

From: [Todorovich, Jessica L \(DOH\)](#)
To: [OFM Budget](#)
Cc: [Wiesman, John \(DOH\)](#); [Edgin, Jill M \(DOH\)](#); [Bergener, Terry \(DOH\)](#); [Dutra, Courtney L \(DOH\)](#)
Subject: DOH 2017 State Contingency Planning Updated Plan
Date: Wednesday, May 03, 2017 2:29:17 PM
Attachments: [Draft 2017 DOH OFM Continuity Planning Submittal.xlsx](#)
[contingencyplan_fed_form DRAFT 2017 DOH_PCH 4-27-17.docx](#)

Good Afternoon,

Attached is the DOH contingency planning documentation as requested. You will find two attachments:

- Excel spreadsheet with our contingency planning information. There are two tabs:
 1. First tab is the list of essential staff with the corresponding exception criteria.
 2. Non-appropriated funds and staffing impacts
- Contingency Planning Federal Form for our Women Infants and Children (WIC) Program. Below the form we've attached our AG correspondence for your reference. This is identical to our original submittal, just with an updated AAG.

There are only two minor changes from our 2015 submittal:

Increase in IT staff, this is due to a couple of significant IT changes occurring right before July 1st that pose additional vulnerability to our systems.

Decrease in staff for a couple of our non-appropriated funding sources, as they are not being funded in the same way as two years ago.

If you have any questions or concerns please let me know. I will be happy to serve as a point of contact for you:

Jessica Todorovich
DOH, Chief of Staff
360-556-6154
Jessica.Todorovich@doh.wa.gov

Thanks!

Jessica Todorovich, Chief of Staff
Washington State Department of Health
Jessica.Todorovich@doh.wa.gov
360.556..6154

Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
1	OS	Agency	Duty Officer	4	1 - on-call	This position will serve as the emergency responder across the agency on any major public health threat. They will oversee activities needed to respond to life and death public health emergencies.
2	OS	Agency	Incident Commander On-Call	4	1 - on-call	This position will be on-call only and intended to serve in the role of incident commander if a major public health disaster or threat to life occurs....ESF 8
3	Admin Ops	IT	Maintain data center and network, monitor equipment and alarms, support mission critical infrastructure and systems.	4	6 staff	Respond to incidents that threaten core infrastructure, support mission critical licensing and regulatory system, disease and outbreak reporting systems, and Public Health Laboratories newborn screening and StarLIMS systems.
4	Financial Services	Procurement Unit	Procure vaccines for non-appropriated funding activities	2	1 - on-call	This position will directly support the non-appropriated work of our immunizations office, necessary to purchase vaccines for vulnerable populations.
5	Financial Services	Payroll Unit	Payroll Processing	3	2 for one day only	July 10 payroll processing
6	EPH	Environmental Public Health Division	Monitor division emergency notification systems	4	1	Environmental Public Health has several programs where emergencies could have immediate threat to life. One staff person would monitor various reporting systems including radiological and nuclear emergencies, poisoning from shellfish toxins, E coli contamination of drinking water, foodborne illness, and zoonotic disease outbreaks. They will assess if emergency response is necessary and take appropriate action.
7	EPH	Radiation Protection	On-call staff person	4	1 - on-call	Respond to "immediate life threat" event associated with nuclear and radiological emergencies, as a regulating authority.

Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
8	HSQA/MQ AC/NCQAC	Health Professions & Facilities	Investigate Imminent Harm complaints against health care professionals or facilities	4	1 - Complaint Intake position 1 - on call Chief Investigator 1 - on-call facilities investigator	Some complaints received are related to alleged incidents that pose an immediate threat to public health and safety. Complaints would be received through one central line and only those referred for concern of imminent harm would be referred to an on-call investigator for assessment of risk.
9	DCHS	Communicable Disease Epidemiology	Monitor disease reporting for cases or outbreaks that immediately threaten lives. <i>IT support for PHRED & PHIMS included above.</i>	4	1 Medical Epidemiologist in office; 1 on call after hours	Incidents of disease that threaten populations can happen at any time. Monitoring is needed should an out break occur. Local health jurisdictions do not have access to state resources and expertise to address communicable disease emergencies (e.g., Ebola).
10	DCHS	Public Health Laboratories	Testing for: fatal biological threats (e.g. anthrax). Bioterrorism Response Network; fatal chemical exposures, chemical terrorism emergency response work; Rabies testing; Novel Influenza testing	4	3 microbiologists, 1-Responsible Official-on call	The PHL is a level one Select Agent Facility. It tests and identifies suspicious white powders and other bioterrorism materials to confirm or rule out suspected select agent. Federal select agent requirements mandate two staff present so the work is not performed alone. State law enforcement rely on the PHL to test white powder samples. Fatal exposure could occur. Rabies is a rare but extremely dangerous and fatal disease. The PHL is the only lab that tests for Rabies in the state. By federal law, the verification process for a positive test requires two people. Testing for novel influenza (e.g. H7N9) to determine if it is present in Washington.

Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
11	DCHS	Public Health Laboratories	Newborn Screening/Newborn Screening: providing metabolic treatment product	4	18 staff	Every child born in WA undergoes newborn screening at the PHL. Specimens submitted are tested to detect for dangerous and potentially life threatening conditions that can be treated. This testing assures rapid clinical diagnosis and treatment of abnormal results. Without testing disability or death could result. / Metabolic treatment products address special nutritional needs so people affected do not suffer from permanent disability or death.
12	DCHS	Public Health Laboratories	Lab specimen receiving	4	2 Lab Technicians	Specimens for newborn screening and other potentially life threatening conditions need to be logged in, unpacked, sorted, assigned numbers, verified and tracked. Federal safety laws requires 2 technicians for safe handling of volatile specimens.
13	DCHS	Public Health Laboratories	Lab maintenance and support to keep the PHL operational so critical tests can occur. <i>IT support for StarLIMS included above.</i>	4	3 staff	Equipment must function, lab waste must be decontaminated, media prepared, and supplies replenished in order for essential tests to occur. Necessary for life threatening testing to be completed properly.
14	PCH	Office of Nutrition Services (ONS)	Women, Infants and Children (WIC) Supplemental Nutrition Program and WIC Farmer's Market Program	3	81 staff (includes both ONS staff, IT staff, and a grants office FTE to draw down funds)	42 U.S.C.A. § 1760(b) requires states to agree to exclusion of Federal funds from State budget restrictions or limitations as a condition of receiving federal funds under the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.). Washington's Secretary of Health signed such agreement in 2011 for the Women, Infants, and Children (WIC) and WIC Farmers Market Nutrition Program (FMNP) programs. Loss of federal funding is a potential consequence of failure to comply with this requirement.

Contingency Plan for Federal Programs & Services
Office of Financial Management

Agency name: Washington State Department of Health	Agency Contact: Name: Jessica Todorovich, Deputy Secretary Email: Jessica.Todorovich@doh.wa.gov Phone: 360-236-4012
Federal Program/Service required to continue without an appropriation: Women, Infants, and Children (WIC) & WIC Farmers Market Nutrition (FMNP) Programs	Federal Law citation/s: 42 U.S.C.A. § 1760(b)
Description of program or service required to continue under federal law:	
<p>Which services must continue to be provided and why? How many FTE are required to continue services? At what cost?</p> <p>What: Services for WIC clients including health screening, nutrition education, breastfeeding support, and checks for specific nutritious foods (vouchers). Banking and vendor contacts and support to administer these services.</p> <p>Why: 42 U.S.C.A. § 1760(b) requires states to agree to exclusion of Federal funds from State budget restrictions or limitations as a condition of receiving federal funds under the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.). Loss of federal funding is a potential consequence of failure to comply with this requirement.</p> <p>FTE Count: 81 FTE</p> <p>Budget: average daily cost of program is \$409,481.99</p> <ul style="list-style-type: none"> • WIC Operations = \$138,884.99 • WIC Food = \$270,597.00 	
AAG sign-off: Name and phone of AAG and indication they agree with the determination the program or service must continue despite lack of legislative appropriation.	
AAG Name: AAG Name: John Macejunas (please see the attached e-mail documentation below from Mr. Macejunas)	AAG phone: (360) 586-6470

From: Macejunas, John (ATG)
Sent: Wednesday, April 26, 2017 3:56 PM
To: Alexanian, Dan A (DOH) <Dan.Alexanian@DOH.WA.GOV>
Cc: Bardi, Janna (DOH) <Janna.Bardi@DOH.WA.GOV>; Charles, Janet (DOH) <Janet.Charles@DOH.WA.GOV>
Subject: RE: ACTION NEEDED _ Urgent: contingencyplan_fed_form DRAFT 2017 DOH

Dan:

I attached the Word document with my edits for the WIC contingency plan. I added the correct federal statutory citation, a statement regarding why services must continue pursuant to federal law, my name / phone number, and my 'AAG sign off'.

Please contact me if you need any further input.

Thank you,

John Macejunas
Assistant Attorney General
Office: (360) 586-6470
Cell: (360) 480-6234
johnm7@atg.wa.gov