

MN HPAI Cooperative Compliance Agreement (CCA) Position Roles and Responsibilities

Case Manager (CM)

The CM is the first individual to contact the producer when a premise is determined to have a presumptive positive case. The CM is the producer's advocate, helping him/her to keep processes moving in a positive and timely manner. The CM is responsible for assisting the producer with various processes, including creation of a Flock Plan, processing indemnity claims, and ensuring depopulation and disposal of flocks and cleaning and disinfection of premises. The latter activities require a Cooperative Compliance Agreement (CCA).

The CM will assist the producer with the initial steps of the CCA to include the Pre-Award Letter, Work Plan, Financial Plan and the Authorized Signature Form. The CM will assist the ADODR in ensuring approved activities are accomplished.

Authorized Departmental Officer's Designated Representative (ADODR)

The ADODR is the Federal representative who will oversee the management, program activities and related costs of the CCA. The ADODR will verify completion of activities and approve payment requests. The ADODR, along with the Agreement Specialist, will be a contact for the producer for the entire life of the agreement.

Agreement Specialist (AS)

The AS processes and tracks all CCA related documents, reviewing for completeness and accuracy. The AS is the central point of contact for the producer, CM, ADODR, ADO and ACRT. The AS prepares the CCA Notice of Award and accompanying documents, incorporating the Work and Financial Plans. The AS, along with the ADODR, will be a contact for the producer for the entire life of the agreement.

Agreement Cost Review Team (ACRT)

The ACRT is responsible for reviewing all Work and Financial Plans ensuring continuity of activities and reasonableness of costs.

Authorized Departmental Officer (ADO)

The ADO approves the pre-award letter and is the designated signatory on the actual CCA Notice of Award. The ADO is accountable for ensuring the legal processes of the CCA. The ADO for CCA documents is the appropriate SPRS District Director.