



## Office of Policy and Practice Alignment Public Health Nurse Consultant Inbox

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The Office of Policy and Practice Alignment (OPPA) public health nurse consultants (PHNC) provide consultation and technical assistance to promote and maintain a strong public health system. To support this effort, the PHNC team set up a shared inbox for local and Tribal health department (LTHD) staff to send general, non-emergent, public health nursing questions. The PHNCs will work within their scope of practice when responding to questions.

### Who is the OPPA PHNC Team?

- Charlotte Ahrens BSN, RN
- Deborah Heim PhD, MN, RN, PHNA-BC
- Janet Kazmierczak BSN, RN
- Kristen Kelm BSN, RN

### Inbox details

Where to send questions?

[DHSPHNConsultant@dhs.wisconsin.gov](mailto:DHSPHNConsultant@dhs.wisconsin.gov)

When will it be monitored?

Monday-Friday 8 am to 3:30 pm, except on State of Wisconsin recognized holidays. Inquiries will be addressed in order they are received.

Who should utilize this inbox?

Health Officers/Directors, Public Health Nurses, those that supervise Public Health Nurses, academic partners, and nursing students. Emails from the public will not be answered.

### What types of questions?

- Application of statute and administrative rule  
For example: Wis. Stat. ch. 250, Wis. Admin. Code chs. DHS 139 and 140
- Hiring of public health nurses
- Delegation of nurse duties to others
- Referrals to DHS subject matter experts

### Tips on sending questions

- Provide as much detail in the email as possible.
- Include a timeline for needed response, especially if there is a prompt deadline.
- Call a PHNC team member when the inquiry is urgent.