

34739

REGISTRATION NUMBER

AGREEMENT NUMBER

17-10224

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

(Also referred to as CDPH or the State)

California Department of Public Health

CONTRACTOR'S NAME

(Also referred to as Contractor)

City of Long Beach, Department of Health and Human Services

2. The term of this Agreement is: July 1, 2017 through June 30, 2020
3. The maximum amount of this Agreement is: \$ 1,154,494
One Million One Hundred Fifty Four Thousand Four Hundred Ninety Four Dollars
4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

Exhibit A – Scope of Work/Work Plan

Exhibit B – Budget Detail and Payment Provisions

Attachment I – Budget Detail (Years 1-3)

Exhibit C* - General Terms and Conditions

Exhibit D - Special Terms and Conditions

Exhibit E – Additional Provisions

Exhibit F – Federal Terms and Conditions

Exhibit G – Information Privacy and Security Requirements

Exhibit H - Inventory/Disposition of CDPH-Funded Equipment

Exhibit I – Contract Equipment Purchased with CDPH Funds

Exhibit J – Glossary of CLPPB Related Acronyms and Terms

APPROVED AS TO FORM

46 pages

3 pages

1 page

GTC 04/2017

16 pages

1 page

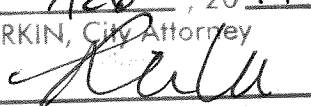
8 pages

11 pages

2 pages

2 pages

4 pages

7/26, 2017
CHARLES PARKIN, City Attorney
By 
LINDA T. VU
DEPUTY CITY ATTORNEY

Items shown above with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Long Beach, Department of Health and Human Services

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

Patrick H. West, City Manager Assistant City Manager

ADDRESS

C/O Alyssa Hartlaub, CLPPP Coordinator
2525 Grand Avenue, Long Beach, CA 90815

STATE OF CALIFORNIA

AGENCY NAME

California Department of Public Health

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

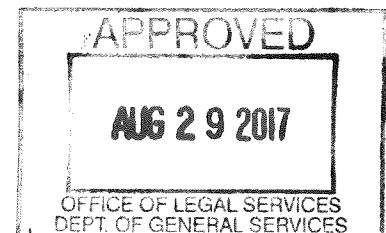
Jeff Mapes, Chief, Contracts Management Unit

ADDRESS

1616 Capitol Avenue, Suite 74.317, MS 1800, PO Box 997377
Sacramento, CA 95899-7377

California Department of
General Services Use Only

KMP



☐ Exempt per:

Exhibit A
Scope of Work / Work Plan

1. Service Overview

Contractor agrees to provide to the local communities the services described herein.

This contract provides Local Assistance funds which are specifically authorized by the Health and Safety Code, Section 105290, to the contractor. The contractor will provide direct case management for the children of California, as well as education to the communities, families, and health care providers within its jurisdiction. The contractor will coordinate lead-related activities of local agencies and organizations, alert the Childhood Lead Poisoning Prevention Branch to new sources of lead exposure and barriers in the continuum of care and prevention, and help develop creative new strategies towards realizing a healthy, lead-safe environment in which all the children of the State of California can achieve their full potential. This agreement is a Cooperative Act Agreement, pursuant to Health and Safety Code 38070 et.seq.

2. Service Location

The services shall be performed at applicable facilities in City of Long Beach.

3. Service Hours

The services shall be provided during normal Contractor working hours, 8:00AM – 5:00PM, Monday through Friday, excluding national and State holidays.

4. Project Representatives

A. The project representatives during the term of this Agreement will be:

California Department of Public Health	City of Long Beach
Ingrid Galindo, Contract Manager Telephone: (510) 620-3674 Fax: (510) 620-5656 Email: Ingrid.galindo@cdph.ca.gov	Alyssa Hartlaub, CLPPP Coordinator Telephone: (562) 570-7986 Fax: (562) 570-4099 Email: Alyssa.hartlaub@longbeach.gov

B. Direct all inquiries to:

California Department of Public Health	City of Long Beach
Childhood Lead Poisoning Prevention Branch Attention: Ingrid Galindo 850 Marina Bay Parkway, Building P, Third Floor Richmond, CA 94804-6403 Telephone: (510) 620-3674 Fax: (510) 620-5656 Email: Ingrid.galindo@cdph.ca.gov	Childhood Lead Poisoning Prevention Program Attention: Alyssa Hartlaub, PHN 2525 Grand Avenue Long Beach, CA 90815 Telephone: (562) 570-7986 Fax: (562) 570-4099 Email: Alyssa.hartlaub@longbeach.gov

C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this Agreement.

Exhibit A
Scope of Work / Work Plan

5. Scope of Work Changes

- A. Pursuant to Health and Safety code Section 38077(b)(2), changes and revisions to the Scope of Work (SOW) contained in the agreement, utilizing the "allowable cost payment system" may be proposed by the Contractor in writing. Failure to notify the CDPH of proposed revisions to the SOW may result in an audit finding.
- B. The CDPH will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the SOW within thirty (30) calendar days of the date the request is first received in the Department. Should the CDPH fail to respond to the Contractor's request within thirty (30) calendar days of receipt, the Contractor's request shall be deemed approved.
- C. The CDPH may also request changes and revisions to the SOW. The CDPH will make a good-faith effort to provide the Contractor thirty (30) calendar days advance written notice of said changes or revisions.
- D. No changes to the SOW agreed to pursuant to this paragraph shall take effect until the cooperative agreement is amended and the amendment is approved as required by law and this agreement.

6. Required Deliverables for Program Review and Evaluation

- A. The Contractor will submit as deliverables to the CLPPB the following documents:
 - 1) Biannual Progress Reports using the CLPPB Progress Report format.
 - 2) Quarterly invoices as outlined in Exhibit B, Provision 1, page 1 of 4.
 - 3) Completed pages of the Lead Poisoning Follow-up Form (LPFF) and attachments.
 - 4) Completed Form 8552 for each Lead Hazard Evaluation (includes clearance, Environmental Investigation (EI) and risk assessment) that is performed.
 - 5) Status report, case management information, and other contract-related information as requested by CLPPB for program review.
 - 6) Entry of data into the Response and Surveillance System for Childhood Lead Exposures II (RASSCLE II), as negotiated with CLPPB.
 - 7) Contractor-developed CLPPP educational materials, if any (must be approved by CLPPB).

7. Subcontracts Requirements

Subcontracts with other governmental agencies may be allowed with prior CDPH approval.

- 8.** See the following pages for a detailed description of the services to be performed:

Exhibit A
Scope of Work / Work Plan

Goal 1: A Childhood Lead Poisoning Prevention Program (CLPPP) shall be successfully administered in the jurisdiction of each local health department.

Objective 1-I: Maintain (or establish) and successfully administer a local CLPPP.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. Designate a CLPPP Coordinator responsible for conducting or overseeing the activities below. Other CLPPP staff may be assigned to perform specific duties of the CLPPP Coordinator, with the exception of the role of primary program contact, which must be performed by the CLPPP Coordinator.	Within thirty (30) days of start date	CLPPP Coordinator (CC)	CLPPPs must conduct all Goal 1 deliverables. <i>All CLPPPs are responsible for completing activities that have been selected:</i> ☒ Designated CLPPP coordinator.
All CLPPPs must conduct all of the following Goal 1 activities:			
a. Prepare and implement a CLPPP Work Plan that identifies appropriate activities and staff for the needs and resources available to the Local Health Jurisdiction (LHJ).	Ongoing	CC, Administrative Analyst (AA)	☒ Prepared CLPPP Work Plan. ☒ CLPPP Personnel Justification Form submitted.
b. Coordinate all CLPPP services and activities within the LHJ.	Ongoing	CC	☒ Completed CLPPP Contact List. ☒ Executed Work Plan.
c. Act as primary program contact with the State Childhood Lead Poisoning Prevention Branch (CLPPB).	Ongoing	CC	☒ CLPPP Coordinator designated as primary program contact for all CLPPB communications.
d. Ensure adherence with and implementation of all CLPPB contract requirements, including the CLPPP Work Plan, and with CLPPB policies and procedures.	Ongoing	CC	☒ Monitor compliance of SOW and contract. ☒ Maintain evidence of CLPPP contract performance (e.g., Progress Reports, quarterly meeting minutes, duty statements). ☒ Ensure staff providing services to children have and maintain professional qualifications and criteria.

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
e. Ensure CLPPP representation in person or by phone conferencing, audio or video formats, at CLPPB-sponsored meetings and trainings, and CLPPB working groups as requested. These would include but not be limited to, regional and statewide program meetings, trainings for new CLPPP coordinators, training on time study documentation as appropriate, training on the use of the CLPPB data system, and trainings for other CLPP personnel as required.	Ongoing	CC	☒ Participate in CLPPB-sponsored meetings, trainings, and working groups.
f. Ensure all staff providing services to children under this contract have and maintain the professional qualifications and criteria (education, licenses, and training) required by CLPPB. Notify CLPPB when staff changes occur, no later than five working days after the change.	Ongoing	CC	☒ Record of (current) professional qualifications for all staff providing services to children.
g. Convene and conduct CLPPP Team quarterly meetings, in person or through phone conferencing, video or audio formats, with participation by all CLPPP team members.	Quarterly	CC	☒ Minutes from quarterly meetings.
h. Ensure that required CLPPP documentation is submitted in a timely manner and according to CLPPB requirements, including but not limited to, case management forms and documents, and biannual CLPPP Progress Reports.	Ongoing	CC AA	Submit the following documents to CLPPB: ☒ Case management forms and documents ☒ Biannual CLPPP Progress Reports ☒ Quarterly invoices ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Tier 2- All CLPPPs receiving basic State funding allocations greater than \$300,000 annually, are expected to carry out additional activities above those described in the core goals listed as "All CLPPPs", in the SOW. These additional activities are referred to as Tier 2 activities, and are listed throughout the SOW. (Details of the activities are to be specified by the LHJ.) <i>Indicate which activities will be conducted with a "X".</i> ☐ Host, facilitate, and/or take minutes at one or more regional meetings or CLPPB-sponsored trainings. ☐ Other (please specify):	Indicate timeline for Tier 2 activities:		Indicate which items will be completed with an "X". ☐ Agendas from CLPPB-sponsored meetings/trainings. ☐ Other (please specify):

Goal 2: Decrease the exposure of children to lead and the incidence of increased childhood blood lead levels (BLLs).

Objective 2-1: Inform families and child caregivers who are responsible for children at risk of lead exposure about how to prevent lead exposure and teach them that there is no known safe level of lead in the body.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
-------------------------------------	----------	-------	-------------------------

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPPs will develop and implement Outreach and Education activities according to CLPPB standards, as indicated in the <i>Planning Guide for Lead Program Coordinators: Planning Outreach and Education to Prevent Childhood Lead Exposure</i> and updates. Activities should be appropriate for the jurisdiction. The breadth and extent of the activities should be proportional to the applicant's resources. LHJs are encouraged to collaborate with other health programs, and with environmental or housing programs, to maximize resources and populations reached. Each year of the contract, the CLPPP will raise awareness or alter opinions and attitudes by conducting two of the following activities: <i>(Details of the activities are to be specified by the LHJ.)</i> <i>Indicate which activities will be conducted with a check mark.</i> ☐ media or social marketing campaigns ☒ health fairs ☐ neighborhood campaigns ☒ presentations to child caregivers, parents, families and schools ☐ Other CLPPP activities (approved by the CLPPB). <i>Please specify:</i> Each year of the contract, we will attend 10 health	Ongoing <i>Indicate timeline for Objective 2-1 activities below:</i> Ongoing/Annual	CC, Environmental Health Educator II (EHE II), Health Educator II (HE II)	CLPPPs must maintain all items below. Boxes marked with an "X" indicate items will be maintained: ☒ Description of activities ☒ Quantity and description of people reached at each activity ☒ Quantity of outreach materials distributed at each activity Indicate which additional items(s) will be completed with an "X": ☒ Educational print materials and/or presentations for families, caregivers, and/or schools (Must be approved by CLPPB) ☒ Survey instruments (e.g., pre/post-tests, needs assessments, field tests) ☐ Behavior change and/or knowledge gain outcomes Other (please specify):

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
fairs and provide 10 presentations to childcare givers parents, families and/or schools. We will also provide lead educational materials to at least 50 daycare providers.			

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Tier 2- The LHJ is to add one or more additional activities to support the objective, as resources allow. These additional activities require prior approval from CLPPB. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract. <i>(Details of the activities are to be specified by the Local Health Jurisdiction LHJ.)</i> <i>Please specify:</i>	Indicate timeline for Tier 2 activities:		CLPPBs must maintain all items below. Boxes marked with an "X" indicate items will be maintained: ☒ Description of activities ☒ Quantity and description of people reached by activities ☒ Quantity of outreach materials distributed at each activity <i>Indicate which additional item(s) will be completed with an "X":</i> ☐ Educational print materials, and/or presentations for families, caregivers, and/or schools. (Must be approved by CLPPB) ☐ Quantity and description of people reached by activities ☐ Presentation evaluation ☐ Survey instruments (e.g., pre/post-tests, needs assessments, field tests) ☐ Behavior change and/or knowledge gain outcomes ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Objective 2-II: Inform health care providers of their legal responsibilities with respect to counseling on how to avoid lead exposure and lead poisoning, and of available case management, and other services for children with increased blood lead.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. Provide outreach and education to health care providers. <i>(Details to be specified by the CLPPP, examples given below)</i> Activities should be appropriate for the applicant's resources. Programs are encouraged to collaborate with other health programs to maximize resources and health care providers reached.	Each year of the contract, we will conduct two mailings and biannual outreach visits to 40 CHDP Providers in Long Beach. We will also provide annual educational outreach visits to centers and staff of the WIC and CHDP programs and supply these programs with pamphlets and brochures to distribute to clients.	CC, EHE II, HE II	CLPPPs must maintain all items below: "X" mark indicates items will be maintained: ☒ Description of outreach to providers (including tally sheet recording dates of visits) ☒ Copies of items included in mailings ☒ Presentation materials ☒ Record of number of clinics/staff/providers reached (sign-in sheets) ☒ Presentation evaluation ☒ Pre/post-tests examining knowledge gains and/or behavior change

Exhibit A
Scope of Work / Work Plan

All CLPPPs must indicate at least two activities below they will conduct. ☐ Grand Rounds presentations to health care providers ☐ Brown-bag presentations ☐ Nursing or medical school lectures ☒ Mailing or distributing newsletters, brochures, or informational program materials for healthcare providers and distribution to their patient population. ☒ Outreach to clinics ☒ Outreach to centers and staff of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Child Health and Disability Prevention Program (CHDP) ☒ Other CLPPP activities (approved by CLPPB). <i>Please specify: Each year of the contract, we will conduct 5-15 chart audits of CHDP Providers to measure their compliance with mandatory BLL testing at ages 12 and 24 months. The chart audits will occur during CHDP Provider recertification visits. CHDP Providers with low compliance rates (below 75%) will be given an in-office CLPPP presentation covering basic lead information, screening requirements and prevention strategies.</i>		CLPPPs must maintain all items below: <i>"X" mark indicates items will be maintained:</i> ☒ Description of outreach to providers and/or WIC/CHDP staff ☒ Record of number of clinics/staff/providers reached ☒ Record of number of material distributed to clinics/staff/providers Indicate which additional item(s) below will be completed with an "X": ☒ Presentation materials (Must be approved by CLPPB) ☒ Presentation evaluation ☒ Pre/post-tests examining knowledge gains and/or behavior change ☒ Informational program materials (Must be approved by CLPPB.) ☐ Other (please specify):
	Page 10 of 46	

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Tier 2- The LHJ is to add one or more additional activities (approved by CLPPB) to support the objective, as resources allow. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract. <i>Please specify activities:</i>	Indicate timeline for Tier 2 activities:		CLPPPs must maintain all items below: "X" mark indicates items will be maintained: ☒ Description of outreach to providers and/or WIC/CDPH staff ☒ Record of number of clinics/staff/providers reached ☒ Record of number of materials distributed to clinics/staff/providers <i>Indicate which additional item(s) will be completed with an "X":</i> ☐ Presentation materials (Must be approved by CLPPB) ☐ Presentation evaluation ☐ Pre/post-tests examining knowledge gains and/or behavior change ☐ Informational program materials (Must be approved by CLPPB) ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Objective 2-III: Increase awareness of lead hazards among those local governmental agencies and businesses that can assist in decreasing lead exposures to children. Examples include code enforcement, building departments, other environmental agencies, and health officer and business associations. Examples of businesses include home improvement stores, hardware stores, paint stores, garden supply and landscaping.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. Maintain collaborative working relationships with local enforcement agencies and businesses. This should be achieved by collaborative activities that reach these groups. Programs are encouraged to collaborate with other local governmental or business programs, to maximize resources and groups reached. All CLPPPs must indicate at least <i>two</i> activities below they will conduct. The number, breadth and extent of the activities chosen are expected to be proportional to the funding and resources provided in the contract. ☒ Promote displays and educational activities concerning lead hazard awareness at meetings that are focused on potential lead hazard-related activities, such as local code enforcement groups or environmental groups. ☒ Stock lead hazard awareness materials monthly at local building permit offices and/or at other government agencies or businesses.	Ongoing	CC, EHE II, HE II	CLPPPs must maintain all items below: <i>"X" mark indicates items will be maintained:</i> ☒ Description of lead hazard awareness promotion undertaken at local enforcement agencies and businesses ☒ Number of people reached through outreach to local enforcement agencies and businesses ☒ Number of materials distributed to local enforcement agencies and businesses <i>Indicate which additional item(s) below will be completed with an "X":</i> ☒ Educational materials regarding codes and requirements (Must be approved by CLPPB) ☒ Number of phone calls, referrals, and interagency meetings ☒ Meeting agendas, minutes, sign-in-sheets ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

☒ Inform local agencies about applicable regulations and statutes, including legislative and regulatory requirements in: Health and Safety Code 105251 to 105256; State Housing Law, Health and Safety Code, Sections 17961 and 17920.10; Civil Code, Section 1941.1, and California Code of Regulations, Sections 35001 to 36100. ☒ Promote displays and educational activities concerning lead hazard awareness in businesses that are focused on potential lead hazard-related activities, such as hardware, home improvement, and garden supply stores. ☐ Promote displays in businesses that deal in products that have been found to contain lead, such as children's furniture stores. ☐ Other CLPPP activities (approved by the CLPPB). Please specify:	Monthly	CC, EHE II, HE II	☒ Number of materials distributed
2. Tier 2- The LHJ is to add one or more additional activities or other types of activities (approved by CLPPB) to support the objective, as resources allow. The number, breadth, and extent of the activities are expected to be proportional to the funding and resources provided in the contract. Please specify activities:	Indicate timeline for Tier 2 activities:		<i>"X" mark indicates items will be maintained:</i> ☐ Description of lead awareness activities undertaken in relevant businesses and/or governmental agencies ☐ Number of people reached through outreach activities ☐ Number of materials distributed ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Objective 2-IV: Inform CLPPB of any newly suspected or newly identified sources of childhood lead exposure (other than paint, dust, or soil), such as specific home remedies and brands of imported foods, etc., so that CLPPB can follow up with State and federal agencies. This refers especially to substances not previously known to contain lead, rather than recognized sources newly identified as associated with a particular child. (Once CLPPB confirms that the source is lead-contaminated, CLPPB will advise all the CLPPPs and provide information to help them address the problem locally, as appropriate. CLPPB will also work with State and federal authorities to eliminate the source.)

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPPs shall be alert to potential new sources of childhood lead exposure and report any such sources to CLPPB within seven (7) days.	Ongoing/ Episodic	CC, Public Health Nurse II (PHN II), EHE II, Environmental Health Specialist III (EHS III), HE II	☒ Reports of sources to CLPPB ☐ Other (please specify):
2. Tier 2- The CLPPP is encouraged to consider approaches to identification of other sources of lead exposure and add further activities (approved by CLPPB) to support the objective, as resources allow. (Details are to be provided by the LHJ.) Please specify activities:	Indicate timeline for Tier 2 activities:		☐ Description of approaches to identification of other sources of lead exposure ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Objective 2-V: Identify and maintain contact with liaisons in other health programs and community groups in the CLPPP's jurisdiction to facilitate information-sharing, and potential development of joint outreach and education programs. Other health programs include, in particular, CHDP, MCAH, WIC, Head Start, and appropriate managed care plans serving low-income children, including Medi-Cal Managed Care.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. Develop and maintain contact file, including the names of liaisons, for all government-assisted health programs in the CLPPP jurisdiction, to include CHDP, MCAH, WIC, Head Start, and Medi-Cal (including Medi-Cal Managed Care Plans). For example, if the county provides Medi-Cal through a Managed Care organization, identify the Plan's liaison for lead.	If the CLPPP has not already established such relationships, they shall be established within six months of the start of the contract.	CC, EHE II, HE II	<i>For all Objective 2-V deliverables, indicate which items will be completed with an "X":</i> ☒ Contact file, including names of liaisons for government-assisted health programs in the CLPPP's jurisdiction ☒ Description of collaborative strategies ☐ Evaluation of collaborative strategies ☐ Other (please specify):
Collaborate with the liaisons in developing strategies for preventing lead exposure, increasing screening, identifying lead-exposed children, and disseminating information on available government-assisted health care programs.	Ongoing	CC, EHE II, HE II	☒ Description of collaborative strategies
All CLPPPs must indicate at least one activity which will be accomplished. Outreach activities conducted with other health programs to achieve this objective may coincide with those specified in Objectives 2-I and 2-II.	Ongoing	CC, EHE II, HE II	

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
☒ CLPPP will offer to participate in other government-assisted health care program meetings on development of their forms and tools, to ensure the inclusion of required lead poisoning anticipatory guidance and screening. ☒ CLPPP will inform other programs about services provided, such as compiling a brief annual summary of the care management and outreach activities provided to plan members for the local Medi-Cal Managed Care Plan. ☐ Other CLPPP activities (approved by the CLPPB). Please specify:			☒ Participation in government-assisted health care program meetings ☒ Agendas, meeting minutes, meeting outcomes ☐ Other (please specify):
☒ CLPPP will inform other programs about services provided, such as compiling a brief annual summary of the care management and outreach activities provided to plan members for the local Medi-Cal Managed Care Plan. ☐ Other CLPPP activities (approved by the CLPPB). Please specify:			☒ Description of outreach to other programs ☐ Evaluation of outreach to other programs ☐ Other (please specify): ☐ Other (please specify):

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Tier 2- The CLPPP is to add one or more activity of the type indicated above, or with community groups as in the example below, to support the objective. The number, breadth, and extent of activities are expected to be proportional to the funding and resources provided in the contract. An example of further potential activities is given below: ☐ Conduct liaison activities with additional groups such Early Start, Black Infant Health, and other groups in the jurisdiction that conduct health-related outreach and education, and/or improve access to health care. Activities are to be approved by CLPPB. (<i>Details of the activities are to be specified by the LHJ</i>). Other activities (approved by CLPPB). <i>Please specify:</i>	<i>Indicate timeline for Tier 2 activities:</i>		☐ Description of collaborative strategies ☐ Evaluation of collaborative strategies ☐ Description of outreach to other programs ☐ Evaluation of outreach to other programs ☐ Other (<i>please specify</i>):

Exhibit A
Scope of Work / Work Plan

Goal 3: Improve the detection of lead-burdened children by assuring that all at-risk children receive blood lead screening tests at appropriate ages.

Objective 3-1: Develop and implement strategies to increase the proportion of at-risk children who are blood lead tested, using 2012 or later data as available, as a baseline for the number of children tested in the jurisdiction as reported to CLPPB, or other appropriate data source chosen in consultation with CLPPB.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPBs must conduct the following activities: a. Provide outreach and education to families of high-risk children targeted by California's most current blood lead screening regulations and to child caregivers for such families, regarding screening for lead poisoning. (For guidance, you may refer to the CLPPB's <i>A Planning Guide for Lead Program Coordinators: Planning Outreach and Education to Prevent Childhood Lead Exposures</i> and updates.) b. Inform health care providers of their legal responsibilities with respect to screening and testing for lead poisoning and of available case management services, and communicate the importance of supplying complete patient information to laboratories when sending samples out for blood lead analysis or when referring children for blood lead analysis. c. In its application, the CLPPB may propose additional activities reaching other children and families if resources permit or if a high risk is demonstrated. (<i>Details are to be specified by LHJ.</i>) Outreach activities conducted to achieve this objective may coincide with those specified in Objectives 2-I and 2-II. Indicate activity here:	Ongoing	CC, EHE II, HE II	<i>For all Goal 3 deliverables, indicate which items will be completed with an "X":</i> ☒ Description of outreach to families ☒ Evaluation of outreach to families (e.g., number of families reached, pre/post-tests) ☐ Other (please specify): ☒ Description of activity for health care providers ☒ Evaluation of activity for health care providers (e.g., number of providers reached, pre/post-tests, training evaluation) ☐ Other (please specify): <i>CLPPP will submit:</i> ☒ Status reports (box must be checked) Indicate which additional item(s) below will be completed with an "X": ☒ Presentation materials (Must be approved by CLPPB) ☒ Presentation evaluation ☒ Pre/post-tests examining knowledge gains and/or behavior change ☒ Informational program materials (Must be approved by CLPPB.)

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
d. Inform CLPPB if the CLPPP learns of laboratories, including in-office testing by health care providers, which are not reporting blood lead test results to CLPPB. ☐ Other CLPPP activities (approved by CLPPB). <i>Please specify:</i> ☒ Each year of the contract, we will conduct 10 health fairs and 10 presentations to childcare givers, ☒ Mailing or distributing newsletters, brochures, or informational program materials for healthcare providers and distribution to their patient population. ☒ Outreach to clinics ☒ Outreach to centers and staff of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Child Health and Disability Prevention Program (CHDP) e. In the event that the CLPPP receives a Referral from CLPPB regarding a family at risk from take-home exposure, the Local Health Jurisdiction will contact the family to advise of the need for screening.			

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Tier 2- The CLPPP is encouraged to add other, additional activities to support the objective, as resources allow. The number, breadth, and extent of activities are expected to be proportional to the funding and resources provided in the contract. Examples are given below. Activities are to be approved by CLPPB. (Details are to be specified by the LHJ.) <i>Indicate which activities will be completed with a check mark:</i> ☐ Engage local community-based and ethnic organizations to assist in outreach to providers and at-risk communities. ☐ Identify high-risk communities or neighborhoods in which to focus the strategies. ☐ Improve access and remove barriers to screening by building finger stick testing capacity, setting up (with prior CLPPB approval) screening sites that are alternatives to existing clinical sites, etc. ☐ Other CLPPP activities (approved by the CLPPB). <i>Please specify:</i>			<i>Indicate which items will be completed with an "X":</i> ☐ Description of outreach to local community-based and ethnic organizations ☐ Evaluation of outreach (e.g., pre/post-tests) ☐ Plan for improving finger stick testing capacity ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Goal 4: Management of lead-burdened children shall meet standards of care.

Objective 4-I: Ensure timely and appropriate case management of lead-burdened children in accordance with CLPPB standards.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPBs must conduct all of the following activities: a. Ensure that when the CLPPP is notified of a lead-exposed child whose BLL meets the "State Case" definition of a single venous BLL ≥ 14.5 mcg/dL, or persistent blood lead values ≥ 9.5 mcg/dL at least 30 days apart, with the second test being venous, or any program updates to this definition, the Public Health Nurse (PHN) shall coordinate care in compliance with: i. California Health and Safety Code Section 105275 et seq. (appropriate case management); ii. CLPPB Program Letters	Ongoing	CC, PHN II, EHS III	CLPPBs must maintain all items below. "X" mark indicates items will be maintained: ☒ Care management information ☒ Case Status reports

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
b. Ensure that when the CLPPP is notified of a lead-exposed child whose BLL meets "State Case" definition, all appropriate PHN and Environmental Professional (EP) case management activities, including maintenance of accurate and complete surveillance and case management documentation and provision of education and informational materials, are conducted in accordance with: i. The most recent <i>CLPPB Public Health Nursing Manual (PHN Manual)</i>, September 2002, or its subsequent updates, and Program Letters, and updates; ii. The most recent <i>CLPPB Guidance Manual for Environmental Professionals (EP Manual, June 26, 2012)</i>, or its subsequent updates, and subsequent Program Letters and updates; iii. California Code of Regulations, Title 17 Section 35001, <i>et seq.</i> (Accreditation, Certification, and Work Practices for Lead-Based Paint and Lead Hazards); iv. The most recent <i>CLPPB Surveillance and Data Management Manual</i>, and Program Letters that update it. v. Lead Test Kit Fact Sheet and	Ongoing	CC, PHN II, EHS III	For all activities under Objective 4-I, CLPPP shall conduct described activities and submit the following: (All must be marked with an "X" except "other"). ☒ Biannual Progress Report ☒ Case Status reports and case management information ☒ CLPPB LPFF - Other (please specify):

Exhibit A

Scope of Work / Work Plan

Page 23 of 46

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
e. Ensure all children meeting CLPPB State Case criteria receive appropriate case management as delineated in the most recent <i>PHN Manual (September 2002)</i> Program Letters and updates, and the <i>EP Guidance Manual</i> (June 26, 2012) and updates.	Ongoing	CC, PHN II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
f. Ensure all children meeting State Case criteria whose BLLs do not decline as expected, receive appropriate follow-up including repeat home visits and environmental investigations, including secondary addresses if indicated.	Ongoing	CC, PHN II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
g. Ensure all children with increased BLLs as defined by CLPPB, at and above 4.5 mcg/dL, but not meeting the criteria for full case management, receive at minimum appropriate services as delineated in the <i>CLPPB PHN Manual</i> , CLPPB Program Letters and updates. These would include at a minimum outreach and education, and may include other graded responses, up to and including public health nursing, and environmental investigations, as is done for cases, as trend in BLLs and resources allow.	Ongoing	CC, HE II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
h. Ensure the CLPPB is notified if a child is found to have been designated as a "State Case" in error or on follow up, does not achieve "State Case" status.	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
i. Ensure CLPPB is notified if a child identified as a "State Case," or a potential case pending another venous BLL, has been designated in error as residing within the CLPPP's jurisdiction but actually lives elsewhere, or has moved out of the jurisdiction, before case management or follow up is started.	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms). ☒ LPFF will be mailed to CLPPB within 60 days whenever a case is opened, closed, or a significant change occurs.
j. Ensure a child who is a State Case of lead poisoning, or a child who is being followed to determine if they will meet case criteria, based on persistent increased BLLs, moves out of the jurisdiction, case management is coordinated with other CLPPPs as described in the <i>PHN Manual</i> and subsequent Program Letters and updates; and the <i>Guidance Manual for Environmental Professionals</i> .	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
k. Ensure follow-up information is provided to the primary care provider on case management and status throughout the case.	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
l. Submit Follow-up Forms, related documentation and environmental information to CLPPB at the appropriate times, as specified in the <i>PHN Manual</i> , <i>Guidance Manual for Environmental Professionals</i> , and subsequent CLPPB Program Letters and updates. CLPPPs with write capability are to enter case data into RASSCLE II as per objective 6-l.	Ongoing	CC, PHN II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms). ☒ LPFF will be mailed to CLPPB within 60 days whenever a case is opened, closed, or a significant change occurs.

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
m. Ensure if there are significant changes in the status of a case, an updated interim LPFF is submitted to the CLPPB in a timely manner. Significant changes, for example, include chelation, change of address or provider, updated source information, and clearance inspections by EPs.	Ongoing	CC, PHN II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms). ☒ LPFF will be mailed to CLPPB within 60 days whenever a case is opened, closed, or a significant change occurs.
n. Ensure if the child is eligible for, but does not receive services through a government-assisted health care or nutrition program (Medi-Cal, CHDP, or local plan, WIC or an early childhood development program, such as Head Start or Early Head Start), the family is advised of the availability of such services.	Ongoing	CC, PHN II, HE II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
o. Ensure that a lead poisoning case is referred to California Children's Services for determination of eligibility and medical case management, as appropriate.	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
p. Ensure if take-home lead exposure is suspected as the source of the child's elevated BLL, the PHN will contact the California Occupational Lead Poisoning Prevention Program, as per Program Letters.	Ongoing	CC, PHN II	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).
q. Review and reconcile lists from the State database of open and closed lead poisoning cases for the LHJ as requested.	Ongoing	CC	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms).

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
r. If the applicant is or applies to be a participant in the X-Ray Fluorescent (XRF) Instrument Loan Program, the applicant shall participate fully in that program, as specified in CLPPB Program Letters and the <i>Guidance Manual for Environmental Professionals June 26, 2012</i> and updates, including monthly submittal of XRF printouts for quality assurance.	Ongoing	CC, EHS III, Radiation Safety Officer (RSO)	☒ Monthly submission by each EP of XRF Print-out Form, EI/Clearance, or office practice if no fieldwork was done. ☒ Conduct routine maintenance, resourcing, and assure biannual leak testing of each XRF instrument.
s. The CLPPP is encouraged to partner with nongovernmental organizations (such as community groups) to enhance education on lead and prevent further lead exposure.	Ongoing	CC, EHE II, HE II	☒ Description of partnerships with nongovernmental groups ☒ Meeting agenda and minutes ☒ Training materials ☒ Attendance sheets ☒ Other (please specify):
t. Case records shall be retained and handled according to CLPPB requirements, including those set forth in Program Letters, this contract, and the <i>CLPPB Surveillance and Data Management Manual</i> .	Ongoing	CC	

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
u. The LHJ is encouraged to add additional activities to support this objective for other lead-exposed children, as resources allow. Specify other CLPPP activities (approved by the CLPPB). The City of Long Beach CLPPP follows-up on children with elevated blood lead levels (BLLs) that do not meet state case criteria in the following manner: <u>BLL of 4.5 mcg/dL – 9.4 mcg/dL:</u> • Home visit offered to assess home for lead sources. Sources reviewed. • Parent/guardian taught about lead poisoning prevention. • Educational materials are reviewed and given to parent. • Parent is reminded when next BLL is recommended. Further follow-up is pursued only if BLL does not drop and if parent requests further intervention. • If unable to contact parent or home visit is refused, a letter is sent to home with educational materials and a resource number to call for more information. • Case kept open until BLL drops below 4.5 mcg/dL or lower.	Ongoing	CC, HE II, PHN II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms and outreach case documentation) ☒ List of outreach (BLL of 4.5-14.4 mcg/dL) and State (14.5 mcg/dL and above) cases for each fiscal year will be maintained and kept with the local CLPPP. ☒ Sample home visit packet including forms and educational materials will be kept with the local CLPPP

Exhibit A

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
<u>BLL of 9.5 mcg/dL to 14.4 mcg/dL:</u> - Treated as a State case until confirmed as otherwise. - Home visit as described above by CC or PHN II and EHS. - Environmental assessment using an XRF. Samples taken of possible lead sources with results given to parents when available. - Full case management services provided. - Standard clinical case closure criteria followed. 2. Tier 2- The LHJ is encouraged to add additional activities to support the objective, as resources allow. The number, and extent of activities are expected to be proportional to the funding and resources provided under the contract. An example of such an activity is given below: ☐ When notified about a child with an increased BLL that does not meet State Case blood lead criteria for required public health nursing and environmental services as described above, all such children are required to receive at a minimum outreach and education. However, services beyond this level, including home visits and inspections, may be addressed by a jurisdiction for all such children down to a specified BLL (e.g., all children with persistent BLLs ≥ 7 receive home visits). Specify other CLPPP activities (approved by CLPPB).	Ongoing <i>Indicate timeline for Tier 2 activities</i>	CC, PHN II, HE II, EHS III	☒ CLPPP will maintain and submit when requested, complete documentation of case management activities (case files including LPFF forms and outreach case documentation) ☒ List of outreach (BLL of 4.5-14.4 mcg/dL) and State (14.5 mcg/dL and above) cases for each fiscal year will be maintained and kept with the local CLPPP. ☒ Sample home visit packet including forms and educational materials will be kept with the local CLPPP ☐ Evaluation of strategies to address children with increased BLLs that do not meet the State Case definition. ☐ Other (please specify):

Page 29 of 46

Exhibit A
Scope of Work / Work Plan

Objective 4-II: Assure that non-environmental sources of lead exposure are eliminated.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPPs must conduct all of the following activities: a. Monitor BLLs to ensure all sources of lead exposure have been identified and removed. b. Ensure the family is informed of housing hazards and other possible sources of lead, such as remedies or potentially lead-contaminated food, spices, dishware, and other consumer products. c. Ensure CLPPB is notified of newly suspected or identified sources of lead as outlined in Objective 2-V.	Ongoing	CC, PHN II, EHS III, HE II	Indicate which additional item(s) below will be completed with an "X". For all activities under this objective CLPPP will submit: ☒ Biannual Progress Reports ☒ Status reports, case management information, and other contract-related information. ☒ CLPPB LPFF ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Goal 5: Lead hazards that are identified shall be eliminated.

Objective 5-I: Use progressive notification and action to achieve elimination of lead hazards identified during environmental investigations for lead-exposed children.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPPs must conduct all of the following activities: a. When lead hazards are identified during an environmental investigation for a lead-exposed child whose BLL meets "case" definition, the EP shall use progressive notification and other follow-up actions (including property visits, administrative hearings, and referrals to coordinate with other enforcement agencies) as needed to ensure sources of exposure are reduced or eliminated and that the address has achieved clearance. Lead hazards to be eliminated and procedures to be followed are described in: i. Title 17, Section 35001 <i>et seq.</i> (Accreditation, Certification, and Work Practice Practices for Lead-Based Paint and Lead Hazards); ii. Childhood Lead Poisoning Prevention Branch, <i>Guidance Manual for Environmental Professionals, June 26, 2012</i>, and updates.	Ongoing	EHS III	Indicate which additional item(s) below will be completed with an "X": For all activities under this objective CLPPP will submit: ☒ Copy of relevant page of CLPPB LPFF for addresses achieving clearance, attached to appropriate Progress Report. ☒ Biannual Progress Reports ☐ Other (please specify):

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
b. Track the following regarding State Case-related properties for submittal in the biannual CLPPP progress report: number of properties with identified lead hazards, number of property owner lead hazard notification letters and other correspondence, number of properties currently open for follow-up and the number of calls/e-mails and visits to open properties, and number of properties achieving clearance. c. When a property owner fails to comply with lead hazard reduction or elimination, the EP will contact local enforcement agencies and take other steps to secure enforcement. d. The LHJ is encouraged to add further activities to support this objective, and to enhance collaboration with other groups and agencies in achieving this objective, as resources allow. Examples of such activities are given under Tier Two, below. Specify other CLPPP activities (approved by CLPPB): ☒ Elimination of lead hazards identified for other lead-exposed children with increased BLLs, whose BLLs do not meet CLPPB "State Case" definition. ☒ Education of enforcement agency partners (i.e., city and/or county building departments, housing departments) protecting children with increased blood lead levels, or	Ongoing	EHS III, CC	☒ Documentation of all correspondence to property owners. ☒ Semi-annual list of cleared inspections.
	Ongoing	EHS III, CC	☒ Documentation of follow-up steps with local enforcement agency.
	Ongoing	EHS III, CC	☒ Documentation of all correspondence to property owners. ☒ Semi-annual list of cleared inspections. ☒ Documentation of follow-up steps with local enforcement agency.
			☒ Documentation of all correspondence to property owners. ☒ Semi-annual list of cleared inspections. ☒ Documentation of follow-up steps with local enforcement agency. ☒ Description of outreach to enforcement agency Partners.

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
children at risk for lead exposure, by providing education in lead hazard compliance and enforcement, lead-safe work practices, and visual assessment. 2. Tier 2- The LHJ is to add one or more activities to support this objective and to enhance collaboration with other groups and agencies in achieving this objective, as resources allow. a. Indicate which activities below will be completed with a check mark: ☐ Elimination of lead hazards identified for other lead-exposed children with increased BLLs, whose BLLs do not meet CLPPB "State Case" definition. ☐ Education of enforcement agency partners (i.e., city and/or county building departments, housing departments) in protecting children with increased blood lead levels, or children at risk for lead exposure, by providing education in lead hazard compliance and enforcement, lead-safe work practices, and visual assessment. ☐ Evaluation of other units in multi-unit buildings where a source of lead is identified. ☐ Education of other tenants in multi-unit buildings where a child with a blood lead level that meets case definition has been identified, while maintaining confidentiality about the presence of the	Indicate timeline for Tier 2 activities:		☐ Provide documentation of follow-up and management of elevated blood levels and lead hazard mitigation. <i>Indicate which items will be completed with an "X":</i> ☐ Description of outreach to enforcement agency partners ☐ Results of evaluation of other units in multi-unit buildings where a source of lead is identified ☐ Description of outreach to other tenants in multi-unit buildings where a child with a BLL that meets State Case definition has been identified. ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
lead-exposed child. ☐ Other activities suggested by the CLPPP (and approved by CLPPB). Please specify: b. Outreach and education activities carried out in support of this objective may coincide with Tier 2 activities specified in Objective 2-III. c. The number, breadth, and extent of activities are expected to be proportional to the funding and resources provided in the contract.			

OPTIONAL FUNDING

LHJs wishing to apply for optional funding for additional activities to achieve elimination of lead hazards need to submit work plan activities for the Scope of Work listed under Objectives 5-II and 5-III.

Note: The optional funds provided for Objectives 5-II and 5-III are to be allocated into the Primary contract portion of the CLPPP budget or expended as a subcontract with other government entities with prior CDPH approval.

Those not wishing to apply for this funding should proceed to Goal 6.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
All CLPPPs must conduct the following activities under Objective 5-II 1. Protect children with known blood levels that show lead exposure from additional exposure to environmental lead hazards by: carrying out lead hazard evaluations (including clearance, EI, risk assessment, and other activities); ensuring proper lead abatement procedures and clearance of hazards; and verifying that abatement workers are conducting activities as required by California Code of Regulations, Title 17. a. Efforts may focus on specific high-risk population groups and/or geographic areas. b. If not already identified in the contract work plan, within six months from the start of the contract, submit a plan to CLPPB as to which children will be addressed, identifying: i. Range of BLLs; ii. Population group(s) and/or geographic area(s).	Ongoing	CC, EHS III, HE II	<i>For all activities under this objective, CLPPP will submit:</i> ☒ Relevant page of CLPPB LPFF for addresses achieving clearance attached to appropriate Progress Report. ☒ Biannual Progress Reports ☒ Description of children to be addressed by lead hazard reduction activities

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. Implement a program to reduce the opportunity for children being exposed to environmental lead hazards, by investigating locations where children are being exposed or have been exposed in the past, and responding as necessary with appropriate enforcement actions. a. Efforts may focus on a specific high-risk geographic area, or areas of concern. b. If not already identified in the contract work plan, within six months from the start of the contract, submit a plan to CLPPB as to which geographic area(s) will be addressed, or other criteria that will be used to determine the sites of these investigations.	Ongoing	CC, EHS III, HE II	☒ Summary of steps taken to reduce childhood lead exposure, attached to the Biannual Progress Report.
3. Implement a program to reduce the opportunity for children being further exposed or at-risk children being exposed to environmental lead hazards by investigating tips and complaints about lead hazards, and by identifying lead hazards in pre-1978 dwellings and public buildings and their surroundings that are exposing children to lead, responding to each as necessary with appropriate enforcement actions. a. Efforts may focus on a specific high-risk geographic area or areas. b. If not already identified in the contract work plan, by six months from the start of the contract, submit a plan to CLPPB as to which geographic area(s) will be addressed or other criteria that will be	Ongoing	CC, EHS III, HE II	☒ Plan for conducting investigations in identified high-risk geographic areas. ☒ Documentation of identified high-risk geographic areas.

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
used to determine the sites of these investigations. 4. Develop a written progressive enforcement procedure and submit to CLPPB with the first CLPPP progress report. Progressive enforcement activities would include, for example, a letter to the property owner, followed by a Notice of Violation, an administrative hearing, and then an order to abate. a. In the absence of clearance of hazards using the above remedies, a system will be required to be in place to resolve the lead hazards, using the provisions of the State Housing Law, or local ordinances. b. The CLPPP is required to develop criteria for a property follow-up schedule, with a time line for referral to the County District Attorney for properties found to be non-compliant with the above-described enforcement actions. c. In counties where a large number of cases occur in a specific jurisdiction (high-risk area), in which the county plans to focus efforts but where the county lacks authority for legal resolution of State Housing Law cases, the county should enter into an agreement with that jurisdiction to allow for abatement and enforcement of lead hazards.	January 2, 2017	CC, EHS III, HE II	☒ Progressive Enforcement Procedure

Exhibit A

Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
5. As resources allow, ensure interventions (including lead abatement activities) carried out to prevent lead hazards and exposing at-risk children to lead are conducted as required by Title 17, California Code of Regulations Section 35001 et seq.	Ongoing	CC, EHS III, HE II	☒ CLPPP Progress Reports ☒ Progressive Enforcement Procedure
6. The breadth and extent of activities planned and carried out for items 1, 2, 3, 4, and 5 in this objective are expected to be proportional to the amount of optional funding and resources provided.	Ongoing	CC, EHS III, HE II	<i>Indicate which activities are to be completed with an "X":</i> ☐ Pre/post tests ☒ Supplemental education materials supplied to enforcement staff as needed ☐ Other (please specify):
7. Information on activities carried out under this objective; specific populations, areas and properties targeted; and hazards eliminated, is to be submitted with each biannual CLPPP progress report.	Ongoing	CC, EHS III, HE II	☒ CLPPP Progress Reports ☒ List of targeted areas and hazards eliminated
8. LHJs are encouraged to evaluate and modify activities that support the objective, with approval from CLPPB.	Evaluate activities on a quarterly basis	CC, EHS III, HE II	☒ CLPPP Progress Reports ☒ Documentation of written approval from CLPPB whenever activities are modified.

Exhibit A
Scope of Work / Work Plan

Objective 5-III: Increase collaboration with local building departments, housing departments, code enforcement groups, environmental agencies, and other groups to see that lead hazards are properly identified and eliminated.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
All CLPPPs must conduct the following activities under Objective 5-III: 1. Develop collaboration and partnerships with investigation and enforcement agencies (i.e., city and/or county building departments, housing departments, code enforcement agencies and environmental agencies), particularly those in specific jurisdictions that are identified as high risk for lead hazards. These would include: a. Development and implementation of programs for training of investigation and enforcement agency personnel on identifying and appropriate correction of lead hazards, as indicated for your jurisdiction. b. Fiscal support for training if needed, and as resources allow. c. Development and implementation of other activities specified by the CLPPP (and approved by CLPPB). <i>(Details of the activities are to be specified by LHJ.)</i>	Ongoing	CC, EHE II, HE II, EHS III	<i>For all activities under this objective, CLPPP will submit:</i> ☒ Meeting agendas and minutes ☒ Copies of response policy (e.g., personnel roles and responsibilities, enforcement) ☒ Documentation of training ☒ Biannual Progress Reports ☐ Other <i>(please specify)</i>: <i>CLPPP must submit all of the following:</i> ☒ List of enforcement agency contacts ☒ Description of collaborations with enforcement agencies. ☐ Other <i>(please specify)</i>:

City of Long Beach Department of Human Services
17-10224

Exhibit A
Scope of Work / Work Plan

2. Develop and implement interagency referral, reporting procedures, and cooperation with investigation and enforcement agency partners. a. Include activities such as responding to practices that create lead hazards by implementing lead hazard compliance and enforcement procedures. b. Delineate roles and responsibilities.	Ongoing	CC, EHE II, HE II, EHS III	☒ Interagency referral procedures ☒ Interagency reporting procedures ☒ List of delineated roles and responsibilities ☒ Compliance and enforcement procedures ☐ Other (please specify):
3. Develop an enforcement response policy, including the roles and responsibilities of partnering enforcement agencies. a. Submit this policy to the CLPPB, by the end of the first year of this contract.	June 30, 2018		☒ Enforcement policy ☐ Other (please specify):
The following 2 activities are optional. Please indicate with a check mark if you choose to conduct them. 4. ☒ As resources allow, assess the effectiveness of local government laws, ordinances, housing codes, and enforcement structures covering identified lead hazards, and determine if changes are required to ensure children are protected.	Ongoing	CC, EHE II, HE II, EHS III	☒ Assessment of local government laws, ordinances, housing codes and enforcement structures covering identified lead hazards ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective.	Timeline	Staff	Evaluation/Deliverables
5. ☒ As resources allow, carry out other outreach and education activities with enforcement partners. Examples of such activities are: a. Providing program materials for public distribution on lead hazards to housing and building departments. b. Encouraging building department to incorporate information about lead-safe work practices into their building permit process (such as attaching pamphlets to building permits that educate about lead hazards for housing built before 1978). c. Ensure building department and permit office incorporate information about lead-safe work practices into their building permit process by asking clients if the buildings are built before 1978 to prompt staff to attach lead-safe work practices brochures and Renovation, Repair, and Painting (RRP) rule brochures to the permits.	Ongoing	CC, EHE II, HE II, EHS III	☒ Description of outreach ☒ Materials on renovation and remodeling. ☐ Other (please specify):

Exhibit A

Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
6. Collaboration and partnering with community-based organizations (CBOs) addressing lead hazards is strongly encouraged, as resources allow. Examples of activities are: a. Providing up-to-date training and educational material to CBO staff that they can employ in outreach efforts to their communities. b. Helping CBOs identify high-risk areas c. Other activities specified by the CLPPP (and approved by CLPPB). <i>Please specify activities:</i>	Ongoing	CC, EHE II, HE II, EHS III	CLPPPs must submit all of the following: ☒ List of CBO contacts ☒ Description of collaborations with CBOs ☒ Training and/or educational materials for CBOs ☒ Other (please specify): Presentation materials, sign-in sheets, evaluations, Pre/post-tests, informational program materials, handouts, etc.
7. The breadth and extent of activities planned and carried out for items 1, 2, 4, and 5 in this objective, are expected to be proportional to the supplemental funding and resources provided.	Ongoing	CC, EHE II, HE II, EHS III	
8. Information on activities carried out under this objective is to be submitted with each biannual CLPPP progress report.	Ongoing	CC, EHE II, HE II, EHS III	
9. LHJs are encouraged to evaluate and modify activities that support the objective, with approval from the CLPPB.	Ongoing	CC, EHE II, HE II, EHS III	

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
2. All CLPPPs shall support the quality and security of RASSCLE II data by: a. Using the RASSCLE II system in accordance with the CLPPB Surveillance and Data Management Manual. i. The Coordinator shall notify CLPPB RASSCLE II Administrators immediately when staff with RASSCLE II access leave the program, and submit requests for new user accounts when additional staff need access to the system. ii. The Coordinator shall include RASSCLE II training, policies, and procedures in CLPPB staff turnover and new employee orientation plans. iii. Report any RASSCLE II data discrepancies immediately to CLPPB. b. Attending CLPPB RASSCLE II web-based and regional meetings. When possible, attendance should comprise a broad spectrum of user types, including PHNs, date management personnel, EPs, epidemiologists, and nutritionists. c. Coordinating with the CLPPP's IT Department or local department that supports CLPPP data functions, to ensure that any CLPPP system on which RASSCLE II is run, conforms to CLPPB technical and security standards.	Ongoing	CC, PHN II, HE II, EHS III	For all activities listed under this objective. CLPPP will submit and retain: ☒ Reports as specified in the CLPPB Surveillance and Data Management Manual. ☒ Documentation in case management records as appropriate ☒ Report of RASSCLE II discrepancies ☒ Documentation from CLPPP's Information Technology (IT) department regarding installation, upgrading, and maintenance of CLPPP information technology systems ☐ Other (please specify):

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
3. CLPPPs inputting into RASSCLE II – Implemented on a mutually agreed upon timeframe and under the consent and direction of CLPPB: a. CLPPPs electing to enter selected clinical and/or environmental LPFF data in RASSCLE II shall: i. Enter and manage data in RASSCLE II in accordance with the CLPPP <i>RASSCLE Data Entry Manual</i> and adhere to any future changes to these data entry protocols or requirements. ii. Report any technical issues that prevent or hamper complete data entry to CLPPB RASSCLE II Administrators. iii. Attend RASSCLE II data entry and management protocols web-based and regional trainings. Attendance should include all CLPPP data entry personnel. iv. Designate a staff member to serve as the primary point of contact for CLPPB communications regarding data entry issues. b. CLPPPs electing to enter complete clinical and/or environmental LPFF data in RASSCLE II shall: i. Fulfill all requirements in Activity 3-a above. ii. Under a mutually agreed upon timeline and with the approval of CLPPB, implement a process to periodically audit the entry of LPFF data into RASSCLE II for accuracy,	N/A	N/A	The City of Long Beach does not input into RASSCLE II.

Exhibit A
Scope of Work / Work Plan

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
completeness, and compliance with the CLPPB RASSCLE II Data Management Manual and all revisions.			

Objective 6-II: Adhere to requirements for data security and confidentiality.

Activities to Support the Objective	Timeline	Staff	Evaluation/Deliverables
1. All CLPPBs must adhere to CLPPB data security and program confidentiality policies and procedures when obtaining, storing, and transmitting protected health information. These policies and procedures are delineated in: a. Health and Safety Code, Sections 124130 and 100330. b. CLPPB Surveillance and Data Management Manual c. Contract attachments d. CLPPB Program Letters e. Other relevant national and state confidentiality provisions, such as the Health Insurance Portability and Accountability Act (HIPAA).	Ongoing	CC, PHN II, HE II, EHS III	☒ Copies of data security and program confidentiality protocols. ☐ Other (please specify):