

From: [Todorovich, Jessica L. \(DOH\)](#)
To: [OFM Budget](#)
Cc: [Wiesman, John \(DOH\)](#); [Bergener, Terry \(DOH\)](#)
Subject: DOH Continuity Planning Information
Date: Friday, March 20, 2015 12:12:27 PM
Attachments: [WIC FMNP funding.msg](#)
[DOH OFM Continuity Planning Data.xlsx](#)

Good Afternoon,

Attached is our DOH plan for state government shutdown continuity planning. It is similar to our plan from 2013 with a few minor edits (such as program update language and slight revision to percentage of staff performing work in the non-appropriated tab) and one major change. The major change involves our Women, Infants and Children (WIC) federal program. Since 2013, we've been made aware of federal language that our AAG believes will meet criteria 3. We did not have this information during the 2013 exercise.

Janice Snoey is our AAG that provided the attached guidance, should you want to contact her directly. To summarize:

- We request to exempt staff funded by our federal WIC grant citing criteria 3, federal law, based on the advice of our AG.
 - Total is 81 staff - 61 in PCH and 20 in DIRM who support the mission critical data system.
 - This count includes staff fully funded by the WIC grant and does not include those who are partially supported.
 - It also does not include the Office Director as her position is funded by the division indirect cost pool.

There are two tabs in the attached spreadsheet, one for the exceptions and one for our non-appropriated staff. I am happy to go over the list and answer questions, etc. and can be reached at 360.236.4012. Let me know if you need any additional information. Thank you!

Jessica Todorovich

Deputy Secretary for Administrative Operations, Washington State Department of Health
P: 360.236.4012 | F: 360.586.7424

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Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
1	OS	Agency	Duty Officer	4	1 - on-call	This position will serve as the emergency responder across the agency on any major public health threat. They will oversee activities needed to respond to life and death public health emergencies.
2	OS	Agency	Executive on Call	4	1 - on-call	This position will be on-call only and intended to serve in the role of incident commander if a major public health disaster or threat to life occurs....ESF 8
3	OS	IT	Maintain data center, mission critical online renewing system which allows practitioners to be licensed, and monitoring alarms and equipment.	4	3 staff	
4	Financial Services	Procurement Unit	Procure vaccines for non-appropriated funding activities	2	1 - on-call	This position will directly support the non-appropriated work of our immunizations office, necessary to purchase vaccines for vulnerable populations.
5	Financial Services	Payroll Unit	Payroll Processing	3	2 for one day only	July 10 payroll processing
6	EPH	Environmental Public Health Division	Monitor division emergency notification systems	4	1	Environmental Public Health has several programs where emergencies could have immediate threat to life. One staff person would monitor various reporting systems including radiological and nuclear emergencies, poisoning from shellfish toxins, E coli contamination of drinking water, foodborne illness, and zoonotic disease outbreaks. They will assess if emergency response is necessary and take appropriate action.
7	EPH	Radiation Protection	On-call staff person	4	1 - on-call	Respond to "immediate life threat" event associated with nuclear and radiological emergencies, as a regulating authority.

Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
8	HSQA/MQ AC/NQAC	Health Professions & Facilities	Investigate Imminent Harm complaints against health care professionals or facilities	4	1 - Complaint Intake position 1 - on call Chief Investigator 1 - on-call facilities investigator	Some complaints received are related to alleged incidents that pose an immediate threat to public health and safety. Complaints would be received through one central line and only those referred for concern of imminent harm would be referred to an on-call investigator for assessment of risk.
9	DCHS	Communicable Disease Epidemiology plus DIRM: PHRED & PHIMS	Monitor disease reporting for cases or outbreaks that immediately threaten lives.	4	1 Medical Epidemiologist in office; 1 on call after hours	Incidents of disease that threaten populations can happen at any time. Monitoring is needed should an out break occur. Local health jurisdictions do not have access to state resources and expertise to address communicable disease emergencies (e.g., Ebola).
10	DCHS	Public Health Laboratories	Testing for: fatal biological threats (e.g. anthrax). Bioterrorism Response Network; fatal chemical exposures, chemical terrorism emergency response work; Rabies testing; Novel Influenza testing	4	3 microbiologists, 1-Responsible Official-on call	The PHL is a level one Select Agent Facility. It tests and identifies suspicious white powders and other bioterrorism materials to confirm or rule out suspected select agent. Federal select agent requirements mandate two staff present so the work is not performed alone. State law enforcement rely on the PHL to test white powder samples. Fatal exposure could occur. Rabies is a rare but extremely dangerous and fatal disease. The PHL is the only lab that tests for Rabies in the state. By federal law, the verification process for a positive test requires two people. Testing for novel influenza (e.g. H7N9) to determine if it is present in Washington.

Exemption Criteria

	Division	Program	Function	Criteria	Number of Staff Needed	Justification for Meeting Criteria Identified
11	DCHS	Public Health Laboratories	Newborn Screening/Newborn Screening: providing metabolic treatment product	4	18 staff	Every child born in WA undergoes newborn screening at the PHL. Specimens submitted are tested to detect for dangerous and potentially life threatening conditions that can be treated. This testing assures rapid clinical diagnosis and treatment of abnormal results. Without testing disability or death could result. / Metabolic treatment products address special nutritional needs so people affected do not suffer from permanent disability or death.
12	DCHS	Public Health Laboratories	Lab specimen receiving	4	2 Lab Technicians	Specimens for newborn screening and other potentially life threatening conditions need to be logged in, unpacked, sorted, assigned numbers, verified and tracked. Federal safety laws requires 2 technicians for safe handling of volatile specimens.
13	DCHS	Public Health Laboratories	Lab maintenance and support to keep the PHL operational so critical tests can occur. DIRM support for LIMS	4	3 staff	Equipment must function, lab waste must be decontaminated, media prepared, and supplies replenished in order for essential tests to occur. Necessary for life threatening testing to be completed properly.

Non-Appropriated Fund Impacts

Division	Program	Short Description of the Work	Number of Staff Performing the Work
HSQA	Nursing Resource Center - Fund 09L	Provides grants to Washington's Nursing Resource Center.	0.02
HSQA	Temporary Worker Housing - Fund 214	Administers temporary worker housing licensing and inspection program.	0
HSQA	Ambulatory Surgical Facilities - Fund 14J	Administers ambulatory surgical facilities licensing and inspection program.	2.7
HSQA	Impaired Physician Account - Fund 821	Funds the impaired practitioner monitoring program for physicians. Pass thru.	0
PCH	Immunization - Vaccine Account Fund 16G	<p>Supports provider vaccine ordering, purchase and distribution to public and private providers for children birth through age 18.</p> <p>Daily Operations: Review, approve and submit vaccine orders from local health and WA health care providers to CDC; provide technical assistance to local health and providers; address distribution issues with the vendor responsible for vaccine delivery; assure provider enrollment and reenrollment functions are completed to retain provider's ability to place vaccine orders; address any vaccine financing issues or needs with CDC and the WA Vaccine Association to assure funds are available to order and distribute vaccines; maintain immunization information system used to order vaccines.</p>	<p>Essential staff: 3 FTEs essential for skeleton staffing to support this work.</p>

From: [Snoey, Janis \(ATG\)](#)
To: [Todorovich, Jessica L \(DOH\)](#); [McNamara, Jennifer \(DOH\)](#)
Cc: [Charles, Janet \(DOH\)](#)
Subject: WIC & FMNP funding
Date: Thursday, March 19, 2015 10:29:46 AM

This is probably longer than you want, edit it down as you see fit. Let me know if you need more.

Section 361 of the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) requires states to agree to exclusion of Federal funds from State budget restrictions or limitations as a condition of receiving federal funds under the Child Nutrition Act of 1966. Washington's Secretary of Health signed such agreement in 2011 for the Women, Infants, and Children (WIC) and WIC Farmers Market Nutrition Program (FMNP) programs. Loss of federal funding is a potential consequence of failure to comply with this requirement.

JANIS SNOEY

Assistant Attorney General

OFFICE OF THE ATTORNEY GENERAL

AGRICULTURE AND HEALTH DIVISION

P O Box 40109

Olympia, WA 98504-0109

(360) 753-6215