
FY 2022 LPHA Local Government Investment Data Collection

Training Sessions
January 23 and 25, 2023

SUBMISSION DEADLINE:
5:00 p.m.
February 17, 2023



Overview of Instructions/Guidance

- Public Health Modernization Funding Formula
- Purpose of FY22 data collection
- Data being collected
- Excluded Data
- Step by Step Process for Reporting Data
- Certification
- Timeline

Public Health Modernization Funding Formula

ORS change allows for matching funds to incentivize county investment in public health through matching funds component

funding formula was turned “on” but not matching funds component due to allocation amount



funding formula was not turned “on”

biennium – significant investment, funding formula used but may need to turn “on” matching funds component in 2023-2025 biennium

Purpose of data collection:

- Need to track county government investments for when matching funds component is activated for the funding formula
- Focus on Foundational Capabilities and Programs related expenditures paid by county general and/or other funds
- Submit actual expenditure amounts, NOT budgeted amounts.

Timeline

Instructions and form link for
FY22 LPHA Local Government
Investment Data sent to LPH
Administrators

Close of business, February
17, 2023: All data due to OHA
through online reporting tool

Jan. 19, 2023

Jan. 23, 2023

Feb. 17, 2023

Week of January 23, 2023:
Two identical online meetings
to orient LPH fiscal staff and
administrators to reporting
process

Four Key Documents for Data Collection Process:

- These instructions/guidance (sent with invitation email)
- Inclusions and Exclusions Document (sent with invitation email)
- Data Worksheet (sent with invitation email)
- Narrative, In-Kind Information and Certification Form (sent with invitation email)

Notes about FY 2022 Data Request

Only collecting expenditures at high level (no breaking out by foundational capability/program)

In-Kind Support is reported directly in Step #3 of the Tool

In-Kind Support additional required info is provided as part of the Narrative and Certification Form that is uploaded

System report IS required

Before You Start

- Have all the documents you need to do your calculations
- Most of the work will be done offline – use the worksheet provided, if helpful

Health FY21 LPHA Local Government Investment Data Collection Worksheet

If desired, you may use this worksheet to identify the specific numbers you need to input into the online data collection tool. Use of this worksheet is optional and is provided for your convenience. Please do not submit this worksheet to OHA.

Key Definitions

County General Funds = Funds that come from the county general fund budget.

County Other Funds = Generally, these are funds that the county generates through collection of fees, insurance reimbursement or other means. Grants from outside funders are NOT considered County Other Funds.

In-Kind Support = These are non-cash contributions. These are costs that are covered by the LPHA/County as in-kind and do not appear in the LPHA's account systems and reports. Contribution amounts should be based on the fair market value of the contributions. (Example: LPHA uses a county-owned or leased building but is not charged rent either directly or through indirect costs)

PLEASE NOTE: Data reported should reflect only FY21 expenditures, not FY21 budgeted amounts.

STEP #1

Local Public Health Authority _____
(you will select this from a drop-down list in the tool)

1. Local Public Health Expenditures Paid with County General Funds \$ _____

2. Local Public Health Expenditures Paid with County Other Funds \$ _____

3. Total In-Kind (non-Cash) Support from County \$ _____

4. Total Local Government Public Health Investment (Line 1 + Line 2 + Line 3) \$ _____

5. Exclusions (see guidance documents for more information) \$ _____

This worksheet is just a tool. Do not submit this worksheet with your data

Health FY21 LPHA Local Government Investment Data Collection Worksheet

6. Total Local Government Public Health Investment Minus Exclusions (Line 4 - Line 5) \$ _____

Submitter Email (this is who you want the main point of contact for Submitted information) _____

File Attachments (make sure file name ends with LPHA name)
Upload Narrative, In-Kind Information and Certification Form

Do you want a copy of your responses? ____Yes ____No

This worksheet is just a tool. Do not submit this worksheet with your data



FY22 LPHA Local Government Investment Data Collection

KEY DEFINITIONS: County General Funds = Funds that come from the county general fund budget. County Other Funds = Generally, these are funds that the county generates through collection of fees, insurance reimbursement or other means. Grants from outside funders are NOT considered County Other Funds. In-Kind Support = These are non-cash contributions. These are costs that are covered by the LPHA/County as in-kind and do not appear in the LPHA's accounting systems and reports. Contribution amounts should be based on the fair market value of the contributions. (Example: LPHA uses a county-owned or leased building but is not charged rent either directly or through indirect costs)

PLEASE NOTE:

Data reported should reflect only FY22 expenditures, not FY22 budgeted amounts.

Select Local Public Health Authority name from the drop down list *

Hood River County

1. Local Public Health Authority Expenditures Paid with County General Funds *

781313

2. Local Public Health Authority Expenditures Paid with County Other Funds *

22680

3. Total In-Kind (non-Cash) Support from County *

325821

4. Total Local Government Public Health Investment (Line 1 + Line 2 + Line 3) *

1129814

5. Exclusions (see guidance documents for more information) *

217403

6. Total Local Government Public Health Investment Minus Exclusions (Line 4 - Line 5) *

912411

Submitter Email *

This is the main point of contact for submitted information

File Attachments (make sure file name ends with LPHA name) *

Please attach the Narrative, In-Kind Information and Certification Form

Drag and drop files here or [browse files](#)

Send me a copy of my responses

Submit

Submitting Data Online

- Have your numbers ready before you start - once you click “Submit” you can’t go back.
- Use the link to access the [online form](#)
- Attach/upload files
- Remember to save files with your county name at the beginning

Health FY22 LPHA Local Government Investment Data Collection Worksheet

If desired, you may use this worksheet to identify the specific numbers you need to input into the online data collection tool. Use of this worksheet is optional and is provided for your convenience. Please do not submit this worksheet to OHA.

Key Definitions

County General Funds = Funds that come from the county general fund budget.

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- **In-Kind Support** = These are non-cash contributions. These are costs that are covered by the LPHA/County as in-kind and do not appear in the LPHA’s account systems and reports. Contribution amounts should be based on the fair market value of the contributions. (Example: LPHA uses a county-owned or leased building but is not charged rent either directly or through indirect costs). In-Kind Support can only be counted once and should only be included in lines #3 and #6 (as part of total).

PLEASE NOTE: Data reported should reflect only FY22 expenditures, not FY22 budgeted amounts.

Local Public Health Authority _____
(you will select this from a drop-down list in the tool)

1. Local Public Health Expenditures Paid with County General Funds \$ _____

2. Local Public Health Expenditures Paid with County Other Funds \$ _____

3. Total In-Kind (non-Cash) Support from County \$ _____

4. Total Local Government Public Health Investment
(Line 1 + Line 2 + Line 3) \$ _____

5. Exclusions (see guidance documents for more information) \$ _____

This worksheet is just a tool. Do not submit this worksheet with your data

Health FY22 LPHA Local Government Investment Data Collection Worksheet

6. Total Local Government Public Health Investment Minus Exclusions (Line 4 - Line 5) \$ _____

Submitter Email (this is who you want the main point of contact for Submitted information) _____

File Attachments (make sure file name ends with LPHA name)
Upload Narrative, In-Kind Information, Certification Form and System Report

Do you want a copy of your responses? ___ Yes ___ No

This worksheet is just a tool. Do not submit this worksheet with your data

Data Overview

- Time period: July 1, 2021 – June 30, 2022
- Only report:
 - LPHA expenditures paid with county general funds
 - LPHA expenditures paid with county other funds (fee revenue and insurance reimbursement should be included)
 - In-Kind Support
 - Exclusions amount
 - Attach certification document
 - Contact email
- LPHA fiscal staff and administrators should work closely together

Key Definitions

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Exclusions

- Provision of Ryan White case management services
- Reproductive health client services
- Immunization clinics, including costs associated with providing immunizations at targeted community events unless to provide medical countermeasures during a public health emergency as defined in [ORS 433.442](#).
- Clinical support
- Corrections health, including jail nurse
- Individual dental services
- Primary care services
- Occupational health services
- Medical examiner
- Mental health and addiction services and treatment
- Provision of emergency medical services
- Refugee resettlement screening
- Animal control/animal shelter

**** Also see exclusions information listed on Foundational Capabilities/Programs Inclusions and Exclusions document**

Data Collection

- Definition of public health emergency in ORS [433.442](#):
 - “Public health emergency” means an occurrence or imminent threat of an illness or health condition that:
 - Is believed to be caused by any of the following: bioterrorism; the appearance of a novel or previously controlled or eradicated infectious agent or biological toxin that may be highly contagious; an epidemic of communicable disease; a natural disaster, a chemical attack or accidental chemical release or a nuclear attack or nuclear accident; AND
 - Poses a high probability of any of the following harms: a large number of deaths in the affected population; a large number of serious or long-term disabilities in the affected population; or widespread exposure to an infectious or toxic agent that poses a significant risk of substantial future harm to a large number of persons in the affected population

File Attachments

- Supporting documentation is required to be uploaded into the tool
- In-kind information, narrative and certification are required since data may be used for matching funds
- **Supporting documentation must include these files:**
 - **An accounting system generated report**
 - **A completed and signed Narrative, In-Kind Information and Certification Form**

File Attachments (cont.)

- Accounting system generated report
 - System generated report
 - Corresponds with the reporting boxes for amount of LPHA expenditures paid with county general funds and county other funds
 - Can be report built from accounting system data export

File Attachments (cont.)

- Narrative, In-Kind Information and Certification Form was attached to invitation email
- Narrative portion
 - Describe any differences in dollar figures between the system generated report (or report with system generated data export) and the dollar figures reported in the online tool.
 - Most often the differences would be explained by exclusions, so please note if that is the case.
 - If there are other reasons for the differences that would not be obvious to OHA staff reviewing the validation information, please explain in this area.

File Attachments (cont.)

- In-Kind Support Information
 - Complete table describe the in-kind support with fair market value for each type of support and what fair market value is based on
- Certification
 - Review, signed and dated by LPH Administrator and Fiscal Officer/Administrator/Manager

Data Being Collected – LPHA Expenditure Inclusions/Exclusions

	Communicable Disease Control	Prevention & Health Promotion	Environmental Health	Access to Clinical Preventive Services	Emergency Preparedness & Response	Cross-Cutting Strategic Development & Leadership	Administrative and Other Indirect Costs
Included	<p>Note: If there are specific questions about whether or not a cost is included, please refer to the Communicable Disease Control section of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Communicable disease surveillance, investigation, intervention and control, response evaluation.</p> <p>Tuberculosis, sexually transmitted infections, HIV, food-borne illness</p> <p>School law work</p> <p>Immunization clinics to provide medical countermeasures during a public health emergency (public health emergency as defined by ORS 433.442)</p> <p>Syringe exchange program</p> <p>Personal protective equipment to support population health communicable disease work (e.g. fit testing for CD staff)</p>	<p>Note: If there are specific questions about whether or not a cost is included, please refer to the Prevention & Health Promotion section of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Population health work focused on social, emotional and physical health and safety.</p> <p>Programs that use policy, systems, environmental change strategies to address root causes of poor health outcomes (such as educational attainment, housing, transportation, community supports).</p> <p>Programs that address contributors to chronic disease from a population health perspective such as poor nutrition, inadequate physical activity, substance use disorders, tobacco use, mental health, oral health, intentional and unintentional injuries.</p> <p>Tobacco prevention and education</p> <p>Prescription drug overdose prevention</p> <p>Maternal and child health programs, including Babies First! and Nurse-Family Partnership</p> <p>Teen pregnancy prevention</p> <p>Population-based oral health work</p> <p>Sustainable relationships for community health</p>	<p>Note: If there are specific questions about whether or not a cost is included, please refer to the Environmental Health section of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Identification and prevention of environmental health hazards</p> <p>Mandated regulatory inspections (food, pool, lodging, drinking water systems)</p> <p>Promotion of land use planning</p> <p>Health impact assessments</p> <p>Brownfields</p> <p>Climate and health</p> <p>Lead poisoning prevention</p> <p>Domestic well safety</p> <p>Transportation/Land Use Planning</p>	<p>Note: If there are specific questions about whether or not a cost is included, please refer to the Access to Clinical Preventive Services section of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Assurance of access to cost-effective clinical care</p> <p>Assurance of access to effective vaccination programs</p> <p>Assurance access to effective tuberculosis treatment programs</p> <p>Assurance access to effective preventable disease screening programs</p> <p>Reproductive health community participation and assurance of access</p>	<p>Note: If there are specific questions about whether or not a cost is included, please refer to the Emergency Preparedness & Response section of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Preparation for emergencies</p> <p>Response to emergencies</p> <p>Coordination and communication before and during an emergency</p> <p>Cities readiness initiative</p> <p>Public health emergency preparedness</p>	<p>This category should capture any costs that support overall infrastructure for foundational capabilities not otherwise captured in the other categories.</p> <p>In addition, sometimes an expenditure crosses more than one of the following:</p> <ul style="list-style-type: none"> Communicable disease control Prevention & health promotion Environmental health Access to clinical preventive services Emergency preparedness & response <p>OR when the expenditure is specific to supporting foundational capabilities that cross multiple program areas, this category should be used.</p> <p>Note: If there are specific questions about whether or not a cost is included, please refer to the Leadership and Organizational Competencies, Health Equity and Cultural Responsiveness, Community Partnership Development, Assessment and Epidemiology, Policy and Planning and Communications sections of the Public Health Modernization Manual (September 2017) to determine if the function/activity/deliverable funded is described in the manual.</p> <p>Example of expenditures that may be reported in this category:</p> <ul style="list-style-type: none"> Public health administrator time on efforts that are cross-cutting Public health officer time on efforts that are cross-cutting. 	<p>This category should capture overhead costs, not otherwise reported in the other categories. These may include:</p> <ul style="list-style-type: none"> Rent Utilities Information Technology Human Resources Accounting services Facilities Maintenance Administrative support, not otherwise reported in the other categories Indirect charges assessed by county government

Need help?

- For content questions not covered in the documentation, contact Danna Drum at Danna.K.Drum@dhsoha.state.or.us or Cessa Karson at Alessandra.Karson-Whitethorn@dhsoha.state.or.us.
- For SmartSheet issues, contact Amanda Spencer at Amanda.Spencer@dhsoha.state.or.us.