

641—80.3(135) Local public health services state grant. The following applies to the state allocation for local public health services, local board of health services, public health nursing services, and home care aide services.

80.3(1) Priority population. The state grant serves all populations, with a priority to serve vulnerable populations in Iowa.

80.3(2) Contractor assurance. In order to receive funding, the contractor shall provide to the department assurance that authorized agencies meet all applicable federal, state, and local requirements. The contractor may directly provide or subcontract all or part of the delivery of services. The contractor shall assure that each authorized agency complies with Title IV of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the 1973 Rehabilitation Act and with affirmative action requirements. In addition, the contractor shall assure that each authorized agency has, at a minimum, the following:

- a. A governing board.
- b. Program policies and procedures, which shall, at a minimum, include:
 - (1) Admission and discharge.
 - (2) A consumer appeals process.
 - (3) Records appropriate to the level of consumer care.
 - (4) A financial assessment.
 - (5) A sliding fee scale.
- c. Personnel policies and procedures, which shall be reviewed and updated annually and communicated to staff. Personnel policies and procedures shall, at a minimum, include:
 - (1) Delegation of authority and responsibility for agency administration.
 - (2) Staff supervision.
 - (3) A staff training program for the identification and reporting of child and dependent adult abuse to the department pursuant to Iowa Code sections 232.69 and 235B.3.
 - (4) Conditions of employment including recruitment, selection, termination, promotion and compensation.
 - (5) A leave of absence policy.
 - (6) A grievance procedure.
 - (7) Annual employee performance evaluations.
 - (8) A nondiscrimination policy.
 - (9) An employee orientation program.
 - (10) A provision for career or workforce development.
 - (11) Fringe benefits.
 - (12) Employment application forms which comply with civil rights regulations.
 - (13) Current job descriptions which delineate qualifications, responsibilities and essential functions, reflect current responsibilities, and are dated.
 - (14) A current salary schedule.
- d. Fiscal management, which shall, at a minimum, include:
 - (1) An annual budget.
 - (2) Fiscal policies and procedures which follow generally accepted accounting practices.
 - (3) An annual audit which is performed according to usual and customary accounting principles and practices.
- e. A quality improvement plan. The plan shall address annual evaluation of the authorized agency, public health programs, and professional development and shall include:
 - (1) Written goals, objectives, and performance measures that use appropriate data and are analyzed regularly.
 - (2) Strategies to monitor program and service compliance with local, state, and federal requirements.
 - (3) Evidence that programs and services align with community health priorities.
 - (4) Methods for reporting the outcomes of evaluation to stakeholders.
 - (5) Steps to determine the cost-effectiveness of programs and services.