# Division of Public Health Agreement Addendum FY 18-19

	Page 1 of 4
Chatham County Public Health Department	Administrative and Local Community Support /
Local Health Department Legal Name	Local Technical Assistance and Training
2 opai thent Legal Ivame	DPH Section / Branch Name
114 CHA/CHIPP P	Kathryn Dail 919-707-5196
114 CHA/CHIP Peer Review	kathy.dail@dhhs.nc.gov
Activity Number and Description	DPH Program Contact
	(name, phone number, and email)
01/01/2019 - 05/31/2019	
Service Period	DDII D
00/04/2015	DPH Program Signature Date
02/01/2018 - 06/30/2019	(only required for a <u>negotiable</u> agreement addendum)
Payment Period	
Original Agreement Addendum	
Agreement Addendum Revision #	
I. Background:	
The primary goal of the Community Health Assas	essment Program is to support local health department
public health accreditation by raviousing and	oving the community health assessment plan (CHA),
community health improved the commun	oving the community health assessment plan (CHA)
document plan (CHIP), and	oving the community health assessment plan (CHA), the state of the county health report (SOTCH). These
	olina Local Health Department Approditation
(NCLHDA).	200 Marian Boparament Accreditation
The legislation NCGS § 130A-34.4. Strengthening public health agencies must obtain and maintain as North Carolina board to continue to receive state a	g local public health infrastructure mandates that local cereditation pursuant to NCGS 130A-34.1. by the and federal funding.
The Consolidated Agreement specifies that the Loc SOTCH as part of a cycle that occurs at least every	cal Health Department submit CHA, CHIP, and
Most legal backt. A cycle that occurs at least every	vad to a three research
hogyitala Chair I la	ved to a three-year cycle to coordinate with charitable
hospitals. Charitable hospitals are required by the I health assessment every three years and partner with	nternal Revenue Service to conduct a community
health assessment every three years and partner wit and 602).	th local public health agencies (2) CEE P
and 602).	arte al. paorie nearth agencies (26 CFR Parts 1, 53,
000	
One consequence of local health departments having resourced to provide the thorough review and appro-	ig moved to a three-year cycle is that DDII:
resourced to provide the thorough review and appro	oval of the documents required for a reality is
DPH expects to receive over 60 CHAs in March 20 receipt. Each CHA takes approximately two days to	19 that need to be reviewed it is 68 to
receipt. Each CHA takes approximately two days to	review and language of
receipt. Each CHA takes approximately two days to	review, and foliger if a corrective action plan is
XXX X	
realth Director Signature (use blue int)	11.28.12
() (use offic flix)	Date
Local Health Department to complete: LHD program contact nan	ne: Mike 7.111V
Phone number with area c	ode: (914) 545-8446
Email address:	acl. Zeick Q instrance.org
ignature on this page signifies you have read and acc	

needed. The CHA will generate the submission of a CHIP in September 2019 and a SOTCH in March 2020. The surge of documents to be reviewed will likely continue through 2020.

DPH has one staff person dedicated to CHA, CHIP, and SOTCH reviews. This Activity is necessary to supplement DPH resources during periods of increased document submissions to complete the reviews.

#### 11. Purpose:

In years when there is an upsurge of local health departments submitting CHA, CHIP, and SOTCH for accreditation, the Local Health Department agrees to provide one or more CHA coordinators to supplement the DPH staff in reviewing the plans and reports. The CHA coordinators do not approve

#### Scope of Work and Deliverables: III.

The Local Health Department shall:

- 1. Select at least one CHA coordinator from its staff to assist DPH in reviewing CHA, CHIP, and SOTCH. A CHA coordinator is eligible to serve in this capacity based upon his or her past performance of CHA, CHIP, and SOTCH report submissions, and an expressed willingness to serve in this capacity.
- 2. Send at least one CHA coordinator to peer review training provided by DPH in January 2019. CHA coordinators must demonstrate expertise on a knowledge-based test before being approved
- 3. Allow its CHA coordinators to work approximately 20 hours total during the months of March and April 2019 to review up to five CHA submissions and provide feedback to the DPH Program Contact from March 1, 2019 through April 15, 2019. The CHA submissions review occurs locally, and communication with the DPH is via email and conference calls. CHA coordinators do not approve or disapprove CHA, CHIP, or SOTCH.

#### Performance Measures/Reporting Requirements: IV.

The Local Health Department shall:

- 1. Provide information on how the funds were allocated and provide at least one example on the impact of these funds on workforce development related to public health accreditation.
- 2. Return a completed review tool for each CHA that is reviewed. The review tool can be found on the DPH website under community health assessment: https://publichealth.nc.gov/lhd/
- 3. Submit the CHA/CHIP Peer Review Report for FY19 (Attachment A) to the Local Technical Assistance & Training Branch (LTAT) by June 28, 2019 and report information for the FY19 Service Period of January 1, 2019 - May 31, 2019. Do not return Attachment A with the signed Agreement Addenda 114. Return Attachment A at the end of the service period and no later than June 28, 2019.

### Performance Monitoring and Quality Assurance: V.

Performance will be monitored by the DPH Director of Community Health Assessment through scheduled weekly conference calls occurring from March 1 through April 15 and in response to emailed questions. If monitoring demonstrates compliance concerns, program staff shall provide technical assistance and funds may be withheld until the Local Health Department is back in compliance with deliverables. If technical assistance does not prove beneficial, consideration for future funding may be

## VI. Funding Guidelines or Restrictions:

- 1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 Requirements for pass-through entities, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
- 2. These funds may be used for any public health program or purpose that supports workforce development related to local health department accreditation.

Activity 114 CHA/CHAP P	Page 4
Activity 114 CHA/CHIP Peer Review Report for I  Local Health Department:	
Attachment A — FY19 Service Period January 1, 2	
2. Provide at least one example on the impact of the health accreditation.	these funds on workforce development related to public
Signature of Local Health Director	Date

Fax:

Mail:

919-870-4833

1916 Mail Service Center, Raleigh, NC 27699-1916

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Budgetary Estimate Number: 0

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