

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** Monday, August 15, 2011

**SUBJECT:** Reallocation of State Funded School Health Nurses.

**PRESENTER:** Tom Bridges. Public Health Director

**ATTACHMENTS:** Yes: 1.Division of Public Health Agreement Addendum FY 11-12

#### **SUMMARY OF REQUEST:**

The Henderson County Department of Public Health currently has nine (9) School Health Nurses, eight (8) of which are county funded and one state funded. The school health nurses provided state and federal mandated student and staff services to include facilitating students with chronic disease problems. For the student with a chronic disease, an individualized health care plan is required to be developed in conjunction with each student's physician, the parents and school staff, followed by on-going monitoring. One in five students (or 21% of the student population) in Henderson County have at least one diagnosed chronic health condition.

The attached FY12 Consolidated Agreement with NC DHHS reallocates two (2) state funded school health nurses to the Henderson County Department of Public Health. This \$ 100,000 funding affirms our retention of one state funded school health nurse position we presently have had for several years and offers us additional funds for another school nurse position as the result of a redistribution of school nurses around the state. Fifty thousand (\$50,000) is provided for each 10 month school nurse, however an additional \$ 10,000 will be needed to completely fund the new position. That additional fund can be met through a reorganization of nursing positions currently taking place at the Henderson County Department of Public Health, so there will be sufficient funds to cover this amount. Henderson County has for many years had a higher student to nurse ratio than most other counties in North Carolina with Henderson at 99th out of 115 school districts with the highest ratio. A high ratio places a greater burden on each of our nurses to meet specific health program mandates for our schools. Adding a new 10 month school nurse position will greatly assist our efforts and at the same time reduce potential liability due to the high number of students served.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the FY12 Consolidated Agreement reallocation and authorize hiring an additional school health nurse to fill a 10 month project position.

**Suggested Motion:** I move that the state funds for the school health nurse reallocation be approved and that an additional school health nurse project position be created and filled.

# Division of Public Health

## Agreement Addendum

### FY 11-12

Henderson County Department of Public Health  
**Local Health Department Legal Name**

Women's & Children's, Children & Youth  
**DPH Section/Branch Name**

803 - School Nurse Funding Initiative  
**Activity Number and Description**

Jessica Gerdes, 919-707-5667,  
 Jessica.Gerdes@dhhs.nc.gov  
**DPH Program Contact Name, Telephone  
 Number (with area code) and Email**

8-1-2011 – 05-31-2012  
**Service Period**

**DPH Program Signature** **Date**  
 (only required for negotiable agreement  
 addendum)

9-1-2011 – 6-30-2012  
**Payment Period**

- Original Agreement Addendum  
 Agreement Addendum Revision # 1 (please do not put the Aid to County revision # here)

This amendment replaces, in total, the original agreement addendum that was executed on June 1, 2011.

**I. Background:**

The Children and Youth Branch in the Women's and Children's Health Section of the Division of Public Health develops, implements, promotes and monitors programs and services that protect and enhance the health and well being of children and their families. There is a strong emphasis on preventive health services. The School Nurse Funding Initiative is located in the School Health Unit which includes multidisciplinary staff working in collaboration with representative specialists across the Division of Public Health and with local communities to promote maximum physical, social, emotional, and educational growth of children and adolescents in the school setting. The national and state recommended ratio of school nurses to students is 1:750; however the average North Carolina nurse to student ratio is nearly double the recommendation. NC public schools have 1,402,269 students (1:1,185, School Nurse: Student Ratio, 2009-2010). Henderson County Schools has 13,104 students (1:1,456 School Nurse:Student Ratio).

In order to improve school nurse availability the North Carolina General Assembly ratified a 2004-05 budget to appropriate funds supporting 145 school nurse positions [Section 5.1.(cc) and Section 10.33]. The average statewide ratio improved to 1:1593 in 2004-05, and further improved in each subsequent year to 1:1,185 in 2009-10. In 2007, the General Assembly appropriated funds to help school districts, local health departments, and community organizations across the state achieve ratios closer to the recommended standard. In 2011, the NCGA passed House

Health Director Signature (use blue ink)

Date

Local Health Department to complete: (If follow up information is needed by DPH)	LHD program contact name: _____
	Phone number with area code: _____
	Email address: _____

**Signature on this page signifies you have read and accepted all pages of this document.**

Bill 200 which became law on June 15, 2011 and required all SNFI funding to be distributed to local health departments according to changed allocation criteria specified by the General Assembly.

**The long-term program outcome supported by this Contract is:**

For Henderson County Schools decrease the nurse to student ratio from 1:1,638 to 1:750 in order to have a positive impact on improving children's health and their readiness to learn.

**II. Purpose:**

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

**III. Scope of Work and Deliverables:**

The Contractor shall, for approximately 2,620 students:

1. Employ two nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Henderson County Schools	2

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.
  - A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:
    - a) Preventing and responding to communicable disease outbreaks;
    - b) Developing and implementing plans for emergency medical assistance for students and staff;
    - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
    - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
    - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
    - f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;

- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
  - o) Be available to assist the county health department during a public health emergency.
- B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.
3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
  4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

**As a result of this contract, the following outputs shall be attained:**

- Two nationally certified school nurse(s) or registered nurse(s) to work full time to serve 2,620 students.
- An annual Work Plan to provide basic health services.

**IV. Performance Measures/Reporting Requirements:**

The contractor shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or 28<sup>th</sup> Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly addresses emergency/disaster preparedness and response, states that emergency/disaster service by SNFI nurses is an allowable use of their time and that SNFI nurses are to be made available to assist the local health department during a public health emergency.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7. **Note: No other expenditures are allowable using this allocation.**
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

**The short-term and/or interim outcomes of this contract are:**

- A. Reduce the nurse to student ratio in Henderson County Schools from 1:1,638 to 1:1,310.
- B. Improve access to basic health services for 100% of students served

**V. Performance Monitoring and Quality Assurance:**

**A. The Contractor shall adhere to the following service quality measures for this contract:**

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

**B. This contract will be monitored according to the following plan:**

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.
2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

**VI. Funding Guidelines or Restrictions:**

The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The contractor shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the contractor without prior approval of the DPH contract administrator.

**Allocation Page**  
**For Fiscal Year:11/12**  
**Estimate Number: 2**

Waiting for Program User Approval

		R03 1332 5358 00	B03 1332 5358 AP	Proposed Total	New Total	
		Payment Period 07/01-06/30	Payment Period 07/01-06/30			
	AA	Service Period 06/01-05/31	Service Period 06/01-05/31			
01 ALAMANCE		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
01 ALBEMARLE REG		\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	
02 ALEXANDER		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
04 ANSON		\$0.00	\$0.00	\$0.00	\$0.00	
02 APPALACHIAN		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
07 BEAUFORT		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
09 BLADEN		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
10 BRUNSWICK		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
11 BUNCOMBE		-\$50,000.00	\$0.00	-\$50,000.00	\$150,000.00	
12 BURKE		\$0.00	\$0.00	\$0.00	\$100,000.00	
13 CABARRUS		\$0.00	\$0.00	\$0.00	\$50,000.00	
14 CALDWELL		\$50,000.00	\$0.00	\$50,000.00	\$100,000.00	
16 CARTERET		\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	
17 CASWELL		\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	
18 CATAWBA		\$0.00	\$0.00	\$0.00	\$200,000.00	
19 CHATHAM	*	0	\$100,000.00	\$0.00	\$100,000.00	
20 CHEROKEE		\$0.00	\$0.00	\$0.00	\$100,000.00	
22 CLAY		\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	
23 CLEVELAND		\$0.00	\$0.00	\$0.00	\$200,000.00	
24 COLUMBUS		\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	
25 CRAVEN		\$0.00	\$0.00	\$0.00	\$0.00	
26 CUMBERLAND	*	1	\$39,406.00	\$0.00	\$39,406.00	\$189,406.00
28 DARE		\$0.00	\$0.00	\$0.00	\$0.00	
29 DAVIDSON	*	1	-\$39,406.00	\$0.00	-\$39,406.00	\$400,000.00
30 DAVIE		\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	
31 DUPLIN		\$0.00	\$0.00	\$0.00	\$0.00	
32 DURHAM		-\$50,000.00	\$0.00	-\$50,000.00	\$100,000.00	
33 EDGEcombe		\$50,000.00	\$0.00	\$50,000.00	\$250,000.00	
34 FORSYTH		\$0.00	\$0.00	\$0.00	\$100,000.00	
35 FRANKLIN		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
36 GASTON		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
38 GRAHAM		\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	
01 GRAN-VARCE		\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	
40 GREENE		-\$100,000.00	\$0.00	-\$100,000.00	\$0.00	
41 GUILFORD	*	1	\$50,000.00	\$0.00	\$50,000.00	\$100,000.00
42 HALIFAX		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
43 HARNETT		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
44 HAYWOOD		\$0.00	\$0.00	\$0.00	\$100,000.00	
45 HENDERSON		\$50,000.00	\$0.00	\$50,000.00	\$100,000.00	
46 HERTFORD		\$0.00	\$0.00	\$0.00	\$50,000.00	
47 HOKE		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
48 HYDE		\$0.00	\$0.00	\$0.00	\$0.00	
48 IREDELL		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
50 JACKSON		\$0.00	\$0.00	\$0.00	\$50,000.00	
51 JOHNSTON		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
52 JONES		\$0.00	\$0.00	\$0.00	\$50,000.00	
53 LEE		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
54 LENOIR		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
55 LINCOLN		\$0.00	\$0.00	\$0.00	\$150,000.00	
56 MACON		\$0.00	\$0.00	\$0.00	\$150,000.00	
57 MADISON		\$100,000.00	\$0.00	\$100,000.00	\$150,000.00	
04 MAR-TYB-WASH		\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	
60 MECKLENBURG		\$0.00	\$0.00	\$0.00	\$50,000.00	
62 MONTGOMERY		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
63 MOORE		\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	
64 NASH		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
65 NEW HANOVER		\$0.00	\$0.00	\$0.00	\$0.00	
65 NORTHAMPTON		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
67 ONTARIO		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
68 ORANGE		\$0.00	\$0.00	\$0.00	\$0.00	
69 PAMLICO		\$0.00	\$0.00	\$0.00	\$0.00	
71 PENDER		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
73 PERSIM		\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	
74 PITT		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	
75 RANDOLPH		\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	

77 RICHMOND			\$150,000.00	\$0.00	\$150,000.00	\$150,000.00
78 ROBESON			\$150,000.00	\$0.00	\$150,000.00	\$250,000.00
79 ROCKINGHAM			\$200,000.00	\$0.00	\$200,000.00	\$200,000.00
80 ROWAN			\$100,000.00	\$0.00	\$100,000.00	\$100,000.00
85 R-P-M			\$550,000.00	\$0.00	\$550,000.00	\$550,000.00
82 SAMPSON			\$400,000.00	\$0.00	\$400,000.00	\$400,000.00
83 SCOTLAND			\$0.00	\$0.00	\$0.00	\$0.00
84 STANLY	"	0	\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00
85 STOKES	"	0	\$150,000.00	\$0.00	\$150,000.00	\$150,000.00
86 SURRY			\$200,000.00	\$0.00	\$200,000.00	\$250,000.00
87 SWAIN			\$0.00	\$0.00	\$0.00	\$0.00
86 TOE RIVER	"	1	\$200,000.00	\$0.00	\$200,000.00	\$250,000.00
88 TRANSYLVANIA			\$0.00	\$0.00	\$0.00	\$50,000.00
90 UNION			\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
92 WAKE			\$0.00	\$0.00	\$0.00	\$50,000.00
93 WARREN			\$150,000.00	\$0.00	\$150,000.00	\$150,000.00
95 WAYNE			\$250,000.00	\$0.00	\$250,000.00	\$250,000.00
97 WILKES			\$150,000.00	\$0.00	\$150,000.00	\$150,000.00
98 WILSON			\$150,000.00	\$0.00	\$150,000.00	\$150,000.00
99 YADKIN			\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
<b>Totals</b>			<b>\$8,650,000.00</b>	<b>\$50,000.00</b>	<b>\$8,700,000.00</b>	<b>\$11,789,400.00</b>

Signature and Date - DPH Program Administrator

*Carole Kent* 7-29-11

Signature and Date- DPH Section Chief

*Steve Anderson* 7/29/11

Signature and Date- DPH Contracts Office

*Rebecca Miller* 7/29/11

Signature and Date - Division of Public Health Budget Officer

*Kathy Blackley* 7/29/11

*sl*  
*7/29/11*