, pursuit of third-party insurance and Medical Assistance Program coverage of services provided.

A) Billing for payment of childhood immunization services is not required under this section.

B) LHDs must assure that parents of children who are on Medical Assistance will not be charged a vaccine administration fee or be requested to make a donation for vaccine or vaccine related services.

Administration fees cannot be mandatory and clients must be informed that failure to pay the administration fee or make a donation does not preclude them from receiving state-supplied vaccine. This information must be added to immunization advertising materials used by the LHD for state supplied vaccines. The message must be given to the client in a way and in a language the client understands.

C) Grantees must screen for insurance eligibility in accordance with current DPH guidelines for state supplied vaccines.

9) Data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.

A) Contractees must collect and analyze agency and available private provider immunization data for children 12-35 months of age, school immunization law reports and other available population-based information needed to identify strengths and weaknesses in local delivery systems and plan improvements. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis.

B) LHDs will utilize the WIR for immunization level data analysis.

C) LHDs and Tribes will assure staff competence with the WIR system. LHD and Tribal health staff must attend at least one Regional WIR User Group Meetings or Wisconsin VFC Workshops where WIR is included in the agenda. Attendance at these meetings is necessary for staff to maintain a thorough working knowledge of the functionality of the WIR.

# Contract Agreement Addendum: Exhibit II

## Program Objectives

(A) Contract Funds, Program/Objective Values, and Other Contract Details

(B) Objective Details

# Contract Agreement Addendum: Exhibit II(A)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016

**Contract Source of Funds**

| Source | Program | Amount |
|---|---|---|
| Appleton | Childhood Lead - Consolidated | $9,850 |
| Appleton | Immunization - Consolidated IAP | $27,487 |
| Appleton | Maternal Child Health - Consolidated | $42,760 |
| | **Contract Amount** | **$80,097** |

**Contract Match Requirements**

| Program | Amount |
|---|---|
| Childhood Lead - Con | $0 |
| Immunization | $0 |
| MCH | $32,070 |

**Program Sub-Contracts**

| Program | Sub-Contractee | Sub-Contract Amount |
|---|---|---|
| Childhood Lead - Con | None Reported | $0 |
| Immunization | None Reported | $0 |
| MCH | None Reported | $0 |

# Contract Agreement Addendum: Exhibit II(A)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016

**Childhood Lead - Con** **Program Total Value $9,850**

| | | |
|---|---|---|
| 1 | Template Objective 5 - Comprehensive Follow-up for Blood Lead Levels >10 micrograms per deciliter | $9,850 |

Throughout the 2016 contract period, residents from the jurisdiction of the City of Appleton Health Department will receive lead poisoning prevention and intervention services at a blood lead level greater than or equal to 10 mcg/dL.

**Immunization** **Program Total Value $27,487**

| | | |
|---|---|---|
| 1 | Template Objective 2 - LHD | $27,487 |

By December 31, 2016, 82% children residing in the City of Appleton 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

**MCH** **Program Total Value $42,760**

| | | |
|---|---|---|
| 1 | Template Objective 1 - Breastfeeding | $42,760 |

By December 31, 2016, City of Appleton Health Department, in collaboration with community partners, will implement and evaluate strategy number 2 to improve breastfeeding initiation and duration rates in their community.

| | |
|---|---|
| **Total of Contract Objective Values** | $0 |
| **Total of Contract Statement Of Work Values** | $80,097 |

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $9,850

## Objective: Primary Details

**Objective Statement**

Template Objective 5 - Comprehensive Follow-up for Blood Lead Levels >10 micrograms per deciliter

Throughout the 2016 contract period, residents from the jurisdiction of the City of Appleton Health Department will receive lead poisoning prevention and intervention services at a blood lead level greater than or equal to 10 mcg/dL.

**Deliverable Due Date:** 01/31/2017

**Contract Deliverable (Evidence)**

A report to document the extent to which assurance of each of the three follow-up components of this objective was provided, specifically: 1) the number of children with a capillary blood lead level greater than or equal to 10 micrograms per deciliter and the number who received a venous confirmation test; 2) the number of families with children with a venous blood lead level greater than or equal to 10 micrograms per deciliter and the number who received a home visit to provide information on lead poisoning prevention and treatment, and 3) the number of children with a venous blood lead level greater than or equal to 15 micrograms per deciliter and the number of environmental lead hazard investigations conducted on their primary residence and/or secondary properties, including accompanying work orders and property clearance. For evaluation purposes, those children whose families are non-responsive to outreach or moved from the jurisdiction before appropriate follow-up services could be provided can be removed from this cohort.

**Programs Providing Funds for this Objective**

Childhood Lead Consolidated: $9,850

**Agency Funds for this Objective:**

**Data Source for Measurement**

An agency-generated report.

**Baseline for Measurement**

**Context**

There is no designated value range for this objective. This objective is intended to assure that the local health department is providing a comprehensive childhood lead poisoning prevention program and individual interventions for children with high (or moderate?) level lead exposure. For this objective, a home visit is required for all children with one or more venous blood lead levels greater than or equal to 10 micrograms per deciliter. For this objective, an environmental lead hazard investigation is required for all children with one or more venous blood lead levels greater than or equal to 15 micrograms per deciliter. This environmental lead hazard investigation includes a risk assessment of the property, issuance of work orders to address the identified lead hazards, and a clearance report indicating that the hazards have been controlled. The intent is to provide early environmental intervention in response to a lead poisoned child to prevent more severe lead poisoning. The environmental lead hazard investigation can include a child¿s primary residence and pertinent secondary properties. The procedure for the investigation is outlined in Chapter 7 of the WCLPPP Handbook (https://www.dhs.wisconsin.gov/publications/p00660.pdf, rev. 2014), and is conducted at lower blood lead levels than required by state statute (Wis Stat 254).

**Context Continued**

**Input Activities**

## Objective: Risk Profile

**Percent of Objective Accomplished**

| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Corresponding Percentage Recoupment**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Corresponding Potential Recoupment Amounts**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $9,850

**Definition of Percent Accomplished**

**Conditions of Eligibility for an Incentive**

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Immunization **Objective #:** 1 of 1 **Objective Value:** $27,487

## Objective: Primary Details

**Objective Statement**

Template Objective 2 - LHD

By December 31, 2016, 82% children residing in the City of Appleton 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:** 01/31/2017

**Contract Deliverable (Evidence)**

A Wisconsin Immunization Registry (WIR) generated population based standard benchmark report documenting the number of children in Appleton Health Department jurisdiction who turned 24 months of age in 2016 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 01/01/2014- 12/31/2014

Criteria for the 2016 End of the Year Report:

The date of birth for End of Year Benchmark: 01/01/2014 - 12/31/2014 Evaluation date: 01/01/2017

Run date: 02/15/2017

**Programs Providing Funds for this Objective**

Immunization: $27,487

**Agency Funds for this Objective:**

**Data Source for Measurement**

Wisconsin Immunization Registry Records.

**Baseline for Measurement**

A WIR Benchmark Report was run for baseline for measurement:

Dates of birth: 01/1/2012 - 12/31/2012

Evaluation date: 01/01/015

1193 total clients, 957 met the benchmark = 80 %

Add 2 % as required = 82 %

The 2014 end of year population based standard benchmark report will be used to determine the baseline for the 2016 population based objective.

For the baseline the following parameters will be used to run the benchmark report: Birthdate Range: 01/01/2012 thru 12/31/2012

Evaluation Date: 01/01/2015

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Immunization **Objective #:** 1 of 1 **Objective Value:** $27,487

Run Date: After: 02/15/2015

**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 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.

Guidelines for determining increase needed for progress towards 2016 goals: 2013 Calendar Year Baseline Required Increase:

50-59% - 5% Above Baseline;

60-69% - 4% Above Baseline;

70-79% - 3% Above Baseline;

80-85% - 2% Above Baseline;

86-89% - 1% Above Baseline;

> 90 - Maintain.

Agencies should consult with their Regional Immunization Program Advisor for assistance in determining activities and interventions that will help them achieve the required increase for their population assessment.

**Context Continued**

**Input Activities**

The Wisconsin Immunization Program recommends the following activities to help ensure success of this objective:

- Contacting parents of infants without immunization histories

- Tracking

- Coordination of immunization services with other LHD programs

- Sharing information with area physicians

- Requesting that information is entered into the WIR.

- Reminder/recall

The Wisconsin Immunization Program requires a minimum of 3 attempts to personally contact a responsible party. 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.

Reminder/recall activity is not listed in a particular order and we suggest you use the method that is the most successful for your community:

- Letter

- Phone call

- Home visit

- Email

- Text message

Additional interventions/activities are in an addendum to the Immunization Program Boundary Statement. These are suggested

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Immunization **Objective #:** 1 of 1 **Objective Value:** $27,487

interventions/activities that LHD's may want to consider in order to achieve this objective.

**Objective: Risk Profile**

**Percent of Objective Accomplished**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |

**Corresponding Percentage Recoupment**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

**Corresponding Potential Recoupment Amounts**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

**Definition of Percent Accomplished**

**Conditions of Eligibility for an Incentive**

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $42,760

## Objective: Primary Details

**Objective Statement**

Template Objective 1 - Breastfeeding

By December 31, 2016, City of Appleton Health Department, in collaboration with community partners, will implement and evaluate strategy number 2 to improve breastfeeding initiation and duration rates in their community.

**Deliverable Due Date:** 01/31/2017

**Contract Deliverable (Evidence)**

1. A completed MCH Performance Measure Strategy Report to document: 1) strategy, 2) reach of the strategy, 3) partners engaged in the strategy, 4) change that occurred as a result of the strategy.

2. Documentation of agency participation in the 2016 MCH Summit.

**Programs Providing Funds for this Objective**

Maternal and Child Health Block Grant: $42,760

**Agency Funds for this Objective:**

**Data Source for Measurement**

1. SPHERE Performance Measure Strategy Report

2. MCH Summit attendee list.

**Baseline for Measurement**

Baseline information as identified in the 2016 Supplement to GAC Objectives.

**Context**

The MCH/CYSHCN Program Parameters apply to this objective. This work will address the Title V National Performance Measurement for breastfeeding: Percent of infants who are ever breastfed and percent of infants breastfed exclusively through 6 months.

**Context Continued**

**Input Activities**

1. Implement and evaluate the selected strategy with activity details identified in the 2016 Supplement to GAC Objectives.

Strategy 1: Support workplaces to become breastfeeding friendly.

Core Activities:

¿ Collaborate with the Wisconsin Breastfeeding Coalition and utilize available resources to support breastfeeding friendly workplaces.

¿ Engage and recruit worksite(s).

¿ Assist worksites to complete an assessment.

¿ Assist worksites in making improvements to policies and practices, based on assessment results.

Strategy 2: Support childcare sites to become breastfeeding friendly.

Core Activities:

¿ Collaborate with the Wisconsin Breastfeeding Coalition and utilize available training materials and guidance to support

# Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30496 **Agency:** Appleton City Health Department **Contract Year:** 2016
**Program:** Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $42,760

breastfeeding friendly childcare sites.

¿ Engage and recruit childcare site(s).

¿ Provide onsite assessment and technical assistance to child care providers.

¿ Assure recognition through child care resource and referral agency as well as media recognition of breastfeeding friendly status of child care agencies.

2. Collaborate with community partners including consumers/families.

3. Participate in quarterly Learning Community meetings/calls to support progress on the MCH National Performance Measure related to Breastfeeding.

4. Attend the 2016 MCH Summit.

**Objective: Risk Profile**

**Percent of Objective Accomplished**

| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Corresponding Percentage Recoupment**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Corresponding Potential Recoupment Amounts**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Definition of Percent Accomplished**

**Conditions of Eligibility for an Incentive**