

Cover Sheet for Example Documentation

Please complete the following form and submit along with your documentation. If you have any questions, please email us at accreditation@astho.org.

The following documentation has been submitted to ASTHO for the Accreditation Library as a potential example of Health Department documentation that might meet the **PHAB Domain 9 Standard 1 Measure 3**.

This document is not intended to be a template, but is a reference as state health agencies develop and select accreditation documentation specific to the health department's activities.

Please note that the inclusion of documentation in this library does not indicate official approval or acceptance by PHAB.

Document Title:	Contracts Next Steps						
Document Date:	2013						
Version of Standards and Measures Used: 1.5							
Related PHAB Standard and Measure Number							
Domain:	9	Standard:	1	Measure:	3	Required Documentation:	5
Short description of how this document meets the Standard and Measure's requirements: This document is an email from Grants and Contracts announcing changes in the contracts process as a result of the lean process and project.							
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From: Sullivan, Maureen
Sent: Wednesday, September 04, 2013 11:44 AM
To: DPH-DL AllUsersList
Subject: Grants and Contracts

This document is an email from Grants and Contracts announcing changes in the contracts process as a result of the lean process and project.

Importance: High

Sent on behalf of Mary Ann Harward:

Hello Everyone.

The Department of Public Health, Administration Branch is pleased to announce some changes to the Grants and Contracts process. As many of you may know, there has been a special effort this past year in reviewing and revising contract processes to make the system more responsive to the Program Sections and Providers of Service. The goal of the new process is to improve the timeliness of executing contracts and issuing payments to Providers.

Below are some of the highlights of the changes that will be implemented beginning September 4, 2013:

1. A new form, entitled, e-DAR, (Electronic Agreement Request Form attached) has been developed for all Programs to complete when requesting a Department contractual agreement . The e-DAR is formatted as an Adobe fillable form and is easy to complete. Hard copies will no longer be accepted. Completed e-DARs can be easily saved to a folder on your computer. For new requests you should, however, access the e-DAR from the Contracts U-Drive located at U:\Branch Office Folder - Administration\Contracts and Grants Management\DPH Forms\eDAR.pdf to ensure use of the latest form version.
2. A new Expenditure Report template has been created, for completion by providers, which shall be submitted electronically. Exceptions will apply to Providers who do not have computer equipment. The new template has been formatted as an MS Excel document incorporating formulas, making it easier for Providers to complete. Where possible pertinent contract information will be pre-populated on the expenditure report, requiring less input from the Provider, thus reducing errors. The Contracts and Grants Management Section (CGMS) will notify providers and supply the electronic document as contracts are renewed.
3. Signatures will no longer be required on Expenditure reports and providers will no longer need to have their CEO or COO sign the reports. When providers send in the expenditure reports electronically, an email address will be the acceptable confirmation from the Provider.
4. CGMS has been reconfigured into Four Teams: 1.) Budget Preparation and Contract Writing Team, 2.) Expenditure Report and Budget Revision Report Review Team, 3.) Contract Processing Team and 4.) Contract Monitoring and Review Team.
5. Contract Specialists are assigned to the **Budget Preparation and Contract Writing Team**. Most Program Contract assignments remain the same.
6. **The Expenditure Report and Budget Revision Review Team** will receive, review and expedite all Expenditure and Budget Revision reports. This team will send a copy of the report to the Programs when received and will work with Providers and Program staff as necessary to correct any report errors.

7. The **Contract Processing Team** coordinates contract document distribution, maintains contract tracking information, ensures that contracts are fully executed, and maintains contract documentation in accordance with state record retention requirements in the CGMS Central Filing area.
8. The **Contract Monitoring Team** will review the required contract Federal and/or State Single Audit reports and follow-up as appropriate if discrepancies are identified.

I want to thank all of you who participated in this effort for your contributions. Without your comments and input, this effort would not have been possible.

If you have any questions, please feel free to contact me or Bruce Wallen.