

## LPHA Incentive Funding Measures and Reporting Guidance FY 2025

The DHSS incentive program encourages and rewards public health service delivery improvement. Each LPHA is eligible to apply for the incentive funding by submitting required information to document completion of the outlined measures. The column below titled “LPHA Incentive Funding Quality Measures for FY25” lines out each activity that is a part of the Incentive for this specific fiscal year and the “Percentage” column shows what percentage of the total incentive funding an activity is worth.

To receive credit for an activity, please follow the guidance under “Explanation of Activity and Submitting for Credit” column below. **When the guidance refers to using the Incentive email address, please utilize the following, [IncentiveFundingSubmissions@health.mo.gov](mailto:IncentiveFundingSubmissions@health.mo.gov). Please note, that we may not receive your submission if you send it to a different email address or submit in a different way other than what is listed below. If you have questions, please reach out directly to Tiffany Bayer or Mary Blevins as the incentive funding email is not checked on a daily basis.**

The LPHA final due date for submission of required documentation will be May 1 of each year. The incentive funding will be paid upon confirmation with LPHA that all incentive documentation has been submitted, with funding distributed no later than June 2025. The amount of incentive each LPHA will receive is equal to the total possible amount of funding per LPHA times the total % of measures achieved as outlined below:

We certainly understand that there will be LPHAs that are in unique situations regarding where they currently are in the accreditation or reaccreditation process. We also understand that city and county governments vary greatly across Missouri and that some LPHAs do not fall in the standard model of governing board and/or county commission. We ask that if you are in a unique situation in regard to accreditation, governing body, or any other item that may affect how you are able to complete the incentive measures, please reach out to Tiffany Bayer as soon as possible to discuss alternatives for completing that specific measure.

Percentage	LPHA Incentive Funding Quality Measures for FY25	Explanation of Activity and Submitting for Credit
Accreditation		
20%	Completion of PHAB Readiness Assessment	Submit confirmation of completion from PHAB to incentive email address as evidence the Assessment was completed.
10%	Evidence of current accreditation (either PHAB or MICH)	A letter from MICH or PHAB must be submitted through incentive email address stating that the LPHA is currently accredited at time of submission.

Survey Completion		
25%	LPHA will complete and submit the Excel-based Gap Analysis Tool (“Tool”) by September 17, 2024, for the Foundational Public Health Services Gap Analysis Project.	University of Missouri Institute of Public Policy will provide a list of LPHAs who submitted the completed Tool to the Center for Local Public Health Services.
Environmental Activities		
10%-15%	Establish Environmental MOU or MOU's for “mutual aid” with neighboring LPHA.	LPHA can develop their own MOU language, but DHSS will outline components that need to be included in the MOU. DHSS will also provide a sample MOU to LPHAs. <b>ONE</b> MOU will earn 10% of the incentive and <b>TWO</b> or more will earn 15%. Submit copies of the signed MOU to incentive email address.
Training and Education		
5%	LPHA Administrator or Deputy attended the MO Public Health Association Annual Conference in September 2024	Must attend both days of conference. Must submit name and title of who attended to the incentive email address.
5%	County Commissioners (at least two out of three) <b>OR</b> local government officials (75 percent), for those LPHAs with a different form of County government or whose jurisdiction doesn't include an entire county, with decision making authority over the health department, complete public health training hosted by MAC and designed/presented by DHSS.	MAC will provide DHSS a list of all County Commissioners that attended this conference.
You Pick Two - Pick Two Out of the Four Items for Completion		
Two out of four will earn a total of 20%	LPHA hosts an intern from the Pathways Program for one OR two semesters (Fall 2024 or Spring 2025)	If you host an intern for two semesters, this counts for your two out of the four items for completion. Please send email to the incentive email address, the name or names of your interns and what time frame they completed their internship at your health department.
	A LPHA employee or a LPHA Board Member Attends a National Public Health Conference	Must submit proof of conference attendance via email, using the incentive email address listed above. (Registration confirmation and agenda is preferred for proof)

At least 50% of LPHA Environmental Staff are currently certified as Environmental Health Specialist (CEHS) by the Missouri Environmental Health Association or Registered Environmental Health Specialists (REHS) by the National Environmental Health Association. A LPHA with an established MOU/Mutual Aid Agreements with another LPHAs may count that agency's CEHS/REHS towards their percentage.

Must submit CEHS certification via email, using the incentive email address listed above.

One LPHA Board or Commission Member attends the Joint Public Health Conference in September 2024

Must submit name, title and agency affiliation of who attended to the incentive email address.

PHAB = Public Health Accreditation Board  
MICH = Missouri Institute for Community Health  
LPHA = Local Public Health Agency  
MAC = Missouri Association of Counties