

## 2024 Scope of Work

Title V MCH Block Grant

Project Period: 01/01/2024-12/31/2024

<b>Agency Name:</b> City of Milwaukee Health Department	<b>Business Address:</b> 841 North Broadway Milwaukee, WI 53202
<b>Agency Team Members (Name, Role, Email):</b> Susan Picione, Public Health Nurse – Senior - SPICIO@milwaukee.gov Marcella Miller, Strong Baby Program Manager - <a href="mailto:mamille@milwaukee.gov">mamille@milwaukee.gov</a> Rosamaria Martinez, MCH Director – romarti@milwaukee.gov	<b>WI DHS MCH Team Members (Name, Role, Email):</b> Elizabeth Seeliger, WSB Program Director <a href="mailto:Elizabeth.seeliger@wi.gov">Elizabeth.seeliger@wi.gov</a>
<b>Project Title:</b> Wisconsin Sound Beginnings Early Hearing Detection and Intervention	
<b>Profile ID:</b> 159377	<b>Dollar Amount:</b> \$111,050

### Information about the use of this document

**Purpose:** This document will serve several purposes. It will be utilized to:

- 1) Collaboratively develop a scope of work including a shared understanding of contracted activities/expectations between the WI DHS MCH Team and the funded agency
- 2) Track and monitor progress on project objectives and activities throughout the year
- 3) Provide opportunities for the funded agency to document and share accomplishments, needs for support, and ask questions of the WI DHS MCH Team
- 4) Support the evaluation and monitoring of the effectiveness and impact of the Wisconsin Title V Maternal and Child Health Program and its priorities

The following people may be contacted with questions about the implementation of the scope of work:

**Contract Monitor:** Elizabeth Seeliger, [Elizabeth.seeliger@wi.gov](mailto:Elizabeth.seeliger@wi.gov)

**Equity:** Equity and Racial Justice is a priority of the Wisconsin Title V program. Agency should center the needs of BIPOC, LGBTQ+, people with disabilities and other underrepresented communities to address inequities and disparities in their efforts Agencies should also ensure they

include the voice and input of the communities they serve in planning, decision making, and implementation efforts. These efforts should be made clear throughout the Scope of Work and meaningfully integrated into project objectives, activities, and measures.

**Scope of Work Template (Add additional tables as needed; See example at the end of the document)**

<b>Project Objective 1:</b> To enhance the system of early intervention services and supports for infants who are deaf or hard of hearing and their families.				
Activities Planned to Meet Objective	Start and End date	Person(s) responsible	How will progress be measured? (data source)	What should be achieved by the end of the year? (December 31)
Coordinate, perform, and follow-up on newborn hearing screenings, including care coordination and on-site hearing screenings for families in Southeastern WI who are at-risk for loss to follow-up.	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff Lead: Susan Picione	WE-TRAC	98% of infants born in SE Wisconsin receive their hearing screening by one month of age.
Coordinate EHDI follow-up efforts with hospital staff, primary care providers, audiologist, family, and WI Sound beginnings staff.	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff Lead: Susan Picione	WE-TRAC	75% of infants born in SE Wisconsin who did not pass initial screening will receive additional hearing screen by 3 months of age.
Document outreach attempts/case management in	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff	WE-TRAC	Outreach to families/providers at least a minimum of 3

WE-TRAC in a timely and accurate way.		Lead: Susan Picione		outreach efforts to help ensure follow-up is met if needed.
Community and statewide promotion of EHDI.	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff	MCH End of the year report	Represent the EHDI Program at one conference or community event.
Coordinate and work with the Children's Hospital of Wisconsin to reduce the age of identification of hearing loss in infants born in Southeastern WI to less than 3 months.	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff Lead: Susan Picione	WE-TRAC	Average age of diagnosis in SE WI is less than 3 months of age.
The City of Milwaukee public health will conduct in-person home visits and in-home or in-community hearing screenings to help reduce the loss to follow-up as a last resort.	1/1/2024 to 12/31/2024	City of Milwaukee Health Department Staff  Lead: Susan Picione	WE-TRAC	A minimum of 11 screenings will be completed on infants having significant barriers to accessing care.

### Expectations

Agency Expectations: Fiscal and Administrative	
<ul style="list-style-type: none"> <li>Ensure program expenditures are allowed DHS and Office of Management and Budget guidelines. This includes contacting DHS contract monitor with requests for any changes to scope of work or budget.</li> </ul>	
<ul style="list-style-type: none"> <li>Prepare monthly expenditure reports:</li> </ul>	
	<ul style="list-style-type: none"> <li>Invoices should have enough detail to show clearly how the expenses are related to the scope of work</li> <li>Invoices should include MATCH, if this is required by the contract (amount indicated in contract)</li> <li>The basis for calculating the expense should be included where appropriate</li> </ul>

**Communication**

- Ensure program expenditures are allowed DHS and Office of Management and Budget guidelines. This includes contacting DHS contract monitor with requests for any changes to scope of work or budget.
- Maintain regular and ongoing communication with DHS contract monitor and the WI Sound Beginnings Team.
  - Provide monthly updates on contract activities in the format agreed upon with contract monitor
  - Respond to emails from DHS contract monitor within 5 business days.
  - Attend meetings scheduled with contract monitor. Contact the contract monitor before the meeting if there is a need to reschedule.
  - Notify WI Sound Beginnings Team of any staff changes, including updated contact information

**What you can expect from your assigned DHS contract monitor:**

- Ensure any changes to agency's scope of work and/or budget are documented and understood by all parties.
- Maintain regular and ongoing communication with contracted agency. Emails will be responded to within 5 business days.
- Respond to questions related to contract requirements, and budgets.