

Questions and Answers from the FY2015-2016 AA-CA-BE-FA
101 and Refresher Training Sessions

1. How do we know which month our Program will present at the Core Public Health Committee?

Answer: Your Branch Head will know *whether* your Activity is to be presented, and if it is, will know what month it will be presented. The Branch Head is the person who presents the Agreement Addendum to the Core Public Health Committee.

When (or whether) the AA will be presented to the Core Public Health Committee is needed to determine when the AA's first draft (v1) needs to be sent to the AA Team Leader.

2. Can an LHD draw money down if the AA is not signed and sent back in?

Answer: The funds for an Activity are released in the Aid-to-Counties database only after that Activity's AA is signed and received by the Contracts Office. (That fiscal year's Consolidated Agreement for that LHD must also have been signed and returned to DPH.)

3. How can a Program withdraw an offer?

Answer: If the AA has been signed and returned by the LHD, the AA will need to be terminated. If it has not yet been signed by the LHD, the LHD has the option of declining the AA.

For more information on declining AAs and terminating AAs, please refer to the Process Guide, which is available on the Contracts Unit's webpage, at <http://publichealth.nc.gov/employees/contracts.htm>.

To find it on the Contract Unit's webpage, click the Contract Forms link, scroll down the list to the section named Agreement Addendum, and there you will find a file named *AA_Process_Guide_for_FY16-August2014*.

4. How long does the Budget Office keep Budgetary Estimates?

The Budget Office keeps Budgetary Estimates on file for a minimum of five years.

5. How do we know the correct legal name for a local health department?

Answer: The list of local health department legal names is posted on the Contracts Unit's webpage, at <http://publichealth.nc.gov/employees/contracts.htm>.

To find it on the Contract Unit's webpage, click the Contract Forms link, scroll down the list to the section named Agreement Addendum, and there you will find a file named *LHD-LegalNames-for_FY15*.

Another list will be created and posted on the Contracts Unit's webpage by December 2014 which will be for the FY16 agreements. As some of the LHDs are changing their names, we need to keep a consistent list for each fiscal year. All AAs need to use the same name as what is on the LHDs' Consolidated Agreements, so there will be one list for FY15 and another list for FY16. Once the counties settle on the names to use for the LHDs, the need for two lists should end.

- 6. Our Program does not have the specific local health department names for the Agreement Addenda (AA) that we will be sending out. Can we go ahead and send the draft AA to the AA Team Leader for review?**

Answer: Yes, the content of the AA can be worked on while determining which local health departments will be participating.

- 7. How do we ensure that LHDs submit monthly reports timely?**

Answer: This can be a requirement you describe in the AA's Performance Measures and Quality Assurance section. This can be listed as a Measure: you will need to mention when and to whom the reports are due each month (such as the fifth day of each month). By stating it clearly, if the LHD doesn't provide timely reports, it will be something that you could show as an instance of inadequate performance. In this same section, if you have mentioned what would happen if they are found to have performed inadequately, such as getting a corrective action plan, your corrective action plan can include timely reports.

- 8. If the Program is having issues with the ATC database, who do they contact?**

Answer: All ATC database issues should be directed to Pat Ward in the Budget Office, at 707-5075.