

## **Program Element Template Instructions**

The Program Element (PE) Template is intended to assist Public Health Division programs in creating a PE, which describes programmatic and service deliverables for inclusion in the Financial Assistance Agreement (FAA) with each Local Health Department (LHD). A standard template provides consistency throughout the process.

### **A. Required vs. optional parts of the template**

- Non-italicized text: This text must be included in the PE without modification.
- *Black italicized text: Text specific to the PE must be entered.*
- *Red italicized text: Text specific to the PE may be entered, if applicable.*

### **B. Program Element Sections**

**Title.** Enter PE # and name.

**1. Description.** Enter text to replace the black italicized text.

**2. Definitions.** Optional, if there are definitions specific to the PE. Do not duplicate definitions found in the definition section of the FAA, such as LPHA, Agreement, OHA, Provider, etc.

#### **3. Program Components.**

- a. For each row in the table under the header rows, enter a component of the PE in the first column, and then enter an “x” in the columns to indicate which foundational program(s) and foundational capabilities that component aligns with, if applicable. Use the lists of deliverables within Oregon’s Public Health Modernization Manual as a reference for completing this section of the PE. Add or delete rows as needed.
- b. Enter Public Health Accountability Outcome Metric, or “Not applicable.”
- c. Enter Public Health Accountability Process measure (measures to be adopted September 2017) or “Not applicable.”

**4. Procedural and Operational Requirements.** Include any guidance around what the LPHA can do with the funds for this PE, including any overarching OARs, CFRs, or other legal or regulatory requirements. The text next to a. and b. may be used if a Local Program Plan and/or Local Program Budget will be required and included in the FAA.

**5. General Budget and Expense Reporting.** This is standard text to be included in all PEs.

**6. Reporting Requirements.** Optional, if there are specific reporting requirements other than the expense reporting described in section 5.

**7. Performance Measures.** If there is a Public Health Accountability Process Measure (to be adopted Sept. 2017) associated with the PE, enter that next to the text in a. Enter any other performance measures related to the PE, if applicable.

8. **Attachments.** Include the Local Program Plan and/or Local Program Budget as Attachments, if applicable; include other documents as numbered Attachments if needed; or delete the Attachment pages from the template if not needed for the PE.

**C. PE formatting and naming conventions.** Please use the formatting in the template and avoid modifying font, spacing, margins, etc. The following file naming conventions are to be used throughout the process of PE development or modification through approval and inclusion in the FAA.

Stage of process	File naming format	Example using PE 1, State Support for Public Health
Drafting of PE by program	PE[#]_[PE Name or acronym]_Draft_v[#]	PE 1_SSPPH_Draftv1

[illegible]

**b. Public Health Accountability Outcome Metric:** *(Enter PH Accountability Outcome Metric(s) related to this PE, or “Not applicable”)*

**c. Public Health Accountability Process Measure:** *(Enter the PH Accountability Process Measure or “Not applicable”)*

**4. Procedural and Operational Requirements.** By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct activities in accordance with the following requirements:

*a. Engage in activities as described in its Local Program Plan, which has been approved by OHA and as set forth in Attachment 1, incorporated herein with this reference.*

*b. Use funds for this Program Element in accordance with its Local Program Budget, which has been approved by OHA and as set forth in Attachment 2, incorporated herein with this reference. Modification to the Local Program Budget may only be made with OHA approval.*

c.

(1)

(a)

i.

A.

I.

**5. General Budget and Expense Reporting.** [The following is placeholder text for standardized language that OHA is developing for this section of the PE.] LPHA must complete and submit to OHA [frequency and due dates TBD before PE template is finalized] an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of this Agreement.

**6. Reporting Requirements.**

a.

**7. Performance Measures.**

*a. LPHA shall operate the (Enter name of Program funded under this Program Element) in a manner designed to achieve the following public health accountability process measure: (Enter process measure, if applicable)*

b.

**Attachment 1**  
**Local Program Plan**

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**Attachment 2**  
**Local Program Budget**

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