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Local Public Health ELC Funding Application Guidance: sample work activities and outputs

Public health preparedness and local health section

September 28, 2020

The following document contains samples of eligible activities and corresponding outputs that can be used by local public health departments and districts to complete the Epidemiology and Laboratory Capacity (ELC) funding application.

The intent of the publication is to provide local public health departments and district departments of health with examples of types of eligible activities and corresponding outputs, that may be adapted for their applications. The sample activities and outputs are not all-inclusive.

Laying out your application in logical sequence so that your activities, and corresponding outputs are aligned will expedite the review and approval process by the Department of Public Health. It is expected that proposed activities will be specific to each health department and its communities, measurable (and reportable at the end of the year, achievable in the first funding period, and relevant and applicable to the funding source. Outputs should be simple and easily measured, so that when the funding period ends, the health department and district can rapidly produce a closeout report.

It is also worth noting that the application proposals should reflect the work that will be performed as a result of receiving or using the funds. For example, if a sanitarian is enforcing executive orders and ReOpen guidelines, and that sanitarian is not supported by ELC funds, then do not include that work in the application proposal for your health department or district.

The following pages contain activities and corresponding outputs for each of the five categories listed in the ELC funding application. Please consider formatting your proposals similarly.

Number all of your work plan activities and outputs/outcomes, so that they correspond. Develop outputs/outcomes that align with each activity. Doing so will reduce your administrative burden for the contract, result in rapid reporting and closeout, and delivery of funds for subsequent budget periods.

**Category 1: Enhance Laboratory Detection, Surveillance (contact tracing), Response, Informatics and Other Workforce Capacity.**

Sample Activities and Outputs--

* **Activity1:** Utilize the ContaCT system to conduct case investigation and contact tracing for all COVID-19 cases identified and reported to the [insert local health department name].
  + **Output 1:** Metrics associated with activity 1 will be captured in the ContaCT system.
* **Activity 2:** Promote and host mass vaccination clinics for seasonal influenza and COVID-19
  + **Output 2a:** Number of influenza clinics hosted or arranged by [the local health department/district]
  + **Output 2b:** Number of COVID19 vaccine clinics hosted or arranged by [the local health department/district
  + **Output 2c**: Number of people vaccinated for influenza
  + **Output 2d:**  Number of people that received two doses, or as appropriate per the manufacturer, of COVID-19 vaccine
* **Activity 3:** Update the [Infectious Disease Protocols/Plans, or COVID-19 Mass vaccination Plan, etc.…] for the [insert local health department name] (note: this may be more appropriate on PHEP base grant funding)
  + **Output 3:** # of staff that receive the updated Infectious Disease Protocols/Plans, etc... (e.g., local health department staff, elected officials, and emergency manager).
* **Activity 4:** Publish and distribute the Disease Manual/Plan to all staff, and board members
  + **Output 4:** Number of staff who acknowledged receipt of the [plan, infectious disease manual or whatever publication is being updated in corresponding activity above]
* **Activity 5:** Engage with CRC to support quarantine/isolation of impacted residents.
  + **Output 5:** # of families/individuals served by CRC referrals made by [the local health department/district]
* **Activity 6:** Enroll in CVP and CoVP.
  + **Output 6:** Signed agreements with DPH demonstrating vaccine readiness for influenza (CVP) and COVID-19 (CoVP).
* **Activity 7:** Stand up a strike team in the [insert local health department name]to rapidly respond to outbreaks in the general community, congregate settings, nursing, homes and other locations within the community.
  + **Output 7:** # of days taken to initiate response and notify DPH on suspected or real outbreaks in nursing homes, congregate settings, and in the general community.
* **Activity 8:** Create data tables or standardized summary report of current disease rates for COVID-19 within the jurisdiction on a weekly basis.
  + **Output 8:** # of reports developed and posted on town website
* **Activity 9:** Share the data analysis/reports on the town website and distribute to chief elected officials, emergency managers, other relevant town officials and partner organizations
  + **Output 9:** # of people (by office or category) who receive weekly town-specific summary disease reports
* **Activity 10:** Extract and utilize disease surveillance data to deliver de-identified summary reports to municipal leaders and community partners
  + **Output 10:** # of weekly reports sent, and # of partners by type who receive the information
* **Activity 11:** Train staff and MRC volunteers for mass vaccination clinics for COVID-19
  + **Output 11:** Number of people and volunteers trained on conducting mass vaccination clinics
* **Activity 12:** Collect and evaluate data to identify high-need communities and neighborhoods within the jurisdiction for targeting additional outreach and testing initiatives.
  + **Output 12:** # of targeted census tracts identified through data analysis. (Should also correspond with the health department’s activities under Category 2/3 for your work, in terms of activities performed to partner with groups and promote testing at non-traditional settings)

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**Activity 2: Strengthen Laboratory Testing Volume and Capacity.**

Sample Activities and Outcomes--

* **Activity 1:** Identify at-risk community members
  + **Output 1:** Number and type of community members identified as being at-risk (e.g., elderly housing, census of building, etc.)
* **Activity 2:** Work with community-based groups to coordinate and promote testing.
  + **Output 2:** List of community partners/organizations, and # of meetings held with community partners/organizations
* **Activity 3:** Coordinate testing clinics in [insert local health department/district] with area hospitals at non-traditional through existing partnerships
  + **Output 3:** # of testing clinics at non-tradition sites that were hosted/arranged
* **Activity 4:** Contract with testing partner to offer testing clinics in [insert local health department/district] at non-traditional sites through existing partnerships
  + **Output 4:** # of testing clinics at non-tradition sites that were hosted/arranged
* **Activity 5:** Promote testing with identified at-risk community members and connect them with testing clinics/resources
  + **Output 5a:** # of testing clinics hosted/arranged in high risk locations
  + **Output 5b:** # of at-risk and other community members tested for COVID19 through clinics hosted by [insert local health department/district]
  + **Output 5c:** # of outreach and media types, including messaging, conducted to promote testing locations

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**Activity 3: Coordinate and Engage with Partners as needed to respond to and prevent COVID-19.**

Sample Activities and Outcomes--

* **Activity 1:** Strengthen existing partnerships with faith-based organizations, medical partners, FQHCs, healthcare partners, congregated healthcare settings, community-based organizations, universities, CRCs, and other community partners. (List how these partnerships will result (output) in responding to and preventing COVID-19.)
* **Output 1a:** Number of meetings held with partners.
* **Output 1b:** Type of work conducted by health department in collaboration with new or existing partners.
* **Activity 2:** During contact tracing interview, conduct intake of needs identified by those who must remain in isolation and quarantine and connect them with the regional CRC
* **Output 2a:** # of individuals/families identified as having unmet needs during isolation/quarantine periods, as identified during contact tracing interview
* **Output 2b:** # of individuals/families successfully connected with CRC for unmet needs
* **Activity 3:** [The new hires/job title] will participate in the ESF-8 regional meetings and share resources within the region and statewide in relation to COVID19 response efforts as PHEP funding is currently allocated for this activity for current employees.  {If this activity will be covered by an existing health department staff member not included in the ELC budget, this activity should be removed as it is not supported by the ELC contract funds.}
* **Output 3a:** The new hire will adapt best practice examples from Region for use in {town/district} relating to contact tracing, promoting testing and mass vaccination clinics, etc.
* **Output 3b:** The new hire will contribute to the meetings with input for COVID19 response planning, Regional testing initiatives, Regional COVID19 mass vaccination, Regional influenza campaigns, etc.

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**Activity 4: Prevent and Minimize Transmission of COVID-19**

Sample Activities and Outcomes--

* **Activity 1:** Provide technical assistance to industry on sector rules.
  + **Output 1:** # of technical assistance discussions had with industry relating to sector rules;
  + **Alternate Output 1:** # of sites, by type (e.g., salons, FSEs, etc.) where in-person consultation occurred during project period.
* **Activity 2:** Train industry on Reopen CT guidelines, Commissioner Orders, and other COVID-19 control and prevention measures.
  + **Output 2:** # of trainings provided to industry relating to ReOpen CT guidelines/protocols
  + **Alternate Output 2:** # of recorded webinars or other modules loaded into department’s website, and # of downloads or hits to that module.
* **Activity 3:** Respond to complaints and enforce Reopen CT guidelines in concert with the chief elected official’s designee in town.
  + **Output 3a:** # of complaints responded to by facility type
  + **Output 3b:** # of complaints referred to municipal designee for ‘other’ facility types
  + **Output 3c:** # of notices of violation issued, # of fines issued per EO authority
* **Activity 4:** Form relationships with schools and camps to provide guidance on COVID19 disease management for diagnosed students, clients, and staff.
  + **Output 4a:** Number of meetings held with school and camp partners
  + **Output 4b:** Type of work conducted in collaboration with school and camp partners
  + **Output 4c:** # of sites, by type (e.g., daycares, youth camps, or private/public schools) where in-person consultation or site visits occurred during the project period.
* **Activity 5:** Provide guidance to school systems and review standardized operating procedures (SOP) for safe re-opening.
  + **Outcome 5a:** SOPs were updated.
  + **Outcome 5b:** # of meetings held (dates, with whom, purpose/title of meeting)
* **Activity 6:** Conduct walk through rounds with schools to ensure compliance with the Current CDC’s and CT DPH Guidelines.
  + **Outcome 6a:** # of schools where walk through rounds were conducted.
  + **Outcome 6b:** # of physical or plan modifications made because of walk through rounds.
* **Activity 7:** Work with schools to develop contact tracing and exposure plans, utilizing the current metrics and addenda from the SDE to develop the town-specific plan
  + **Output 7:** Finalization and publication of Trumbull School System contact tracing plan and exposure plan
* **Activity 8:** Develop plans and protocols with schools to prevent the spread of COVID-19
  + **Output 8:** # of people, by category who were provided with the school-specific plan and protocol for COVID-19, dates of distribution, posting on website
* **Activity 9:** Ensure that are schools are trained and updated with current information regarding COVID-19 to make well-informed decision
  + **Output 9a:** # of technical advisory memoranda issued by the Trumbull HD, topics, and dates shared with public school system
  + **Output 9b:** # of trainings offered, and corresponding before/after measures of change in knowledge
* **Activity 10:** In collaboration with the Board of Education’s medical advisor and school nurse, respond to public school cases as soon as they arise
  + **Output 10a:** # of school-related cases that the health department responded to in concert with school medical advisor and nurse
  + **Output 10b:** # of hours or days from identification of school-related case to follow-up conducted by school and local health personnel
* **Activity 11:** Form relationships with congregate and senior housing partners, to provide guidance on COVID19 disease management for diagnosed residents, and staff.
  + **Output 11a:** Number of meetings held with congregate and senior housing partners.
  + **Output 11b:** Type of work conducted in collaboration with congregate and senior housing partners.

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**Activity 5: Conduct Health Promotion Activities associated with each category (1-4) as detailed below**

Sample Activities and Outcomes--

* **Activity 1:** Update town website and health department websites with latest information on topics such as disease rates, COVID19 health and safety practices, and availability of testing and vaccination clinics.
  + **Output 1a:** Frequency the websites were updated
  + **Output 1b:** # of hits on websites
* **Activity 2:** Promote COVID-19 [awareness and testing/vaccination services] for [define your at-risk populations] through [define media used for health promotion] by the town/health department [and include frequency of activity]
  + **Output 2a:** Number of posters or other print materials
  + **Output 2b:** List of the establishments and facility type the materials were distributed and posted
  + **Output 2c:** Languages of publications designed (CLAS standards)
  + **Output 2d:** Frequency of social media posts and number of likes/hits
  + **Output 2e:** Log of social media posts and number of likes/hits
  + **Output 2f:** Frequency the websites were updated
  + **Output 2g:** # of hits on websites
* **Activity 3:** Publish PSAs in local print media re: COVID19 prevention messages, and availability of testing/vaccination [include location by town(s), or for specific populations]
  + **Output 3a:** Types of media where messaging was broadcast/published
  + **Output 3a:** # of media PSAs published and in which publications, dates
  + **Output 3b:** Languages of PSAs (CLAS standards)
* **Activity 4:** Post weekly social media messages via town Facebook, Twitter and other social media accounts.
  + **Output 4:** Log of social media posts and number of likes/hits
* **Activity 5:** Issue [insert frequency] updated technical advisories and guidance [insert platforms for communications – web page, alerts, etc.] to the regulated community regarding executive orders and ReOpen CT guidelines
  + **Output 5:** Frequency (e.g., weekly) and # of posts, and log of technical advisories and guidance documents issued (by type/sector).