WORKING AGREEMENT BETWEEN
SEXUALLY TRANSMITTED DISEASE/INFERTILITY PREVENTION PROGRAM, WYOMING PUBLIC HEALTH LABORATORY AND PUBLIC HEALTH NURSING

1. **Parties.** The parties to this Agreement are the Preventive Health and Safety Division, Sexually Transmitted Disesase/Infertility Prevention Program [STD/IPP], whose address is 6101 Yellowstone Road, Suite 510, Cheyenne, Wyoming 82002, Wyoming Public Health Laboratory [WPHL], whose address is 2300 Capitol Avenue, 517 Hathaway Building, Cheyenne, Wyoming 82002, and the Community and Rural Health Division, Public Health Nursing [PHN], whose address is 6101 Yellowstone Road, Suite 420, Cheyenne, Wyoming 82002.

2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the PHN offices that agree and are able to provide services, shall conduct counseling and testing, screening, in addition to treatment and partner referral for sexually transmitted disesases. This agreement/MOU may end or be interrupted when there is a shortage of nursing staff and resources and/or funding as determined by PHN. PHN will notify STD/IPP when there is a change in service.

3. **Term of Agreement and Required Approvals.**

A. This Agreement is effective when all parties have executed it and all required approvals have been granted January 1, 2008. The term of this Agreement is from the Effective Date through December 31, 2008.

4. **Responsibilities of PHN.** PHN will ensure that PHN offices that agree and are able to provide services shall do so in accordance with the following:

A. To conduct STD/IPP screening services in accordance with the WDH 2006 Rules and Regulations for Sexually Transmitted Diseases, Partner Counseling and Referral Services (PCRS) Standards of Operation, and CDC's 2006 Sexually Transmitted Diseases Treatment Guidelines and relevant updates (including additional PHN instructions).

B. To order STD testing kits from the Wyoming Public Health Laboratory.

C. To order the STD treatment medications from STD/IPP.

D. To establish quality assessment procedures which include a mechanism for receiving, acknowledging and responding to complaints about services provided. The procedure must utilize the hierarchy system of resolution, in which complaints are addressed at the local level first. If resolution of the complaint is not achieved at the local level, then the complaint and actions taken to date must be submitted to PHN who shall forward to STD/IPP for joint review. The PHN complaint policies and procedures will be followed. The agency that forwarded the complaint will receive notification of the final resolution and the actions taken by PHN and STD/IPP for their files.

E. To coordinate with the HIV/AIDS Program, and Adult Viral Hepatitis Program, to encourage individuals engaged in high-risk behaviors (men who have sex with men, bisexual men, injecting drug users, high-risk heterosexual women, and sexual or needle sharing partners of individuals at high-risk) to be screened for all communicable diseases and to provide hepatitis A and B vaccinations as necessary to individuals who self identify as high risk.

F. To offer and provide sexually transmitted diseases (STD) counseling and testing services to identified individuals engaging in high-risk behavior who utilize the PHN sponsored sexually transmitted disease clinics and family planning services.

G. To provide partner referral services as necessary to clients needing services which may include Expedited Partner Therapy (EPT).

H. To provide STD counseling and testing services for a voluntary donation or at no charge if necessary to clientele.

I. To report all STD and partners to the Wyoming Department of Health, STD Program as indicated in the Communicable Disease Statutes.

J. To maintain and retain client records according to nursing standards, and county and state policies.

K. To maintain and retain fiscal records for a period of five years.

L To allow site visits by STD/IPP or the United States Department of Health and Human Services (USDHHS) in order to:

1. Review program accomplishments and management control systems, and;
2. Provide such technical assistance as necessary.

5. **<u>Responsibilities of WPHL.</u>** The WPHL agrees:

A. To provide screening kits to all PHN sites.

B. To invoice all PHN sites for the cost of the test kits. Cost will be negoitated on an annual basis.

C. To anlyze STD samples and provides results to the submitting PHN office within 24 hours of result.

6. **<u>Responsibilities of STD/IPP.</u>** The STD/IPP agrees:

A. To provide annual updates regarding STD clinical training and PCRS services as necessary utilizing compressed video technology at convenient sites or combining training with other Communicable Disease and State Program meetings.

B. To conduct annual site reviews of screening and treatment services as specified in the STD Rules and Regulations and to provide evaluation reports back to State PHN Supervisors for review.

C. To provide treatment medications Expedited Partner Therapy packets at no cost to PHN sites.

D. To provide backup disease investigation services (DIS) as necessary for unreachable clients

Updated February 2008