

Scope of Work for Hidalgo County Health Department Field Support

I. Purpose

The **Hidalgo County Health Department** is playing a critical role helping pregnant women and families affected by Zika virus. CDC National Center on Birth Defects and Developmental Disabilities (NCBDDD) is supporting placement of field support staff to assist with capacity needs.

The basic tenets provide the connection to the work effort and the Zika mission for the Hidalgo County Health Department. The basic tenets of this support focus on pregnant women and their infants to include:

- Assistance in the collection and submission of infant follow-up data.
- Assistance with coordination of Zika response efforts targeting pregnant women and families.
- Assistance in providing outreach and coordination within the local communities and across the neighboring counties.
- Assistance in the process for surveillance and reporting data.
- Assistance with coordinating referral to services.

CDC has contracted with Chickasaw Health Consulting, LLC (CHC) to provide programmatic support for local health departments. CHC provides a Program Manager (PM), a Field Project Manager (FPM) and on-site staff to provide staffing to assist the **Hidalgo County Health Department** Zika team. Specifically, for **Hidalgo County Health Department** CHC will provide 1 on-site resource that is a skilled **Public Health Consultant-Emerging Threats** with (1) the ability to communicate information effectively with clinicians and families in the different communities, (2) strong documentation skills, (3) the skills to abstract medical records and (4) is self-directed.

II. Scope of Service and Responsibility

Administration and Coordination

Day-to-day activities of CHC on-site staff will be under the technical direction of **Eduardo Olivarez**, Chief Administrative Officer, and the CHC Field Project Manager, Lessely Brown-Shuler. CHC staff will engage in activities in alignment with the current workflow of the **Hidalgo County Health Department** Zika Team and seek feedback on a regular basis. CHC on-site staff will receive specific training and directions on relevant CDC NCBDDD tools, such as the US Zika Pregnancy Registry and Birth Defects Surveillance from the CDC, where such tools are relevant to the work.

In this role, the FSM will support the **Hidalgo County Health Department** in the following ways:

- Provide technical advice and assistance to field staff and local health department leadership and staff for areas within the scope of work.
- Maintain knowledge of compliance with all policies and regulatory requirements applied by the field staff.
- Report every other week to the CDC through telephone calls or in person meetings, and prepare every other week written progress report to share with Hidalgo County Public Health Department.

Surveillance Activities

Under the direction of the **Hidalgo County Health Department** Zika Team, the CHC on site staff will assist with compiling and completing surveillance information on pregnant women and infants.

Activities will include:

- Connect with physicians/clinicians and help track cases.
- Participate in active infant follow-up cases.
- Provide case management, coordination, follow-up and data management of pregnant women with laboratory evidence of Zika and infants with birth defects by assisting with the development and execution of protocols for case management to ensure Zika positive pregnant women and infants can be followed.
- Conduct effective provider outreach and enhance their reporting of infant follow-up data through the USZPIR.
- Expand clinical outreach and communication to clinical and provider communities within Hidalgo County.
- Participate in community outreach by attending community meetings, events, and other forums to share information about Zika.
- Assist the Zika team in data gathering for measures to meet this need.
- Assist with activities related to providing outreach to pregnant women, including the development of educational tools in coordination with the CDC published guidance.
- Stand-up a referral to services process.

Referral to Service

As part of their duties, the CHC staff will assist **Hidalgo County Health Department** staff with identification of affected pregnant women and their families requiring services in the community. Referral to service activities will require the surveillance data to predict, plan, and prepare for an increased demand for services.

Activities will include coordination and communication with physicians around referring patients to mental health organizations for support.