



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Daniel Dickerson, Fiscal Analyst
Date: November 7, 2014
Subject: Grant Request #2717

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2717 – \$300,387 grant from the U.S. Department of Justice to the Vermont Department of Health. The purpose of this grant is to enable the Department to enhance and strengthen an existing prescription drug monitoring system. The funds will be used primarily to establish several personal service contracts to provide: IT system enhancements, a quality improvement opioid toolkit, a public health campaign, and educational sessions designed to improve patient care. **One (1) limited service position** is associated with this request.

[JFO received 11/07/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by November 21 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

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

Agency of Administration

JFO 2717

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:	Enhance and strengthen the existing prescription drug monitoring system				
Date:	10/31/2014				
Department:	Health				
Legal Title of Grant:	Harold Rogers Prescription Durg Monitoring Program				
Federal Catalog #:	16.754				
Grant/Donor Name and Address:	US Dept. of Justice, Office of Justice Program; 810 7th Street, NW; Washington, DC 20531				
Grant Period:	From: 10/1/2014		To: 03/31/2016		
Grant/Donation	\$300,389				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$138,981	\$161,408	\$	\$300,389	

Position Information:	# Positions	Explanation/Comments
	1	Website development and administrative support to Vermont Prescription Drug Monitoring System program manager.

Additional Comments: In addition to the position, the grant will fund several contracts to provide IT system enhancements, opioid toolkit, public health campaign, education to improve care to patients.

Has Vantage budget detail been reviewed and reconciled? Yes No *[Signature]* (Analyst Initial)

Department of Finance & Management	<i>[Signature]</i>	(Initial)
Secretary of Administration	<i>[Signature]</i>	(Initial)
Sent To Joint Fiscal Office	11/6/14	Date

RECEIVED
 NOV 07 2014
JOINT FISCAL OFFICE



VERMONT


DHR received 10/22/14 mop

RECEIVED
OCT 09 14
AHS - CO

State of Vermont
Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 862-863-7200
[fax] 802-865-7754

MEMORANDUM

To: Jim Giffin, AHS CFO
From: Paul Daley, Financial Director 
Re: Grant Acceptance of the Prescription Drug Monitoring Program grant
Date: 10/3/14

.....
The Department of Health has received a grant from the United States Department of Justice, Bureau of Justice Assistance, providing \$300,389 for 18 months to enable the Department to enhance and strengthen an existing prescription drug monitoring system.

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA1) and attached summary, a copy of the grant award document, a copy of the grant application, a Position Request Form for one Administrative Assistant, and the RFR for the limited service position.

After review by your office, and approval by the Secretary of Human Services, this package should be forwarded in its entirety to Molly Paulger at DHR.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

OCT 24 2014

Request for Grant Acceptance
Enhanced Prescription Drug Monitoring Program
Summary 10/3/2014

The Department of Health has received a grant from the Department of Justice, providing \$300,389 for 18 months to enable the Department to enhance and strengthen an existing prescription drug monitoring system.

This funding will support projects to increase the data quality and utility of the existing prescription drug monitoring system, to provide training and education for prescribers and dispensers of controlled substances, to increase public knowledge on the consequences of prescription drug misuse and abuse, and to provide information on prescription drug drop off sites and disposal methods.

Efforts will be directed towards: 1) program system enhancements that will strengthen and augment the ability to collect, clean, and validate the data that is uploaded to the program ensuring that prescribers and pharmacists have accurate and complete information regarding their patients' prescription histories; 2) the creation of more robust education and training opportunities for providers aimed at improving prescribing practices and increasing capacity and expertise in the management of chronic pain; and 3) provide the public with enhanced awareness of the risks of prescription drug misuse thru a public health campaign. The funding supports and furthers progress towards the healthy Vermonters 2020 goals and the VDH Strategic Plan by enhancing an already effective and integrated prescription drug monitoring system.

The funds will be used primarily to establish several personal service contracts to provide: several IT system enhancements; a quality improvement opioid toolkit; a public health campaign; and educational sessions designed to improve care for patients. An Administrative Assistant will also be established as well as funding for travel expenditures.

The Health Department is hereby seeking approval to receive \$138,981 in new Federal funds in State Fiscal Year 2015 and the establishment of one limited service position. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.

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


BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Health			
3. Program:	Alcohol & Drug Abuse Prevention			
4. Legal Title of Grant:	Harold Rogers Prescription Drug Monitoring Program			
5. Federal Catalog #:	16.754			
6. Grant/Donor Name and Address:	U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance			
7. Grant Period:	From:	10/1/2014	To:	3/31/16
8. Purpose of Grant:	See Attached Summary			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1 FY 15	SFY 2 FY 16	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$130,474	\$152,296	\$	
Operating Expenses	\$8,507	\$9,112	\$	
Grants	\$0	\$0	\$	
Total	\$138,981	\$161,408	\$	
Revenues:				
State Funds:	\$0	\$0	\$	
Cash	\$0	\$0	\$	
In-Kind	\$0	\$0	\$	
Federal Funds:	\$138,981	\$161,408	\$	
(Direct Costs)	\$132,065	\$150,540	\$	
(Statewide Indirect)	\$415	\$652	\$	
(Departmental Indirect)	\$6,501	\$10,216	\$	
Other Funds:	\$0	\$0	\$	
Grant (source)	\$0	\$0	\$	
Total	\$138,981	\$161,408	\$	
Appropriation No:	3420010000	Amount:	\$3,251	
	3420060000		\$135,730	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$138,981	
Has current fiscal year budget detail been entered into Vantage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

OCT 24 2014

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

PERSON **ORM**

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.


Appointing Authority Name: Tracy Dolan, Acting Commissioner of Health **OCT 06 2014** Agreed by:  (initial)

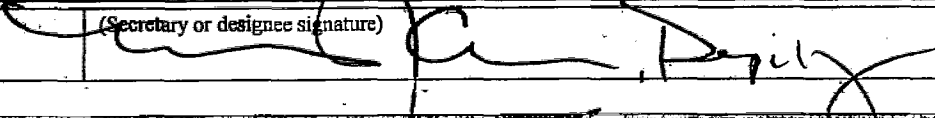
12. Limited Service Position Information:	# Positions	Title
	1	Administrative Assistant B
Total Positions	1	

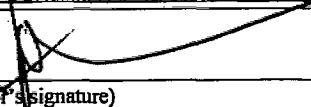
12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

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:  **OCT 06 2014**
 Title: Acting Commissioner of Health
 Signature: _____ Date: _____
 Title: _____

Approved:  (Secretary or designee signature) Date: **11/5/14**

Check One Box: Accepted  (Governor's signature) Date: **11/6/14**
 Rejected

Required GRANT Documentation

- | | |
|---|--|
| <input type="checkbox"/> Request Memo
<input type="checkbox"/> Dept. project approval (if applicable)
<input type="checkbox"/> Notice of Award
<input type="checkbox"/> Grant Agreement
<input 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) |
|---|--|

(*) 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).

VERMONT DEPARTMENT OF HEALTH

SFY15 Budget Harold Rogers Prescription Drug Monitoring Program Budget

<u>VISION Account</u>	<u>Admin & Support</u> (3420010000)	<u>ADAP</u> (3420060000)	<u>VDH Total</u>
Employee Salaries	\$0	\$9,221	\$9,221
Fringe Benefits	\$0	\$3,689	\$3,689
3rd Party Contracts	\$0	<u>\$110,648</u>	<u>\$110,648</u>
Total Personal Services	\$0	\$123,558	\$123,558
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Other	\$0	\$6,250	\$6,250
Travel	\$0	<u>\$2,257</u>	<u>\$2,257</u>
Total Operating Expenses	\$0	\$8,507	\$8,507
Subgrants	\$0	\$0	\$0
Total Direct Costs	\$0	\$132,065	\$132,065
Total Indirect Costs	<u>\$3,251</u>	<u>\$3,665</u>	<u>\$6,916</u>
Total SFY14 Grant Costs	\$3,251	\$135,730	\$138,981

Appropriation Summary

Total Personal Services	\$3,251	\$127,223	\$130,474
Total Operating Expenses	\$0	\$8,507	\$8,507
Total Subgrants	\$0	\$0	\$0
	\$3,251	\$135,730	\$138,981

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: AHS/Health Date: 9/26/2014

Name and Phone (of the person completing this request): Emily Trutor, 802 651-1552

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):

1) US Department Of Justice; FY14 Harold Rogers Prescription Drug Monitoring Program, grant # 2014-PM-BX-0008.

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Administrative Assistant B	1	ADAP	10/01/14 - 3/31/16

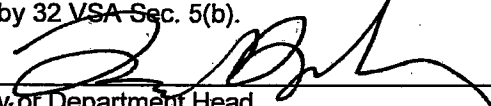
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.


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


This position will provide administrative and technical support for the following two areas:

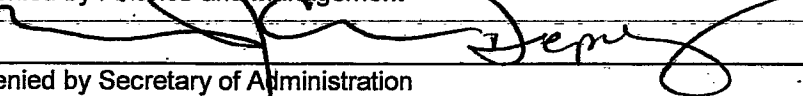
- 1) VT Prescription Monitoring Program, as described in the budget justification submitted as part of the federal application and approved by the granting Agency (.5 FTE);
- 2) The remaining .5 FTE will be funded by the Substance Abuse Prevention and Treatment Block Grant.

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)).


 Signature of Agency or Department Head Date OCT 06 2014


 Approved/Denied by Department of Human Resources Date 10/22/14


 Approved/Denied by Finance and Management Date 11/4/14


 Approved/Denied by Secretary of Administration Date 11/5/14

Comments:

OCT 24 2014

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

Date Received (Stamp)				
Notice of Action # _____				
Action Taken: _____				
New Job Title _____				
Current Class Code _____		New Class Code _____		
Current Pay Grade _____		New Pay Grade _____		
Current Mgt Level	BAJ	OT Cal	ESD Cal	FLSA
New Mgt Level	BAJ	OT Cal	ESD Cal	FLSA
Classification Analyst	Date			Effective Date
Comments: _____				
Date Entered _____				
Wills Rating/Components:	Knowledge & Skills	Means Demands	Accountability	
	Working Conditions	Total		

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Administrative Assistant B

Agency/Department/Unit: AHS/VDH/ADAP GUC: 74601

Pay Group: 74A Work Station: Burlington, VT Zip Code: 05401

Position Type: Permanent Limited Service (end date) 3/31/16

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 50% Federal Grant Award, 50% SA Block Grant

Supervisor's Name, Title and Phone Number: Emily Trutor, ADAP Division Administrator, 802-651-1552

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 050200 Existing Job/Class Title: Administrative Assistant B

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:

Major Job Duty #1:

Provide administrative and technical support to the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs' (ADAP) Vermont Prescription Monitoring Program and Program Manager (.5 FTE).

Performance Expectations:

1. Produce a variety of documents including meeting agendas, meeting minutes, narrative and data reports, letters and PowerPoint presentations. These documents, at times, will be highly sensitive and confidential communication with the Governor, Secretary of the Vermont Agency of Human Services, department commissioners, non-profit agency directors, federal project officers, etc. Accuracy of communications, such as meeting minutes, will be crucial.
2. Assure proper logistical support for the program including scheduling of Grand Rounds, training and meeting sites, completing prior approval form, equipment, food, travel arrangements, etc.
3. Continuing Education Unit (CEU)/Continuing Medical Education (CME) credits administration for eight Complex Care Learning Collaborative sessions to include approximately 1,400 participants.
4. Telephone line response, filing, copying, typing, collating, etc.
5. Other administrative and technical duties as assigned by VPMS Program Manager.

Major Job Duty # 2: Provide administrative and technical support to the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs' (ADAP) newly acquired Division Director (.5 FTE).

Performance Expectations:

1. Provide prompt and accurate preparation of written reports and general correspondence. These documents, at times, will be highly sensitive and confidential communication with the Governor, Secretary of the Vermont Agency of Human Services, department commissioners, non-profit agency directors, federal project officers, etc. Accuracy of communications, such as meeting minutes, will be crucial;
2. Schedule meetings and make travel arrangements according to the VDH and State procedures;
3. Appropriate triage and response to public inquires regarding ADAP programs;
4. Project management assistance including timeline development and monitoring;
5. Key Contacts: VDH Commissioner's Office, Agency of Human Services Central Office and Departments; Substance Abuse Prevention, Intervention, Treatment and Recovery Provider Systems; VDH Division Directors, ADAP Management and staff; general public;
6. Full use of the Microsoft Office Suite including Word, Excel, Outlook and PowerPoint;
7. Telephone line response, filing, copying, typing, collating, etc.
8. Other administrative and technical duties as assigned

2. Provide a brief justification/explanation of this request: This position will be used to support the VPMS program and the ADAP Division Director.

This position will provide .5 FTE of administrative and technical support to the VPMS program as described in the budget justification submitted as part of the federal application to the US Department of Justice (DOJ), Office of Justice Programs. DOJ approved the position as part of the the federal grant award, award number 2014-PM-BX-0008, dated 9/9/2014.

This position will provide .5 FTE of administrative and technical support to the ADAP Division Director. These duties will be funded by the Substance Abuse Prevention and Treatment Block Grant awarded to the State annually from the Substance Abuse and Mental Health Services Administration. The current award number is 3B08TI010055-14S2, dated 7/15/2014. The next funding period notice of grant award should be available on or before March 1, 2015. With the increasing workload and heightened visibility, both statewide and nationally, the Division is in the implementation phase of a staffing and workload reorganization. As a result, the Division has acquired a new Division Director position, effective 10/1/14. This position will require a high level of administrative support and the Division's current staffing model only includes .5 FTE of administrative support for the entire ADAP management team.

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

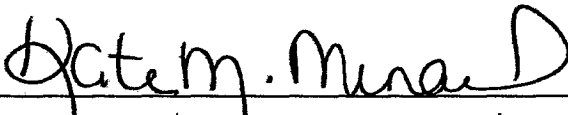
Personnel Administrator's Section:

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: Emily Trutor, Division Administrator
6. Who should be contacted if there are questions about this position (provide name and phone number):
Emily Trutor - 802-651-1552
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.) N/A

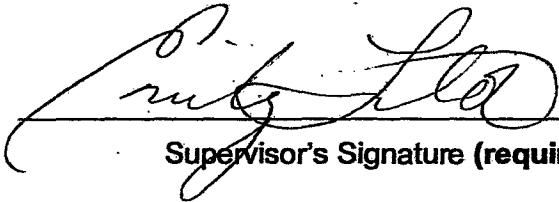
Attachments:

- 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)*

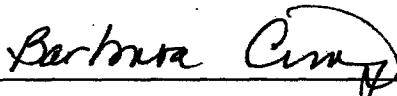
9/30/14
Date



Supervisor's Signature (required)*

9/26/14

Date



Appointing Authority or Authorized Representative Signature (required)*

9-29-14

Date

* Note: Attach additional information or comments if appropriate.

September 1, 2014

