City of Carson City Agenda Report

Date Submitted: December 10, 2013

Agenda Date Requested: December 19, 2013

Time Requested: Consent Agenda

To: Carson City Board of Supervisors

From: Health & Human Services (Nicki Aaker)

Subject Title: For Possible Action: Accept a grant in the amount of \$38,700 from National Association of County & City Health Officials (NACCHO) for the support of local public health departments in undertaking accreditation preparation activities. (Nicki Aaker)

Staff Summary: CCHHS has been actively pursuing national accreditation. Our Statement of Intent was submitted on April 1, 2013. This grant will allow CCHHS to fund the following activities: (1) support 50% of the PHAB Accreditation Fees; (2) would allow CCHHS to plan and promote an "Accreditation Kick-Off Day", which would feature representatives from an accredited Local Health Department (LHD) through the NACCHO's Speakers' Bureau to present about the value of Public Health Accreditation Board (PHAB) accreditation, the accreditation process, and specific topics related to PHAB accreditation; and (3) would allow CCHHS to hire an outside consultant from an accredited LHD to review current PHAB documentation in relation to the PHAB measure requirements.

Type of Action Requested:	(check one)
() Resolution	() Ordinance
(<u>X</u>) Formal Action/Motion	() Other (Specify) Information Only
Does This Action Require A Business In	npact Statement: () Yes (_X) No

Recommended Board Action: I move to accept the grant in the amount of \$38,700 from National Association of County & City Health Officials (NACCHO) supporting accreditation preparation activities.

Explanation for Recommended Board Action: The current activities of the accreditation team and staff include the completion of the Performance/Quality Improvement Plan and Workforce Development Plan, internal policies, PHAB documentation management, strategic planning, annual reports, and implementation of the Community Health Improvement Plan (CHIP), which was released June 20, 2012. This grant will provide some funding for the accreditation fees. This grant will also help provide education about the importance of accreditation, the process, and other accreditation topics to staff, Board of Supervisors as our governing entity, and the community during the "Accreditation Kick-off Day". In addition, this grant will allow for the hiring of an outside consultant from an accredited LHD to review current PHAB documentation

in relation to the PHAB measure requirements, which we submission of our final PHAB documentation.	rill be very helpful in preparation for
Applicable Statue, Code, Policy, Rule or Regulation:	N/A
Fiscal Impact: No General Fund Impact	
Explanation of Impact: N/A	
Funding Source: National Association of County & Cit	ty Health Officials (NACCHO)
Alternatives: To not accept the grant in the amount of County & City Health Officials (NACCHO).	of \$38,700 from National Association of
Supporting Material: E-mail notification from NACCI	OH
Prepared By: Nicki Aaker, MSN, MPH, RN Reviewed By: (Department Head) (City Manager) (District Attorney) (Finance Director)	Date: $12/10/13$ Date: $12/10/13$ Date: $12/10/13$ Date: $12/10/13$
Board Action Taken:	
Motion: 1) 2)	Aye/Nay

(Vote Recorded By)

From: NACCHO ASI Projects [mailto:asi@naccho.org]

Sent: Friday, December 06, 2013 7:24 AM

To: Valerie Cauhape

Subject: NACCHO/CDC ASI Award Notification

Dear Valerie Cauhape:

Congratulations! NACCHO and the CDC Office for State, Tribal, Local, and Territorial Support are pleased to inform you that Carson City Health and Human Services, NV has been selected to receive one of the awards for the 2013 - 2014 Accreditation Support Initiative (ASI). We received 147 applications in total and the review and selection process was highly competitive due to the large number of strong applications.

You have been awarded \$38,700. This award amount, which will be paid in two increments upon submission of required project deliverables, is based upon the estimated budget outlined in your application.

Please note that this selection is pending the following:

- Agreement to NACCHO's contract terms and conditions. Per the RFA, applicants were asked to apply only if they are able to adhere to NACCHO's <u>standard contract language</u> if selected. Due to the shortened time period for this project, <u>no contract modifications or extensions</u> will be possible. If you believe that your agency will be unable to execute a contract with NACCHO using our standard language, or return the signed contract within 30 days of receipt, and thus are unable to participate in this initiative, please let us know immediately.
- Submission of the agency's most recent W-9 form.
- Confirmation of Scope of Work (attached), which includes the required project deliverables and invoicing schedule.
- Acceptance of Award (following the steps below) by 5 PM ET on December 10, 2013.

If you wish to move forward with engaging in a contract with NACCHO for this initiative, please complete the attached Acceptance of Award form and submit it, and the W-9 form, in response to this email by <u>5 PM ET on Tuesday</u>, <u>December 10, 2013</u>. Remittance of the form indicates your acceptance of this award opportunity. If you are unable to accept the award, please let us know immediately, so that another site may be selected in your stead. (Note: additional time may be granted for submission of the W-9 form, if requested.)

PLEASE NOTE: While we encourage you to share news about this selection with others in your agency and with any contractors you may be engaging during this work, please do not publicly announce your selection as an ASI Awardee until you receive further information from NACCHO in this regard.

Congratulations again, and we look forward to working with you on this initiative! If you have any questions, please do not hesitate to contact us.

Regards, Reena Chudgar and Erinn Monteiro

Accreditation Support Initiative Projects
Accreditation Preparation and Quality Improvement Team
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