



Memorandum

TO: Federal STD Contractors

FROM: Felipe Rocha, MSSW, LMSW
Manager, STD/HIV Comprehensive Services Branch

DATE: June 16, 2006

SUBJECT: FY 2007 STD Federal STD Services Inter-local Agreement Renewal

Enclosed are the forms and assurances required for renewal of your Federal STD contract for the period January 1, 2007 through December 31, 2007. Please submit the Contact Information Form and the Administrative Information Form if changes have occurred in your agency since the FY 2006 contract renewal process. The Performance Measure Form, Work Plan Form, Justified Budget, and HIV Contractor Assurances are required of all contractors.

Four (4) paper copies and one diskette copy of the appropriate renewal documents should be submitted no later than August 7, 2006 to the following address:

**Ms. Karen Rodela
HIV/STD Comprehensive Services Branch
1100 W. 49th Street
Austin, Texas 78756
(512)533-3121**

Applicants should submit budgets for their level-funding amount. Any one-time funds added to contracts during the current FY2006 budget year should not be included in the budget submitted for FY2007. If you have questions concerning your level-funding amount or any other matter concerning your renewal application, please contact your Field Operations Consultant at 512/533-3000.

Contractors for the Department of State Health Services (DSHS) should be aware that changes are in progress for the General Provisions of DSHS contracts. One important change will be that contractors will be given up to 60 days after the end of a contract period to submit vouchers for payment. This will be a change from the current 90 days allowed for the submission of vouchers. While contractors can expect to receive notification from DSHS on this and other changes to the General Provisions, contractors may want to monitor the following web page for updates to the General Provisions:

<http://www.dshs.state.tx.us/grants/gen-prov.shtm>

FORM A: CONTACT PERSON INFORMATION

Legal Name of Applicant: _____

*This form provides information about appropriate contacts in the applicant's organization **in addition** to those on FORM A: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the **Client Services Contract Unit, Department of State Health Services, 1100 W. 49th Street, Austin, TX 78756.***

Contac _____ Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Contact _____ Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Contac _____ Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Contac _____ Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____
Contac _____ Title: _____ Phone: _____ Ext. _____ Fax: _____ E-mail: _____	Mailing Address (incl. street, city, county, state, & zip): _____ _____ _____

FORM B: ADMINISTRATIVE INFORMATION

This form provides information regarding identification and contract history on the applicant, executive management, project management, governing board members, and/or principal officers. Respond to each request for information **or provide the required supplemental document behind this form**. If responses require multiple pages, identify the supporting pages/documentation with the applicable request.

Legal Name of Applicant: _____

Identifying Information

The applicant shall attach the following information:

- Names (last, first, middle) and addresses for the officials who are authorized to enter into a contract on behalf of the applicant.

Conflict of Interest and Contract History

The applicant shall disclose any existing or potential conflict of interest relative to the performance of the requirements of this Application for Funding. Examples of potential conflicts may include an existing business or personal relationship between the applicant, its principal, or any affiliate or subcontractor, with DSHS, the participating agencies, or any other entity or person involved in any way in any project that is the subject of this Application for Funding. Similarly, any personal or business relationship between the applicant, the principals, or any affiliate or subcontractor, with any employee of DSHS, a participating agency, or their respective suppliers, must be disclosed. Any such relationship that might be perceived or represented as a conflict shall be disclosed. Failure to disclose any such relationship may be cause for contract termination or disqualification of the proposal. If, following a review of this information, it is determined by DSHS that a conflict of interest exists, the applicant may be disqualified from further consideration for the award of a contract.

1. Does anyone in the applicant organization have an existing or potential conflict of interest relative to the performance of the requirements of this Application for Funding?

YES NO

If YES, detail any such relationship(s) that might be perceived or represented as a conflict. (Attach no more than one additional page.)

2. Has any member of applicant's executive management, project management, governing board or principal officers been employed by the State of Texas 24 months prior to the application due date?

YES NO

If YES, indicate his/her name, social security number, job title, agency employed by, separation date, and reason for separation.

3. Has applicant had a contract with DSHS within the past 24 months?

YES NO

If YES, indicate the contract number(s):

Contract Number(s)	

If NO, applicant must be able to demonstrate fiscal solvency. Submit a copy of the organization's most recently audited balance sheet, statement of income and expenses and accompanying financial footnotes DSHS will evaluate the documents that are submitted and may, at its sole discretion, reject the proposal on the grounds of the applicant's financial capability.

4. Is applicant or any member of applicant's executive management, project management, board members or principal officers:

- Delinquent on any state, federal or other debt;
- Affiliated with an organization which is delinquent on any state, federal or other debt; or
- In default on an agreed repayment schedule with any funding organization?

YES **NO**

If YES, please explain. (Attach no more than one additional page.)

FORM C: PERFORMANCE MEASURES

In the event a contract is awarded, applicant agrees that performance measures will be used to assess, in part, the applicant's effectiveness in providing the services described. Address all of the requirements (see PERFORMANCE MEASURES Guidelines) associated with the services proposed in this application. A maximum of 5 additional pages may be attached if needed.

FORM C: PERFORMANCE MEASURE Guidelines

Applicant shall include the performance measures in the Inter-Local application along with the proposed target levels of performance for each measure. The proposed target levels of performance and reporting frequency will be negotiated and agreed upon by applicant and DSHS.

1. Contractor will meet eighty percent (80%) of the current STD Program Objectives and indicators (see Attachment A).
2. Contractor will provide information and performance measures for any additional locally established program objectives.
3. Contractor will provide the following STD clinical services:
 - Clients seeking STD diagnostic and/or treatment services (walk-in or phone) at public STD clinics during normal operating hours will be triaged and a minimum of 90% of clients shall be examined, tested and/or treated with 24 hours of seeking service.
 - Clients seeking STD diagnostic and/or treatment services in public STD clinics shall be medically managed according to contractor written protocols in compliance with DSHS HIV/STD Program Operating Procedures (<http://www.DSHS.state.tx.us/hivstd/guidelines/default.htm>) and the Centers for Disease Control and Prevention (CDC) STD Treatment Guidelines, 2002 (<http://www.cdc.gov/std/treatment/TOC2002TG.htm>) or latest version.
4. Contractors will prepare and submit the following reports and narratives:
 - Narratives and progress reports on objectives, due semi-annually on July 31, 2007 and January 31, 2008 in a format provided by DSHS.
 - Progress reports on CDC-mandated performance measures in a format provided by DSHS.
 - STD Management Information System (STD*MIS) data, due weekly on Friday, no later than 5:00 p.m. Central Time.
 - Congenital Syphilis Case Investigation and Infant Syphilis Control Record, due to DSHS thirty (30) calendar days after reported to the local health department.
 - Texas Infertility Prevention Project data collected on systems supplied or approved by DSHS, according to a schedule approved by DSHS, for those clinic patients who receive Infertility Prevention Project sentinel site services. If contractor uses comparable data collection systems, contractor must establish a schedule with DSHS prior to data submission.
5. Contractors will annually renew collaboration plans with HIV Prevention contractors for public health follow-up for STD/HIV positives, their partners and other high-risk individuals.

FORM D: WORK PLAN

*Applicants shall describe its plan for service delivery to the population in the proposed service area(s) and include timelines for accomplishments. Address the required elements (see WORK PLAN Guidelines) associated with the services proposed in this application. **A maximum of 5 additional pages may be attached if needed.***

FORM D: WORK PLAN Guidelines

Applicant shall describe its plan for service delivery to the population in the proposed service area(s) and include time lines for accomplishments. The work plan shall address any changes to the needs and the problems identified in the community assessment for improving health status. The plan shall:

1. Describe activities to be performed for delivery of HIV/STD disease intervention, prevention and control services.
2. Describe specific activities to ensure that the applicant will accomplish statewide and locally established objectives and progress indicators.
3. For each objective that the applicant reported was not met in the most recent semi-annual progress report, applicant must describe a quality improvement plan to assure future compliance with the objective.
4. Describe how data is collected and tabulated, who will be responsible for data collection and reporting and how often data collection activities will occur.
5. Describe coordination with other health and human services providers in the project area that diagnose and treat STDs, including community based organizations, managed care organizations, jails, family planning clinics, emergency rooms, hospitals
6. Describe any unmet needs in the project area and local plans to address them;
7. Describe applicant's plan to track and document that clients seeking STD services (walk-in or phone) are triaged and that a minimum of 90% of all clients seeking services are examined, tested and/or treated within 24 hours of seeking services.

FORM E: BUDGET JUSTIFICATION
For
Federal STD Services

Provide a detailed budget justification of proposed Federal STD Services costs. In the event a contract is renewed, applicant agrees that this budget justification will be used as a basis for contract negotiations. The Centers for Disease Control and Prevention (CDC) has begun to require the DSHS to submit fully justified budgets for each contract included in the program's Comprehensive STD Prevention Systems Cooperative Agreement application. Therefore, applicants must submit budgets prepared on Excel spreadsheets and in accordance with the CDC's Application Budget Guidance, which can be obtained online at <http://www.cdc.gov/od/pgo/funding/budgetguide2004.htm>. It is important that the budget in Excel format be included on the diskette copy of the application. Applicants who fail to provide a budget in the format requested will be asked to resubmit the budget in the proper form.

HIV CONTRACTOR ASSURANCES

Texas Department of State Health Services

1. ADVOCATE AND PROMOTE

The applicant agency assures that it does not advocate or promote conduct that violates state law, in compliance with the HIV Services Act, Texas Health and Safety Code, Section 85.011, as follows:

"Grants may not be awarded to an entity or community organization that advocates or promotes conduct that violates state law. This subsection does not prohibit the award of a grant to an entity or community organization that provides accurate information about ways to reduce the risk of exposure to or transmission of HIV."

2. CONFIDENTIALITY

The applicant agency and its employees or subcontractors, if applicable, provide assurance to the Texas Department of State Health Services that confidentiality of all records shall be maintained. No information obtained in connection with the examination, care, or provision of programs or services to any person with HIV shall be disclosed without the individual's consent, except as may be required by law, such as for the reporting of communicable diseases. Information may be disclosed in statistical or other summary form, but only if the identity of the individuals diagnosed or provided care is not disclosed.

We are aware that the Health and Safety Code, §81.103, provides for both civil and criminal penalties against anyone who violates the confidentiality of persons protected under the law. Furthermore, all employees and volunteers who provide direct client care services or handle direct care records wherein they may be informed of a client's HIV status or any other information related to the client's care, are required to sign a statement of confidentiality assuring compliance with the law. An entity that does not adopt a confidentiality policy as required by law is not eligible to receive state funds until the policy is developed and implemented.

3. CONFLICT OF INTEREST

The applicant agency and its employees or subcontractors, if applicable, provide assurance to the Texas Department of State Health Services that no person who is an employee, agent, consultant, officer, board member, or elected or appointed official of this agency, and, therefore, in a position to obtain a financial interest or benefit from an activity, or an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter shall participate in the decision making process or use inside information with regard to such activity. Furthermore, - this agency will adopt procedural rules which require the affected person to withdraw from his or her functions and responsibilities or the decision-making process with respect to the specific assisted activity from which they would derive benefit.

4. TUBERCULOSIS COLLABORATION

The applicant agency assures the DSHS that it maintains collaborative efforts with local Tuberculosis (TB) Control programs in order to insure that HIV and TB treatment and prevention services are provided to persons at risk of HIV and TB.

5. DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that it will provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above, with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f), above.

6. POLICIES OF THE HIV/STD PROGRAM

The applicant agency assures the DSHS that it will abide by all policies of the HIV/STD program that apply to the programs being provided. A list of policies applicable to all HIV and STD contractors is provided at the program website at www.dshs.state.tx.us/hivstd/policy/default.htm.

Signature of Authorized Certifying Official	Title
Date	
Legal Name of Applicant Organization	

ATTACHMENT A

STD Program Objectives - 2007

Syphilis Objectives

- (1) At least 90% of reported early syphilis cases will be interviewed for sex partners, suspects, and associates.
- (2) At least 85% of interviewed early syphilis cases will be interviewed for sex partners, suspects, and associates within 3 days of confirmation of the case report.
- (3) Ensure that syphilis case management activities result in disease intervention for at least 60% of syphilis cases interviewed.
- (4) Achieve a partner index of at least 2.0 for early syphilis cases interviewed by DIS.
- (5) Achieve a cluster index of at least 1.0 for early syphilis cases interviewed by DIS.
- (6) Achieve a treatment index of at least .75 for early syphilis cases interviewed by DIS.
- (7) 75% of new syphilis partners, suspects, and associates are examined.
- (8) 65% of initiated and examined partners to early syphilis are closed to final disposition within 7 calendar days of initiation.
- (9) 85% of initiated and examined in-jurisdiction neonatal and prenatal reactive serologic tests for syphilis (STS) will be dispositioned within 7 calendar days.
- (10) 80% of reactive STS from in-jurisdiction laboratories are reported to the local STD program within 7 calendar days of the test result.
- (11) 75% of initiated and examined reactive STS are closed to final disposition within 7 calendar days of initiation.

HIV Objectives

- (12) At least 95% of the eligible STD clinic clients are tested for HIV.
Note: this objective will not apply to Regional Programs, but will still be tracked on the program indicators report.
- (13) At least 85% of reported new HIV cases will be interviewed (PCPE) for partners, suspects, and associates.
- (14) At least 85% of interviewed new HIV-positive cases will be interviewed (PCPE) for partners, suspects, and associates within 3 days of confirmation of the case report.

- (15) Ensure that 90% of new HIV-positive clients interviewed successfully complete their first early intervention appointment.
- (16) Achieve a partner index of at least 2.0 for newly diagnosed HIV-positive cases interviewed by DIS.
- (17) Achieve a cluster index of at least 1.0 for newly diagnosed HIV-positive cases interviewed by DIS.
- (18) HIV test 85% of the located new partners, suspects, and associates of HIV-positive clients.
- (19) 75% of new HIV partners suspects, and associates are examined.
- (20) 65% of located partners to HIV are closed to final disposition within 7 calendar days of initiation.

Gonorrhea and Chlamydia Objectives

- (21) Achieve a partner index of at least 1.0 for GC cases interviewed by DIS.
- (22) Achieve a partner index of at least 1.0 for CT cases interviewed by DIS.
- (23) Assure adequate treatment of 90% of GC-infected women identified through publicly funded screening sites.
- (24) Assure adequate treatment of 90% of CT-infected women identified through publicly funded screening sites.