

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: August 18, 2021

SUBJECT: Health Department – Request for COVID Project Positions

PRESENTER: Steve Smith, Health Director

ATTACHMENTS: Yes
1. NC Department of Health and Human Services Agreement Addendum
Reopening Schools School Health Liaison

SUMMARY OF REQUEST:

The Henderson County Department of Public Health has identified a need for expanded core capacity to support long term response activities for COVID-19. These needs include vaccine management and distribution, central coordination of case investigations, testing oversight/reporting and ongoing support to long term care facilities, schools, daycare centers and other institutions for testing, reporting and clinical guidance.

The request is for 2 public health nurses, 1 medical office assistant and 2 administrative assistant positions (Public Health Nurse II's, Medical Office Assistant, Administrative Assistant I and Administrative Assistant II classifications respectively) that would be deemed project positions. The cost of the positions would be covered by funds afforded specifically for COVID-19 response through the NC Department of Health and Human Services including the recently Agreement Addendum for a School Health Liaison in the amount of \$115,000. The positions would end when there is no longer a need or the funds are exhausted. No local appropriations are required.

The Henderson County Board of Health supported the need for expanded capacity at their June 8, 2021 meeting.

The positions have been discussed with the Human Resources Department.

BOARD ACTION REQUESTED:

The Board is requested to approve the addition of 2 public health nurses, 1 medical office assistant and 2 administrative assistant project positions for COVID-19 response.

Suggested Motion:

I move the Board approve the addition of 2 public health nurses, 1 medical office assistant and 2 administrative assistant project positions for COVID-19 response.

vaccine administration efforts, and to coordinate other school health/public health services as described in the Memorandum of Agreements referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health.

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

The Local Health Department (LHD) shall:

1. Employ one or more PHN School Health Liaisons by the start of the 2021-2022 school year to liaise with all school types within the jurisdiction of the LHD. Allowable uses of funds include salary and fringe benefits, staff development and training, IT hardware and software, supplies including cell phones and office supplies, and travel.
2. Establish a job description for the PHN School Health Liaison that includes the following activities in addition to other local needs:
 - a. Administration/Joint Planning for School Health
 1. Coordinate school health efforts between the LHD and all LEAs and schools in the LHD county (or counties if a District LHD) served.
 2. Conduct ongoing evaluation of cooperative efforts and collaborate on needed changes.
 3. Serve as the LHD liaison for the School Health Nursing Program in all LEAs and schools in the LHD county (or counties if a District LHD) served.
 4. Participate in the LEA School Health Advisory Committee (SHAC).
 - b. Communicable Disease
 1. Coordinate shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts.
 2. Coordinate investigation and/or follow-up of other reportable communicable disease events.
 3. Participate in procedure development for response to communicable disease outbreaks in schools.
 4. Coordinate local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools.
 - c. School Site Vaccine Administration Opportunities
 1. Provide Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities.
 2. Coordinate vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled.
 3. Assure completion of administration processes related to vaccines through data entry.
 - d. OSHA Compliance Program
 1. Coordinate the availability of OSHA-required vaccines for identified school staff through LHD clinics and the billing of LEA for required services.
 2. Act as a resource to the Lead Nurses/designees for OSHA Blood Born Pathogens training and incidents in schools.
 - e. Professional Development
 1. Include local school nurses in educational and workshop opportunities related to school health program needs.
 2. Ensure initial training and annual updates are provided for local school nurses on their duties regarding county disaster response as defined in the Memorandum of Agreements

referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health.

- f. Privacy Protection
 - 1. Facilitate ‘read only’ access to the North Carolina Immunization Registry for county school nurses.
 - 2. Ensure local school nurses have reviewed and signed the LHD Annual Confidentiality Statement.
 - 3. Act as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.
- 3. Ensure the execution of Memorandums of Agreement (MOAs) inclusive of the job description activities between the LHD and schools/districts (LEA, Charter, Independent) that are providing COVID testing programs. This MOA requirement can be accomplished through amending the existing annual agreement referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health if Liaison activities are included and consistent with the MOA guidelines provided by the DPH School Health Unit.

| Number of PHN Liaison Positions Funded | Amount of Funding Allocated |
|--|-----------------------------|
| 1 | \$115,000 |

IV. Performance Measures/Reporting Requirements:

1. Performance Measures

- a. Employ one or more PHN School Health Liaisons by the start of the 2021-2022 school year to liaise with all school types and LEAs served by the LHD.
- b. Upload job descriptions of all nurses hired with these funds into the Smartsheet Dashboard.

<https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

2. Reporting Requirements

The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

The LHD shall:

- a. Complete the **COVID-19 Response Plan** in the Smartsheet Dashboard. This response plan is to provide information related to the LHD’s broader goals and partnerships for COVID-19 preparedness and response. The Smartsheet dashboard will present a series of questions to be answered in a short-answer format, with topics including aspects of testing, contact tracing, vaccination, equity, and preparedness in general.

The LHD will be providing responses for a single COVID-19 Response Plan and this plan will meet the reporting requirements described under the FY22 Agreement Addenda for this Activity 361 as well as other Activities. (The specific Activities to be included for this COVID-19 Response Plan continue to evolve; the complete list of Activities can be found on the Smartsheet dashboard.)

The COVID-19 Response Plan will receive DPH oversight from the DPH Branch staff members representing each relevant aspect. Any question the LHD has about the COVID-19 Response Plan should be directed to the DPH Division Director's Office at lhhealthserviceta@dhhs.nc.gov

- b. Complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the exception of the first months' reports, consistent with the due dates posted on the Smartsheet dashboard. The financial reports for June 2021, July 2021, August 2021, and September 2021 are due by October 22, 2021.

Maintain all receipts and invoices for drawdowns that support the allowable use expenses which include salary and fringe benefits, staff development and training, IT hardware and software, supplies (including cell phones and office supplies), and travel.

Seek prior approval from DPH program staff for any expenditure that is not consistent with allowable use listed.

- c. The LHD shall complete a **Quarterly Progress Report** each quarter via the Smartsheet dashboard. These periodic progress reports will report about the prior period's progress on implementing the Agreement Addendum's required school health nurse liaison activities as listed in the job description. The due dates are posted on the Smartsheet dashboard. The first progress report is to report for July – September 2021 and is due by October 22, 2021. This first progress report must include an estimated timeline for completion of 21/22 program deliverables. The quarterly periods for these progress reports are defined as:

July – September 2021

October – December 2021

January – March 2022

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

1. This Activity will be monitored by the Children & Youth Branch according to the following plan:
 - a. The Regional School Health Nurse Consultant (RSHNC) will review the Financial Reports each month to ensure that funds are spent only on allowable uses.
 - b. The RSHNC will review the Progress Reports each quarter.
 - c. An annual monitoring report will be completed by the DPH program staff (RSHNC) at the end of the year (May, 2022), and a copy made available to the Local Health Director. If the report indicates failure to adhere to deliverables in this Agreement Addendum, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan.
2. The Local Health Department shall adhere to the following service quality measures:
 - a. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, Sixth edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
 - b. Services are provided in a culturally sensitive manner.
 - c. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the

student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Allowable uses of this Activity's funds include salary and fringe benefits, staff development and training, IT hardware and software, supplies including cell phones and office supplies, and travel.