CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

ARRA DATA QUALITY PLAN

Public Health Commitment to ARRA

In January, 2009, the Federal Administration announced the passage of the "American Recovery and Reinvestment Act of 2009" (ARRA). At that time, the Connecticut Department of Public Health (DPH) established an internal coordination and communication process to inform Commissioner Galvin and Deputy Commissioner Gyle of program funding opportunities and policy directives. In February 2009, the Governor's Office invited DPH to attend meetings of Governor's staff and selected agencies to review Connecticut activities.

In addition to participating in the Governor's ARRA Workgroup meetings, DPH holds an internal coordination meeting every Wednesday afternoon to review current activities and develop strategies to comply with the Governor's directives. All program staff working on ARRA related activities and DPH Executive Leadership are invited to attend this meeting.

Responsible Persons and Procedures

DPH Commissioner J. Robert Galvin designated Meg Hooper, Planning Branch Chief, as ARRA Chief Accountability Officer (CAO) and Kristin Sullivan, Planning and Workforce Development Section Chief, as Deputy CAO. Their responsibilities include:

1. Coordination of information from DPH program staff;
2. Weekly briefings of ARRA activities and funding opportunities to DPH Executive Leadership;
3. Attendance at all Governor's ARRA Workgroup meetings;
4. Distribution of information from Governor's Office and Federal Agencies to DPH program staff and Executive Leadership;
5. Monthly reporting of DPH fiscal activities to Governor's Office and CT Office of Policy and Management (OPM), according to requirements;
6. Coordination and final submission of US Office of Management and Budget (OMB) Quarterly Reporting Requirements.
7. Update this data quality plan, as necessary due to changes in operations, federal or state guidance, or other circumstances.

The ARRA supported programs administered by DPH as of September 30, 2009, are listed below with staff accountable for information for and verification of monthly and quarterly reports. Also listed are the DPH Executive Leadership responsible for program compliance with Federal and State requirements.

ARRA Funded DPH Program	**Executive Leadership** **(Branch Chief)**	**Program Manager** **Fiscal Office Assignee**
Information Technology – development and implementation of HIT/HIE strategic and operating plans.	Meg Hooper Planning Branch	Warren Wollschlager, Office of Research and Development Chief James O'Connell Chief Fiscal Officer
Safe Drinking Water State Revolving Fund – principal forgiveness programs to municipal and private water companies.	Ellen Blaschinski, Regulatory Services	Darrell B. Smith Drinking Water Section Chief Karen Sheets Accountant
Healthcare Associated Infections – Ambulatory Surgical Centers	Wendy Furniss Healthcare Systems	Barbara Cass Facility Licensing & Investigations Section Chief Karen Sheets Accountant
Women, Infants, and Children Program – food vouchers and infrastructure support to enhance communications, scheduling, and tracking information systems.	Lisa Davis Public Health Initiatives	Renee Coleman-Mitchell Health Education, Management and Surveillance Section Chief Robin Vallerand Accountant
Healthcare Associated Infections –vaccine evaluation study, surveillance improvements, and training programs for hospital and other healthcare providers.	Lisa Davis Public Health Initiatives	Richard Melchreit, MD HAI Coordinator Karen Sheets Accountant
Immunizations – 26,000 rotavirus vaccine for infants and system enhancement for electronic immunization registry.	Lisa Davis Public Health Initiatives	Vincent Sacco Immunizations Program Manager Robin Vallerand Accountant
State Primary Care Office – support for operations	Lisa Davis Public Health Initiatives	Rosa Biaggi Family Health Section Chief Karen Sheets Accountant

DPH is the prime recipient for all of the above programs. The Safe Drinking Water Program is the only DPH implementation that involves subrecipients. Through project and loan requirements, each subrecipient (water companies, contractors, subcontractors) is required to submit all information, as defined by OMB and the US Environmental Protection Agency, to the DPH Drinking Water Section staff. In addition, the US EPA requires additional information to be submitted by DPH staff onto a Federal online reporting system, as information becomes available. The DPH Drinking Water Section began entering information to the secured online reporting system in September, 2009.

Although Community Health Centers are key public health partners, the Agency for Healthcare Research and Quality (AHRQ) solicited grant applications from and awarded funds directly to the 12 Federally Qualified Health Centers in Connecticut. Therefore, each of the Health Centers is required to submit quarterly reporting to OMB as prime recipients. Similarly, the US Housing and Urban Development Agency worked directly with three municipalities (New London, Norwich, and Waterbury) for Lead Based Paint Hazard Control Program, and with the Connecticut Department of Social Services and Connecticut Children's Medical Center for a Healthy Homes Grant. These grantees are also considered prime recipients to submit quarterly reports directly to OMB.

ARRA DPH Protocols

The ARRA DPH Protocols, formally established in April, 2009, require all program staff to assure transparency, thoroughness, accuracy, and timeliness for DPH activities that are funded and/or required through the ARRA. The protocols are organized under 5 categories: Communications, Record Keeping, Reporting, Data Integrity, and Compliance.

Communication Process

- ✓ Communications Chief William Gerrish is responsible for final drafting of all press releases directly with the Governor's office. Program staff must send press release content to Bill with a copy to CAOs. Mr. Gerrish is also responsible for all media inquiries related to ARRA DPH projects.
- ✓ CAOs are notified of all ARRA applications, correspondence, notices of grant award, fiscal Special Identification (SID) assignments, periodic status updates, formal reports, budget adjustments, and reporting requirements from funding agencies.
- ✓ CAOs are provided with copies of all formal plans, reports, and grant applications for submission to the Governor's Office who will review, edit or approve all press releases, plans, and applications.
- ✓ After Governor's Office approval, all plans, applications, notice of awards, and periodic reports will be posted to the DPH Recovery website by the Communications Office. DPH programs may post information on their own webpages, at the discretion of program managers.

Record Keeping

- ✓ Program staff and the CAOs will maintain paper and, when possible, electronic: documents from federal funding agencies; program reports; contracts; loan agreements; monthly and quarterly reporting information for the length of the funding and program activity for a minimum of 3 years. These reports will be accessible at 410 Capitol Avenue, Hartford, Connecticut for federal or state auditors and freedom of information requests.
- ✓ The Fiscal Office will file and maintain CORE CT reports. These reports will be accessible at 410 Capitol Avenue, Hartford, Connecticut for federal or state auditors and freedom of information requests.

Reporting Process

- ✓ Program staff will report any activity for ARRA opportunities, awards, notifications to CAOs.
- ✓ CAOs will report activity to the Governor's Office and the DPH Communications Office for web posting.
- ✓ Program staff will submit all Governor's Office and Connecticut Office of Policy and Management (OPM) reporting requirements to CAOs on the first business day of each month.
- ✓ CAOs will submit complete DPH monthly reports to the Governor's Office and OPM.
- ✓ Program staff will submit all OMB reporting requirements to CAOs 10 days prior to State due date. For the October, 2009 report, all information will be submitted by October 1st.
- ✓ CAOs will submit complete quarterly reports for DPH and subrecipients to OMB through the federalreporting.gov website. For the October, 2009 report, all information will be uploaded by CAOs before October 11th and copied to the Governor's Office and OPM.

Data Integrity Assurance

- ✓ The Fiscal Office accountants assigned to ARRA funded programs will complete OPM and OMB fiscal reporting requirements. Of particular importance is the dollar amount of funds received, committed, contracted, loaned, and expended.
- ✓ Program staff will review monthly and quarterly reporting information for accuracy. Of particular importance are the following data: Department codes, SIDs, Account codes, Project numbers, Award numbers, Catalog of Federal Domestic Assistance (CFDA) numbers.
- ✓ Program staff will verify programmatic and fiscal information before submission to CAOs.
- ✓ The Fiscal Office will cross-validate data to identify and eliminate any duplication of disbursements and expenditures.
- ✓ CAOs will validate programmatic and fiscal information to ensure that it is: consistent with source information; reasonable; and thorough before submission to the Governor's Office, OPM, and OMB.
- ✓ CAOs will maintain an error/omission log to track instances of errors and omission. The CAOs include the corrective actions taken for each error or omission.

Compliance Review

- ✓ Executive leadership assigned to each ARRA funded DPH program will ensure compliance with federal and state legislation and regulation before submission to CAOs.
- ✓ CAOs will validate compliance with federal and state requirements before submission to the Governor's Office, OPM, and OMB.

The DPH Data Quality Plan will be updated as new information, directives, funding, programs, and assignments are confirmed.