

Wisconsin Department of Health Services

Overdose Fatality Review

Scope of Work - Grant Deliverables and Expectations

Overdose Data to Action (OD2A) CDC Grant Number: NU17CE925003-04-00

Grant Period: 9/1/2022- 8/31/2023

Total amount Requested: \$44,833.**Name of Organization:** Sauk County Health Department

Signatory name, title, and email: Treemanisha Stewart, Health Officer,
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Contacts		Programmatic Contact	Fiscal Contact	DHS Contract Administrator
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Background

The Overdose Data to Action (OD2A) is a 3-year cooperative agreement that began in September 2019 and focuses on the complex and changing nature of the drug overdose epidemic and highlights the need for an interdisciplinary, comprehensive, and cohesive public health approach.

STRATEGY: Strategy 5 - State-Local Integration

Grant Objective: 5.2: Develop, maintain, or expand local overdose fatality reviews (OFRs) across Wisconsin to inform program and policy at local and state level.

Purpose of this Project: Data collected from and shared between multi-disciplinary partners provide an opportunity to have a better understanding of the context and circumstances surrounding overdose deaths, which assists the community in developing data-informed recommendations to prevent future fatal overdoses. Additionally, the OFR process can improve the consistency and quality of death data by increasing medical examiner/coroner and law enforcement awareness of scene and risk factor information that should be gathered during the investigation of a potential overdose death. The data collected and the recommendations formed will help inform prevention, intervention, and response efforts at the local and state level.

Organizational Overview *Include brief information about your organization.*

The Sauk County Health Department is a Level 3 Health Department serving Sauk County residents. We provide multiple services to the community to improve health and increase health equity, including: coalition building with community partners; communicable disease surveillance and response; Maternal and Child Health programming such as Women Infants and Children (WIC) and Nurse Family Partnership (NFP) Programs; and food, safety, and recreational licensing through the Department of Agriculture and Consumer Protection.

Scope of Work Summary

Include an overview of how you will conduct the work of the project being funded.

This grant will provide funds to local communities to develop a multidisciplinary overdose fatality review team, convene and facilitate reviews, collect data on overdose fatalities and enter the data into the OFR REDCap database, travel and attend trainings related to the OFR process, develop prevention recommendations, and share recommendations with DHS and DOJ, and other state and local partners.

Project Objective 1: Develop, maintain or expand OFRs in local communities.		
Activities	Deliverables	Timeline <i>Fill in start and end date</i>
1.Sub-Contract Facilitator, if applicable (if not, put N/A)	N/A	N/A
2.Continue to build partnerships and recruit members to multidisciplinary OFR team	New partners recruited to OFR team.	9/1/22-8/31/23
3.Participate in trainings offered by TTA Team, if applicable (if not, put N/A)	3.a. OFR database training for new staff 3.b. Received other training, as needed	9/1/22-8/31/23
4.Participate in one-on-one check-in calls (even-numbered months)	Site participates in one-on-one check-in calls	9/1/22-8/31/23
5.Participate in Community of Practice (learning) calls/meetings with other OFR teams (odd-numbered months)	Site participates in Community of Practice calls/meetings	9/1/22-8/31/23
6. Hold local county/multi-county OFR Frequency of case reviews: every other month	6.a.Review aggregate data to guide case selection; identify cases 6.b.Conduct Case review 6.c.Determination of recommendations 6.d.Case information and recommendations need to be entered into OFR data system in REDCap 6.e.Action plan for recommendations	9/1/22-8/31/23
7. Attend the Wisconsin Annual Summit (one day)*	Three - five team members attend the Wisconsin Annual Summit	9/1/22-8/31/23, date TBD
8. Attend the 1 ½ day National OFR Summit*	One – three key team members attend the 1 ½ day National OFR Summit	9/1/22-8/31/23, date TBD

*Pending return to travel permitted by state and local recommendations with the COVID-19 pandemic.

Project Objective 3: Conduct Next of Kin interviews for those descendants that died of an overdose and whose death will be reviewed at the local OFR.		
Activity	Deliverable	Timeline
3.1. NOK interviewers participate in IIR NOK Interviewer training	IIR Resources: NOK webinar viewed, NOK toolkit utilized to adapt protocol and materials, and 4-hour training attended	12/31/2022
3.2. Conduct NOK interviews by trained professional with descendant's adult family member, friend or loved one following a fatal drug overdose to assist with case review and recommendation development.	NOK interviews conducted, capturing personal information about descendant's life events and circumstances and interviewees connected/offered to services and support.	1/2/2022-8/31/2023
3.3 Enter interview data into OFR Data system	Interview data entered in the OFR database in REDCap.	1/2/2022-8/31/2023

Reporting Requirements (individualized by contract administrator)	Due Date
Progress Monitoring – <i>Provide info into quarterly Reflection and Progress spreadsheet and return to your Amy Parry at aparry@mcw.edu.</i> <ul style="list-style-type: none"> September 1, 2022 – November 30, 2022 December 1, 2022 – February 28, 2023 March 1, 2023 – May 31, 2023 June 1, 2023 – Aug. 31, 2023 	Dec. 7, 2022 March 7, 2023 June 7, 2023 Sept. 7, 2023
Expenditures to Community Aid Reporting System (CARS) (reimbursement upon submission of invoice, unless a purchase order contract	Monthly
Evaluation Data Reporting - <i>as specified in quarterly progress report spreadsheet and provided to Amy Parry at MCW.</i>	Quarterly
Changes to the budget, scope of work or deliverables should be discussed with your DHS Contract Administrator prior to making changes.	As needed

Allowable Costs and Activities
<i>Grant recipients will be required to comply with the Department of Health Services Allowable Cost Policy Manual: https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm</i>
Staff time
Travel/training* (pending return to travel permitted with COVID-19 pandemic)
Meeting expenses related to the project (meeting room, AV equipment, travel, speakers, etc.)
Office supplies, postage, copying, etc. related to the project
Consultant and contract services needed to implement the project

Unallowable Costs and Activities
Direct or indirect lobbying activities – see attached AR-12 for specific details
Costs or activities not directly related to the overall project description and scope of work
Provision of medical/clinical care
Direct funding for provision of substance use disorder treatment
Prohibited purchases: naloxone/Narcan®, syringes, furniture, equipment

Drug disposal – implementing or expanding drug disposal programs or drug take back programs, drug drop box, drug disposal bags
HIV/HCV/other STD/STI testing
Public safety activities that do not include clear overlap/collaboration with public health partner and objectives
Medication for Opioid Use Disorder (MOUD); funds can support training and education related to treating OUD, but not fees for medical licensing or DEA registration
Research
Construction
Capital expenditures and capital equipment. Capital equipment costs are defined as all costs associated with the acquisition of assets having a value in excess of \$5,000, and a useful life in excess of one year.

Invoicing and Program Reporting

- Submit Expenditures: Monthly.
- Expenditure reports should be submitted to CARS at DHS600RCars@dhs.wisconsin.gov and CC your DHS Contract Administrator.
- Invoices for a Purchase Order (PO) should be submitted to your DHS Contract Administrator.
- Final expenditure/invoices shall be received within 45 days of the contract end date.
- Progress and other reports shall be submitted to the DHS Contract Administrator, by the specified due date, in a format provided by the program.