



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 15, 2019
Subject: Limited-service position request, JFO #2977

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #2977 – One (1) limited service position within VT Dept. of Health titled Public Health Analyst I to support opioid surveillance efforts and data collection for the Unintentional Drug Overdose Reporting System.

Note: Funding from this source was approved in November 2015 under grant request JFO #2792. Total salary and fringe benefits for this position is \$76,101.

[JFO received 10/11/19]

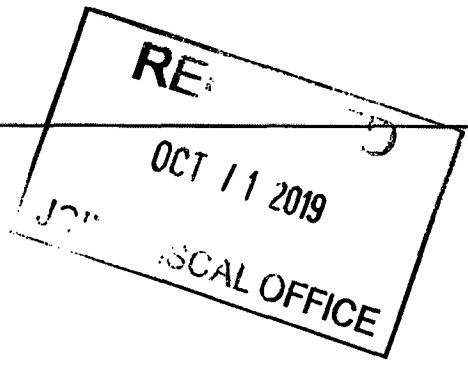
Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson at (802) 828-5622; sanderson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 29, 2019, we will assume that you agree to consider as final the Governor's acceptance of these requests.

#2977



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

[phone] 802-863-7736



MEMORANDUM

September 16, 2019

To: Sarah Clark, AHS CFO
From: Paul Daley, Financial Director *Paul J. Daley*
Re: Limited Service Position Request

Please find enclosed a limited service position request. This position will be funded through a CDC grant titled "Overdose to Action". This is a follow-on award to grants from the same CFDA approved by the Joint Fiscal Committee on November 13, 2015 via JFO #2792. The project period for this award ends August 31, 2022 and we are requesting the position be authorized through that date. The 2015 grant provided funding for three limited service positions, and this award provides continuing funding for those positions.

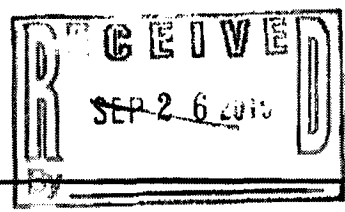
This project is intended to improve overdose surveillance, prevention and response through increased surveillance capacity and support of state and local level prevention activities. The position requested here will be assigned to perform case abstraction from death certificates, medical examiner data, toxicology testing and law enforcement reports for the grant required data and prepare the data for submission through the State Unintentional Drug Overdose Reporting System (SUDORS).

Please find enclosed a Position Request Form, a copy of the grant award and budget, and a classification request.

After review by your office and approval from the Secretary's Office, please forward to DHR Classification for review of the RFRs.

Please let me know if you have questions or need additional information. Thank you.

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409/20/19

**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 -- Department of Health Date: August 21, 2019

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 # 2792

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

The Department of Health has received the Overdose Data to Action (OD2A) grant from the Department of Health and Human Services, Center for Disease Control and Prevention, National Center for Injury Prevention and Control providing \$3,176,000 per year for three years. More detail

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 Analyst I;	1 position;	Health Surveillance;	9/1/2019-8/31/2022.

*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:

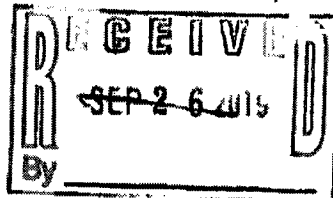
This new team member's duties would be to perform case abstraction from death certificates, medical examiner data, toxicology testing and law enforcement reports for the OD2A grant required data and prepare the data for submission through the State Unintentional Drug Overdose Reporting System (SUDORS) with only a 6 month lag. This position will support opioid surveillance efforts for the Health Department.

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))

<u><i>Greg Doherty</i></u>	<u>9/20/19</u>	<u>AUG 29 2019</u>
Signature of Agency or Department Head	Date	Date
<u><i>[Signature]</i></u>	<u>9/30/19</u>	
Approved/Denied by Department of Human Resources	Date	
<u><i>[Signature]</i></u>	<u>7 Oct 19</u>	
Approved/Denied by Finance and Management	Date	
<u><i>[Signature]</i></u>	<u>10/8/19</u>	
Approved/Denied by Secretary of Administration	Date	
<u><i>[Signature]</i></u>	<u>10/11/19</u>	
Approved/Denied by Governor (required as amended by 2019 Leg. Session)	Date	

Comments:

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9/20/19

Vermont Department of Health (VDH) – Division of Alcohol and Drug Abuse Programs (ADAP)
 CDC Prescription Drug Overdose Prevention for States (CDC-RFA-CE19-1904)
 Budget Justification and Narrative
 9/1/2019 – 8/31/2020

A. SALARIES AND WAGES

TOTAL: \$653,621

DIVISION OF ALCOHOL AND DRUG ABUSE PROGRAMS						
Position Title and Name Requested (If Applicable)	Annual Salary	Time (%) 12 Month Period	Strategy 1 Budget	Strategy 2 Budget	Strategy 3 Budget	Prevention Budget
Substance Abuse Program Manager <i>Rau, Nicole</i>	\$63,398	100%	\$0	\$0	\$15,850	\$47,549
Administrative Services Coordinator II <i>Royer, Tina</i>	\$58,614	50%	\$0	\$0	\$0	\$29,307
Substance Abuse Information Director <i>Trutor, Megan</i>	\$67,620	50%	\$0	\$0	\$0	\$33,810

DIVISION OF HEALTH SURVEILLANCE						
Position Title and Name Requested (If Applicable)	Annual Salary	Time (%) 12 Month Period	Strategy 1 Budget	Strategy 2 Budget	Strategy 3 Budget	Prevention Budget
Essence Administrator <i>Fialkowski, Veronica</i>	\$63,400	25%	\$15,850	\$0	\$0	\$0
Epidemiologist IV <i>Orantes, Lucia</i>	\$63,398	100%	\$6,340	\$6,340	\$50,719	\$0
Starlins Screen Chemist <i>Stanton, Suzie</i>	\$61,716	50%	\$0	\$0	\$0	\$30,857
Public Health Analyst I (VPMS) <i>Zentrichova, Dagmar</i>	\$57,762	100%	\$0	\$0	\$0	\$57,762
Public Health Analyst II (ESOOS) <i>Jelinek, Caitlin</i>	\$59,384	100%	\$29,692	\$8,908	\$20,784	\$0
Communications Coordinator <i>Corwin, Julie</i>	\$58,074	75%	\$43,555	\$0	\$0	\$0
Public Health Analyst I (Abstractor) <i>To Be Determined</i>	\$53,976	50%	\$0	\$13,494	\$13,494	\$0
Public Health Analyst I (Abstractor) <i>To Be Determined</i>	\$53,976	100%	\$0	\$21,590	\$32,386	\$0
Public Health Analyst II <i>Trites, Jeff</i>	\$61,298	50%	\$0	\$0	\$30,649	\$0
Public Health Analyst III (Evaluator) <i>Jones, Amanda</i>	\$63,108	50%	\$0	\$0	\$15,777	\$15,777
Communications Position <i>Cameron, Kristen</i>	\$51,854	50%	\$0	\$0	\$0	\$25,927

DIVISION OF EMERGENCY PREPAREDNESS AND INJURY PREVENTION

Position Title and Name Requested (If Applicable)	Annual Salary	Time (%) 12 Month Period	Strategy 1 Budget	Strategy 2 Budget	Strategy 3 Budget	Prevention Budget
Public Health Administrator (Naloxone) <i>Busch, Stephanie</i>	\$55,931	100%	\$0	\$0	\$0	\$55,931
Emergency Medical Services Data Manager <i>Dubie, Chelsea</i>	\$62,546	50%	\$0	\$0	\$0	\$31,273

TOTAL SALARY	Strategy 1 Budget	Strategy 2 Budget	Strategy 3 Budget	Prevention Budget
	\$95,437	\$50,332	\$179,659	\$328,193

Job Descriptions:

Substance Abuse Program Manager (1 FTE): Nicole Rau, Master of Public Health, (Program Manager); primary manager of the grant activities. Oversees the budget, planning, manages grants, contracts, and MOUs, completes CDC reporting, leads meetings, develops work plans, builds and maintains partnerships, oversees surveillance, communication, and evaluation activities to ensure goals are met throughout all strategies and activities proposed. Directly oversees the technical assistance, consultation, and quality improvement activities of the University of Vermont, Office of Primary Care, Center for Health and Learning, Overdose Prevention and stigma trainings, and the Community Action Grants. This position is associated with all grant strategies.

Administrative Services Coordinator II (0.5 FTE): Tina Royer; provides administrative support to the Grant Manager, and other team members, assists with VPMS users with registration and other routine needs around system use, order supplies, schedule meetings, distribute information, assists with grant and contract execution, and any other general administrative duties associated with the grant.

Substance Abuse Information Director (0.5 FTE): Megan Trutor, Bachelor of Arts in Sociology; develop and oversee the market research and media plans to support the Community Action Grants in strategy 5 and provides guidance on state-wide campaigns focused on opioid overdose and misuse prevention. Acts as the liaison with the central communications office, oversee all educational and informational materials developed and distributed through the grant.

Essence Administrator (0.25 FTE): Fialkowski, Veronica, Master of Public Health; maintain ESSENCE database and work with Public Health Analyst II to improve emergency department data quality and coding. Assist and support ongoing ED Tier 2 reporting requirements under strategy 1 and participate in ongoing grant management and update meetings as necessary.

Epidemiologist IV (1 FTE): Orantes, Lucia, Ph.D.; half of this position will focus on data abstraction from the OCME database and entry into SUDORS. Additional work will include being cross-trained as a backup for strategy 1 report and data linking and analysis for the Social Autopsy project proposed under strategy 3.

Urine Drug Screen Chemist (0.5 FTE): Stanton, Suzie, Master of Science, (STARLIMS Chemist); oversee the integration of the drug confirmation assays into the STARLIMS system to ensure providers receive a complete picture of the opioids and other drugs in a patient's urine to enhance and maximize patient care. As enhancements to the assays need to be made to ensure the urine analysis detects all assays currently being used in Vermont, this position will oversee the user acceptance testing and implementation of enhancements.

Public Health Analyst (1 FTE): Dagmar Zentrichova, Bachelor of Science, (VPMS Analyst); ensure pharmacy compliance by completing ongoing data analysis, outreach, and technical assistance for Vermont licensed pharmacies. Examine other states' policies and procedures for auditing pharmacies reporting to PDMP to ensure data quality; draft policy and procedures for Vermont auditing processes for Vermont licensed pharmacies to ensure compliance.

Public Health Analyst II (1FTE): Jelinek, Caitlin, Master of Public Health (ESOOS Analyst); responsible for ED Tier 2 monthly ESSENCE data for all drug, opioid, heroin and stimulant overdoses using required CDC queries beginning with September 2019 data reported by 11/4/19. Review and submit data collected from OCME reports by Abstractors into the SUDORS database. The ESOOS analyst will participate in the CDC ED Data Quality Workgroup and assist with the creation of 4 data products for strategies 1 and 2. Additionally this position will assist with the proposed Social Autopsy project, with linking individuals with various data sources.

Communications Coordinator (0.75 FTE): Corwin, Julie, Master of Arts; responsible for the creation and dissemination of 4 data products for strategies 1 and 2. Participate in the VDH Data Visualization Workgroup and will implement learnings into the continual enhancements of data products to ensure they met stakeholder needs; will elicit stakeholder feedback on data products and make enhancements as needed. Support data visualization and dissemination as needed for the proposed Social Autopsy project.

Public Health Analyst I – Abstractor (0.5 FTE): To Be Hired; Position will collect data for strategy 2 Tier 1 reporting of all accidental and undetermined drug-related fatalities into the State Unintentional Drug Overdose Reporting System (SUDORS) using the CDC case definitions. Position will also provide supportive analysis for the proposed Social Autopsy project.

Public Health Analyst I – Abstractor (1 FTE): To Be Hired; Position will collect data for strategy 2 Tier 1 reporting of all accidental and undetermined drug-related fatalities into the State Unintentional Drug Overdose Reporting System (SUDORS) using the CDC case definitions. Position will also provide supportive analysis for the proposed Social Autopsy project.

Public Health Analyst II (0.5 FTE): Trites, Jeff, Master of Science; lead analyst for the proposed Social Autopsy project. Works with Public Health Analyst III to create project design, timeline and supports other analysts to ensure project stays on pace. Responsible for de-identification of full dataset and analysis. Support development of Memorandum of Agreements as needed for data use and provide technical assistance to other state departments looking to participate to ensure meaningful data used in the Social Autopsy Project.

Public Health Analyst III (0.5 FTE): Amanda Jones, Master of Public Health; responsible for research, statistical analysis, and evaluation for the grant. Responsible for writing the evaluation plan, working with the CDC around evaluation activities, leading the evaluation workgroup, providing grant evaluation services, providing CDC metrics, assists with overseeing the rapid response project. This position is associated with all grant strategies and oversees all analytical work including the proposed Social Autopsy project.

Communications Position (0.5 FTE): Cameron, Kristen, Master of Public Administration, (SSP Communication Coordinator); assist network of syringe service programs (SSPs) from across the state to ensure messaging is consistent across all locations. Provide technical assistance and guidance on messaging and marketing for SSPs to increase awareness for targeted population on SSP availability and services. Partner with embedded case managers in SSPs to ensure materials created to assist with case management meet clients and case manager's needs.

Public Health Administrator (Naloxone) (1 FTE): Busch, Stephanie, Bachelor of Science; This position will oversee the planning, administrative, and consultative work of the state's naloxone distribution program. This includes training partner agency staff such as first responder agencies and SSPs on naloxone administration, ensuring naloxone distribution sites and first responders have appropriate naloxone supplies, overseeing reporting for program evaluation, and maintaining naloxone training and distribution policies and procedures. To ensure integration of naloxone programming in appropriate activities from across the department, the Public Health Administrator will work with other

**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: _____ Accountability: _____ Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit:

GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

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: Complete data abstraction for Vermont occurrent accidental or undetermined drug overdose deaths for the Center for Disease Control's (CDC) State Unintentional Drug Overdose Reporting System (SUDORS). Utilize data from death scene investigations, autopsies, toxicology reports and police reports to complete all required fields for VT SUDORS cases. Initiate, enter, cross-check and complete cases entered into SUDORS. Support quality control and CDC reporting and monthly calls. Clean SUDORS data, create annual and multi-year data sets and assist the National Violent Death Reporting System Program Manager and Health Surveillance Alcohol and Drug Abuse Team Supervisor with data analysis, improving analysis methodologies and creating data products for dissemination to key stakeholders. Perform related duties as required.
2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded the "Overdose Data to Action" CDC grant. A component of this grant is to collect, complete case reports and disseminate surveillance data on accidental and undetermined drug overdose deaths to support opioid surveillance efforts. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently VDH is utilizing three temporary PHA I positions to complete this work with funding from a different grant due to end 8/31/2019. As of 9/1/2019 VDH does not have an analyst that can complete the data abstraction needed to accomplish the work of this grant. The work required significant understanding and abilities of data analysis and statistics and requires the attention of a PHA I.
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

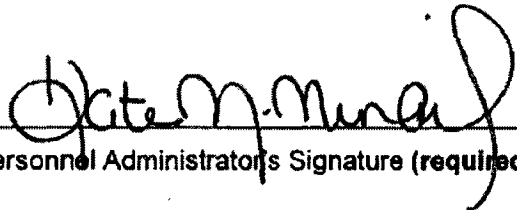
Personnel Administrator's Section:

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: Mallory Staskus, Public Health Analyst III
6. Who should be contacted if there are questions about this position (provide name and phone number):
Mallory Staskus, 802-651-1516
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.) No

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)*

8/21/19

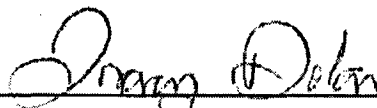
Date



Supervisor's Signature (required)*

8/19/19

Date



Appointing Authority or Authorized Representative Signature (required)*

AUG 29 2019

Date

* Note: Attach additional information or comments if appropriate.

Job Duties and Responsibilities

OD2A (SUDORS) Abstractor, PHA I – 1.0 FTE (EPI SURV Team)

Epidemiology, Surveillance, Analysis and Dissemination

- Abstract data from death certificates, medical examiner reports, toxicology reports, and law enforcement reports for National Violent Death Reporting System (NVDRS), including State Unintentional Death Reporting System (SUDORS) cases, including identification, initiation, entry, cross-checking for completion of cases
 - Become familiar with Office of Chief Medical Examiner case documents needed for case abstraction, and data dictionaries; including:
 - MDILog death reporting system
 - toxicology, autopsy, assistant medical examiner, and police reports
- Maintain spreadsheet of SUDORS case entry status
- Create analytic SUDORS datasets: clean data and produce single year and multi-year data sets
- Produce analytic products such as data pages, data/issue briefs related to program goals, data summaries, in support or at the request of the NVDRS Program Manager and ADAP Team Supervisor
 - Support dissemination of data products to relevant partners to further support substance use prevention work
- Support analysis and reporting of measures related to violent deaths and accidental and undetermined overdoses
- Participate in NVDRS advisory committee
- Develop data presentations for meetings with community partners, steering committees and/or advisory groups, as requested
- Regularly attend grant specific calls and webinars
- Respond to data requests, as requested
- Become familiar with Vital Statistics, associated user manuals and death certificates
- Nonfatal drug, opioid, heroin and stimulant reporting to the CDC
 - Become familiar with EMS (SIREN elite), emergency room (ESSENCE) data sets
 - Assist with drug overdose case definition refinement and development
 - Run SAS code and produce quarterly report for the CDC
 - Assist with nonfatal overdose report development and analyses

Other Tasks

- Assist with the analysis and reporting for the “Social Autopsy” report
- Other opioid related grant activities as needed

Evaluation and Quality Improvement

- Support NVDRS Program Manager in assistance with performance measurement and reporting

- **Ensure data collection adheres to national data standards**
- **Provide input and ideas on potential improvements for data collection process**

HS REE Responsibilities

- **Maintaining a positive working relationship with other VDH staff, most importantly, the program(s) you are assigned to work with**
- **Cross-checking data for quality control**
- **Staff Meetings – 1 monthly full staff mtg; 1 bi-weekly team meeting; each ~1 hour**
- **BRFSS and YRBS Questionnaire Design – committee participation**
- **Annual Workplan update**
- **Participation in the Health Operations Center, if needed during a public health emergency**
- **Other duties, as assigned**

Division of Health Surveillance – Public Health Statistics

July 25, 2019

