

From: [DHS DPHContracts](#)
To: [DHS DPHContracts](#)
Cc: [Moore, Donna J - DHS](#); [Nimsgern, Angela B - DHS](#)
Subject: [NCI] Preventive Health and Health Services 2013-2015 Reporting
Date: Tuesday, September 08, 2015 3:26:58 PM

This message is being sent to all health and tribal health officers, contract administrators and Regional Directors.

Prevention Contract

Final expense reports (CARS):

The Preventive Health and Health Services (PHHS) Contract ends on September 30, 2015.

- All costs that will be paid from this grant contract period must have been incurred between October 1, 2013 and September 30, 2015.
- **Your final expense report must be submitted to CARS no later than November 6, 2015.** If expenses are reported after November 6, 2015, they will not be processed without Department approval.
- Funds will not be allowed to be carried forward into the next grant cycle.

Year End Reporting (Select Survey):

Due by November 6, 2015

Please complete the **2015 WI Preventive Health and Health Services Grant Evidenced Based Activity Reporting** using the Select Survey tool by November 6, 2015. This final report of agency activities will be used for our report to CDC at the end of the year. The reporting tool is similar to previous years. Access the reporting tool from this link:

<http://4.selectsurvey.net/DHS/TakeSurvey.aspx?SurveyID=FY2015PHHS>

Please keep in mind the following when completing the Select Survey tool:

- Be concise, 2-3 sentences or statements in each field are sufficient
- This is **not a narrative** of activities
- CDC now requires reporting of **outcomes**
 - Please provide a description of the outcomes resulting from the evidence-based strategies you implemented. That is, you must describe the impact of your work in the community.
- These instructions pertain especially to the following Select Survey fields:
 - *Objective Deliverable: Evidenced Based Strategies Implemented and Outcomes Measured;*
 - *Barriers or Challenges to Success;* and
 - *Strategies to Overcome Barriers or Challenges.*
- If a health assessment, health plan, or strategic plan was developed, please provide as part of the outcome reported:
 - the name of the completed plan; and
 - the focus areas, goals, objectives, main theme, etc. of the plan.

Items that are **not necessary** for the Select Survey tool are:

- Context already in GAC
- Detailed list of partners, meeting dates, etc.

Supportive Documents:

We do encourage agencies to submit supportive documents and detailed information. Please send any additional information on your prevention activities to Jim Lawrence at:

james.lawrence@wisconsin.gov.

Success Stories:

CDC also asks states to submit Prevention Grant Success Stories each year to use to communicate to Congress the many great public health programs supported by the grant funding. Please let your contract monitor know if you would like your project to be considered for submittal to CDC as a success story.

Next Funding Cycle:

Information about the next cycle of funding will be communicated soon.

Questions?

Program questions may be directed to your regional Preventive Health and Health Services Contract Monitor listed on the [2014 Consolidated Contract Overview](#) Contract Monitors Tab.

Select Survey questions may be directed to Jamie LaBrasca at 715-365-2716 or Jamie.labrasca@wisconsin.gov.

Thank you,

Donna Moore

DPH Operations Director

Division of Public Health

Department of Health Services

608-261-9434

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