

Exhibit A
Scope of Work / Work Plan

1. Service Overview

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

This contract provides Local Assistance funds that are specifically authorized by the Health and Safety Code, Section 105290, to the (Contractor Name). The (Contractor Name) will provide direct case management for the children of California, as well as education to the communities, families, and health care providers within its jurisdiction. The (Contractor Name) will coordinate lead-related activities of local agencies and organizations, alert the Childhood Lead Poisoning Prevention Branch (CLPPB) to new sources of lead exposure and barriers in the continuum of care and prevention, and help develop creative strategies towards realizing a healthy, lead-safe environment in which all the children of the State of California can achieve their full potential. All activities described above are to support the State's Childhood Lead Poisoning Prevention Program. This agreement is a Cooperative Agreement Act, pursuant to Health and Safety Code 38070 et.seq.

2. Service Location

The services shall be performed at applicable facilities in **(County or City Name)**.

3. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national and State holidays.

4. Project Representatives

A. The project representatives during the term of this Agreement will be:

California Department of Public Health Contract Manager Telephone: Fax: Email:	County Name Program Coordinator Telephone: Fax: Email:
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B. Direct all inquiries to:

California Department of Public Health Childhood Lead Poisoning Prevention Branch Attention: 850 Marina Bay Parkway, Building P, Third Floor Richmond, CA 94804-6403 Telephone: (510) 620- Fax: (510) 620-5656 Email:	County Name Childhood Lead Poisoning Prevention Program Attention: Street Address City, CA Zip Telephone: Fax: Email:
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- C.** All payments from CDPH to the Contractor shall be sent to the following address:

Remittance Address
Contractor:
Attention "Cashier":
Address:
City, Zip:
Phone:
Fax:
Email:

- D.** Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement but will require a new CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record form, completed form must be submitted to the Contract Manager for processing.

5. Scope of Work Changes

- A.** Pursuant to Health and Safety code Section 38077(b)(2), changes and revisions to the Scope of Work (SOW) contained in the agreement, may be proposed by the Contractor in writing. Failure to notify the CDPH of proposed revisions to the SOW may result in an audit finding.
- B.** The CDPH will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the SOW within thirty (30) calendar days of the date the request is first received in the Department. Should the CDPH fail to respond to the Contractor's request within thirty (30) calendar days of receipt, the Contractor's request shall be deemed approved.
- C.** The CDPH may also request changes and revisions to the SOW. The CDPH will make a good-faith effort to provide the Contractor thirty (30) calendar days advance written notice of said changes or revisions.
- D.** No changes to the SOW agreed to pursuant to this paragraph shall take effect until the cooperative agreement is amended and the amendment is approved as required by law and this agreement.

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6. Required Deliverables for Program Review and Evaluation

- A. Biannual Progress Reports using the CLPPB Progress Report template.
- B. Quarterly invoices as outlined in Exhibit B, Provision 1, page 1 of 4.
- C. Completed pages of the Lead Poisoning Follow-up Form (LPFF) and attachments.
- D. Completed Form 8552 for each Lead Hazard Evaluation (includes clearance, Environmental Investigation (EI) and risk assessment) that is performed.
- E. Status report, case management information, and other contract-related information as requested by CLPPB for program review.
- F. Entry of data into the Response and Surveillance System for Childhood Lead Exposures II (RASSCLE II), as negotiated with CLPPB.
- G. Contractor-developed educational materials, if any (Must be approved by CLPPB prior to use).

7. Subcontracts Requirements

Subcontracts with other governmental agencies may be allowed with prior CDPH approval.

8. Services to be Performed

Detailed description of the services to be performed are described on page 4 to page 42. The expected services are linked to the goal, objectives, activities, timelines, and evaluations and are described in each task.

9. Program Monitoring

CLPPB will conduct program evaluations to ensure that the Contractor's program operations and fiscal management procedures are in compliance. CLPPB reserves the right to conduct a program monitoring visit. The Contractor must comply with all requirements of the program monitoring process. Contractors found to be out of compliance during program monitoring may be subject to more frequent monitoring, and if findings are not corrected, sanctions may be imposed.

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Goal 1: A Childhood Lead Poisoning Prevention Program (CLPPP) shall be successfully administered in the jurisdiction of each local health department.

Objective 1-I: Maintain (or establish) and successfully administer a local CLPPP.

Activities to Support the Objective: Task 1-I	Timeline	Staff	Evaluation/Deliverables
<p>1. Contractor will designate a CLPPP Coordinator responsible for conducting or overseeing the activities below. Contractor's staff may be assigned to perform specific duties of the CLPPP Coordinator, with the exception of the roles of primary program contact, and approval for access to state data, which must be performed by the CLPPP Coordinator.</p> <p>The contractor must conduct all of the following Goal 1 activities:</p> <p>A. Prepare and implement a Work Plan that identifies appropriate activities and staff for the needs and resources available to the contractor.</p> <p>B. Coordinate all Program's services and activities within the contractor's county/city.</p> <p>C. Act as primary program contact with the State Childhood Lead Poisoning Prevention Branch (CLPPB), and disseminate CLPPB communications to staff, as appropriate.</p> <p>D. Adhere with and implement the CLPPB contract requirements, including the Work Plan, and with CLPPB policies and procedures.</p>	<p>Within thirty (30) days of start date</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>The contractor must conduct all Goal 1 deliverables.</p> <p>1. Designate CLPPP Coordinator</p> <p>1. Submit Work Plan</p> <p>2. Submit Personnel Justification Form</p> <p>3. Submit Contact List</p> <p>1. Execute Work Plan</p> <p>1. Designate CLPPP Coordinator as primary program contact for all CLPPB communications</p> <p>1. Monitor compliance of SOW and contract</p> <p>2. Maintain evidence of contract performance (e.g., Progress Reports, quarterly meeting minutes, duty statements)</p> <p>3. Ensure staff providing services to children have and maintain required professional qualifications and criteria</p>

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Activities to Support the Objective: Task 1-I	Timeline	Staff	Evaluation/Deliverables
E. Represent the contractor in person or remotely at CLPPB-sponsored meetings, trainings, and working groups as requested. This includes but is not limited to, regional and statewide program meetings, and training for new CLPPP coordinators and other staff, Medi-Cal Lead Program (MCLP) time study (as appropriate), and use of the CLPPB data system.	Ongoing		Participate in CLPPB-sponsored meetings, trainings, and working groups
F. All contract staff providing services to children under this contract must have and maintain the professional qualifications and criteria (education, licenses, and training) required by CLPPB. Contractor must notify CLPPB when staff changes occur, no later than five working days after the change.	Ongoing		Record of (current) professional qualifications for all staff providing services to children
G. Convene and conduct team meetings at least quarterly, in person or remotely, with participation by all of contractor's team members.	Quarterly		Minutes from quarterly meetings
H. All required Program documentation shall be submitted in a timely manner and according to CLPPB requirements, including but not limited to, case management forms and documents, and biannual Progress Reports.	Ongoing		Submit the following documents to CLPPB: Case management forms and documents Biannual Progress Reports Quarterly invoices <input type="checkbox"/> Other (please specify):
<p>2. Tier 2- All contractors receiving basic State funding allocations greater than \$300,000 annually are expected to carry out additional activities beyond those described in the core goals in the SOW. These additional activities are referred to as Tier 2 activities and are listed throughout the SOW. <i>(Details of the activities are to be specified by the contractor)</i></p> <p>Indicate with a "X" which activities will be conducted</p> <p><input type="checkbox"/> Host, facilitate, and/or take minutes at one or more regional meetings or CLPPB-sponsored trainings.</p> <p><input type="checkbox"/> Other (please specify):</p>	Contractor to Indicate timeline for Tier 2 activities:		<p>Indicate with an "X" which items will be completed:</p> <p><input type="checkbox"/> Agenda from CLPPB-sponsored meeting/training indicating role as facilitator or host</p> <p><input type="checkbox"/> Other (please specify):</p>

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Activities to Support the Objective: Task 2-I	Timeline	Staff	Evaluation/Deliverables
provide services to pregnant women to raise awareness about lead and prepare a safe environment for infants.) <i>Please specify:</i>			*Refer to the CLPPP Coordinator Handbook (2018) for information and templates to assist with evaluation.

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Activities to Support the Objective: Task 2-I	Timeline	Staff	Evaluation/Deliverables
<p>4. Tier 2- The contractor is to add <i>one or more</i> additional activities to support the objective, as resources allow. These additional activities require prior approval from CLPPB. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract.</p> <p>(Details of the activities are to be specified by contractor.)</p> <p><i>Please specify:</i></p>	<p><i>Contractor to Indicate timeline for Tier 2 activities:</i></p>		<p>Contractors must maintain all items below.</p> <ol style="list-style-type: none"> 1. Description of activities 2. Quantity and description of people reached by activities 3. Quantity of outreach materials distributed at each activity <p>Indicate with an “X”, which additional item(s) will be completed</p> <p><input type="checkbox"/> Educational print materials, and/or presentations for families, caregivers, and/or schools. (Must be approved by CLPPB)</p> <p><input type="checkbox"/> Other deliverables (<i>please specify</i>):</p> <p>Indicate with an “X” at least ONE evaluation item to be completed*</p> <p><input type="checkbox"/> Presentation evaluation</p> <p><input type="checkbox"/> Survey instruments (e.g., pre/post-tests, needs assessments, field tests)</p> <p><input type="checkbox"/> Behavior change and/or knowledge gain outcomes</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p> <p>* Refer to the CLPPP Coordinator Handbook (2018) for information and templates to assist with evaluation.</p>

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Objective 2-II: Inform health care providers of their legal responsibilities with respect to counseling on how to avoid lead exposure and lead poisoning, and of available case management, and other services for children with increased blood lead.

Activities to Support the Objective: Task 2-II	Timeline	Staff	Evaluation/Deliverables
<p>1. Contractor shall notify health care providers that they have legal duties under California codes and regulations, specifically Health and Safety Code, section 105286, that requires notifying health care providers who perform periodic health assessments for children, and those health care providers informing parents and guardians about:</p> <p>A. The risks and effects of childhood lead exposure,</p> <p>B. The requirement that children enrolled in Medi-Cal receive blood lead screening tests,</p> <p>C. The requirement that children not enrolled in Medi-Cal who are at high risk of lead exposure receive blood lead screening tests.</p>	<p><i>Contractor to Indicate timeline</i></p>		<p>Contractors must maintain all items below.</p> <p>1. Description of contacts with health care providers to provide notification.</p>

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Activities to Support the Objective 2-II	Timeline	Staff	Evaluation/Deliverable
<p>2. Contractor will provide additional outreach and education to health care providers. <i>(Details to be specified by the contractor, examples given below.)</i> Activities should be appropriate for the contractor's resources. Programs are encouraged to collaborate with other health programs to maximize resources and health care providers reached.</p> <p>The contractor must indicate with an "X" at least TWO activities below that they will conduct:</p> <p><input type="checkbox"/> Grand Rounds presentations to health care providers</p> <p><input type="checkbox"/> Brown-bag presentations</p> <p><input type="checkbox"/> Nursing or medical school lectures</p> <p><input type="checkbox"/> Mailing or distributing newsletters, brochures, or informational program materials for healthcare providers and distribution to their patient population.</p> <p><input type="checkbox"/> Outreach to clinics</p> <p><input type="checkbox"/> Outreach to centers and staff of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Child Health and Disability Prevention Program (CHDP)</p> <p><input type="checkbox"/> Other Program activities (approved by CLPPB) to be completed by the contractor.</p> <p><i>Please specify:</i></p>	Ongoing		<p>CLPPPs must maintain all items below:</p> <ol style="list-style-type: none"> 1. Description of outreach to providers and/or WIC/CHDP staff 2. Record the number of clinics/staff/providers reached 3. Record the number of material distributed to clinics/staff/providers <p>Indicate with an "X", which additional item(s) below will be completed</p> <p><input type="checkbox"/> Presentation materials (Must be approved by CLPPB)</p> <p><input type="checkbox"/> Presentation evaluation</p> <p><input type="checkbox"/> Pre/post-tests examining knowledge gains and/or behavior change</p> <p><input type="checkbox"/> Informational program materials (Must be approved by CLPPB)</p> <p><input type="checkbox"/> Other <i>(please specify):</i></p>

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Activities to Support the Objective 2-II	Timeline	Staff	Evaluation/Deliverables
<p>3. Tier 2- The contractor is to add one or more additional activities (approved by CLPPB) to support the objective, as resources allow. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract.</p> <p><i>Please specify activities:</i></p>	<p><i>Contractor to Indicate timeline for Tier 2 activities:</i></p>		<p>Contractor must maintain all items below:</p> <ol style="list-style-type: none"> 1. Description of outreach to providers and/or WIC/CDPH staff 2. Record of number of clinics/staff/providers reached 3. Record of number of materials distributed to clinics/staff/providers <p>Indicate with an “X”, which additional item(s) will be completed*</p> <p><input type="checkbox"/> Presentation materials (Must be approved by CLPPB)</p> <p><input type="checkbox"/> Other deliverables (<i>please specify</i>):</p> <p>Indicate with an “X” at least one evaluation item to be completed*</p> <p><input type="checkbox"/> Presentation evaluation</p> <p><input type="checkbox"/> Pre/post-tests examining knowledge gains and/or behavior change</p> <p><input type="checkbox"/> Informational program materials (Must be approved by CLPPB)</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p> <p>* Refer to the CLPPP Coordinator Handbook (2018) for information and templates to assist with evaluation.</p>

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Objective 2-III: Increase awareness of lead hazards among those local governmental agencies and businesses that can assist in decreasing lead exposures to children. Examples include code enforcement, building departments, other environmental agencies, and health officer and business associations. Examples of businesses include home improvement stores, hardware stores, paint stores, garden supply and landscaping.

Activities to Support the Objective Task 2-III	Timeline	Staff	Evaluation/Deliverables
<p>1. Indicate with an “X” which activities will be completed</p> <p><input type="checkbox"/> Promote displays and educational activities concerning lead hazard awareness in businesses that are focused on potential lead hazard-related activities, such as hardware, home improvement, and garden supply stores.</p> <p><input type="checkbox"/> Promote displays in businesses that deal in products that have been found to contain lead, such as children’s furniture stores.</p> <p><input type="checkbox"/> Other Program activities (approved by the CLPPB) to be completed by the contractor. <i>Please specify:</i></p>	<p><i>Contractor to Indicate timeline for Tier 2 activities:</i></p>		
<p>2. Tier 2- The contractor is to add one or more additional activities or other types of activities (approved by CLPPB) to support the objective, as resources allow. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract.</p> <p><i>Please specify activities:</i></p>	<p><i>Contractor to Indicate timeline for Tier 2 activities:</i></p>		<p>Indicate with an “X”, which items will be maintained</p> <p><input type="checkbox"/> Description of lead awareness activities undertaken in relevant businesses and/or governmental agencies</p> <p><input type="checkbox"/> Number of people reached through outreach activities</p> <p><input type="checkbox"/> Number of materials distributed</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>

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Objective 2-IV: Inform CLPPB of any newly suspected or newly identified sources of childhood lead exposure (other than paint, dust, or soil), such as specific home remedies and brands of imported foods, etc., so that CLPPB can follow up with State and federal agencies. This refers especially to substances not previously known to contain lead, rather than recognized sources newly identified as associated with a particular child. (Once CLPPB confirms that the source is lead-contaminated, CLPPB will advise all the contractors and provide information to help them address the problem locally, as appropriate. CLPPB will also work with State and federal authorities to eliminate the source.)

Activities to Support the Objective: Task 2-IV	Timeline	Staff	Evaluation/Deliverables
1. The contractor shall be alert to potential new sources of childhood lead exposure and report any such sources to CLPPB within seven (7) days.	Ongoing/ Episodic		Contractor must maintain all items below: 1. Reports of sources to CLPPB <input type="checkbox"/> Other (please specify):
2. Tier 2- The contractor is encouraged to consider approaches to identification of other sources of lead exposure and add further activities (approved by CLPPB) to support the objective, as resources allow. (Details are to be provided by the contractor.) <i>Please specify activities:</i>	Contractor to Indicate timeline for Tier 2 activities:		Indicate with an "X", which items will be completed <input type="checkbox"/> Description of approaches to identification of other sources of lead exposure <input type="checkbox"/> Other (please specify):

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Objective 2-V: Identify and maintain contact with liaisons in other health programs and community groups in the CLPPP's jurisdiction to facilitate information-sharing and potential development of joint outreach and education programs. Other health programs include, in particular, CHDP, MCAH, WIC, Head Start, and appropriate managed care plans serving low-income children, including Medi-Cal Managed Care.

Activities to Support the Objective: Task 2-V	Timeline	Staff	Evaluation/Deliverables
<p>1. The contractor will develop and maintain the following:</p> <p>A. Contact files, including the names of liaisons, for all government-assisted health programs in the contractor's jurisdiction including CHDP, MCAH, WIC, Head Start, and Medi-Cal (including Medi-Cal Managed Care Plans). For example, if the county provides Medi-Cal through a Managed Care organization, the contractor will identify the Plan's liaison for lead.</p> <p>B. The contractor will collaborate with the liaisons in developing strategies for preventing lead exposure, increasing screening, identifying lead-exposed children, and disseminating information on available government-assisted health care programs.</p> <p>C. The contractor must indicate at least one activity that will be accomplished. Outreach activities conducted with other health programs to achieve this objective may coincide with those specified in Objectives 2-I and 2-II.</p> <p>D. The contractor will offer to participate in other government-assisted health care program meetings on development of their forms and tools, to ensure the inclusion of required lead poisoning anticipatory guidance and screening.</p>	<p>If the CLPPP has not already established such relationships, they shall be established within six months of the start of the contract.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>For all Objective 2-V deliverables, indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> Contact file, including names of liaisons for government-assisted health programs in the contractor's jurisdiction</p> <p><input type="checkbox"/> Description of collaborative strategies</p> <p><input type="checkbox"/> Evaluation of collaborative strategies</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p> <p>Deliverable should include activities to be conducted if a contact has already been established. List Deliverables below:</p> <p>List Deliverables below:</p> <p>Indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> Participation in government-assisted health care program meetings</p> <p><input type="checkbox"/> Agendas, meeting minutes, meeting outcomes</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>

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Goal 3: Improve the detection of lead-burdened children by assuring that all at-risk children receive blood lead screening tests at appropriate ages.

Objective 3-I: Develop and implement strategies to increase the proportion of at-risk children who are blood lead tested, using 2012 or later data as available, as a baseline for the number of children tested in the jurisdiction as reported to CLPPB, or other appropriate data source chosen in consultation with CLPPB.

Activities to Support the Objective: Task 3-I	Timeline	Staff	Evaluation/Deliverables
<p>1. The Contractor must conduct the following activities:</p> <p>A. Provide outreach and education to families of high-risk children targeted by California's most current blood lead screening regulations and to child caregivers for such families, regarding screening for lead poisoning. (For guidance, you may refer to the CLPPB's <i>A Planning Guide for Lead Program Coordinators: Planning Outreach and Education to Prevent Childhood Lead Exposures</i> and updates.)</p> <p>B. Inform health care providers of their legal responsibilities with respect to screening and testing for lead poisoning and of available case management services, and communicate the importance of supplying complete patient information to laboratories when sending samples out for blood lead analysis or when referring children for blood lead analysis.</p> <p>C. In its application, the contractor may propose additional activities reaching other children and families if resources permit or if a high risk is demonstrated. (<i>Details are to be specified by the contractor.</i>) Outreach activities conducted to achieve this objective may coincide with those specified in Objectives 2-I and 2-II. Indicate activity here:</p>	Ongoing		<p>For all Goal 3 deliverables, Contractor must maintain the following items:</p> <ol style="list-style-type: none"> 1. Description of outreach to families 2. Number of families reached 3. Description of activity for health care providers 4. Number of health care providers reached 5. Status reports <p>Indicate with an "X," which items will be completed and choose at least ONE evaluation activity</p> <p><input type="checkbox"/> Evaluation of outreach to families (e.g., pre/post-tests)</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p> <p><input type="checkbox"/> Evaluation of activity for health care providers (e.g., pre/post-tests, training evaluation)</p> <p><input type="checkbox"/> Other (<i>please specify</i>): Contractor will submit:</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>

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<p>D. Inform CLPPB if the contractor learns of laboratories, including in-office testing by health care providers, which are not reporting blood lead test results to CLPPB.</p> <p><input type="checkbox"/> Other Program activities (approved by CLPPB) to be completed by the contractor. <i>Please specify:</i></p>			<p>* Refer to the CLPPP Coordinator Handbook (2018) for information and templates to assist with evaluation.</p>
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Activities to Support The Objectives: Task 3-I	Timeline	Staff	Evaluation/Deliverables
<p>2. Tier 2- The contractor must add other, additional activities to support the objective, as resources allow. The number, breadth, and extent of activities are expected to be proportional to the funding and resources provided in the contract. Examples are given below. Activities are to be approved by CLPPB. <i>(Details are to be specified by the contractor.)</i></p> <p>Indicate with an "X", which activities will be completed</p> <p><input type="checkbox"/> Engage local community-based and ethnic organizations to assist in outreach to providers and at-risk communities.</p> <p><input type="checkbox"/> Identify high-risk communities or neighborhoods in which to focus the strategies.</p> <p><input type="checkbox"/> Improve access and remove barriers to screening by building finger stick testing capacity, setting up (with prior CLPPB approval) screening sites that are alternatives to existing clinical sites, etc.</p> <p><input type="checkbox"/> Other Program activities (approved by the CLPPB) to be completed by the contractor. <i>Please specify:</i></p>			<p>Indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> Description of outreach to local community-based and ethnic organizations</p> <p><input type="checkbox"/> Evaluation of outreach (e.g., pre/post-tests)</p> <p><input type="checkbox"/> Plan for improving finger stick testing capacity</p> <p><input type="checkbox"/> Other <i>(please specify):</i></p>

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Goal 4: Management of lead-burdened children shall meet standards of care.

Objective 4-I: Ensure timely and appropriate case management of lead-burdened children in accordance with CLPPB standards.

Activities to Support the Objective: Task 4-I	Timeline	Staff	Evaluation/Deliverables
<p>1. Within 60 calendar days of receiving notification of a person in its jurisdiction who is between birth and 21 years of age and who has an initial BLL \geq 4.5 micrograms of lead per deciliter of blood (mcg/dL), the contractor shall initiate graded case management to reduce lead exposure, as follows:</p> <p>A. At a minimum graded case management shall include monitoring of BLLs, provider retesting reminders, and outreach and education.</p> <p>B. As resources allow, it may include other graded responses, up to and including public health nursing and environmental investigations.</p>	Ongoing		<p>Contractor must maintain the following items:</p> <ol style="list-style-type: none"> 1. Submission of Biannual Progress Reports. 2. Records tracking the provision of graded case management and making the records available for inspection by the CLPPB upon request.
<p>2. When the contractor is notified of a person in its jurisdiction who is between birth and 21 years of age and meets the following eligibility criteria, the contractor shall provide full state case management for that person:</p> <p>A. Having a single venous BLL \geq 14.5 mcg/dL; or</p> <p>B. Having two BLLs \geq 9.5 mcg/dL, drawn at least 30 calendar days apart and at least the second of which is venous; or</p> <p>C. As specified in a subsequent Program Letter updating eligibility criteria.</p>	Ongoing	PHN, EP	<p>Contractor must maintain the following items:</p> <p>Submission of Biannual Progress Reports. Records of all of the following and making the records available for inspection by the CLPPB upon request.</p> <ol style="list-style-type: none"> 1. A written or electronic nursing case file for each person meeting full state case criteria which case file shall include the following: <ol style="list-style-type: none"> A. Completed initial, interim, and closing CLPPB Lead Poisoning Follow-up Forms (LPFFs). B. Nursing progress notes reflecting at least one home visit by a PHN, at least one environmental investigation by an EP, and ongoing contact with the PCP and family. C. A document signed by the parent or guardian, consenting to: <ol style="list-style-type: none"> i. Case management services related to the child's lead exposure; ii. Environmental investigations at places where the child spends time;

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Activities to Support the Objective: Task 4-I	Timeline	Staff	Evaluation/Deliverables
			<ul style="list-style-type: none"> iii. Sharing information about the child's lead exposure with health care providers and agencies that provide services related to the child's lead exposure; and iv. Receiving information related to the child's lead exposure from persons or agencies having records containing this information. D. Documentation of a nutritional assessment of the child. E. Documentation of a developmental assessment of the child. F. Documentation of referrals for appropriate services. G. Copies of documentation maintained by the EP.
<p>3. When the contractor is notified of a person in its jurisdiction that meets eligibility criteria for full case management, the contractor shall arrange for a Public Health Nurse (PHN) certified by the State of California and an Environmental Professional (EP) to provide nursing and environmental case management in compliance with:</p> <ul style="list-style-type: none"> A. California Health and Safety Code, Section 105275 <i>et seq.</i> (appropriate case management); B. Title 17 of the California Code of Regulations, Section 35001, <i>et seq.</i> ("Accreditation, Certification, and Work Practices for Lead-Based Paint and Lead Hazards"); C. CLPPB Program Letters and manuals incorporated by reference in Program Letters, including the CLPPB <i>Public Health Nursing Manual (PHN Manual)</i>, September 2002, and subsequent updates; <i>Guidance Manual for Environmental Professionals (EP Manual)</i>, June 26, 2012), and subsequent updates; and <i>Surveillance and Data Management Manual</i> and subsequent updates. 	Ongoing		<p>The contractor shall maintain the following EP files and produce them for inspection by the CLPPB when requested:</p> <p>EP documentation: Environmental Section of the Lead Poisoning Follow-up Form and attachments (<i>EP Manual</i>, June 26, 2012).</p>

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Activities to Support the Objective: Task 4-I	Timeline	Staff	Evaluation/Deliverables
4. When notified of a person eligible for full case management.			The contractor shall produce the following provisions: <ol style="list-style-type: none"> 1. At least one home visit by a certified PHN and at least one environmental investigation by an EP; 2. Repeat nurse home visits and environmental investigations at the primary address, and at secondary addresses if indicated, when venous BLLs do not decline as expected or a source of exposure has not been identified; 3. Ongoing contact by a PHN with health care providers and the family, including reminders for follow-up venous BLL tests 4. A nutritional assessment specific to lead by a PHN or dietitian 5. A developmental assessment by a PHN or other qualified person 6. Referrals for appropriate services.
5. If the contractor identifies a person: <ol style="list-style-type: none"> A. As meeting State Case criteria, or potentially meeting the criteria. B. As having been designated as residing within the CLPPB's jurisdiction but actually lives elsewhere, or has moved 	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Notify CLPPB as a possible error, pending another venous BLL 2. Notify CLPPB that a person is no longer within the qualifying jurisdiction area prior to case management being initiated.
6. The contractor shall when informed a child receiving case management services moves.	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Coordinate with the health department within the jurisdiction to which a child receiving case management services moves
7. The contractor shall, when there are significant changes in the status of a case.	Ongoing		The contractor shall ensure the following provisions at times specified by the CLPPB: <ol style="list-style-type: none"> 1. Submit LPFFs, including interim LPFFs 2. Copies of consents 3. Environmental clearance forms to the CLPPB

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Activities to Support the Objective: Task 4-I	Timeline	Staff	Evaluation/Deliverables
8. The contractor shall, when a child is eligible but does not receive benefits,	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Advise the parents or guardians of the availability of services for which the child is eligible through a government-assisted health care or nutrition program (e.g. Medi-Cal, CHDP, or local plan, WIC or an early childhood development program, such as Head Start or Early Head Start).
9. The contractor, upon notice of a child with confirmed BLLs \geq 20 mcg/dL, shall refer children as appropriate.	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Refer children to the California Children's Services for determination of eligibility and medical case management
10. The contractor, if take-home lead exposure is suspected as the source of lead exposure.	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Shall contact the California Occupational Lead Poisoning Prevention Program, as per Program Letters,
11. The contractor shall according to CLPPB policies set forth in this contract and in Program Letters, including those incorporating the <i>CLPPB Surveillance and Data Management Manual</i> by reference.	Ongoing		The contractor shall ensure the following provisions: <ol style="list-style-type: none"> 1. Retain case records
12. If the contractor is or applies to be a participant in the X-Ray Fluorescent (XRF) Instrument Loan Program, the contractor shall participate fully in that program, as specified in CLPPB Program Letters and the <i>Guidance Manual for Environmental Professionals June 26, 2012</i> and updates, including monthly submittal of XRF printouts for quality assurance.	Ongoing		The contractor shall produce the following provisions: <ol style="list-style-type: none"> 1. Monthly submission by each EP of XRF Print-out Form, EI/Clearance, or office practice if no fieldwork was done. 2. Records of conducting routine maintenance, resourcing, and assuring biannual leak testing of each XRF instrument.
13. The contractor shall add additional activities to support this objective for other lead-exposed children, as resources allow.	Ongoing		
14. Specify other Program activities (approved by the CLPPB) to be completed by the contractor:	Ongoing		

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Activities to Support the Objective: Task 4-I	Timeline	Staff	Evaluation/Deliverables
<p>15. Tier 2- The contractor must add additional activities to support the objective, as resources allow. The number, and extent of activities are expected to be proportional to the funding and resources provided under the contract. An example of such an activity is given below:</p> <p>A. When notified about a child with an increased BLL that does not meet State Case blood lead criteria for required public health nursing and environmental services as described above</p> <p>B. Specify other Program activities (approved by CLPPB) to be completed by the contractor.</p>	<p><i>Contractor to Indicate timeline for Tier 2 activities</i></p>		<p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Evaluation of strategies to address children with increased BLLs that do not meet the State Case definition.</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p> <p>The contractor shall produce the following provisions:</p> <p>1. All children are required to receive at a minimum outreach and education. However, services beyond this level, including home visits and inspections, may be addressed by a jurisdiction for all such children down to a specified BLL (e.g., all children with persistent BLLs ≥ 7 receive home visits).</p>

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Objective 4-II: Assure that sources of lead exposure are eliminated.

Activities to Support the Objective: Task 4-II	Timeline	Staff	Evaluation/Deliverables
1. The contractor shall conduct all of the following activities: A. Monitor BLLs to ensure all sources of lead exposure have been identified and removed. B. Inform families of environmental, non-environmental (non-housing), and other possible sources of lead, such as remedies or potentially lead-contaminated food, spices, dishware, and other consumer products.	Ongoing		The contractor shall produce the following provisions: 1. Biannual Progress Reports 2. Status reports, case management information, and other contract-related information. 3. CLPPB LPFF Indicate with an “X”, which items will be completed <input type="checkbox"/> Other <i>(please specify)</i> :

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Goal 5: Lead hazards that are identified shall be eliminated.

Objective 5-I: Use progressive notification and action to achieve elimination of lead hazards identified during environmental investigations for lead-exposed children.

Activities to Support the Objective: Task 5-I	Timeline	Staff	Evaluation/Deliverables
<p>1. The contractor must conduct all of the following activities:</p> <p>A. The EP, when lead hazards are identified during an environmental investigation for a lead-exposed child whose BLL meets “case” definition, shall use progressive notification and other follow-up actions (including property visits, administrative hearings, and referrals to coordinate with other enforcement agencies) as needed to ensure sources of exposure are reduced or eliminated and that the address has achieved clearance. Lead hazards to be eliminated and procedures to be followed are described in:</p> <p>i. Title 17, Section 35001 <i>et seq.</i> (Accreditation, Certification, and Work Practice Practices for Lead-Based Paint and Lead Hazards);</p> <p>ii. Childhood Lead Poisoning Prevention Branch, <i>Guidance Manual for Environmental Professionals</i>, June 26, 2012, and updates.</p>	Ongoing		<p>For all activities under this objective the contractor will submit:</p> <p>1. Copy of relevant page of CLPPB LPFF for addresses achieving clearance, attached to appropriate Progress Report.</p> <p>2. Biannual Progress Reports</p> <p>Indicate with an “X”, which additional item(s) below will be completed</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>

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Activities to Support the Objective: Task 5-I	Timeline	Staff	Evaluation/Deliverables
B. Track the following regarding State Case-related properties for submittal in the biannual progress report: number of properties with identified lead hazards, number of property owner lead hazard notification letters and other correspondence, number of properties currently open for follow-up and the number of calls/e-mails and visits to open properties, and number of properties achieving clearance.	Ongoing		For all activities under this objective the contractor will submit <ol style="list-style-type: none"> 1. Documentation of all correspondence to property owners. 2. Semi-annual list of cleared inspections.
C. The EP will contact local enforcement agencies and take other steps to secure enforcement when a property owner fails to comply with lead hazard reduction or elimination.	Ongoing		For all activities under this objective the contractor will submit <ol style="list-style-type: none"> 1. Documentation of follow-up steps with local enforcement agency
D. The contractor must add further activities to support this objective, and to enhance collaboration with other groups and agencies in achieving this objective, as resources allow. Examples of such activities are given under Tier Two, below. <i>Specify other Program activities (approved by CLPPB) to be completed by the contractor:</i>	Ongoing		For all activities under this objective the contractor will submit <ol style="list-style-type: none"> 1. Documentation of collaboration with other groups

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Activities to Support the Objective: Task 5-I	Timeline	Staff	Evaluation/Deliverables
<p>2. Tier 2- The contractor is to add one or more activities to support this objective and to enhance collaboration with other groups and agencies in achieving this objective, as resources allow.</p> <p>A. Indicate with an “X”, which activities below will be completed:</p> <p><input type="checkbox"/> Elimination of lead hazards identified for other lead-exposed children with increased BLLs, whose BLLs do not meet CLPPB State Case definition.</p> <p><input type="checkbox"/> Education of enforcement agency partners (i.e., city and/or county building departments, housing departments) in protecting children with increased blood lead levels, or children at risk for lead exposure, by providing education in lead hazard compliance and enforcement, lead-safe work practices, and visual assessment.</p> <p><input type="checkbox"/> Evaluation of other units in multi-unit buildings where a source of lead is identified.</p> <p><input type="checkbox"/> Education of other tenants in multi-unit buildings where a child with a blood lead level that meets case definition has been identified, while maintaining confidentiality about the presence of the lead-exposed child.</p> <p><input type="checkbox"/> Other Program activities (approved by CLPPB). <i>Please specify:</i></p>	<p><i>Contractor to Indicate timeline for Tier 2 activities:</i></p>		<p>The contractor shall ensure the following provisions</p> <p>1. Provide documentation of follow-up and management of elevated blood levels and lead hazard mitigation.</p> <p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Description of outreach to enforcement agency partners</p> <p><input type="checkbox"/> Results of evaluation of other units in multi-unit buildings where a source of lead is identified</p> <p><input type="checkbox"/> Description of outreach to other tenants in multi-unit buildings where a child with a BLL that meets State Case definition has been identified.</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>

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Activities to Support the Objective: Task 5-I	Timeline	Staff	Evaluation/Deliverables
B. Outreach and education activities carried out in support of this objective may coincide with Tier 2 activities specified in Objective 2-III. C. The number, breadth, and extent of activities are expected to be proportional to the funding and resources provided in the contract.	<i>Contractor to Indicate timeline for Tier 2 activities:</i>		

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OPTIONAL FUNDING

Contractors wishing to apply for optional funding for additional activities to achieve elimination of lead hazards need to submit work plan activities for the Scope of Work listed under Objectives 5-II and 5-III. Please select one or more of the optional Evaluation/Deliverables in addition to the mandatory Evaluation/Deliverables. The checked boxes should be reflective of the amount of funding allocated and resources available.

Note: The optional funds provided for Objectives 5-II and 5-III are to be allocated into the Primary contract portion of the contractor's budget or expended as a subcontract with other government entities with prior CDPH approval.

This is an **OPTIONAL** activity. Please indicate participation by placing an "X" in a check box below. Those not wishing to apply for this funding should proceed to Goal 6.

☐ Applying for optional funds

☐ Not applying for optional funds

Objective 5-II: Develop and implement activities designed to prevent lead-exposed children and at-risk children from exposure to lead hazards.

Activities to Support the Objective: Task 5-II	Timeline	Staff	Evaluation/Deliverables
<p>The contractor MUST conduct the following activities under Objective 5-II</p> <ol style="list-style-type: none"> Protect children with known blood levels that show lead exposure from additional exposure to environmental lead hazards by: carrying out lead hazard evaluations (including clearance, EI, risk assessment, and other activities); ensuring proper lead abatement procedures and clearance of hazards; and verifying that abatement workers are conducting activities as required by California Code of Regulations, Title 17. A. Efforts may focus on specific high-risk population groups and/or geographic areas. 	Ongoing		<p>For all activities under this objective, the contractor will submit:</p> <ol style="list-style-type: none"> Relevant page of CLPPB LPFF for addresses achieving clearance attached to appropriate Progress Report Biannual Progress Reports <p>Indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> Description of children to be addressed by lead hazard reduction activities</p>

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<p>B. If not already identified in the contract work plan, within six months from the start of the contract, submit a plan to CLPPB as to which children will be addressed, identifying:</p> <ul style="list-style-type: none"> i. Range of BLLs; ii. Population group(s) and/or geographic area(s) 	Ongoing		<p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Description of children to be addressed by lead hazard reduction activities</p>
<p>2. Implement a program to reduce the opportunity for children being exposed to environmental lead hazards, by investigating locations where children are being exposed or have been exposed in the past, and responding as necessary with appropriate enforcement actions.</p> <p>A. Efforts may focus on a specific high-risk geographic area, or areas of concern.</p> <p>B. If not already identified in the contract work plan, within six months from the start of the contract, submit a plan to CLPPB as to which geographic area(s) will be addressed, or other criteria that will be used to determine the sites of these investigations.</p>	Ongoing		<p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Summary of steps taken to reduce childhood lead exposure, attached to the Biannual Progress Report</p>

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<p>3. Implement a program to reduce the opportunity for children being further exposed or at-risk children being exposed to environmental lead hazards by investigating tips and complaints about lead hazards, and by identifying lead hazards in pre-1978 dwellings and public buildings and their surroundings that are exposing children to lead, responding to each as necessary with appropriate enforcement actions.</p> <p>A. Efforts may focus on a specific high-risk geographic area or areas.</p> <p>B. If not already identified in the contract work plan, by six months from the start of the contract, submit a plan to CLPPB as to which geographic area(s) will be addressed or other criteria that will be used to determine the sites of these investigations.</p>	Ongoing		<p>The contractor will maintain the item below:</p> <p>1. Documentation of tips and complaints</p> <p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Plan for conducting investigations in identified high-risk geographic areas</p> <p><input type="checkbox"/> Documentation of identified high-risk geographic areas</p>
<p>4. Develop a written progressive enforcement procedure and submit to CLPPB the first progress report. Progressive enforcement activities would include, for example, a letter to the property owner, followed by a Notice of Violation, an administrative hearing, and then an order to abate.</p> <p>A. In the absence of clearance of hazards using the above remedies, a system will be required to be in place to resolve the lead hazards, using the provisions of the State Housing Law, or local ordinances.</p>	Ongoing		<p>The contractor will maintain the item below:</p> <p>1. Progressive enforcement procedure</p>

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<p>B. The contractor is required to develop criteria for a property follow-up schedule, with a time line for referral to the County District Attorney for properties found to be non-compliant with the above-described enforcement actions.</p> <p>C. In counties where a large number of cases occur in a specific jurisdiction (high-risk area), in which the county plans to focus efforts but where the county lacks authority for legal resolution of State Housing Law cases, the county should enter into an agreement with that jurisdiction to allow for abatement and enforcement of lead hazards.</p>	Ongoing		<p>The contractor will maintain the item below:</p> <p>1. Progressive enforcement procedure</p>
<p>5. The contractor will oversee lead abatement activities to prevent lead hazards and exposure of at-risk children to lead, as required by Title 17, California Code of Regulations Section 35001 et seq., as resources allow.</p>	Ongoing		<p>The contractor will maintain the item below:</p> <p>1. For permanent abatement, retain lead abatement plan and associated CDPH 8551 and 8552 forms</p>
<p>6. Information on activities carried out under objective 5-II which can include, specific populations as well as areas and properties targeted where hazards were eliminated, is to be submitted with each biannual progress report</p>	Ongoing		<p>Indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> List of targeted areas where hazards were eliminated (closed properties)</p>
<p>7. The breadth and extent of activities planned and carried out for items 1, 2, 3, 4, and 5 in this objective are expected to be proportional to the amount of optional funding and resources provided.</p>	Ongoing		
<p>8. The contractor is encouraged to evaluate and modify activities that support the Programs objective, with approval from CLPPB.</p>	Ongoing		

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Objective 5-III: increase collaboration with local building departments, housing departments, code enforcement groups, environmental agencies, and other groups to see that lead hazards are properly identified and eliminated.

Activities to Support the Objective: Task 5-III	Timeline	Staff	Evaluation/Deliverables
<p>The contractor must conduct the following activities under Objective 5-III:</p> <ol style="list-style-type: none"> 1. Develop collaboration and partnerships with investigation and enforcement agencies (i.e., city and/or county building departments, housing departments, code enforcement agencies and environmental agencies), particularly those in specific jurisdictions that are identified as high risk for lead hazards. These would include: <ul style="list-style-type: none"> C. Development and implementation of programs for training of investigation and enforcement agency personnel on identifying and appropriate correction of lead hazards, as indicated for your jurisdiction. D. Fiscal support for training if needed, and as resources allow. <p>Development and implementation of other activities specified by the Program (and approved by CLPPB) to be completed by the contractor. <i>(Details of the activities are to be specified by the contractor.)</i></p>	Ongoing		<p>For all activities under this objective, the contractor will submit:</p> <ol style="list-style-type: none"> 1. Meeting agendas and minutes 2. Copies of response policy (e.g., personnel roles and responsibilities, enforcement) 3. Documentation of training 4. Biannual Progress Reports 5. List of enforcement agency contacts 6. Description of collaborations with enforcement agencies <p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Other (please specify):</p>

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Activities to Support the Objective: Task 5-III	Timeline	Staff	Evaluation/Deliverables
<p>2. Develop and implement interagency referral, reporting procedures, and cooperation with investigation and enforcement agency partners.</p> <p>A. Include activities such as responding to practices that create lead hazards by implementing lead hazard compliance and enforcement procedures.</p> <p>B. Delineate roles and responsibilities.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit</p> <p>1. Interagency referral procedures</p> <p>2. Interagency reporting procedures</p> <p>Indicate with an “X”, which items will be completed</p> <p><input type="checkbox"/> Other (<i>please specify</i>):</p>
<p>3. Develop an Enforcement Response Policy, including the roles and responsibilities of partnering enforcement agencies.</p> <p>A. Submit this policy to the CLPPB, by the end of the 2021 fiscal year of this contract.</p>	June 30, 2021		<p>For all activities under this objective, the contractor will submit</p> <p>1. Enforcement Response Policy</p>

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Activities to Support the Objective: Task 5-III	Timeline	Staff	Evaluation/Deliverables
<p>4. As resources allow, carry out other outreach and education activities with enforcement partners. Examples of such activities are:</p> <p>A. Providing program materials for public distribution on lead hazards to housing and building departments.</p> <p>B. Work with building department to incorporate information about lead-safe work practices into their building permit process (such as attaching pamphlets to building permits that educate about lead hazards for housing built before 1978).</p> <p>C. Ensure building department and permit office incorporate information about lead-safe work practices into their building permit process by asking clients if the buildings are built before 1978 to prompt staff to attach lead-safe work practices brochures and Renovation, Repair, and Painting (RRP) rule brochures to the permits.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit</p> <ol style="list-style-type: none"> 1. Description of outreach 2. Materials on renovation and remodeling 3. Supplemental educational materials supplied to enforcement staff <p>Indicate with an “X”, which items will be completed <input type="checkbox"/> Other (please specify):</p>
<p>The following activities are OPTIONAL. Please indicate with an “X” if you choose to conduct them.</p> <p>5. As resources allow, assess the effectiveness of local government laws, ordinances, housing codes, and enforcement structures covering identified lead hazards, and determine if changes are required to ensure children are protected.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit</p> <ol style="list-style-type: none"> 1. Assessment of local government laws, ordinances, housing codes and enforcement structures covering identified lead hazards <p>Indicate with an “X”, which items will be completed <input type="checkbox"/> Other (please specify):</p>

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Activities to Support the Objective: Task 5-III	Timeline	Staff	Evaluation/Deliverables
<p>The following activities are OPTIONAL. Please indicate with an “X” if you choose to conduct them.</p> <p>6. Collaboration and partnering with community-based organizations (CBOs) addressing lead hazards is strongly encouraged, as resources allow. Examples of activities are:</p> <ul style="list-style-type: none"> A. Providing up-to-date training and educational material to CBO staff that they can employ in outreach efforts to their communities. B. Helping CBOs identify high-risk areas. C. Other Program activities (approved by CLPPB) to be completed by the contractor. 	Ongoing		<p>For all activities under this objective, the contractor will submit</p> <ul style="list-style-type: none"> 1. List of CBO contacts 2. Description of collaborations with CBOs 3. Training and/or educational materials for CBOs <p>Indicate with an “X”, which items will be completed <input type="checkbox"/> Other (please specify):</p>
7. The breadth and extent of activities planned and carried out for items 1, 2, 3, and 4 in this objective, are expected to be proportional to the supplemental funding and resources provided.	Ongoing		
8. Information on activities carried out under this objective is to be collected.	Ongoing		<p>For all activities under this objective, the contractor will submit</p> <ul style="list-style-type: none"> 1. Information on activities is to be submitted with each biannual CLPPP progress report.
9. The contractor is encouraged to evaluate and modify activities that support the objective, with approval from the CLPPB.	Ongoing		

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Goal 6: Program data will be maintained according to CLPPB security and confidentiality standards and a data system will be in place that will enable the collection, analysis, and dissemination of information on childhood lead exposure that can be used effectively for surveillance, identification of lead-exposed children, management of cases, epidemiology, evaluation, and program planning. CLPPP will ensure that data provided by CDPH or collected by the CLPPP in performance of this contract will be used only for purposes of carrying out work under this contract.

Objective 6-I: Laboratory, case management, and environmental data will be maintained in an electronic database that will allow access to timely and accurate information on individual cases, exposure sources, administrative status, summary statistics, and quality of care indicators.

Activities to Support the Objective: Task 6-I	Timeline	Staff	Evaluation/Deliverables
<p>1. The contractor will utilize RASSCLE II (Response and Surveillance System for Childhood Lead Exposure II), or another data system approved by CLPPB, to:</p> <p>A. Receive email alerts for new state defined cases, emergency blood lead test results, subsequent blood lead tests for existing cases, and transfers of state-defined cases. The CLPPP Coordinator will receive these alerts and coordinate with CLPPB RASSCLE II Administrators to ensure that appropriate contractor's staff receive the alerts necessary for their assigned activities.</p> <p>B. Monitor medical and environmental information related to cases, including LPFF, data entered by CLPPB.</p> <p>C. Monitor blood lead tests and follow up information for individuals with increased BLLs who have not yet achieved case status.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit and retain:</p> <ol style="list-style-type: none"> 1. Reports as specified in the CLPPB <i>Surveillance and Data Management Manual</i>. 2. Documentation in case management records as appropriate 3. Report of RASSCLE II discrepancies 4. Documentation from contractor's Information Technology (IT) department regarding installation, upgrading, and maintenance of contractor's information technology systems <p>Indicate with an "X", which items will be completed</p> <p><input type="checkbox"/> Other (please specify):</p>

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Activities to Support the Objective: Task 6-I	Timeline	Staff	Evaluation/Deliverables
<p>2. The contractor shall support the quality and security of RASSCLE II data by:</p> <p>A. Using the RASSCLE II system in accordance with the <i>CLPPB Surveillance and Data Management Manual</i>.</p> <p>i. The CLPPP Coordinator shall notify CLPPB RASSCLE II Administrators immediately when staff with RASSCLE II access leave the program, and submit requests for new user accounts when additional staff need access to the system.</p> <p>ii. The Coordinator shall include RASSCLE II training, policies, and procedures in CLPPB staff turnover and new employee orientation plans.</p> <p>iii. Report any RASSCLE II data discrepancies immediately to CLPPB.</p> <p>B. Attending CLPPB RASSCLE II web-based and regional meetings. When possible, attendance should comprise a broad spectrum of user types, including PHNs, data management personnel, EPs, epidemiologists, and nutritionists.</p> <p>C. Coordinating with the contractor's IT Department or local department that supports the contractor's data functions to ensure that any system on which RASSCLE II is run, conforms to CLPPB technical and security standards.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit:</p> <ol style="list-style-type: none"> 1. CLPPB-coordinator shall notify Administrators immediately when staff with RASSCLE II access leave the program, and submit requests for new user accounts when additional staff need access to the system. 2. The Coordinator shall include RASSCLE II training, policies, and procedures in CLPPB staff turnover and new employee orientation plans. 3. Report any RASSCLE II data discrepancies immediately to CLPPB. 4. Attending CLPPB RASSCLE II web-based and regional meetings. 5. Coordinating with the contractor's IT Department that supports the contractor's data functions to ensure that any system on which RASSCLE II is run, conforms to CLPPB technical and security standards.

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<p>3. Contractors inputting into RASSCLE II – Implemented on a mutually agreed upon timeframe and under the consent and direction of CLPPB:</p> <p>A. Contractors electing to enter selected clinical and/or environmental LPFF data in RASSCLE II shall:</p> <ol style="list-style-type: none"> I. Enter and manage data in RASSCLE II in accordance with the <i>RASSCLE Data Entry Manual</i> and adhere to any future changes to these date entry protocols or requirements. II. Report any technical issues that prevent or hamper complete date entry to CLPPB RASSCLE II Administrators. III. Attend RASSCLE II data entry and management protocols web-based and regional trainings. Attendance should include all contractor's data entry personnel. IV. Designate a staff member to serve as the primary point of contact for CLPPB communications regarding data entry issues. <p>B. Contractors electing to enter complete clinical and/or environmental LPFF data in RASSCLE II shall:</p> <ol style="list-style-type: none"> I. Fulfill all requirements in Activity 3-A above. II. Under a mutually agreed upon timeline and with the approval of CLPPB, implement a process to periodically audit the entry of LPFF data into RASSCLE II for accuracy, completeness and compliance with the CLPPB, 	Ongoing		<p>For all activities under this objective, the contractor will submit:</p> <ol style="list-style-type: none"> 1. Report any technical issues that prevent or hamper complete date entry to CLPPB RASSCLE II 2. Attend RASSCLE II data entry and management protocols web-based and regional trainings 3. Designate a staff member to serve as the primary point of contact for CLPPB communications 4. Implement a process to periodically audit the entry of LPFF data into RASSCLE II for accuracy, completeness and compliance with the CLPPB
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<i>RASSCLE II Data Management Manual</i> and all revisions.			
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Objective 6-II: Adhere to requirements for data security and confidentiality.

Activities to Support the Objective: Task 6-II	Timeline	Staff	Evaluation/Deliverables
<p>1. The contractor must adhere to CLPPB data security and program confidentiality policies and procedures when obtaining, storing, and transmitting protected health information. These policies and procedures are delineated in:</p> <ul style="list-style-type: none"> A. Health and Safety Code, Sections 124130 and 100330. B. <i>CLPPB Surveillance and Data Management Manual</i> C. Contract attachments D. CLPPB Program Letters E. Other relevant national and state confidentiality provisions, such as the <i>Health Insurance Portability and Accountability Act (HIPAA)</i>. <p>2. CLPPP Coordinators are responsible for protection of Program data, and may only allow use of the data for purposes of this contract. CLPPP Coordinators must establish and maintain a system for ensuring that access of employees to Program data is terminated when employees are no longer associated with the CLPPP or when they no longer need access to the data for purposes of this contract. The contractor will maintain accurate records of all persons with current or past access to Program data, and provide these records to CLPPB upon request. CLPPP Coordinators will ensure that physical protections are in place to ensure that non-CLPPP employees are not able to view, access, copy or remove CLPPP data.</p>	Ongoing		<p>For all activities under this objective, the contractor will submit:</p> <ul style="list-style-type: none"> 1. Copies of data security and program confidentiality protocols 2. Records of persons with current or prior access to Program Data <p>Indicate with an "X", which items will be completed <input type="checkbox"/> Other (please specify):</p>

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Activities to Support the Objective: Task 6-II	Timeline	Staff	Evaluation/Deliverables
3. The contractor will ensure that data analyses, tabulations and reports are submitted to CLPPB for review and will share such products only upon authorization of CLPPB.			For all activities under this objective, the contractor will submit: 1. Data analyses, tabulations and reports