

**Exhibit A  
Scope of Work**

**1. Service Overview**

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

This contract provides Local Assistance funds that are specifically authorized by the Health and Safety Code, Section 105290, to the (Contractor Name: County of Nevada ). The (Contractor Name: County of Nevada ) will provide direct case management for the children of California, as well as education to the communities, families, and health care providers within its jurisdiction. The (Contractor Name: County of Nevada ) will coordinate lead-related activities of local agencies and organizations, alert the Childhood Lead Poisoning Prevention Branch (CLPPB) to new sources of lead exposure and barriers in the continuum of care and prevention, and help develop creative strategies towards realizing a healthy, lead-safe environment in which all the children of the State of California can achieve their full potential. All activities described above are to support the State's Childhood Lead Poisoning Prevention Program.

The Scope of Work (SOW) outlines tasks, deliverables, and reporting timelines to guide daily activities and is a key component of the local health jurisdiction (LHJ) contract. The SOW aligns with the Program mission and vision statement, Program mandates, and Program strategic plan developed in collaboration with childhood lead poisoning prevention programs.

**2. Service Location**

The services shall be performed in (County/City Name: County of Nevada ).

**3. Service Hours**

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national and State observed holidays. The Contractor will establish a CDPH approved after-hours protocol for emergency blood lead levels.

**4. Project Representatives**

A. The project representatives during the term of this Agreement will be:

<b>California Department of Public Health</b> Contract Manager: Ali Alazzawi Telephone: 510-620-5627 Fax: 510-620-5656 Email: CLPPBContractManagers@cdph.ca.gov	<b>County/City Name</b> County of Nevada Name, Program Coordinator: Chie Newsom Telephone: (530) 470-2502 Fax: (530) 271-0836 Email: Chie.Newsom@nevadacountyca.gov
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B. Direct all inquiries to:

<b>California Department of Public Health</b>  Childhood Lead Poisoning Prevention Branch Attention: <b>Ali Alazzawi</b>  850 Marina Bay Parkway, Building P, Third Floor Richmond, CA 94804-6403  Telephone: (510) 620-5627 Fax: (510) 620-5656 Email: Ali.Alazzawi@cdph.ca.gov	<b>County/City Name:</b> County of Nevada  Childhood Lead Poisoning Prevention Program Attention: <b>Program Coordinator</b>  Chie Newsom Street Address: 500 Crown Point Circle, Suite 110  City, CA Zip: Grass Valley, CA 95945  Telephone: (530) 470-2502  Fax: (530) 271-0836  Email: Chie.Newsom@nevadacountyca.gov
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- C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this Agreement.
- D. All payments from CDPH to the Contractor shall be sent to the following address:

<b>Remittance Address</b>
Contractor: County of Nevada  Attention "Cashier": James Kraywinkel  Address: 500 Crown Point Circle, Suite 110  City, CA Zip: Grass Valley, CA 95945  Phone: (530) 470-2502  Fax: (530) 271-0836  Email: james.kraywinkel@nevadacountyca.gov

## 5. Scope of Work Changes

- A. Pursuant to Health and Safety Code Section 38077(b)(1), changes and revisions to the SOW contained in the agreement, may be proposed by the Contractor in writing. Failure to notify CDPH of proposed revisions to the SOW may result in an audit finding.
- B. CDPH will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the SOW within thirty (30) calendar days of the date the request is first received. Should CDPH fail to respond to the Contractor's request within thirty (30) calendar days of receipt, the Contractor's request shall be deemed approved.
- C. CDPH may also request changes and revisions to the SOW. CDPH will make a good-faith effort to provide the Contractor thirty (30) calendar days advance written notice of said changes or revisions.

- D. No changes to the SOW agreed to pursuant to this provisions shall take effect until the cooperative agreement is amended and the amendment is approved as required by law and this agreement.

**6. Required Deliverables for Program Review and Evaluation**

The Contractor will submit the following as deliverables to CLPPB:

- 1) Biannual Progress Reports using the Excel templates provided by CLPPB.
- 2) Quarterly invoices as outlined in Exhibit B, Provision 1.
- 3) Completed pages of the Lead Poisoning Follow-up Form (LPFF) and attachments.
- 4) Completed Form 8552 for each Lead Hazard Evaluation (includes clearance, Environmental Investigation [EI] and risk assessment) that is performed.
- 5) Status report, case management information, and other contract-related information as requested by CLPPB for program review.
- 6) Entry of data into the Response and Surveillance System for Childhood Lead Exposures II (RASSCLE II), as negotiated with CLPPB.
- 7) Contractor-developed educational materials, if any. (Must be approved by CLPPB prior to use.)

**7. Subcontracts Requirements**

Subcontracts with other governmental agencies may be allowed with prior CDPH approval.

**8. Services to be Performed**

Detailed description of the services to be performed are described on Exhibit A and Attachments I, II, and III. The expected services are linked to the goal, objectives, actions, reporting timelines, and deliverables and are described in each task. Number and breadth of activities pursued will be proportional to funding allocation. Services performed by (Contractor Name: County of Nevada ) will meet the minimum requirements for (Funding Level: Funding Level 1 ) and all actions will be pursued when resources are available.

**9. Confidentiality of Information**

All terms and conditions of this Agreement shall be enforceable as of the Start Date of July 1, 2023, on condition that the Agreement is signed by both parties. The privacy protections and restrictions in this Agreement shall apply to any CDPH PCI disclosed to Contractor, or collected, created, maintained, stored, transmitted or used by Contractor between July 1, 2023 and the date this Agreement is signed by both parties.

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Vision:** A healthy, lead-safe environment where all children can achieve their full potential.

**Mission:** To eliminate childhood lead poisoning by identifying and caring for children who are lead poisoned and preventing environmental exposures to lead.

**Goal 1:** Establish and support a successfully administered and equity-centered childhood lead poisoning prevention program (CLPPP) in every local health jurisdiction.

**Objective 1** Enhance the reach of the Childhood Lead Poisoning Prevention Program statewide.

Title of a CLPPP staff person responsible for Goal 1, Objective 1 Tasks: CLPPP Coordinator

For support on Goal 1 Objective 1, contact CLPPB at: CLPPBContractManagers@cdph.ca.gov.

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Objective 1 Tasks	Deliverables (Reported in Administration Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> CLPPP coordinator ensures implementation of all Scope of Work Program objectives, actions, and tasks through up-to-date staff assignments for all roles, including Public Health Nurse (PHN). Contractor ensures continuity of operations through back-up staff as needed for roles including PHN and Environmental Professional (EP). <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Designate and maintain updated list of CLPPP staff, including back-up and in-kind staff, and details of their access to confidential data.</p>	<p>Every January 31 and July 31, beginning January 31, 2024.  Additionally, CLPPB must be notified within five working days of staff changes at <u>CLPPBContractManagers@cdph.ca.gov</u>.</p>
<p><b>Task 2:</b> Confirm staff providing services to children have and maintain required professional qualifications and criteria, as outlined in Appendix 1: Baseline Contract Requirements for Case Management Services.</p>	<p>Report current licensing information.</p>	<p>Every January 31 and July 31, beginning January 31, 2024.</p>

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.

**Objective 2** Establish sustainable funding to address all mandates and essential functions.

Title of a CLPPP staff person responsible for Goal 1, Objective 2 Tasks: CLPPP Coordinator

For support on Goal 1 Objective 2 Task 1, contact CLPPB at: [CLPPBContractManagers@cdph.ca.gov](mailto:CLPPBContractManagers@cdph.ca.gov). For support on Goal 1 Objective 2 Task 2, contact CLPPB at: [MCLPCoordinator@cdph.ca.gov](mailto:MCLPCoordinator@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Objective 2 Tasks	Deliverables (Sent to <a href="mailto:CLPPBContractManagers@cdph.ca.gov">CLPPBContractManagers@cdph.ca.gov</a> )	Reporting Due Date
<b>Task 1:</b> Submit complete, accurate, and timely invoices as specified in current CLPPB policies. Reporting periods: Q1: July 1 - September 30 Q2: October 1 - December 31 Q3: January 1 - March 31 Q4: April 1 - June 30	1. Cover Letter 2. Completed Invoice: Invoice, Title XIX, Personnel Summary 3. Signed invoice package checklist 4. Expense documentation/receipts (for expenses over a specific dollar amount)	October 30, January 30, April 30, July 30 (30 calendar days after the end of each quarter.)

The Medi-Cal Lead Program (MCLP) is an optional source of additional funding to support case management activities. Please indicate participation in the MCLP by selecting the box below.

**Task 2:** Check  if Task 2 will be pursued.

Submit complete, accurate, and timely MCLP documentation as specified in the MCLP Invoice Processing User Manual and Proper Accounting Procedures document. Reporting periods: Q1: July 1 - September 30 Q2: October 1 - December 31 Q3: January 1 - March 31 Q4: April 1 - June 30	Title XIX Claiming Cover letter Excel MCLP Invoice Processing Workbook Monthly time study worksheet for each MCLP staff member Travel expense documentation	October 30, January 30, April 30, July 30 (30 calendar days after the end of the quarter.)
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Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Objective 3** Develop and implement effective training programs for all Program staff.

**Action 3.1** Train new Program staff to ensure effective implementation of lead poisoning prevention strategies.

Title of a CLPPP staff person responsible for Goal 1, Action 3.1 Tasks: CLPPP coordinator

For support on Goal 1 Action 3.1, contact CLPPB at: CLPPBContractManagers@cdph.ca.gov CN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

<b>Action 3.1 Tasks</b>	<b>Deliverables (Reported in Administration Performance Tracker)</b>	<b>Reporting Due Date</b>
<b>Task 1:</b> New Program staff will fully participate in trainings to ensure effective implementation of lead poisoning prevention strategies.	Meeting details, including date, topic, and attendees.	Within 6 months of joining the CLPPP.

**Action 3.2** Trainings, ongoing technical support, and peer-to-peer learning are provided for CLPP Program staff.

*Goal 1, Action 3.2 will be completed by all CLPPPs. Task 2b will be completed by all CLPPPs with available resources. Please select the box below if Task 2b will be pursued.*

Title of a CLPPP staff person responsible for Goal 1, Action 3.2 Tasks: CLPPP Coordinator

For support on Goal 1 Action 3.2 Tasks 1 & 3, contact CLPPB at: CLPPBContractManagers@cdph.ca.gov. For support on Goal 1 Action 3.2 Task 2, contact CLPPB at PDSS@cdph.ca.gov.

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_ CN

<b>Action 3.2 Tasks</b>	<b>Deliverables (Reported in Administration Performance Tracker)</b>	<b>Reporting Due Date</b>
<b>Task 1:</b> Relevant CLPPP staff will attend annual refresher trainings on the following topics: program operations, Medi-Cal Lead Program (MCLP), clinical	Meeting details, including date, topic, and attendees.	Every July 31, beginning July 31, 2024.

Fill in LHJ Name: County of Nevada  
Funding Level: Funding Level 1

<p>case management, environmental services, health education, and data security. <i>Reporting periods: July 1, 2023 – June 30, 2024, and subsequent 12-month reporting periods.</i></p>			
<p><i>Task 1 Resources: By May 1, 2023, CLPPB subject matter experts will routinely implement trainings with CLPPP staff and provide ongoing technical support, offering opportunities to provide feedback to improve trainings, tools, or other guidance.</i></p>			
<p><b>Task 2:</b> Each CLPPP coordinator, or another designated CLPPP staff person, will attend regional and statewide Program meetings and represent the contractor at CLPPB-sponsored meetings, trainings, and working groups as requested. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Meeting details, including date, topic, and attendees.</p>		<p>Every January 31 and July 31, beginning January 31, 2024.</p>
<p><b>Task 2b (as resources allow):</b> Check <input type="checkbox"/> if Task 2b will be pursued.</p>			
<p>Host, facilitate, and/or take minutes at one or more regional meetings each fiscal year.</p>	<p>Meeting minutes with names of host, facilitator, and minutes taker (submitted by minute taker to <a href="mailto:PDSS@cdph.ca.gov">PDSS@cdph.ca.gov</a>).</p>		<p>Within 4 weeks of the regional meeting.</p>
<p><b>Task 3:</b> Convene and conduct team meetings at least quarterly, in person or remotely, with participation by all of contractor's team members. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Meeting details, including date, attendees, and meeting minutes.</p>		<p>Every January 31 and July 31, beginning January 31, 2024.</p>

**Objective 4** Continuous Program improvement through ongoing data-driven performance assessment.

Title of a CLPPP staff person responsible for Goal 1, Objective 4 Tasks: CLPPP Coordinator

For support on Goal 1 Objective 4, contact CLPPB at: [PDSS@cdph.ca.gov](mailto:PDSS@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_ CN

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Objective 4 Tasks	Deliverables (Uploaded to SharePoint, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Submit complete, accurate, and timely performance trackers to the CLPPP SharePoint site. <i>Reporting periods are six months long and adhere to the following biannual intervals: January 1 - June 30 and July 1 - December 31 of each year.</i></p>	<p>Administration Performance Tracker                      Case Management Performance Tracker                      Environmental Performance Tracker                      Outreach Performance Tracker</p>	<p>Every 6 months on January 31 and July 31 (a month after the end of each reporting period).                       If a time extension is required, the contractor shall make the request to CLPPB via email at <a href="mailto:PDSS@cdph.ca.gov">PDSS@cdph.ca.gov</a>.</p>
<p><b>Task 2:</b> Comply with all performance tracker findings to improve services provided, documentation, and reporting.</p>	<p>Responses to all performance tracker findings and updated documentation as necessary.</p>	<p>Within 30 calendar days of receipt of the Performance Measure Summary.</p>
<p><b>Task 3:</b> Participate fully in a program monitoring review at least once per contract cycle.</p>	<p>Email correspondence with CLPPB site review coordinator.                      Site review attendance sheet.</p>	<p>N/A (CLPPB will maintain this documentation)</p>
<p><b>Task 4:</b> Comply with all program improvement requirements of the program monitoring process. Contractors found to be out of compliance during program monitoring may be subject to more frequent monitoring, and if findings are not corrected, sanctions may be imposed.</p>	<p>Responses to all program monitoring actions required (submitted to CLPPB site review coordinator).                      Progress on recommendations for program improvement, as necessary (reported every 6 months in Administration Performance Tracker).</p>	<p>Within 8 weeks of receipt of the Program Monitoring Site Review Summary Letter.</p>

**Objective 5** Cultivate an inclusive workplace to attract and retain a diverse, empowered, and highly engaged workforce.

Title of a CLPPP staff person responsible for Goal 1, Objective 5 Tasks: CLPPP Coordinator

For support on Goal 1 Objective 5, contact CLPPB at: [PDSS@cdph.ca.gov](mailto:PDSS@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Objective 5 Tasks	Deliverables (Reported in Administration, Outreach, and Environmental Performance Trackers)	Reporting Due Date



Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 1:</b> Report on efforts to incorporate a Racial and Health Equity lens into daily contractor operations to meet Program mission.</p>	<p>Descriptions of Racial and Health Equity efforts, including changes in protocols and practices to foster equitable health outcomes in populations served.</p>	<p>Every January 31 and July 31, beginning January 31, 2024.</p>
<p><i>Task 1 Resources: CLPPB will take actions to support a diverse and skilled public health workforce through racial and health equity (RHE) capacity building. This includes hosting a Lunch n' Learn speaker series to discuss RHE best practices and learn how to implement effective strategies within local communities to foster equitable prevention of childhood lead poisoning.</i></p>		

**Goal 2:** Develop and engage in multi-level transdisciplinary partnerships to leverage strategies for lead poisoning prevention.

*Utilize Attachment 3: Partnership Assessment Tool to document current partnerships and establish a baseline from which to build future partnerships during the FY 2023-2026 contract cycle. Submit the completed appendix with the SOW.*

**Objective 1** Expand collaborative efforts to improve and deliver comprehensive Program services and foster future research and collaborative opportunities.

Title of a CLPPP staff person responsible for Goal 2, Objective 1 Tasks: CLPPP Coordinator

For support on Goal 2 Objective 1, contact CLPPB at: PDSS@cdph.ca.gov.

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

*Contractor will transition from networking to intervention-based collaboration with existing partners (documented in Attachment 3, Table 2) by following the progressive task process below to meet Objective 1:*

<b>Objective 1 Tasks</b>	<b>Deliverables (Reported in Outreach Performance Tracker)</b>	<b>Reporting Due Date</b>
<p><b>Task 1:</b> Conduct activities needed to strengthen partnership, including establishing more clearly defined roles, creating shared decision-making around joint work, developing channels for regular communication, and establishing written consensus. <i>Reporting period: July 1 – December 31, 2023.</i></p>	<p>Dates of meetings. Meeting objectives and meeting outcomes. Written consensus between partners.</p>	<p>January 31, 2024</p>

Fill in LHJ Name: County of Nevada Funding Level: Funding Level 1

<p><b>Task 2:</b> Effectively communicate up-to-date and solution-focused health information with partners and communities by completing the following: Implementing best practices (identified by CLPPB). Establishing a mechanism to receive feedback from community-based organizations who interface with communities at high-risk of lead exposure. Co-developing strategies for effective online and traditional messaging.</p> <p><i>Reporting period: January 1 – June 30, 2024.</i></p>	<p>Documentation of best practices implemented. Overview of feedback mechanism. Draft strategies for effective messaging for CLPPB approval.</p> <p>July 31, 2024</p>
<p><i>Task 2 Resources: By July 1, 2023, CLPPB will upload best practices for effective communication to SharePoint.</i></p>	
<p><b>Task 3:</b> Conduct activities needed to enhance strategies for lead poisoning prevention (e.g., hosting meetings to learn and discuss strategies, discussions with partners via phone or email) and co-develop interventions.</p> <p><i>Reporting period: July 1 – December 31, 2024.</i></p>	<p>List of draft interventions and quantitative evaluation plans for CLPPB approval.</p> <p>January 31, 2025</p>
<p><b>Task 4:</b> Implement, track, and evaluate interventions with partners.</p> <p><i>Reporting periods: January 1 – June 30, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Finalized list of interventions. Qualitative and quantitative data on success of implemented interventions. Documentation of all educational materials distributed, and estimated number of people reached. Summary of feedback every 6 months, as applicable.</p> <p>Every January 31 and July 31, beginning July 31, 2025.</p>
<p><i>Task 3&amp;4 Resources: Refer to the Evaluation Toolkit (2021) for information and templates to assist with evaluation.</i></p>	

**Objective 2** Develop and implement population-based interventions and policies with and for communities who are at highest risk of lead exposure.

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Title of a CLPPP staff person responsible for Goal 2, Objective 2 Tasks: CLPPP Coordinator

For support on Goal 2 Objective 2, contact CLPPB at: [PDSS@cdph.ca.gov](mailto:PDSS@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge:          CN

*Referencing the partnership categories in Attachment 3 Table 3, contractor will develop and leverage new partnerships in all categories for which an existing partnership does not yet exist, according to the local funding level. Follow the progressive task process below to meet Objective 2:*

<b>Objective 2 Tasks</b>	<b>Deliverables (Reported in Outreach Performance Tracker)</b>	<b>Reporting Due Date</b>
<p><b>Task 1:</b> Conduct activities needed to establish partnership, such as researching and contacting potential partners, meeting to discuss roles and responsibilities, and establishing written consensus with partners. <i>Reporting period: July 1, 2023 – December 31, 2023, January 1 – June 30, 2024, or July 1 – December 31, 2024 (as specified in Attachment 3).</i></p>	<p>List of researched and identified organizations. Written consensus between partners.</p>	<p>According to schedule in Attachment 3: Partnership Assessment Tool (Table 3).</p>
<p><b>Task 2:</b> Conduct activities needed to co-develop strategies for lead poisoning prevention, such as meeting to learn and discuss strategies, discussing via phone, or emailing with partners. <i>Reporting period: January 1 – June 30, 2024, July 1 – December 31, 2024, or January 1 – June 30, 2025 (as specified in Attachment 3).</i></p>	<p>Dates of meetings. Meeting objectives and meeting outcomes.</p>	<p>Within 6 months after completion of Task 1.</p>
<p><b>Task 3:</b> Conduct activities needed to co-draft interventions with partners, building on strategies identified in Task 2, such as sharing existing interventions, meeting to create or revise interventions, or soliciting community input on draft intervention strategies.</p>	<p>List of draft interventions and quantitative evaluation plans for CLPPB approval.</p>	<p>Within 6 months after completion of Task 2.</p>

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><i>Reporting period: July 1 – December 31, 2024, January 1 – June 30, 2025, or July 1 – December 31, 2025 (as specified in Attachment 3).</i></p>	
<p><b>Task 4:</b> Implement, track, and evaluate interventions with partners.  <i>Reporting period: January 1 – June 30, 2025, July 1 – December 31, 2025, or January 1 – June 30, 2026 (as specified in Attachment 3), and subsequent 6-month reporting periods.</i></p>	<p>Finalized list of interventions. Qualitative and quantitative data on success of implemented interventions. Documentation of all educational materials distributed, and estimated number of people reached.</p>
<p><i>Task 3&amp;4 Resources: Refer to the Evaluation Toolkit (2021) for information and templates to assist with evaluation.</i></p>	

**Goal 3:** Create lead-safe environments by identifying and reducing lead hazards where children live, play, learn, and spend time.

**Objective 1** Proactively inspect for, identify, and ensure remediation of lead hazards to equitably prevent childhood lead poisoning.

*For support on Goal 3 Objective 1, contact CLPPB at [LHRS1@cdph.ca.gov](mailto:LHRS1@cdph.ca.gov).*

**Action 1.1** Strengthen Program proactive inspections and remediation oversight.

*CLPPPs are encouraged to pursue as many proactive inspections as possible to address the needs of local communities. At minimum, ensure that the following requirements are met:*

- o *Funding Level 1: At least 1 proactive inspection per reporting period.*
- o *Funding Level 2: At least 3 proactive inspections per reporting period.*
- o *Funding Level 3: At least 5 proactive inspections per reporting period.*

Title of a CLPPB staff person responsible for Goal 3, Action 1.1: Environmental Professional \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL \_\_\_\_\_

<b>Action 1.1 Tasks</b>	<b>Deliverables (Reported in Environmental Performance Tracker, or as specified)</b>	<b>Reporting Due Date</b>

Fill in LHJ Name: County of Nevada Funding Level: Funding Level 1

<p><b>Task 1:</b> Document a standard operating procedure (SOP) which delineates how proactive inspections will be performed to prevent childhood lead poisoning in areas at high-risk of lead exposure.</p>	<p>Draft SOP (workplan) for CLPPB approval, including the criteria that will be used to determine the sites of proactive inspections and criteria used to document lead hazard removal/remediation (submitted with the SOW).</p>	<p>Submitted with SOW.</p>
<p><i>Task 1 Resources: By September 1, 2022, CLPPB will upload to SharePoint guidance on developing an SOP (workplan). Please re-submit workplans if previously submitted during FY 2020-2023 contract cycle.</i></p>		
<p><b>Task 2:</b> As necessary, revise SOP, including to strengthen proactive inspections based on CLPPB guidance and referral system models.</p>	<p>SOP for CLPPB approval, when updated (uploaded to SharePoint).</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><i>Task 2 Resources: By July 1, 2023, CLPPB will upload to SharePoint a toolkit of referral system models to provide guidance on strengthening criteria for proactive inspections.</i></p>		
<p><b>Task 3:</b> Conduct and track at least {LHJ fills in #} 1 proactive inspections. When lead hazards are identified, conduct and track follow-up activities to ensure lead hazard remediation. <i>Reporting periods: July 1, 2023 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Documented proactive inspections and follow-up activities performed.</p>	<p>Every July 31 and July 31, beginning January 1, 2024.</p>
<p><i>Task 2 Resources: By January 1, 2025, CLPPB will upload updated EP Guidance on proactive inspections to SharePoint and will have provided trainings on conducting proactive inspections and remediation oversight.</i></p>		

**Action 1.2 Support incorporation of lead hazard identification into existing local proactive inspection programs.**

Goal 3, Action 1.2 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3 by the reporting due date indicated below. For those with available resources in Funding Levels 1 and 2, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date.

Title of a CLPPP staff person responsible for Goal 3, Action 1.2: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 1.2 Tasks	Deliverables	Reporting Due Date
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Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<b>(Reported in Environmental Performance Tracker, or as specified)</b>		
<p><b>Task 1:</b> Identify at least {LHJ fills in #} local inspection program(s) to pilot integration of lead hazards into routine inspections. <i>Reporting period: July 1, 2023 – June 30, 2024, or as specified.</i></p>	<p>Criteria used to identify local inspection program for pilot. Name and contact information for local inspection program.</p>	<p>July 31, 2024</p>
<p><b>Task 2:</b> Host meetings and trainings to support the local inspection programs to pilot integration of lead hazards into routine inspections. <i>Reporting period: July 1 – December 31, 2024, or as specified.</i></p>	<p>Training attendees, minutes, agenda, and evaluation tool results (uploaded to SharePoint).</p>	<p>January 31, 2025</p>
<p><i>Tasks 2&amp;3 Resources: By October 1, 2024, CLPPB will upload a model plan, including training resources, to SharePoint to support LHJs to integrate lead hazard identification and citation into existing inspection programs.</i></p>		
<p><b>Task 3:</b> Track qualitative and quantitative feedback on the success of the pilot program. <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>Quantitative and qualitative feedback (uploaded to SharePoint).</p>	<p>July 31, 2025</p>
<p><b>Task 4:</b> As resources allow, conduct additional trainings and track lead hazard identification, either with above proactive inspection programs and/or new partners. <i>Reporting periods: July 1 – December 31, 2025, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>Training attendees, minutes, agenda, and evaluation tool results (uploaded to SharePoint). Quantitative and qualitative data.</p>	<p>January 31 and July 31, after completion of Task 3.</p>
<p><i>Task 2 - 4 Resources: Refer to the Evaluation Toolkit (2021) for information and templates to assist with evaluation.</i></p>		

**Action 1.3 Leverage funding for comprehensive healthy housing remediation.**

Goal 3, Action 1.3 will be completed by all CLPPBs with available resources and is required for those with Funding Level 3 by the reporting due date indicated below. For those with available resources in Funding Levels 1 and 2, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date.

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Title of a CLPPP staff person responsible Goal 3, Action 1.3: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 1.3 Tasks	Deliverables (Uploaded to SharePoint)	Reporting Due Date
<p><i>Action 1.3 Resources: By July 1, 2024, CLPPB will train CLPPPs and upload a toolkit to SharePoint with documented mechanisms for leveraging funding for health housing remediation.</i></p> <p><b>Task 1:</b> Develop written consensus between partners with at least {LHJ fills in #} public and/or private organizations to facilitate and/or fund lead abatement work and outline roles, responsibilities, and mechanisms which will be pursued. <i>Reporting period: July 1, 2023 – June 30, 2024, or as specified.</i></p> <p><b>Task 2:</b> Implement mechanisms to leverage funding for healthy housing. <i>Reporting period: July 1, 2024 – June 30, 2025, or as specified, and subsequent 12-month reporting periods.</i></p>	<p>Written consensus between partners. Outline of roles, responsibilities, and mechanisms which will be pursued.</p>	<p>July 31, 2024</p>
<p><b>Objective 2</b> Improve education for tenants on rights and resources to ensure safety during lead hazard evaluation and remediation.</p> <p><i>For support on Goal 3 Objective 2, contact CLPPB at: <a href="mailto:LHRS1@cdph.ca.gov">LHRS1@cdph.ca.gov</a>.</i></p> <p><b>Action 2.1</b> Increase tenant capacity to identify and report tips/complaints of lead hazards and unsafe work practices.</p>	<p>List of mechanisms used, activities performed, and resulting outcomes</p>	<p>July 31 after completion of Task 1.</p>

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL \_\_\_\_\_

Title of a CLPPP staff person responsible for Goal 3, Action 2.1: Public Health and Environmental Health Staff

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL \_\_\_\_\_

Action 2.1 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
<p><b>Objective 2</b> Improve education for tenants on rights and resources to ensure safety during lead hazard evaluation and remediation.</p> <p><b>Action 2.1</b> Increase tenant capacity to identify and report tips/complaints of lead hazards and unsafe work practices.</p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 1:</b> Implement strategies to facilitate reporting of tips/complaints. <i>Reporting periods: July 1 – December 31, 2023, and January 1 – June 30, 2024.</i></p>	<p>Tracked completion of strategies for effective reporting.</p>	<p>January 31, 2024, and July 31, 2024.</p>
<p><i>Task 1 Resources: By October 1, 2023, CLPPB will upload a toolkit with compiled strategies for effective reporting of tip/complaints to SharePoint.</i></p>		
<p><b>Task 2:</b> Incorporate reporting of tip/complaints into routine communications and educational materials, using best practices for effective communication. <i>Reporting period: July 1 – December 31, 2024.</i></p>	<p>Updated educational materials (uploaded to SharePoint).</p>	<p>January 31, 2025</p>
<p><i>Task 2 Resources: By July 1, 2023, CLPPB will publish a summary of best practices on SharePoint for effective messaging for targeted audiences.</i></p>		
<p><b>Task 3:</b> Track tips/complaints received, and follow-up activities performed in performance tracker. <i>Reporting periods: January 1 – June 30, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Details of tips and complaints Details of corresponding follow-up activities</p>	<p>January 31 and July 31, beginning July 31, 2025.</p>

**Action 2.2 Improve family access to short-term low-cost lodging during remediation.**

*Goal 3, Action 2.2 will be completed by all CLPPPs with available resources and is required for those with Funding Levels 2 and 3 by the reporting due date indicated below. For those with available resources in Funding Level 1, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date. CLPPPs are encouraged to pursue as many partnerships as possible to address the needs of local communities. At minimum, ensure that the following requirements are met:*

- *Funding Level 2: At least 1 partner.*
- *Funding Level 3: At least 2 partners.*

Title of a CLPPP staff person responsible for Goal 3, Action 2.2: \_\_\_\_\_  
Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 2.2 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
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Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 1:</b> Identify and establish written consensus with {LHJ fills in #} organizations that can provide families short-term low-cost lodging, such as local community or faith-based organizations. <i>Reporting period: July 1 – December 31, 2024, or as specified.</i></p>	<p>Written consensus between partners (uploaded to SharePoint).</p>	<p>January 31, 2025</p>
<p><b>Task 2:</b> Document a standard operating procedure (SOP) for connecting families with temporary lodging, incorporating co-developed processes for referrals and follow-up to ensure temporary lodging is provided by partners in necessary circumstances. <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>Draft SOP (uploaded to SharePoint).</p>	<p>July 31, 2025</p>
<p><b>Task 2 Resources:</b> By July 1, 2023, CLPPB will upload to SharePoint a summary of survey findings on family relocation procedures. By January 1, 2024, CLPPB will upload to SharePoint an example SOP for connecting families with temporary lodging.</p>		
<p><b>Task 3:</b> Track referrals made, and families provided short-term lodging during remediation according to SOP. <i>Reporting period: July 1 – December 31, 2025, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>List of referrals made. Number of families provided short-term lodging.</p>	<p>January 31 and July 31 after completion of Task 2.</p>
<p><b>Task 3 Resources:</b> By July 1, 2024, CLPPB, with assistance of CLPPPs with available resources, will have developed and uploaded to SharePoint resources to provide families with local low-cost lodging information. Please indicate participation by designating the CLPPP contact name(s) of those who will assist.</p>		

**Action 2.3 Ensure access to low-cost legal services for tenants.**

Goal 3, Action 2.3 will be completed by all CLPPPs with available resources and is required for those with Funding Levels 2 and 3 by the reporting due date indicated below. For those with available resources in Funding Level 1, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date. CLPPPs are encouraged to pursue as many partnerships as possible to address the needs of local communities. At minimum, ensure that the following requirements are met:

Funding Level: Funding Level 1

Fill in LHJ Name: County of Nevada

- *Funding Level 2: At least 1 partner.*
- *Funding Level 3: At least 2 partners.*

Title of a CLPPP staff person responsible for Goal 3, Action 2.3: \_\_\_\_\_  
 Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 2.3 Tasks	Deliverables (Uploaded to SharePoint, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Develop a list of potential partner organizations that can assist in connecting tenants to low-cost legal support services.  <i>Reporting period: July 1 – December 31, 2023, or as specified.</i></p>	<p>List of potential partners.</p>	<p>January 31, 2024</p>
<p><b>Task 2:</b> Identify and establish written consensus with {LHJ fills in #} organizations that connect tenants to low-cost legal support services.  <i>Reporting period: January 1 – June 30, 2024, or as specified.</i></p>	<p>Written consensus between partners.</p>	<p>July 31, 2024</p>
<p><b>Task 3:</b> Follow guidance in CLPPB toolkit to co-develop processes for referrals and follow-up with established partners.  <i>Reporting period: July 1 – December 31, 2024, or as specified.</i></p>	<p>Draft processes for referrals and follow-up with established partners.</p>	<p>January 31, 2025</p>
<p><b>Task 3 Resources:</b> <i>By January 1, 2024, CLPPB will upload a toolkit to SharePoint with guidance for CLPPPs on connecting tenants to low-cost legal services.</i></p>		
<p><b>Task 4:</b> Document an SOP for connecting tenants with low-cost legal services.  <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>Draft SOP.</p>	<p>July 31, 2025</p>

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 5:</b> Take actions following the SOP to connect tenants to low-cost legal services as necessary for protections from lead exposure and eviction during the lead hazard evaluation and remediation processes. <i>Reporting periods: July 1 – December 31, 2025, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>List of actions taken to connect tenants to low-cost legal services (reported in Environmental Performance Tracker).</p>	<p>January 31 and July 31, after completion of Task 4.</p>
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**Objective 3** Proactively reduce children's lead exposure to non-housing items based on known exposure data.

For support on Goal 3 Objective 3, contact CLPPB at: [LHRS1@cdph.ca.gov](mailto:LHRS1@cdph.ca.gov).

**Action 3.1** Provide clear information on items with known lead contamination and alternatives.

Title of a CLPPP staff person responsible for Goal 3, Action 3.1: Public Health and Environmental Health Staff

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL

<p><b>Action 3.1 Tasks</b></p>	<p><b>Deliverables (Reported in Environmental Performance Tracker)</b></p>	<p><b>Reporting Due Date</b></p>
<p><b>Task 1:</b> Follow the monitoring and publication system with updated information about lead content from tested products. <i>Reporting periods: July 1 – December 31, 2024, and subsequent 6-month reporting periods.</i></p>	<p>Dates, names, and locations of published items with known lead contamination.</p>	<p>January 31 and July 31, beginning January 31, 2025.</p>
<p><i>Task 1 Resources: By October 1, 2024, CLPPB will share criteria with the CLPP Program for ongoing monitoring and publication of a publicly available system for items with known lead contamination and hosted trainings and meetings designed to educate CLPPPs on use of the system.</i></p>		

**Action 3.2** CLPPB effectively coordinates with regulatory agencies and enhances referral systems to regulate consumer products tested with lead content.

Title of a CLPPP staff person responsible for Goal 3, Action 3.2: Environmental Professional

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Action 3.2 Tasks	Deliverables (Submitted via email in response to CLPPB)	Reporting Due Date
<b>Task 1:</b> Provide complete and timely supplemental information to CLPPB about non-housing samples with detectable lead upon request.	Supplemental Non-housing Description Form	Within 5 business days of CLPPB request.
<i>Note: coordination with regulatory agencies is primarily CLPPB responsibility. The contractor task is above.</i>		

**Action 3.3 Proactively collect and test high-risk non-housing samples for lead contamination.**

*Goal 3, Action 3.3 will be completed by all CLPPPs with available resources and is required for those with frequent non-housing sources of lead exposure. Please designate the title of the staff person responsible if the contractor will report on progress made towards this action. CLPPPs are encouraged to pursue as many proactive sampling events as possible and address the needs of local communities. For CLPPPs with frequent non-housing sources of lead exposure, ensure that the following minimum requirements are met:*

- *Funding Level 1: At least 1 sampling event.*
- *Funding Level 2: At least 3 sampling events.*
- *Funding Level 3: At least 5 sampling events.*

Title of a CLPPP staff person responsible for Goal 3, Action 3.3: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 3.3 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
<b>Task 1:</b> Proactively collect and test batches of high-risk non-housing samples at {LHJ fills in #} sampling events. <i>Reporting period: January 1 – June 30, 2024.</i>	Details of sample collection activities and results.	July 31, 2024
<i>Task 1 Resources: By January 1, 2024, CLPPB will share protocols with CLPPPs and host trainings to support LHJ staff to proactively collect and test non-housing samples.</i>		
<b>Task 2:</b> Summarize recommendations and successful case studies from the proactive high-risk non-housing sample collection in task 1.	Written summary (uploaded to SharePoint).	January 31, 2025

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<i>Reporting period: July 1 – December 31, 2024.</i>		
<b>Task 3 (as resources allow):</b> Check <input type="checkbox"/> if Task 3 will be pursued.		
Proactively collect and test batches of high-risk non-housing samples at a minimum of {LHJ fills in #} sampling events, following recommendations and guidance. <i>Reporting periods: July 1 – December 31, 2025, and subsequent 6-month reporting periods.</i>	Details of sample collection activities and results.	January 31 and July 31, beginning January 31, 2026.
<i>Task 3 Resources: By July 1, 2025, CLPPB will upload a summary of recommendations and case studies from data analysis of sampling conducted in Tasks 1 and 2 to SharePoint.</i>		

**Objective 4** Strengthen code enforcement strategies to ensure access to lead-safe housing.

*For support on Goal 3 Objective 4, contact CLPPB at: [LHRS1@cdph.ca.gov](mailto:LHRS1@cdph.ca.gov).*

**Action 4.1** Ensure LHJs are provided with adequate support for adhering to enforcement response policies.

*Goal 3, Action 4.1 will be completed by all CLPPPs. Task 3b will be completed by all CLPPPs with available resources and is required for those with Funding Level 3. Please select the box below if Task 3b will be pursued. Use the dropdown menus in the Reporting Due Date column to designate if the contractor will report on progress made towards Tasks 1-3, and Task 3b if applicable, by an alternate date to that indicated below.*

Title of a CLPPP staff person responsible for Goal 3, Action 4.1: Public Health and Environmental Health Staff

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL         

<b>Action 4.1 Tasks</b>	<b>Deliverables (Reported in Environmental Performance Tracker, or as specified)</b>	<b>Reporting Due Date</b>
<b>Task 1:</b> Co-develop interagency referral and reporting procedures with partners to foster cooperation and ensure compliance. <i>Reporting period: July 1 – December 31, 2023.</i>	Documented details of actions taken with partners.	January 31, 2024
<i>Task 1 Resources: By July 1, 2023, CLPPB will upload to SharePoint a toolkit to provide support for enforcement response policies.</i>		

Fill in LHJ Name: County of Nevada  
Funding Level: Funding Level 1

<p><b>Task 2:</b> Draft progressive enforcement procedures or update enforcement response policy (ERP) and submit to CLPPB. <i>Reporting period: January 1 – June 30, 2024.</i></p>	<p>Draft procedures or current ERP (uploaded to SharePoint).</p>	<p>July 31, 2024</p>
<p><i>Task 2 Resources: By July 1, 2024, CLPPB will provide training to support CLPPPs to develop progressive enforcement procedures and adhere to enforcement response policies.</i></p>		
<p><b>Task 3:</b> Incorporate CLPPB feedback. <i>Reporting period: July 1, 2024 – December 31, 2024.</i></p>	<p>Updated procedures or ERP (uploaded to SharePoint).</p>	<p>January 1, 2025</p>
<p><b>Task 3b:</b> Check <input type="checkbox"/> if Task 3b will be pursued.</p>		
<p>Obtain local approval of ERP.</p>	<p>List actions taken to obtain local approval of ERP. Locally approved ERP (uploaded to SharePoint).</p>	<p>Every 6 months after completion of Task 3 and until approval of ERP obtained on:</p>
<p><i>Task 3&amp;3b Resources: By October 1, 2024, CLPPB will provide feedback and revisions for ERP improvement.</i></p>		
<p><b>Task 4:</b> Follow progressive enforcement procedures or policy to take escalated enforcement actions as necessary. <i>Reporting periods: January 1 – June 30, 2025, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>Documentation of actions taken following procedures or policy.</p>	<p>Every January 31 and July 31, after completion of Task 3.</p>

**Action 4.2** Engage with code enforcement agencies to promote enforcement of lead-safe housing codes.

*Goal 3, Action 4.2 will be completed by all CLPPPs with available resources and is required for those with Funding Levels 2 and 3 by the reporting due date indicated below. For those with available resources in Funding Level 1, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date. CLPPPs are encouraged to pursue as many collaborations and trainings as possible to address the needs of local communities. At minimum, ensure that the following requirements are met:*

Fill in LHJ Name: County of Nevada  
Funding Level: Funding Level 1

- *Funding Level 2: At least 1 partner collaboration and 1 training.*
- *Funding Level 3: At least 3 partner collaborations and 3 trainings.*

Title of a CLPPP staff person responsible for Goal 3, Action 4.2: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

<b>Action 4.2 Tasks</b>	<b>Deliverables (Reported in Environmental Performance Tracker, or as specified)</b>	<b>Reporting Due Date</b>
<p>Task 1: Identify and establish written consensus with {LHJ fills in #} local code enforcement agencies, planning/building departments, and/or community/housing development departments to co-develop customized code enforcement training curriculum. <i>Reporting period: July 1 – December 31, 2023.</i></p>	<p>Written consensus with identified partners (uploaded to SharePoint).</p>	<p>January 31, 2024</p>
<p>Task 2: Co-develop customized educational materials for each LHJ targeting building departments and code enforcement. <i>Reporting period: January 1 – June 30, 2024.</i></p>	<p>Customized enforcement educational materials targeting LHJ-specific needs (uploaded to SharePoint).</p>	<p>July 31, 2024</p>
<p>Task 3: Offer trainings to local code enforcement partners and schedule training sessions. <i>Reporting period: July 1 – December 31, 2024.</i></p>	<p>List of available trainings.</p>	<p>January 31, 2025</p>
<p>Task 4: Conduct {LHJ fills in #} trainings with local partners to promote enforcement of lead-safe housing codes. <i>Reporting periods: July 1 – June 30, 2025, and subsequent 12-month reporting periods.</i></p>	<p>Details of completed trainings, including list of attendees, topics covered, and evaluation tool results (uploaded to SharePoint).</p>	<p>Every July 31, after completion of Task 3.</p>
<p><i>Task 2&amp;4 Resources: By April 1, 2024, CLPPB will upload to SharePoint a code enforcement training evaluation tool and sample training materials.</i></p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Action 4.3** Improve compliance to lead-safe work practice and certification requirements for lead-related construction work.

*Goal 3, Action 4.3 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3. Please designate the title of the staff person responsible if the contractor will report on progress made towards this action. CLPPPs are encouraged to pursue as many enforcement actions as possible to address the needs of local communities.*

Title of a CLPPP staff person responsible for Goal 3, Action 4.3: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 4.3 Tasks	Deliverables (Reported in Environmental Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Implement identified interventions for improved lead-related construction work compliance at the local level. <i>Reporting periods: July 1 – December 31, 2025, and January 1 – June 30, 2026.</i></p>	<p>Tracked completion of activities outlined in toolkit.</p>	<p>January 31, 2026, and July 31, 2026</p>
<p><i>Task 1 Resources: By July 1, 2025, CLPPB will upload to SharePoint a toolkit with guidance on how to implement identified strategies to improve lead-related construction work compliance.</i></p>		
<p><b>Task 2:</b> Track results of {LHJ fills in #} enforcement actions taken to improve lead-related construction work compliance. <i>Reporting period: January 1 – June 30, 2026.</i></p>	<p>Documented details of actions taken.</p>	<p>July 31, 2026</p>

**Goal 4:** Advance public health best practices, policies, and interventions through data-driven research.

Tasks associated with Goal 4 have been incorporated within all applicable goals of the workplan to implement best practices and feedback collection into contractor activities and track corresponding outcomes.

**Goal 5:** Timely detection of all children who are lead-burdened through universal evaluation and risk-appropriate blood lead testing.



Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Objective 1** Utilize effective universal evaluation mechanisms.

For support on Goal 5 Objective 1, contact CLPPB at [CMOS@cdph.ca.gov](mailto:CMOS@cdph.ca.gov).

**Action 1.1** Develop and implement culturally appropriate evaluation tools for families and communities that are child, family, and community centered.

*Goal 5, Action 1.1, Task 1 will be completed by all CLPPPs. Goal 5, Action 1.1, Task 2 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3. Please select the box below if Task 2 will be pursued.*

Title of a CLPPP staff person responsible for Goal 5, Action 1.1 Tasks: CLPPP Coordinator

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 1.1 Tasks	Deliverables (Reported in Outreach Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Share and begin using childhood lead poisoning risk evaluation tool(s) provided by CLPPB with the public for use by families and communities. <i>Reporting periods: July 1 – December 31, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Methods by which tools were disseminated. Name and contact information of partners and organizations with whom tools were shared. Ways in which partners use or disseminate the tools.</p>	<p>January 31 and July 31, beginning January 31, 2026.</p>
<p><i>Task 1 Resources: By January 1, 2025, CLPPB will provide the CLPP Program childhood lead exposure risk evaluation tools, developed through research of any existing local childhood lead exposure risk evaluation forms, other state tools, and best practices. Designated CLPPP staff will receive training on how to effectively use these tools with children, families, and communities.</i></p>		
<p><b>Task 2:</b> <input type="checkbox"/> if Task 2 will be pursued.</p>		
<p>Assist CLPPB to collect feedback from the public on the risk evaluation tools to make them more culturally appropriate and child, family, and community-centered. <i>Reporting period: January 1 – June 30, 2026.</i></p>	<p>How feedback was collected from partners. Summary of feedback related to the tool.</p>	<p>July 31, 2026</p>
<p><i>Task 2 Resources: By October 1, 2024, CLPPB will implement a feedback collection mechanism for the public to evaluate effectiveness of communication of science and research.</i></p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Action 1.2** Develop and implement user-friendly evaluation tools for use during wellness visits that are informed by feedback from providers and clinical support staff.

*Goal 5, Action 1.2, Task 1 will be completed by all CLPPPs. Goal 5, Action 1.2, Task 2 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3. Please select the box below if Task 2 will be pursued.*

Title of a CLPPP staff person responsible for Goal 5, Action 1.2 Tasks: CLPPP Coordinator, PHN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 1.2 Tasks	Deliverables (Reported in Outreach Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Share and begin using culturally appropriate childhood lead poisoning risk evaluation tool(s) provided by CLPPB with providers and clinical support staff for use during wellness visits. <i>Reporting periods: July 1 – December 31, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Methods by which tools were disseminated. Name and contact information of partners and organizations with whom tools were shared. Ways in which partners use or disseminate the tools.</p>	<p>January 31 and July 31, beginning January 31, 2026.</p>
<p><b>Task 1 Resources:</b> <i>By July 1, 2025, CLPPB will provide the CLPP Program childhood lead exposure risk evaluation tools. Designated CLPPP staff will receive training on how to effectively use these tools with providers and clinical support staff.</i></p>		
<p><b>Task 2:</b> <input type="checkbox"/> if Task 2 will be pursued.</p>		
<p>Assist CLPPB to collect feedback on the risk evaluation tools from providers and clinical support staff users to make them more user-friendly and effective. <i>Reporting period: January 1 – June 30, 2026.</i></p>	<p>How feedback was collected from partners. Summary of feedback related to the tool.</p>	<p>July 31, 2026</p>
<p><b>Task 2 Resources:</b> <i>By October 1, 2023, CLPPB will implement a feedback collection mechanism for providers and clinical support staff. The mechanism will be used to track results of tool impact on successful risk detection, and provider and clinical support staff adoption.</i></p>		

**Action 1.3** Develop and implement the use of effective evaluation tools for non-clinical stakeholders in community settings.

*Goal 5, Action 1.3, Task 1 will be completed by all CLPPPs. Goal 5, Action 1.3, Task 2 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3. Please select the box below if Task 2 will be pursued.*

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Title of a CLPPP staff person responsible for Goal 5, Action 1.3 Tasks: CLPPP Coordinator

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 1.3 Tasks	Deliverables (Reported in Outreach Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Share and begin using culturally appropriate childhood lead poisoning risk evaluation tool(s) provided by CLPPB with non-clinical stakeholders and/or community agencies for use in community settings. <i>Reporting periods: July 1 – December 31, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Methods by which tools were disseminated. Name and contact information of partners and organizations with whom tools were shared. Ways in which partners use or disseminate the tools.</p>	<p>January 31 and July 31, beginning January 31, 2026.</p>
<p><i>Task 1 Resources: By July 1, 2025, CLPPB will provide the CLPP Program childhood lead exposure risk evaluation tools. Designated CLPPP staff will receive training on how to effectively use them with non-clinical stakeholders and community agencies.</i></p>		
<p><b>Task 2:</b> Check <input type="checkbox"/> if Task 2 will be pursued.</p>		
<p>Assist CLPPB to collect feedback on the risk evaluation tools from non-clinical stakeholders and/or community agencies to make them more effective. <i>Reporting period: January 1 – June 30, 2026.</i></p>	<p>How feedback was collected from partners Summary of feedback related to the tool</p>	<p>July 31, 2026</p>
<p><i>Task 2 Resources: By July 1, 2023, CLPPB will implement a feedback collection mechanism for non-clinical stakeholders and/or community agencies.</i></p>		

**Objective 2** Ensure all children, especially those at highest risk of lead exposure, have access to evaluation and appropriate blood lead screening.

For support on Goal 5 Objective 2, contact CLPPB at [CMOS@cdph.ca.gov](mailto:CMOS@cdph.ca.gov).

**Action 2.1** Provide training, education, and support for providers and other clinical staff to ensure the delivery of child blood lead screening and testing in accordance with California regulations.

Title of a CLPPP staff person responsible for Goal 5, Action 2.1 Tasks: CLPPP Coordinator, PHN

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 2.1 Tasks	Deliverables (Reported in Outreach Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Implement and disseminate CLPPB-provided trainings, educational resources, and guidelines to improve screening and testing rates. <i>Reporting periods: July 1 – December 31, 2025, and January 1 – June 30, 2026.</i></p>	<p>List of providers/clinical staff who attend trainings, dates of trainings, materials/resources distributed.</p>	<p>January 31, 2026, and July 31, 2026.</p>
<p><i>Task 1 Resources: By April 1, 2025, CLPPB will upload provider-informed, training, education, and support resources to SharePoint. CLPPB will also have shared protocols with designated CLPPP staff and expectations for use with providers and other clinical staff.</i></p>		

**Action 2.2** Enhance community access to blood lead screening and testing sites, including school-based, mobile and community testing sites.

*Goal 5, Action 2.2, Tasks 1&2 will be completed by all CLPPPs. Goal 5, Action 2.2, Tasks 3-6 will be completed by all CLPPPs with available resources and based on community need. Please select the box below if Tasks 3 – 6 will be pursued.*

Title of a CLPPP staff person responsible for Goal 5, Action 2.2 Tasks: CLPPP Coordinator, PHN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 2.2 Tasks	Deliverables (Uploaded to SharePoint)	Reporting Due Date
<p><b>Task 1:</b> Document existing community blood lead testing sites in a user-friendly format. Propose activities to distribute materials to providers and the general public. <i>Reporting period: July 1 – December 31, 2024.</i></p>	<p>Copies of educational materials or screenshots Pre-published digital materials for CLPPB approval Description of proposed activities for CLPPB approval</p>	<p>January 31, 2025</p>
<p><i>Task 1&amp;3 Resources: By July 1, 2024, CLPPB will upload to SharePoint a list of identified community blood lead testing sites in California with existing pediatric blood lead testing infrastructure.</i></p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 2:</b> Distribute approved lists of existing community blood lead testing sites to providers and the general public. <i>Reporting period: January 1 – June 30, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Copies or screenshots of distributed materials Description of activities to distribute materials and number of materials distributed Number of people reached at each activity</p>	<p>January 31 and July 31, beginning July 31, 2025.</p>
<p><b>Check <input type="checkbox"/> if Tasks 3 – 6 will be pursued.</b></p>		
<p><b>Task 3 (as resources allow):</b> Establish a written consensus with listed testing sites to improve community access to blood lead testing. <i>Reporting period: July 1 – December 31, 2024.</i></p>	<p>Written consensus with identified testing sites</p>	<p>January 31, 2025</p>
<p><b>Task 4 (as resources allow):</b> Meet with testing sites to learn and discuss strategies to improve community access to blood lead testing. <i>Reporting period: January 1 - June 30, 2025.</i></p>	<p>Number and date/time of meetings, meeting agendas, outcomes from meetings including list of strategies discussed/considered.</p>	<p>July 31, 2025</p>
<p><b>Task 5 (as resources allow):</b> Identify and co-draft strategies to improve community access to blood lead testing. <i>Reporting period: July 1 – December 31, 2025.</i></p>	<p>Draft of strategies for CLPPB approval.</p>	<p>January 31, 2026</p>
<p><b>Task 6 (as resources allow):</b> Implement strategies identified by partnership. <i>Reporting period: January 1 – June 30, 2026.</i></p>	<p>Finalized strategies. Tracked completion of strategies and brief summary of outcomes after strategy implementation.</p>	<p>July 31, 2026</p>

**Objective 3** Ensure accurate, secure, and comprehensive reporting of blood lead screening and testing results.

**Action 3.1** Enhance electronic sharing of protected health information with internal and external partners.

Title of a CLPPP staff person responsible for Goal 5, Action 3.1 Tasks: CLPPP Coordinator

For support on Goal 5 Objective 3, contact CLPPB at [PERSDDataUnit@cdph.ca.gov](mailto:PERSDDataUnit@cdph.ca.gov).

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 3.1 Tasks	Deliverables (Reported in Administration Performance Tracker, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Adhere to CLPPB data security and program confidentiality policies and procedures (Exhibit F) when accessing, obtaining, storing, retaining, and transmitting protected or sensitive health information.</p>	<p>Confirmation of receipt of CLPPB guidelines, including: Health and Safety Code, Sections 124130 and 100330 CLPPB documentation, such as Surveillance and Data Management Manual Contract attachments CLPPB Program Letters Other relevant national and state confidentiality provisions, such as the Health Insurance Portability and Accountability Act (HIPAA).</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><b>Task 1 Resources:</b> <i>By July 1, 2023, CLPPB will provide CLPP Program staff who handle, transmit or have access to patient protected health information (PHI) with updated guidance, training, and support to appropriately handle, transmit or access such information within current guidelines, regulations and statutes governing data security.</i></p> <p><b>Task 2:</b> Implement best practices identified by CLPPB for identifying, handling, and reporting data security breaches. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Summary of security breaches.</p>	<p>January 31 and July 31, beginning January 31, 2024.  Additionally, CLPPB must be notified within 24 hrs of potential data security incidents at CLPPBContractManagers@cdph.ca.gov</p>
<p><b>Task 2 Resources:</b> <i>By July 1, 2023, CLPPB will provide CLPP Program staff with written guidance regarding the proper identification, handling and reporting of data security breaches at the CLPPP level.</i></p>		

Fill in LHJ Name: County of Nevada Funding Level: Funding Level 1

<p><b>Task 3:</b> Submit data analyses, tabulations, and reports to CLPPB for review, and share such products only upon authorization by CLPPB. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Materials for review (send to <a href="mailto:PDSS@cdph.ca.gov">PDSS@cdph.ca.gov</a>). Summary of materials submitted for CLPPB review, date of approval, and date first shared externally.</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><b>Task 4:</b> Implement the most stringent CLPPB and local best practices for data retention and the sharing and disposition of patient data. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Documentation of full case records past the retention period and steps taken to follow retention requirements. Dates of CLPPB consultation for review and storage before destruction by CLPPP.</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>

**Objective 4** Evaluate and ensure provider adherence with California state statutes and regulations for blood lead screening and follow-up testing.

For support on Goal 5 Objective 4, contact CLPPB at [CMOS@cdph.ca.gov](mailto:CMOS@cdph.ca.gov).

**Action 4.1** Implement provider interventions to address barriers to screening and follow-up testing compliance.

Title of a CLPPP staff person responsible for Goal 5, Action 4.1 Tasks: CLPPP Coordinator, PHN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

<b>Action 4.1 Tasks</b>	<b>Deliverables (Reported in Outreach Performance Tracker)</b>	<b>Reporting Due Date</b>
<p><b>Task 1:</b> Implement a targeted provider outreach campaign with identified providers who are associated with low blood lead level (BLL) screening and follow-up testing rates. <i>Reporting periods: July 1 – December 31, 2024, and January 1 - June 30, 2025.</i></p>	<p>Method(s) used to implement the targeted provider outreach campaign. Name and contact information for partners, providers, and other organizations where the campaign was implemented.</p>	<p>January 31, 2025, and July 31, 2025.</p>

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

*Task 1 Resources: By July 1, 2024, CLPPB will develop and share with CLPPPs a targeted provider outreach campaign to address those with low BLL screening and follow-up testing rates.*

**Action 4.2** Identify and promote effective and provider-informed BLL testing strategies in compliance with BLL screening and follow-up testing standards.

Title of a CLPPP staff person responsible for Goal 5, Action 4.2 Tasks: CLPPP Coordinator, PHN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

<b>Action 4.2 Tasks</b>	<b>Deliverables (Reported in Outreach Performance Tracker)</b>	<b>Reporting Due Date</b>
<p><b>Task 1:</b> Implement effective strategies for communicating with local providers to promote effective and provider-informed BLL testing strategies. <i>Reporting periods: January 1 - June 30, 2025, and subsequent 6-month reporting periods.</i></p>	<p>List of BLL screening and follow-up testing strategies promoted. Name and contact information for partners, providers, and other organizations where best practices and strategies were promoted.</p>	<p>January 31 and July 31, beginning July 31, 2025.</p>
<p><i>Task 1 Resources: By October 1, 2024, CLPPB will upload to SharePoint tools and effective strategies for screening and follow-up testing described by providers and best practices for communication with providers.</i></p>		

**Goal 6:** Provide equitable and child-centered care for families who are lead poisoned through integrated case management and environmental services.

**Objective 1** Provide services to all children and families who are lead poisoned with cultural sensitivity and cultural humility.

For support on Goal 6 Objective 1, contact CLPPB at [CMOS@cdph.ca.gov](mailto:CMOS@cdph.ca.gov).

**Action 1.1** Improve bi-directional communication of case management services with families who are lead poisoned.

Title of a CLPPP staff person responsible for Action 1.1: CLPPP Coordinator, PHN

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN



Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Action 1.1 Tasks	Deliverables (Uploaded to SharePoint, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Based on CLPPB best practices, develop strategies for incorporating cultural sensitivity and cultural humility into case management communication with families. <i>Reporting period: July 1, 2023 - June 30, 2024.</i></p> <p><i>Task 1 Resources: By July 1, 2023, CLPPB will upload to SharePoint a summary of best practices for communicating with families during secondary prevention services.</i></p>	<p>Draft strategies for CLPPB approval Tracked completion of strategies and brief summary of outcomes after strategy implementation.</p>	<p>July 31, 2024</p>
<p><b>Task 2:</b> Develop a timely, culturally sensitive, and effective notification system to disseminate results of blood lead testing, environmental assessment, and other relevant findings or education to families who are lead poisoned. <i>Reporting period: January 1, 2024 - June 30, 2024.</i></p> <p><i>Task 2 Resources: By January 1, 2024, CLPPB will provide guidance on developing a timely, culturally sensitive, and effective notification system with families who are lead poisoned, based on researched best practices.</i></p>	<p>Draft protocols for using notification system for CLPPB approval. Documentation of notifications to families per protocols (reported in case chart notes and/or RASSCLE II, for those inputting into RASSCLE II).</p>	<p>July 31, 2024</p>
<p><b>Task 3:</b> Implement strategies and protocols from Tasks 1 and 2 above to improve bi-directional communication of case management services with families. <i>Reporting periods: January 1 - June 30, 2025, and subsequent 6-month reporting periods.</i></p> <p><i>Task 3 Resources: By October 1, 2023, CLPPB will have customized a feedback collection mechanism to collect feedback from families served on strategies to improve the cultural sensitivity and cultural humility of Program services. By January 1, 2024, CLPPB will provide surveys/questionnaires for use with families in multiple languages and written guidance on expectations for implementing feedback mechanism.</i></p>	<p>Finalized strategies and protocols from Tasks 1 and 2. Family surveys, questionnaires on experiences of services.</p>	<p>January 31 and July 31, beginning January 31, 2025.</p>

Action 1.2 Enhance and adapt Program services to reduce barriers to care.

Title of a CLPPP staff person responsible for Goal 6, Action 1.2: CLPPP Coordinator, PHN

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 1.2 Tasks	Deliverables (Uploaded to SharePoint)	Reporting Due Date
<p><b>Task 1:</b> Collaborate with CLPPB to document a standard operating procedure (SOP) for using child-centered tiered case management services to increase services offered to families. <i>Reporting period: July 1 – December 31, 2023.</i></p> <p><i>By July 1, 2023, CLPPB will share criteria and provide support to appropriate CLPPP staff for implementing child-centered tiered case management.</i></p>	<p>SOP for using child-centered tiered services and tailored to staff, specifying which services will be provided at which BLLs, for CLPPB approval.</p>	<p>January 31, 2024</p>
<p><b>Task 2:</b> Collaborate with CLPPB to document an SOP with actions that will be taken upon notification of Urgent and Emergency BLLs. <i>Reporting period: July 1 – December 31, 2023.</i></p> <p><i>Task 1&amp;2 Resources: SOPs will be at least as health protective as CLPPB's minimum requirements outlined in Appendix 1: Baseline Contract Requirements for Case Management Services.</i></p>	<p>SOP for Urgent and Emergency BLL response for CLPPB approval.</p>	<p>January 31, 2024</p>
<p><b>Task 3:</b> Develop strategies for assisting families in understanding lead poisoning prevention and removing barriers to care through: If available, develop strategies to enable community health workers, or similar staff, to act as a cultural bridge to guide families; and Providing services with cultural sensitivity and cultural humility. <i>Reporting period: January 1 – June 30, 2024.</i></p>	<p>Draft strategies for CLPPB approval, describing: Using community health worker or similar staff to meet the cultural and linguistic needs of your community. Providing services with cultural sensitivity and humility to serve your population.</p>	<p>July 31, 2024</p>
<p><i>Task 3 Resources: By July 1, 2023, CLPPB will upload to SharePoint best practices for using community health workers in guiding families and assist in understanding and removing barriers to care and best practices for providing case management services to families with cultural sensitivity and cultural humility.</i></p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

**Objective 2** Improve the effectiveness of case management to ensure all children who are lead poisoned receive high-quality care.

**Action 2.1** Routinely enhance case management protocols in collaboration with staff who provide case management services and provide training resources as necessary.

CLPPP Coordinator, PHN

Title of a CLPPP staff person responsible for Goal 6, Action 2.1:

For support on Goal 6 Action 2.1, contact CLPPB at [CMOS@cdph.ca.gov](mailto:CMOS@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 2.1 Tasks	Deliverables (Reported in Case Management Performance Tracker, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Implement locally customized referral system to ensure families are connected with appropriate medical, environmental, and social services. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Document a list of community and social resources available for families and update as necessary every 6 months (uploaded to SharePoint). Draft of a standard operating procedure (SOP), including a closed-loop referral process and how implementation will be tracked for CLPPB approval (uploaded to SharePoint). Tracked implementation of referral system (as specified in SOP).</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><i>Task 1 Resources: By July 1, 2023, CLPPB will upload to SharePoint customizable referral systems developed from research and knowledge shared by CLPPBs.</i></p>		
<p><b>Task 2:</b> Conduct case management services for full, potential, and basic cases, following Program policy and procedures, SOPs and best practices, and referral processes, in compliance with the most</p>	<p>Documentation of case management services in the performance tracker and RASSCLE II notes, for those inputting into RASSCLE II (including details of case information, blood lead level</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>

Fill in LHJ name: County of Nevada Funding Level: Funding Level 1

<p>current PHN Case Management Guidance. Implement strategies for reducing barriers to care as developed. Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</p>	<p>monitoring, and all actions taken to coordinate care).</p>	<p>Task 2 Resources: SOPs will be at least as health protective as CLPPB's minimum requirements outlined in Appendix 1: Baseline Contract Requirements for Case Management Services.</p>
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**Action 2.2** Routinely evaluate and revise strategies to verify and improve reporting timeliness and completeness of patient and case management data.

Title of a CLPPP staff person responsible for Goal 6, Action 2.2: CLPPP Coordinator

For support on Goal 6 Action 2.2 Task 1, contact CLPPP at [clpppsharepoint@cdph.ca.gov](mailto:clpppsharepoint@cdph.ca.gov). For support on Goal 6 Action 2.2 Task 2, contact CLPPP at [R2DataIssues@cdph.ca.gov](mailto:R2DataIssues@cdph.ca.gov).

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CN

Action 2.2 Tasks	Deliverables (Reported in Administration Performance Tracker or as specified)	Reporting Due Date
<p><b>Task 1:</b> CLPPP Coordinator utilizes SharePoint to: Download performance tracker templates and upload completed trackers Share health information Review and distribute to applicable staff all data reports, Program guidance, and best practices shared by CLPPP.  Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</p>	<p>Confirmation of CLPPP coordinator access and successful use of SharePoint to access, upload, and download files.</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p>Task 1 Resources: By January 1, 2024, CLPPP, with assistance of CLPPPs with available resources, will have developed strategies to enable CLPPPs to improve case management data collection and reporting. Please indicate participation by designating the CLPPP contact name(s) of those who will assist: Chie Newsom, Cindy Key</p>		

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 2:</b> Utilize RASSCLE II (Response and Surveillance System for Childhood Lead Exposure II), or another data system approved by CLPPB (<i>list data system, if applicable</i>) _____, according to CLPPB policies and guidelines and as specified below:          Current staff, including CLPPP coordinator and others as necessary, must receive case alerts.          Notify CLPPB within five working days of staffing changes needing RASSCLE II account activation or deactivation.          Monitor blood lead tests and follow-up information for individuals with increased BLLs who have not yet achieved case status.          Report any RASSCLE II data discrepancies immediately to CLPPB.          For contractors inputting into RASSCLE II: Complete CLPPB training before entering and managing data in RASSCLE II in accordance with CLPPB policies and guidelines.  <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>User details for those who receive case alerts.          Tracked dates and user details of appropriate notifications to CLPPB about accounts needing activation and deactivation. RASSCLE Account Request Form for new requests (send to <a href="mailto:R2DataIssues@cdph.ca.gov">R2DataIssues@cdph.ca.gov</a>).          Document case information for BLL &lt;4.5 provided services or upon case status (in Case Management Performance Tracker).          RASSCLE II Data Discrepancies reported regularly to CLPPB for corrections (send to <a href="mailto:R2DataIssues@cdph.ca.gov">R2DataIssues@cdph.ca.gov</a>).          Date contractor completed training for inputting case management informatics in RASSCLE II.</p>	<p>January 31 and July 31, beginning January 31, 2024.          CLPPP Coordinator must notify CLPPB within five working days of staff changes at <a href="mailto:R2DataIssues@cdph.ca.gov">R2DataIssues@cdph.ca.gov</a>.</p>
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**Objective 3** Ensure timely identification and removal of all sources of lead exposure.

*For support on Goal 6 Objective 3, contact CLPPB at [LHRS1@cdph.ca.gov](mailto:LHRS1@cdph.ca.gov).*

**Action 3.1** Adopt a tiered approach to environmental services to identify sources of lead exposure efficiently and accurately through environmental assessments.

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Title of a CLPPP staff person responsible for Action 3.1 Tasks 1-2: Environmental Professional

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL

Action 3.1 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
<b>Task 1:</b> Document a standard operating procedure (SOP) for a tiered environmental service approach.	SOP for a tiered environmental service approach, specifying which services will be provided at which BLLs (submitted with the SOW).	Submitted with SOW.
<b>Task 1b:</b> Check <input checked="" type="checkbox"/> if Task 1b will be pursued.		
An environmental professional (EP) will utilize an x-ray fluorescent (XRF) machine for environmental services.	Monthly XRF printouts or Environmental Investigation (EI) report, per Environmental Investigation Unit (EIU) approval, from each EP who conducts environmental sampling (submitted securely to the LHJ's EIU contact person).	The last business day of each month, beginning July 1, 2023.
<i>Task 1 Resources: By August 12, 2022, CLPPB will upload to SharePoint a Tiered Environmental Services Template with guidance and expectations for documenting an SOP. By July 1, 2023, CLPPB will train LHJs to understand the different environmental tiers that can be adopted to identify sources of lead exposure efficiently and accurately.</i>		
<b>Task 2:</b> Track implementation of a tiered service approach to environmental service, following the SOP. Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.	Documentation of tiered environmental services performed (including details of case referrals, corresponding environmental services and findings, and follow-up activities when lead hazards are identified).	January 31 and July 31, beginning January 31, 2024.
<b>Check <input checked="" type="checkbox"/> if the contractor applies to be a participant in the X-Ray Fluorescent (XRF) Instrument Loan Program.</b>		

Title of a CLPPP staff person responsible for Action 3.1 Task 3: Radiation Safety Officer (RSO):

The RSO will lead Tasks 1b & 3 and report on deliverables via email to the CLPPB RSO, or as specified below. Initial here to acknowledge: CL

<b>Task 3:</b> The contractor shall participate fully in the XRF program, as specified in CLPPB Program Letters and	CDPH Letter of Agreement for XRF Instrument Loan Program (upon initiation into loan program)	Due dates as outlined in the "Deliverables" column.
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Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p>the <i>Guidance Manual for Environmental Professionals June 26, 2012</i>, and updates.</p>	<p>CDPH Form 1204 (upon disposition of XRF) Updated radiation safety plan (FY 2023 and as updates are required). Copies of XRF training certificates (new XRF users before using XRF and Department of Transportation training every 3 years). Keep copies of quarterly dosimetry reports with XRF (detectable results sent to CLPPB RSO: <a href="mailto:CLPPBRadiationSafetyOfficer@cdph.ca.gov">CLPPBRadiationSafetyOfficer@cdph.ca.gov</a>) Copies of leak wipe tests (every 6 months). Copies of XRF resourcing paperwork (every 3 years)</p>
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**Action 3.2** Develop a data-driven system to inform which non-housing consumer products are sampled and tested to identify lead exposure sources.

Title of a CLPPP staff person responsible for Action 3.2: Environmental Professional  
 Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL

<b>Action 3.2 Task</b>	<b>Deliverables (Reported in Environmental Performance Tracker)</b>	<b>Reporting Due Date</b>
<p><b>Task 1:</b> Collect and record data on all non-housing items investigated and tested, according to CLPPB protocols.  <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Non-housing data.</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><i>Task 1 Resources: By July 1, 2023, CLPPB will upload to SharePoint protocols for field staff on non-housing consumer product sampling and testing based on data.</i></p>		

**Action 3.3** Cite all properties with lead hazards and enhance compliance with lead-safe work practices and proper cleaning.

Title of a CLPPP staff person responsible for Action 3.3: Environmental Professional  
 Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: CL

Fill in LHJ Name: County of Nevada  
Funding Level: Funding Level 1

Action 3.3 Task	Deliverables (Reported in Environmental Performance Tracker)	Reporting Due Date
<p><b>Task 1:</b> Incorporate CLPPB guidance when applicable to enhance compliance with lead-safe work practices and proper cleaning for properties with identified lead hazards. <i>Reporting periods: July 1 – December 31, 2023, and subsequent 6-month reporting periods.</i></p>	<p>Documentation of compliance with lead-safe work practices and cleaning. Clearance inspection details and findings.</p>	<p>January 31 and July 31, beginning January 31, 2024.</p>
<p><i>Task 1 Resources: By July 1, 2023, CLPPB will upload to SharePoint: 1) guidelines of best practices based on models to enhance compliance with lead-safe work practices and proper cleaning and 2) templates for LHJs including an abatement workplan, property owner (homeowner and landlord) education, and documentation of compliant lead-safe work practices.</i></p>		

**Action 3.4** Develop strategies with partners to increase the number of properties with timely passed clearance.

*Goal 6, Action 3.4 will be completed by all CLPPPs with available resources and is required for those with Funding Level 3 by the reporting due date indicated below. For those with available resources in Funding Levels 1 and 2, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date.*

Title of a CLPPP staff person responsible for Action 3.4: \_\_\_\_\_  
Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 3.4 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Identify and establish a written consensus with 1-3 partners to assess local barriers in property closure and code enforcement. <i>Reporting period: July 1 – December 31, 2023, or as specified.</i></p>	<p>Written consensus between partners (upload to SharePoint). List of enforcement agency contacts.</p>	<p>January 31, 2024</p>



Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p><b>Task 2:</b> Co-develop strategies for overcoming property clearance barriers and incorporate best practices into property clearance SOP. <i>Reporting period: January 1 – June 30, 2024, or as specified.</i></p>	<p>Draft SOP and associated documents for CLPPB approval (uploaded to SharePoint).</p>	<p>July 31, 2024</p>
<p><i>Task 2 Resources: By July 1, 2023, CLPPB will upload a to SharePoint toolkit for CLPPPs with strategies, a model SOP, and other resources to provide guidance to improve timely passed clearance.</i></p>		
<p><b>Task 3:</b> Follow the SOP and track results through the performance tracker. <i>Reporting periods: July 1 - December 31, 2024, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>Finalized SOP. Details of activities and dates of passed clearances.</p>	<p>January 31 and July 31, after completion of Task 2.</p>

**Objective 4** Support families throughout the lead hazard evaluation and abatement processes.

For support on Goal 6 Objective 4, contact CLPPB at [LHRS1@cdph.ca.gov](mailto:LHRS1@cdph.ca.gov).

**Action 4.1** Assist property owners (homeowners and landlords) to identify strategies that lower the cost of abatement.

*Goal 6, Action 4.1 will be completed by all CLPPPs with available resources and is required for those with Funding Levels 2 and 3 by the reporting due date indicated below. For those with available resources in Funding Level 1, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date.*

Title of a CLPPP staff person responsible for Action 4.1: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

<b>Action 4.1 Tasks</b>	<b>Deliverables (Reported in Environmental Performance Tracker, or as specified)</b>	<b>Reporting Due Date</b>
<p><b>Action 4.1 Resources:</b> By July 1, 2023, CLPPB will upload guidance on models for assisting property owners to lower abatement costs to SharePoint.</p>		
<p><b>Task 1:</b> Identify and establish a written consensus with organizations, businesses, and agencies that can</p>	<p>List of researched and identified organizations.</p>	<p>July 31, 2024</p>

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

<p>provide needed assistance to lower the cost of abatement for property owners. <i>Reporting period: July 1, 2023 – June 30, 2024, or as specified.</i></p>	<p>Written consensus between partners (uploaded to SharePoint).</p>	
<p><b>Task 2:</b> Partnerships with identified partners will host meetings to learn and discuss strategies to lower the cost of abatement for property owners. <i>Reporting period: July 1 – December 31, 2024, or as specified.</i></p>	<p>Dates of meetings documented. Meeting objectives and meeting outcomes documented (uploaded to SharePoint).</p>	<p>January 31, 2025</p>
<p><b>Task 3:</b> Document available resources and co-draft strategies to lower the cost of abatement for property owners. <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>List of resources and strategies documented (uploaded to SharePoint).</p>	<p>July 31, 2025</p>
<p><b>Task 4:</b> Define criteria describing when resources will be leveraged to lower the cost of abatement for property owners. <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>Protocols for CLPPB approval, including timeline with associated criteria to initiate leveraging resources (uploaded to SharePoint).</p>	<p>July 31, 2025</p>
<p><b>Task 5:</b> Implement interventions based on above criteria to lower cost of abatement and increase property owner compliance. <i>Reporting periods: July 1 – December 31, 2025, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>Finalized protocols. Tracked completion of activities outlined in protocols.</p>	<p>January 31 and July 31, after completion of Task 4.</p>

**Action 4.2** Encourage cooperative compliance to identify and overcome barriers property owners (homeowners and landlords) encounter to remediating lead hazards.

**Goal 6, Action 4.2** will be completed by all CLPPBs with available resources and is required for those with Funding Levels 2 and 3 by the reporting due date indicated below. For those with available resources in Funding Levels 1, use the drop-down menu in the Reporting Due Date column to designate if the contractor will report on progress made towards this action by an alternate date.

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Title of a CLPPP staff person responsible for Action 4.2: \_\_\_\_\_

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

<b>Action 4.2 Tasks</b>	<b>Deliverables (Uploaded to SharePoint, or as specified)</b>	<b>Reporting Due Date</b>
<p><i>Action 4.2 Resources: By July 1, 2023, CLPPB will 1) upload to SharePoint a toolkit on cooperative compliance to provide guidance on working with property owners, and 2) provide training as needed for implementing cooperative compliance models.</i></p> <p><b>Task 1:</b> Document examples of local compliance challenges and successful strategies used to ensure lead hazard remediation.</p> <p><i>Reporting period: July 1 – December 31, 2023, or as specified.</i></p>	<p>Meeting notes and documents listing challenges and successful strategies to overcome them documented.</p>	<p>January 31, 2024</p>
<p><b>Task 2:</b> Create a standard operating procedure (SOP) with strategies based on CLPPB cooperative compliance guidance, including establishing a mechanism for reporting on barriers to compliance.</p> <p><i>Reporting period: January 1 – June 30, 2024, or as specified.</i></p>	<p>Draft SOP for CLPPB approval. Mechanism for tracking barriers and successes developed.</p>	<p>July 31, 2024</p>
<p><b>Task 3:</b> Implement SOP to reduce the number of barriers property owners encounter when remediating lead hazards.</p> <p><i>Reporting periods: July 1 - December 31, 2024, or as specified, and subsequent 6-month reporting periods.</i></p>	<p>Finalized SOP. Track completion of activities outlined in SOP (Reported in Environmental Performance Tracker).</p>	<p>January 31 and July 31, after completion of Task 2.</p>

**Action 4.3** Develop a coordinated referral system with partner organizations to properly address other unsafe housing conditions beyond lead to protect the family's health.

*Goal 6, Action 4.3 will be completed by all CLPPBs with available resources and is required for those with Funding Level 3 by the reporting due date indicated below. For those with available resources in Funding Levels 1 and 2, use the drop-down menu in the Reporting Due Date column to designate when the contractor will report on progress made towards this action by an alternate date.*

Title of a CLPPP staff person responsible for Action 4.3: \_\_\_\_\_

Fill in LHJ Name: County of Nevada

Funding Level: Funding Level 1

Above titled staff will lead below tasks and report on deliverables as specified. Initial here to acknowledge: \_\_\_\_\_

Action 4.3 Tasks	Deliverables (Reported in Environmental Performance Tracker, or as specified)	Reporting Due Date
<p><b>Task 1:</b> Develop referral plan with input from partner organizations to properly address other unsafe housing conditions beyond lead to protect the family's health. <i>Reporting period: January 1 – December 31, 2024, or as specified.</i></p>	<p>Current version of draft referral plan (uploaded to SharePoint).</p>	<p>January 31, 2025</p>
<p><b>Task 2:</b> Incorporate CLPPB feedback to finalize referral plan. <i>Reporting period: January 1 – June 30, 2025, or as specified.</i></p>	<p>Finalized referral plan (uploaded to SharePoint).</p>	<p>July 31, 2025</p>
<p><b>Task 3:</b> Track percentage of families referred to partner organizations who are provided successful interventions to address unsafe housing conditions. <i>Reporting periods: July 1 - December 31, 2025, and subsequent 6-month reporting periods.</i></p>	<p>Data summary of referrals and successfully provided interventions.</p>	<p>January 31 and July 31, after completion of Task 2.</p>

**Exhibit A, Attachment II  
Baseline Contract Requirements for Case Management Services**

**1. Statutory and Regulatory Requirements:**

All CLPP Program case management services must be in compliance with:

- a) California Health and Safety Code, Section 105275 *et seq.* (appropriate case management);
- b) Title 17 of the California Code of Regulations, Section 35001, *et seq.* ("Accreditation, Certification, and Work Practices for Lead-Based Paint and Lead Hazards");
- c) CLPPB Program Letters, and manuals incorporated by reference in Program Letters, including the CLPPB *Public Health Nursing Manual (PHN Manual)*, September 2012, and subsequent updates;
- d) *Guidance Manual for Environmental Professionals (EP Guidance Manual)*, June 26, 2012, and subsequent updates; and
- e) *Surveillance and Data Management Manual* and subsequent updates.

As such, a Childhood Lead Poisoning Prevention Program is staffed with:

<b>Clinical Public Health Nursing Services</b>	<b>Environmental Services</b>
At minimum, a Public Health Nurse (PHN) certified by the State of California to provide appropriate nursing case management of full cases* and oversight of delegated tasks.	An Environmental Professional (EP) is required in order to perform any environmental sampling. Justification must be provided in the instance of inability to staff an EP.

\*For the definition of full case, see 3.iii. Full Case Management Services below.

**Licensing and Certification:**

- Contractor must ensure that services comply with all laws and maintain such licenses and certifications as are necessary for the provision of appropriate case management, environmental inspections, and related activities.
- PHN and EP licenses and certifications must be maintained as follows:

<b>Clinical Public Health Nurse (PHN)</b>	<b>Environmental Professional (EP)</b>
<ul style="list-style-type: none"> <li>○ A current and valid California Registered Nurse (RN) license number provided by the California Board of Registered Nursing.</li> <li>○ A current and valid Public Health Nurse (PHN) certification license number provided by the California Board of Registered Nursing.</li> </ul>	<ul style="list-style-type: none"> <li>○ A current and valid Inspector/Assessor license number provided by the California Department of Public Health.</li> <li>○ Additionally, EPs must meet all criteria of experience and training as specified in the <i>EP Guidance Manual</i>.</li> </ul>

**2. Age of Service Qualification**

A child or young adult ages from birth and under 21 years, with an address in the contractor's jurisdiction and meets the following eligibility criteria, is qualified to receive services from the contractor.