

A note on instructions and timelines

- MDH created this training for 2020 calendar year reporting.
- The timelines noted for COVID staffing are **unique to 2020 only**.
- **Please refer to the current reporting period instructions for guidance and timelines for the most recent calendar year:**
www.health.state.mn.us/communities/practice/lphact/annualreporting/



Local Public Health Act annual reporting: Finance and staffing

Kim Gearin | MDH Center for Public Health Practice
March 5, 2021



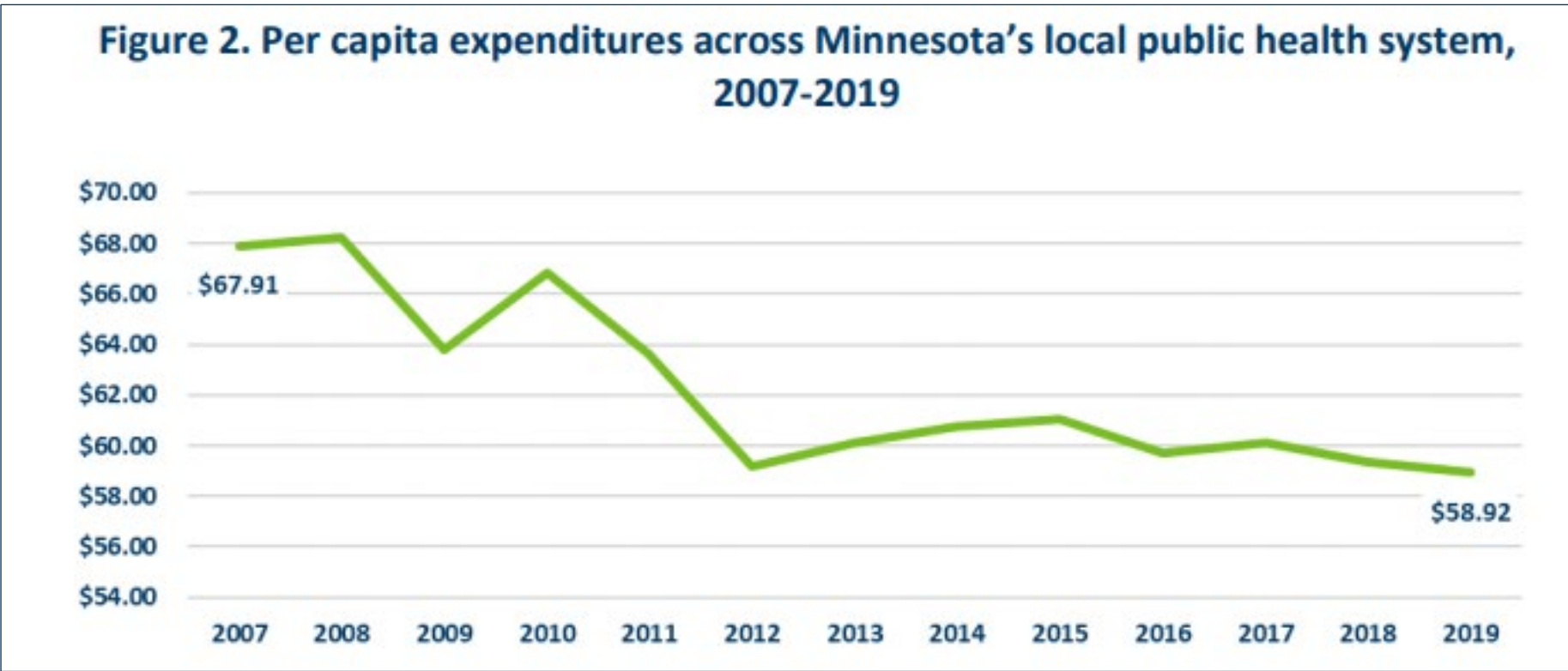
Purpose of today's webinar

- Provide overview of LPH Act annual reporting
- Emphasize changes
- Answer questions
- Identify resources for more information



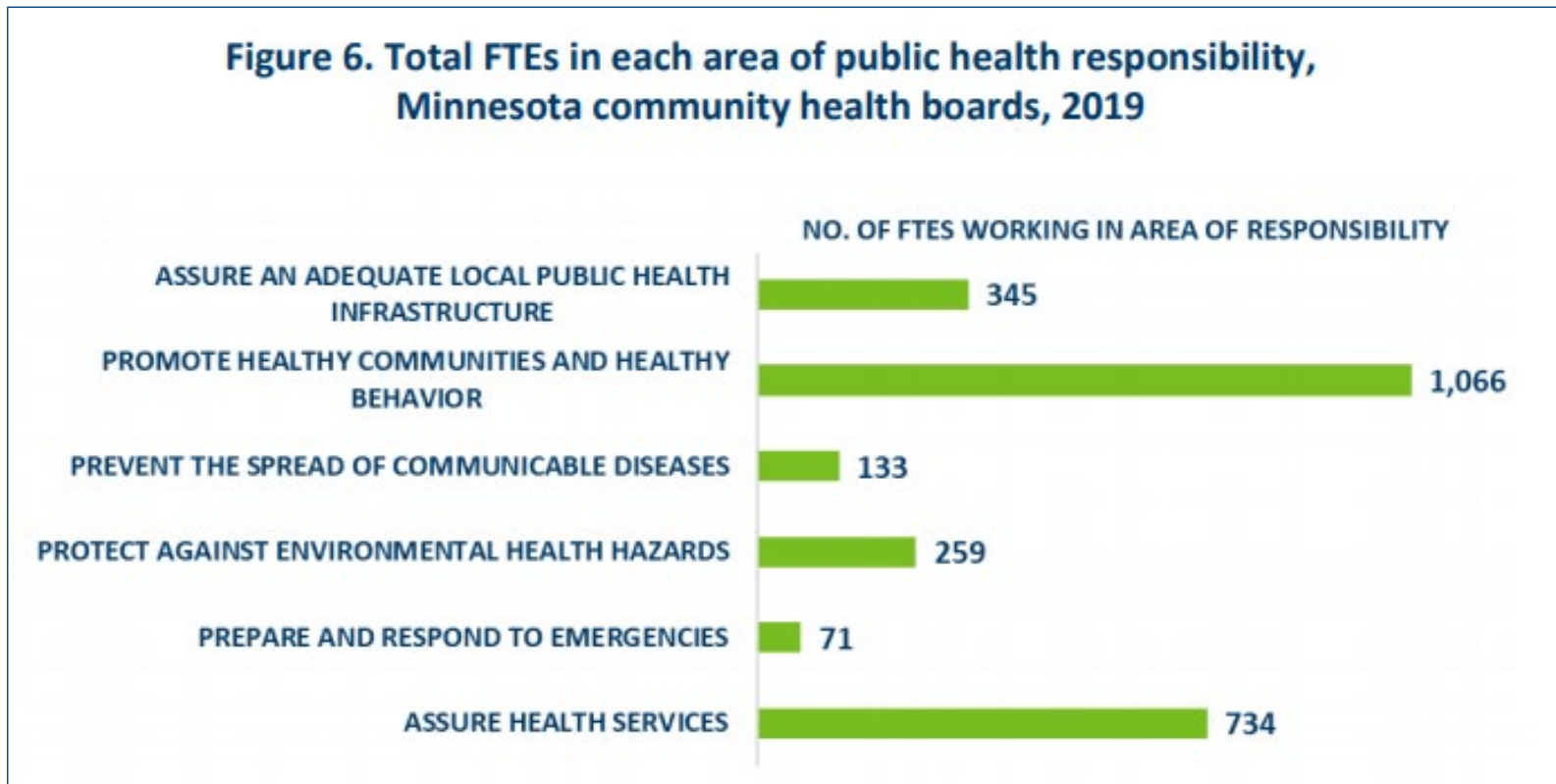
Overview of LPH Act annual reporting

Expenditure summary: Minnesota's local public health system



Source: [Expenditures summary for Minnesota's local public health system in 2019](http://www.health.state.mn.us/communities/practice/lphact/annualreporting/docs/2019finance.pdf)
(www.health.state.mn.us/communities/practice/lphact/annualreporting/docs/2019finance.pdf)

Workforce summary: Minnesota's local public health system



Source: [Workforce summary for Minnesota's local public health system in 2019](http://www.health.state.mn.us/communities/practice/lphact/annualreporting/docs/2019staffing.pdf)
(www.health.state.mn.us/communities/practice/lphact/annualreporting/docs/2019staffing.pdf)



Preparing to report

Dedicated website

The screenshot shows the Minnesota Department of Health website. The header includes the logo, navigation links (HOME, TOPICS, ABOUT US), and a search bar. The main content area is titled "Local Public Health Act annual reporting" and contains a paragraph explaining the reporting process, a deadline notice for 2020 data, and a list of resources. The right sidebar features a "Share This" button, a "How are we doing?" feedback section, contact information for the Center for Public Health Practice, and a "Most Requested" list of links.

m DEPARTMENT OF HEALTH

HOME TOPICS ABOUT US

Search

Local Public Health Act annual reporting

Home: LPH Act annual reporting

Finance and staffing instructions

Log into REDCap

Help with REDCap

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Home: Center for Public Health Practice

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Local Public Health Act annual reporting

Each year, Minnesota community health boards report data on programs, activities, and resources, to help monitor the health of the state-local public health partnership.

You can report on 2020 calendar year data through April 30, 2021. Reporting will open in late February 2021.

- [2020 finance and staffing instructions](#): Use these instructions to inform data entry into the REDCap reporting system.
- **2020 webinar and Q&A**: On Friday, March 5, 2021 (10:00-11:30 a.m.), MDH will host a live webinar to highlight reporting instructions, explain how to use the instructions and log in to REDCap, and respond to questions in real time. MDH will record the webinar and post it online for those unable to attend the live session. For the meeting number and password, please [contact us](#).
- [Log into the MDH REDCap production environment](#) to report data
- [Help with REDCap](#): Stuck? Try some of these resources.
- [Validation](#): CHS administrators must complete validation when staff have finished entering all data.

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health.ophp@state.mn.us

651-201-3880

Staff Contact Information

Most Requested

[Get help and TA](#)

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Healthy Minnesota

Use the instructions



Local Public Health Act annual reporting: Finance and staffing instructions for calendar year 2020

These instructions inform data entry into the REDCap reporting system.

- Review the instructions before entering data
- Share with others as needed

What is LPH Act annual reporting?

Local Public Health Act (LPH Act) annual reporting collects data to create a big picture of public health resources and priorities. Each community health board reports how it uses the Local Public Health Grant and other local, state, and federal funds for public health, across six areas of responsibility.

The MDH Center for Public Health Practice administers the Local Public Health Grant, which provides funding to community health boards in Minnesota. The Center for Public Health Practice also coordinates LPH Act annual reporting.

Who can help me?

If you have further questions about LPH Act annual reporting or these instructions, please contact the MDH Center for Public Health Practice at health.ophp@state.mn.us, or contact your public health nurse consultant.

Find more information about LPH Act annual reporting online

[Local Public Health Act annual reporting](#)
(www.health.state.mn.us/communities/practice/lphact/annualreporting/)

Minnesota Department of Health
Center for Public Health Practice
PO Box 64875
St. Paul, MN 55164-0875
651-201-3880
health.ophp@state.mn.us
www.health.state.mn.us

March 2021. To obtain this information in a different format, call: 651-201-3880.

LOCAL PUBLIC HEALTH ACT ANNUAL REPORTING FINANCE AND STAFFING INSTRUCTIONS FOR 2020

Appendix B. Where do I put...?

| Program | Location |
|---|--|
| Alternative Care (AC) | Other State Funds |
| Child and Teen Check-Up Clinics and Outreach | 50% Other Federal Funds, 50% Other State Funds |
| City Readiness Initiative | Other Federal Funds |
| Community Alternative Care (CAC) | Medicaid |
| Community Alternatives for Disabled Individuals (CADI) | Medicaid |
| County-Based Purchasing | Medicaid |
| Developmentally Disabled (DD) | Medicaid |
| Early Hearing Detection and Intervention (EHDI) | Other Federal Funds |
| Elderly Waivers (EW) | Medicaid |
| Eliminating Health Disparities | Other State Funds |
| Evidence-Based Home Visiting—Nurse-Family Partnership Implementation and Training | Other Federal Funds |
| Family Planning Special Projects | 70% Other State Funds, 30% Other Federal Funds |
| Family Services Collaborative | Mix of other local, other state, and other federal funds; the percentage of each funding source comprises differs for each collaborative |
| Immunization Practices Improvement Program (IP) | Other Federal Funds |
| Immunization Registry: Minnesota Dept. of Health | Other Federal Funds |
| Immunization Registry: Minnesota Dept. of Human Services | 50% Other State Funds, 50% Other Federal Funds (C&T) |
| Indoor Radon Grant | Other Federal Funds |
| Interagency Early Intervention Committees (IEIC) | Other Federal Funds |
| Lead Safe Housing Grant | Other State Funds |
| Minnesota Family Planning Program | Other Federal Funds |
| Mental Health Collaborative | Mix of other local, other state, and other federal funds; the percentage of each funding source comprises differs for each collaborative |
| Minnesota Senior Care Plus (MSC+) | Medicaid |
| Minnesota Senior Health Options (MSHO) | Medicare |
| Pandemic Flu Supplemental Funding | Other Federal Funds |

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LOCAL PUBLIC HEALTH ACT ANNUAL REPORTING FINANCE AND STAFFING INSTRUCTIONS FOR 2020

Error messages

Error When you see an error message, double-check your work and make corrections as applicable. Once you have made corrections, click "Save & Stay" at the bottom of the form to see if the error message disappears. Remember:

- When entering numbers, leave out commas (i.e., enter "311346" instead of "311,346")
- Enter 0 for any blank fields (zero)

Errors in Finance: Section II. Expenditures

At the end of the Expenditures form, you will see a summary of Total Expenditures for all areas.

If the values listed for Total Expenditure and Total Expenditure by Area of Responsibility do not match, you will see an error message. If this happens:

- Double-check your numbers and make corrections as needed. This will ensure that the values for Total Expenditure and Total Expenditure by Area of Responsibility add correctly.
- Once you've made the corrections and have clicked Save & Stay, the Error Message should disappear.

TOTAL EXPENDITURE FOR ALL AREAS

| | | |
|--|--------|---------------|
| Total Expenditure | 420809 | View equation |
| Total Expenditures by Area of Responsibility | 421979 | View equation |
| *** Error *** Total Expenditure should match Total Expenditures by Area of Responsibility. | | |
| Total Local Public Health Grant (State General Funds) | 420809 | View equation |
| *** Error*** Line 4: Total spent/involved in 2017 from Recap/Carry Forward Section I, should match Total Local Public Health Grant (State General Funds) from Finance: Section II. | | |

Errors in Finance: Section III. Match

If the value entered for your match is off by even a decimal point, you will see an error message. This is OK and expected (you do not need to correct it), but you should double-check your numbers:

- If the value entered is correct and this is a rounding error, you can save the form and proceed such as in the case below.
- If the match is less than 75 percent, you will also see an error message; you need to make the corrections in Finance: Section I. Recap/Carry Forward before moving on.

Total Match Expenditures

| | | |
|--|--------|---------------|
| Total Local Public Health Grant (State General Funds) Match Expenditures | 175043 | View equation |
| *** Error*** Total Local Public Health Grant (State General Funds) Match Expenditures should be 75% of Line 4: Total spent/involved in 2017. | | |

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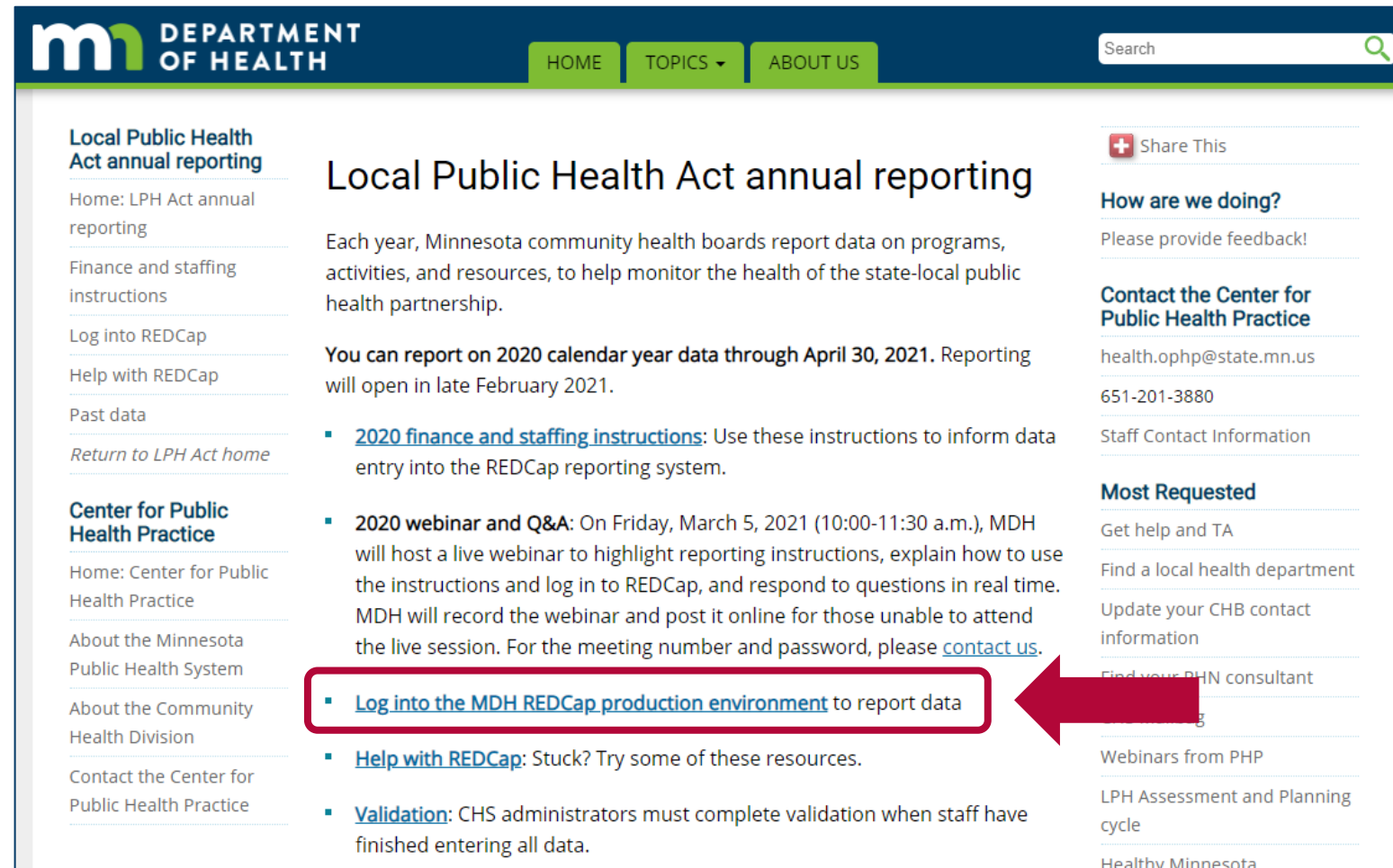
Report expenditures and staffing for COVID-related activities, such as...

- Incident Command
- Case investigation and contact tracing
- Communications
- Convening, coordinating, consulting and meeting with partners
- Engaging with communities
- Outbreak and cluster response
- Outreach and education
- Mental/behavioral health efforts
- Long-term care work
- Volunteer management
- Vaccination
- Testing



Getting started

Navigating to data entry: Log into REDCap



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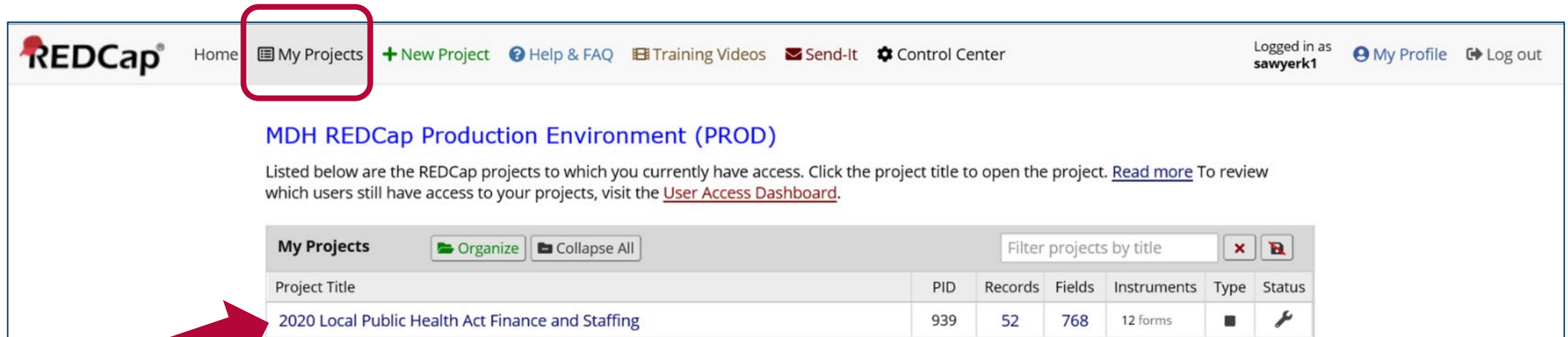
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LPH Assessment and Planning cycle

Healthy Minnesota

Navigating to data entry: Access my projects



REDCap® Home **My Projects** + New Project ? Help & FAQ 📺 Training Videos 📧 Send-It ⚙ Control Center

Logged in as sawyerk1 [My Profile](#) [Log out](#)

MDH REDCap Production Environment (PROD)

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects [Organize](#) [Collapse All](#) [×](#) [🗑](#)

| Project Title | PID | Records | Fields | Instruments | Type | Status |
|---|-----|---------|--------|-------------|------|--------|
| 2020 Local Public Health Act Finance and Staffing | 939 | 52 | 768 | 12 forms | ■ | 🔧 |

Navigating to data entry: Finding forms

REDCap
Logged in as sawyerk1 | Log out
My Projects or Control Center

2020 Local Public Health Act Finance and Staffing PID 939

Project Home | Project Setup | Other Functionality | Project Revision History

Project status: Development Completed steps 0 of 7

Main project settings
 Not started
Enable Use surveys in this project? [VIDEO: How to create and manage a survey](#)
Enable Use longitudinal data collection with defined events?
I'm done!

Design your data collection instruments
 Not started
Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)
I'm done! Go to or
Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?
Learn how to use

Enable optional modules and customizations
 Optional
Enable Repeatable instruments
Disable Auto-numbering for records

Project Home and Design
Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development

Data Collection
Record Status Dashboard
- View data collection status of all records
Add / Edit Records
- Create new records or edit/view existing ones

Hide data collection instruments
Finance: Section I. Recap/carry Forward
Finance: Section II. Expenditures
Finance: Section III. Match
Finance: Section IV. Breakdown
Finance: Section V. Follow-up Questions
Finance: Section VI. COVID
Staffing: Section I. Number of Filled FTEs
Staffing: Section II. Number of Contracted FTEs
Staffing: Section III. Number of Persons
Staffing: Section IV. Race/Ethnicity of Filled Person
Staffing: Section V. COVID
Report Validation Form 2020



Expenditures (finance)

Summary of finance sections

| Section in REDCap | Status | Time frame |
|-------------------------|-------------------------|-------------------------------|
| I. REDCap/carry forward | No changes to reporting | January 1 – December 31, 2020 |
| II. Expenditures | No changes to reporting | January 1 – December 31, 2020 |
| III. Match | No changes to reporting | January 1 – December 31, 2020 |
| IV. Breakdown | No changes to reporting | January 1 – December 31, 2020 |
| V. Follow-up questions | No changes to reporting | January 1 – December 31, 2020 |
| VI. COVID-19 | New section | January 1 – December 31, 2020 |

Report expenditures for six areas of local public health responsibility (1 of 2)

| | State general funds | Federal Title V funds | Federal TANF | Medicaid | Medicare | Private insurance | Local tax | Client fees | Other fees | Other local funds | Other state funds | Other federal funds |
|------------------------|---------------------|-----------------------|--------------|----------|----------|-------------------|-----------|-------------|------------|-------------------|-------------------|---------------------|
| Infrastructure | | | | | | | | | | | | |
| Healthy communities | | | | | | | | | | | | |
| Infectious disease | | | | | | | | | | | | |
| Environmental health | | | | | | | | | | | | |
| Emergency preparedness | | | | | | | | | | | | |
| Health services | | | | | | | | | | | | |

Report expenditures for six areas of local public health responsibility (2 of 2)

| | State general funds | Federal Title V funds | Federal TANF | Medicaid | Medicare | Private insurance | Local tax | Client fees | Other fees | Other local funds | Other state funds | Other federal funds |
|------------------------|---------------------|-----------------------|--------------|----------|----------|-------------------|-----------|-------------|------------|-------------------|-------------------|---------------------|
| Infrastructure | | | | | | | | | | | | |
| Healthy communities | | | | | | | | | | | SHIP | |
| Infectious disease | | | | | | | | | | | | |
| Environmental health | | | | | | | | | | | | |
| Emergency preparedness | | | | | | | | | | | | |
| Health services | | | | | | | | | | | | |

Finance: Section VI: COVID-19

Use same and new sources

| | Same Sources of Funding - Redirected from Areas of LPH Responsibility to COVID | | | | | | | | | | | | New Sources of COVID-Specific Funding | | | | | |
|--------------|--|-------------------|----------|----------|----------|-------------|-----------|-------------|------------|-------------------|-------------------|-----------------|---------------------------------------|---|--------------------------------------|-----------------------------|-------------------------------|----------------------------|
| | State General Funds | Fed Title V Funds | Fed TANF | Medicaid | Medicare | Private Ins | Local Tax | Client Fees | Other Fees | Other Local Funds | Other State Funds | Other Fed Funds | CARES Act from MDH to CHB | CARES Act from another state agency or fed govt | State of MN funds for COVID from MDH | Other local funds for COVID | Other federal funds for COVID | Other COVID-specific funds |
| COVID | | | | | | | | | | | | | | | | | | |



Finance: Section VI: COVID-19

Example: "Other state funds" used for COVID-19

| | Same Sources of Funding - Redirected from Areas of LPH Responsibility to COVID | | | | | | | | | | | | New Sources of COVID-Specific Funding | | | | | |
|--------------|--|-------------------|----------|----------|----------|-------------|-----------|-------------|------------|-------------------|-------------------|-----------------|---------------------------------------|---|--------------------------------------|-----------------------------|-------------------------------|----------------------------|
| | State General Funds | Fed Title V Funds | Fed TANF | Medicaid | Medicare | Private Ins | Local Tax | Client Fees | Other Fees | Other Local Funds | Other State Funds | Other Fed Funds | CARES Act from MDH to CHB | CARES Act from another state agency or fed govt | State of MN funds for COVID from MDH | Other local funds for COVID | Other federal funds for COVID | Other COVID-specific funds |
| COVID | | | | | | | | | | | | | | | | | | |



Recap: Finance

The screenshot shows the REDCap interface for a project titled "2020 Local Public Health Act Finance and Staffing" (PID 939). The user is logged in as "sawyerk1". The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- Project Home and Design
 - Project Home
 - Project Setup
 - Designer
 - Dictionary
 - Codebook
 - Project status: Development
- Data Collection
 - Record Status Dashboard
 - Add / Edit Records
 - Hide data collection instruments
 - Finance: Section I. Recap/carry Forward
 - Finance: Section II. Expenditures
 - Finance: Section III. Match
 - Finance: Section IV. Breakdown
 - Finance: Section V. Follow-up Questions
 - Finance: Section VI. COVID
 - Staffing: Section I. Number of Filled FTEs
 - Staffing: Section II. Number of Contracted FTEs
 - Staffing: Section III. Number of Persons
 - Staffing: Section IV. Race/Ethnicity of Filled Person
 - Staffing: Section V. COVID Report Validation Form 2020

Main Content Area:

- Project status: Development (Completed steps 0 of 7)
- Navigation: Project Home, Project Setup, Other Functionality, Project Revision History
- Main project settings** (Not started)
 - Enable Use surveys in this project? [?]
 - Enable Use longitudinal data collection with defined events? [?]
 - Modify project title, purpose, etc.
- Design your data collection instruments** (Not started)
 - Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)
 - Go to [Online Designer](#) or [Data Dictionary](#)
 - Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?
 - Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#) [Field Embedding](#)
- Enable optional modules and customizations** (Optional)
 - Enable Repeatable instruments [?]
 - Disable Auto-numbering for records [?]

REDCap screenshot: Finance



Report all COVID-related expenditures. Indicate the dollar amount for each cell. View the glossary for definitions of the funding sources, including a list of new COVID-specific funding sources.

| COVID Response | |
|---|----------------------|
| Federal CARES Act funds awarded from State of Minnesota to CHB by MDH <small>* must provide value</small> | <input type="text"/> |
| Federal CARES Act Funds awarded through Minnesota Department of Revenue, another state agency besides MDH, or directly from the federal government. <small>* must provide value</small> | <input type="text"/> |
| State of Minnesota funds awarded to the CHB by MDH for public health COVID-19 activities <small>* must provide value</small> | <input type="text"/> |
| Other local funds for public health COVID-19 activities <small>* must provide value</small> | <input type="text"/> |
| Other federal funds awarded by State of Minnesota for COVID-19 vaccination planning <small>* must provide value</small> | <input type="text"/> |
| Other COVID-19 funds (enter dollar amount) <small>* must provide value</small> | <input type="text"/> |

Remember to save



| Form Status | |
|-------------|--|
| Complete? | Incomplete <input type="button" value="v"/> |
| | <input type="button" value="Save & Exit Form"/> <input type="button" value="Save & Go To Next Form"/> <input type="button" value="v"/> |
| | <input type="button" value="-- Cancel --"/> |





Staffing

Summary of staffing sections

| Section in REDCap | Status | Time frame |
|-------------------------------------|-------------------------|-------------------------------|
| I. Number of filled FTEs | No changes to reporting | January 1 – February 29, 2020 |
| II. Number of contracted FTEs | No changes to reporting | January 1 – February 29, 2020 |
| III. Number of persons | No changes to reporting | January 1 – February 29, 2020 |
| IV. Race/ethnicity of filled person | No changes to reporting | January 1 – February 29, 2020 |
| V. COVID-19 | New section | March 1 – December 31, 2020 |

Best estimate of time spent on COVID-19

Time frame: The 10-month period from March 1 – December 31, 2020

Hourly employees

- Total number of COVID-19 hours (regular hours)
- Total number of COVID-19 overtime hours

Salaried employees

- Total number of COVID-19 hours during 8-hour workdays
- Total number of excess hours worked due to COVID-19 over 7 days
 - Imagine a “typical” 7-day week during the 10-month period
 - For that 7-day period, approximately how many hours *more than usual* did salaried employees work as a result of COVID-19?

Staffing: Section V

New FTE for COVID-19

Time frame: The 10-month period from March 1 – December 31, 2020

Indicate whether the CHB hired new employees for COVID-19. Consider part time or temporary employees. If yes, report the number of FTEs.

- **New filled employees for COVID-19:** Employees who are employed directly by the CHB or one of the LHDs in the CHB to carry out COVID-19-related activities.
- **New contracted employees for COVID-19** are positions contracted by the CHB or one of the LHDs in the CHB, to provide COVID-19-related activities.

Best estimate of volunteers for COVID-19

Time frame: The 10-month period from March 1 – December 31, 2020

Indicate whether the CHB relied on community volunteers for COVID-19.

If Yes, estimate:

- Number of volunteers
- Number of volunteer hours
- Exclude people contributing to COVID-19-related public health activities while paid or redeployed (e.g., by the CHB, or any local agency or organization).

- Use the free response option to share additional information about your CHB workforce as it relates to your CHB's response to COVID-19 for the period March 1, 2020-December 31, 2020.



Validation

Report validation form



Report Validation Form 2020

Data Access Group: **Aitkin-Itasca-Koochiching**

Editing existing Record ID **Aitkin-Itasca-Koochiching**

Record ID Aitkin-Itasca-Koochiching

CHB_ID

1

Region

NE

CHB Name

Aitkin-Itasca-Koochiching

Please review responses to all of the questions in each section before completing the Report Validation Survey. REDCap does not indicate questions skipped or unintentionally left blank.

MDH requires all CHS Administrators certify the data entered for the 2020 Expenditures and Staffing. To certify your CHB's responses [click on the link below](#) to complete the Report Validation Survey.

CLICK HERE:

[Report Validation Survey](#)



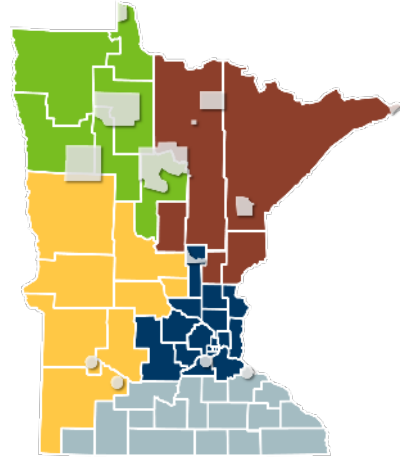
Questions?

- Annual LPH Act reporting collects information only on expenditures of the CHB
- New FTEs for COVID-19 refers to new filled or contracted FTEs compensated by the CHB (or LHD within CHB)
- Feel free to explain responses and/or provide local context in the optional spaces provided
- We will continue to update the website with questions and responses related to annual LPH Act reporting

Resources and support



Email health.ophp@state.mn.us and ask to be added to the LPH Act annual reporting email list



Visit [*Who is my public health nurse consultant?*](#) online, and ask questions



Email any questions about annual reporting to health.ophp@state.mn.us

The screenshot shows a web page with a dark blue header containing the Minnesota Department of Health logo and navigation links for HOME, TOPICS, and ABOUT US. A search bar is located in the top right. The main content area is white and features a left sidebar with navigation links, a central main heading and text, a list of bullet points, and a right sidebar with additional resources and contact information.

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Webinars from PHP
LPH Assessment and Planning cycle
Healthy Minnesota

- Do not share your REDCap username and password
- Do not use someone else's REDCap username and password
- Need a REDCap account?
Email: kerri.sawyer@state.mn.us
- Questions? Contact your public health nurse consultant or email health.ophp@state.mn.us



Thank you.

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