

AGENCY REVIEW

MALHEUR COUNTY HEALTH DEPARTMENT

June 5 – 27, 2013

**Prepared by
Oregon Health Authority
Public Health Division**

**Laurie Smith, RN, MPH
Public Health Nursing Consultant**

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF THE PUBLIC HEALTH DIRECTOR

COMMUNITY LIAISON

ADMINISTRATION

The LPHA must assure that fees for public health services are reasonably calculated not to exceed the cost of the services performed. For all services that have fees, assure the actual cost of service has been calculated. The Board of Commissioners must approve the schedule of fees.

12/15/13

The LPHA must assure written policies and procedures exist to guide staff in maintaining appropriate confidentiality standards. Add the following to your existing policies and procedures: Release of protected health information without authorization.

10/31/13

For more detailed information, please see the completed program review tool in section 2.

REVIEWER: Laurie Smith

RESPONDENT: Stephanie Dockweiler

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

BABIES FIRST!

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 3.

REVIEWER: Lari Peterson

RESPONDENTS: Stephanie Dockweiler, Ashley McCallister, Whitney Steck

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

ACUTE AND COMMUNICABLE DISEASE PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 5.

REVIEWER: Theresa Watts

RESPONDENTS: Lori Dixon,
Whitney Steck

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR

COMMUNITY LIAISON

CIVIL RIGHTS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 4.

REVIEWER: Laurie Smith

RESPONDENT: Stephanie Dockweiler

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

OFFICE OF THE STATE PUBLIC HEALTH DIRECTOR

FISCAL

The LPHA must maintain internal controls consistent with OMB A-133 §.300, 2 CFR Part 225 Appendix B No. 8.

This includes at a minimum:

- Administrator's timesheet must be signed and approved by another authorized signatory.
- Revision is needed for policy and procedure for writing off of uncollectible accounts. Must include review, authorization, and sign off by the administrator before finance manager writes off accounts.
- Grantee must use purchase requisition/order system of purchasing.
- Purchase requisition forms for goods and services must be approved in writing by program manager or administrator.

11/1/13

11/1/13

Resolved 7/13

Resolved 7/13

The LPHA must identify in its accounts all federal awards received and expended and the federal programs under which they were received consistent with OMB A-133, Subpart C_§. 300 and 45 CFR 92.20_Standards For Financial Management Systems.

This includes at a minimum:

- Budgetary controls must be in place to preclude obligations in excess of grant total. Maintain a report showing budgeted amounts per program for revenues and expenditures and compare to actual expenditures on a monthly or quarterly basis.

11/1/13

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

The LPHA must base Family Planning/Title X charges and fees consistent with Title X Guidelines 6.3 and 42 CFR 59.5_Section 8.

This includes at a minimum:

- Charges must be based on cost analysis. Updated policy and procedure is needed.

11/1/13

For more detailed information, please see the completed program review tool in section 6.

REVIEWER: Marivic Tupaz

RESPONDENTS: Stephanie Dockweiler, Peggy Winslow, Sandra Hunter

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

**HEALTHY COMMUNITIES BUILDING CAPACITY
PROGRAM**

The LPHA is in compliance with all program requirements.

**For more detailed information, please see the completed
program review tool in section 8.**

REVIEWER: Kati Moseley

RESPONDENT: Kelly Jensen

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

IMMUNIZATION PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 9.

REVIEWERS: Amanda Timmons and Mallory Metzger

RESPONDENT: Kelly Jensen

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

COMMUNITY LIAISON

LABORATORY

The LPHA is in compliance with all program requirements.

**For more detailed information, please see the completed
program review tool in section 10.**

REVIEWER: Laurie Smith

RESPONDENTS: Kathleen Quintero,
Stephanie Dockweiler

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

PERINATAL PROGRAM

The LPHA must assure all requirements for the Maternity Case Management program listed in OAR 410-130-0595 are met. This includes the following:

- Assure that an Initial Assessment and Client Service Plan are completed, including all required elements, and documented for each client.
- Assure the above materials are forwarded to the prenatal care provider for each client.

9/25/2013

For more detailed information, please see the completed program review tool in section 11.

REVIEWER: Lari Peterson

RESPONDENT: Stephanie Dockweiler, Ashley McCallister, Whitney Steck

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PROMOTION AND HEALTH PREVENTION

REPRODUCTIVE HEALTH

The LPHA must meet all Title X requirements. These include the following:

- Assure that pregnancy testing is considered a Title X program service and clients are charged for this service on a sliding fee according to household size and income.
- Assure that clients are not subjected to a variation in service related to the check-out billing process. All clients should be advised of the value of the service and either receive the current charge based on their household size and income or be informed that they will not be charged for the services received. If donations are requested, they should be requested from all clients.

Resolved 6/13

9/1/13

For more detailed information, please see the complete program review tool in section 12.

REVIEWER: Carol Elliott

RESPONDENT: Angie Gerrard

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

SEXUALLY TRANSMITTED INFECTIONS (STI)

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 13.

REVIEWER: Doug Harger

RESPONDENTS: Kathleen Quintero,
Lori Dixon

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

TOBACCO PREVENTION AND EDUCATION PROGRAM

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 14.

REVIEWER: Kati Moseley

RESPONDENT: Kelly Jensen

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

TUBERCULOSIS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 15.

REVIEWER: Heidi Behm

RESPONDENTS:
Lori Dixon, Stephanie Dockweiler

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PUBLIC HEALTH PRACTICE

VITAL RECORDS

The LPHA is in compliance with all program requirements.

For more detailed information, please see the completed program review tool in section 16.

REVIEWER: Judy A. Shioishi

RESPONDENT: Peggy Winslow

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR
WOMEN, INFANTS AND CHILDREN (WIC)**

The LPHA must meet all WIC program requirements, including the following:

- Assure that all participants receive accurate and complete assessments of their nutrition related health needs. (Policy 625)
- Assure that all applicable risks are assigned, based on a complete assessment of nutrition related health needs. (Policy 625, 670)
- Assure confidentiality of participant's hardcopy records. (Policy 450)

August 7, 2013

August 7, 2013

August 7, 2013

For more detailed information, please see the completed program review tool in section ____.

REVIEWER: Cheryl Alto

RESPONDENT: Sandy Ackley

MALHEUR COUNTY HEALTH DEPARTMENT

COMPLIANCE FINDINGS

**TIMELINE
FOR
CHANGE**

CENTER FOR PREVENTION AND HEALTH PROMOTION

WIC FARM DIRECT NUTRITION PROGRAM (FDNP)

- Assure complete documentation of FDNP check distribution on the FDNP register, including date of issuance. (policy 1100)

August 7, 2013

For more detailed information, please see the completed program review tool.

REVIEWER: Maria Menor, Cheryl Alto

RESPONDENT: Sandy Ackley

August 5, 2013

The Honorable Dan Joyce, Chair
Malheur County Board of Commissioners
251 "B" Street W
Vale, OR 97918

Dear Judge Joyce:

The triennial onsite agency review of Malheur County Health Department was conducted between June 5 and 27, 2013. The Oregon Health Authority Public Health Division evaluated county public health programs for compliance with state and federal public health laws and compliance with the Financial Assistance Agreement. The review included the appraisal of 917 separate items in 17 program areas. While there are some areas that need attention, keep in mind the vast majority of findings were positive.

A full report, including the specific timelines for correction, has been sent to Stephanie Dockweiler, Public Health Administrator. Community Liaison staff will work with her to document resolution of the findings. We think the report will also be of assistance to your health office staff in their continuing efforts to provide quality public health services to your community.

Please send a written response within ten days affirming that you will meet the timelines for correcting the compliance findings. Once all the required elements are successfully completed, we will write you a letter to confirm that and close the file for this review.

Our office contacted Stephanie and your office to arrange an exit interview for August 23 to go over the findings and answer any questions. We leave it to the local Board to decide if this meeting of the Local Public Health Authority (LPHA) and the Health Administrator is attended by one or more of the commissioners.

Programs included in the compliance review

Administration	Perinatal
Babies First!	Reproductive Health
Civil Rights	Sexually Transmitted Infections
Communicable Disease	Tobacco Prevention & Education
Fiscal	Tuberculosis
Health Officer	Vital Records
Healthy Communities	WIC
Immunizations	WIC Farm Direct Nutrition Program
Laboratory	

Compliance Findings Summary

Administration

The LPHA must assure that fees for public health services are reasonably calculated not to exceed the cost of the services performed. For all services that have fees, assure that the actual cost of service has been calculated. The Board of Commissioners must approve the schedule of fees.

The LPHA must assure written policies and procedures exist to guide staff in maintaining appropriate confidentiality standards. Add the following to your existing policies and procedures: Release of protected health information without authorization.

Babies First!

The LPHA is in compliance with all program requirements.

Civil Rights

The LPHA is in compliance with all program requirements.

Communicable Disease

The LPHA is in compliance with all program requirements.

Fiscal

The LPHA must maintain internal controls consistent with OMB A133 § 300 2 CFR Part 225 Appendix B No. 8. This includes, at a minimum:

- Administrator's timesheet must be signed and approved by another authorized signatory.

- Revision is needed for policy and procedure for writing off of uncollectable accounts. Must include review, authorization, and sign off by the administrator before finance manager writes off accounts.
- Grantee must use purchase requisition/order system of purchasing.
- Purchase requisition forms for goods and services must be approved in writing by program manager or administrator.

The LPHA must identify in its accounts all federal awards received and expended and the federal programs under which they were received consistent with OMC A-133, Subpart C_§.300 and 45 CFR 92.20_Standards for Financial Management Systems. This includes, at a minimum:

- Budgetary controls must be in place to preclude obligations in excess of grant total. Maintain a report showing budgeted amounts per program for revenues and expenditures and compare to actual expenditures on a monthly or quarterly basis.

The LPHA must base Family Planning/Title X charges and fees consistent with Title X Guidelines 6.3 and 42 CFR 59.5_Section 8. This includes, at a minimum:

- Charges must be based on cost analysis. Updated policy and procedure is needed.

Healthy Communities

The LPHA is in compliance with all program requirements.

Immunizations

The LPHA is in compliance with all program requirements.

Laboratory

The LPHA is in compliance with all program requirements.

Perinatal

The LPHA must assure all requirements for Maternity Case Management program listed in OAR 410-130-0595 are met. This includes the following:

- Assure that an Initial Assessment and Client Service Plan are completed including all required elements and documented for each client.
- Assure the above materials are forwarded to the prenatal care provider for each client.

Reproductive Health

The LPHA must meet all Title X requirements. These include the following:

- Assure that pregnancy testing is considered a Title X program service and clients are charged for this service on a sliding fee scale according to household size and income.
- Assure that clients are not subjected to a variation of service related to the check-out billing process. All clients should be advised of the value of the service and either receive the current charge based on their household income or be informed that they will not be charged for the services received. If donations are requested, they should be requested from all clients.

Sexually Transmitted Infections

The LPHA is in compliance with all program requirements.

Tobacco Prevention & Education Program

The LPHA is in compliance with all program requirements.

Tuberculosis

The LPHA is in compliance with all program requirements.

Vital Records

The LPHA is in compliance with all program requirements.

WIC

The LPHA must meet all WIC program requirements including the following:

- Assure that all participants receive accurate and complete assessments of their nutrition related health needs. (Policy 625)
- Assure that all applicable risks are assigned, based on a complete assessment of nutrition related health needs. (Policies 625, 670)
- Assure confidentiality of participant's hard copy records. (Policy 450)

WIC Farm Direct Nutrition Program (FDNP)

- Assure complete documentation of FDNP check distribution on the FDNP register, including date of issuance. (Policy 1100)

**Other
Fiscal**

Malheur County Health Department received federal funds for programs totaling \$445,989 including \$281,312 for the WIC Program for fiscal year 2012. State General and Other Funds were sources of \$118,134 for that period as well. It appears that the County Health Department has sufficient internal controls to adequately safeguard assets and to detect and prevent errors in a timely manner. The operation is well organized and efficient with a commitment to quality, fairness, and accuracy.

Health Officer

Morris Smith, MD, is the health officer.

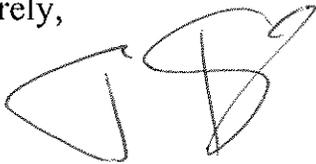
Laboratory

Malheur County Health Department Laboratory is certified under the Clinical Laboratory Improvement Amendments (CLIA) as a Provider Performed Microscopy laboratory. The laboratory director listed for CLIA is Morris Smith, MD. The laboratory CLIA # is 38D0662878 and their certificate is valid through December 31, 2013. The CLIA certificate covers the location at 1108 SW 4th Street in Ontario. The following tests are being performed at the above location: HIV screening, wet prep, urine pregnancy test, fecal occult blood, hemoglobin & urinalysis dipstick. There have been no complaints or issues raised to the CLIA program about this laboratory in the past two years.

Summary

Overall, agency reviewers believe Malheur County Health Department staff is a committed team of professionals who deliver quality public health services to the community. We thank you for both your attention to correcting these few compliance findings and for the strong public health work you do for the community.

Sincerely,



Jan Kaplan, MSW, Manager
Community Liaison

cc: Stephanie Dockweiler, Public Health Administrator
Donald Hodge, Malheur County Commissioner
Larry Wilson, Malheur County Commissioner