

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
NOTICE OF GRANT AWARD AMOUNT & SUMMARY OF PROGRAM OBJECTIVES**

PROGRAM NAME: Family Planning (#05)

LOCAL AGENCY NAME: Sedgwick County Health Department

PROGRAM PERIOD: July 1, 2024 - June 30, 2025

AMOUNT THIS PERIOD: \$ 24,778

This document is incorporated by reference into Contract Attachment No. 5. Acceptance of the first payment constitutes Local Agency's agreement to the amount of the grant, the program objectives set out below, and the terms of Contract Attachment No. 5. In addition to the general program provisions and objectives set forth in Contract Attachment No. 5, Local Agency agrees to the following Fiscal Year/Local Agency-specific requirements:

1. The goal of the Kansas Title X Family Planning Program is to provide individuals, especially those with low-incomes and at high risk, with the information and the means to make decisions regarding the number and spacing of children, and to provide access to additional health services that would lead to the overall improvement in the health of those individuals by adoption of the current Title X Program Requirements and the 2014 "Providing Quality Family Planning" MMWR.
2. To achieve the outcome objective that all client records with Pap test results showing epithelial cell abnormalities (ASC or more severe) will have documentation of client notification, and appropriate referral and/or follow-up recommendations within 6 weeks of the date the Pap smear was read.
3. To achieve the following process objectives:
 - a. To increase, or maintain, the unduplicated number of Family Planning Users served from the previous calendar year.
 - b. To increase, or maintain, the number of high-risk (age 19 & under) Users receiving services.
 - c. To increase, or maintain, the number of low-income (at or below 100% poverty) Users receiving services.
 - d. Comply with collection of Family Planning data and information required for federal reporting.
4. Submit to the State Agency in the Kansas Grant Management System (KGMS) the reports listed in the KDHE Grant Application Guidance and Grant Reporting Instructions. The State Agency reserves the right to modify in its sole discretion, the reporting requirements during the term of this agreement to meet applicable federal or state reporting requirements.
 - a. Submit the Financial Status Report (FSR) by the 15th of the month following the end of each quarter; October 15 for the 1st quarter, January 15 for the 2nd quarter, April 15 for the 3rd quarter, and July 15 for the 4th quarter. The source and amount of funds received during the reporting period that support activities within the scope of the grantee's approved application/plan shall be identified on the FSR.
 - b. Submit Bi-annual Progress Reports by the 15th of January and July.

- c. The entire amount of Program Revenue reported on FSRs during the contract period MUST be spent as Revenue Expense by the end of the contract period (June 30th). Program Revenue cannot be carried over from one contract period to the next.
 - d. A 5% penalty of total grant award amount will be assessed for delinquent year-end (4th quarter) reports beyond August 15th.
5. Track real-time client demographics and service/encounter data as required and in accordance with the guidelines provided by the State Agency.
 - a. Utilize the Data Application and Integration Solutions for the Early Years (DAISEY) system to report client-encounter data. Data must be entered by the 10th of every month for services provided through the end of the preceding month. All encounter data shall be current and available to the State Agency within fifteen (15) days of the end of the calendar year and state fiscal year. This data will be the source for required reports. KDHE must be notified of plans to use an alternative system such as an Electronic Health Record (EHR) to collect client-level data. Entry in DAISEY will still be required. Additional information will be provided as applicable.
 - b. Provide a signed DAISEY Terms of Use Agreement and comply with the terms outlined in the agreement.
6. Develop an annual staff education plan that identifies education needs of staff and plans for enhancing provider skills in identified need areas. Provide Family Planning orientation and education for new staff. At least one sub-recipient agency FP staff member will participate in annual State Agency update meetings when provided. At least one sub-recipient agency FP staff member will attend the Governors Public Health Family Planning Preconference. If you and/or your staff are not able to attend the State Agency update or the Governors Public Health Family Planning Preconference, staff may attend alternative training related to Family Planning (provided you have prior approval from KDHE). Maintain documentation of education and training for all Family Planning staff.
7. Local Agency is responsible to keep agency/program contact information updated in the OPA Title X Family Planning Clinic Locator. Visit <https://opa-fpclinicdb.hhs.gov/user/login>, create a log-in to update and add to the agency's information. Information should be updated at least quarterly.
8. The Provisions found in the Contingency To Accept FP Funding Attachment which are attached hereto, are hereby incorporated in this document and made a part thereof.

Contingency To Accept FP Funding Attachment

1. KGMS

- FSRs are due Quarterly by the 15th of the month following the end of the reporting period (or by next working business day should it occur on a weekend or holiday)

Family Planning Grant Financial Status Report (FSR)		
Quarter	Reporting Period	Due Date
1	07/01-09/30	October 15
2	10/01-12/31 (FSR)	January 15
3	01/01-03/31	April 15
4	04/01-06/30 (FSR)	July 15

- Every BMR must have Reason for change and the dollar amount associated with change listed in notes. No additional revisions to the budget may be made unless it is noted in the request.
- Required Attachments
 - Monthly expenditure and revenue report (due by 15th of each month or next business day)
 - Include all invoices for purchases showing how it was paid. If credit card is used include credit card receipt.
 - Include all client service claims and reimbursement from insurance.
 - Quarterly expenditure and revenue report (due no later than the 15th of the assigned date)
 - Include all invoices for purchases showing how it was paid. If credit card is used include credit card receipt.
 - Include all client service claims and reimbursement from insurance.
- Failure to meet deadlines may result in a decrease in award amount up to amount in table.

Quarter 1 After Oct 15	Quarter 2 After Jan 15	Quarter 3 After April 15	Quarter 4 After July 15
25%	12.5%	12.5%	25%

- FSRs and BMRs returned more than once may result in up to a 5% cut in total award per times returned.

2. Award

- Reimbursement model of funding- all county funds must be expended before KDHE Family Planning funds are released
- Funding awarded will be reduced to only cover a portion of contraception.

3. Auditing

- Daisey numbers need to match client service numbers
- KDHE will complete random audits. This will consist of KDHE providing Sedgwick County with random DAISEY client numbers, during specific periods of time. The audit will include a review of services, expenses, sliding fee, how income was verified and how client paid.

4. Personnel

- Michelle Stroot will be the overseeing approval of BMRs & FSRs. All reports should go through an internal review process at Sedgwick County Health Department prior to submitting to KGMS. If a new grant manager is hired Michelle will help transition the new staff.
- At least two members of Sedgwick County Health Department need to be present at all meetings regarding the grant.
 - Adrienne Byrne, Mai Nguyen, Stacy Blankenship, Lucretia Burch, Michelle Stroot, and Tim Kaufman

5. KGMS access

- Carrie will send procedures for obtaining access for the following:
 - Michelle Stroot-Final Approval
 - Grant manager (frmly Lucretia Burch)- Prepare and send to Michelle for approval.
 - Adrienne Byrne- access to see all Sedgwick grants in KGMS.