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Department of Health Services

2016 DPH Consolidated Contract Addendum

This contract addendum is specific to Franklin Health Department whose principal business address is 9229 West Loomis Road, Franklin, WI 53132-9630. 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 6/12<sup>th</sup> 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 6/12 <sup>th</sup> 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 9/12<sup>th</sup> 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 #: 30520

Agency: Franklin 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.

## Contract Agreement Addendum: Exhibit I

Contract #: 30520

Agency: Franklin Health Department

Contract Year: 2016

- 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 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.

## Contract Agreement Addendum: Exhibit I

Contract #: 30520

Agency: Franklin Health Department

Contract Year: 2016

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 #: 30520

Agency: Franklin Health Department

Contract Year: 2016

<b>Contract Source of Funds</b>		
<b>Source</b>	<b>Program</b>	<b>Amount</b>
Franklin	Childhood Lead - Consolidated	\$1,200
Franklin	Immunization - Consolidated IAP	\$7,590
Franklin	Maternal Child Health - Consolidated	\$9,370
<b>Contract Amount</b>		<b>\$18,160</b>

<b>Contract Match Requirements</b>	
<b>Program</b>	<b>Amount</b>
Childhood Lead - Con	\$0
Immunization	\$0
MCH	\$7,028

<b>Program Sub-Contracts</b>		
<b>Program</b>	<b>Sub-Contractee</b>	<b>Sub-Contract Amount</b>
Childhood Lead - Con	None Reported	\$0
Immunization	None Reported	\$0
MCH	None Reported	\$0

## Contract Agreement Addendum: Exhibit II(A)

Contract #: 30520

Agency: Franklin Health Department

Contract Year: 2016

### Immunization

**Program Total Value \$7,590**

1 Template Objective 2 - LHD \$7,590

By December 31, 2016, 78% children residing in the City of Franklin 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 \$9,370**

1 Template Objective 3 - Developmental Screening \$9,370

By December 31, 2016, the agency, in collaboration with community partners, will implement and evaluate strategy #2 from Input Activities) to improve rates of developmental screening in their community.

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<b>Total of Contract Objective Values</b>	\$0
<b>Total of Contract Statement Of Work Values</b>	\$16,960

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520  
**Program:** Immunization

**Agency:** Franklin Health Department  
**Objective #:** 1 of 1

**Contract Year:** 2016  
**Objective Value:** \$7,590

### Objective: Primary Details

#### Objective Statement

Template Objective 2 - LHD

By December 31, 2016, 78% children residing in the City of Franklin 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 the City of Franklin 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: \$7,590

#### Agency Funds for this Objective:

#### Data Source for Measurement

Wisconsin Immunization Registry Records.

#### Baseline for Measurement

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

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.

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520  
**Program:** Immunization

**Agency:** Franklin Health Department  
**Objective #:** 1 of 1

**Contract Year:** 2016  
**Objective Value:** \$7,590

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

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520  
**Program:** Immunization

**Agency:** Franklin Health Department  
**Objective #:** 1 of 1

**Contract Year:** 2016  
**Objective Value:** \$7,590

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

Accountability Targets for 2016 Immunization Grant

Addendum

Activities should focus on both individual/ family based interventions and community /system based interventions where an immunization intervention might be used to reach high risk persons for increasing immunization rates. Examples include:

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520  
**Program:** Immunization

**Agency:** Franklin Health Department  
**Objective #:** 1 of 1

**Contract Year:** 2016  
**Objective Value:** \$7,590

### Community/System Activities

#### Registry

- ¿ Promote the use and enrollment of Immunization Registries and electronic health records that interface with WIR with private providers in your community.
- ¿ Work with private providers to best utilize WIR when necessary to assure that immunization data will be entered accurately and in a timely manner.
- ¿ Tracking and recall shall be conducted at least every other month as required by the Wisconsin Immunization Program Policies and Procedures Manual

#### Media

- ¿Expand immunization media coverage to include ¿expert¿ guest columns.

#### Outreach

- ¿Share current immunization information with providers in your community.
- ¿Provide an annual Immunization Update packet to immunization providers.
- ¿Implement new strategies to reach the underinsured, e.g. Church bulletin inserts, community newsletter information, ¿School Friday Folder¿ or backpack inserts to promote immunizations.
- ¿Provide an education piece or brochure promoting immunization to Pharmacies and ask that they be attached to all prescriptions for children under 5.
- ¿Request that all local food banks staple immunization promotional materials to food bags they distribute with information on how to access immunization in the local community public health clinics.
- ¿Market immunizations through social networks (e.g. Twitter, Facebook, websites, texting etc). Marketing must be in compliance with HIPAA and Confidentiality rules and regulations.
- ¿Promote and practice health literacy for parents, children and healthcare professionals to allow the public and personnel working in immunization to better understand and evaluate immunization information.
- ¿Provide education to child health care center providers on the importance of keeping immunizations up to date for children in their care.

### Individual/Family Activities for Babies and Adolescents

- ¿ Promote parental access component of WIR.
- ¿ Provide accurate information to parents regarding vaccine safety.
- ¿ Partner with a nearby coalition to help raise HPV immunization rates in your jurisdiction.

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520  
**Program:** Immunization

**Agency:** Franklin Health Department  
**Objective #:** 1 of 1

**Contract Year:** 2016  
**Objective Value:** \$7,590

¿ Provide adolescent immunization information at STD clinics (during follow up), Family Planning, and pre-natal classes (especially those who might have pregnant teens in them)

¿ Provide promotional materials to school health classes to promote the adolescent platform.

# Contract Agreement Addendum: Exhibit II(B)

Contract #: 30520  
Program: Immunization

Agency: Franklin Health Department  
Objective #: 1 of 1

Contract Year: 2016  
Objective Value: \$7,590

## Objective: Risk Profile

### Accountability Targets

The following activities should be considered as accountability targets that if successfully completed will ensure that the Franklin HD achieves the objective even if the objective goal is not met.

Activities shared focus on how individual/family based interventions and community /system based interventions where an immunization intervention might be used to reach high risk persons for increasing immunization rates. Examples include:

- Tracking  
Community/System Activities

#### Registry

- Coordination of immunization services with other LHD programs

¿ Promote the use and enrollment of Immunization Registries and electronic health records that interface with WIR with private providers in your community.

¿ Working with private providers to best utilize WIR when necessary to assure that immunization data will be entered accurately and in a timely manner.

¿ Tracking and recall shall be conducted at least every other month as required by the Wisconsin Immunization Program Policies and Procedures Manual. Information is entered into the WIR.

#### Reminder/recall

The Wisconsin Immunization media Program requires emergency staff 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.

#### Outreach

¿ Share current immunization information with providers in your community.

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. Provide an annual Immunization Update packet to immunization providers.

¿ Implement new strategies to reach the underinsured, e.g. Church bulletin inserts, community newsletter information, ¿ School Friday Folder, ¿ or backpack inserts to promote immunizations.

#### - Letter

¿ Provide an education piece or brochure promoting immunization to Pharmacies and ask that they be attached to all prescriptions for children under 5.

¿ Request that all local food banks staple immunization promotional materials to food bags they distribute with information on how to access immunization in the local community public health clinics.

¿ Market immunizations through social networks (e.g. Twitter, Facebook, websites, texting etc). Marketing must be in compliance with HIPAA and Confidentiality rules and regulations.

¿ Promote and practice health literacy for parents, children and healthcare professionals to allow the public and personnel working in immunization to better understand and evaluate immunization information.

#### - Email

¿ Provide education to child health care center providers on the importance of keeping immunizations up to date for children in their care.

#### - Text message

#### Individual/Family Activities for Babies and Adolescents

¿ Promote interventions as a component of an Addendum to the Immunization Program Boundary Statement. These are suggested interventions/activities that LHD's may want to consider in order to achieve this objective.

¿ Provide accurate information to parents regarding vaccine safety.

Accountability Targets for 2016 Immunization Grant

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520

**Agency:** Franklin Health Department

**Contract Year:** 2016

**Program:** Immunization

**Objective #:** 1 of 1

**Objective Value:** \$7,590

¿ Partner with a nearby coalition to help raise HPV immunization rates in your jurisdiction.

¿ Provide adolescent immunization information at STD clinics (during follow up), Family Planning, and pre-natal classes (especially those who might have pregnant teens in them)

¿ Provide promotional materials to school health classes to promote the adolescent platform.

### **Conditions of Eligibility for an Incentive**

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## Contract Agreement Addendum: Exhibit II(B)

Contract #: 30520

Agency: Franklin Health Department

Contract Year: 2016

Program: Maternal and Child Health Block Grant

Objective #: 1 of 1

Objective Value: \$9,370

### Objective: Primary Details

#### Objective Statement

Template Objective 3 - Developmental Screening

By December 31, 2016, the agency, in collaboration with community partners, will implement and evaluate strategy #2 from Input Activities) to improve rates of developmental screening 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: \$9,370

#### 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 Measure for developmental screening: Percent of children, ages 10 through 71 months, receiving a developmental screening using a parent-completed screening tool.

#### Context Continued

#### Input Activities

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

Strategy 2: Coordinate and/or provide developmental screening trainings to childcare providers.

Core Activities:

- Collaborate with the Wisconsin Statewide Medical Home Initiative and utilize available tools and resources to promote developmental screening.
  - Engage and recruit childcare providers.
  - Promote consistent use of a standardized tool for developmental screening.
  - Promote resources and a system of coordinated referrals and follow-up services.
  - Implement resources to address barriers to developmental screening in childcare centers.
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 Developmental Screening.
  4. Attend the 2016 MCH Summit.

## Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 30520

**Agency:** Franklin Health Department

**Contract Year:** 2016

**Program:** Maternal and Child Health Block Grant

**Objective #:** 1 of 1

**Objective Value:** \$9,370

### 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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