

PERFORMANCE STANDARDS
3/21/2000

COMMUNICABLE AND REPORTABLE DISEASES			
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
WV Code §16-1-2 (h) (8) WV Code §16-2-2 (f) WV Code §16-2-11 (a) (1) (iii)	X		CD1: Training Designated individual(s) from each of the 8 communicable disease areas (Disease Surveillance and Case Follow-up, Outbreak Investigations, STD, HIV/AIDS, Vaccine Preventable Diseases, TB, Rabies, and Epidemic Response) attend initial and ongoing training in their area of responsibility and disseminate this information locally to those involved in the area of service.
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> State Responsibility: Designate Initial and ongoing training deemed necessary (Disease Surveillance and Control (DSDC)) Distribution of requirements annually (DSDC) Develop and make available training programs Establish criteria to assess competency of health professionals. </td> <td style="width: 50%; vertical-align: top;"> Documentation: Delineate plans in program plan Documentation of trainings attended maintained on site x 3 years. </td> </tr> </table>
State Responsibility: Designate Initial and ongoing training deemed necessary (Disease Surveillance and Control (DSDC)) Distribution of requirements annually (DSDC) Develop and make available training programs Establish criteria to assess competency of health professionals.	Documentation: Delineate plans in program plan Documentation of trainings attended maintained on site x 3 years.		
WV Code §16-1-2 (h) (3) WV Code §16-2-2 (f) WV Code §16-2-11 (a) (1) (iii)	X		CD2: Community Education At least one community education activity per year is provided in at least four of the following areas: Disease Surveillance and Case Follow-up, Outbreak Investigation, Epidemic Response, STD, HIV/AIDS, Vaccine Preventable Diseases, TB, Rabies, and General Infectious Diseases.
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> State Responsibility: Technical Assistance. Provide / Loan public education materials as available. </td> <td style="width: 50%; vertical-align: top;"> Documentation: Program Plan Program Report </td> </tr> </table>
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WV Code §16-1-2 (h) (3) WV Code §16-2-2 (f) WV Code §16-2-11 (a) (1) (iii)	X		<p>CD3: Provider Education</p> <p>At least one provider education activity is provided per year in at least four of the following areas: Disease Surveillance and Case Follow-up, Outbreak Investigation, Epidemic Response, STD, HIV/AIDS, Vaccine Preventable Diseases, TB, Rabies, and General Infectious Diseases.</p>	
			<p>State Responsibility:</p> <p>Technical assistance Provide current recommended screening, treatment, and management guidelines. Notify of appropriate training opportunities for providers.</p>	<p>Documentation:</p> <p>Program Plan Program Report Consultation with applicable program</p>
WV Code §16-1-2 (h) (4)	X		<p>CD4: Community Collaborations</p> <p>New or continued collaboration with an external organization (e.g., Board of Education, Managed Care Organization, Student Health, Department of Corrections, etc.) is demonstrated in at least one of the communicable disease basic public health service areas.</p>	
			<p>State Responsibility:</p> <p>Technical assistance</p>	<p>Documentation:</p> <p>Program Plan Program Report</p>
		X	<p>CD5: Emergency Contact</p> <p>A 24-hour emergency contact system is documented and operational for reporting of public health emergencies (e.g., category I communicable diseases, outbreaks, disasters, etc.)</p>	
			<p>State Responsibility:</p> <p>Serve as technical assistance resource with 24 hour availability.</p>	<p>Documentation:</p> <p>Written plan with contact numbers distributed to appropriate community organizations/individuals.</p>

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			Copy to WVBPH / DSDC.	
WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual	X		<p>CD6: Disease Surveillance</p> <p>All appropriate reporting sources in local jurisdiction (e.g., primary care providers, infectious disease physicians, laboratories, hospitals/facilities), and specific individuals responsible are identified annually.</p>	
			<p>State Responsibility:</p> <p>Use names and addresses to disseminate appropriate information such as EPILOG newsletter, etc.</p>	<p>Documentation:</p> <p>Maintain list of reporting sources and submit to DSDC within 60 days of fiscal year start (to include name, surveillance contact person, address, phone, and specialty / type of source – e.g., lab, provider, facility).</p>
WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual	X		<p>CD6a: Disease Surveillance</p> <p>Appropriate reporting sources in jurisdiction are provided annually with a list of currently reportable diseases and conditions, WV Case Report Forms, contact number for questions, emergency contact number (if available), and information on the importance of disease surveillance.</p>	
		X	<p>CD6b: Disease Surveillance</p> <p>A plan is implemented to enhance provider, laboratory, and facility participation in disease reporting. Plan includes regular feedback of summary data to all reporting sources at least twice per year and at least one on-site contact every 3 years.</p>	

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			State Responsibility: Serve as resource. Provision of summary data for county.	Documentation: Program plan – delineate activities to be undertaken Program report – summarize activities actually undertaken
WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual	X		CD6c: Disease Surveillance Case report forms submitted to DSDC are timely and complete on first submission (WV case report form(s), TB forms, STD forms, HIV forms, and applicable CDC report forms).	
			State Responsibility: Provide instruction on proper completion of case report forms as necessary. Provide feedback to LHD on compliance with standard.	Documentation: Case Report Forms
WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual	X		CD7: Case Follow-up All category I disease case investigations are initiated within 24 hours of receipt of report (including holidays and weekends when necessary). (Note: Category I diseases are those to be reported within 24 hours of diagnosis.)	
			State Responsibility: Serve as resource.	Documentation: Reportable Disease Case Report Forms
WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual	X		CD7a: Case Follow-up Category II disease case investigations are initiated within 3 working days of receipt of report. (Note: Category II diseases are those to be reported within 1 week of diagnosis.)	
			State Responsibility: Serve as resource.	Documentation: Reportable Disease Case Report Forms

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<p>WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions</p> <p>WV Reportable Diseases Protocol Manual</p>	X		<p>CD7b: Case Follow-up</p> <p>Case investigations/follow-ups are done in full accordance with recommendations of WVBPH/DSDC on first submission.</p> <p>State Responsibility:</p> <p>Provision of WV Reportable Disease Protocol Manuals Technical assistance/consultation Laboratory support Work with those not meeting standard to improve performance</p>	<p>Documentation:</p> <p>Reportable Disease Case Report Forms</p>
<p>WV Code §16-1-2 (h) (5) WV Code §16-1-6 (b) Goal of Epidemiology and Lab Grant</p>		X	<p>CD8: Outbreak Investigation</p> <p>Develop a written Outbreak Response Plan to include at minimum, designation of and Outbreak Response Team, coverage of routine job functions of team members in their absence, and management of media and public relations.</p>	
			<p>State Responsibility:</p> <p>Technical assistance</p>	<p>Documentation:</p> <p>Maintain document on site</p>
<p>WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions</p> <p>WV Reportable Diseases Protocol Manual</p>	X		<p>CD8a: Outbreak Investigation</p> <p>One hundred percent (100%) of outbreaks are reported to DSDC within 24 hours of report (by phone).</p> <p>State Responsibility:</p> <p>Maintain state outbreak log Technical assistance with investigation when necessary</p>	<p>Documentation:</p> <p>Documents phone call to DSDC within 24 hours of outbreak reported.</p>
<p>ELC Grant</p>		X	<p>CD8b: Outbreak Investigation</p>	

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			<p>Investigation is done in accordance with standard outbreak investigation procedures/recommendations developed in consultation with DSDC.</p> <table border="1" data-bbox="648 597 1997 820"> <tr> <td data-bbox="648 597 1325 820"> <p>State Responsibility:</p> <p>Technical assistance in determining need for investigation. Technical assistance in investigation. Laboratory testing as applicable. On site assistance when necessary. Training.</p> </td> <td data-bbox="1329 597 1997 820"> <p>Documentation:</p> <p>Calls to DSDC</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Technical assistance in determining need for investigation. Technical assistance in investigation. Laboratory testing as applicable. On site assistance when necessary. Training.</p>	<p>Documentation:</p> <p>Calls to DSDC</p>
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		X	<p>CD8c: Outbreak Investigation</p> <p>A final summary of all outbreak investigations is submitted to the local health officer, DSDC, and the facility/organization investigated within 30 days of end of investigation.</p> <table border="1" data-bbox="648 959 1997 1070"> <tr> <td data-bbox="648 959 1325 1070"> <p>State Responsibility:</p> <p>Technical assistance with report preparation, review of drafts, etc.</p> </td> <td data-bbox="1329 959 1997 1070"> <p>Documentation:</p> <p>Outbreak investigation summary.</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Technical assistance with report preparation, review of drafts, etc.</p>	<p>Documentation:</p> <p>Outbreak investigation summary.</p>
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<p>WV Code §16-1-6 (b)</p> <p>WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions</p> <p>ELC Grant on DSDC Responsibilities</p>		X	<p>CD9: Response to Epidemics</p> <p>To be developed</p> <table border="1" data-bbox="648 1182 1997 1295"> <tr> <td data-bbox="648 1182 1325 1295"> <p>State Responsibility:</p> </td> <td data-bbox="1329 1182 1997 1295"> <p>Documentation:</p> </td> </tr> </table>		<p>State Responsibility:</p>	<p>Documentation:</p>
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<p>WV Code §16-1-2 (h) (2)</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and</p>	X		<p>CD10: Rabies Control and Prevention</p> <p>Investigation of suspect animal bite cases are initiated within 24 hours of staff receipt of report.</p> <table border="1" data-bbox="648 1408 1997 1451"> <tr> <td data-bbox="648 1408 1325 1451"> <p>State Responsibility:</p> </td> <td data-bbox="1329 1408 1997 1451"> <p>Documentation:</p> </td> </tr> </table>		<p>State Responsibility:</p>	<p>Documentation:</p>
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Conditions WV Reportable Diseases Protocol Manual			Consultation on need for investigation. Provide TA and lab services.	Document date and time of receipt of report.
WV Code §16-1-2 (h) (2) WV Administrative Rule, 64CSR7 Reportable Diseases, Events and Conditions WV Reportable Diseases Protocol Manual Rabies Prevention: The Clinical Management of Animal Bites, WVBPH	X		CD10a: Rabies Control and Prevention Investigation shall be in accordance with the current edition of Environmental Health Services Rabies Control Guide and recommendations from DSDC as appropriate.	
			State Responsibility: Available for consultation and assistance with management. Provide TA and lab services.	Documentation: Written description of investigation until closure. Maintain records of investigation for at least 3 years.
WV Code §16-1-2 (h) (3) Rabies Prevention: The Clinical Management of Animal Bites, WVBPH	X		CD10b: Rabies Control and Prevention Assure each appropriate health care provider in the county has a current rabies packet. New information on disease, case management and epidemiology is disseminated to health care providers as appropriate.	
			State Responsibility: Develop rabies packet for distribution to HCP. Disseminate new information on rabies, epidemiology and case management to LHDs by mail, speaking at meetings, consults, etc.	Documentation: Maintain list of to whom and when distributed. Maintain list / file on site of additional information disseminated, when and to whom it was provided.
WV Code §16-1-2 (h) (7)	X		CD10c: Rabies Control and Prevention Rabies vaccination clinics are available at least annually in the county through collaborative relationships (Assurance function).	
			State Responsibility:	Documentation:

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			<table border="1"> <tr> <td>In limited circumstances where local veterinarians/humane societies are not available, the state public health DVM can assist, as feasible.</td> <td>Assure vaccination records are maintained in appropriate county office (e.g., county clerk offices, etc).</td> </tr> </table>	In limited circumstances where local veterinarians/humane societies are not available, the state public health DVM can assist, as feasible.	Assure vaccination records are maintained in appropriate county office (e.g., county clerk offices, etc).
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<p>WV Code §16-1-2 (h) (3)</p> <p>STD Grant</p>	X		<p>CD11: Capacity for STD Provider Education</p> <p>A mechanism is implemented to educate private health care providers on the reporting and management of STDs.</p> <table border="1"> <tr> <td> <p>State Responsibility</p> <p>Ensure LHDs have access to training and resources on the standards for reporting STDs and caring for STD infected clients. Resources such as state and federal guidelines; technical assistance and support.</p> </td> <td> <p>Documentation</p> <p>Review of state surveillance system to monitor reporting practices of private providers. Surrogate markers such as compliance with treatment guidelines and sex partners treated can also be reviewed through the state surveillance system to monitor management practices of private providers.</p> </td> </tr> </table>	<p>State Responsibility</p> <p>Ensure LHDs have access to training and resources on the standards for reporting STDs and caring for STD infected clients. Resources such as state and federal guidelines; technical assistance and support.</p>	<p>Documentation</p> <p>Review of state surveillance system to monitor reporting practices of private providers. Surrogate markers such as compliance with treatment guidelines and sex partners treated can also be reviewed through the state surveillance system to monitor management practices of private providers.</p>
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<p>WV Code §16-4-9</p> <p>WV Code §16-1-2 (h) (7)</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions</p>	X		<p>CD12: Availability of Clinical STD Services</p> <p>Clinical STD services (screening, diagnosis, and treatment) are available to all at-risk residents of the county (Assurance function).</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>Provision of guidelines / recommendations delineating appropriate groups for STD screening, diagnosis, and treatment.</p> <p>Provision of lab services.</p> <p>Provision of supplies and medications.</p> </td> <td> <p>Documentation:</p> <p>Review of state screening databases for gonorrhea and chlamydia can identify any significant shifts in screening practices. Review of state surveillance system data for morbidity patterns and drug distribution lists can also help in monitoring the quality of STD services.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Provision of guidelines / recommendations delineating appropriate groups for STD screening, diagnosis, and treatment.</p> <p>Provision of lab services.</p> <p>Provision of supplies and medications.</p>	<p>Documentation:</p> <p>Review of state screening databases for gonorrhea and chlamydia can identify any significant shifts in screening practices. Review of state surveillance system data for morbidity patterns and drug distribution lists can also help in monitoring the quality of STD services.</p>
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<p>WV Code §16-4-9</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions</p>	X		<p>CD13: STD Screening</p> <p>STD screening follows protocols which are consistent with state and federal guidelines, such as:</p> <ol style="list-style-type: none"> a. Chlamydia Service Protocols. b. CDC Clinical Practice Guidelines. c. Package inserts on specimen collection and handling. <table border="1" data-bbox="648 722 2003 1044"> <tr> <td data-bbox="648 722 1323 1044"> <p>State Responsibility:</p> <p>Develop/revise guidelines as appropriate. Distribute guidelines to LHDs. Provide recommended resources and technical assistance and support. Mechanisms could include monthly, quarterly, yearly newsletter, Epi-Log, annual workshops.</p> </td> <td data-bbox="1327 722 2003 1044"> <p>Documentation:</p> <p>Reviews of state screening databases can reveal certain markers by LHDs which could indicate whether the LHD was in compliance and indicate the quality of screening services provided.</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Develop/revise guidelines as appropriate. Distribute guidelines to LHDs. Provide recommended resources and technical assistance and support. Mechanisms could include monthly, quarterly, yearly newsletter, Epi-Log, annual workshops.</p>	<p>Documentation:</p> <p>Reviews of state screening databases can reveal certain markers by LHDs which could indicate whether the LHD was in compliance and indicate the quality of screening services provided.</p>
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<p>WV Code §16-4-9</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases,</p>	X		<p>CD14: STD Treatment</p> <p>STDs are managed using protocols which are consistent with “CDC Guidelines for the Treatment of Sexually Transmitted Diseases.”</p> <table border="1" data-bbox="648 1222 2003 1430"> <tr> <td data-bbox="648 1222 1323 1430"> <p>State Responsibility:</p> <p>Ensure LHDs have access to the STD Treatment Guidelines. To the extent possible, make available approved</p> </td> <td data-bbox="1327 1222 2003 1430"> <p>Documentation:</p> <p>The state STD surveillance database can provide data to indicate LHD compliance with the guidelines and the quality of STD treatment</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Ensure LHDs have access to the STD Treatment Guidelines. To the extent possible, make available approved</p>	<p>Documentation:</p> <p>The state STD surveillance database can provide data to indicate LHD compliance with the guidelines and the quality of STD treatment</p>
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Events and Conditions CDC Recommendations			<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">drugs to the LHDs. Assurance that LHDs receive updated protocols. Correspondence, newsletter, bulletins.</td> <td style="width: 40%;">services.</td> </tr> </table>	drugs to the LHDs. Assurance that LHDs receive updated protocols. Correspondence, newsletter, bulletins.	services.
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WV Code §16-1-2 (h) (3)	X		<p>CD15: Capacity for HIV Community and Provider Education</p> <p>A procedure is in place for staff knowledgeable about STD/HIV to respond to requests for community and provider educational presentations.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"> <p>State Responsibility:</p> <p>Provide technical assistance in the form of training, consultation, and resource materials to the extent possible. Provide technical assistance and support through workshops, news-letters and teleconferences. Regular visits from AIDS Surveillance nurses</p> </td> <td style="width: 40%;"> <p>Documentation:</p> <p>Observations of other persons such as HIV Surveillance Nurses, STD field staff and community based organizations; possible annual/semi-annual state health department survey of LHDs to ascertain capacity; LHD logs of community/provider presentations</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Provide technical assistance in the form of training, consultation, and resource materials to the extent possible. Provide technical assistance and support through workshops, news-letters and teleconferences. Regular visits from AIDS Surveillance nurses</p>	<p>Documentation:</p> <p>Observations of other persons such as HIV Surveillance Nurses, STD field staff and community based organizations; possible annual/semi-annual state health department survey of LHDs to ascertain capacity; LHD logs of community/provider presentations</p>
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WV Code §16-3C-2 WV Administrative Rule, 64CSR64, AIDS Related Medical Testing and Confidentiality	X		<p>CD16: Availability of HIV Antibody Testing and Diagnostic Services</p> <p>HIV counseling and testing (including anonymous testing) is available for at-risk county residents and CD4 testing is available for all HIV positive patients (Assurance function).</p>		
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WV Code §16-3C-2 WV Administrative Rule, 64CSR64, AIDS Related Medical Testing and Confidentiality	X		<table border="1" style="width: 100%;"> <tr> <td colspan="2"> CD17: HIV Counseling HIV risk assessment and counseling is provided for clinic populations (i.e., Family Planning, TB, STD) that may be at risk for HIV infection. </td> </tr> <tr> <td style="width: 60%;"> State Responsibility: Assist LHDs with obtaining risk assessment tools. Monitor testing trends at LHDs. Encouragement and incentive for LHD to incorporate risk assessments into other programs. Provide partner services for contacts of HIV infected individuals </td> <td style="width: 40%;"> Documentation: Revised lab history forms can be used for documentation of additional risk assessment counseling; HIV testing database can be used to monitor testing trends in clinics. </td> </tr> </table>	CD17: HIV Counseling HIV risk assessment and counseling is provided for clinic populations (i.e., Family Planning, TB, STD) that may be at risk for HIV infection.		State Responsibility: Assist LHDs with obtaining risk assessment tools. Monitor testing trends at LHDs. Encouragement and incentive for LHD to incorporate risk assessments into other programs. Provide partner services for contacts of HIV infected individuals	Documentation: Revised lab history forms can be used for documentation of additional risk assessment counseling; HIV testing database can be used to monitor testing trends in clinics.
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HIV Prevention Grant	X		CD17a: HIV Counseling				

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			<p>A “client-centered” method for pre- and post-test HIV counseling is utilized.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>Ensure training opportunities for LHDs are made available. Workshops, newsletter, and teleconferences.</p> </td> <td> <p>Documentation:</p> <p>Local health department supervisory staff to monitor compliance and report results to BPH/DSDC through a yet to be determined mechanism (developed in conjunction with CDC). LHD confidential counseling.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Ensure training opportunities for LHDs are made available. Workshops, newsletter, and teleconferences.</p>	<p>Documentation:</p> <p>Local health department supervisory staff to monitor compliance and report results to BPH/DSDC through a yet to be determined mechanism (developed in conjunction with CDC). LHD confidential counseling.</p>
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<p>Ryan White Title II Grant</p> <p>HIV Prevention Grant, Patient Counseling and Referral Services</p>	X		<p>CD18: HIV Referral</p> <p>Case management referral is made to the HIV Care Consortium for all HIV positive persons.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>Ensure Local health departments know how to access the HIV CARE Consortium. Establish guidelines and follow-up for reporting to the HIV Care Consortium.</p> </td> <td> <p>Documentation:</p> <p>The HIV CARE Consortium routinely tracks the source of referrals and can monitor this by comparing the referrals from Local health departments they receive to the number of HIV infections identified at Local health departments. Documentation of number of referred cases.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Ensure Local health departments know how to access the HIV CARE Consortium. Establish guidelines and follow-up for reporting to the HIV Care Consortium.</p>	<p>Documentation:</p> <p>The HIV CARE Consortium routinely tracks the source of referrals and can monitor this by comparing the referrals from Local health departments they receive to the number of HIV infections identified at Local health departments. Documentation of number of referred cases.</p>
<p>State Responsibility:</p> <p>Ensure Local health departments know how to access the HIV CARE Consortium. Establish guidelines and follow-up for reporting to the HIV Care Consortium.</p>	<p>Documentation:</p> <p>The HIV CARE Consortium routinely tracks the source of referrals and can monitor this by comparing the referrals from Local health departments they receive to the number of HIV infections identified at Local health departments. Documentation of number of referred cases.</p>				
<p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events</p>	X		<p>CD19: TB Data Collection</p> <p>Data on all reported or suspected cases of TB (tuberculosis) are collected in systematic and continuous</p>		

COMMUNICABLE AND REPORTABLE DISEASES					
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
and Conditions			<p>manner.</p> <table border="1"> <tr> <td>State Responsibility: The West Virginia Tuberculosis Control Program (TB Control) will notify the LHD of any information received about a resident of their county.</td> <td>Documentation: Patient chart.</td> </tr> </table>	State Responsibility: The West Virginia Tuberculosis Control Program (TB Control) will notify the LHD of any information received about a resident of their county.	Documentation: Patient chart.
State Responsibility: The West Virginia Tuberculosis Control Program (TB Control) will notify the LHD of any information received about a resident of their county.	Documentation: Patient chart.				
<p>WV Code §26-5A-4</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions</p> <p>WV Administrative Rule, 64CSR76, TB Control</p> <p>WV Reportable Diseases Protocol Manual</p>	X		<p>CD20: TB Data Reporting</p> <p>All newly diagnosed cases of TB are reported to TB Control within 24 hours from the time the Local Health Department is notified.</p> <p>All patient information relating to diagnosis, treatment, follow-up, and contact investigation is recorded, communicated, and made accessible to TB Control.</p> <table border="1"> <tr> <td>State Responsibility: TB Control will maintain a registry of all cases of TB reported. TB Control will provide forms and instructions. Statistical information will be compiled, disseminated, and reported to CDC.</td> <td>Documentation: TB Control registry. Required reports. Written correspondence. Documented phone conversations. Field visits.</td> </tr> </table>	State Responsibility: TB Control will maintain a registry of all cases of TB reported. TB Control will provide forms and instructions. Statistical information will be compiled, disseminated, and reported to CDC.	Documentation: TB Control registry. Required reports. Written correspondence. Documented phone conversations. Field visits.
State Responsibility: TB Control will maintain a registry of all cases of TB reported. TB Control will provide forms and instructions. Statistical information will be compiled, disseminated, and reported to CDC.	Documentation: TB Control registry. Required reports. Written correspondence. Documented phone conversations. Field visits.				
	X		CD21: TB Case Management		

COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
			<p>A nurse is designated to be responsible for managing each/or all TB cases.</p> <table border="1" data-bbox="648 586 2003 760"> <tr> <td data-bbox="648 586 1325 760"> <p>State Responsibility: Provide nursing manual to guide patient care. Monitor case management.</p> </td> <td data-bbox="1329 586 2003 760"> <p>Documentation: Patient chart.</p> </td> </tr> </table>		<p>State Responsibility: Provide nursing manual to guide patient care. Monitor case management.</p>	<p>Documentation: Patient chart.</p>
<p>State Responsibility: Provide nursing manual to guide patient care. Monitor case management.</p>	<p>Documentation: Patient chart.</p>					
<p>WV Code §16-1-2 (h) (2)</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions</p> <p>CDC Recommendations for Core Curriculum</p> <p>WV Reportable Diseases Protocol Manual</p>	X		<p>CD22: TB Contact Investigation</p> <p>An epidemiological investigation is initiated within 3 days of notification of active disease or notification that any child has a positive tuberculin skin test reaction (whether or not active disease is present).</p> <table border="1" data-bbox="648 976 2003 1258"> <tr> <td data-bbox="648 976 1325 1258"> <p>State Responsibility: TB Control can provide guidance, assist in the investigation, contact other counties, states etc., and provide screening materials, chest x-rays, interpretations, clinical exams and medication, and laboratory services.</p> </td> <td data-bbox="1329 976 2003 1258"> <p>Documentation: Contact sheets. Report forms. Phone conversations. Patient charts.</p> </td> </tr> </table>		<p>State Responsibility: TB Control can provide guidance, assist in the investigation, contact other counties, states etc., and provide screening materials, chest x-rays, interpretations, clinical exams and medication, and laboratory services.</p>	<p>Documentation: Contact sheets. Report forms. Phone conversations. Patient charts.</p>
<p>State Responsibility: TB Control can provide guidance, assist in the investigation, contact other counties, states etc., and provide screening materials, chest x-rays, interpretations, clinical exams and medication, and laboratory services.</p>	<p>Documentation: Contact sheets. Report forms. Phone conversations. Patient charts.</p>					
<p>WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions</p>	X		<p>CD22a: TB Contact Investigation</p> <p>TB contact investigation is conducted according to CDC guidelines.</p> <table border="1" data-bbox="648 1398 2003 1446"> <tr> <td data-bbox="648 1398 1325 1446"></td> <td data-bbox="1329 1398 2003 1446"> <p>Documentation:</p> </td> </tr> </table>			<p>Documentation:</p>
	<p>Documentation:</p>					

COMMUNICABLE AND REPORTABLE DISEASES			
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
CDC Recommendations for Core Curriculum WV Reportable Diseases Protocol Manual			State Responsibility: Patient charts.
WV Administrative Rule, 64CSR7, Reportable Diseases, Events and Conditions CDC Recommendations for Core Curriculum WV Reportable Diseases Protocol Manual	X		CD22b: TB Contact Investigation All close contacts to identified infectious tuberculosis cases are offered screening and necessary follow-up examinations. State Responsibility: Documentation: Patient charts.
CDC Recommendations for Core Curriculum	X		CD22c: TB Contact Investigation Recommended TB preventive therapy is offered to all infected contacts as indicated.
			State Responsibility: Documentation: Patient charts.
CDC Recommendations	X		CD23: TB Drug Susceptibility Testing

COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>Drug susceptibility tests are performed routinely and in a timely manner on the initial isolate form all of the TB cases reported in the county including those diagnosed by private providers).</p> <table border="1" data-bbox="648 586 2003 837"> <tr> <td data-bbox="648 586 1325 837"> <p>State Responsibility:</p> <p>Office of Laboratory Services (OLS) performs drug susceptibility tests on initial cultures and on any culture still positive after 3 months of treatment.</p> </td> <td data-bbox="1329 586 2003 837"> <p>Documentation:</p> <p>Lab reports. Patient's chart.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Office of Laboratory Services (OLS) performs drug susceptibility tests on initial cultures and on any culture still positive after 3 months of treatment.</p>	<p>Documentation:</p> <p>Lab reports. Patient's chart.</p>
<p>State Responsibility:</p> <p>Office of Laboratory Services (OLS) performs drug susceptibility tests on initial cultures and on any culture still positive after 3 months of treatment.</p>	<p>Documentation:</p> <p>Lab reports. Patient's chart.</p>				
<p>WV Code §16-1-2 (h) (8)</p> <p>WV Code §16-25-2</p> <p>CDC Recommendations</p>	<p align="center">X</p>		<p>CD24: TB Treatment</p> <p>Newly diagnosed cases of TB complete the American Thoracic Society/Centers for Disease Control recommended regimen of anti-TB drug therapy.</p> <p>The Local Health Department assures private physicians seeing TB patients have current treatment guidelines (available through TB Control).</p> <p>All patients shall be considered for Directly Observed Therapy (DOT). If noncompliance or drug resistance is suspected, DOT is initiated.</p> <table border="1" data-bbox="648 1235 2003 1440"> <tr> <td data-bbox="648 1235 1325 1440"> <p>State Responsibility:</p> <p>TB Control will provide treatment guidelines, medication, clinicians, and consultation for tuberculosis.</p> </td> <td data-bbox="1329 1235 2003 1440"> <p>Documentation:</p> <p>TB registry. Updates from physicians and LHD. Patient charts.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>TB Control will provide treatment guidelines, medication, clinicians, and consultation for tuberculosis.</p>	<p>Documentation:</p> <p>TB registry. Updates from physicians and LHD. Patient charts.</p>
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COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
<p>WV Code §16-25-2</p> <p>CDC Recommendations</p>	X		<p>CD25: TB Treatment Monitoring</p> <p>Patients are monitored face-to-face monthly for toxicity, compliance, and response to therapy.</p> <p>To assess barriers to health care, a contact is made on patients who miss a single clinic visit. A home visit is made on those who miss two or more clinic visits.</p> <p>Case follow-up is offered to private physicians for noncompliant patients and is undertaken for all Local Health Department patients.</p> <table border="1" data-bbox="642 950 2001 1234"> <tr> <td data-bbox="642 950 1323 1234"> <p>State Responsibility:</p> <p>Provision of initial liver function studies (LFT's) and repeat LFT's as necessary.</p> <p>Laboratory services for repeat Culture and Sensitivities as necessary.</p> </td> <td data-bbox="1323 950 2001 1234"> <p>Documentation:</p> <p>Updates from LHD/ private physicians.</p> <p>LFT and sputum reports (at least sputums x 3 monthly until neg. and on completion of Therapy).</p> <p>Patient charts.</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Provision of initial liver function studies (LFT's) and repeat LFT's as necessary.</p> <p>Laboratory services for repeat Culture and Sensitivities as necessary.</p>	<p>Documentation:</p> <p>Updates from LHD/ private physicians.</p> <p>LFT and sputum reports (at least sputums x 3 monthly until neg. and on completion of Therapy).</p> <p>Patient charts.</p>
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<p>WV Code §26-5A</p>	X		<p>CD26: Legal Action Related to TB</p> <p>If efforts are unsuccessful at patient adherence, court-ordered detention of a patient who is infectious is sought.</p>			

COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			<p>State Responsibility:</p> <p>TB Control can assist in court-ordered detention.</p>	<p>Documentation:</p> <p>Patient's chart. Lab reports. Clinician and/or Health officer testimony.</p>
<p>WV Code §16-1-2 (h) (7)</p> <p>WV Code §16-3-4A, §16-25-2</p>	<p align="center">X</p>	<p align="center">X</p>	<p>CD27: TB Screening and Preventive Therapy</p> <p>Screening for TB infection is available for citizens who fall into high- risk groups as identified by CDC or WVBPH. (Institutions are responsible for their own screening programs).</p> <p>Infected persons identified through local health department screening activities are clinically evaluated for TB.</p> <p>Individuals identified through local health department screening activities who have no evidence of clinical TB or contraindications are offered the appropriate course of preventive therapy.</p> <p>Directly Observed Preventive Therapy (DOPT) is considered for patients at high risk for progression to disease as identified by CDC.</p>	
			<p>State Responsibility:</p> <p>TB Control will provide same services as for contacts to active cases.</p>	<p>Documentation:</p> <p>Report forms. Patient chart.</p>
<p>WV Code §16-1-2 (h) (2)</p>	<p align="center">X</p>		<p>CD28: Availability of Clinical TB Services</p>	

COMMUNICABLE AND REPORTABLE DISEASES			
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
WV Code §16-1-2 (h) (7) WV Code §16-3-4A WV Code §16-25-3			Clinical TB services (diagnosis and treatment) are available to all residents of the county (Assurance function).
			<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> State Responsibility: Provision of guidelines/recommendations delineating appropriate groups for TB screening, diagnosis, and treatment. Provision of supplies and medications. Provision of lab services. </td> <td style="width: 50%;"> Documentation: Program Plan Program Report </td> </tr> </table>
State Responsibility: Provision of guidelines/recommendations delineating appropriate groups for TB screening, diagnosis, and treatment. Provision of supplies and medications. Provision of lab services.	Documentation: Program Plan Program Report		
WV Code §16-3-5	X		CD29: Vaccine Preventable Disease Assessment Individual immunization histories are assessed for, at minimum, all infants (2 years-old and under), high-risk adolescents, and adults visiting the Local Health Department for any purpose.
			<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> State Responsibility: Provision of currently recommended immunization schedules. </td> <td style="width: 50%;"> Documentation: Policies and Procedures </td> </tr> </table>
State Responsibility: Provision of currently recommended immunization schedules.	Documentation: Policies and Procedures		
WV Code §16-3-5 WV Administrative Rule, 64CSR7, Reportable Diseases	X		CD30: Vaccine Preventable Disease Outreach Children visiting the Local Health Department who are out of compliance with recommended immunization schedules are identified and followed-up.

COMMUNICABLE AND REPORTABLE DISEASES					
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
		X	<p>All children who are out of compliance with recommended immunization schedules are identified and followed up.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> <p>Technical Assistance Training Provide documentation on collaboration strategies that work. Provide financial resources as available.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> <p>Quality Assurance Review West Virginia Statewide Immunization Information System Immunization Action Plans (IAP) Program Plan / Program Report</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Technical Assistance Training Provide documentation on collaboration strategies that work. Provide financial resources as available.</p>	<p>Documentation:</p> <p>Quality Assurance Review West Virginia Statewide Immunization Information System Immunization Action Plans (IAP) Program Plan / Program Report</p>
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<p>WV Code §16-1-2 (h) (7)</p> <p>WV Code §16-3-5</p>	X		<p>CD31: Availability of Clinical Immunization Services</p> <p>Clinical immunization services are available to all residents of the county (Assurance function).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> <p>Provision of supplies and immunizations.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> <p>Program Plan Program Report</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Provision of supplies and immunizations.</p>	<p>Documentation:</p> <p>Program Plan Program Report</p>
<p>State Responsibility:</p> <p>Provision of supplies and immunizations.</p>	<p>Documentation:</p> <p>Program Plan Program Report</p>				
<i>The following refer to local health departments providing clinical immunization services.</i>					
WV Code §16-3-5	X		<p>CD32: Clinical Immunization Services</p> <p>Infants, adolescents, and adults at the Local Health Department are immunized according to recommended public health schedules.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> </td> </tr> </table>	<p>State Responsibility:</p>	<p>Documentation:</p>
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COMMUNICABLE AND REPORTABLE DISEASES					
Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>Annual Assurance Review Technical Assistance Training Promote CDC immunization courses Provide current schedule</p> <p>Quality Assurance Review, CDC satellite training roster, Dose administered reports (VacMan), West Virginia Statewide Immunization Information System data (WVSIS)</p>		
<p>CDC's "Standards of Pediatric and Adult Immunization Practices" adopted March, 1990 and revised May, 1997</p> <p>CDC Recommendations</p>	X		<p>CD32a: Clinical Immunization Services</p> <p>The CDC's "Standards of Pediatric and Adult Immunization Practices" are followed.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>Technical Assistance Provide resource</p> </td> <td> <p>Documentation:</p> <p>Quality Assurance Review Health Care Finance Administration influenza data, Dose administered reports WVSIS</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Technical Assistance Provide resource</p>	<p>Documentation:</p> <p>Quality Assurance Review Health Care Finance Administration influenza data, Dose administered reports WVSIS</p>
<p>State Responsibility:</p> <p>Technical Assistance Provide resource</p>	<p>Documentation:</p> <p>Quality Assurance Review Health Care Finance Administration influenza data, Dose administered reports WVSIS</p>				
<p>WV Code §16-3-5</p> <p>WV Administrative Rule, 64CSR7, Reportable Diseases</p>	X		<p>CD33: Assessment in Clinical Immunization Services</p> <p>An immunization information system is utilized for tracking and reminder/recall activities for clients enrolled at the Local Health Department.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>Technical Assistance Develop immunization information system to compile immunization coverage data from communities statewide. Provide technical assistance and training regarding immunization module.</p> </td> <td> <p>Documentation:</p> <p>Quality Assurance Reviews West Virginia Statewide Immunization Information System data(when operational) Clinic Assessment Software Application data HS2000 data</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>Technical Assistance Develop immunization information system to compile immunization coverage data from communities statewide. Provide technical assistance and training regarding immunization module.</p>	<p>Documentation:</p> <p>Quality Assurance Reviews West Virginia Statewide Immunization Information System data(when operational) Clinic Assessment Software Application data HS2000 data</p>
<p>State Responsibility:</p> <p>Technical Assistance Develop immunization information system to compile immunization coverage data from communities statewide. Provide technical assistance and training regarding immunization module.</p>	<p>Documentation:</p> <p>Quality Assurance Reviews West Virginia Statewide Immunization Information System data(when operational) Clinic Assessment Software Application data HS2000 data</p>				
	X		<p>CD33a: Assessment in Clinical Immunization Services</p>		

COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
WV Code §16-3-5 WV Administrative Rule, 64CSR7, Reportable Diseases			Immunization encounters are compiled and submitted to the WV Statewide Immunization Information System. <table border="1" data-bbox="648 545 2003 711"> <tr> <td data-bbox="648 545 1325 711"> State Responsibility: Technical Assistance Training Provide software. </td> <td data-bbox="1329 545 2003 711"> Documentation: West Virginia Statewide Immunization Information System </td> </tr> </table>		State Responsibility: Technical Assistance Training Provide software.	Documentation: West Virginia Statewide Immunization Information System
State Responsibility: Technical Assistance Training Provide software.	Documentation: West Virginia Statewide Immunization Information System					
WV Code §16-3-5	X		CD33b: Assessment in Clinical Immunization Services Clinic immunization coverage levels are assessed at least annually. <table border="1" data-bbox="648 824 2003 1044"> <tr> <td data-bbox="648 824 1325 1044"> State Responsibility: Technical Assistance Training West Virginia Statewide Immunization Information System development Provide assessment software (CASA) </td> <td data-bbox="1329 824 2003 1044"> Documentation: Annual Quality Assurance Review, Clinic Assessment Software , Application Reports (CASA), West Virginia Statewide Immunization Information System, VacMan (Dose Admin. Reports), Health Stat 2000 reports </td> </tr> </table>		State Responsibility: Technical Assistance Training West Virginia Statewide Immunization Information System development Provide assessment software (CASA)	Documentation: Annual Quality Assurance Review, Clinic Assessment Software , Application Reports (CASA), West Virginia Statewide Immunization Information System, VacMan (Dose Admin. Reports), Health Stat 2000 reports
State Responsibility: Technical Assistance Training West Virginia Statewide Immunization Information System development Provide assessment software (CASA)	Documentation: Annual Quality Assurance Review, Clinic Assessment Software , Application Reports (CASA), West Virginia Statewide Immunization Information System, VacMan (Dose Admin. Reports), Health Stat 2000 reports					
	X		CD33c: Assessment in Clinical Immunization Services A roster of adults receiving state-supplied influenza and pneumococcal vaccine is submitted to the WV Immunization Program. <table border="1" data-bbox="648 1203 2003 1398"> <tr> <td data-bbox="648 1203 1325 1398"> State Responsibility: Provide roster forms with instructions Technical assistance Training Compile and provide feedback on immunization coverage levels. </td> <td data-bbox="1329 1203 2003 1398"> Documentation: Health Care Financial Administration (HCFA) data Behavioral Risk Factor Surveillance Survey (BRFSS) Doses administered reports. </td> </tr> </table>		State Responsibility: Provide roster forms with instructions Technical assistance Training Compile and provide feedback on immunization coverage levels.	Documentation: Health Care Financial Administration (HCFA) data Behavioral Risk Factor Surveillance Survey (BRFSS) Doses administered reports.
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WV Code §16-1-6 (p)		X	CD34: SIDS Data Collection			

COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>A designated public health professional seeks out and interviews custodial parent(s) of infants expiring from SIDS within 4 weeks of death.</p> <table border="1" data-bbox="648 602 1997 711"> <tr> <td data-bbox="648 602 1325 711"> State Responsibility: Make referral and provide the interview form </td> <td data-bbox="1329 602 1997 711"> Documentation: Documentation of completed interview protocol </td> </tr> </table>	State Responsibility: Make referral and provide the interview form	Documentation: Documentation of completed interview protocol
State Responsibility: Make referral and provide the interview form	Documentation: Documentation of completed interview protocol				
WV Code §16-1-6 (p)		X	<p>CD34a: SIDS Survivor Support</p> <p>Upon referral, a designated public health professional provides approved SIDS literature and information about available community support for family members.</p> <table border="1" data-bbox="648 854 1997 987"> <tr> <td data-bbox="648 854 1325 987"> State Responsibility: Make referral and provide the interview form </td> <td data-bbox="1329 854 1997 987"> Documentation: Documentation of provision of materials and support information on returned interview protocol </td> </tr> </table>	State Responsibility: Make referral and provide the interview form	Documentation: Documentation of provision of materials and support information on returned interview protocol
State Responsibility: Make referral and provide the interview form	Documentation: Documentation of provision of materials and support information on returned interview protocol				
WV Code §16-1-6 (p)		X	<p>CD34b: SIDS Education and Outreach</p> <p>Requests for SIDS information are referred to the Children's Reportable Disease Project in the Division of Research, Evaluation, and Planning in the Office of Maternal and Child Health.</p> <table border="1" data-bbox="648 1138 1997 1321"> <tr> <td data-bbox="648 1138 1325 1321"> State Responsibility: Provide necessary materials and speakers as requested </td> <td data-bbox="1329 1138 1997 1321"> Documentation: Documentation of information dissemination, including demographic information on recipients will be provided on a quarterly basis to the Children's Reportable Disease Coordinator </td> </tr> </table>	State Responsibility: Provide necessary materials and speakers as requested	Documentation: Documentation of information dissemination, including demographic information on recipients will be provided on a quarterly basis to the Children's Reportable Disease Coordinator
State Responsibility: Provide necessary materials and speakers as requested	Documentation: Documentation of information dissemination, including demographic information on recipients will be provided on a quarterly basis to the Children's Reportable Disease Coordinator				
Currently not in WV Code but in a fee-for-service contract.		X	<p>CD35: Lead Poisoning Data Collection</p> <p>Assure that a designated public health professional seeks out and interviews the custodial parent(s) of children identified with an elevated blood lead level. (Note: Children with blood levels of) 10 - 19 mcg/dL do not need to be interviewed unless a specific referral for an</p>		

COMMUNICABLE AND REPORTABLE DISEASES

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			interview is made; however, data shall be collected on these children.) <table border="1" data-bbox="648 540 1995 678"> <tr> <td data-bbox="648 540 1325 678"> State Responsibility: Make referrals and provide the interview form, environmental assessment form and/or demographic data form </td> <td data-bbox="1329 540 1995 678"> Documentation: Returned copies of forms </td> </tr> </table>	State Responsibility: Make referrals and provide the interview form, environmental assessment form and/or demographic data form	Documentation: Returned copies of forms		
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WV Code §16-35-2, 16-35-3, 16-35-8 WV Administrative Rule, 64CSR7-5.4; Reportable Diseases, Events and Conditions		X	<table border="1" data-bbox="648 989 1995 1263"> <tr> <td colspan="2" data-bbox="648 989 1995 1154"> CD35b: Lead Poisoning Data Reporting Assure that results from all blood lead screens, including those reported to the Local Health Department by pediatric health providers, are reported to the Children’s Reportable Disease Project in the Division of Research, Evaluation, and Planning in the Office of Maternal and Child Health. </td> </tr> <tr> <td data-bbox="648 1157 1325 1263"> State Responsibility: Collection of all blood lead screening data on children </td> <td data-bbox="1329 1157 1995 1263"> Documentation: Hard copies of reports </td> </tr> </table>	CD35b: Lead Poisoning Data Reporting Assure that results from all blood lead screens, including those reported to the Local Health Department by pediatric health providers, are reported to the Children’s Reportable Disease Project in the Division of Research, Evaluation, and Planning in the Office of Maternal and Child Health.		State Responsibility: Collection of all blood lead screening data on children	Documentation: Hard copies of reports
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COMMUNICABLE AND REPORTABLE DISEASES

Citation in WV Code , Rule, Other References: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility: Provide forms and guidelines.	Documentation: Copies of completed medical case management forms.
WV Code §16-35-4 (6)		X	<p>CD35d: Lead Poisoning Education and Outreach</p> <p>Requests for information are referred to the Children's Reportable Disease Project in the Division of Research, Evaluation, and Planning in the Office of Maternal and Child Health.</p>	
			State Responsibility: Provide the necessary materials and speakers as requested	Documentation: Documentation of information dissemination, including demographic information on recipients will be provided on a quarterly basis to the Children's Reportable Disease Coordinator
WV Code §16-22-1, 16-22-2, 16-22-3		X	<p>CD36: Newborn Screening Kits</p> <p>Assure that newborn screening kits are available to all persons making a request in anticipation of a home birth.</p>	
			State Responsibility: To provide newborn screening kits	Documentation: Information on dissemination of kits reported on a quarterly basis to the Children's Reportable Disease Coordinator
		X	<p>CD36a: Newborn Tracking</p> <p>A designated public health professional assists the Children's Reportable Disease Project in locating infants identified with critical abnormal lab values who need re-screening, referral, and medical treatment.</p>	
			State Responsibility: Make referrals.	Documentation: Records of all actions and reports to Children's Reportable Disease Project.

COMMUNITY HEALTH PROMOTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
WV Administrative Rule 64CSR73-5.1.1, 5.1.4, 5.1.6, 5.4 Standards for Local Boards of Health	X		HP1: Community Assessment A community needs assessment that systemically describes the prevailing health status and health needs of the population within the Local Health Department's jurisdiction shall be conducted at least once every 5 years.

COMMUNITY HEALTH PROMOTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
<p>WV Code §16-1-2 (h) (4) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p> <p>WV Administrative Rule 64CSR73-5.1.1, 5.1.4, 5.1.6, 5.4 Standards for Local Boards of Health</p> <p>WV Code §16-1-2 (h) (4) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>	X		<p>State Responsibility:</p> <p>The Bureau shall maintain systems for collecting vital records, community and demographic data that characterize: the health of the population; conditions that affect health; and the health system</p> <p>The Bureau shall provide technical assistance, training, needs assessment models, and supportive materials on a regional level utilizing the network of Community Health Promotion Specialists.</p> <p>The Bureau shall develop and maintain a system of monitoring that assures implementation of standards and promotes communication within the public health system.</p> <p>HP1a: Community Assessment</p> <p>The assessment should, at a minimum, include an analysis of the following data:</p> <ul style="list-style-type: none"> • community health status/vital statistics; • community behavioral risk factors; • community environmental health risks; • identification of population groups at risk of poor health status within the Local Health Department's jurisdiction; • local institutional reporting; • community knowledge, belief, and attitude surveys. 	<p>Documentation:</p> <p>Periodic release of state and county specific health reports by the Bureau which will include vital records, demographic information, and health-related data.</p> <p>Submission of a dated copy of most current completed needs assessment, at least once in every five-year period.</p>
			<p>State Responsibility:</p> <p>The Bureau shall develop and maintain a statewide disease surveillance system and conduct active surveillance for specific diseases and health conditions</p> <p>The Bureau shall provide technical assistance through the development of a Technical Manual and supportive materials designed to guide local health departments through the needs</p>	<p>Documentation:</p> <p>Quality assurance review of submitted assessment.</p>

COMMUNITY HEALTH PROMOTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			assessment process and clearly define the various components.	
WV Administrative Rule 64CSR73-5.1.1, 5.1.4, 5.1.6, 5.4 Standards for Local Boards of Health WV Code §16-1-2 (h) (4) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)	X		HP1b: Community Assessment The health needs assessment process should include community participation in the identification of community health problems and the setting of priorities among those health problems. Community involvement from the following channels should be included: <ul style="list-style-type: none"> • schools; • media; • business and industry; • health care delivery system; • faith community. 	
WV Administrative Rule 64CSR73-5.1.1, 5.1.4, 5.1.6, 5.4 Standards for Local Boards of Health WV Code §16-1-2 (h) (4) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)	X		HP1c: Community Assessment The assessment process shall result in the identification of community health needs, ranked in priority order.	
			State Responsibility: The Bureau shall design and conduct other assessment activities and studies to ascertain biological and behavioral risk factors for diseases; health conditions; and health consequences of occupational and environmental exposures. The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.	Documentation: Release of state and county specific health-related data. List of collaborators with identified roles submitted with needs assessment.
			State Responsibility: The Bureau shall develop standards and methods for collecting data at the state level to ensure reliability, comparability and validity. The Bureau shall utilize the Community Health Promotion	Documentation: Submission of assessment document with completed Data Collection Evaluation Form and Summary of Community Health Needs (Local Health Department Community Health Report). Quarterly reports from Community Health Promotion Specialists

COMMUNITY HEALTH PROMOTION					
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			Specialists to provide technical assistance and training to local health departments. detailing technical assistance provided.		
WV Administrative Rule 64CSR73-5.1.1, 5.1.4, 5.1.6, 5.4 Standards for Local Boards of Health WV Code §16-1-2 (h) (4) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)	X		<p>HP1d: Community Assessment</p> <p>Prioritization of community health needs shall result in the establishment of at least three priority health needs.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>The Bureau shall assess health care delivery by developing and maintaining data systems that measure capacity, availability, quality, cost and utilization of health resources.</p> <p>The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments.</p> </td> <td> <p>Documentation:</p> <p>Submission of assessment document and local health department Community Report (Section II).</p> <p>Quarterly reports from Community Health Promotion Specialists detailing technical assistance provided.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall assess health care delivery by developing and maintaining data systems that measure capacity, availability, quality, cost and utilization of health resources.</p> <p>The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments.</p>	<p>Documentation:</p> <p>Submission of assessment document and local health department Community Report (Section II).</p> <p>Quarterly reports from Community Health Promotion Specialists detailing technical assistance provided.</p>
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COMMUNITY HEALTH PROMOTION			
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
			The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments. detailing technical assistance provided.
WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)		X	HP2: Community Health Planning Within 12 months after completion of the assessment, the Local Health Department shall develop a community health plan that addresses at least three priority health needs, identified through the community health assessment process.
			<p>State Responsibility:</p> <p>The Bureau shall design a general format for choosing priorities and developing the community health plan which will include model objectives, based on established Healthy People 2000/2010 objectives, and activities.</p>
WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)		X	HP2a: Community Health Planning The community health plan shall describe plans and/or policies to address identified priority health needs by establishing goals and objectives to be achieved through a systematic course of action that involves the participation of constituents and other related health and governmental entities.
			<p>State Responsibility:</p> <p>The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.</p>
WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)		X	HP2b: Community Health Planning The community health plan shall state measurable objectives and strategies for interventions for each priority health need.
			<p>State Responsibility:</p>

COMMUNITY HEALTH PROMOTION					
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments in the areas of goal and objective development, choosing activities, program evaluation, and other areas as needed.</p> <p>Submission of community health plan with annual program plan.</p>		
<p>WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>		X	<p>HP2c: Community Health Planning</p> <p>The Local Health Department shall utilize community participation to assist in the development of the community health plan.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.</p> </td> <td> <p>Documentation:</p> <p>Submission of community health plan and list of collaborators with annual program plan.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.</p>	<p>Documentation:</p> <p>Submission of community health plan and list of collaborators with annual program plan.</p>
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<p>WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>		X	<p>HP2d: Community Health Planning</p> <p>The community health plan must be presented to the board of health for its review and adoption.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> </td> <td> <p>Documentation:</p> <p>Board of Health minutes or letter of approval submitted with annual health plan.</p> </td> </tr> </table>	<p>State Responsibility:</p>	<p>Documentation:</p> <p>Board of Health minutes or letter of approval submitted with annual health plan.</p>
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<p>WV Code §16-1-2 (h) (5) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>		X	<p>HP2e: Community Health Planning</p> <p>The written community health plan shall contain:</p> <ul style="list-style-type: none"> • a statement of purpose of the community health plan that includes how the plan will be used to improve the health of the community. • a description of the process used to develop the community health plan. • a description of each priority including the importance of the priority health need, summarized data and information on which the priority is based, the relationship of the priority to Healthy People 2000/10 Objectives, and factors influencing the level of the problem. • statement of specific goals, objectives, and strategies for addressing each priority area. 		

COMMUNITY HEALTH PROMOTION					
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<ul style="list-style-type: none"> • time line for achieving goals and objectives. • assignment of accountability for each goal, objective and/or strategy among the community partners. 		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> <p>The Bureau shall design a general format for developing the community health plan which will include model objectives and activities, based on established Healthy People 2000/2010 objectives, and work plan development.</p> <p>The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> <p>Completion of Health Promotion Technical Manual and supportive documents.</p> <p>Submission of community health plan with annual program plan.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall design a general format for developing the community health plan which will include model objectives and activities, based on established Healthy People 2000/2010 objectives, and work plan development.</p> <p>The Bureau shall utilize the Community Health Promotion Specialists to provide technical assistance and training to local health departments.</p>	<p>Documentation:</p> <p>Completion of Health Promotion Technical Manual and supportive documents.</p> <p>Submission of community health plan with annual program plan.</p>
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WV Code §16-1-2 (h) (9) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)		X	<p>HP3: Implementation of the Community Health Plan</p> <p>Within 12 months after completing the community health plan, the Local Health Department shall ensure implementation of the plan by implementing programs or making other arrangements assuring that the goals and objectives identified in the community health plan are met.</p>		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> <p>The Bureau shall develop and maintain a system of monitoring that assures implementation of programs, identifies technical assistance needs, and promotes communication within the public health system.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> <p>Submission of annual program plan and community health plan with attached work plan.</p> <p>Periodic quality assurance reviews.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall develop and maintain a system of monitoring that assures implementation of programs, identifies technical assistance needs, and promotes communication within the public health system.</p>	<p>Documentation:</p> <p>Submission of annual program plan and community health plan with attached work plan.</p> <p>Periodic quality assurance reviews.</p>
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WV Code §16-1-2 (h) (3) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)		X	<p>HP3a: Implementation of the Community Health Plan</p> <p>The LHD shall inform and educate the public, in language that is appropriate in terms of culture, age, and literacy, on public health issues of concern in the community, promote an awareness about public health services available, and promote health education initiatives which contribute to individual and collective changes in health, knowledge, attitudes, and practices toward a healthier community.</p>		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>State Responsibility:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Documentation:</p> </td> </tr> </table>	<p>State Responsibility:</p>	<p>Documentation:</p>
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COMMUNITY HEALTH PROMOTION					
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>The Bureau shall utilize the Community Health Promotion Specialists and others to provide technical assistance and training to local health departments.</p> <p>Quarterly reports from Community Health Promotion Specialists showing types of technical assistance provided.</p> <p>Copies of materials as submitted in annual program plan.</p>		
<p>WV Code §16-1-2 (h) (9) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>		X	<p>HP3b: Implementation of the Community Health Plan</p> <p>The Local Health Department shall meet at least annually with representatives of health-related organizations within its jurisdiction to define inter-organizational roles and responsibilities for purposes of evaluating and validating progress on meeting the goals stated in the community health plan.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>The Bureau shall build constituencies and identify resources by generating supportive and collaborative relationships with public and private agencies and constituent groups for the effective planning, implementation and management of public health activities.</p> <p>The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.</p> </td> <td> <p>Documentation:</p> <p>Submission of community health plan with annual program plan which includes list of collaborators and identifies roles.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall build constituencies and identify resources by generating supportive and collaborative relationships with public and private agencies and constituent groups for the effective planning, implementation and management of public health activities.</p> <p>The Bureau shall help facilitate community participation by utilizing the Community Health Promotion Specialists to help form linkages within the communities.</p>	<p>Documentation:</p> <p>Submission of community health plan with annual program plan which includes list of collaborators and identifies roles.</p>
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<p>WV Code §16-1-2 (h) (3) WV Code §16-2-2 (g) WV Code §16-2-11 (a) (1) (i)</p>		X	<p>HP3c: Implementation of the Community Health Plan</p> <p>Based on the results of the community assessment and planning processes, the Local Health Department shall, at least annually, disseminate health reports to the board of health, county commission or other governmental bodies within its jurisdiction, the media, business/industry, and the public.</p> <table border="1"> <tr> <td> <p>State Responsibility:</p> <p>The Bureau shall utilize the Community Health Promotion Specialists and others to provide technical assistance and training</p> </td> <td> <p>Documentation:</p> <p>Copies of health reports as submitted in annual program plan.</p> </td> </tr> </table>	<p>State Responsibility:</p> <p>The Bureau shall utilize the Community Health Promotion Specialists and others to provide technical assistance and training</p>	<p>Documentation:</p> <p>Copies of health reports as submitted in annual program plan.</p>
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COMMUNITY HEALTH PROMOTION			
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
			to local health departments.

ENVIRONMENTAL HEALTH PROTECTION			
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
WV Administrative Rules, 64CSR73 Standards for Local Boards of Health WV Code §16-1-6 (g)	X		E1: Daily and Monthly Reports Complete daily and monthly reports listing work activities and submit monthly reports to the Office of Environmental Health.
			State Responsibility: Documentation:

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			Develop monthly report forms and review monthly reports.	Reports filed and sent to State office
WV Code, Chapter §30, Article 17 WV Code §16-1-14	X		E2: Sanitarian Training to Meet Registration Requirements All sanitarians must successfully complete 300 hours of approved training within one year after hire and obtain 15 continuing education hours annually thereafter.	
			State Responsibility: Coordinate the conduct of the Sanitarian Training Class	Documentation: Training Records
WV Code §16-1-9; §16-1-17, §16-3-6,	X		E3: Complaints Investigate all nuisance complaints that affect the public's health as defined in state code.	
			State Responsibility: Provide laboratory and technical assistance	Documentation: Completed complaint forms
WV Code §16-1-9, §16-2-2 (k)	X		E4: Disasters Provide inspection and surveillance of environmental health activities relating to natural or manmade disasters occurring in the county. Coordinate with local emergency response plan.	
			State Responsibility: Provide laboratory support, technical assistance, and resources	Documentation: Reports of all disaster response activities
WV Code Chapters §30, 33	X		E5: Tattoo Parlors Inspect and issue annual permits to tattoo parlors in compliance with provisions of rule.	

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility: Provide training, technical assistance, and standardization	Documentation: Inspection reports Permits
WV Code §16-1-4 (e) WV Code §16-1-6 (b) WV Code §16-2-11 (a) (1) (ii) WV Code Chapter §16-7 WV Administrative Rule, 64CSR43 Bakery Regulations	X		<p>E6: Food Manufacturer</p> <p>When the health department has reason to believe a food or drug item for sale is adulterated, it will collect a specimen or examination.</p> <hr/> <p>State Responsibility: Inspect interstate food manufacturer under FDA contract</p> <p>Documentation: Inspection reports Permits Log</p>	
WV Code §16-1-4 (b) WV Code §16-1-6 (b), (m) WV Code §16-1-17 WV Code §16-2-11 (a) (1) (ii) WV Code, Chapter §16-7 WV Administrative Rule, 64CSR20 Retail Food Store Sanitation	X		<p>E7: Retail Establishments</p> <p>Permits are issued to retail food stores in compliance with state rules.</p> <p>Retail food stores are inspected at least once every six months and additional inspections are conducted as necessary to determine satisfactory compliance.</p> <p>Plans are reviewed and approved prior to construction to assure compliance with regulations.</p> <hr/> <p>State Responsibility: Provide training, technical assistance, and standardization. Laboratory support.</p> <p>Documentation; Inspection reports Permits</p>	
WV Code §16-1-4 (b) WV Code §16-1-6 (b), (m) WV Code §16-1-17 WV Code §16-2-11 (a) (1) (ii)	X		<p>E8: Food Service Establishments</p> <p>Food service establishments, school cafeterias, temporary food establishments, vending machines, mobile food units, and restaurants and bars are inspected at least once every six months and additional inspections as necessary to determine</p>	

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard				
WV Code §16-2-2 (k) WV Administrative Rule, 64CSR40 Mobile Home Parks WV Administrative Rule, 64CSR41 Design, Information and Procedural Manual for Mobile Home Parks	X		E11: Mobile Home Parks Permits are issued when the health department is satisfied that design, construction or installation of mobile home parks complies with all applicable provisions of regulations. Plans are reviewed for new or extended mobile home parks. Mobile home parks are inspected once every 6 months. <table border="0" style="width:100%"> <tr> <td style="width:50%">State Responsibility:</td> <td style="width:50%">Documentation:</td> </tr> <tr> <td>Review plans for public water and sewer facilities Provide training, technical assistance, and standardization</td> <td>Inspection reports Permits</td> </tr> </table>	State Responsibility:	Documentation:	Review plans for public water and sewer facilities Provide training, technical assistance, and standardization	Inspection reports Permits
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WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Administrative Rule, 64CSR24 Tourist and Resort Camps	X		E12: Hotels/Motels Hotels/motels are annually inspected and issued annual permits in compliance with provisions of rule. <table border="0" style="width:100%"> <tr> <td style="width:50%">State Responsibility:</td> <td style="width:50%">Documentation:</td> </tr> <tr> <td>Provide training, technical assistance, and standardization</td> <td>Inspection reports</td> </tr> </table>	State Responsibility:	Documentation:	Provide training, technical assistance, and standardization	Inspection reports
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Provide training, technical assistance, and standardization	Inspection reports						
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii) WV Administrative Rule, 64CSR44 School Sanitation	X		E13: Schools Public and private schools are inspected at least once every other year and additional inspections as necessary to determine satisfactory compliance. <table border="0" style="width:100%"> <tr> <td style="width:50%">State Responsibility:</td> <td style="width:50%">Documentation:</td> </tr> <tr> <td>Provide training, technical assistance, and standardization Liaison with WV State Department of Education</td> <td>Inspection reports</td> </tr> </table>	State Responsibility:	Documentation:	Provide training, technical assistance, and standardization Liaison with WV State Department of Education	Inspection reports
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Provide training, technical assistance, and standardization Liaison with WV State Department of Education	Inspection reports						

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
WV Code §16-1-4 (c) WV Code §16-1-6 (n) WV Administrative Rule, 64CSR16 Swimming Pool and Bathing Beach WV Administrative Rule, 64CSR25 Design Standards for Swimming Pools	X		E14: Pools, Spa, and Hot Tub Pools and beaches complete at least two inspections per year. Permits are issued to those that comply with applicable provisions of the rule. Samples are collected and submitted for bacteriological analysis. <table border="0" data-bbox="634 743 1986 911"> <tr> <td data-bbox="634 743 1312 911"> State Responsibility: Provide training, technical assistance, and standardization Laboratory support Plan review </td> <td data-bbox="1312 743 1986 911"> Documentation: Inspection reports Permits Copy of approved plan </td> </tr> </table>	State Responsibility: Provide training, technical assistance, and standardization Laboratory support Plan review	Documentation: Inspection reports Permits Copy of approved plan
State Responsibility: Provide training, technical assistance, and standardization Laboratory support Plan review	Documentation: Inspection reports Permits Copy of approved plan				
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii) WV Administrative Rule, 64CSR18 Organized Camps	X		E15: Organized Camps Annually inspect and issue annual permits to those organized camps in full compliance with all provisions of regulation. <table border="0" data-bbox="634 1019 1986 1159"> <tr> <td data-bbox="634 1019 1312 1159"> State Responsibility: Provide training, technical assistance, and standardization </td> <td data-bbox="1312 1019 1986 1159"> Documentation: Inspection reports Permits </td> </tr> </table>	State Responsibility: Provide training, technical assistance, and standardization	Documentation: Inspection reports Permits
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WV Code §16-1-4 (c) WV Code §16-1-6 (n) WV Code §16-1-9 WV Code §16-1-9A (c) WV Code §16-1-9B WV Code §16-2-2 (k)	X		E16: Sewage Systems Review and approve plans and specifications of on-site sewage disposal systems, pumping vehicles, and subdivisions and issue permits to construct, install, or modify if in compliance with design standards. Make as many inspections as necessary to determine compliance with applicable provisions of rules.		

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility:	Documentation:
WV Code §16-1-2 (p) WV Code §16-1-4 (d) (2), (3) WV Code §16-1-9A (b) (2), (3) WV Code §16-1-9A (c) WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii)		X	E19: Water Samples Collect water samples from water vending machines, bottled water, and community and non-community water supplies as required in the environmental health procedures manual.	
			State Responsibility: Provide laboratory and technical assistance support	Documentation: Environmental health procedures manual, copies of filed water sample reports.
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-11 (a) (1) (ii) WV Code §16-2-11 (b) (5)		X	E20: Milk Samples Collect milk samples as scheduled by the Office of Environmental Health Services.	
			State Responsibility: Laboratory support, scheduling of milk sampling	Documentation: Copies of sample reports, milk sampling schedule
WV Code §16-1-4 (a) WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii)		X	E21: Home Loan Evaluation Evaluate the water supply and sewage disposal system as requested by lending institutions.	
			State Responsibility: Laboratory support	Documentation: Evaluation report
WV Code §16-1-14		X	E22: Food Service Worker Training Assure that training in food safety is available for food service workers to describe proper storage and preparation of food.	
			State Responsibility:	Documentation:

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			Provide a list of training resources	Training records
WV Code §16-2-11 (a) (1) (ii)		X	E23: Indoor Air Evaluate complaints received regarding indoor air contamination.	
			State Responsibility: Technical support and equipment.	Documentation: Investigation records.
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii) WV Administrative Rule, 64CSR18 Organized Camps	X		E24: Campground Annually inspect and issue annual permits to campgrounds which are in compliance with provisions of the rule.	
			State Responsibility: Provide training, technical assistance, and standardization Laboratory support	Documentation: Inspection reports Permits
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii) WV Administrative Rule, 64CSR18	X		E25: Parks Annually inspect and issue annual permits to parks which are in compliance with provisions of the rule.	
			State Responsibility: Provide training, technical assistance, and standardization	Documentation: Inspection reports Permits
WV Code §16-1-4 (b) WV Code §16-1-6 (m) WV Code §16-1-17 WV Code §16-2-2 (k) WV Code §16-2-11 (a) (1) (ii)	X		E26: Institutions Annually inspect and issue annual permits to institutions which are in compliance with provisions of the rule.	
			State Responsibility:	Documentation:

ENVIRONMENTAL HEALTH PROTECTION

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Administrative Rule, 64CSR18				

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
WV Code, Chapter §16 WV Administrative Rules, 64CSR73-4.1 Standards for Local Boards of Health	X		A1: Board Status Local Board of Health is organized in accordance with Chapter 16 of WV Code. <table border="1" data-bbox="634 1226 1984 1338"> <tr> <td data-bbox="634 1226 1312 1338"> State Responsibility: Program Plan review. </td> <td data-bbox="1312 1226 1984 1338"> Documentation: Program Plan; Board of Health by-laws </td> </tr> </table>		State Responsibility: Program Plan review.	Documentation: Program Plan; Board of Health by-laws
State Responsibility: Program Plan review.	Documentation: Program Plan; Board of Health by-laws					
WV Code §6-9A-1 through §6-9A-12 WV Administrative Rules,	X		A1a: Board Status The Board complies with the requirements of WV Code 6-9A-1 through 6-9A-12 regarding open governmental proceedings.			

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
64CSR73-4.3 Standards for Local Boards of Health			State Responsibility: PHNA review of Board of Health minutes.	Documentation: Board of Health minutes
WV Code §61-10-15		X	A1b: Board Status The Board complies with the requirements of WV Code 61-10-15 regarding the Ethics Act. State Responsibility: _____ Documentation: _____	
WV Administrative Rules, 64CSR73 Standards for Local Boards of Health WV Code §16-2A-3	X	X	A2: Board Functions The Board establishes and approves: <ul style="list-style-type: none"> • Local health department's goals and objectives; • Mission statement; • 3 to 5-year strategic plan; • Community health assessment [and plan]; • Annual program plan; • Annual budget; • Administrative policies; • Appointment of health officer (as specified in code); • Employment of an administrator or designation of a staff member or contract for an administrator to manage day-to-day operations; • Organizational chart. Board established and approves: <ul style="list-style-type: none"> • Community health plan. 	

ADMINISTRATIVE							
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard				
			<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">State Responsibility: Provide Board of Health Handbook and orientation</td> <td style="width: 50%;">Documentation: Board meeting minutes; mission statement; strategic plan; annual plan; annual budget; goals and objectives</td> </tr> </table>	State Responsibility: Provide Board of Health Handbook and orientation	Documentation: Board meeting minutes; mission statement; strategic plan; annual plan; annual budget; goals and objectives		
State Responsibility: Provide Board of Health Handbook and orientation	Documentation: Board meeting minutes; mission statement; strategic plan; annual plan; annual budget; goals and objectives						
	X		<table border="1" style="width: 100%;"> <tr> <td colspan="2">A2a: Board Functions The Board shall assure resources through the effective utilization of human, physical and fiscal resources.</td> </tr> <tr> <td style="width: 50%;">State Responsibility:</td> <td style="width: 50%;">Documentation: Budget, Program Plan.</td> </tr> </table>	A2a: Board Functions The Board shall assure resources through the effective utilization of human, physical and fiscal resources.		State Responsibility:	Documentation: Budget, Program Plan.
A2a: Board Functions The Board shall assure resources through the effective utilization of human, physical and fiscal resources.							
State Responsibility:	Documentation: Budget, Program Plan.						
WV Administrative Rules, 64CSR73-4.2 Standards for Local Boards of Health	X		<table border="1" style="width: 100%;"> <tr> <td colspan="2">A3: Board Structure Local Board of Health in (a) a county having a population > 30,000 meets no less than 6 times per year (b) a county having a population < 30,000 meets no less than 4 times per year.</td> </tr> <tr> <td style="width: 50%;">State Responsibility:</td> <td style="width: 50%;">Documentation: By-laws, Board Meeting Minutes</td> </tr> </table>	A3: Board Structure Local Board of Health in (a) a county having a population > 30,000 meets no less than 6 times per year (b) a county having a population < 30,000 meets no less than 4 times per year.		State Responsibility:	Documentation: By-laws, Board Meeting Minutes
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State Responsibility:	Documentation: By-laws, Board Meeting Minutes						
WV Administrative Rules, 64CSR73-4.4 Standards for Local Boards of Health WV Code §16-2-3 WV Code §16-2A-2	X		<table border="1" style="width: 100%;"> <tr> <td colspan="2">A3a: Board Structure The by-laws of the Board include: <ul style="list-style-type: none"> • attendance specifications for board members; • the number, duties, tenure, and eligibility of members; • a description of the process for filling vacancies on the board; • requirements for written minutes and record of board actions as public records; • a description of the duties and election process for officers; </td> </tr> </table>	A3a: Board Structure The by-laws of the Board include: <ul style="list-style-type: none"> • attendance specifications for board members; • the number, duties, tenure, and eligibility of members; • a description of the process for filling vacancies on the board; • requirements for written minutes and record of board actions as public records; • a description of the duties and election process for officers; 			
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ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			<ul style="list-style-type: none"> specifications for a quorum required for board action. 	
			State Responsibility: Provide Board of Health handbook and orientation; notification of training	Documentation: By-laws Documentation: Orientation, attendance.
	X		A3b: Board Structure New board members are to be provided with orientation, handbook, and notification of training events – all of which includes background and understanding of public health.	
WV State Constitution, Article 4, Section 5 WV Code §6-1-6 WV Code §6-1-7	X		A3d: Board Structure Board members' oath of office shall be duly recorded before entering into or discharging any of the duties of office.	
WV Administrative Rules, 64CSR73-6 Standards for Local Boards of Health	X		A4: Reports and Records Reports and records are submitted in a timely manner in compliance with applicable state and federal rules and regulations and departmental policies.	
			State Responsibility: Develop a purpose statement and timetable for report	Documentation: Personnel Records; Grant reporting requirements; Bureau-

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
			submissions required by the Bureau	required reports; Other required reports		
WV Administrative Rule 64CSR73-10 Standards for Local Boards of Health	X		<p>A5: Strategic Planning</p> <p>The local health department shall, at least once every five years, perform an organizational capacity self-assessment that includes the following components and is updated accordingly:</p> <ul style="list-style-type: none"> • legal authority and counsel; • intergovernmental relationships; • constituency development and education; • LHD mission and role; • data analysis, planning, evaluation, and implementation; • public policy issues and implementation; • budget development and administration; • reporting and auditing; • personnel administration and staff development; • organizational structure and shared resources; and • management information systems. <table border="1" data-bbox="634 984 1988 1424"> <tr> <td data-bbox="634 984 1312 1424"> <p>State Responsibility:</p> <p>The Bureau shall, at least once every five years, perform an organizational capacity self-assessment that includes the following components:</p> <ul style="list-style-type: none"> • legal authority and counsel; • intergovernmental relationships; • constituency development and education; • LHD mission and role; c data analysis, planning, evaluation and assurance; c public policy issues and implementation; c budget development and administration; c reporting and auditing; c personnel administration and staff development; </td> <td data-bbox="1312 984 1988 1424"> <p>Documentation:</p> <p>Board minutes; strategic plan document; annual financial plan</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>The Bureau shall, at least once every five years, perform an organizational capacity self-assessment that includes the following components:</p> <ul style="list-style-type: none"> • legal authority and counsel; • intergovernmental relationships; • constituency development and education; • LHD mission and role; c data analysis, planning, evaluation and assurance; c public policy issues and implementation; c budget development and administration; c reporting and auditing; c personnel administration and staff development; 	<p>Documentation:</p> <p>Board minutes; strategic plan document; annual financial plan</p>
<p>State Responsibility:</p> <p>The Bureau shall, at least once every five years, perform an organizational capacity self-assessment that includes the following components:</p> <ul style="list-style-type: none"> • legal authority and counsel; • intergovernmental relationships; • constituency development and education; • LHD mission and role; c data analysis, planning, evaluation and assurance; c public policy issues and implementation; c budget development and administration; c reporting and auditing; c personnel administration and staff development; 	<p>Documentation:</p> <p>Board minutes; strategic plan document; annual financial plan</p>					

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			c organizational structure and shared resources; and c management information systems.	
WV Administrative Rules, 64CSR73-10 Standards for Local Boards of Health WV Code §16-2A-3	X		<p>A5a: Strategic Planning</p> <p>The Local Health Department shall develop a yearly program plan detailing specific programmatic equipment, personnel and/or clinical services needs and changes anticipated.</p>	
		X	<p>A5b: Strategic Planning</p> <p>Strategic plan incorporates issues such as cooperative linkages, networking opportunities with other health organizations, and health care delivery systems/financing responses within the region.</p>	<p>Documentation:</p> <p>Annual program plan</p>
		X	<p>A5c: Strategic Planning</p> <p>Follow-up from previous years' activities are documented with tie-in to current year's plan as necessary.</p>	
			State Responsibility:	Documentation:

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
			Follow-up from previous years' activities are documented with tie-in to current year's plan as necessary	Written strategic plan		
		X	<p>A6: Policy Analysis/Formulation</p> <p>To review and monitor potential public health threats and to work with the Bureau to develop model local health policy for consideration by the board.</p> <table border="1" data-bbox="634 703 1988 865"> <tr> <td data-bbox="634 703 1312 865"> <p>State Responsibility:</p> <p>Perform timely assessment of adopted policy(ies) and associated programs, including identification of need for policy revisions</p> </td> <td data-bbox="1312 703 1988 865"> <p>Documentation:</p> <p>Policy and Procedure Manual</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>Perform timely assessment of adopted policy(ies) and associated programs, including identification of need for policy revisions</p>	<p>Documentation:</p> <p>Policy and Procedure Manual</p>
<p>State Responsibility:</p> <p>Perform timely assessment of adopted policy(ies) and associated programs, including identification of need for policy revisions</p>	<p>Documentation:</p> <p>Policy and Procedure Manual</p>					
		X	<p>A6a: Policy Analysis/Formulation</p> <p>The Local Health Department shall involve the community in developing and analyzing policies. This shall include:</p> <ul style="list-style-type: none"> • determining community members who might be affected by the proposed policy(ies); • requesting direct input on proposed policy(ies) from community members, leaders, and stakeholders; • communication of proposed policy(ies) by available community media resources; • conducting public hearings, if appropriate, for public input; • promoting local regulations appropriate for implementing basic public health functions; • making public any policy decision(s) or adoption(s) taken and • evaluating the impact of new policies. <table border="1" data-bbox="634 1174 1988 1446"> <tr> <td data-bbox="634 1174 1312 1446"> <p>State Responsibility:</p> <p>The Bureau shall involve the community in developing and analyzing policies. This shall include:</p> <ul style="list-style-type: none"> c determining constituents who might be affected by the c requesting direct input on proposed policy(ies) from constituents, leaders and stakeholders; c communication of proposed policy(ies) by available statewide media resources; </td> <td data-bbox="1312 1174 1988 1446"> <p>Documentation:</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>The Bureau shall involve the community in developing and analyzing policies. This shall include:</p> <ul style="list-style-type: none"> c determining constituents who might be affected by the c requesting direct input on proposed policy(ies) from constituents, leaders and stakeholders; c communication of proposed policy(ies) by available statewide media resources; 	<p>Documentation:</p>
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ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			c conducting public hearings, if appropriate, for public input; c making public any policy decision(s) or adoption(s) taken.	
	X		A6b: Policy Analysis/Formulation Provide public officials with timely information relative to community needs and need for policy to create a healthy community environment.	
			State Responsibility: Identify the public health jurisdictions' legal authority to develop, implement, and enforce public policy.	Documentation:
		X	A6c: Policy Analysis/Formulation Support state and/or implement policies appropriate for implementing basic public health services.	
			State Responsibility: Promote state and local legislation and regulation appropriate for implementing basic public health functions. This shall include: working with elected officials with timely information relative to need; identification and work with stakeholders in development of legislation, rules and regulations; and preparation of legislative packages, model code or ordinances.	Documentation:
		X	A6d: Policy Analysis/Formulation Implement and evaluate adopted policy (ies) and associated programs. Provide feedback regarding need for possible revisions to policy (ies) and associated programs.	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Administrative Rule, 143CSR1, Section 4.4 (a-f) and Section 4.5 (a-f) WV Division of Personnel			The local health department shall maintain current written job descriptions, minimum qualifications for each position, and written plans or policies regarding staff recruitment, selection, development, and retention.	
WV Code Chapter §21 WV Division of Personnel Policies	X		A7d: Operational/Personnel Policies Personnel policies comply with applicable local, state, and federal labor regulations.	
Equal Employment Opportunity Act Title VI of Civil Rights Act	X		A7e: Operational/Personnel Policies Local health department has a policy for employees that complies with the Equal Employment Opportunity Act and a policy for clients that complies with Title VI of Civil Rights Act.	
OSHA blood borne pathogens standards 1910.1030		X	A7f: Operational/Personnel Policies The local health department has policies that comply with OSHA blood borne pathogens standards 1910.1030 for HIV and Hepatitis B.	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard
WV Code §29-6-10 WV Administrative Rule 143CSR1 WV Division of Personnel WV Division of Personnel Policy P-8: Policy on Policies		X	A7g: Operational/Personnel Policies Personnel policies comply with WV Code 29-6-10 and WV Administrative Rule, Division of Personnel, 143CSR1. State Responsibility: Documentation: Personnel Manual; Policy and Procedures Manual
WV Administrative Rule 64CSR73-7.3.1 Standards for Local Boards of Health WV Administrative Rule, 143CSR1, Section 20 WV Division of Personnel	X		A8: Personnel Files Personnel files are maintained in a standard format, in a secure area to ensure confidentiality. State Responsibility: Documentation: Personnel Files
WV Code §29B-1-3 (4)	X		A8a: Personnel Files Employee requests to review own personnel file are granted within 5 days of a written request. State Responsibility: Documentation: Policy and Procedures Manual
WV Administrative Rule, 64CSR73-7.2 Standards for Local Boards of Health WV Division of Personnel Rules, Policies, and Interpretive Bulletins	X		A9: Personnel Manual Personnel manual informs employees of rights and responsibilities. State Responsibility: Documentation: Personnel Manual
	X		A9a: Personnel Manual

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			<p>Employees are notified where they can review Manual when updated.</p> <table border="1" data-bbox="634 561 1986 672"> <tr> <td data-bbox="634 561 1312 672">State Responsibility:</td> <td data-bbox="1312 561 1986 672">Documentation: Policy and Procedures Manual</td> </tr> </table>	State Responsibility:	Documentation: Policy and Procedures Manual
State Responsibility:	Documentation: Policy and Procedures Manual				
WV Administrative Rule, 143CSR1, Section 16 WV Division of Personnel	X		<p>A10: Performance Evaluations</p> <p>Policies call for written, signed and dated evaluations by supervisor.</p> <table border="1" data-bbox="634 781 1986 891"> <tr> <td data-bbox="634 781 1312 891">State Responsibility:</td> <td data-bbox="1312 781 1986 891">Documentation: Personnel Manual; Personnel Files</td> </tr> </table>	State Responsibility:	Documentation: Personnel Manual; Personnel Files
State Responsibility:	Documentation: Personnel Manual; Personnel Files				
WV Administrative Rule, 64CSR73-7.4.1 Standards for Local Boards of Health		X	<p>A11: Staff Development</p> <p>There is an orientation program for all new staff which includes, at a minimum, introduction and discussion of all policies relating to the job, behavior expected, patient confidentiality, and individualized on-the-job training in specific functions.</p> <table border="1" data-bbox="634 1029 1986 1144"> <tr> <td data-bbox="634 1029 1312 1144">State Responsibility: Provide training and orientation.</td> <td data-bbox="1312 1029 1986 1144">Documentation: Personnel Files.</td> </tr> </table>	State Responsibility: Provide training and orientation.	Documentation: Personnel Files.
State Responsibility: Provide training and orientation.	Documentation: Personnel Files.				
WV Administrative Rule, 64CSR73-7.4.2 Standards for Local Boards of Health		X	<p>A11a: Staff Development</p> <p>Training is provided for staff who assume new functions or increased responsibilities or who experience other changes in their job responsibilities.</p> <table border="1" data-bbox="634 1284 1986 1393"> <tr> <td data-bbox="634 1284 1312 1393">State Responsibility:</td> <td data-bbox="1312 1284 1986 1393">Documentation: Personnel Files; Training Logs</td> </tr> </table>	State Responsibility:	Documentation: Personnel Files; Training Logs
State Responsibility:	Documentation: Personnel Files; Training Logs				
WV Administrative Rule,		X	A11b: Staff Development		

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
64CSR73-7.4.3 Standards for Local Boards of Health			In-service and continuing education is provided related to current staff responsibilities on an ongoing basis.	
WV Administrative Rule 143CSR1, Section 4	X		A12: Job Description Employees meet job qualifications as specified in job description.	
WV Administrative Rule, 64CSR73-7.3.2 Standards for Local Boards of Health		X	A12a: Job Description Written job descriptions are reviewed and updated every two years and are part of each personnel record.	
WV Code §16-1-10b		X	A13: Staff Turnover Rates Information on staff turnover is tracked and corrective action plans developed where needed.	
			State Responsibility:	Documentation: Operational Policy Manual, Personnel Committee minutes
WV Division of Personnel Policy P9: Securing and Providing Employment Reference Checks	X		A14: Hiring All new staff have references checked prior to hiring.	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility:	Documentation: Personnel Policy Manual and Files
WV Administrative Rule 143CSR1 WV Division of Personnel WV Code §16-2A-4 WV Code §29-6-17 WV Code §29-6-10	X		A14a: Hiring All hiring decisions comply with the Division of Personnel or other approved merit system, except in cases of contractual services.	
			State Responsibility:	Documentation: Personnel Manual
WV Code §21-3-1 WV Code §5-11-1, 5-11-2, 5-11-3, 5-11-8 WV Human Rights Act WV Administrative Rule, 77CSR1, 2, 3, 4 WV Human Rights Commission	X		A15: Patient Rights The local health department has in place and promotes policies that specify the mechanism necessary to preserve human rights, dignity, health and safety of persons served.	
			State Responsibility:	Documentation: Policy and Procedures Manual
	X		A16: Hours of Operation The local health department publishes/posts hours of operation as approved by the board of health.	
			State Responsibility:	Documentation: Posted Notice
	X		A16a: Hours of Operation Services are available to the public during hours of operation.	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility:	Documentation: Operational Policy Manual; Annual Plan
	X		A17: After Hours Coverage There is an effective policy in place for emergency contact (see also CD6).	
WV Code §16-3-1 WV Code §16-3-2 WV Code §16-3-3 WV Code §16-2A-3 WV Administrative Rule, 64CSR73-5 Standards for Local Boards of Health	X		A18: Scope of Services Provided The services available at the local health department are defined and publicized and must include, at least, the following: communicable disease prevention and control, environmental health protection, and community health promotion.	
	X		State Responsibility:	Documentation: Lists of services and dates of publications
		X	A19: Marketing Brochures, fact sheets, etc. shall describe the local health department's programs and services in clear, understandable language.	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility: Provide model brochures for use at local level	Documentation: Brochures; videos; advertisements; web sites
	X		A20: Life Support Training Adequate staff are trained and proficient in basic life support (CPR).	
			State Responsibility:	Documentation: Personnel Certification
WV Administrative Rule, 64CSR73-7.1.5 Standards for Local Boards of Health WV Code, Chapter §30: Professions and Occupations WV Division of Personnel has various licenses on file	X		A21: Providers, staff, and consultants are in compliance with applicable WV licensure requirements; renewals are verified.	
			State Responsibility:	Documentation: Personnel File
		X	A21a: Professional Staff There is process in place to ensure that professional staff possess the required training, experience and competence.	
			State Responsibility:	Documentation: Personnel File
		X	A21b: Professional Staff Providers have information from the National Practitioner Database reviewed prior to employment.	

ADMINISTRATIVE							
Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard				
			<table border="1"> <tr> <td>State Responsibility:</td> <td>Documentation: Personnel File</td> </tr> </table>	State Responsibility:	Documentation: Personnel File		
State Responsibility:	Documentation: Personnel File						
		X	<table border="1"> <tr> <td colspan="2">A21c: Professional Staff Professional staff meets program credentialing requirements specified by contract or services.</td> </tr> <tr> <td>State Responsibility:</td> <td>Documentation: Personnel File</td> </tr> </table>	A21c: Professional Staff Professional staff meets program credentialing requirements specified by contract or services.		State Responsibility:	Documentation: Personnel File
A21c: Professional Staff Professional staff meets program credentialing requirements specified by contract or services.							
State Responsibility:	Documentation: Personnel File						
<p>For deaf patients: The Americans with Disabilities Act of 1990 42USC 101-108 & 12111-12117</p> <p>WV Code §5-11-8, §5-11-9 WV Human Rights Act</p> <p>WV Administrative Rule, 77CSR1 Rules Regarding Discrimination Against Individuals with Disabilities</p> <p>For languages other than English:</p>		X	<table border="1"> <tr> <td colspan="2">A22: Language Proficiency Staff or volunteers are available to translate for regular patients whose language is other than English or deaf patients.</td> </tr> <tr> <td>State Responsibility:</td> <td>Documentation: Language resource list; American sign language resource list; AT&T language line</td> </tr> </table>	A22: Language Proficiency Staff or volunteers are available to translate for regular patients whose language is other than English or deaf patients.		State Responsibility:	Documentation: Language resource list; American sign language resource list; AT&T language line
A22: Language Proficiency Staff or volunteers are available to translate for regular patients whose language is other than English or deaf patients.							
State Responsibility:	Documentation: Language resource list; American sign language resource list; AT&T language line						
		X	<table border="1"> <tr> <td colspan="2">A23: Continuous Quality Improvement There is an effective system of continuous quality improvement that is in place and utilized.</td> </tr> <tr> <td>State Responsibility:</td> <td>Documentation: QA Reports</td> </tr> </table>	A23: Continuous Quality Improvement There is an effective system of continuous quality improvement that is in place and utilized.		State Responsibility:	Documentation: QA Reports
A23: Continuous Quality Improvement There is an effective system of continuous quality improvement that is in place and utilized.							
State Responsibility:	Documentation: QA Reports						

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
		X	<p>A23a: Continuous Quality Improvement</p> <p>The local health department shall conduct periodic reviews of programs, services, and personnel to demonstrate compliance with applicable professional and regulatory standards.</p> <table border="1" data-bbox="634 649 1986 894"> <tr> <td data-bbox="634 649 1312 894"> <p>State Responsibility:</p> <p>The Bureau shall evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources</p> </td> <td data-bbox="1312 649 1986 894"> <p>Documentation:</p> <p>Q/A reports</p> </td> </tr> </table>		<p>State Responsibility:</p> <p>The Bureau shall evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources</p>	<p>Documentation:</p> <p>Q/A reports</p>
<p>State Responsibility:</p> <p>The Bureau shall evaluate programs and provide quality assurance in accordance with applicable professional and regulatory standards to ensure that programs are consistent with plans and policies, and provide feedback on inadequacies and changes needed to redirect programs and resources</p>	<p>Documentation:</p> <p>Q/A reports</p>					
		X	<p>A23b: Continuous Quality Improvement</p> <p>The local health department shall conduct monitoring of programs to assess achievement of mandated programs and progress towards meeting community health objectives as stated in the community health plan.</p> <table border="1" data-bbox="634 1031 1986 1089"> <tr> <td data-bbox="634 1031 1312 1089">State Responsibility:</td> <td data-bbox="1312 1031 1986 1089">Documentation:</td> </tr> </table>		State Responsibility:	Documentation:
State Responsibility:	Documentation:					
<p>WV Constitution, Article 4, Section 5</p> <p>WV Code §6-1-6 WV Code §6-1-7</p>	X		<p>A24: Health Officer</p> <p>The Health Officer's oath of office shall be duly recorded before entering into or discharging any of the duties of the office.</p> <table border="1" data-bbox="634 1195 1986 1308"> <tr> <td data-bbox="634 1195 1312 1308">State Responsibility:</td> <td data-bbox="1312 1195 1986 1308">Documentation: County Clerk's Office</td> </tr> </table>		State Responsibility:	Documentation: County Clerk's Office
State Responsibility:	Documentation: County Clerk's Office					
<p>WV Code §16-2-1 WV Code §16-2A-4</p>	X		<p>A24a: Health Officer</p> <p>Health Officer is appointed in accordance to the provisions set forth in the applicable section of state code.</p>			

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility:	Documentation: Minutes
WV Code §16-2-1 WV Code §16-2-2 WV Code §16-2A-4 WV Code §16-2A-5 WV Code §16-2A-6		X	A24b: Health Officer The board of health shall establish policy that: <ul style="list-style-type: none"> • designates the term of office for the Health Officer and the conditions under which reappointment may occur; • specifies a written job description which includes delineation of duties and designation of salary; • provides for the salary and expenses related to the Health Officer in the annual budget. 	Documentation: Policy and Procedures Manual; Personnel File; Payroll Records; Disbursement File; Job Description; Budget
			A24c: Deleted	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Code §16-2-1 WV Code §16-2-2 WV Code §16-2A-4 WV Code §16-2A-5 WV Administrative Rules, 64CSR73-3.7 Standards for Local Boards of Health <i>Health Officer's Manual</i> WVDHHR/BPH Division of Local Health September, 1996	X	X	A24e: The Health Officer shall be a WV licensed physician skilled in preventive medicine and sanitation and shall have the following training, qualifications, and/or experience: <ul style="list-style-type: none"> • basic working knowledge of the principles and practices of organized medicine, preventive medicine, and public health. • a working knowledge of all applicable (federal, state, and local) public health laws and regulations. • a knowledge of medical jurisprudence. • a knowledge of the health, economic, and social conditions in the local health department's service area. • an ability to function appropriately as a medical clinician, including the development of and supervision of programs which relate to medical care and to the rendering of proper records and reports. • an ability to collaborate with and/or supervise other physicians, dentists, nurses, sanitarians, social workers, and other related health care professionals. • an ability to work effectively with government officials, outside agencies, and the public at large. 	
			State Responsibility:	Documentation: Personnel File, WV License, Job Description
WV Code §16-2-1 WV Code §16-2A-5		X	A24f: Health Officer The Health Officer shall serve as the executive officer of the board of health responsible for administering the local health department.	
			State Responsibility:	Documentation: Organizational Chart, Minutes
			A24g: Health Officer	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			The Health Officer is involved with the community assessment process as an integral part of the development and implementation of the community health plan.	
			State Responsibility:	Documentation: Minutes
WV Code §29-3-5 WV Code §29-3-12 (d) WV Administrative Rule, 87CSR1 Fire Code	X		A25: Facilities The local health department meets fire safety regulations. State Responsibility: Documentation: Inspection Reports (Fire Marshal and Board of Risk)	
The Americans with Disabilities Act of 1990 42USC 101-108 & 12111-12117 WV Code §5-11-8, §5-11-9 WV Human Rights Act WV Administrative Rule, 77CSR1 Rules Regarding Discrimination Against Individuals with Disabilities		X	A25a: Facilities The local health department is compliant with ADA guidelines to provide reasonable accommodation to patients, staff, and job applicants with disabilities. State Responsibility: Documentation: Provide technical assistance; mock inspections for compliance	
WV Administrative Rule, 64CSR73-9.2 Standards for Local Boards of Health WV Code §21-3-1	X		A25b: Facilities The facility shall be maintained in a clean and sanitary fashion. State Responsibility: Documentation: Inspection Reports and Cleaning Logs	

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Administrative Rule, 64CSR73-9.5 Standards for Local Boards of Health WV Code §60A-4-401 WV Department of Personnel Policy P2: Drug-Free Work Place Policy P1: Smoking Restrictions in the Workplace	X		A25c: Facilities The facility shall be tobacco-free and drug-free.	
			State Responsibility:	Documentation: Policy and Procedures Manual
WV Department of Personnel Policy P15: Workplace Security WV Code §61-7-14	X		A25d: Facilities The facility shall comply with the workplace security act.	
			State Responsibility:	Documentation: Policy and Procedures Manual
WV Administrative Rule, 42CSR15, 15-3.6, 15-3.10, 15-9.1 WV Occupational Safety and Health Act WV Code §21-3A-2(d), §21-3A-2(g), §21-3A-19		X	A26: OSHA The local health department meets OSHA general guidelines.	
			State Responsibility: Provide technical assistance; mock inspections.	Documentation:
WV Administrative Rule, 42CSR4-1 Hazardous Chemical Substances: Safety and Welfare of Employees. WV Administrative Rule, 64CSR53	X		A27: Hazardous Materials The local health department is compliant with requirements to protect staff and patients from hazardous materials and has an approved plan to deal with hazardous materials.	
			State Responsibility:	Documentation:

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
Hazardous Material Treatment Information Repository WV Code §16-3A-1, §16-3A-2, §21-3-18			Technical Assistance	Operational Policy Manual; Training Records		
WV Administrative Rule, 64CSR56 Infectious Medical Waste WV Code §20-5J-2, §20-5J-6(a)	X		<p>A28: Infectious Wastes</p> <p>The local health department is compliant with requirements to protect staff and patients from infectious waste and has approved policies and procedures to properly collect and dispose of such material.</p> <table border="1" data-bbox="634 782 1986 948"> <tr> <td data-bbox="634 782 1312 948">State Responsibility:</td> <td data-bbox="1312 782 1986 948">Documentation: Operational Policy Manual; Evidence of compliance with State Office of Environmental Health; Hazardous Waste Disposal Transport Documents</td> </tr> </table>		State Responsibility:	Documentation: Operational Policy Manual; Evidence of compliance with State Office of Environmental Health; Hazardous Waste Disposal Transport Documents
State Responsibility:	Documentation: Operational Policy Manual; Evidence of compliance with State Office of Environmental Health; Hazardous Waste Disposal Transport Documents					
		X	<p>A29: Equipment</p> <p>A preventive maintenance plan is in place for all equipment.</p> <table border="1" data-bbox="634 1057 1986 1167"> <tr> <td data-bbox="634 1057 1312 1167">State Responsibility:</td> <td data-bbox="1312 1057 1986 1167">Documentation: Preventive Maintenance Plan</td> </tr> </table>		State Responsibility:	Documentation: Preventive Maintenance Plan
State Responsibility:	Documentation: Preventive Maintenance Plan					
		X	<p>A30: Management Information System</p> <p>An effective system to track patient charges, expenses, and billing records is in place that is consistent with the state system or, at a minimum, is able to access the data required by the state.</p>			
			State Responsibility:	Documentation: Data Reports		

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard				
		X	<p>A30a: Management Information System</p> <p>A computerized system of client billing and tracking is in place including the capability of electronic billing of charges as appropriate.</p> <table border="1" data-bbox="634 618 1986 753"> <tr> <td data-bbox="634 618 1312 753">State Responsibility:</td> <td data-bbox="1312 618 1986 753">Documentation: Accounts Receivable Reports; Electronic Transmission Reports</td> </tr> </table>	State Responsibility:	Documentation: Accounts Receivable Reports; Electronic Transmission Reports		
State Responsibility:	Documentation: Accounts Receivable Reports; Electronic Transmission Reports						
WV Administrative Rule, 64CSR73-7.1.6 Standards for Local Boards of Health	X	X	<p>A30b: Management Information System</p> <p>The information system collects client-based data, including demographic, utilization and billing.</p> <table border="1" data-bbox="634 867 1986 976"> <tr> <td data-bbox="634 867 1312 976">State Responsibility:</td> <td data-bbox="1312 867 1986 976">Documentation: Accounts Receivable Reports; Computer Census Reports</td> </tr> </table> <p>A31: Risk Management and Liability Protection</p> <p>The local health department has liability insurance at least equivalent to that available to local boards through the state board of risk management which includes all staff, board members and contracted services.</p> <table border="1" data-bbox="634 1114 1986 1221"> <tr> <td data-bbox="634 1114 1312 1221">State Responsibility:</td> <td data-bbox="1312 1114 1986 1221">Documentation: Policy on File</td> </tr> </table>	State Responsibility:	Documentation: Accounts Receivable Reports; Computer Census Reports	State Responsibility:	Documentation: Policy on File
State Responsibility:	Documentation: Accounts Receivable Reports; Computer Census Reports						
State Responsibility:	Documentation: Policy on File						
	X		<p>A31a: Risk Management and Liability Protection</p> <p>Facilities shall be inspected annually for fire and safety risks, including fire drills.</p> <table border="1" data-bbox="634 1334 1986 1430"> <tr> <td data-bbox="634 1334 1312 1430">State Responsibility:</td> <td data-bbox="1312 1334 1986 1430">Documentation: Policy and Procedures Manual; Inspection Reports; Fire</td> </tr> </table>	State Responsibility:	Documentation: Policy and Procedures Manual; Inspection Reports; Fire		
State Responsibility:	Documentation: Policy and Procedures Manual; Inspection Reports; Fire						

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
			Marshal; Board of Risk			
		X	<p>A31b:</p> <p>An internal review of insurance coverage and risk management is conducted at least annually or more frequently if significant changes to personnel or operations warrant.</p> <table border="1" data-bbox="634 673 1986 781"> <tr> <td data-bbox="634 673 1312 781">State Responsibility:</td> <td data-bbox="1312 673 1986 781">Documentation: Minutes</td> </tr> </table>		State Responsibility:	Documentation: Minutes
State Responsibility:	Documentation: Minutes					
	X		<p>A31c: Risk Management and Liability Protection</p> <p>Written procedures shall ensure timely reporting and tracking of incidents or potential risks.</p> <table border="1" data-bbox="634 894 1986 1002"> <tr> <td data-bbox="634 894 1312 1002">State Responsibility:</td> <td data-bbox="1312 894 1986 1002">Documentation: Policy and Procedures Manual; Incident Report File</td> </tr> </table>		State Responsibility:	Documentation: Policy and Procedures Manual; Incident Report File
State Responsibility:	Documentation: Policy and Procedures Manual; Incident Report File					
		X	<p>A32: Emergency Medical Services</p> <p>The local health department is aware and/or participates in the preparation and review of the area's Emergency Preparedness Plan.</p> <table border="1" data-bbox="634 1141 1986 1250"> <tr> <td data-bbox="634 1141 1312 1250">State Responsibility:</td> <td data-bbox="1312 1141 1986 1250">Documentation: Operational Policy Manual; Medical Protocol Manual</td> </tr> </table>		State Responsibility:	Documentation: Operational Policy Manual; Medical Protocol Manual
State Responsibility:	Documentation: Operational Policy Manual; Medical Protocol Manual					
		X	<p>A33: Data Management/Dissemination (including, but not limited to, Healthstat 2000)</p> <p>Adopt state-developed standards and methods for collecting data to ensure reliability, comparability, and validity (use data methods that have been field-tested and meet the standards).</p> <table border="1" data-bbox="634 1386 1986 1432"> <tr> <td data-bbox="634 1386 1312 1432">State Responsibility:</td> <td data-bbox="1312 1386 1986 1432">Documentation:</td> </tr> </table>		State Responsibility:	Documentation:
State Responsibility:	Documentation:					

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			Development of a data management system Dissemination of data	Healthstat 2000
		X	<p>A33a: Data Management/Dissemination (including, but not limited to, Healthstat 2000)</p> <p>The local health department shall provide input to the state to enable it to continuously improve the quality, utilization, and access to data by routinely evaluating standards and protocols for the collection and reporting of data.</p>	
			<p>State Responsibility:</p> <p>The Bureau shall continuously improve the quality, utilization and access to data by: evaluating standards for the collection of data; providing technical assistance for the design of survey tools, collection, analysis, interpretation, and dissemination of assessment data; and evaluating assessment tools, analysis processes, dissemination procedures, and technical assistance activities.</p>	<p>Documentation:</p>
		X	<p>A33b: Data Management/Dissemination (including, but not limited to, Healthstat 2000)</p> <p>The local health department shall develop and maintain the infrastructure necessary to support data systems, including:</p> <ul style="list-style-type: none"> • providing access to an electronic network; • establishing networking between agencies/providers; • following protocols to protect data credibility and confidentiality; and • participating in appropriate training sessions in data management skills. 	
			<p>State Responsibility:</p> <p>The Bureau shall develop and maintain the infrastructure necessary to support data systems, including: providing access to an electronic network;</p>	<p>Documentation:</p>

ADMINISTRATIVE

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			establishing networking between agencies/providers; establishing standards to protect data credibility and confidentiality; and providing appropriate training in data management skills.	
		X	<p>A33c: Data Management/Dissemination (including, but not limited to, Healthstat 2000)</p> <p>The local health department shall have access to Bureau reports providing results of data analysis for use in planning, implementation, or evaluation.</p>	
			<p>State Responsibility:</p> <p>The Bureau shall report results of analysis to appropriate audiences, including state/local health care providers. Dissemination activities shall include: identification of key messages from the data analysis; identification of appropriate audiences; conveyance of messages to targeted audiences through appropriate media; and evaluation of the impact and effectiveness of communication strategies.</p> <p>Bureau shall maintain the capacity to respond to requests for information, which includes; distribution of information on availability and location of health-related data/analyses; and maintenance of information in a way that allows for specific response to requests.</p>	<p>Documentation:</p>
		X	<p>A33d: Data Management/Dissemination (including, but not limited to Healthstat 2000)</p> <p>The local health department shall have the capability to request specific/special information from the Bureau, such as information on availability and location of health-related data, for use in planning, implementation, or evaluation.</p>	
			State Responsibility:	Documentation:

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard					
WV Code §6-9-3 WV Code §16-2A-6	X		<p>F1: Personnel</p> <p>There is a method to assign hours and personnel costs to departments where work is performed.</p> <table border="1" data-bbox="642 899 2003 1008"> <tr> <td data-bbox="642 899 1320 1008">State Responsibility:</td> <td data-bbox="1320 899 2003 1008">Documentation:</td> </tr> <tr> <td data-bbox="642 971 1320 1008"></td> <td data-bbox="1320 971 2003 1008">Job titles and/or time cards; Budget</td> </tr> </table>		State Responsibility:	Documentation:		Job titles and/or time cards; Budget
State Responsibility:	Documentation:							
	Job titles and/or time cards; Budget							
<p>WV Code §21-5C-1 WV Code §21-5C-3 WV Code §21-5C-5</p> <p>WV Administrative Rule, 42CSR8 Minimum Wages and Maximum Hours Standards Regulations</p> <p>WV Administrative Rule, 42CSR5 Wage Payment and Collection Act</p> <p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p>	X		<p>F1a: Personnel</p> <p>There is a system in place which documents employee hours worked and accounts for the accrual of sick and vacation time.</p> <table border="1" data-bbox="642 1122 2003 1442"> <tr> <td data-bbox="642 1122 1320 1442">State Responsibility:</td> <td data-bbox="1320 1122 2003 1442">Documentation:</td> </tr> <tr> <td data-bbox="642 1187 1320 1442">Review of PO2 Reports</td> <td data-bbox="1320 1187 2003 1442">Time Records.; PO2 Reports</td> </tr> </table>		State Responsibility:	Documentation:	Review of PO2 Reports	Time Records.; PO2 Reports
State Responsibility:	Documentation:							
Review of PO2 Reports	Time Records.; PO2 Reports							

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.				
WV Code §21-5C-1 WV Code §21-5C-3 WV Code §21-5C-5 WV Administrative Rule, 42CSR8 Minimum Wages and Maximum Hours Standards Regulations WV Administrative Rule, 42CSR5 Wage Payment and Collection Act	X		F1b: Personnel There is a method to assign employee benefits with the assignment of wages consistent with approved board of health policy.	
WV Code §21-5C-1 WV Code §21-5C-3 WV Code §21-5C-5 WV Administrative Rule, 42CSR8 Minimum Wages and Maximum Hours Standards Regulations WV Administrative Rule, 42CSR5 Wage Payment and Collection Act WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health		X	F1c: Personnel There is a system in place to allow for accumulation and approval of employee time for calculation of wages.	
			State Responsibility: Review of PO2 Reports.	Documentation: Payroll records; Time records; Leave records; PO2 Reports

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.				
WV Code §16-2A-6 64-73-8.7 WV Administrative Rule, Standards for Local Boards of Health		X	<p>F2: Budget</p> <p>The budget identifies and provides details of the operating expenses needed for each individual program and other activities as appropriate.</p>	
			<p>State Responsibility:</p> <p>Review of PO2 Reports</p>	<p>Documentation:</p> <p>Budget; PO2 Reports</p>
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.	X		<p>F3: Financial Accounting</p> <p>The local health department compares the budget to the actual expenditures monthly.</p>	
			<p>State Responsibility:</p> <p>Review of PO2 Reports</p>	<p>Documentation:</p> <p>Budget; PO2 Report</p>
WV Code §6-9-2	X		<p>F3a: Financial Accounting</p> <p>There is a Chart of Accounts which identifies all accounts used and needed by the local health departments.</p>	
			<p>State Responsibility:</p> <p>Maintain a consistent chart of accounts; Technical</p>	<p>Documentation:</p> <p>Chart of Accounts; Signed PO2</p>

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
			Assistance; Review PO2 Reports			
WV Administrative Rule, 64-73-8.6 Standards for Local Boards of Health		X	<p>F3b: Financial Accounting</p> <p>The local health department has established a procedure to monitor program costs, revenues, and expenditures.</p> <table border="1" data-bbox="642 719 1999 829"> <tr> <td data-bbox="642 719 1323 829"> State Responsibility: Technical Assistance in writing a procedure </td> <td data-bbox="1323 719 1999 829"> Documentation: Policy and Procedures Manual; Minutes; Income Statements </td> </tr> </table>		State Responsibility: Technical Assistance in writing a procedure	Documentation: Policy and Procedures Manual; Minutes; Income Statements
State Responsibility: Technical Assistance in writing a procedure	Documentation: Policy and Procedures Manual; Minutes; Income Statements					
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	<p>F3c: Financial Accounting</p> <p>Records are maintained on the costs of property, plant and equipment and the relative life and accumulated depreciation, as applicable.</p> <table border="1" data-bbox="642 967 1999 1078"> <tr> <td data-bbox="642 967 1323 1078"> State Responsibility: Review PO2 Reports </td> <td data-bbox="1323 967 1999 1078"> Documentation: Equipment Ledger; PO2 Reports </td> </tr> </table>		State Responsibility: Review PO2 Reports	Documentation: Equipment Ledger; PO2 Reports
State Responsibility: Review PO2 Reports	Documentation: Equipment Ledger; PO2 Reports					
		X	<p>F3d: Financial Accounting</p> <p>Depreciation is recorded on a routine basis and is based on the cost of property, plant, and equipment, as applicable.</p> <table border="1" data-bbox="642 1187 1999 1299"> <tr> <td data-bbox="642 1187 1323 1299"> State Responsibility: </td> <td data-bbox="1323 1187 1999 1299"> Documentation: General Ledger Transactions </td> </tr> </table>		State Responsibility:	Documentation: General Ledger Transactions
State Responsibility:	Documentation: General Ledger Transactions					
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health		X	<p>F3e: Financial Accounting</p> <p>There is a policy for the periodic verification of fixed assets.</p> <table border="1" data-bbox="642 1408 1999 1453"> <tr> <td data-bbox="642 1408 1323 1453"> State Responsibility: </td> <td data-bbox="1323 1408 1999 1453"> Documentation: </td> </tr> </table>		State Responsibility:	Documentation:
State Responsibility:	Documentation:					

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.			WV Tax Department Audit	Policy and Procedures Manual
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	F3f: Financial Accounting Asset and liability accounts are routinely reconciled to the general ledger.	
WV Code §16-2A-6		X	F3g: Financial Accounting Records shall be maintained detailing the significant history of each procurement until audit is complete and as per retention requirements.	
WV Code §16-1-21 WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control		X	F4: Revenue/Cash Receipts System A system is in place to record charges for all public health services provided.	
			State Responsibility: WV State Tax Department Audit	Documentation: General Ledger Reconciliations Purchase Order; Invoice Statements Charge Slips

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
Standards — reviewed as part of the annual audit by the State Tax Department. WV Administrative Rule, 64CSR51 Fees for Services			Each State Program monitors its own.	Invoice for Individual Program
WV Code §16-1-21 WV Administrative Rule, 64CSR51 Fees for Services Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	F4a: Revenue/Cash Receipts System The revenue system provides consistent, uniform charges for all payer types.	
			State Responsibility: Each State Program monitors its own.	Documentation: Fee Schedule
WV Code §16-1-21 WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	F4b: Revenue/Cash Receipts System Fee schedules are reviewed and updated at least annually.	
			State Responsibility: Each State Program monitors its own.	Documentation: Fee Schedule

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Administrative Rule, 64CSR51-9.4(d) Fees for Services				
WV Code §16-2A-6		X	F4c: Revenue/Cash Receipts System There is a system in place to separate revenues between the various sources of funding.	
			State Responsibility: WV State Tax Department Audit	Documentation: General Ledger
		X	F4d: Revenue/Cash Receipts System Patients are routinely screened for and referred to obtain eligibility for Medicaid, Medicare or other third party payers.	
			State Responsibility:	Documentation: Patient Chart
WV Code §16.1.21 WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	F4e: Revenue/Cash Receipts System The local health department shall annually submit a schedule of fees, a sliding fee scale and an accounting of amounts collected as specified by WV Code 16.1.21.	
			State Responsibility: Fee schedules submitted to PHNA.	Documentation: Annual Fee Report

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
WV Administrative Rule, 64CSR51-9.6 Fees for Services				
WV Code §16-2A-6	X		<p>F4f: Revenue/Cash Receipts System</p> <p>Controls are present to ensure all cash collected is deposited.</p>	
			<p>State Responsibility:</p> <p>Sheriff or County Treasurer; WV State Tax Department Audit</p>	<p>Documentation:</p> <p>Receipt Book; Cash Reconciliation</p>
<p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p> <p>Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.</p>	X		<p>F4g: Revenue/Cash Receipts System</p> <p>Policies for cash collection at the time that service is provided are in place.</p>	
			<p>State Responsibility:</p> <p>WV State Tax Department Audit</p>	<p>Documentation:</p> <p>Policy and Procedures Manual</p>
<p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p> <p>Internal Accounting Control Standards — reviewed as part of the</p>		X	<p>F4h: Revenue/Cash Receipts System</p> <p>There is a written policy in place for the use of credit cards, if applicable.</p>	
			<p>State Responsibility:</p>	<p>Documentation:</p>

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
annual audit by the State Tax Department.			WV State Tax Department Audit	Policy and Procedures Manual
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	F4i: Revenue/Cash Receipts System Accounts receivable aging reports are prepared on a routine basis and reviewed by management.	
			State Responsibility: WV State Tax Department Audit	Documentation: Monthly accounts receivable; Aging reports
WV Code §5A-3-54 WV Code §16-2A-6		X	F4j: Revenue/Cash Receipts System All payables are properly approved and recorded.	
			State Responsibilities: WV State Tax Department Audit	Documentation: Accounts Payable Register; List of signature management
		X	F4k: Revenue/Cash Receipts System The local health department is in compliance with any loan requirements.	
			State Responsibility: WV State Tax Department Audit	Documentation: Minutes; Annual Audit
WV Code §16-2A-6 WV Code §6-9-3		X	F4l: Revenue/Cash Receipts System Grant expenses are segregated by source of funding.	

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard	
			State Responsibility: WV State Tax Department Audit: Technical Assistance from Each Appropriate State Program	Documentation: Chart of Accounts; Income Statements
WV Code §6-14-2 WV Code §16-2A-6 implies a second signature is required.		X	F4m: Revenue/Cash Receipts System Manual signature of an authorized officer (health officer or board member) must be on file with the Secretary of State in order to use a facsimile signature (signature stamp) as one of the two signatures required. The second signature must be an actual signature.	
			State Responsibility: WV State Tax Department Audit	Documentation: Copy of document submitted to Secretary of State office or confirmation document
		X	F5: Statistical Data There should be a basis available to allocate costs.	
			State Responsibility:	Documentation:
WV Administrative Rule, 64-73-8.4 Standards for Local Boards of Health WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health		X	F6: General Policies There is a written schedule and procedures for reimbursement of employee travel and other expenditures.	
			State Responsibility: WV State Tax Department Audit	Documentation: Policy and Procedures Manual; Disbursement Files

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.						
WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.		X	<p>F6a: General Policies</p> <p>There are written credit, collection, and forgiveness of debt policies.</p> <table border="1" data-bbox="642 829 1997 967"> <tr> <td data-bbox="642 829 1323 967"> State Responsibility: WV State Tax Department Audit PHNA Fees for Services </td> <td data-bbox="1323 829 1997 967"> Documentation: Credit and Collection Policies; A/R Reports; Documentation of Debt Forgiveness; Fee for Service Manual </td> </tr> </table>		State Responsibility: WV State Tax Department Audit PHNA Fees for Services	Documentation: Credit and Collection Policies; A/R Reports; Documentation of Debt Forgiveness; Fee for Service Manual
State Responsibility: WV State Tax Department Audit PHNA Fees for Services	Documentation: Credit and Collection Policies; A/R Reports; Documentation of Debt Forgiveness; Fee for Service Manual					
WV Administrative Rule, 64-73-8.5 Standards for Local Boards of Health		X	<p>F6b: General Policies</p> <p>Contracts, memoranda, or other forms of agreement between the local health department and other parties shall be in writing.</p> <table border="1" data-bbox="642 1081 1997 1187"> <tr> <td data-bbox="642 1081 1323 1187"> State Responsibility: Each State Program monitors its own. </td> <td data-bbox="1323 1081 1997 1187"> Documentation: Contract Files </td> </tr> </table>		State Responsibility: Each State Program monitors its own.	Documentation: Contract Files
State Responsibility: Each State Program monitors its own.	Documentation: Contract Files					
		X	<p>F6c: General Policies</p> <p>The local health department has complied with requirements of any and all grant and/or other special funding.</p> <table border="1" data-bbox="642 1300 1997 1446"> <tr> <td data-bbox="642 1300 1323 1446"> State Responsibility: Each State Program monitors its own.; WV State Tax Department Audit </td> <td data-bbox="1323 1300 1997 1446"> Documentation: Grant Documents; Disbursement Files; Minutes </td> </tr> </table>		State Responsibility: Each State Program monitors its own.; WV State Tax Department Audit	Documentation: Grant Documents; Disbursement Files; Minutes
State Responsibility: Each State Program monitors its own.; WV State Tax Department Audit	Documentation: Grant Documents; Disbursement Files; Minutes					

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
	X		<p>F6d: General Policies</p> <p>Documentation is in place to support in-kind donations, if applicable.</p> <table border="1" data-bbox="642 662 2003 800"> <tr> <td data-bbox="642 662 1320 800">State Responsibility: PHNA/ Program Plan</td> <td data-bbox="1320 662 2003 800">Documentation: In-Kind Contribution Records; Budget; Lease Agreements; Other supporting documents</td> </tr> </table>		State Responsibility: PHNA/ Program Plan	Documentation: In-Kind Contribution Records; Budget; Lease Agreements; Other supporting documents
State Responsibility: PHNA/ Program Plan	Documentation: In-Kind Contribution Records; Budget; Lease Agreements; Other supporting documents					
<p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p> <p>Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.</p>	X		<p>F7: Financial Statements</p> <p>Income and expense statements are prepared on a monthly basis.</p> <table border="1" data-bbox="642 911 2003 1049"> <tr> <td data-bbox="642 911 1320 1049">State Responsibility: PHNA</td> <td data-bbox="1320 911 2003 1049">Documentation: Monthly financial statements; PO2 Reports</td> </tr> </table>		State Responsibility: PHNA	Documentation: Monthly financial statements; PO2 Reports
State Responsibility: PHNA	Documentation: Monthly financial statements; PO2 Reports					
<p>WV Administrative Rule, 64-73-8.3 Standards for Local Boards of Health</p>		X	<p>F7a: Financial Statements</p> <p>The board maintains a cash reserve equal to at least the past three months' operating expenditures of the local health department.</p> <table border="1" data-bbox="642 1187 2003 1268"> <tr> <td data-bbox="642 1187 1320 1268">State Responsibility:</td> <td data-bbox="1320 1187 2003 1268">Documentation:</td> </tr> </table>		State Responsibility:	Documentation:
State Responsibility:	Documentation:					
<p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p> <p>Internal Accounting Control Standards — reviewed as part of the</p>	X		<p>F7b: Financial Statements</p> <p>Financial statements are reviewed by management and routinely presented and discussed with the board of health.</p> <table border="1" data-bbox="642 1382 2003 1453"> <tr> <td data-bbox="642 1382 1320 1453">State Responsibility:</td> <td data-bbox="1320 1382 2003 1453">Documentation:</td> </tr> </table>		State Responsibility:	Documentation:
State Responsibility:	Documentation:					

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard			
annual audit by the State Tax Department.			PHNA reviews minutes of Board of Health	Minutes of Board of Health		
WV Administrative Rule, 64-73-8.1 Standards for Local Boards of Health WV Administrative Rule, 64CSR51-9.11 Fees for Services WV Code §6-9-7	X		<p>F8: Annual Audit</p> <p>The local health department has an annual financial audit in accordance with appropriate guidelines and requirements of the WV Department of Tax and Revenue.</p> <table border="1" data-bbox="640 771 1999 912"> <tr> <td data-bbox="640 771 1323 912"> State Responsibility: WV State Tax Department review; PHNA review of audit </td> <td data-bbox="1323 771 1999 912"> Documentation: Annual Audit Report </td> </tr> </table>		State Responsibility: WV State Tax Department review; PHNA review of audit	Documentation: Annual Audit Report
State Responsibility: WV State Tax Department review; PHNA review of audit	Documentation: Annual Audit Report					
WV Code §6-9-7 WV Administrative Rule, 64-73-8.1 Standards for Local Boards of Health WV Administrative Rule, 64CSR51-9.11 Fees for Services	X		<p>F8a: Annual Audit</p> <p>The annual audit is presented to the board of health.</p> <table border="1" data-bbox="640 1023 1999 1188"> <tr> <td data-bbox="640 1023 1323 1188"> State Responsibility: </td> <td data-bbox="1323 1023 1999 1188"> Documentation: Board Minutes </td> </tr> </table>		State Responsibility:	Documentation: Board Minutes
State Responsibility:	Documentation: Board Minutes					
WV Code §6-9-7	X		<p>F8b: Annual Audit</p> <p>The board shall submit the annual audit to all contributing agencies.</p> <table border="1" data-bbox="640 1299 1999 1409"> <tr> <td data-bbox="640 1299 1323 1409"> State Responsibility: Does PHNA review these? </td> <td data-bbox="1323 1299 1999 1409"> Documentation: State Checklist; Minutes </td> </tr> </table>		State Responsibility: Does PHNA review these?	Documentation: State Checklist; Minutes
State Responsibility: Does PHNA review these?	Documentation: State Checklist; Minutes					
GAO Government Auditing			F8c: Annual Audit			

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard				
Standards		X	<p>Unqualified opinion on annual audit is provided and the local health department's comments are included prior to next year's audit, if applicable.</p> <table border="1" data-bbox="642 662 1997 773"> <tr> <td data-bbox="642 662 1320 773">State Responsibility:</td> <td data-bbox="1320 662 1997 773">Documentation:</td> </tr> <tr> <td data-bbox="642 732 1320 773"></td> <td data-bbox="1320 732 1997 773">Audit Response; Correction Plan; Minutes</td> </tr> </table>	State Responsibility:	Documentation:		Audit Response; Correction Plan; Minutes
State Responsibility:	Documentation:						
	Audit Response; Correction Plan; Minutes						
<p>WV Administrative Rule, 64CSR73-8.1 Standards for Local Boards of Health</p> <p>Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.</p>	X		<p>F9: Purchasing</p> <p>The board shall establish or adopt procedures for procurement of supplies, equipment, and other services. These procedures shall conform with applicable local, state and federal laws, regulations, and guidelines.</p> <table border="1" data-bbox="642 911 1997 1021"> <tr> <td data-bbox="642 911 1320 1021">State Responsibility:</td> <td data-bbox="1320 911 1997 1021">Documentation:</td> </tr> <tr> <td data-bbox="642 980 1320 1021">WV State Tax Department Audit</td> <td data-bbox="1320 980 1997 1021">Policy and Procedures Manual</td> </tr> </table>	State Responsibility:	Documentation:	WV State Tax Department Audit	Policy and Procedures Manual
State Responsibility:	Documentation:						
WV State Tax Department Audit	Policy and Procedures Manual						
<p>WV Administrative Rule, 64-73-8.2, 8.2.1, 8.2.2, 8.2.3. Standards for Local Boards of Health</p> <p>WV Code §16-2A-6</p> <p>WV Ethics Commission Standards</p> <p>Internal Accounting Control Standards — reviewed as part of the annual audit by the State Tax Department.</p>		X	<p>F9a: Purchasing</p> <p>The local health department shall maintain a written code of conduct which shall govern the performance of its officers, employees, or agents in contracting activities or expending funds.</p> <table border="1" data-bbox="642 1159 1997 1382"> <tr> <td data-bbox="642 1159 1320 1382">State Responsibility:</td> <td data-bbox="1320 1159 1997 1382">Documentation:</td> </tr> <tr> <td data-bbox="642 1229 1320 1382"></td> <td data-bbox="1320 1229 1997 1382">Policy and Procedures Manual; By-laws</td> </tr> </table>	State Responsibility:	Documentation:		Policy and Procedures Manual; By-laws
State Responsibility:	Documentation:						
	Policy and Procedures Manual; By-laws						
	X		F9b: Purchasing				

FINANCIAL

Citation in WV Code or Rule: Applicability not yet reviewed by legal counsel.	C l a s s A	O t h e r	Performance Standard		
			All procurement transactions shall be conducted in a manner providing full and open competition consistent with the applicable standards.		
			<table border="1"> <tr> <td data-bbox="642 743 1323 743"> State Responsibility: WV State Tax Department Audit </td> <td data-bbox="1323 743 2003 743"> Documentation: Bid documents; Bid notices </td> </tr> </table>	State Responsibility: WV State Tax Department Audit	Documentation: Bid documents; Bid notices
State Responsibility: WV State Tax Department Audit	Documentation: Bid documents; Bid notices				