



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: October 19, 2018
Subject: Position and Grant Requests – JFO #2932 - #2934

Enclosed please find three (3) items, including three (3) limited-service positions, which the Joint Fiscal Office has received from the Administration.

JFO #2932 – \$947,877 from the Federal Emergency Management Agency to the VT Dept. of Public Safety. The funds are part of the federal FY17 pre-disaster mitigation grant program. Several sub-grants make up the total grant funding. Some of the funding will be utilized for land buyouts in Brandon and Wardsboro, some will be used for other mitigation projects, while the remainder will stay within Vermont Emergency Management to support local hazard mitigation plan development and review. The 25% local match requirement will be covered by municipalities with no State funding required. Of the total grant funding, \$473,938 would be allocated for use in State FY2019.
[JFO received 10/10/18]

JFO #2933 – \$7,583,030 from the Centers for Disease Control & Prevention to the VT Dept. of Health. The broad purpose for the grant funding is to improve prevention and management of diabetes and cardiovascular disease in rural high-risk populations throughout Vermont. **Two (2) limited-service positions are requested in association with this grant.** The positions are titled Public Health Specialist and Public Health Analyst respectively and would assist in administering the grant functions during the five-year funding period. Approximately half of the annual grant funding of \$1,516,606 would cover direct and indirect personal services and operating costs, while the remainder, \$846,000, would go out as sub-grants to participating health centers throughout the state.
[JFO received 10/17/18]

JFO #2934 – \$8,211,854 from the Substance Abuse and Mental Health Services Administration (SAMHSA) to the Vermont Agency of Education. The funds will be used to support Vermont Project AWARE (Advancing Wellness and Resilience Education). This will be a joint effort between AOE, the VT Dept. of Mental Health, and three community supervisory unions (SU): Orleans Southwest SU, Addison Rutland SU, and Greater Rutland County SU. The broad aims of the project will be to promote ongoing state and local collaboration regarding mental health best practices in schools, enhance wellness and resiliency skills for school-age youth, and support system improvements for school-based mental health services. **One (1) limited-service position is requested in association with this grant.** The position is titled Education Consultant II. This is a five-year grant program and \$942,945 of grant funding would be utilized in the remainder of State FY2019.
[JFO received 10/19/18]



JFO 2933

RECEIVED

Agency of Administration

OCT 17 2018

JOINT FISCAL OFFICE

State of Vermont
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

[phone] 802-828-2376
[fax] 802-828-2428

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	This is a cooperative agreement from CDC with the objective of prevention and managing diabetes, heart disease and stroke in rural areas.				
Date:	9/19/2018				
Department:	Agency of Human Services – Department of Health				
Legal Title of Grant:	Statewide multi-level health systems and community-clinical linkages approaches to prevent and manage Diabetes and Cardiovascular Disease, with emphasis on rural, low income high burden populations.				
Federal Catalog #:	93.426				
Grant/Donor Name and Address:	Department of Health and Human Services Centers for Disease Control and Prevention Office of Financial Resources 2920 Brandywine Road, Atlanta, GA 30341				
Grant Period:	From:	9/30/2018	To:	6/29/2023	
Grant	\$1,516,606				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount	\$1,516,606	\$1,516,606	\$1,516,606	\$7,583,030	Funding for SFY 4 and SFY 5 is anticipated.
Position Information	# Positions	Explanations/Comments			
	2	Limited Service Position Request Included			
Additional Comments	See attached grant abstract				

Department of Finance & Management		(Initial)
Secretary of Administration		(Initial)
Sent to Joint Fiscal Office	10/15/18	Date



OCT 15 2018
OCT 05 2018

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:		Agency of Human Services		
2. Department:		Health		
3. Program:		Health Promotion and Chronic Disease Prevention		
4. Legal Title of Grant:		Statewide multi-level health systems & community-clinical linkage approaches to Prevent & Manage Diabetes & Cardiovascular Disease with emphasis on rural low-income high burden populations		
5. Federal Catalog #:		93.426		
6. Grant/Donor Name and Address: Department of Health & Human Services, Centers for Disease Control & Prevention				
7. Grant Period:		From: 9/30/2018	To: 6/29/2023	
8. Purpose of Grant: Improve prevention and management of diabetes and cardiovascular disease in rural high-burden populations throughout Vermont.				
9. Impact on existing program if grant is not Accepted: This grant replaces a similar federally funded program. If this grant is not accepted, the program would be discontinued.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2019	FY 2020	FY 2021	
Personal Services	\$627,198	\$627,198	\$627,198	Grant award funds two additional years at same level.
Operating Expenses	\$43,408	\$43,408	\$43,408	
Grants	\$846,000	\$846,000	\$846,000	
Total	\$1,516,606	\$1,516,606	\$1,516,606	
Revenues:				
State Funds:	\$0	\$0	\$0	
		0	0	
Federal Funds:	\$1,516,606	\$1,516,606	\$1,516,606	
(Direct Costs)	\$1,322,474	\$1,322,474	\$1,322,474	
(Statewide Indirect)	\$11,648	\$11,648	\$11,648	
(Departmental Indirect)	\$182,484	\$182,484	\$182,484	
		0	0	
Other Funds:	\$0	\$0	\$0	
Total	\$1,516,606	\$1,516,606	\$1,516,606	
Appropriation No:	3420010000	Amount:		\$91,242
	3420021000			\$1,425,364
		Total		\$1,516,606
Has current fiscal year budget detail been entered into Vantage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

009/2018

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Non -Personal Service Contracts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.		
Appointing Authority Name: Mark A. Levine MD, Commissioner Agreed by: e-Signed by Mark Levine on 2018-09-18 21:01:29 GMT (initial)		
12. Limited Service Position Information:	# Positions	Title
	1	Public Health Specialist AC: Chronic Disease Prevention
	1	Public Health Analyst I
Total Positions	2	
12a. Equipment and space for these positions: <input type="checkbox"/> Is presently available. <input checked="" type="checkbox"/> Can be obtained with available funds.		
13. AUTHORIZATION AGENCY/DEPARTMENT		
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: e-Signed by Mark Levine on 2018-09-18 21:01:29 GMT	Date:
	Title: Commissioner of Health	
	Signature:	Date: 9-28-18
	Title: Secretary of Human Services	
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 10/9/18
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) 	Date: 10/12/18
<input type="checkbox"/> Rejected		
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1		
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).		

**Department of Health
Business Office**
108 Cherry Street – PO Box 70
Burlington, VT 05402-0070
HealthVermont.gov

[phone] 802-863-7736


Agency of Human Services

MEMORANDUM

19 September 2018

TO: Sarah Clark, Chief Fiscal Officer
Agency of Human Services

FR: Paul Daley, Financial Director
Vermont Department of Health



Re: Cooperative Agreement to Improve the Health of Americans Through Prevention & Management of Diabetes, Heart Disease, and Stroke

I'm enclosing a complete AA-1 package for your review and AHS Secretary signature. Please let me know if you have any questions.

This package includes a limited service position request, so the next destination is:

Aimee Pope, Classification and Compensation Manager
DHR Classification
120 State Street-5th Fl
Montpelier, VT, 05620-2505



OCT 05 2018

Grant Abstract

The purpose of this grant is to focus on prevention and improved management of diabetes and cardiovascular disease and referrals to evidence-based self-management programming through strategic partnerships with statewide health delivery organizations and targeted health systems partnerships in rural, high burden locations. Targeted populations include Vermonters living with disabilities, who are older, low income, Native American, and New American. The selected strategies will be supported by development of a statewide Community Health Worker model and pharmacist integration into VT's health systems. This approach represents a balance of broad systems-based strategies, clinical interventions in targeted settings with high need populations, and clinical-community referrals that reach the public and targeted populations across the state.

The grant award will fund the following activities:

- Embed e-referral prompt in care coordination platform
- Develop peer to peer program for minority populations
- Expand successful SASH programs to all panels
- Sub-award to practices to improve care systems
- Develop and pilot protocol for utilizing practice-embedded pharmacists for diabetes Medication Therapy Management
- Lead marketing campaign to expand National Diabetes Prevention Program (DPP)
- Build infrastructure for and pilot a formal Community Health Worker program
- Sub-award to practices and community partners to explore non-physician-based strategies
- Pilot involvement of embedded pharmacist
- Implement self-measurement of Blood Pressure with practices
- Environmental scan of Hypertension management resources

The project goals include:

- Increased access to & coverage for ADA-recognized/AADE-accredited diabetes self-management education & support programs for people with diabetes
- Increased use of pharmacist patient care processes that promote medication management for people with diabetes
- Increased access to & coverage for the National DPP lifestyle change program for people with prediabetes
- Increased community clinical links that facilitate referrals & provide support to enroll & retain participants in the National DPP lifestyle change program
- Increased reporting, monitoring, & tracking of clinical data for improved identification, management, & treatment of patients with high blood pressure & high blood cholesterol
- Increased use of & adherence to evidence-based guidelines & policies related to team-based care for patients with high blood pressure & high blood cholesterol
- Increased community clinical links that support systemic referrals, self-management, & lifestyle change for patients with high blood pressure & high blood cholesterol

1. DATE ISSUED MM/DD/YYYY 08/21/2018	2. CFDA NO. 93.426	3. ASSISTANCE TYPE Cooperative Agreement
1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
4. GRANT NO. 1 NU58DP006529-01-00 Formerly	5. ACTION TYPE New	
6. PROJECT PERIOD From 09/30/2018	Through 06/29/2023	
7. BUDGET PERIOD From 09/30/2018	Through 06/29/2019	

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources
2920 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
301(a) and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section
241(a) and 247b(k)(2)], as amended.

8. TITLE OF PROJECT (OR PROGRAM)
Statewide multi-level health systems and community-clinical linkages approaches to prevent and manage Diabetes and Cardiovascular Disease, with emphasis on rural, low income high burden populations.

9a. GRANTEE NAME AND ADDRESS Human Services, Vermont Agency Of Alternate Name: Vermont Agency of Human Services 280 State Dr Waterbury, VT 05671-9501	9b. GRANTEE PROJECT DIRECTOR Ms. Nicole Lukas 208 Hurricane Lane Williston, VT 05495-2069 Phone: 802-651-1612
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10a. GRANTEE AUTHORIZING OFFICIAL Mr. Paul Daley. 108 Cherry St. Burlington, VT 05401-9962 Phone: 802-863-7284	10b. FEDERAL PROJECT OFFICER Lazette L. Lawton 4770 Buford Hwy Chamblee, GA 30341 Phone: 770-488-8290
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ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) 1,516,606.00	
II Total project costs including grant funds and all other financial participation <input type="checkbox"/> II		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages	298,666.00	c. Less Cumulative Prior Award(s) This Budget Period 0.00	
b. Fringe Benefits	134,400.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 1,516,606.00	
c. Total Personnel Costs	433,066.00	13. Total Federal Funds Awarded to Date for Project Period 1,516,606.00	
d. Equipment	0.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	10,768.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	15,702.00	YEAR	TOTAL DIRECT COSTS
g. Construction	0.00	a. 2	1,516,606.00
h. Other	16,938.00	d. 5	1,516,606.00
i. Contractual	846,000.00	b. 3	1,516,606.00
j. TOTAL DIRECT COSTS	1,322,474.00	e. 6	
k. INDIRECT COSTS	194,132.00	c. 4	1,516,606.00
l. TOTAL APPROVED BUDGET	1,516,606.00	f. 7	
m. Federal Share	1,516,606.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
n. Non-Federal Share	0.00	a. DEDUCTION	
REMARKS (Other Terms and Conditions Attached - <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No)		b. ADDITIONAL COSTS	
		c. MATCHING	
		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and award requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

GRANTS MANAGEMENT OFFICIAL **Stephanie Latham**

17. OBJ CLASS	41.51	18a. VENDOR CODE	1036000274BB	18b. EIN	036000264	19. DUNS	809376155	20. CONG. DIST.	00
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21. a.	8-939ZQZH	b.	18NU58DP006529	c.	DP	d.	\$758,303.00	e.	75-18-0948
22. a.	8-939ZRJF	b.	18NU58DP006529	c.	DP	d.	\$758,303.00	e.	75-18-0948
23. a.		b.		c.		d.		e.	

Vermont Year One Diabetes and Cardiovascular Disease (1815) Budget
 Narrative October 1, 2018 – June 30, 2019

A. Salaries and Wages

Health Systems Director	1.0	\$59,053
Public Health Program Administrator	1.0	\$42,628
Chronic Disease Program Specialist (new)	1.0	\$38,657
Public Health Analyst III	1.0	\$45,977
Evaluation Director	0.6	\$38,666
Public Health Analyst (new)	0.4	\$17,328
Chronic Disease Information Director	0.5	\$22,269
Admin Serv Coord I	1.0	\$34,088
Total Salaries	6.50	\$298,666

B. Fringe Benefits (45% of Salary)	\$ 134,400
C. Travel	\$ 15,702
D. Equipment	\$ 3,200
E. Supplies	\$ 7,568
F. Other	\$ 16,938
G. Contractual Costs	\$ 846,000

Diabetes: \$423,000

Cardiovascular disease (CVD): \$423,000

	Diabetes	CVD	Total
1. Cathedral Square (SASH)	\$40,000	\$30,000	\$70,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, support pharmacist inclusion on teams, and participate in statewide CHW infrastructure building.

2. Gifford Health Centers (FQHC)	Diabetes	CVD	Total
	\$30,000	\$10,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes outcomes, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, and support pharmacist inclusion on teams.

3. Springfield Medical Care Systems	Diabetes	CVD	Total
	\$20,000	\$10,000	\$30,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes outcomes, expand pharmacist to PCP interaction and care coordination, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, support pharmacist inclusion on teams, and participate in statewide CHW infrastructure building.

4. Northeastern Vermont Regional Hospital: Primary Care Practices	Diabetes	CVD	Total
	30,000	10,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, use embedded pharmacist to support self-measured BP and referrals to DSMES and lifestyle programs, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, and participate in statewide CHW infrastructure building.

Name of Contractor: Porter Medical Center – Primary Care Practices

5. Porter Medical Center: Primary Care Practices	Diabetes	CVD	Total
	\$30,000	\$10,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, and assess opportunities to include pharmacists in team based care approaches.

6. Community Health Centers of Burlington	Diabetes	CVD	Total
	\$30,000	\$10,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded pharmacist to for team based care approaches and support of referrals to DSMES and CDC lifestyle programs, and participate in efforts to build a statewide CHW system. Training costs for staff to participate in Diabetes learning collaborative.

7. Northern Counties Medical Centers	Diabetes	CVD	Total
	\$30,000	\$10,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded pharmacist to for team based care approaches and support of referrals to DSMES and CDC lifestyle programs, and participate in efforts to build a statewide CHW system.

8. University of Vermont College of Nursing Faculty Practice Group (Appletree Bay PCP)	Diabetes	CVD	Total
	\$10,000	\$30,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use community pharmacy to support team based care approaches and support of referrals to DSMES and CDC lifestyle programs.

9. Northern Tier Centers for Health (NOTCH) – FQHC	Diabetes	CVD	Total
	\$10,000	\$30,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded on-site pharmacy to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, and connections with SASH.

10. Mountain Health Center (FQHC)	Diabetes	CVD	Total
	\$7,500	\$27,500	\$35,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, and connections with SASH.

11. Central VT Medical Center – primary care practices	Diabetes	CVD	Total
	\$10,000	\$30,000	\$40,000

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.

12. Battenkill Health Center (FQHC)	Diabetes \$7,500	CVD \$27,500	Total \$35,000
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Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.

13. Little Rivers Health Centers	Diabetes \$7,500	CVD \$27,500	Total \$35,000
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Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.

14. Bi-State Primary Care	Diabetes \$20,000	CVD \$20,000	Total \$40,000
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Scope of Work: Collect measures and other required data via the QLIK data registry system, provide TA to selected FQHCs to support the Diabetes and CVD activities outlined in the workplan, convene participating FQHCs for quarterly meetings, and participate in the statewide efforts to create a CHW system in Vermont.

15. OneCare Vermont	Diabetes \$30,000	CVD \$30,000	Total \$60,000
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Scope of Work: 1) Work with VDH and Blueprint to determine how an embedded referral to the self-management programs should work and determine how it can embed in their Care Coordination platform. 2) Work with VDH and Blueprint to identify best practices for an e-enrolment system for self-management programs in Vermont, and identify capacity needed to create the e-enrolment system.

16. Department of VT Health Access/ Blueprint for Health	Diabetes \$5,000	CVD \$5,000	Total \$10,000
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Scope of Work: 1) Work with VDH and Blueprint to determine how an embedded referral to the self-management programs should work and determine how it can embed in their Care Coordination platform. 2) Work with VDH and Blueprint to identify best practices for an e-enrolment system for self-management programs in Vermont, and identify capacity needed to create the e-enrolment system.

17. University of Vermont Health Network – Community Health Improvement Division (CHI)	Diabetes \$10,000	CVD \$10,000	Total \$20,000
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Scope of Work: Work with Blueprint and VDH to assess data collection capacity, including measures collected, identification of gaps, assessment of database to store data, how this data can support CDC required measures, evaluation activities, and performance improvement.

18. HARK Media and Communications	Diabetes \$40,000	CVD \$40,000	Total \$80,000
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Scope of Work: Work with VDH, CHI, and Blueprint to conduct a needs assessment and develop a communications and media plan that will support building brand awareness of and promotions for CDSMP (including DSMES and NDPP), and developing materials and strategies to increase referrals to these programs in Vermont.

19. Evaluation contractor – JSI or NORC	Diabetes \$13,000	CVD \$13,000	Total \$26,000
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Scope of Work: The selected group will work with the staff evaluator to provide evaluation support for the proposed evaluation activities including focus groups, interviews, transcription services, and technical assistance.

20. Green Mountain Self- Advocates (GMSA)	Diabetes \$10,000	CVD \$10,000	Total \$20,000
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Scope of Work: GMSA will work with the Diabetes lead, Blueprint and CHI to identify peer advocates who will become trained to offer NDPP and DSMES and will serve as a peer to recruit and enroll in the programs.

21. Abnaki Nation	Diabetes \$7,500	CVD \$7,500	Total \$15,000
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Scope of Work: VDH will work with Chief Stevens of the Abnaki Nation to identify an appropriate range of activities to assess levels of awareness about diabetes, CVD, and the self-management programs, and to identify an appropriate community member to conduct outreach and recruit for these programs.

22. TBD – Community Health Worker Consultant/ Training/ Curricula Development	Diabetes \$25,000	CVD \$25,000	Total \$50,000
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Scope of Work: The selected group will work with the staff evaluator to provide evaluation support for the proposed evaluation activities including focus groups, interviews, transcription services, and technical assistance.

H. Construction	\$	0
I. Total Direct	\$	1,322,474
J. Indirect	\$	194,132
K. Total	\$	1,516,606

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services / Health Department Date: 17 Sept 18

Name and Phone (of the person completing this request): Paul Daley, 802-863-7284

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Department of Health & Human Services, Centers for Disease Control & Prevention; Statewide multi-level health systems & community-clinical linkage approaches to prevent & manage Diabetes & Cardiovascular Disease with emphasis on rural, low-income, high burden populations.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:


<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Health Specialist AC: Chronic Disease Prevention	1	HPDP	9/30/2018 thru 6/29/2023
Public Health Analyst I	1	HPDP	9/30/2018 thru 6/29/2023

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The positions are required to perform the activities of the grant as described in the Federal grant application budget.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

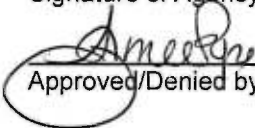
 e-Signed by Mark Levine
on 2018-09-18 21:01:29 GMT



9.25.18

Signature of Agency or Department Head

Date



10/4/18

Approved/Denied by Department of Human Resources

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

Comments:

to 9/20/18

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only**

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: Public Health Specialist AC: Chronic Disease Prevention

Agency/Department/Unit: AHS/Health/HPDP GUC: N/A

Pay Group: Classified Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 6/30/2023

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% CDC Diabetes/Cardiovascular Disease Prev.

Supervisor's Name, Title and Phone Number: Nicole Lukas, Health Systems Director (802) 651-1612

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 441203 Existing Job/Class Title: Public Health Specialist AC: Chronic Disease Prevention

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: The individual in this position will conduct program planning and coordination activities at a professional level for a coordinated chronic disease prevention program. This position will also support projects and partnerships at the community level. Examples of work include collaboration with the Vermont Blueprint for Health, Accountable Care Organizations, other AHS departments. Focus areas will include development and maintenance of health system partnerships, diabetes and hypertension control and management initiatives, and efforts to link clinical services with community programming. This individual will be responsible for the development, administration, quality control, and evaluation of partner / sub-grantee agreements. Duties involve data and policy analysis, contributing to grant management activities, goal setting and workplan development, project implementation, grantee monitoring and evaluation, technical assistance to partners and grantees, and quality assurance in coordination with other Department, Agency of Human Services and community programs. Work is performed under the general supervision of a higher level program manager. The person plans, organizes, implements and evaluates community initiatives and programs related to the prevention and control of chronic diseases. The person develops and mobilizes community partners and resources, including health care providers, non-profit organizations and community groups based on community needs and resources. The person will collaborate with Blueprint for Health; OneCare Vermont, Bi-State Primary Care, Federally Qualified Health Centers (FQHCs), other clinical partners, and other related programs. This position will conduct outreach and education specific to promoting healthy behaviors and the prevention and management of chronic diseases at a systems level. The position reviews, analyzes and presents data on prevalence of chronic disease, risk factors, health disparities, emerging health issues, and relevant research findings to VDH staff, community partners, and clinical partners. The individual creates of education materials and teaching aides for use in provider, public health, and community partner education programming. This position represents the Department on coalitions, committees, and workgroups addressing chronic disease, health care transformation, healthy communities, and population health. The position may perform other related duties as necessary.

2. Provide a brief justification/explanation of this request: The Department of Health has received a Notice of Award from the Centers for Disease Control (CDC) indicating it will receive approximately \$1.9 million dollars

per year for a four and three quarter year funding period, beginning October 1, 2018 (prorated for the first budget period which is 9 months). The person in this position will perform duties and activities required to fulfill the grant workplan that the Department of Health is expected to complete, per the terms of the cooperative agreement with the CDC. This is a large coordinated chronic disease and prevention grant which will require a strong team prepared to begin this work as soon as possible after the grant begins October 1, 2018. This position will work closely with 2 other program staff, a data analyst, an evaluator/ analyst, and a communications professional. The individual will report to the Health Systems Director who will serve as the Primary Investigator responsible for the grant.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form:

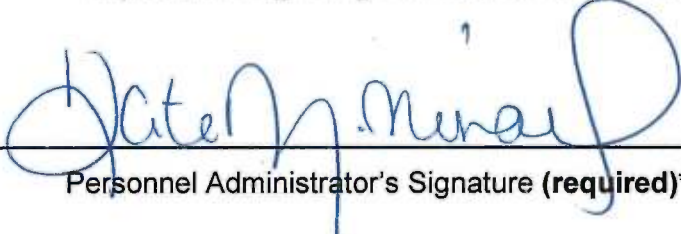
6. Who should be contacted if there are questions about this position (provide name and phone number):

7. How many other positions are allocated to the requested class title in the department:

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).



Personnel Administrator's Signature (required)*



Date



Supervisor's Signature (required)*



Date

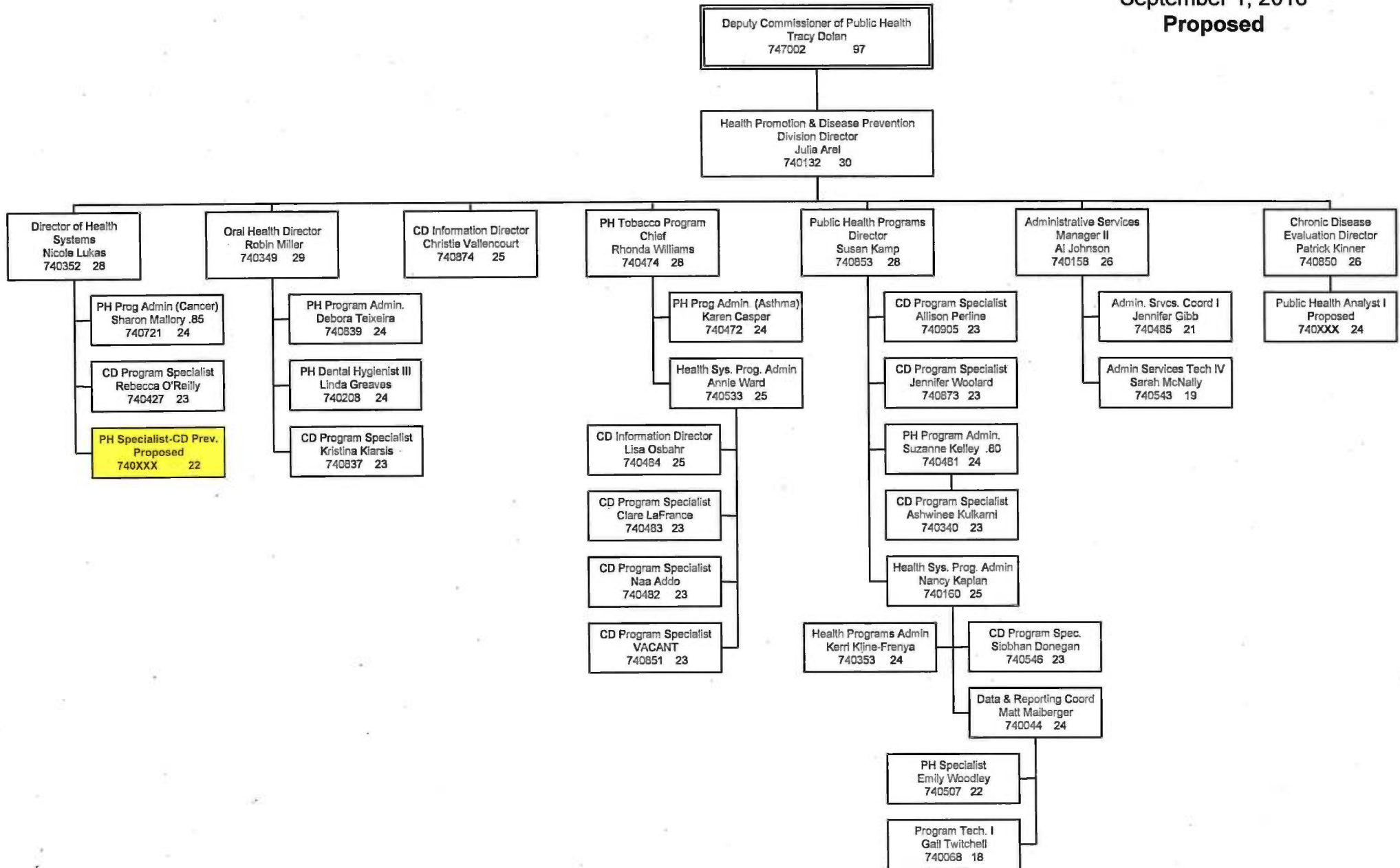
A handwritten signature in black ink, consisting of a large initial 'D' followed by a series of loops and a final flourish.

Appointing Authority or Authorized Representative Signature **(required)***

SEP 07 2010

Date

* Note: Attach additional information or comments if appropriate.



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Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: Public Health Analyst I

Agency/Department/Unit: AHS/Health/HPDP GUC: N/A

Pay Group: Classified Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 6/30/2023

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 50% CDC Diabetes/CVD Prev., 50% Wisewoman

Supervisor's Name, Title and Phone Number: Patrick Kinner, CD Evaluation Director (802) 863-7273

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 028000 Existing Job/Class Title: Public Health Analyst I

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
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- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: This position is responsible for program evaluation work at a professional level and will coordinate projects focused on evaluation design, qualitative and quantitative data collection, data analysis, stakeholder engagement, and writing. This position will coordinate multiple projects simultaneously and must manage the required work accordingly. Work is performed at the program, systems, and policy levels, under the supervision of the Chronic Disease Evaluation Director. Responsibilities include collaboration with program staff to establish the scope of work for evaluation projects; engaging internal and external stakeholders in data collection and evaluation processes; performing appropriate data analysis; conducting performance improvement; writing evaluation reports and other written products; and facilitating review of evaluation products with internal and external project stakeholders. The individual in this position must possess a thorough understanding of mixed research methods, data collection and analysis techniques, and writing at a professional level. The individual will perform other duties as assigned, including support of required grant activities such as grant meetings, grant reporting, and department activities. This position requires significant engagement with internal and external stakeholders, including program staff, community members, partners, and other state agencies.

2. Provide a brief justification/explanation of this request: The Department of Health has received a Notice of Award from the Centers for Disease Control (CDC) indicating it will receive approximately \$1.9 million dollars per year for a four and three quarter year funding period, beginning October 1, 2018 (prorated for the first budget period which is 9 months). The person in this position will perform evaluation duties and activities required to fulfill the grant workplan that the Department of Health is expected to complete, per the terms of the cooperative agreement with the CDC. Program evaluation is a requirement of this agreement. This is a large coordinated chronic disease and prevention grant which will require a strong team prepared to begin this work as soon as possible after the grant begins October 1, 2018. This position will work closely with program staff, an epidemiologist, community partners, and a communications professional. The individual will report to the Chronic Disease Evaluation Director who will oversee and contribute to the evaluation work.

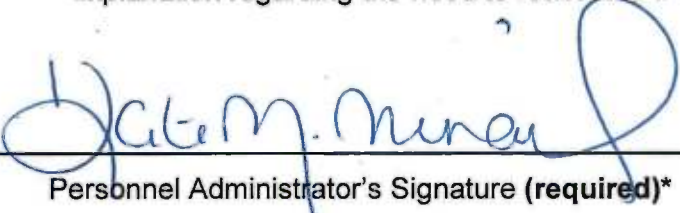
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Personnel Administrator's Section:


4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No
5. The name and title of the person who completed this form:
6. Who should be contacted if there are questions about this position (provide name and phone number):
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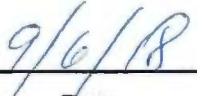
Personnel Administrator's Signature (required)*




Date





Supervisor's Signature (required)*



Date

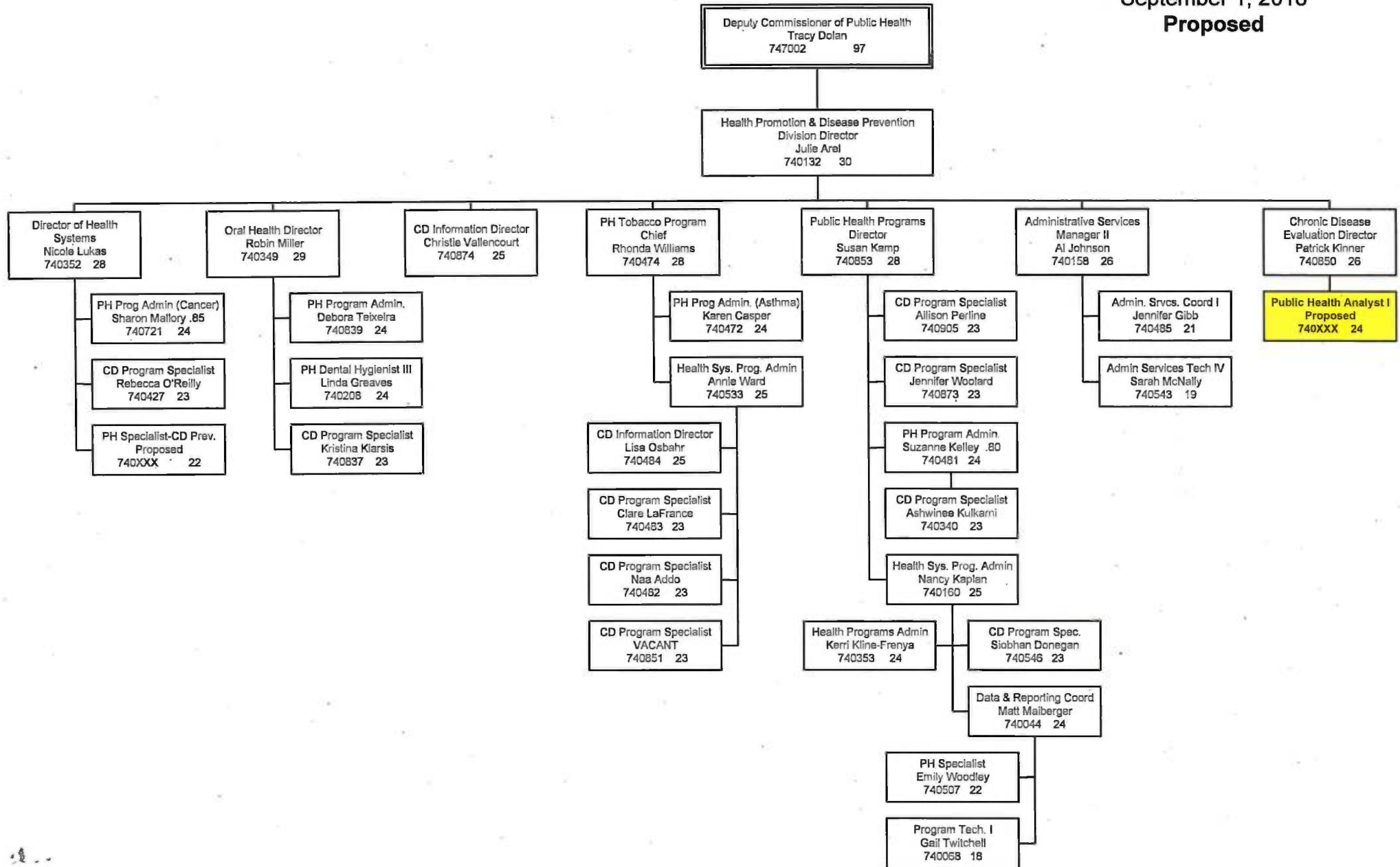


Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.



Vermont Year One Diabetes and Cardiovascular Disease (1815) Budget
 Narrative October 1, 2018 – June 30, 2019

POSITION INFORMATION - 8 Oct 18

A. Salaries and Wages

		Position info
Health Systems Director	1.0	740352 Permanent
Public Health Program Administrator	1.0	740427 Permanent
Chronic Disease Program Specialist (new)	1.0	
Public Health Analyst III	1.0	740875 Approved JFO 2642 Predecessor grant.
Evaluation Director	0.6	740850 Approved JFO 2546 (2012)
Public Health Analyst (new)	0.4	
Chronic Disease Information Director	0.5	740874 Approved JFO 2642 Predecessor grant.
Admin Serv Coord I Chronic Disease Program Specialist	1.0	740873 Approved JFO 2642 Predecessor grant.