



Procedure – Delinquent Contract Deliverables Public Health Emergency Preparedness (PHEP) Program



Date: August 8, 2012
Author: KDHE/KALHD
Purpose: Response to PHEP delinquency in contract deliverables
Goal: Ensure timely deliverable of contract requirements by local health departments; outline process for support by KDHE, Regional Public Health Coordinators and Kansas Association of Local Health Departments
Procedure Revised Dates: May 10, 2013

Work plans for PHEP grantees are due quarterly and must be submitted within 15 days of the end of the quarter.

Quarter 1 – October 15

Quarter 2 – January 15

Quarter 3 – April 15

Quarter 4 – July 15

The following procedure will be used to follow up with local health departments in an instance of contract deliverable delinquency:

One week past due: KDHE Preparedness Program staff will contact the local health department emergency preparedness coordinator by email. The email will remind EP Coordinator that the work plan update is past due and will provide requested date of submission (within 3 days of email).

Two weeks past due date: KDHE Preparedness Program staff will call the local health department emergency preparedness coordinator to offer assistance in completing and submitting contract deliverables.

One month past due date: KDHE Preparedness Program staff will contact the local health department administrator and their Regional Coordinator, if one is assigned, regarding the delinquent items. KDHE staff may schedule a visit to the local health department to work directly with staff to complete work plans and/or affidavits. KDHE will notify the KALHD Preparedness Team to advise them of outstanding items.

Over one month past due date: KALHD will contact the local health department administrator about the delinquency.

No response from previous technical assistance: The local health department must be in compliance by the beginning of the next reporting period. If local health department still maintains delinquent status, the KALHD Executive Director or designee will contact the County Commissioners who will be asked for their assistance in working with the local health department to complete the contracted deliverables.

Final action: If work plan deliverables and affidavits have not been completed after the close of the fourth quarter reporting period, contracts for the next budget period will not be processed until successful completion of the outstanding items has been addressed. Delinquent reports and unresponsiveness will be taken into account in the yearly risk assessment process.