MEMORANDUM

TO: Local Health Directors

FROM: Phyllis M. Rocco, MPH, BSN, RN
Head, Local Technical Assistance and Training Branch

DATE: February 8, 2017

SUBJECT: Consolidated Agreement and Related Materials for Fiscal Year 2017-2018

Enclosed you will find the following for the upcoming fiscal year:

- Consolidated Agreement
  - Attachment A — Regarding any discontinuance of either the OBCM or CC4C Program
  - Attachment B — Maintenance of Effort (MOE) Schedule (updated through 2015)
  - Attachment C — Public Health Nurse Training Funds Reimbursement Request form
  - Attachment D — Management and Supervision Training Funds Reimbursement Request form (NEW)
  - Attachment E — Centralized Intern Training Funds Reimbursement Request form (NEW FORMAT)

- Business Associate (BA) Addendum (re: HIPAA compliance)—Specifically defines whom within the NC Department of Health and Human Services, Division of Public Health, Administrative, Local, Community Support Section is considered collectively as the “Parties” in the BA Addendum.

- State Certifications—(listings and websites updated)

- Federal Certifications
  - Nondiscrimination
  - Drug-Free Workplace Requirements
  - Environmental Tobacco Smoke
  - Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - Lobbying

- Agreement Addenda
All agreements (two originals of each agreement) must be signed and dated, and mailed to the Contracts Office no later than April 14, 2017 (DPH Contracts Office, 1916 Mail Service Center, Raleigh NC 27699-1916). The State Certifications and Federal Certifications each have a choice of checkboxes — please check one box on each of them. The Federal Certifications also requires that you provide an address for where the work is performed (page 29 of the Consolidated Agreement).

If your agency intends to refuse funds for a specific Activity, you must still return the Agreement Addendum for those funds with a letter stating the reason you are declining the funds to the Contracts Office.

No payments will be made for any Activity for the new fiscal year until the signed Consolidated Agreement has been received by the Contracts Office. No payments will be made for any specific Activity for the new fiscal year until the Agreement Addendum for that Activity has been received by the Contracts Office. For those Activities that have negotiable Agreement Addenda, those Agreement Addenda also will need to be signed by the DPH Program before payments will be made for their specific Activities.

Your agency should make one copy of all signed documents prior to returning the originals to the Contracts Office. One original fully executed Consolidated Agreement will be returned to your agency after final signatures are obtained. Your agency will also receive original fully executed Agreement Addenda for those Activities which require negotiation between your agency and the respective Branches.

Please read the Consolidated Agreement carefully and review the list below of changes from last year. Remember that the reporting of Local Appropriations by Program/Activity is still necessary in the Aid-to-Counties database. (This is referenced in the Consolidated Agreement under Section C, Paragraphs 3, 4, and 5.)

**Summary of Changes to the FY 2017-2018 Consolidated Agreement (CA). The more robust changes are explained.**

1. Section A. Paragraph 8- The Department shall provide to the State a copy of any rules adopted or rescinded by the Local Board of Health pursuant to G.S. 130A-39 and Public Health Ordinances adopted by the County Commissioners, within 30 days of adoption or rescission. These rules and ordinances are to be sent to the Local Technical Assistance and Training Branch (LTAT).
2. Section A. Paragraph 10-Clarified the language and accompanying due dates regarding the Community Health Assessment, Action Plans, and SOTCH.
3. Section A. Paragraph 13-updated the website for the NC Public Health logo.
4. Section B. Paragraph 7.c.-Establish one charge per clinical/support service for all payors (including Medicaid) based on their related cost. Mirrors the language in NCGS 130A.39g.
5. Section B. Paragraph 11.a.-added certification regarding Nondiscrimination. This is a federal requirement that was omitted in the listing. It is not a new requirement. It has been listed as part of the Federal Certifications on page 28 since it was made federal law.
6. Section C. Paragraph 4.b.1)-Clarified language as to where revenue generated by WCH programs may be expended.
7. Section D. Paragraph 2.c-re-written to clarify the process of contracting for environmental health specialist.
8. Section F. Paragraph 2-deleted certifications not related to Civil Rights as they are listed elsewhere in the document.
9. Section G. Paragraph 15-clarified month Aid-to-Counties Expenditure Control Schedule is released each year.
10. Section G. Paragraph 18.f- inserted language stating the State Laboratory of Public Health shall provide a qualified Laboratory Director and a Technical consultant for local health departments’ laboratories participating in the NC State Laboratory of Public Health CLIA Contract Program. Also, described the services this involves.
Summary of Changes to the FY 2017-2018 Agreement Addenda # 110-General Aid to Counties

1. Section III. -last paragraph-(addition)-Additionally, in order to qualify for these funds, the Local Health Department must employ a public health nurse leader or leaders to meet the expectations for the administration of nursing service as set forth in 21 NCAC 36.0224(j).

If you have questions or concerns, please contact your Administrative Consultant. Thanks for your continued hard work for public health in North Carolina!

cc: Danny Staley
    Chris Hoke
    Allen Hawks
    Jeneen Preciose
    Administrative Consultants
    PHMT