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.

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.

**Beginning July 1, 2010**, SharePoint will be utilized for the distribution and management of all contracts which have been executed pursuant to federal mandate or Iowa Administrative Code (i.e. Breast & Cervical Cancer, Local Public Health Services, Childhood Lead, etc.) or a Request for Proposal (RFP) or Request for Application (RFA). Service contracts with a start date of July 1, 2010 will be posted in the SharePoint system initially. As new contracts are prepared for a contract period with a start date after July 1st, they will also be distributed and managed in SharePoint.

As the result of the IDPH Service Contract Quality Improvement process, all applications for funding in response to a RFP or RFA will be electronically submitted to IDPH through SharePoint beginning in the fall of 2010.

SharePoint is being designed so each IDPH service contractor will have their own site to maintain the security of their information. Each contractor site will contain:

- announcements (for general condition changes, SharePoint hints and updates)
- shared forms (notice of modification of contractor key personnel changes)
- a Business Organization folder (for contractor documents required by a RFP i.e. Table of Organization, mission statement, etc.)
- a disbursement folder (for receipt documents for combined payments to contractor)
- a separate folder for each IDPH contract which contains:
  - contractual document files for approved application, contract, amendments, etc.
  - report templates as mandated by the contract
  - completed reports submitted by contractor
  - electronic expenditure workbook

Several user roles and associated privileges have been established for IDPH contractor staff. Each contractor will be requested to execute a Memorandum of Understanding (MOU) agreement with IDPH within the next month. The contractor will identify in the MOU those individuals who have been authorized to execute legal and financial documents on behalf of their agency for all IDPH contracts.
These individuals will have “add, modify and delete” privileges for the documents within the folders in SharePoint. Additional program management staff who will have read-only privileges for these documents will also be identified in the MOU.

SharePoint Orientation

An overview of the SharePoint Service Contract site prototype and the procedures for management of documents within it will be presented in a Webinar. Please respond to the appropriate link below to complete your registration for a session.

- Wednesday, May 19, 2010 2:00-3:30 pm  https://www1.gotomeeting.com/register/809209225
- Thursday, May 20, 2010 10:00 -11:30 a.m. https://www1.gotomeeting.com/register/754271977

Individuals who wish to practice within the SharePoint system may attend one of the optional computer lab sessions available at these locations:

- Hawkeye Community College - May 25th
- Southwestern Community College – May 25th
- Kirkwood Community College – May 26th
- Western Iowa Technical Community College – May 26th
- Indian Hills Community College – May 27th
- North Iowa Area Community College – June 2nd
- Des Moines Area Community College – June 2nd
- Iowa Lakes Community College – June 8th
- Des Moines Area Community College – June 8th
- Iowa Western Community College – June 9th

IDPH staff will be available at each of these locations to assist with any questions the participants may have. Registration for these sites will be available through the Iowa Learning Management System at www.prepareiowa.com.

Who should attend?

Administrative, financial and program management staff are encouraged to participate in one of these sessions. A copy of the Webinar will be available at a later date for review by additional individuals.

For more information regarding the Service Contract Quality improvement Project, please visit the Quality Improvement website: http://www.idph.state ia.us/mphi/quality improvement.asp or contact one of the IDPH Kaizen team members listed.

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