SharePoint goes live July 1, 2010

The Iowa Department of Public Health (IDPH) is continuing its work toward implementation of electronic processes that will eliminate barriers, processing delays and increase timeliness for competitive selection application and service contracting. IDPH is presently finalizing the customization of the web based document library system, SharePoint, to meet our requirements of information security, document movement and user access permission levels. A special thank you to John Warming, Don Petsche, and Shanna Wyllie from the IDPH Bureau of Information Management for their efforts in preparing SharePoint for implementation.

This system provides multiple benefits to our local partners which include:

- Electronic submission of applications for funding.
- Electronic distribution of contractual documents to contractors by IDPH.
- Electronic signature on legal and financial documents by contractor and IDPH.
- Single posting of business requirements for future IDPH funding applications.
- Shared electronic expenditure reports with the contractor, IDPH program staff and financial staff.

SharePoint demonstration and training for IDPH “Contract Managers” is scheduled for May 17th. SharePoint demonstrations via a webinar are scheduled for May 19 and 20 for Local partners and IDPH staff. Optional computer labs are also scheduled for local partners during May and June. Computer labs will be scheduled for IDPH employees during June. SharePoint demonstration for bureau chiefs scheduled for May 24th a during the IDPH Chiefs meeting. Training information, including instructions for registering for regional workshops, has been added to the IDPH Modernization webpage under the QI tab.

http://www.idph.state.ia.us/mphi/quality_improvement.asp

It is anticipated SharePoint Contractor sites will be established for each contractor by early June. During June, each IDPH program with contracts beginning July 1st will be loading the contract documents (i.e. approved application, executed contract, etc), report templates and the electronic expenditure workbook into each site. We will be offering additional training for the contract managers so they are comfortable with this process.

Service contract process changes will go into effect July 1, 2010. Information is now posted on the IDPH intranet. Those changes include:

1) Implementation Proposal for Service Contract
2) Service Contract Roles and responsibilities
3) Evaluation Team Guidance

**Contact Information and meeting schedule**

- 210 day follow-up June 4
- I year follow-up November 5
- Be sure to contact any of the IDPH staff listed with questions or suggestions.

**Contract documents are posted to the IDPH Intranet**

- 4) Service Contract Timeline
- 5) Service Contract Tracking Workbook
- 6) Service Contract Policy Draft
- Erin Barkema 242-5524
- Bruce Brown 281-7094
- Cheryl Christie 281-6645
- Sherry Frizell 281-4967
- Stacey Hewitt 281-3018
- John McMullen 281-6646
- Dawn Mouw 281-0919
- Sheri Stursma 281-5819
- Mindy Uhle 242-6131
- Mark Vander Linden 281-8802
- Diana Von Stein 242-5114
- Timothy Wickam 281-7462