2017 – 2018
Local Health Department

Immunization Action Plan Update

IAP Background

- Immunization Action Plan (IAP) contracts were established over 20 years ago as part of an initiative by the Centers for Disease Control and Prevention (CDC) to raise childhood immunization rates.

- Over time we expanded that initiative to include increasing adult immunization rates and also reporting in the New York State Immunization Information System (NYSIIS).

Thank you for being our partners in the effort to fight vaccine preventable disease.
2017-18 Grant Deliverables Overview

Five Goals:
1. Increase Childhood and Adolescent Immunization Rates.
   - Clarified that the AFIX eXchange sessions are conducted 3 – 6 months after the feedback session.
2. Increase Adult Immunization Rates.
3. Ensure that all vaccination records are completely and accurately entered in NYSIIS.
4. Increase Education, Information, Training and Partnerships
   - Added post-secondary institutions to the objective related to ensuring completion of the annual school survey.
   - Replaced the term “minority populations” with “special/underserved populations”
5. Eliminate Perinatal Hepatitis B.

Narrative Reports

1. Template has been updated with reminders of the type of information required. There are updated and additional charts to help streamline and focus the information reported.

2. Use your approved work plan as a reference tool when completing the quarterly narrative report. If planned activities were not completed, explain why.

3. Make adjustments to the work plan, as needed. For example, you may need to select different providers for AFIX visits. Advise your regional representative of major work plan changes to ensure activities are approved.
Narrative Reports - continued

4. Enter information in the report every few weeks or once a month rather than saving the entire reporting task until after the quarterly period ends.

5. Don’t just repeat the listed requirement as the activity you conducted. Don’t just say, “Collaborated with special population X.” Describe how. “Collaborated by conducting activity A,B,C.”

Narrative Report Template Highlights

1. AFIX: Important to ensure that the online tool is completed timely and accurately.
2. Adult Immunizations:
   • Describe coalition activities, not just the meetings.
   • Describe the outreach activities that were implemented.
3. NYSIIS:
   • Providers with data exchange issues: Get more details (EMR vendor name, problem description, contact at provider office).
   • Getting providers to report adult immunizations: Keep cheerleading!
4. Training/Education:
   • Record topic of training/webinar, the date completed, who attended.
   • School Survey: Record name of the school(s), type of help provided, date assistance was provided.
Fiscal Reports

The IAP Coordinator must have input into any fiscal information submitted. Contact the DOH Admin Unit if you are facing challenges with this coordination.

Fiscal reporting requirements include:
• Vouchers (Claim for Payment Form)
• Budget Summary & Report of Expenditures (BSROE) with Work Hours
• Budget Modification Requests

Fiscal monitoring includes
• Voucher trace process
• Requests for additional justification/back-up documentation

Programmatic Guidance

Sources for guidance in meeting deliverables:

• Your NYSDOH Regional Representative
• The NYSDOH AFIX & Perinatal Hepatitis B Coordinator
• The NYSDOH Adult & Adolescent Coordinator
• NYSDOH Central Office Administration Unit Staff
• Other Local Health Departments
• NYSACHO
Reporting Reminders

• New: Narrative Reports and Vouchers must be submitted together *electronically*.

• Quarterly submissions are a collaboration between the IAP Coordinator and LHD Fiscal staff.

• Updated reporting templates were created for 2017-18. Please use the required file and email naming conventions.

• Cost of Living Adjustment (COLA) funding: Never to early to start planning

LHD Staffing Changes

Notify us of staffing changes:

• **LHD Contact Information Sheet:** Staff at your organization who should receive IAP information.
  - Submit an updated sheet when contacts change.
  - Contacts would include: Public Health Director/Health Commissioner, the IAP Coordinator, a second program person, a lead fiscal contact, and a back-up fiscal contact.

• **IAP Contract Staff:** Staff that work on IAP contract deliverables.
  - Advise your regional representative at the time the staff change occurs and note on the next quarterly report.
The future. . .

A Request for Applications (RFA) for 4/1/2018 to 3/31/2023 is under development.

The RFA will be issued through the Grants Gateway.

New contracts will emphasize:
- Evidence-based strategies
- Performance measures
  - Process measures  (Conduct AFIX for 25% of VFC Providers)
  - Outcome measures  (Increase 4:3:1:3:3:1:4 rates per established target)

NYSDOH Contact Information

Programmatic/Work Plan questions?
  Contact your Regional Office Representative

Fiscal/Budget questions?
  Contact the Central Office Admin Team

  ImmAdmin@health.ny.gov
  (518) 473-4437

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