

Reproductive Health Family Planning (RHFP) Dual Protection (MCH funds) Grant/Contract Deliverables and Expectations

Name of Organization: **2024 DHS Tribal Contract**

Contacts		Division Program Contact
	Name	Julie Katrichis
	Email	julie.katrichis@dhs.wisconsin.gov
	Phone	

Background

RHFP MCH funds is based on Wis. Stats. 253.07 Women's Health Block Grant which includes Family Planning Services and is funded through the DHS budget line 20.435(1)(f) This is the main General Purpose Revenue (GPR) funding source for RHFP.

Generalized Funding Statement

A Profile Number is used by DHS Bureau of Fiscal Services to facilitate the processing of payments made under DHS Agreement.

Expenditure reports will be prepared according to contract monitor instructions and submitted to the contract monitor (Division Program Contact) at the same time expenses are submitted to the DHS CARS unit for payment. The Expenditure Report form (F-00642) is e-mailed to CARS (dhs600rcars@wi.gov)

Scope of Work Summary

Tentative 2024 RHFP Provider Requirements:

- Provide comprehensive women's health family planning services, following [Providing Quality Family Planning Services: Recommendations of CDC](#) to men, women and adolescents throughout the contract year; services such as: STD testing, treating and retesting, contraceptive management; including fertility awareness based methods, annual visits, reproductive life planning, pregnancy testing and education and cytology and counseling for adolescents that includes sexual risk avoidance.
- Maintain clinical practice provision quality through Division of Health Services medical oversight.
- Collect and report into REDCap RHFP performance measures, demographic, STD and patient services data. Contact the division program contact to access the form for use by those without an EHR. Those with an EHR should collect these data elements and will work with a state-funded contractor to develop data extraction infrastructure and protocols.
- Prepare a Cost Analysis Report by 09-30-2024. The cost analysis is used to support billing practices and develop a sliding fee scale. To assist your agency in preparing a cost analysis, please view all three technical assistance webinars found at the Family Planning National Training Center found [here](#). The RHFP program is no longer prescribing the method required for the cost analysis.
- Assure the agency has access to the ForwardHealth Portal for the Family Planning Only Services Handbook and Field Representative. Assure at least one person from the agency is signed up to receive ForwardHealth updates.

- Report child abuse, child molestation, sexual abuse, rape, or incest per [State Statute § 48.981](#).
- Build engagement activities with families, youth and community agencies to increase and support general health and well-being.
- Maintain written protocol for referring survivors of sexual violence and human trafficking to available evidence-based services.
- Pharmaceutical inventory contains at least two short- acting contraceptives. For a list of short-acting contraceptives, contact the Division Program Coordinator.
- Implement a client satisfaction survey and implement one change based on the results.

Grantees are required to comply with all Wisconsin RHFP program requirements, practice guidelines and reporting requirements set by Wisconsin Statute. In addition to the service and program requirements referenced above, administrative and operational requirements are summarized below.

- Submit monthly CARS expense reports.
- Notify the Division Program Contact of staff changes.
- Participate in an RHFP program mid-year review.
- Notify Division Program Contact in a timely manner of operational or service delivery concerns/issues and request technical assistance as needed.
- Agency has policies and procedures in place to continuously enroll eligible patients into BadgerCare Family Planning Only Services.
- Agency will use Fee Exempt and other sources of payment through the Wisconsin State laboratory of Hygiene (WSLH) as the payment sources of last resort.
- Utilize cost analysis results to develop and annually update a patient Schedule of Discounts. (Follow patient fee waiver requirements for patients under 100% of the federal poverty level (FPL) and schedule of discounts for those between 101% and 250% of FPL.)

Contract Period of Performance:

1/1/24-12/31/24

Reporting Requirements	Due Date
Submit CARS reports	Monthly
Cost Analysis Report	09-30-2024
End of Year reports in REDCap or EHR	01-31-2025

The funds will be allocated through the Community Aids Reporting System (CARS). Expenses should be reported through the CARS expense reporting process at least monthly. Tribal health departments will report on CARS profile 65560.