GRANTS AND CONTRACTS (GAC) SYSTEM INFORMATION

Basic Functions of the Grants and Contracts (GAC) System



Division of Public Health P-00841 (04/2020)

Basic Functions of the Grant and Contracts (GAC) System

To access the database click on https://www.dhs.wisconsin.gov/gac/index.htm

The following screen should appear:

	WISCON of HEAL				r websi ng for									٩				
About DHS									ng-Term Care Prevention & Support Healthy Living							Certification, Licenses & Permits		
❶ GET 중AF																		
🎓 🛛 Par	rtners & Provid	ers Fur	nding Info	rmation	Division of	f Public H	lealth Gi	rantsa	and Cor	ntractin	g (GAC) Intro	oducti	on				

Division of Public Health Grants and Contracting (GAC) Application

Valuable information is available on this page for local and tribal health departments (LHD) regarding the overall contracting process and LHD allocations.

The tabs below provide detailed information regarding the consolidated contracts between DPH and local health departments (LHDs).

The consolidated contract combines funding for multiple programs into a single, cost-based reimbursement contract for each LHD. OVID-19 impact on Grants and Contracting

View program-specific <u>contracting guidance</u> during the COVID-19 response.

View FAQs related to budgeting for isolation or quarantine during a public health emergency

- 1. Scroll down to the section titled Accessing GAC.
 - a. If you do not have an assigned GAC role, follow the two-step process in the blue box for obtaining a Wisconsin User Account.
 - b. If you already have an assigned GAC role, click on *Enter GAC* as shown above in the red box. If you receive a security warning, click **yes**.



f 🍸 in

The Grants and Contracting (GAC) system, is a DPH tool for conducting the contracting process between DPH and its partners, local health departments and private agencies. The GAC System and its associated processes are owned and managed by the Division of Public Health. GAC is a secure, password-protected, web-based application that facilitates the negotiation of programmatic objectives and tracks funding allocations. All users are required to have a Wisconsin user account and be assigned appropriate access (role).

If you have already been assigned a GAC role, Enter GAC of to log in.

If you do not have an assigned GAC role, please complete the following 2-step process:

Step 1: Obtain Wisconsin User Account. # After completing step 1, return to this page to go to step 2.

Step 2: Request Access to GAC. @ Requires login using your Wisconsin user ID and password.

2. Log into the Grants and Contracts (GAC) Database by entering your username and password. Click on *Login* to continue.

	Please Enter Your Username and Password
Username:	
Password:	
	Login Reset
	Forgot your password or account locked?

3. After login, the following GAC Main Menu will appear.

		Logout GACMainMenu Print	
GAC	Main Menu		
Contract Menu	Agency Menu		
Add Contract	Add Agency		
Search for Contract	Search for Agency		
Contract Locking	End-of-Year Locking		
Add PrePackets to GAC	Reset Incentive Attainment		
Report Menu			
Contract Objectives Details - Complete	Contract Negotiation Detail History		
Contract Objectives Details - Intermediate	Contract Locking Exceptions		
Contract Objectives Details - Basic	Contract Negotiation Process Tracking		
Objective Attainment	Non-Consolidated Spread Sheet		
Boundary Statements	Consolidated Spread Sheet		
Template Objectives	Expenditures Report		
Quality Criteria Statements	Match Required & Reported Report		
Post Negotiations	Objective Template Usage Report		
Objective Template Value Report	Agency E-Mail Address Report		
Contract Agreement Addendum			
Maintenance Menu			
Agency Description	Medicaid Provider Type		
Bio Terror Focus	Objective Category Level 1		
Boundary Statement	Objective Category Level 2		
Bureau	Objective Category Level 3		
CARS Agency Type	Objective Template		
CARS Profile	Objective Type		
Contract Type	Program		
Federal Healthy People	Quality Category		
Statement Of Work Template	Quality Criteria		
Healthiest Wisconsin 2010 Essential Services	Quality Criteria Question		
Healthiest Wisconsin 2010 Health Priorities	Region		
Healthiest Wisconsin 2010 System Priorities	Generate User Email List (GroupWise)		
MCH Theme	Generate User Email List (CSV)		
Program Id / PrePacket Program Id Xref	Program Match		

- 4. Click on Search for Contract. Find your contract by number or agency name.
 - a. If you know your contract number, enter it into the "Contract #" field and click on Search.

					Logout GACI	MainMenu Print		YS TEM
				Search For	Contract			
Back to GAC Main Me	nu							
Agency:					\checkmark			
Contract Year:							Contract #:	
Contract Type:			\sim					
Contract Begin Date							Contract End Date:	<u></u>
DPH Administrator:		\sim						
Search	Clear							
Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked

a. <u>If you do not know the contract number</u>, you can search by agency name.

						Logout GACM	fainMenu Print		YS TEM
					Search For	Contract			
	Back to GAC Main Mer								
<	Agency:								
	Contract rear.							Contract #:	
	Contract Type:			\sim					
	Contract Begin Date:							Contract End Date:	
	DPH Administrator:		\sim						
(Search	Clear							
	Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked

b. Enter the first letter of your agency name, click on the drop-down scrolling arrow next to the Agency field, and select your agency's name from the drop-down list. In the *Contract Year* field, enter the contract year for which you are searching. Click on *Search*.

Note: Leaving the contract year blank will produce a list of all contracts for that agency currently in the GAC system.

		Logout GACMainMenu Print
	Sear	ch For Contract
ack to GAC Main Mer	<u>n</u>	
gency:	Eau Claire City/County Health Department	^
contract Year:	Eau Claire YMCA	Contract #:
contract Type:	Elmwood Village Health Department	
	Encompass Child Care	
Contract Begin Date:	Essential Health Care Faith Partnership Network, Inc	Contract End Date:
PH Administrator:	Family Health: La Clinica de los Campesinos, Inc	
Search	Family Resource Connection - St. Marys Hospital	
	Family Services of Southern Wisconsin & Northern Illinois, Inc.	Lta End Data DPH Contrac
Agency	Family Voices of Wisconsin	ate End Date Administrator Locked
	Feed My People Feeding America Eastern WI	
ack to top www.dhs		GACWeb 7.5 2016
	Fire & Industrial Response Enterprises, LLC	
	First Choice Dental Group	
	Florence County Health Department	
	Fond du Lac County Department of Social Services	
	Fond du Lac County Health Department Foodright, Inc	
	Forest County Health Department	
	Fort HealthCare, Inc	
	Foster, Michael D	
	Fox Cities Community Clinic	
	Fox Valley Workforce Development Board, Inc Frame Works Institute	
	Franklin Health Department	
	Freedom Inc	
	Friends of Hank Aaron St	
	Froedtert Memorial Lutheran Hospital	
	GL Breen, LLC	×
		Logout GACMainMenu Print GACMainMenu Print
	Sear	rch For Contract
Sack to GAC Main Me		
Sack to GAC Main Me Agency:	Eau Claire City/County Health Department	
		Contract#:
Agency: Commune Vision	Eau Claire City/County Health Department	Contract #:
Agency: Contract Yese: Contract Type:	Eau Claire City/County Health Department	
Agency: Commune Vision	Eau Claire City/County Health Department	Contract #:
Agency: Contract Yese: Contract Type:	Eau Claire City/County Health Department	
Agency: contract Yeses Contract Type: Contract Begin Date:	Eau Claire City/County Health Department	

c. Once you have the list of all contracts for your agency, click on the appropriate Contract # for which you are searching.

Note: The **Contract Focus** column can help to identify which contract number to choose based on the contract type.

				Logou	GACMainMer	nu Print		TIE A
			Search For Contract					
Back to GAC Main Menu								
Agency: Etu Clave Cry/County Health Department Contract Year: Contract Year: Contract Type: Contract Regin Date: C	ient					Contract		Ð
Agency	Contract	Contract #	Contract	Contract	Begin Date	End Date	DPH	Contract
	Year		Focus	Amount	-		Administrator	Locked
Eau Claire City/County Health Department	2020	44005	Overall dated	\$12,000	07/01/2019	06/30/2020	Could Martin A	No
Eau Claire City/County Health Department	2020	43566 42265	Consolidated	\$481,771	10/01/2019 07/01/2018	09/30/2021 08/30/2019	Smith, Yvette A	No
Eau Claire City/County Health Department Eau Claire City/County Health Department	2019	40708	Consolidated	\$12,000 \$936,492	01/01/2018	12/31/2019		No Yes
Eau Claire City/County Health Department Eau Claire City/County Health Department	2019	38006	Consolidated	\$930,492	01/01/2019	12/31/2019		No
Eau Claire City/County Health Department	2018	34627	Consolidated	\$955.150	10/01/2016	09/30/2018		No
Eau Claire City/County Health Department	2017	30516	Consolidated	\$980,501	10/01/2015	09/30/2017		No
Eau Claire City/County Health Department	2015	27436	Consolidated	\$989.016	10/01/2013	09/30/2016		No
Eau Claire City/County Health Department	2015	24156	Consolidated	\$830.089	10/01/2013	09/30/2015		Yes
	2014	23599	Bioterror CDC Focus A. Preparedness CDC	\$64,316	07/01/2013	06/30/2015		
Eau Claire City/County Health Department Eau Claire City/County Health Department	2014	22019	Consolidated	\$128,918	01/01/2013	12/31/2013	Morris, Karen J	No Yes
Eau Claire City/County Health Department	2013	21738	Prevention	\$7,052	01/01/2012	08/31/2013	Morris, Karen J	Yes
Eau Claire City/County Health Department	2013	21398	Prevention Preparedness CDC	\$58,566	08/01/2012	08/30/2013	morris, Naren J	Yes
Eau Claire City/County Health Department	2013	20259	Consolidated	\$124,492	01/01/2012	12/31/2012	Morris. Karen J	Yes
Eau Claire City/County Health Department	2012	19619	Preparedness CDC	\$52,818	08/01/2012	07/31/2012	Morris, Karen J	Yes
Eau Claire City/County Health Department	2012	18073	Consolidated	\$138,994	01/01/2011	12/31/2011	Morris, Karen J	Yes
Eau Claire City/County Health Department	2011	17538	Preparedness CDC	\$150,994	01/01/2010	08/09/2011	Morris, Karen J	No
Eau Claire City/County Health Department	2011	17252	Preparedness CDC Preparedness PHER	\$216,766	07/31/2009	07/30/2011	Morris, Karen J	Yes
au Claire City/County Health Department	2010	17938	Tobacco Prevent Control	\$2,990	01/01/2010	12/31/2010	Feiner, Tana K	Yes
Eau Claire City/County Health Department	2010	17575	EIDP - RH. FP	\$125,130	01/01/2010	12/31/2010	Morris, Karen J	Yes
au Claire City/County Health Department	2010	17350	Consolidated	\$120,130	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2010	17036	Well Woman	\$34,964	01/01/2009	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16853	Preparedness CDC	\$61.309	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16746	EIDP - RH. Reproductive	\$125,993	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16681	Tobacco Prevent Control	\$84,791	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department	2009	16589	Consolidated	\$103,189	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County Health Department Eau Claire City/County Health Department	2009	10009	WIC	\$349,523	01/01/2008	12/31/2008	Morris, Karen J Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	16238	EIDP - RH, EIDP-LHD, Reproductive	\$125,993	01/01/2008	12/31/2008	Morris, Karen J	Yes
Eau Claire City/County Health Department	2008	16175	Preparedness CDC	\$52,018	01/01/2008	12/31/2008	Morris, Karen J	Yes
au Claire City/County Health Department	2008	15975	Tobacco Prevent Control	\$55,680	01/01/2008	12/31/2008	Morris, Karen J	Yes
au Claire City/County Health Department	2008	15750	Preparedness - Pandemic Influenza	\$29,232	09/01/2007	07/31/2008	Morris, Karen J	Yes
au Claire City/County Health Department	2008	15897	Consolidated	\$138,602	01/01/2008	12/31/2008	Morris, Karen J	Yes
au Claire City/County Health Department	2000	15498	WC	\$339,390	01/01/2008	12/31/2010	Zanto, James W	Yes
au Claire City/County Health Department	2007	15227	EIDP - RH, EIDP-LHD, Reproductive	\$128,732	01/01/2007	12/31/2007	Morris, Karen J	Yes
au Claire City/County Health Department	2007	14938	Preparedness - Pandemic Influenza	\$34,155	09/01/2008	08/31/2007	Morris, Karen J	Yes
au Claire City/County Health Department	2007	14795	Consolidated	\$133,975	01/01/2007	12/31/2007	Morris, Karen J	Yes
au Claire City/County Health Department	2007	14713	Tobacco Prevent Control	\$50,118	01/01/2007	12/31/2007	Morris, Karen J	Yes
au Claire City/County Health Department	2006	14127	WC	\$305.021	01/01/2006	12/31/2010	Zanto, James W	Yes
too orang only obding meanin department	2000	10007		0000,021	01/01/2000	12/3/12010	Zanto, James V	ies .

Navigating the GAC System After Contract Selection

Review Steps 1-4 (pages 1-5) for selection of a specific contract.

1. To select a contract, click on the specific contract number (for example, #24156).

					Logos	GACMainMer	u Print	Grants and Contra	YS T IB A
				Search For Contract					
Back to GAC Main Mer	<u>10</u>								
Agency:	Eau Claire City/County Health Department			\vee					
Contract Year:							Contract	:#:	
Contract Type:		~							
Contract Begin Date:							Contract	t End Date:	8
-							Contract		2
DPH Administrator:	Y								
Search	Clear								
	Agency	Contract Year	Contract #	Contract Focus	Contract Amount	Begin Date	End Date	DPH Administrator	Contract Locked
Eau Claire City/County	Health Department	2020	44005		\$12,000	07/01/2019	06/30/2020		No
Eau Claire City/County	Health Department	2020	43588	Consolidated	\$481,771	10/01/2019	09/30/2021	Smith, Yvette A	No
Eau Claire City/County	Health Department	2019	42265		\$12,000	07/01/2018	06/30/2019		No
Eau Claire City/County	Health Department	2019	40708	Consolidated	\$936,492	01/01/2019	12/31/2019		Yes
Eau Claire City/County	Health Department	2018	38006	Consolidated	\$1,283,476	01/01/2018	12/31/2018		No
Eau Claire City/County	Health Department	2017	34627	Consolidated	\$955,150	10/01/2016	09/30/2018		No
Eau Claire City/County	Health Department	2016	30516	Consolidated	\$980,501	10/01/2015	09/30/2017		No
Eau Claire City/County	Health Department	2015	27438	Consolidated	\$989,016	10/01/2014	09/30/2016		No
Eau Claire City/County	Health Department	2014	24158	Consolidated	\$830,089	10/01/2013	09/30/2015		Yes
Eau Claire City/County	Health Department	2014	23599	Bioterror CDC Focus A, Preparedness CDC	\$64,316	07/01/2013	06/30/2014		No
Eau Claire City/County	Health Department	2013	<u>22019</u>	Consolidated	\$126,918	01/01/2013	12/31/2013	Morris, Karen J	Yes
Eau Claire City/County	Health Department	2013	21738	Prevention	\$7,052	01/01/2012	08/31/2013	Morris, Karen J	Yes
Eau Claire City/County	Health Department	2013	<u>21398</u>	Preparedness CDC	\$58,566	08/01/2012	06/30/2013		Yes
Eau Claire City/County		2012	20259	Consolidated	\$124,492	01/01/2012	12/31/2012	Morris, Karen J	Yes
Eau Claire City/County		2012	<u>19819</u>	Preparedness CDC	\$52,816	08/01/2011	07/31/2012	Morris, Karen J	Yes
Eau Claire City/County		2011	<u>18073</u>	Consolidated	\$138,994	01/01/2011	12/31/2011	Morris, Karen J	Yes
Eau Claire City/County		2011	<u>17538</u>	Preparedness CDC	\$95,864	01/01/2010	08/09/2011	Morris, Karen J	No
Eau Claire City/County		2011	<u>17252</u>	Preparedness PHER	\$216,766	07/31/2009	07/30/2011	Morris, Karen J	Yes
Eau Claire City/County		2010	<u>17938</u>	Tobacco Prevent Control	\$2,990	01/01/2010	12/31/2010	Feiner, Tana K	Yes
Eau Claire City/County		2010	<u>17575</u>	EIDP - RH, FP	\$125,130	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County		2010	<u>17350</u>	Consolidated	\$143,065	01/01/2010	12/31/2010	Morris, Karen J	Yes
Eau Claire City/County		2009	17038	Well Woman	\$34,964	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County		2009	<u>16853</u>	Preparedness CDC	\$61,309	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County		2009	<u>16746</u>	EIDP - RH, Reproductive	\$125,993	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County		2009	<u>16681</u>	Tobacco Prevent Control	\$84,791	01/01/2009	12/31/2009	Morris, Karen J	Yes
Eau Claire City/County	Health Department	2009	<u>16589</u>	Consolidated	\$103,189	01/01/2009	12/31/2009	Morris, Karen J	Yes

- 2. The *General Contract Information* screen shows basic information related to the specific contract that was chosen.
- 3. Once at this screen, you have several options. The most common action would be to go into the contract programs.

				Logout GACMainMenu Pr	int GACONT I B M
		General Contract	Information		
Back to GAC Main Menu	Back to Search Contract	Add Programs t		Contract Programs	Quality Criteria Review
Contract #:	24156	Agency:	Eau Claire		
Updated By:	Smith, Yvette	Updated Date:	06/03/2015		Agency #: 256321
Contract Amount:	\$830,089	CARS Agency Type:	2014 Other Municipaliti	es 460 🗸	
Date Contract Signed:		Contract Type:	LPHD Consolidated Prog	grams 🗸 🗸	
Contract Begin:	10/01/2013	Contract End:	09/30/2015		Contract Year: 2014
Office Administering:			Contract Match Required:	\$33,059	Contract Match \$33,729 Reported:
DPH Contract Administrator:		~	Quality Criteria Complianc	e:	Risk Profile Permissive Mode:
Agency Contract Administrator:	Giese, Elizabeth A V (715)839-4721				
Notes:			QC Questions Report		OC Review Report
Amendment #12 - Adds \$1,000 to profile 155050. YAS		^			
Amendment #11 - Adds Profile 155050 and \$6845 in f	unding. mrm-3/10/15	~			
Update Cancel/Refresh Delete Lock Unlock C	ontract LOCKED? Y				
Back to top 1 www.dhs.wisconsin.gov 1 Wisconsin.gov 1 MyLoginAcc	ount				GACWeb 7.5 2016-04-01

4. Select *Contract Programs* to view the programs that are part of the selected contract (for example, the consolidated contract could include Childhood Lead, MCH, Immunization, Prevention, etc.)

			Legout	GACMainMenu	Print	Grants	ASCS TEM
		General Contra					
Back to GAC Main Menu	Back to Search Contract			ontract Programs			Quality Criteria Review
Contract #:	24156 Smith. Yvette	Agency:	Eau Claire 06/03/2015				256321
Updated By:		Updated Date:			A	igency #:	206321
Contract Amount:	\$830,089	CARS Agency Type:	2014 Other Municipalities 460	~			
Date Contract Signed:	E13	Contract Type:	LPHD Consolidated Programs	~			
Contract Begin:	10/01/2013	Contract End:	09/30/2015		с	ontract Year:	2014
Office Administering:			Contract Match Required:	\$	\$33,059 C R	Contract Match Reported:	\$33,729
DPH Contract Administrator:		2	Quality Criteria Compliance:		R	lisk Profile Iermissive Mode:	
Agency Contract Administrator:	Giese, Elizabeth A V (715)839-4721						
Notes:			OC Questions Report			OC Review Report	
Amendment #12 - Adds \$1,000 to profile 155050. YAS Amendment #11 - Adds Profile 155050 and \$6845 in f		0					
Update Cancel/Refresh Delete Lock Unlock C	Contract LOCKED? Y						
Back to top www.dhs.wisconsin.gov Wisconsin.gov MyLoginAcc	ount					GA	C Web 7.5 2016-04-01

- 5. This *Contract Programs* screen provides the program name, available funding, funding period, and match amounts for each program area within the contract.
- 6. The Go To column for each program area provides links to the Objectives List, Statement of Works List, Profile/Consortium, Sign-off, and Program Contacts.

						L	ogout GACMain	Menu Print	Grants and Contra	CS T IE M	
					Contract Programs						
Contract #:	24156		Ag	jency: Eau C	-		Contract Year:		2014		
Back to General Contract Info Program	ormation Funding Period	Available Funds For Objective	Remaining Funds For Objective	Expenditures/Pri Contract Objective Totals	ogram Match Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action	
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updala Dolada Updala Look Email	
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	S 0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Dokte Update Lock Email	
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Dalete Updale Lock Email	
Immunization	10/01/2013 to 09/30/2015	\$23,238	S0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Dokte UpdateLook Email	
Infrastructure	10/01/2013 to 09/30/2015	\$5,000	S 0	\$5,000			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delate Update Lock Email	
MCH	10/01/2013 to 09/30/2015	\$44,079	S0	\$44,079			\$33,059 \$33,729	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Dekde Updale Lock Email	
Oral Health - Mouthrinse	10/01/2013 to 09/30/2015	\$1,519	S 0	\$1,519			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Delete Updale Lock Email	
Preparedness CDC	10/01/2013 to 09/30/2015	\$7,845	\$7,845				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Dolde Updale Lock Email	
Prevention	10/01/2013 to 09/30/2015	\$4,100	S 0	\$4,100			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Dekte Update Lock Email	
Prevention 2013-2015	10/01/2013 to 09/30/2015	\$12,244	\$0	\$12,244			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updala Dalada Updala Lock Email	
Radon-RICs	10/01/2013 to 09/30/2015	\$10,795	S0	\$10,795			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Dekte Updale Lock Email	
Reproductive	10/01/2013 to 09/30/2015	\$114,785	\$114,785				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Delate Updale Lock Email	

Objectives List

1. The Go To column for each program area provides links to the Objectives List, Statement of Works List, Profile/Consortium, Sign-off, and Program Contacts.

For example, select the Objectives List for the Immunization Program.

						L	ogout GACMain	Menu Print	Grants and Contra	T IS M
					Contract Programs					
Contract #:	24156		Ag	gency: Eau C	Claire		Contract Year:		201	4
Back to General Contract Info	General Contract Information Expenditures/Program Match									
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Updale Delate Updale Lock Email
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delate Update Look Email
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delate Update Lock Email
Immunization	10/01/2013 to 09/30/2015	\$23,238	S0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Dekete Update Lock Email
Infrastructure	10/01/2013 to 09/30/2015	\$5,000	\$0	\$5,000			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delate Update Lock Email

- 2. The **Objectives List** screen provides the program objectives detail and the dollar amounts for those objectives specific to the program chosen. The information included within the objective will become a part of your Consolidated Contract addendum.
 - a. To load a new objective, click on the View Objective Template List button.

				Logout	GACMainMenu	Print	GASCS 2	T IE M
			Objectives Lis	t				
Contract # Program:	: 24156 Immunization	Agency:	Eau Claire			Contract Year:	2014	
Back to Ger	neral Contract Information		View Objective Template Lis			Back to Contract Programs		
New Objec	tive Statement							
Add Obje	ctive							
Objective #			Objective Statemen	t				Objective Value
1 LHD Template Objective By December 31, 2014, 74% children residing in Eau Claire City-County 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. 523								
Back to top	www.dhs.wisconsin.gov Wisconsin.gov MyLu	oginAccount					GACWeb 7.5 20	16-04-01

b. From the Objective Template List screen, you may view a template by clicking **View Template Detail**. Once you have identified an objective that you want to load, click on the **Add Template Objective** button.

		Logout	GACMainMenu	Print	GRASCES IT IE M. Grants and Contracts
	Objective Templa	te List			
Template Year : 201	4				
Template Program : Imn	nunization				
Back to General Contract Information	Back to Contract Programs			Back to Objectives List	
	Objective Statement				Action
Tribal Template Objective By September 30, 2014, xx% children residing i tribe) jurisdiction who turn 24 months of age year will complete 4 DTaP, 3 Polio, 1 MMR, 3 H	during the contract				View Template Detail Add Template Objective
LHD Template Objective By December 31, 2014, xx% children residing ir department) jurisdiction who turn 24 months of contract year will complete 4 DTaP, 3 Polio, 1	Fage during the				View Template Detail Add Template Objective
Back to top www.dhs.wisconsin.gov Wisconsin.gov MyLog	inAccount				GACWeb 7.5 2016-04-01

c. If you have more than one objective, click on the objective for additional information.

			1	Logout GACMainMenu	Print	GASCS 2	TEM			
			Objectives List							
Contract #: Program:	24156 Immunization	Agency:	Eau Claire		Contract Year:	2014				
Back to General Contract In	nformation		View Objective Template List		Back to Contract Programs					
New Objective Statement										
Add Objective										
Objective #			Objective Statement				Objective Value			
1 LHD Template Objective By December 31.2014. 74% children residing in Eau Claire City-County Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP. 3 Polio. 1 \$23,238 MMR. 3 Hib. 3 Hepatitis B. 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.										
Back to top www.dhs.wisc	consin.gov <u>Wisconsin.gov</u>	MyLoginAccount				GACWeb 7.5 20	16-04-01			

d. Once you have added an objective template, or selected a template that has already been loaded, the screen will appear as below:

				Logout	GACMainMenu Print	GASCS TEM
			Objec	tive		
Contract #: Program: Objective #:	24156 Immunization 1 of 1	Agency: Agency Contact : Agency Contact Phone :	Eau Claire	Contract Year: Updated By: Update Date:	2014 Zanto, James 11/12/2013	
Back to General Contrac Negotiations	t Information	Back to Contract Programs Objective Value	Back to Obje Risk Profile	tives List Quality Criteria Ass Objective Other De		Post Negotiations Menu
jurisdiction who Polio, 1 MMR, 3 H	014, 74% children residi turn 24 months of age du	ng in Eau Claire City-County Health Depa ring the contract year will complete 4 fiella and 4 Pneumococcal Conjugate (PCV	TaP, 3			_
Deliverable Due Date: Contract Deliverable					01/31/2015	
report documentin jurisdiction who with a 45 day buf objective is not achieved includin may have been ide For your informat	g the number of children turned 24 months of age fer to ensure that all u met, include a report of g the activities and int ntified.	enerated population based standard bench in Eau Claire City-County Mealth Bepart in 2014 contract year. Reports should be patted data has been received by the KIB the accountability targets and the prop erventions conducted; include any barris en for this objective is:	ment run t. If the press			
MMR, 3 Hib 3 Hepa months of age. Pro Only children who	titis B, 1 varicella and ogress towards reaching have moved out of the a	ard benchmark report for having 4 DTaP, 4 Pneumococcal Conjugate (PCV) vaccinate 90% will be measured using a WIR Benchma gency's jurisdiction may be removed from e that a child has moved out of your jur	ion by 24 ark report. 1 the			

Most objectives selected are Template Objectives (provided by the program) which have information entered in each field. There are six text fields associated with the contract objective.

- The *Objective Statement* and *Contract Deliverable* text boxes are key fields which have precise expectations of the grantee.
- The **Objective Value** field needs to be filled in with the funding amount assigned to this particular objective. The **Objective Value** amount cannot exceed the **Available Funds For Objective** amount listed on the **Contract Programs** page for that particular program area. To enter the Objective Value, go to the gray bar above the objective statement and click on the '**objective value**' link. Be sure that you are entering the dollar amount on the correct program line and save once complete.
- The *Deliverable Due Date* automatically defaults to 30 days after the *Contract End* date listed on the *General Contract Information* page. The *Deliverable Due Date* may need to be revised depending on when the funding period for that specific program area ends.
- The **Context** is background information related to the objective and may include an expectation or clarification such as standards or manuals to be used, instructions, or guidance. It is usually automatically filled in; however, the grantee may add additional information.
- The *Input Activities* are usually entered during negotiations by the grantee or may note *"(required),"* indicating that the grantee must enter the activities they have planned to achieve the objective deliverable.
- The **Baseline for Measurement** field is usually required and gives the State negotiator (Division of Public Health contract monitor) a statement of your past performance and an indication of the possible complexity or difficulty involved in accomplishing the objective. For example, is the agency maintaining effort or will a dramatic change in contacts or clients be needed?
- **Data Source for Measurement** is a required field and indicates the expected source for entering and/or reporting data. The grantee must be able to independently extract the deliverable from its source, as it is the grantee's responsibility to provide evidence of objective attainment.

Context
Children will be assessed using the standard benchmark report for having 4 DTaP, 3 Polio, 1 MPM, 3 Hib Jepatitis G, Ivaricila and 4 Penemococci 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.
Context Continued
Context continued
Input Activities
The Missionsin 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 UHD programs - Sharing information with area physicilans - Reminder/Fecall The Missionsin Immunization Program requires a minimum of 3 attempts to personally contact - Viewer and the strength of
Baseline for Measurement
The 2012 end of year population based standard benchmark report will be used to determine the baseline for the 2014 population based objective. There is no precentage increase for 2014. Health departments need to meet or exceed the baseline percentage increase for for the baseline the following parameters will be used to run the benchmark report: Birthdate Range: 01/01/2010 Fouluation Date: 01/01/2013 Non Date: After: 02/13/2013 Baseline 2012 = 74%; Late uo-to-date 2012 = 80%
Data Source for Measurement
Wisconsin Immunization Registry Records.
wisconsin immunization Registry Records.

Negotiations

1. Click on *Negotiations* to begin negotiations between the grantee and the state representative (contract monitor). Both may enter comments in the negotiation notes.

					Logout GAC	MainMenu Print	GARCES IT IS M
				Objective			
	Contract #: Program: Objective #:	24156 Immunization 1 of 1	Agency: Agency Contact : Agency Contact Phone :	Eau Claire	Contract Year: Updated By: Update Date:	2014 Zanto, James 11/12/2013	
<	Back to Constal Contract In Negotiations	>	Back to Contract Programs Objective Value	Back to Objectives List Risk Profile	Quality Criteria Assignment Objective Other Detail		Post Negotiations Menu
	LHD Template Object By December 31, 2014 jurisdiction who tur	4, 74% children residing in Eau rn 24 months of age during the , 3 Hepatitis B, 1 Varicella am	Claire City-County Health Department contract year will complete 4 OTAP, 3 5 4 Pneumococcal Conjugate (PCV)		Object	tive Value: \$23,238	J

2. The **Negotiations** screen allows for the review of all comments made during the negotiation process (e.g., by whom and on what date). The most recent comments will be at the top of the screen.

To add a negotiation comment:

- 1. Type in your comments in the first **blank** negotiation box after the objective statement.
- 2. Click the *Add* button to the right of the screen. The date and your name are added.

NOTE: Once you click the Add button for a negotiation note, it cannot be removed!

				Logout GACMainMenu Print	GASCS IT IS M
		Ne	gotiations		
Contract #:	24156	Agency:	Eau Claire	Contract Year:	2014
Program:	Immunization	Objective #:	1 of 1	Objective Value:	\$23,238
Objective Statement: LHE Conjugate (PCV) vaccinati	D Template Objective By Decemb ion by their second birthday.	er 31, 2014, 74% children residing in Eau Claire City-County Health Department juris			epatitis B, 1 Varicella and 4 Pneumococcal
Back to General Contract Inf	formation	Back to Contract Programs	Back to O	bjectives List	Back to Objective
Entry Date	Entered By		Notes		Question
	\langle		>		
10/18/2013	Zanto, James	Accepted			Lipida Dekda
	Objective Report	Cancel/Refresh			
Back to top www.dhs.wisco	onsin.gov Wisconsin.gov MyLog	inAccount			GACWeb 7.5 2016-04-02

Click **Back to Objective** to return to Objective. From there, you can add additional objectives or make further edits.

				Logout GACMainMenu Print		ers TEM
		1	Negotiations			
Contract #:	24156	Agency:	Eau Claire	Contract Year:	201	4
Program:	Immunization	Objective #:	1 of 1	Objective Value:		,238
Objective Statement: LH Conjugate (PCV) vaccina	ID Template Objective By Decemb tion by their second birthday.	er 31, 2014, 74% children residing in Eau Claire City-County Health Department ju	urisdiction who turn 24 months of age during t	the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 I	lepatitis B, 1 Varicella a	nd 4 Pneumococcal
Back to General Contract In	nformation	Back to Contract Programs	Back to 0	Objectives List	Back to	Objective
Entry Date	Entered By		Notes		Question	
						Add
10/18/2013	Zanto, James	Accepted				Updale Dolate
	Objective Report	Cancel/Refresh				
Back to top 1 www.dhs.wise	consin.gov <u>Wisconsin.gov</u> <u>MyLo</u>	ainAccount			GACWeb	7.5 2016-04-01

Profile/Consortium

1. From the *Contract Programs* page use the *Profile/Consortium* link to identify the Profile ID number(s) tied to the program area allocation.

					Logout	GACMain	Menu Print	Gra	the second secon	STEM	
Contract Programs											
Contract #:	24156		Ag	jency: Ea	ı Claire		Contract Ye	ear:	:	2014	
Back to General Contra	act Information			Expenditure	es/Program Match						
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action	
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email	
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	V	Update Delete Update Lock Email	
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts	V	Update Delete Update Lock Email	
Immunization	10/01/2013 09/30/2015	\$23,238	\$0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sten-off Program Contacts Objectives List		Update Delete Update Lock Email	

2. The *Profile/Consortium* page lists the *Partner Agency*, *CARS Profile*, and *Profile Amount*. This information is used when submitting a CARS Expenditure Report (F-00642).

				Logout	GACMainMenu	Print	Gr	ants and (
			Profile/Consorti	um				
Contract #:	24156	Lead Agency:	Eau Claire		Contract Year:	2014		
Program:	Immunization							
Back to Contract F	Programs							
	Partner Agency		CA	ARS Profile		Profile Amount	Available Funds	Action
Eau Claire						✓		Add
Eau Claire		✓ 155020 Immuniz	ation - Consolidated IAP			\$23,238		Update Delete
Cancel/Refrest	h							
Back to top www	v.dhs.wisconsin.gov Wisconsir	n.gov MyLoginAccount						GAC

Sign-off

1. The *Sign-off* link is used by the DPH Contract Monitor after the negotiation process has been completed and both parties are in agreement regarding the program objective(s).

					Logout	GACMain	Menu Print	Gra		STEM
				c	ontract Programs					
Contract #:	24156		Ag	jency: Eau	ı Claire		Contract Ye	ear:		2014
Back to General Contra	act Information			Expenditure	es/Program Match					
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
Childhood Lead - Con	10/01/2013 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
HIV Prevention	10/01/2013 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Look Email
Immunization	10/01/2013 09/30/2015	\$23,238	\$0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts Objectives List		Update Delete Update Lock Email

2. To sign off on a program, the DPH Contract Monitor first needs to look at the Signer Required? Column to identify whether Bureau or Region sign-off is required (indicated as a "Yes"). The check box in the Work Complete column for the Bureau or Region row should be clicked, and the Sign-Off drop-down menu should be changed from No to Yes and the Update button clicked.

					Logout GACMainMenu	Print GASCS TEM
		Si	ign-Off on Contra	act		
Contract #:		Agency : Eau Claire		Contract Year : 2014		
-	Immunization ract Programs	Regional Office: Western Regior	nal Office			
Dack to Com	Signer Required	? Responsible Party	Sign Off Date	Work Complete	Sign-Off Action	
Editor	No V				No V Update	
Agency	No 🗸				No 🗸 Update	
Bureau	No 🗸			QC Assignment Complete	No 🗸 Update	
Region	Yes 🗸	Zanto, James W	11/12/2013	Risk Profile & Incentive Compl	ete Yes Vupdate	
Cancel/R	efresh					
Back to top	www.dhs.wisconsin.	gov <u>Wisconsin.gov</u> <u>MyLoginAcco</u>	ount			GACWeb 7.5 2016-04-01

 The DPH Contract Monitor's name and the date of sign off will appear in the *Responsible Party* and *Sign Off Date* columns. Completion of this sign-off process automatically locks the program and no further edits will be allowed. If additional edits are needed, the DPH Contract Monitor will need to send a request to <u>dhsgacmail@dhs.wisconsin.gov</u> to unlock the program.

Program Contacts

1. Use the *Program Contacts* link to identify *Bureau/Region Contact(s)* that should be notified when an objective negotiation note is added.

					Logout	GACMain	Menu Print	Gra	nts and Contracts	STEM
				c	ontract Programs					
Contract #:	24156		Ag	jency: Ea	u Claire		Contract Ye	ear:	1	2014
Back to General Contra	act Information			Expenditure	es/Program Match					
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Ernail
Immunization	10/01/2013 09/30/2015	\$23,238	\$0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email

 The Bureau Contact for each program is assigned by the Program Manager at the beginning of the consolidated contracting cycle. The Health Officer of record at the time of contract creation is listed as the Agency Contact for all programs funded on the contract. Selected Agency and Bureau Contacts are highlighted blue.

				Logout GACMai	nMenu Print	GACCS T IS Grants and Contracts
			Program Conta	acts		
Contract #:	24156	Lead Agency:	Eau Claire	Contract Year:	2014	
Program:	Immunization					
Back to Contract F	Programs					
Hold down <ctrl> t</ctrl>	o select multiple contacts.					
	Bureau Contacts	>		Agency Contacts	Action	
	Tadepalli, Sudhakar Thakur, Monica Thatiparthi, sanjusha Valhmu, Wilmot B Vergeront, Jim M Walsh, Reghan O White, Ann M Whitehead, Amy D Zanto, James W	~		Draeger, ElizaBeth Draxler, Cortney Giese, Elizabeth A Magur, Paulette A Ruland, Tegan Schemenauer, Gina Stanley, Marisa M Vinopal, Janice K Wirth, Denise L	Uptan	
ack to top www	.dhs.wisconsin.gov Wisconsin	.gov <u>MyLoginAccount</u>				GACWeb 7.5 2016-0

- 3. If you are not a Health Officer but have signer authority and are completing negotiations on behalf of your agency, you can change the *Agency Contact* by locating your name in the list, clicking on it (it will turn blue) and then clicking the *Update* button.
 - a. To select more than one name per list, hold down the Ctrl key while clicking.
 - b. If your name is not listed, please see section 1.a of the **Basic Functions of the Grants and Contracts (GAC) Database** section on Page 2 to request the proper access.

Email

1. The *Email* button on the *Contract Programs* page is available under the *Action* column.

					Logout	GACMain	Menu Print		A Contracts	stem
				c	ontract Programs					
Contract #:	24156		Ag	jency: Ea	u Claire		Contract Ye	ear:		2014
Back to General Contra	act Information			Expenditure	es/Program Match					
Program	Funding Period	Available Funds For Objective	Remaining Funds For Objective	Contract Objective Totals	Contract Statement Of Work Totals	Agency Funds	Match Amounts Required Reported	Go To	Select For Locking	Action
BRACE	10/01/2013 to 09/30/2015	\$5,000	\$5,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
Childhood Lead - Con	10/01/2013 to 09/30/2015	\$10,591	\$0	\$10,591			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
HIV Prevention	10/01/2013 to 09/30/2015	\$75,000	\$75,000				\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts		Update Delete Update Lock Email
Immunization	10/01/2013 09/30/2015	\$23,238	\$0	\$23,238			\$0 \$0	Objectives List Statement Of Works List Profile/Consortium Sign-off Program Contacts Objectives List		Update Delete Update Lock Email

After the grantee has added and edited their objective template with the necessary information, they should click the *Email* button. Doing so automatically sends an email notifying the assigned Contract Monitor that an objective has been loaded and the negotiation process has been initiated. The *Program Contacts* section must be completed for both the *Bureau* and *Agency Contacts* before the notification will function properly.

Reports – Contract Objective Details

There are numerous reports available in GAC.

1. From any screen in the GAC system, click on the GAC Main Menu to access the reports functions.

			Logout	GAC Main Menu P	rint	GASCS TEM				
Objective										
Contract #: Program: Objective #:	24156 Immunization 1 of 1	Agency: Agency Contact : Agency Contact Phone :	Eau Claire	Contract Year: Updated By: Update Date:	2014 Zanto, James 11/12/2013					
Back to General Cor Negotiations Objective Statemer	ntract Information	Back to Contract Programs Objective Value	Back to Objectives List Risk Profile	Quality Criteria Assig Objective Other Deta Obj		Post Negotiations Menu 38				

2. Below are a few of the most commonly used objective reports and instructions on how to create them.

<u>Contract Objective Details Reports</u> – There are three types of Objective Details Reports you can create: Basic, Intermediate and Complete. The most commonly used is the Intermediate report. This report provides you with the following:

- Objective (including deliverable, data source for measurement, baseline for measurement, input activities and objective value)
- Risk Profile information

From the Report Menu: To create an intermediate objective detail report:

a. Click on Contract Objective Details - Intermediate

GAC	Main Menu
Contract Menu	Agency Menu
Add Contract	Add Agency
Search for Contract	Search for Agency
Contract Locking	End-of-Year Locking
Add PrePackets to GAC	Reset Incentive Attainment
Report Menu	
Contract Objectives Details - Complete	Contract Negotiation Detail History
Contract Objectives Details - Intermediate	Contract Locking Exceptions
Contract Objectives Details - Basic	Contract Negotiation Process Tracking
Objective Attainment	Non-Consolidated Spread Sheet
Boundary Statements	Consolidated Spread Sheet
Template Objectives	Expenditures Report
Quality Criteria Statements	Match Required & Reported Report
Post Negotiations	Objective Template Usage Report
Objective Template Value Report	Agency E-Mail Address Report
Contract Agreement Addendum	

b. The following screen allows you to choose what you want included on the report.



c. Enter your contract number in the Contract # field.

		Lagaut	GACMainMenu Print	GASCS TEM
Contract Level Descri	ptors			
Contract #	Type V			
Tear	Begin End End			
Contractee Agency	Regional or Central Office Administering Contract			
211 Wisconsin, Inc. ABC For Health, Inc.	Bureau of Aging and Disability Resources Bureau of Communicable Disease & Preparedness			
ADVOCAP	Bureau of Community Health Promotion			
AIDS Network Inc AIDS Resource Center of WI	Bureau of Environmental & Occupational Health Bureau of Health Information & Policy			
AIDS Resource Center of WI DPH Contract Administrator	Agency Contract Administrator			
Ahrens, Charlotte A	ADEBAYO, CLAUDIUS A			
Andersen, Joyce E	Adrian, Linda S			
Anderson, Debra E Baars, Sara	Agnello, Jen M Ahlers, Therese M			
Bailey. Michelle L ~	Akamatsu, Donald S v			
Objective Level Descr	iptors			
Value Statement				
Objective Type Program CYSHCN Regional Center A AIDS - HIV Program - A				
Community or System AIDS - HIV Program - B				
Individual or Family V AIDS - HIV Program - C	~			
Healthiest Wisconsin 2010 Essential Services Healthiest Wisconsin 2010 I Assuring Care Communicable Disease	ealth Priorites			
Assuring Care Communicable Disease Hazardous Exposure	^			
Developing Policy V High Risk Sexual Activity	~			
Healthiest Wisconsin 2010 System Priorites Federal 2010 HSO				
Community Health Improvement Processes and Plans Coordination of State and Local Public Health System Partnerships 01 Access to Quality Health 02 Arthritis, Osteoporosis	and Chronic Back Conditions			
Equitable, Adequate, and Stable Financing 03 Cancer	~			
Report Sub-Title				
Clear the Filter Run Report				
		lj.		
Periodi da la como de colonaria non 1998 encola non 1996 encola como				CACH-1-7 5 2016 04 01

d. Click Run Report to receive the entire report of the contract (inclusive of all descriptors).

	Logout GACMain Monu Print GACCAGE I IB M
Contract Level Descriptors	
Contract #	
Objective Level Descriptors	
Value Statement Objective Type Program COmmuny for System ADS - HI/ Program - A Individual of Family ADS - HI/ Program - A ADS - HI/ Program - B ADS - HI/ Program - B ADS - HI/ Program - B ADS - HI/ Program - B ADS - HI/ Program - B Communy for System Matheway Protection Protectional Services Heatthest Wisconsit 2010 Exercise Communicable Desset Developing Protestional Competence Harandous Exposure Heatthest Wisconsit 2010 System Protestional Competence Federal 2010 HIO Community Heatth Importement Processes and Proteins (0) I Access to Cuality Heatth Services Community Heatth Importement Processes and Stable Financing (0) I Cancer	
Clear the File Run Report	
Back to top 1 www.dhs.wisconsin.ozv 1 Wisconsin.ozv 1 MvLoginAccount	GACWeb 7.5 2016-04-01

-Or-

e. Select the Program within the Section labeled **Objective Level Descriptors.** (For example, if you want to print an Immunization report, use the scroll arrow to find the "Immunization" item. Select or highlight that program name.) Click **Run Report**.

		Logost GACMainMenu Print	GASCS IT B M Grants and Contracts
Contract Level Descri	ptors		
Contract #	Type Begin Cate Cate Cate Cate Cate Cate Cate Cate		
Objective Level Descr	iptors		
Value Statement Objective Type CVSHCN Regional Center Community or System Individual of Table Statement Program Program Networks (Statement) Heattinest Wisconsin 2010 Essential Services Heattinest Wisconsin 2010 Heattinest Wisconsin 2010 Developing Professional Competence Hazardona Exposure Hazardona Expo	zrom		
Report Sub-Title Clear the File(Run Report)			
Back to top www.dhs.wisconsin.gov Wisconsin.gov MyLoginAccount			GACWeb 7.5 2016-04-01

f. An Adobe Acrobat report will be generated that can be saved, printed or emailed.



- g. The same process should be followed for:
 - 1) The Basic report (only objectives, deliverables and funding), and
 - 2) The Complete report (same as Intermediate report with an "objective other detail screen" which is not currently being used)

Reports – Negotiation History

- 1. From any screen in the GAC system, click on the **GAC** *Main Menu* button to access the report functions.
- 2. Under Report Menu, click Contract Negotiation Detail History.

	Main Menu
Contract Menu	Agency Menu
Add Contract	Add Agency
Search for Contract	Search for Agency
Contract Locking	End-of-Year Locking
Add PrePackets to GAC	Reset Incentive Attainment
Report Menu	
Contract Objectives Details - Complete	Contract Negotiation Detail History
Contract Objectives Details - Intermediate	Contract Locking Exceptions
Contract Objectives Details - Basic	Contract Negotiation Process Tracking
Objective Attainment	Non-Consolidated Spread Sheet
Boundary Statements	Consolidated Spread Sheet
Template Objectives	Expenditures Report
Quality Criteria Statements	Match Required & Reported Report
Post Negotiations	Objective Template Usage Report
Objective Template Value Report	Agency E-Mail Address Report
Contract Agreement Addendum	

3. Enter the *Contract Number* for the negotiation history. Click *Run Report*.

		Logout	GACMainMenu	Print	GACS TEM
<	Record Sub Title Contract # Search for Programs Program Search for Objectives Objective				
	Clear the Filter	<	Run Report	>	
	Each la bo www.dbs.wisconsin.ov/ Wisconnin.ov/ Mil.com/iccount				GACWeb 7.5 2016-04-01

4. An Adobe Acrobat report will be generated that can be saved, printed or emailed. Click **Open**.

		Logout GA	CMainMenu Print	GACS TEM
Report Sub-Title Contract # 24156 Search for Programs Program V Search for Objectives Objectives				
	Clear the Filter		Run Report	
Ben: In for 1 years, dha vescenten gev. 1 Mitcontein gev. 1 Mitcontein gev.				GACWeb 7.5 2016-04-01
	What do you want to do with GacReport_10172019082931.pdf (31.2 K8)? From: health.wisconsin.gov	Open Save A Cancel X	\supset	

The report includes each program area and the related negotiations for each objective in the contract.

Note: Use the scroll or *Find* functions to locate objective negotiations that you would like to review. (For example, type the word "prevention" and click *enter* to locate the first instance of the word "prevention" in the text. Additional navigation tools (i.e., *previous* and *next* icons "<" and ">") will appear.

Contract Negotiation Detail History - Objective Statement and Deliverable Approprime <	1 of 16	Q		$\Box - +$	9	D (3)	÷	
Obj.# Entered By Objective Statement (Obj./ Deliverable (Oe) Deleted? Value BRACE 0(0v) No \$0 0(0v) No \$0 0(0v) No \$0 0(10v) No \$0 0(10v) No \$0 0(10v) No \$0 1(0b) 10/2/2013 Rahi, Kitty M Template Objective 1 By December 31, 2014, 200 children ages birth of five years served by the Ean Chine City-County Headth Department WC program and nine ed of a blood lead level test according to W1 Childhood Lead Poincing Prevention Program recommendations but who are without a third party payment source will receive a blood lead level test poincide W1 the Faath Department torus ewill receive a blood lead level test poincide W1 the Faath Department torus ewill receive a blood lead level test poincide W1 the Faath Department torus ewill receive a blood lead level test poincide W1 the Faath Department torus ewill receive a blood lead level test poincide W1 the Faath Department. No 10/18/2013 Rahi, Kitty M Template Objective 1 By December 31, 2014, 300 children ages birth to five years served by the Ean Chine City-County Headth Department WIC program and nume of a blood lead level test according to W1 childhood Lead Poincing Prevention Program recommendations but who are without a third party payment source w11 receive a blood lead level test according to W1 childhood level Lead Poincing Prevention Program recommendations but who are without a third party payment source w11 receive a blood le						l		
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If you need a copy of the negotiation history for a certain program, note the pages you need. Then on the menu bar, click *File*, then click *Print*. Enter the page span you need printed.

GAC Reminders

- As you complete your program objectives and they are ready for review, click on the *Email* button in the *Action* column (by program) on the *Contract Programs* screen to send an email to your DPH Contract Monitor.
- Your assigned DPH Contract Monitor will ensure that all required fields are completed prior to signing off on your contract.
- With the exception of the Childhood Lead program (Agency sign-off only), your Contract Monitor will provide the final sign-off when all parties have agreed to the selected objectives.