

Sorsha Anderson

From: Daley, Paul <Paul.Daley@vermont.gov>
Sent: Thursday, October 3, 2019 4:49 PM
To: Sorsha Anderson; Daniel Dickerson
Cc: Clark, Sarah
Subject: RE: Approved Grant and Limited Service Position Request

Hi Sorsha,

The Health Department has about 70 active federal grants, most of them from the Centers for Disease Control and Prevention. These grants have project periods that usually last three to five years. In most cases at the end of the project period, a new award is issued. While a series of grant awards may be issued, they all share the same designation in the federal Catalog of Federal Domestic Assistance, or CFDA number. It has been our longstanding practice to request approval to accept grant funds when we receive an initial award from a CFDA, but not for subsequent grant awards from the same CFDA.

In this case the CFDA number is 93.070 Environmental Public Health and Emergency Response.

- The original grant award from this CFDA was titled Environmental Public Health Tracking and had a project period of 8/31/2009 – 8/30/2014. We requested approval to accept this original award and establish three limited service positions via JFO #2406.
- In August 2014 the project period for the original grant was extended through 7/31/2017.
- In February 2015 we requested another limited service position via JFO #2743 to be funded by the public health tracking grant.
- In June 2017 the public health tracking grant was awarded new funding for a project period 8/1/2017 – 7/31/2022.
- In September 2015 we received another award from this CFDA titled *Addressing drinking water program performance gaps in Vermont* with a project period 9/30/2015 – 9/29/2020. Because it was not a new CFDA award, no AA-1 was submitted. It is this grant that provides the funding for the position we are now requesting.

You asked about the three positions authorized by JFO #2406. Two of them are still funded by the environmental public health tracking program, the third was transferred out of the Health Department as part of the Agency of Digital Services reorganization and is not funded by the grant.

The position authorized by JFO #2743 is funded in part by public health environmental tracking and in part by addressing drinking water program performance. That position is identified as Epidemiologist IV in the public drinking water grant and is funded at 0.25 FTE

I'm sorry that this is such a complicated provenance, feel free to call or email if you have further questions.

Paul Daley
Financial Director
Vermont Department of Health
108 Cherry Street, Burlington VT 05402

(802) 863-7284

<http://healthvermont.gov/>

From: Clark, Sarah <Sarah.Clark@vermont.gov>
Sent: Thursday, October 03, 2019 2:48 PM
To: Sorsha Anderson <SAnderson@leg.state.vt.us>; chrissy.gilhuly@vermont.gov
Cc: Dickerson, D <ddickerson@leg.state.vt.us>; Daley, Paul <Paul.Daley@vermont.gov>
Subject: RE: Approved Grant and Limited Service Position Request

Sorsha,

My apologies – I'm just reading your email now. I will need to refer your questions to Paul Daley of VDH. He is copied here.

Thanks,
Sarah

From: Sorsha Anderson <SAnderson@leg.state.vt.us>
Sent: Thursday, October 03, 2019 10:57 AM
To: Clark, Sarah <Sarah.Clark@vermont.gov>; chrissy.gilhuly@vermont.gov
Cc: Dickerson, D <ddickerson@leg.state.vt.us>
Subject: FW: Approved Grant and Limited Service Position Request

Hi Sarah and Chrissy,

I am looking at the limited service position for the drinking water project from JFO #2406, November 2009.

A couple of questions:

- 1) I am looking at the original grant file for #2406 and the project end date was 2014. Do either of you have record of a previous extension request and approval? Maybe that is the piece I am missing and would answer the next two questions:
- 2) The memo says the original grant was entitled *Addressing Drinking Water Program Performance Gaps*, but the original grant title is *Vermont Environmental Public Health Tracking Program*. I can't find reference in the file to the drinking water program.
- 3) The position requested is *Environmental Health Engineer*, but this is not one of the three positions listed in the original grant.

I am leaving shortly, but will be back by 2PM. Could we talk this afternoon?

Thanks!

Sorsha
X5622

From: Gilhuly, Christine <Christine.Gilhuly@vermont.gov>
Sent: Wednesday, October 2, 2019 12:05 PM
To: Clark, Sarah <Sarah.Clark@vermont.gov>; O'Connell, Tracy E <Tracy.OConnell@vermont.gov>

Cc: Elmquist, Candace <Candace.Elmquist@vermont.gov>; Daniel Dickerson <ddickerson@leg.state.vt.us>; Sorsha Anderson <SAnderson@leg.state.vt.us>

Subject: Approved Grant and Limited Service Position Request

Good afternoon,

Attached please find the following:

- 1) Limited Service – Grant Funded Position Request: Environmental Health Engineer
- 2) Grant Acceptance: Collecting Violent Death Information using the NVSRS

Please note the originals have been routed to the Joint Fiscal Office.

Thank you,

Chrissy Gilhuly

State of Vermont | Office of the Commissioner, Department of Finance and Management

109 State Street, 5th Floor | Montpelier, VT 05609

christine.gilhuly@vermont.gov

ph: (802) 828-2376



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 20, 2009
Subject: JFO #2402, #2404, #2405, #2406

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2402 — \$500,000 grant from the U.S. Department of Energy to Education Department. These grant funds will be distributed to local school districts for the installation of solar panels.

[JFO received 10/21/09]

JFO #2404 — \$105,876 grant from the Federal Emergency Management Agency (FEMA) to Department of Public Safety. These grant funds will be used to provide financial assistance to implement measures that will permanently reduce or eliminate future damage from natural hazards through safer building practices and improving existing structures.

[JFO received 10/21/09]

JFO #2405 — \$1,000,000 grant from the Federal Emergency Management Agency (FEMA) to Department of Public Safety. These grant funds will be used renovate and equip the Emergency Operations Center (EOC) at Public Safety headquarters in Waterbury.

[JFO received 10/21/09]

JFO #2406 — \$1,770,018 grant from the Center for Disease Control and Prevention to Department of Health. These grant funds will be to establish and maintain a tracking network for obtaining health and environmental data to improve health in communities. **Three (3) limited service position requests are associated with this request.**

[JFO received 10/21/09]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were submitted to the Joint Fiscal Committee, the Governor's approval may now be

considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Armando Vilaseca, Commissioner
Thomas Tremblay, Commissioner
Wendy Davis, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 21, 2009
Subject: Grant Requests

Enclosed please find six (6) requests that the Joint Fiscal Office has received from the administration:

JFO #2401 — Award from the U.S. Internal Revenue Service to Office of the State Treasurer. The American Recovery and Reinvestment Act allocated \$90 million of bonding authority to Vermont for use as Recovery Zone Economic Development Bonds. Acceptance of this request will allow for federal reimbursement to the issuer of 45% of the interest cost of these bonds; the preliminary estimated value of this subsidy is approximately \$9 million. **This award is part of the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 10/21/09]

JFO #2402 — \$500,000 grant from the U.S. Department of Energy to Education Department. These grant funds will be distributed to local school districts for the installation of solar panels.

[JFO received 10/21/09]

JFO #2403 — \$355,435 grant from the Vermont Center for Geographic Information (VCGI) to the Department of Public Service. **These grant funds will be used to fully fund 1.0 FTE position for a three year period** to support the activities of the Vermont Broadband Mapping Initiative. VCGI received funding from the American Recovery and Reinvestment Act to support this project.

[JFO received 10/21/09]

JFO #2404 — \$105,876 grant from the Federal Emergency Management Agency (FEMA) to Department of Public Safety. These grant funds will be used to provide financial assistance to implement measures that will permanently reduce or eliminate future damage from natural hazards through safer building practices and improving existing structures.

[JFO received 10/21/09]

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[JFO received 10/21/09]

JFO #2406 — \$1,770,018 grant from the Center for Disease Control and Prevention to Department of Health. These grant funds will be to establish and maintain a tracking network for obtaining health and environmental data to improve health in communities. **Three (3) limited service position requests are associated with this request.**

[JFO received 10/21/09]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order. In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by November 4 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Jeb Spaulding, Treasurer
Armando Vilaseca, Commissioner
David O'Brien, Commissioner
Thomas Tremblay, Commissioner
Wendy Davis, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Steven Maier
From: Nathan Lavery, Fiscal Analyst
Date: October 21, 2009
Subject: JFO #2406

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein

SFC 2406



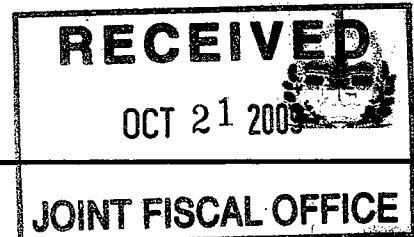
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

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

Grant Summary:		Health Surveillance/Environmental Health		
Date:		10/6/2009		
Department:		Health		
Legal Title of Grant:		Vermont Environmental Public Health Tracking Program		
Federal Catalog #:		93.070		
Grant/Donor Name and Address:		Centers for Disease Control & Prevention Atlanta, Georgia		
Grant Period:	From:	8/1/2009	To:	7/31/2014
Grant/Donation		1,770,018		
	SFY 1	SFY 2	SFY 3	Comments
Grant Amount:	\$431,826	\$669,096	\$669,096	
Position Information:	# Positions	Explanation/Comments		
	3	Original Position Requests From Molly Are Attached		
Additional Comments:				
Department of Finance & Management		10/12/09		(Initial)
Secretary of Administration		10/13/09		(Initial)
Sent To Joint Fiscal Office				Date 10/19/09



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

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	Health			
3. Program:	Health Surveillance / Environmental Health			
4. Legal Title of Grant:	Vermont Environmental Public Health Tracking Program			
5. Federal Catalog #:	93.070			
6. Grant/Donor Name and Address:	Centers for Disease Control & Prevention Atlanta, Georgia			
7. Grant Period:	From:	8/1/2009	To:	7/31/2014
8. Purpose of Grant:	To establish & maintain a nationwide tracking network to obtain integrated health & environmental data & use it to provide information in support of actions that improve the health of communities. The program also aims to build state & local public health capacity in the area of environmental health surveillance.			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$384,576	\$567,096	\$567,096	
Operating Expenses	\$47,250	\$102,000	\$102,000	
Grants	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$338,802	\$538,960	\$538,960	
(Statewide Indirect)	\$4,651	\$6,507	\$6,507	
(Departmental Indirect)	\$88,373	\$123,629	\$123,629	
Other Funds:	\$	\$	\$	
Grant (source)	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	
Appropriation No:		Amount:	\$	
	3420010000 / ADM		\$71,145	
	3420021000 / Public Health		\$360,681	
			\$	
			\$	

REC'D SEP 29 2009

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

		\$
		\$
	Total	\$431,826

PERSONAL SERVICE INFORMATION

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: _____ Agreed by: *CF* (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Program Coordinator / Epidemiologist IV
	1	Public Health Analyst III
	1	Systems Developer II
Total Positions	3	

12a. Equipment and space for these positions: Is presently available. 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: <u> <i>Christine Finley</i> </u>	Date: <u> 8/25/09 </u>
	Title: _____	
	Signature: <u> <i>Patricia Flood</i> </u>	Date: <u> 9/25/09 </u>
	Title: <u> DEPUTY SECRETARY, AHS </u>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	<u> <i>[Signature]</i> </u>	Date: <u> 10/15/09 </u>
<input type="checkbox"/> Rejected	(Governor's signature)	Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Request to JFO	<u> <i>Tavel</i> </u>	Date: <u> 10/13/09 </u>
<input type="checkbox"/> Information to JFO	(Secretary's signature or designee)	Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

End Form AA-1

**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: **Vermont Department of Health** Date: **August 13, 2009**

Name and Phone (of the person completing this request): **Maureen Barnes, AHS Personnel Administrator, 863-7287**

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):

Centers for Disease Control and Prevention, Environmental Public Health Tracking Network

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>
Epidemiologist IV	1	Health Surveillance/Env Health	8/09-8/14
Public Health Analyst IIII	1	Health Surveillance/Public Health Statistics	8/09-8/14
Systems Developer II	1	Information Technology	8/09-8/14

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

These positions are created and supported to complete the work plan in the recently awarded Environmental Public Health Tracking Network (EPHT) Grant from the Centers for Disease Control and Prevention. The purpose of this grant is to create a modern surveillance system that will integrate health and environmental data, inform decisions, create better policy and improve human health.

The Epidemiologist IV will serve as a primary department contact for EPHT and will be responsible for evaluating surveillance and health data systems and conducting epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. The epidemiologist will disseminate environmental public health tracking surveillance information through publications, reports, and outreach efforts and prepare; publish epidemiological reports, policy briefs, special studies, and annual reports for diverse audiences; and translate study findings to guide public health policy, program development, and educational outreach materials. The Public Health Analyst will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste data) and formatting and sending the data to the national and state environmental health tracking networks. The analyst will have the primary responsibility of managing all datasets and assisting with data analyses. The Systems Developer II position is required for planning and developing a network of interoperable systems to support the Environmental Public Health Tracking Network. This position will document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website, to provide public and secure access, and evaluate security needs for role-based access to the web portal. They will develop step-by-step plans for the implementation process and work with the program staff, CIO, and the Project Chief.

Each of these positions are vital to completing the work plan. Without these positions the work plan cannot be completed.

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

8/14/09

Approved/Denied by Department of Human Resources

Date

10/1/09

Approved/Denied by Finance and Management

Date

10/12/09

Approved/Denied by Secretary of Administration

Date

10/13/09

Comments:



State of Vermont
Department of Health
Office of the Commissioner
108 Cherry Street
Burlington, VT 05401
healthvermont.gov

{phone} 802-863-7280
{fax} 802-951-1275
{tdd} 800-464-4343

Agency of Human Services

MEMORANDUM

TO: Patrick Flood, Deputy Secretary, Agency of Human Services
FROM: Christine Finley, Deputy Commissioner, Vermont Department of Health
DATE: June 18, 2009
RE: Grant Funded Limited Services Positions

A handwritten signature in black ink, appearing to read "Christine Finley", written over the "FROM:" line of the memorandum.

We are planning to apply for the following grant, and request three new limited service positions. The purpose of the grant and the positions is summarized below. There is an expectation by CDC that the grant be used to build public health capacity. Contracting for all of the grant work would likely make the proposal less competitive. This is a fairly large grant (\$600,000 to \$800,000 per year for up to five years) that would address a real need and improve public health, and we believe our chances are good that we'd be funded.

National Environmental Public Health Tracking Program (non ARRA-funding)

Purpose: To expand to five more states the national web-based information system containing standard measures of environmental hazards, exposures, and health effects. The Tracking System will:

- identify populations at risk,
- detect trends in hazards, exposures, and diseases,
- generate hypotheses about the relationship between environmental hazards and disease,
- guide intervention and prevention strategies,
- enable the public's right to know about health and the environment.

This system would help VDH and DEC in anticipating and responding to public concerns of environmental hazards such as the asbestos mine in Eden, chloramine water disinfection, and water fluoridation. Vermont is the only state in the Northeast region that is not yet participating in this program. Funding Vermont's application would complete network in one region of the country.

Positions: We propose to create three new limited service positions --



- Project Coordinator (Epidemiologist IV -- PG-25): Develop external partnerships and convene advisory committee, assess Environmental Health capacity, provide training, and establish MOUs and data sharing agreements.
- Public Health Analyst III (PG-25): Inventory and assess current systems vis a vis the standard measures (Nationally Consistent Data Measures or NCDM), enhance systems (e.g., sustaining birth defects surveillance), and manage state reporting system (InstantAtlas).
- Systems Developer II (PG-23): Engage in requirements gathering, develop technical network implementation plan, and define needed capacity (hardware, software, network architecture, staffing) for supporting tracking network.

Total Funding and Term: The first two years of the grant are for planning and capacity-building. We will request approximately \$600,000 per year for two years. In year three, we can apply for a three-year implementation grant averaging \$800,000 per year. Funding for planning and capacity-building is likely to be followed by funding for implementation, for a total of approximately \$3 to \$3.5 million over five years. All new limited service positions would terminate when the grant funding ends.

cc: Wendy Davis, MD, Commissioner, Department of Health



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: New 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: Professional programming database administration, and systems analysis work. Analyzes the performance of hardware and software interfaces and identifies alternatives for optimizing the usage of computer resources. Applies generally accepted programming standards and techniques to assure efficient program logic and data manipulation. Participates in designing, coding, testing, debugging, configuring, and documenting operating systems and software applications. Installs software and user utilities for modifications and upgrades of operating systems and workstation environments. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirement such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Responsible for the supervisory and technical work maintaining and updating department or agency computer databases. Establishes data base administration procedures, sets standards, educates system staff on effective programming techniques, and discusses with other System Developers the appropriate design and development applications.

2. Provide a brief justification/explanation of this request: This position will be created to support the administration of a federal grant project. As part of the grant project, the position will assist with analysis and planning to develop a network of interoperable systems to support the Environmental Public Health Tracking network. The position will work with program staff to document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access; evaluate security needs for role-based access to web portal and plan for additional security as required, such as two-factor authentication. They will develop step-by-step plans for the implementation process and work with the program staff, the CIO and the Project Chief.

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).

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: Eileen Underwood Information Technology Chief

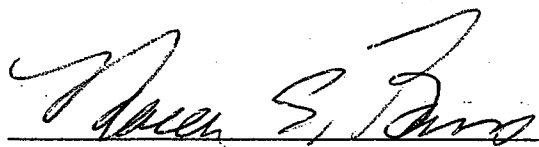
6. Who should be contacted if there are questions about this position (provide name and phone number): Austin Sumner 802-951-4064

7. How many other positions are allocated to the requested class title in the department: 12

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)*

8/18/09
Date



Supervisor's Signature (required)*

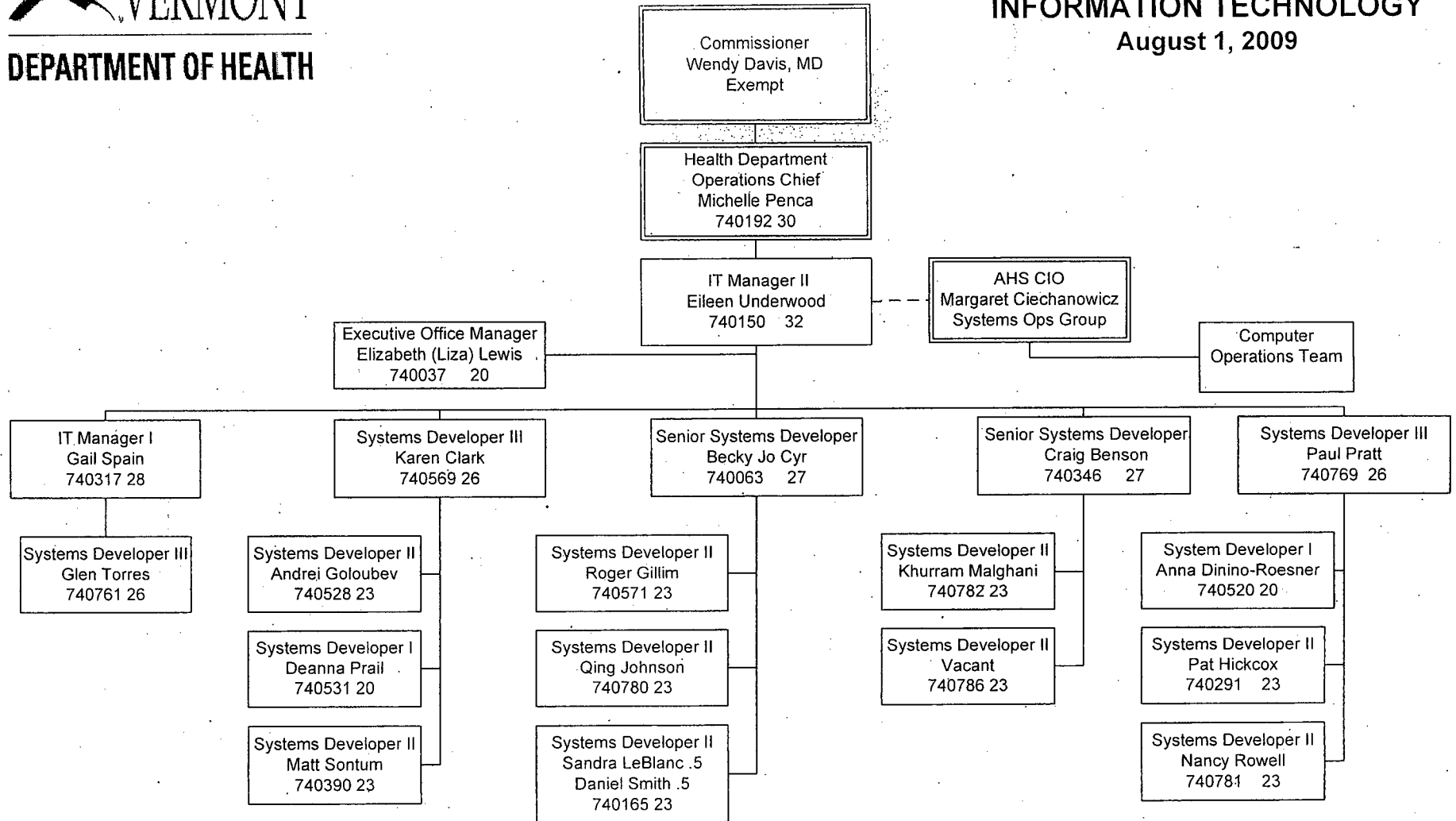
8/13/09
Date



Appointing Authority or Authorized Representative Signature (required)*

8/14/09
Date

* Note: Attach additional information or comments if appropriate.



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: 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):

- REQUIRED: Allocation requested: Existing Class Code Existing Job/Class Title:
- 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 analyst in this position will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste) and formatting and sending the data to the national and state environmental health tracking networks. In addition this position will maintain a surveillance system for infants born with birth defects, selected metabolic conditions, hearing loss, and very low birthweight. Job duties will include, but not be limited to:

- a) Populate the Birth Information Network database with reports from existing data sources, including hospitals, specialty clinics, selected provider offices, Medicaid claims, the Children with Special Health Needs databases, and Vital Records;
- b) Perform routine data quality assurance and control; and follow-up on data quality issues with the reporting sources;
- c) Develop a 2006-2008 Vermont Birth Defects Data Brief;
- e) Consult with Environmental Health staff and IT staff to ensure all data feeds are uploaded to the tracking network;
- f) Attend regular Environmental Health Advisory Committee meetings;
- g) Compile, format, and transmit NCDMs to the national and state environmental health tracking networks, as allowed under state law and privacy / confidentiality agreements.
- h) Assist with statistical analyses and mapping of all health surveillance data sets.
- i) Evaluate surveillance and health data systems for the quality of existing datasets and usefulness for decision making in accordance with standards for surveillance systems (e.g simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness).

2. Provide a brief justification/explanation of this request:

This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of the grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy, and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Public Health Analyst III position is established by the grant so that the Health Information Network (e.g., Birth Defects Registry) can be maintained and expanded, and the data included as part of the EPHT network. Birth defects are a key data source listed in the grant requirements. In addition, this position will assist in compiling and formatting data from other Health Surveillance systems, such as cancer and hospital discharge, that are also required for specific measures within the EPHT network.

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).

This position will not be supervising any employees, but will work with a contractor and oversee their deliverables.

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: Richard McCoy - Public Health Statistics
Manager

6. Who should be contacted if there are questions about this position (provide name and phone number):
Richard McCoy 802-651-1862

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

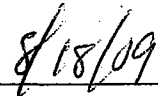
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues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

Attachments:

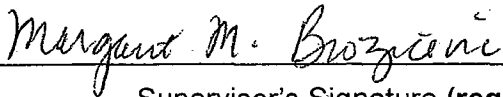
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



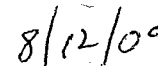
Personnel Administrator's Signature (**required**)*



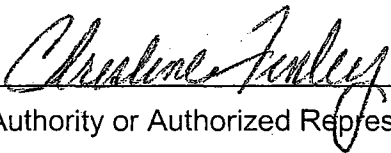
Date



Supervisor's Signature (**required**)*



Date



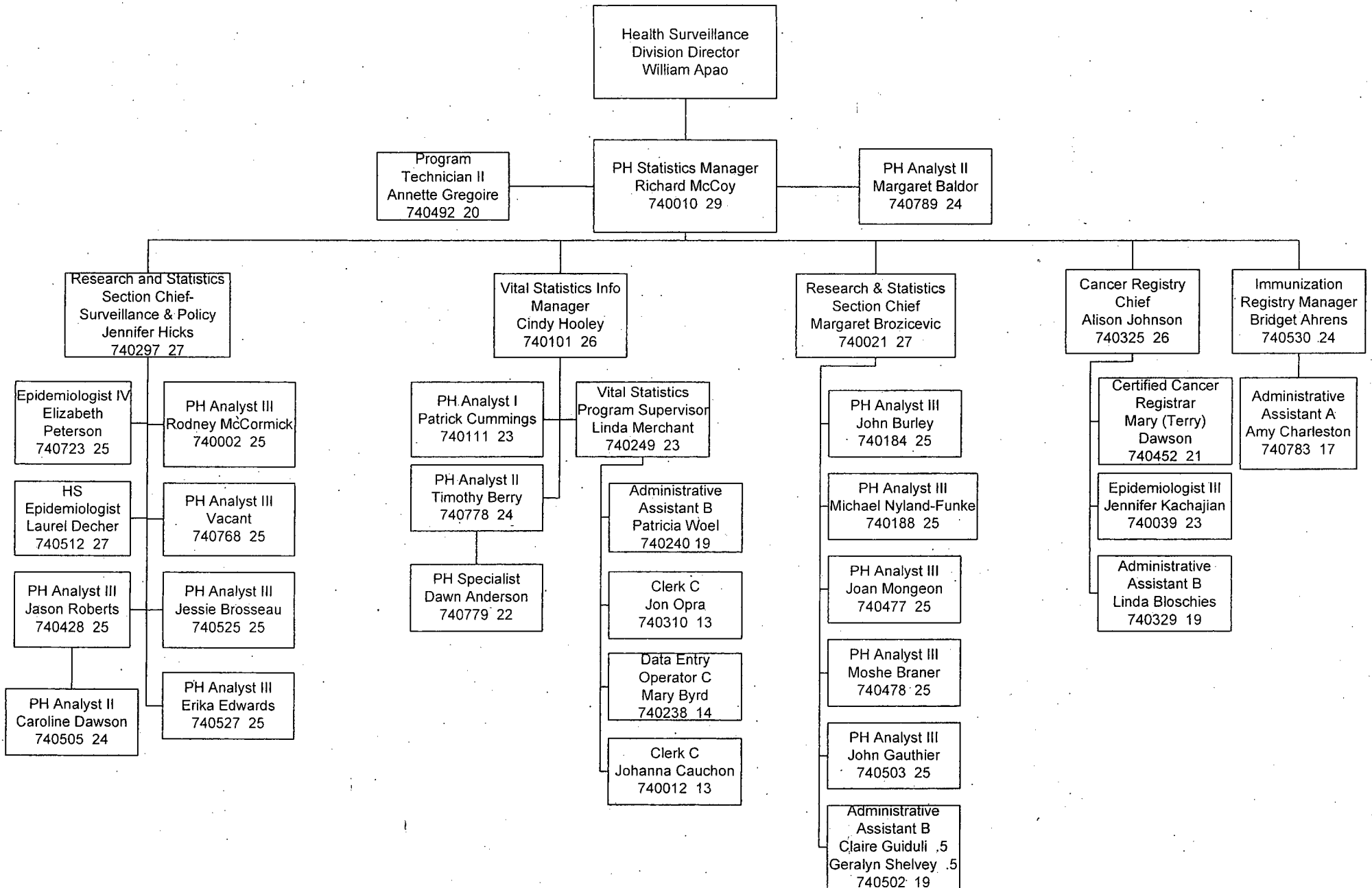
Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009



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: 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):

- REQUIRED: Allocation requested: Existing Class Code Existing Job/Class Title:
- 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:

1. Major Job Duty --Serves as coordinator for the Environmental Public Health Tracking Network (EPHT).

Serve as primary department contact for EPHT. Represent the department at conferences and interagency councils for setting program standards, policies, plans and priorities. Build partnerships within and between the Departments Environmental Conservation and Health and federal agencies. Provide briefing material for senior management and communications when required. Participate on the EPHTN advisory committee. Prepare grant reports to federal funding agencies.

2. Major Job Duty -- Plan and implement program initiatives, and evaluate the effectiveness of program activities to achieve program goals.

Evaluate surveillance and health data systems, and conduct Epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. Evaluate the quality of existing data and usefulness for decision-making in accordance with standards for surveillance systems (e.g., simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness). Integrate new data sources (e.g., air, water, soil sampling data, hospital discharge, birth defect, death certificate, GIS mapping of high risk areas). Evaluate and revise program objectives, as required, to satisfy new federal or state initiatives. Coordinate program activities with other department and agencies with state government. Participate as an active member in New England region on federal and regional committees and organizations on environmental public health tracking.

3. Major Job Duty -- Conduct data analyses and expand the analytical capacity of the program through data linkages and analytical partnerships.

Analyze data from all the major data sets from Vital Statistics, Environmental Health, Water Supply, Air Pollution, and Waste Management. Analyze and interpret data to guide decision-making process. Develop new analytic methods, information systems, and data sources (e.g, geographic information). Combine multiple data sets to enhance outcome-based analyses (e.g. childhood blood lead, adult blood lead, radon, environmental sampling data, Medicaid, Maternal/Child Health, vital records, other public health program data sets, hospital discharges, social services and welfare). Develop standardized analysis and reporting programs

to more efficiently extract information from the major surveillance and health data systems. Conduct cost and cost-effectiveness analyses. Develop strategies for building the analytical resources and epidemiological capacities of the environmental public health tracking network.

5. Major Job Duty -- Develop evidence-based environmental health prevention strategies and evaluate the effectiveness of prevention, interventions, and outreach activities

Disseminate environmental public health tracking surveillance and epidemiologic information through publications, reports, and outreach efforts. Prepare and publish epidemiological reports, policy briefs, special studies, annual reports (e.g. environmental health risk factor specific surveillance reports) for a diverse audiences. Translate study findings to guide public health policy, program development, and educational outreach materials. Design web pages to educate the public about environmental health risk factors, testing and screening, and disease prevention and control. Work with public relations staff to draft press releases, surveillance reports, and other media outreach materials. Contribute regular articles to the Department of Health Disease Control Bulletin. Write clear explanations of statistical and epidemiological concepts and data limitations (e.g. definitions of 95% confidence intervals, or relative risk) for public reports and in response to queries from the public. Develop health status profiles and report cards to support community health assessments by local health offices, hospitals, mental health service districts or area agencies on aging. Educate community partners and program staff about limitations of environmental health data sets and how to interpret findings.

2. Provide a brief justification/explanation of this request: This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of this grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from Department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Epidemiologist IV position is established by the grant so that key data elements from multiple sources can be intergrated and compiled into a single tracking system. In addition to intergrating and compiling data this position will have the primary responsibility for data analysis and reporting results to senior management.

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). This position will not be supervising any employees, but may work with a contractor and oversee their deliverables.

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: Austin Sumner State Epidemiologist - Environmental Health

6. Who should be contacted if there are questions about this position (provide name and phone number):
Austin Sumner 802-951-4064

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:

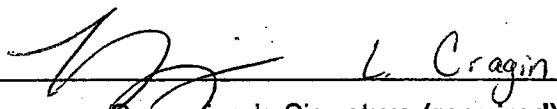
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

8/18/09


Date



Supervisor's Signature (required)*

8/12/09

Date



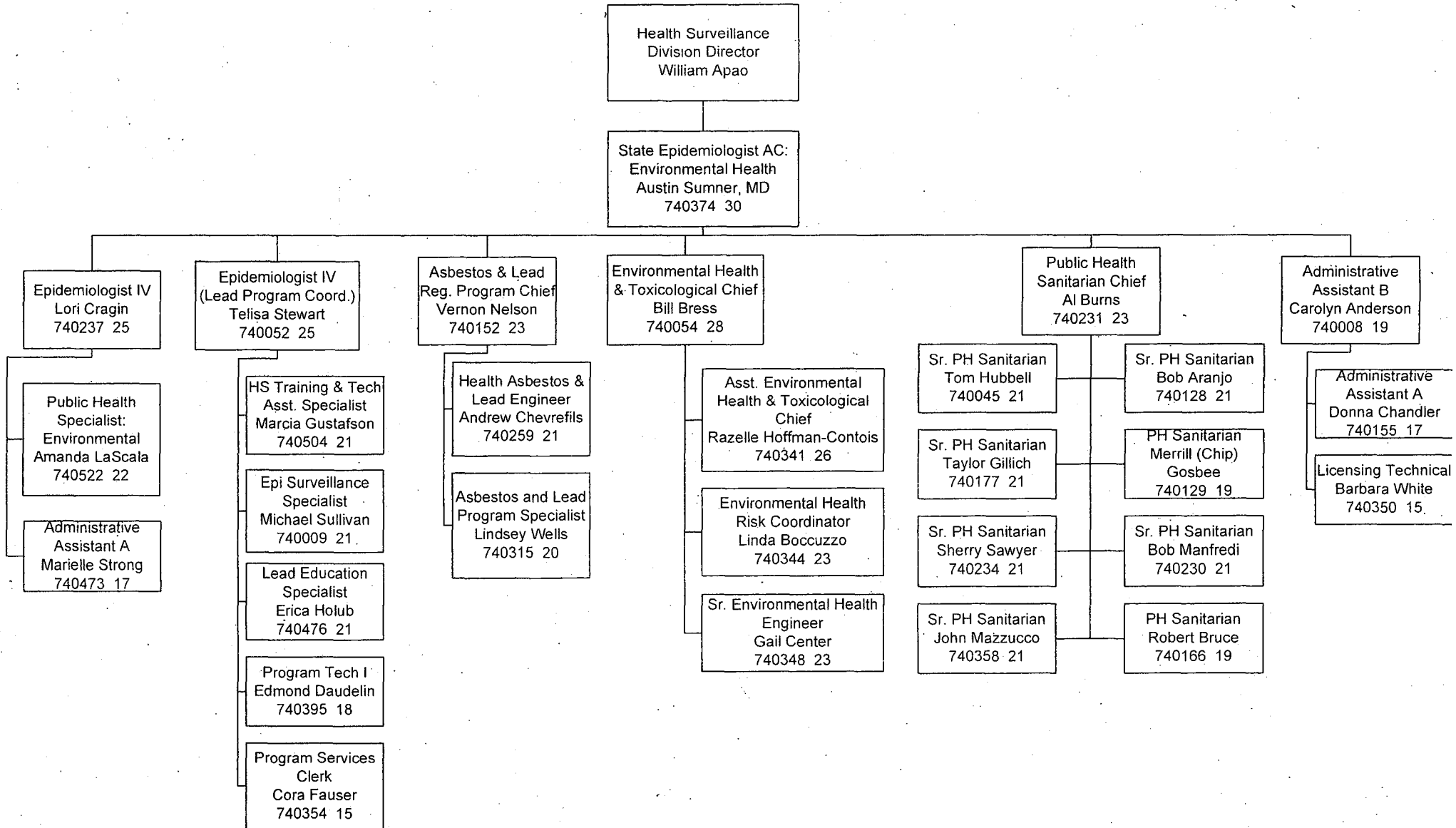
Appointing Authority or Authorized Representative Signature (required)*

8/14/09

Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009





COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/17/2009



Grant Number: 1U38EH000625-01

Principal Investigator(s):
AUSTIN SUMNER, MD

Project Title: VERMONT ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

GRANTS PROGRAM SPECIALIST
ATTN: BUSINESS OFFICE REPRESENTA
108 CHERRY STREET, POST OFFICE
BURLINGTON, VT 05402

Budget Period: 08/01/2009 – 07/31/2010
Project Period: 08/01/2009 – 07/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$575,768 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K)(2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Mildred Garner
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

MEMORANDUM
VERMONT DEPARTMENT OF HEALTH

To: Jim Giffin, AHS CFO
Thru: Leo Clark, VDH CFO
From: Karen Kelley, Grants Program Specialist
Re: Grant Acceptance & Establishment of Positions Packet
Date: 8/25/09

.....

The Department of Health has received a grant from the Centers for Disease Control & Prevention for \$575,768 (the first year of a five year project) to establish and maintain a tracking network to obtain integrated health and environmental data in support of actions that improve the health of communities.

The purpose of this grant is to integrate health and environmental data and to enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the national network and will complete the tracking system in the northeast region (there is only one other New England state besides Vermont that is not yet participating in the national network). We will use this funding to create: 1) an environmental health surveillance program, 2) inventory data sources, 3) identify state specific threats with the help of a technical advisory group, and 4) begin to integrate data into one system to start looking at potential trends.

The majority of the funds would be used to cover personal service costs to include a new Epidemiologist IV, Public Health Analyst III, and Systems Developer II. Additional personal service costs include a contract for GIS services to provide wide ranging project support services utilizing geographic information systems technology. Agreements with the Vermont Department of Environmental Conservation will be entered into to guarantee access to air pollution and water quality data.

I've attached the packet of information necessary for grant acceptance/approval for this new Vermont Environmental Tracking grant to be forwarded to Budget and Management for submission to JFC. The packet includes: 1) Request for Grant Acceptance (AA-1), 2) a copy of the grant award notice, 3) page 1 of the Funding Opportunity Announcement (FOA), and 4) a copy of the grant application.

REC'D SEP 29 2009

I'm also enclosing a Position Request Form and three Request for Classification Action forms with pertinent organization charts to be submitted directly to Personnel. An e-mail from Secretary Robert Hofmann to Deputy Commissioner Christine Finley approving the establishment of these positions is also attached.

The calculation of expenditures for SFY10 (see attached) is based on 9 months of the total budget for year one of the project, which is \$575,768. I've also included page 1 the FOA because it reflects the CFDA # that applies to this grant (93.070). The CFDA # on the grant award notice (GAN) is incorrect (93.283) and CDC is working to issue a revised GAN.

The Health Department is hereby requesting acceptance of this new grant and \$431,826 of new Federal funds during State Fiscal Year 2010. Continued Federal funding for this project will be included in future budget requests.

Please let me know if you need further information or wish to discuss the details of the packet.

**VERMONT DEPARTMENT OF HEALTH
SFY10 Enviromental Tracking Grant Budget**

<u>VISION Account</u>	<u>Admin & Support</u>	Public Health
Employee Salaries	\$33,260	\$121,780
Fringe Benefits	\$9,978	\$36,534
3rd Party Contracts	<u>\$0</u>	<u>\$90,000</u>
Total Personal Services	\$43,238	\$248,314
Employee Travel & Training	\$0	\$11,250
Office Supplies	\$0	\$6,000
Office Equipment	<u>\$0</u>	<u>\$30,000</u>
Total Operating Expenses	\$0	\$47,250
Total Direct Costs	\$43,238	\$295,564
Total Indirect Costs	<u>\$27,907</u>	<u>\$65,117</u>
Total SFY10 Grant Costs	\$71,145	\$360,681

Appropriation Summary

Total Personal Services	\$71,145	\$313,431
Total Operating Expenses	<u>\$0</u>	<u>\$47,250</u>
	\$71,145	\$360,681

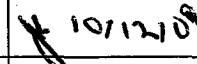
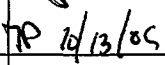


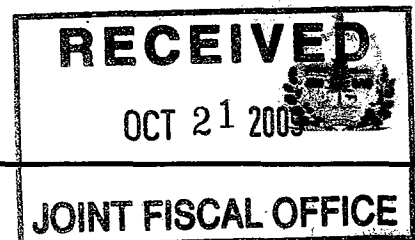
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

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

Grant Summary:					Health Surveillance/Environmental Health				
Date:					10/6/2009				
Department:					Health				
Legal Title of Grant:					Vermont Environmental Public Health Tracking Program				
Federal Catalog #:					93.070				
Grant/Donor Name and Address:					Centers for Disease Control & Prevention Atlanta, Georgia				
Grant Period:		From:		8/1/2009		To:		7/31/2014	
Grant/Donation					1,770,018				
		SFY 1		SFY 2		SFY 3		Comments	
Grant Amount:		\$431,826		\$669,096		\$669,096			
Position Information:		# Positions		Explanation/Comments					
		3		Original Position Requests From Molly Are Attached					
Additional Comments:									
Department of Finance & Management					 10/12/09 (Initial)				
Secretary of Administration					 10/13/09 (Initial)				
Sent To Joint Fiscal Office					Date 10/19/09				



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

BASIC GRANT INFORMATION

1. Agency:	Human Services		
2. Department:	Health		
3. Program:	Health Surveillance / Environmental Health		
4. Legal Title of Grant:	Vermont Environmental Public Health Tracking Program		
5. Federal Catalog #:	93.070		
6. Grant/Donor Name and Address:	Centers for Disease Control & Prevention Atlanta, Georgia		
7. Grant Period:	From:	8/1/2009	To: 7/31/2014
8. Purpose of Grant:	To establish & maintain a nationwide tracking network to obtain integrated health & environmental data & use it to provide information in support of actions that improve the health of communities. The program also aims to build state & local public health capacity in the area of environmental health surveillance.		
9. Impact on existing program if grant is not Accepted:	None		

10. BUDGET INFORMATION

	SFY 1 FY 2010	SFY 2 FY 2011	SFY 3 FY 2012	Comments
Expenditures:				
Personal Services	\$384,576	\$567,096	\$567,096	
Operating Expenses	\$47,250	\$102,000	\$102,000	
Grants	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$338,802	\$538,960	\$538,960	
(Statewide Indirect)	\$4,651	\$6,507	\$6,507	
(Departmental Indirect)	\$88,373	\$123,629	\$123,629	
Other Funds:	\$	\$	\$	
Grant (source)	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	

Appropriation No:	Amount:	\$
3420010000 / ADM		\$71,145
3420021000 / Public Health		\$360,681
		\$
		\$

REC'D SEP 29 2009

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

		\$
		\$
	Total	\$431,826

PERSONAL SERVICE INFORMATION

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: _____ Agreed by: *EF* (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Program Coordinator / Epidemiologist IV
	1	Public Health Analyst III
	1	Systems Developer II
Total Positions	3	

12a. Equipment and space for these positions: Is presently available. 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: <u>Christina Finley</u>	Date: <u>8/25/09</u>
Title: _____	
Signature: <u>Patricia Flood</u>	Date: <u>9/25/09</u>
Title: <u>DEPUTY SECRETARY, AHS</u>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<u> <i>[Signature]</i> </u>	<u>10/15/09</u>
<input type="checkbox"/> Rejected	(Governor's signature)	Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<u> <i>[Signature]</i> </u>	<u>10/13/09</u>
<input type="checkbox"/> Information to JFO	(Secretary's signature or designee)	Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

End Form AA-1

**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: **Vermont Department of Health** Date: **August 13, 2009**

Name and Phone (of the person completing this request): **Maureen Barnes, AHS Personnel Administrator, 863-7287**

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):

Centers for Disease Control and Prevention, Environmental Public Health Tracking Network

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
Epidemiologist IV	1	Health Surveillance/Env Health	8/09-8/14
Public Health Analyst IIII	1	Health Surveillance/Public Health Statistics	8/09-8/14
Systems Developer II	1	Information Technology	8/09-8/14

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

These positions are created and supported to complete the work plan in the recently awarded Environmental Public Health Tracking Network (EPHT) Grant from the Centers for Disease Control and Prevention. The purpose of this grant is to create a modern surveillance system that will integrate health and environmental data, inform decisions, create better policy and improve human health.

The Epidemiologist IV will serve as a primary department contact for EPHT and will be responsible for evaluating surveillance and health data systems and conducting epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. The epidemiologist will disseminate environmental public health tracking surveillance information through publications, reports, and outreach efforts and prepare; publish epidemiological reports, policy briefs, special studies, and annual reports for diverse audiences; and translate study findings to guide public health policy, program development, and educational outreach materials. The Public Health Analyst will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste data) and formatting and sending the data to the national and state environmental health tracking networks. The analyst will have the primary responsibility of managing all datasets and assisting with data analyses. The Systems Developer II position is required for planning and developing a network of interoperable systems to support the Environmental Public Health Tracking Network. This position will document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website, to provide public and secure access, and evaluate security needs for role-based access to the web portal. They will develop step-by-step plans for the implementation process and work with the program staff, CIO, and the Project Chief.

Each of these positions are vital to completing the work plan. Without these positions the work plan cannot be completed.

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 Maureen Barnes Date 8/14/09
 Approved/Denied by Department of Human Resources Maureen Barnes Date 10/1/09
 Approved/Denied by Finance and Management [Signature] Date 10/12/09
 Approved/Denied by Secretary of Administration [Signature] Date 10/13/09

Comments:

MEMORANDUM

TO: Patrick Flood, Deputy Secretary, Agency of Human Services
FROM: Christine Finley, Deputy Commissioner, Vermont Department of Health
DATE: June 18, 2009
RE: Grant Funded Limited Services Positions



We are planning to apply for the following grant, and request three new limited service positions. The purpose of the grant and the positions is summarized below. There is an expectation by CDC that the grant be used to build public health capacity. Contracting for all of the grant work would likely make the proposal less competitive. This is a fairly large grant (\$600,000 to \$800,000 per year for up to five years) that would address a real need and improve public health, and we believe our chances are good that we'd be funded.

National Environmental Public Health Tracking Program (non ARRA-funding)

Purpose: To expand to five more states the national web-based information system containing standard measures of environmental hazards, exposures, and health effects. The Tracking System will:

- identify populations at risk,
- detect trends in hazards, exposures, and diseases,
- generate hypotheses about the relationship between environmental hazards and disease,
- guide intervention and prevention strategies,
- enable the public's right to know about health and the environment.

This system would help VDH and DEC in anticipating and responding to public concerns of environmental hazards such as the asbestos mine in Eden, chloramine water disinfection, and water fluoridation. Vermont is the only state in the Northeast region that is not yet participating in this program. Funding Vermont's application would complete network in one region of the country.

Positions: We propose to create three new limited service positions --



- Project Coordinator (Epidemiologist IV -- PG-25): Develop external partnerships and convene advisory committee, assess Environmental Health capacity, provide training, and establish MOUs and data sharing agreements.
- Public Health Analyst III (PG-25): Inventory and assess current systems vis a vis the standard measures (Nationally Consistent Data Measures or NCDM), enhance systems (e.g., sustaining birth defects surveillance), and manage state reporting system (InstantAtlas).
- Systems Developer II (PG-23): Engage in requirements gathering, develop technical network implementation plan, and define needed capacity (hardware, software, network architecture, staffing) for supporting tracking network.

Total Funding and Term: The first two years of the grant are for planning and capacity-building. We will request approximately \$600,000 per year for two years. In year three, we can apply for a three-year implementation grant averaging \$800,000 per year. Funding for planning and capacity-building is likely to be followed by funding for implementation, for a total of approximately \$3 to \$3.5 million over five years. All new limited service positions would terminate when the grant funding ends.

cc: Wendy Davis, MD, Commissioner, Department of Health



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: New 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: Professional programming database administration, and systems analysis work. Analyzes the performance of hardware and software interfaces and identifies alternatives for optimizing the usage of computer resources. Applies generally accepted programming standards and techniques to assure efficient program logic and data manipulation. Participates in designing, coding, testing, debugging, configuring, and documenting operating systems and software applications. Installs software and user utilities for modifications and upgrades of operating systems and workstation environments. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirement such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Responsible for the supervisory and technical work maintaining and updating department or agency computer databases. Establishes data base administration procedures, sets standards, educates system staff on effective programming techniques, and discusses with other System Developers the appropriate design and development applications.

2. Provide a brief justification/explanation of this request: This position will be created to support the administration of a federal grant project. As part of the grant project, the position will assist with analysis and planning to develop a network of interoperable systems to support the Environmental Public Health Tracking network. The position will work with program staff to document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access: evaluate security needs for role-based access to web portal and plan for additional security as required, such as two-factor authentication. They will develop step-by-step plans for the implementation process and work with the program staff, the CIO and the Project Chief.

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).

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: Eileen Underwood Information Technology Chief

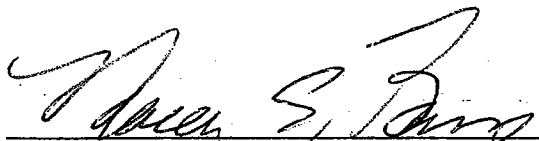
6. Who should be contacted if there are questions about this position (provide name and phone number): Austin Sumner 802-951-4064

7. How many other positions are allocated to the requested class title in the department: 12

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)*

8/18/09
Date



Supervisor's Signature (required)*

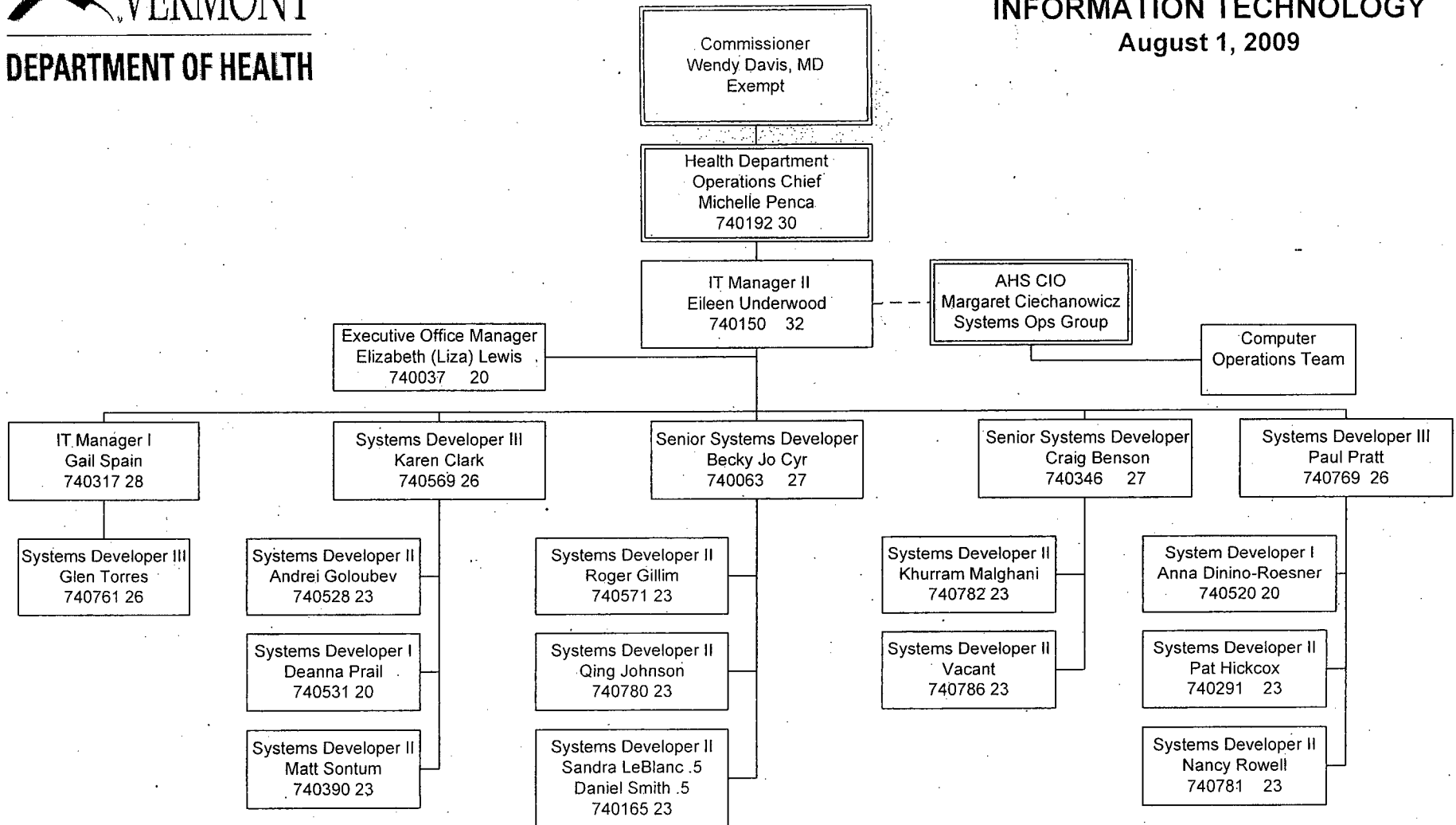
8/13/09
Date



Appointing Authority or Authorized Representative Signature (required)*

8/14/09
Date

* Note: Attach additional information or comments if appropriate.



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: Current Job/Class Title:

Agency/Department/Unit: AHS/VDH/HS GUC:

Pay Group: Work Station: Burlington Zip Code: 05401

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: Peggy Brozicevic, Research & Statistics Chief 802-863-7298

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

New Position(s):

- REQUIRED:** Allocation requested: Existing Class Code 027100 Existing Job/Class Title: Public Health Analyst III
- 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 analyst in this position will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste) and formatting and sending the data to the national and state environmental health tracking networks. In addition this position will maintain a surveillance system for infants born with birth defects, selected metabolic conditions, hearing loss, and very low birthweight. Job duties will include, but not be limited to:

- a) Populate the Birth Information Network database with reports from existing data sources, including hospitals, specialty clinics, selected provider offices, Medicaid claims, the Children with Special Health Needs databases, and Vital Records;
- b) Perform routine data quality assurance and control; and follow-up on data quality issues with the reporting sources;
- c) Develop a 2006-2008 Vermont Birth Defects Data Brief;
- e) Consult with Environmental Health staff and IT staff to ensure all data feeds are uploaded to the tracking network;
- f) Attend regular Environmental Health Advisory Committee meetings;
- g) Compile, format, and transmit NCDMs to the national and state environmental health tracking networks, as allowed under state law and privacy / confidentiality agreements.
- h) Assist with statistical analyses and mapping of all health surveillance data sets.
- i) Evaluate surveillance and health data systems for the quality of existing datasets and usefulness for decision making in accordance with standards for surveillance systems (e.g simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness).

2. Provide a brief justification/explanation of this request:

This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of the grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy, and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Public Health Analyst III position is established by the grant so that the Health Information Network (e.g., Birth Defects Registry) can be maintained and expanded, and the data included as part of the EPHT network. Birth defects are a key data source listed in the grant requirements. In addition, this position will assist in compiling and formatting data from other Health Surveillance systems, such as cancer and hospital discharge, that are also required for specific measures within the EPHT network.

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).

This position will not be supervising any employees, but will work with a contractor and oversee their deliverables.

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: Richard McCoy - Public Health Statistics Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Richard McCoy 802-651-1862

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:

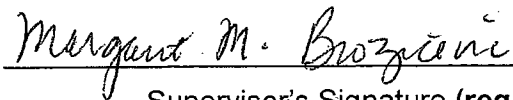
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



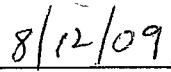
Personnel Administrator's Signature (**required**)*



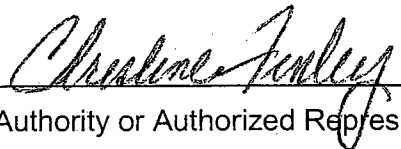
Date



Supervisor's Signature (**required**)*



Date



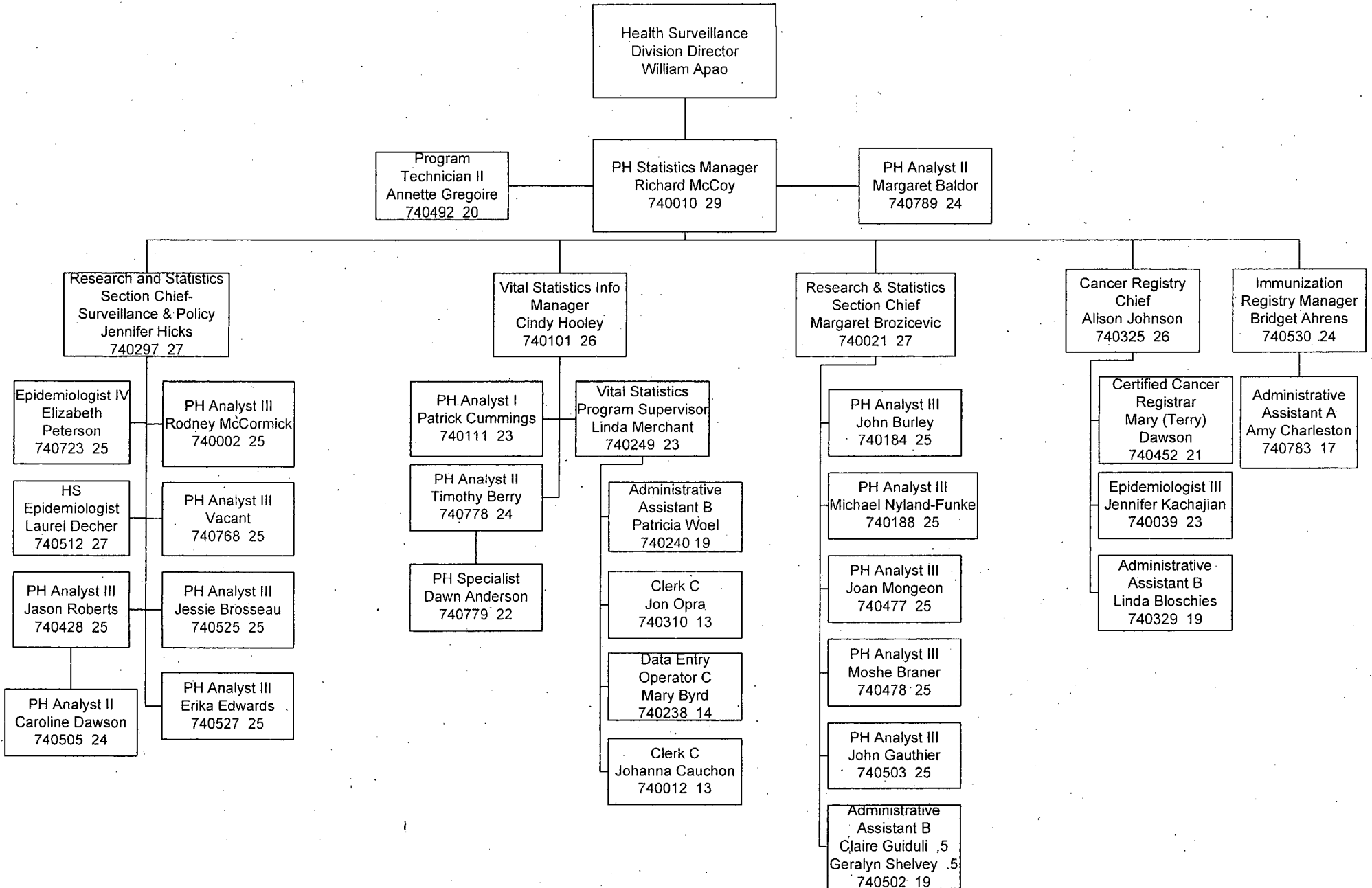
Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009



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:

1. Major Job Duty --Serves as coordinator for the Environmental Public Health Tracking Network (EPHT).

Serve as primary department contact for EPHT. Represent the department at conferences and interagency councils for setting program standards, policies, plans and priorities. Build partnerships within and between the Departments Environmental Conservation and Health and federal agencies. Provide briefing material for senior management and communications when required. Participate on the EPHTN advisory committee. Prepare grant reports to federal funding agencies.

2. Major Job Duty -- Plan and implement program initiatives, and evaluate the effectiveness of program activities to achieve program goals.

Evaluate surveillance and health data systems, and conduct Epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. Evaluate the quality of existing data and usefulness for decision-making in accordance with standards for surveillance systems (e.g., simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness). Integrate new data sources (e.g., air, water, soil sampling data, hospital discharge, birth defect, death certificate, GIS mapping of high risk areas). Evaluate and revise program objectives, as required, to satisfy new federal or state initiatives. Coordinate program activities with other department and agencies with state government. Participate as an active member in New England region on federal and regional committees and organizations on environmental public health tracking.

3. Major Job Duty -- Conduct data analyses and expand the analytical capacity of the program through data linkages and analytical partnerships.

Analyze data from all the major data sets from Vital Statistics, Environmental Health, Water Supply, Air Pollution, and Waste Management. Analyze and interpret data to guide decision-making process. Develop new analytic methods, information systems, and data sources (e.g. geographic information). Combine multiple data sets to enhance outcome-based analyses (e.g. childhood blood lead, adult blood lead, radon, environmental sampling data, Medicaid, Maternal/Child Health, vital records, other public health program data sets, hospital discharges, social services and welfare). Develop standardized analysis and reporting programs

to more efficiently extract information from the major surveillance and health data systems. Conduct cost and cost-effectiveness analyses. Develop strategies for building the analytical resources and epidemiological capacities of the environmental public health tracking network.

5. Major Job Duty -- Develop evidence-based environmental health prevention strategies and evaluate the effectiveness of prevention, interventions, and outreach activities

Disseminate environmental public health tracking surveillance and epidemiologic information through publications, reports, and outreach efforts. Prepare and publish epidemiological reports, policy briefs, special studies, annual reports (e.g. environmental health risk factor specific surveillance reports) for a diverse audiences. Translate study findings to guide public health policy, program development, and educational outreach materials. Design web pages to educate the public about environmental health risk factors, testing and screening, and disease prevention and control. Work with public relations staff to draft press releases, surveillance reports, and other media outreach materials. Contribute regular articles to the Department of Health Disease Control Bulletin. Write clear explanations of statistical and epidemiological concepts and data limitations (e.g. definitions of 95% confidence intervals, or relative risk) for public reports and in response to queries from the public. Develop health status profiles and report cards to support community health assessments by local health offices, hospitals, mental health service districts or area agencies on aging. Educate community partners and program staff about limitations of environmental health data sets and how to interpret findings.

2. Provide a brief justification/explanation of this request: This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of this grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from Department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Epidemiologist IV position is established by the grant so that key data elements from multiple sources can be intergrated and compiled into a single tracking system. In addition to intergrating and compiling data this position will have the primary responsibility for data analysis and reporting results to senior management.

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). This position will not be supervising any employees, but may work with a contractor and oversee their deliverables.

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: Austin Sumner State Epidemiologist - Environmental Health

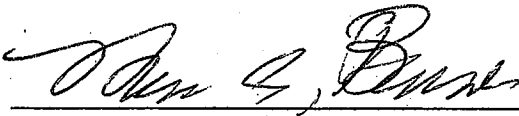
6. Who should be contacted if there are questions about this position (provide name and phone number):
Austin Sumner 802-951-4064

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:

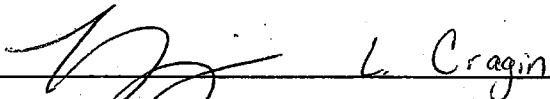
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



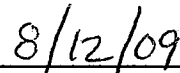
Personnel Administrator's Signature (**required**)*



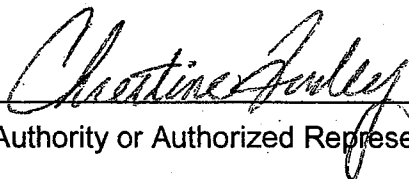
Date



Supervisor's Signature (**required**)*



Date



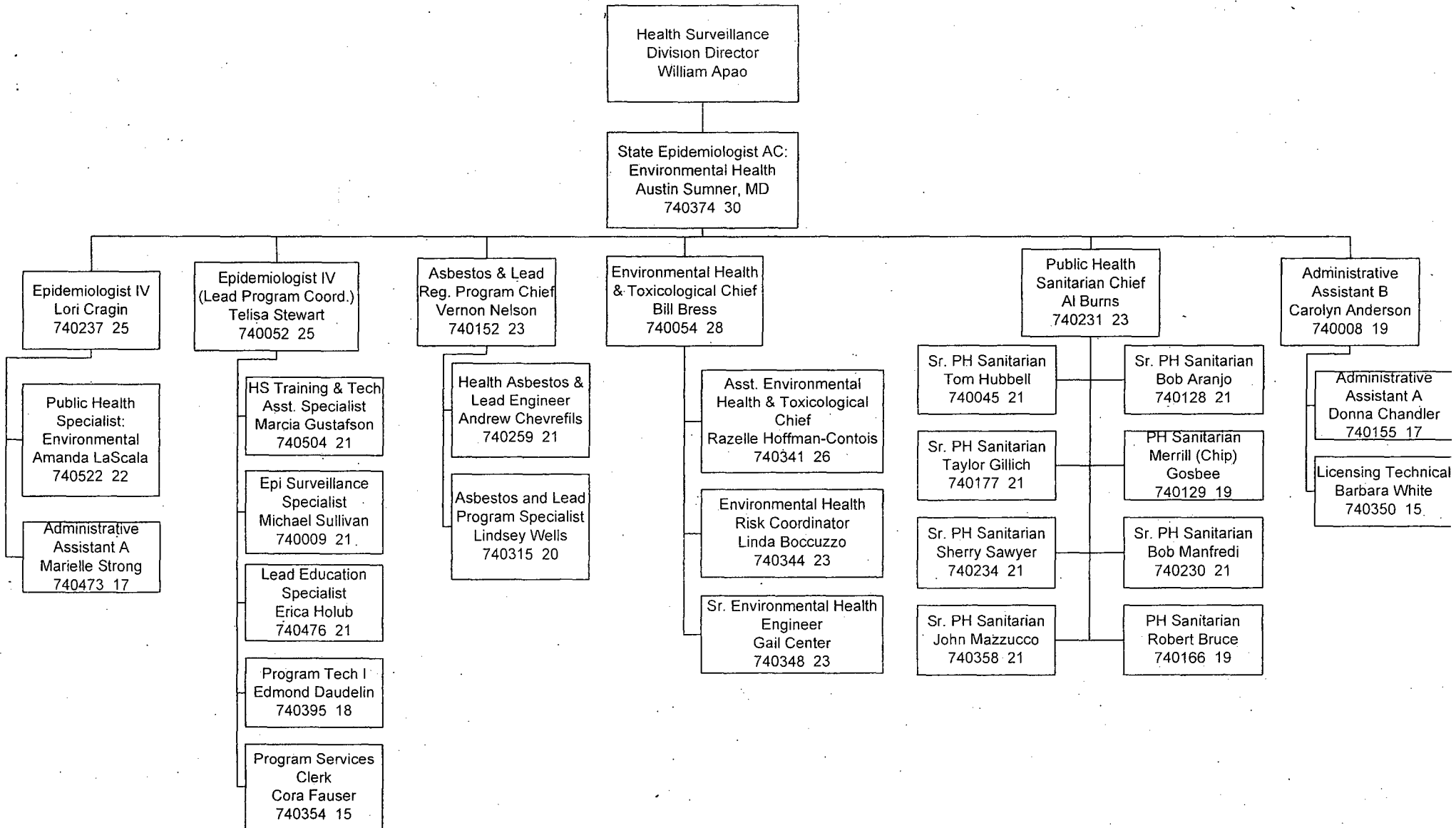
Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009





COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/17/2009



Grant Number: 1U38EH000625-01

Principal Investigator(s):
AUSTIN SUMNER, MD

Project Title: VERMONT ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

GRANTS PROGRAM SPECIALIST
ATTN: BUSINESS OFFICE REPRESENTA
108 CHERRY STREET, POST OFFICE
BURLINGTON, VT 05402

Budget Period: 08/01/2009 – 07/31/2010

Project Period: 08/01/2009 – 07/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$575,768 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K)(2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Mildred Garner
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

MEMORANDUM
VERMONT DEPARTMENT OF HEALTH

To: Jim Giffin, AHS CFO
Thru: Leo Clark, VDH CFO
From: Karen Kelley, Grants Program Specialist
Re: Grant Acceptance & Establishment of Positions Packet
Date: 8/25/09

.....

The Department of Health has received a grant from the Centers for Disease Control & Prevention for \$575,768 (the first year of a five year project) to establish and maintain a tracking network to obtain integrated health and environmental data in support of actions that improve the health of communities.

The purpose of this grant is to integrate health and environmental data and to enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the national network and will complete the tracking system in the northeast region (there is only one other New England state besides Vermont that is not yet participating in the national network). We will use this funding to create: 1) an environmental health surveillance program, 2) inventory data sources, 3) identify state specific threats with the help of a technical advisory group, and 4) begin to integrate data into one system to start looking at potential trends.

The majority of the funds would be used to cover personal service costs to include a new Epidemiologist IV, Public Health Analyst III, and Systems Developer II. Additional personal service costs include a contract for GIS services to provide wide ranging project support services utilizing geographic information systems technology. Agreements with the Vermont Department of Environmental Conservation will be entered into to guarantee access to air pollution and water quality data.

I've attached the packet of information necessary for grant acceptance/approval for this new Vermont Environmental Tracking grant to be forwarded to Budget and Management for submission to JFC. The packet includes: 1) Request for Grant Acceptance (AA-1), 2) a copy of the grant award notice, 3) page 1 of the Funding Opportunity Announcement (FOA), and 4) a copy of the grant application.

REC'D SEP 29 2009

I'm also enclosing a Position Request Form and three Request for Classification Action forms with pertinent organization charts to be submitted directly to Personnel. An e-mail from Secretary Robert Hofmann to Deputy Commissioner Christine Finley approving the establishment of these positions is also attached.

The calculation of expenditures for SFY10 (see attached) is based on 9 months of the total budget for year one of the project, which is \$575,768. I've also included page 1 the FOA because it reflects the CFDA # that applies to this grant (93.070). The CFDA # on the grant award notice (GAN) is incorrect (93.283) and CDC is working to issue a revised GAN.

The Health Department is hereby requesting acceptance of this new grant and \$431,826 of new Federal funds during State Fiscal Year 2010. Continued Federal funding for this project will be included in future budget requests.

Please let me know if you need further information or wish to discuss the details of the packet.

**VERMONT DEPARTMENT OF HEALTH
SFY10 Enviromental Tracking Grant Budget**

<u>VISION Account</u>	<u>Admin & Support</u>	Public Health
Employee Salaries	\$33,260	\$121,780
Fringe Benefits	\$9,978	\$36,534
3rd Party Contracts	<u>\$0</u>	<u>\$90,000</u>
Total Personal Services	\$43,238	\$248,314
Employee Travel & Training	\$0	\$11,250
Office Supplies	\$0	\$6,000
Office Equipment	<u>\$0</u>	<u>\$30,000</u>
Total Operating Expenses	\$0	\$47,250
Total Direct Costs	\$43,238	\$295,564
Total Indirect Costs	<u>\$27,907</u>	<u>\$65,117</u>
Total SFY10 Grant Costs	\$71,145	\$360,681

Appropriation Summary

Total Personal Services	\$71,145	\$313,431
Total Operating Expenses	<u>\$0</u>	<u>\$47,250</u>
	\$71,145	\$360,681

SFU 2406



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

Agency of Administration

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

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

Grant Summary:					Health Surveillance/Environmental Health				
Date:					10/6/2009				
Department:					Health				
Legal Title of Grant:					Vermont Environmental Public Health Tracking Program				
Federal Catalog #:					93.070				
Grant/Donor Name and Address:					Centers for Disease Control & Prevention Atlanta, Georgia				
Grant Period:		From:		8/1/2009		To:		7/31/2014	
Grant/Donation					1,770,018				
		SFY 1		SFY 2		SFY 3		Comments	
Grant Amount:		\$431,826		\$669,096		\$669,096			
Position Information:		# Positions		Explanation/Comments					
		3		Original Position Requests From Molly Are Attached					
Additional Comments:									
Department of Finance & Management					10/12/09		(Initial)		
Secretary of Administration					10/13/09		(Initial)		
Sent To Joint Fiscal Office							Date 10/19/09		



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

BASIC GRANT INFORMATION				
1. Agency:		Human Services		
2. Department:		Health		
3. Program:		Health Surveillance / Environmental Health		
4. Legal Title of Grant:		Vermont Environmental Public Health Tracking Program		
5. Federal Catalog #:		93.070		
6. Grant/Donor Name and Address: Centers for Disease Control & Prevention Atlanta, Georgia				
7. Grant Period:		From: 8/1/2009	To: 7/31/2014	
8. Purpose of Grant: To establish & maintain a nationwide tracking network to obtain integrated health & environmental data & use it to provide information in support of actions that improve the health of communities. The program also aims to build state & local public health capacity in the area of environmental health surveillance.				
9. Impact on existing program if grant is not Accepted: None				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$384,576	\$567,096	\$567,096	
Operating Expenses	\$47,250	\$102,000	\$102,000	
Grants	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$338,802	\$538,960	\$538,960	
(Statewide Indirect)	\$4,651	\$6,507	\$6,507	
(Departmental Indirect)	\$88,373	\$123,629	\$123,629	
Other Funds:	\$	\$	\$	
Grant (source)	\$0	\$0	\$0	
Total	\$431,826	\$669,096	\$669,096	
Appropriation No:		Amount:	\$	
	3420010000 / ADM		\$71,145	
	3420021000 / Public Health		\$360,681	
			\$	
			\$	

REC'D SEP 29 2009

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

		\$
		\$
	Total	\$431,826

PERSONAL SERVICE INFORMATION

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: _____ Agreed by: *af* (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Program Coordinator / Epidemiologist IV
	1	Public Health Analyst III
	1	Systems Developer II
Total Positions	3	

12a. Equipment and space for these positions: Is presently available. 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: <u> <i>Christina Finley</i> </u>	Date: <u> 8/25/09 </u>
	Title: _____	
	Signature: <u> <i>Patricia Flood</i> </u>	Date: <u> 9/25/09 </u>
	Title: <u> DEPUTY SECRETARY, AHS </u>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<u> <i>[Signature]</i> </u>	Date: <u> 10/15/09 </u>
<input type="checkbox"/> Rejected	(Governor's signature)	Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<u> <i>Tavel</i> </u>	Date: <u> 10/13/09 </u>
<input type="checkbox"/> Information to JFO	(Secretary's signature or designee)	Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

End Form AA-1

7

2022

**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: **Vermont Department of Health** Date: **August 13, 2009**

Name and Phone (of the person completing this request): **Maureen Barnes, AHS Personnel Administrator, 863-7287**

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):

Centers for Disease Control and Prevention, Environmental Public Health Tracking Network

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>
Epidemiologist IV	1	Health Surveillance/Env Health	8/09-8/14
Public Health Analyst III	1	Health Surveillance/Public Health Statistics	8/09-8/14
Systems Developer II	1	Information Technology	8/09-8/14

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

These positions are created and supported to complete the work plan in the recently awarded Environmental Public Health Tracking Network (EPHT) Grant from the Centers for Disease Control and Prevention. The purpose of this grant is to create a modern surveillance system that will integrate health and environmental data, inform decisions, create better policy and improve human health.

The Epidemiologist IV will serve as a primary department contact for EPHT and will be responsible for evaluating surveillance and health data systems and conducting epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. The epidemiologist will disseminate environmental public health tracking surveillance information through publications, reports, and outreach efforts and prepare; publish epidemiological reports, policy briefs, special studies, and annual reports for diverse audiences; and translate study findings to guide public health policy, program development, and educational outreach materials. The Public Health Analyst will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste data) and formatting and sending the data to the national and state environmental health tracking networks. The analyst will have the primary responsibility of managing all datasets and assisting with data analyses. The Systems Developer II position is required for planning and developing a network of interoperable systems to support the Environmental Public Health Tracking Network. This position will document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website, to provide public and secure access, and evaluate security needs for role-based access to the web portal. They will develop step-by-step plans for the implementation process and work with the program staff, CIO, and the Project Chief.

Each of these positions are vital to completing the work plan. Without these positions the work plan cannot be completed.

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

8/14/09

Approved/Denied by Department of Human Resources

Date

10/1/09

Approved/Denied by Finance and Management

Date

10/12/09

Approved/Denied by Secretary of Administration

Date

10/13/09

Comments:

MEMORANDUM

TO: Patrick Flood, Deputy Secretary, Agency of Human Services
FROM: Christine Finley, Deputy Commissioner, Vermont Department of Health
DATE: June 18, 2009
RE: Grant Funded Limited Services Positions



We are planning to apply for the following grant, and request three new limited service positions. The purpose of the grant and the positions is summarized below. There is an expectation by CDC that the grant be used to build public health capacity. Contracting for all of the grant work would likely make the proposal less competitive. This is a fairly large grant (\$600,000 to \$800,000 per year for up to five years) that would address a real need and improve public health, and we believe our chances are good that we'd be funded.

National Environmental Public Health Tracking Program (non ARRA-funding)

Purpose: To expand to five more states the national web-based information system containing standard measures of environmental hazards, exposures, and health effects. The Tracking System will:

- identify populations at risk,
- detect trends in hazards, exposures, and diseases,
- generate hypotheses about the relationship between environmental hazards and disease,
- guide intervention and prevention strategies,
- enable the public's right to know about health and the environment.

This system would help VDH and DEC in anticipating and responding to public concerns of environmental hazards such as the asbestos mine in Eden, chloramine water disinfection, and water fluoridation. Vermont is the only state in the Northeast region that is not yet participating in this program. Funding Vermont's application would complete network in one region of the country.

Positions: We propose to create three new limited service positions --



- Project Coordinator (Epidemiologist IV -- PG-25): Develop external partnerships and convene advisory committee, assess Environmental Health capacity, provide training, and establish MOUs and data sharing agreements.
- Public Health Analyst III (PG-25): Inventory and assess current systems vis a vis the standard measures (Nationally Consistent Data Measures or NCDM), enhance systems (e.g., sustaining birth defects surveillance), and manage state reporting system (InstantAtlas).
- Systems Developer II (PG-23): Engage in requirements gathering, develop technical network implementation plan, and define needed capacity (hardware, software, network architecture, staffing) for supporting tracking network.

Total Funding and Term: The first two years of the grant are for planning and capacity-building. We will request approximately \$600,000 per year for two years. In year three, we can apply for a three-year implementation grant averaging \$800,000 per year. Funding for planning and capacity-building is likely to be followed by funding for implementation, for a total of approximately \$3 to \$3.5 million over five years. All new limited service positions would terminate when the grant funding ends.

cc: Wendy Davis, MD, Commissioner, Department of Health



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: New 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: Professional programming database administration, and systems analysis work. Analyzes the performance of hardware and software interfaces and identifies alternatives for optimizing the usage of computer resources. Applies generally accepted programming standards and techniques to assure efficient program logic and data manipulation. Participates in designing, coding, testing, debugging, configuring, and documenting operating systems and software applications. Installs software and user utilities for modifications and upgrades of operating systems and workstation environments. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirement such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Responsible for the supervisory and technical work maintaining and updating department or agency computer databases. Establishes data base administration procedures, sets standards, educates system staff on effective programming techniques, and discusses with other System Developers the appropriate design and development applications.

2. Provide a brief justification/explanation of this request: This position will be created to support the administration of a federal grant project. As part of the grant project, the position will assist with analysis and planning to develop a network of interoperable systems to support the Environmental Public Health Tracking network. The position will work with program staff to document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access: evaluate security needs for role-based access to web portal and plan for additional security as required, such as two-factor authentication. They will develop step-by-step plans for the implementation process and work with the program staff, the CIO and the Project Chief.

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).

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: Eileen Underwood Information Technology Chief

6. Who should be contacted if there are questions about this position (provide name and phone number):
Austin Sumner 802-951-4064

7. How many other positions are allocated to the requested class title in the department: 12

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)*

8/18/09
Date



Supervisor's Signature (required)*

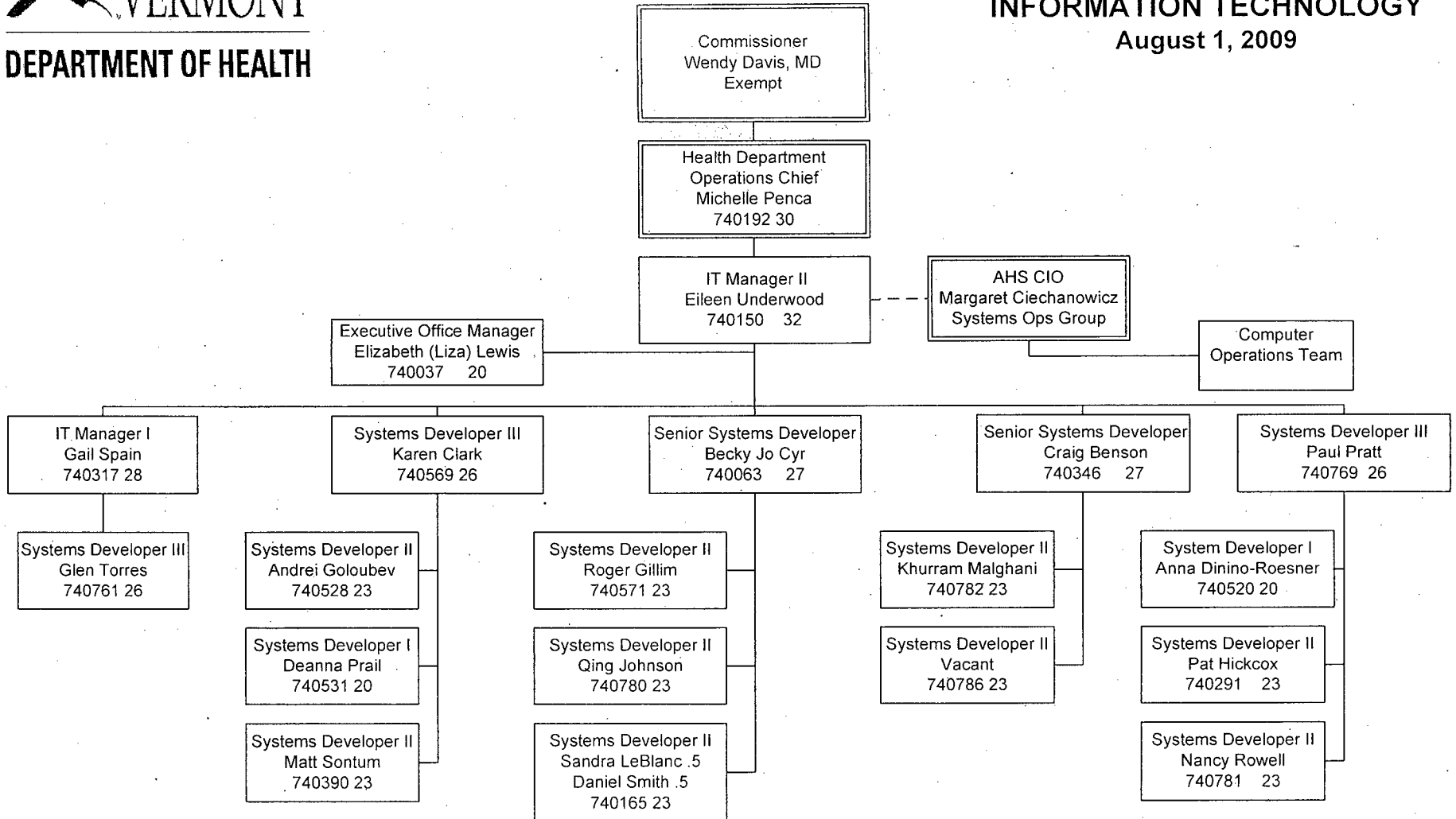
8/13/09
Date



Appointing Authority or Authorized Representative Signature (required)*

8/14/09
Date

* Note: Attach additional information or comments if appropriate.



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 _____
Comments: _____	Effective Date: _____
	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:

The analyst in this position will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste) and formatting and sending the data to the national and state environmental health tracking networks. In addition this position will maintain a surveillance system for infants born with birth defects, selected metabolic conditions, hearing loss, and very low birthweight. Job duties will include, but not be limited to:

- a) Populate the Birth Information Network database with reports from existing data sources, including hospitals, specialty clinics, selected provider offices, Medicaid claims, the Children with Special Health Needs databases, and Vital Records;
- b) Perform routine data quality assurance and control, and follow-up on data quality issues with the reporting sources;
- c) Develop a 2006-2008 Vermont Birth Defects Data Brief;
- e) Consult with Environmental Health staff and IT staff to ensure all data feeds are uploaded to the tracking network;
- f) Attend regular Environmental Health Advisory Committee meetings;
- g) Compile, format, and transmit NCDMs to the national and state environmental health tracking networks, as allowed under state law and privacy / confidentiality agreements.
- h) Assist with statistical analyses and mapping of all health surveillance data sets.
- i) Evaluate surveillance and health data systems for the quality of existing datasets and usefulness for decision making in accordance with standards for surveillance systems (e.g simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness).

2. Provide a brief justification/explanation of this request:

This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of the grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy, and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Public Health Analyst III position is established by the grant so that the Health Information Network (e.g., Birth Defects Registry) can be maintained and expanded, and the data included as part of the EPHT network. Birth defects are a key data source listed in the grant requirements. In addition, this position will assist in compiling and formatting data from other Health Surveillance systems, such as cancer and hospital discharge, that are also required for specific measures within the EPHT network.

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).

This position will not be supervising any employees, but will work with a contractor and oversee their deliverables.

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: Richard McCoy - Public Health Statistics Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Richard McCoy 802-651-1862

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

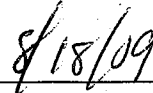
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues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

Attachments:

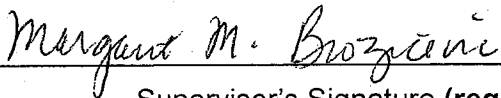
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



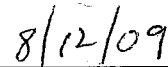
Personnel Administrator's Signature (**required**)*



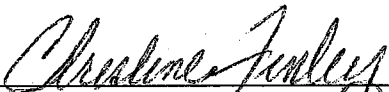
Date



Supervisor's Signature (**required**)*



Date



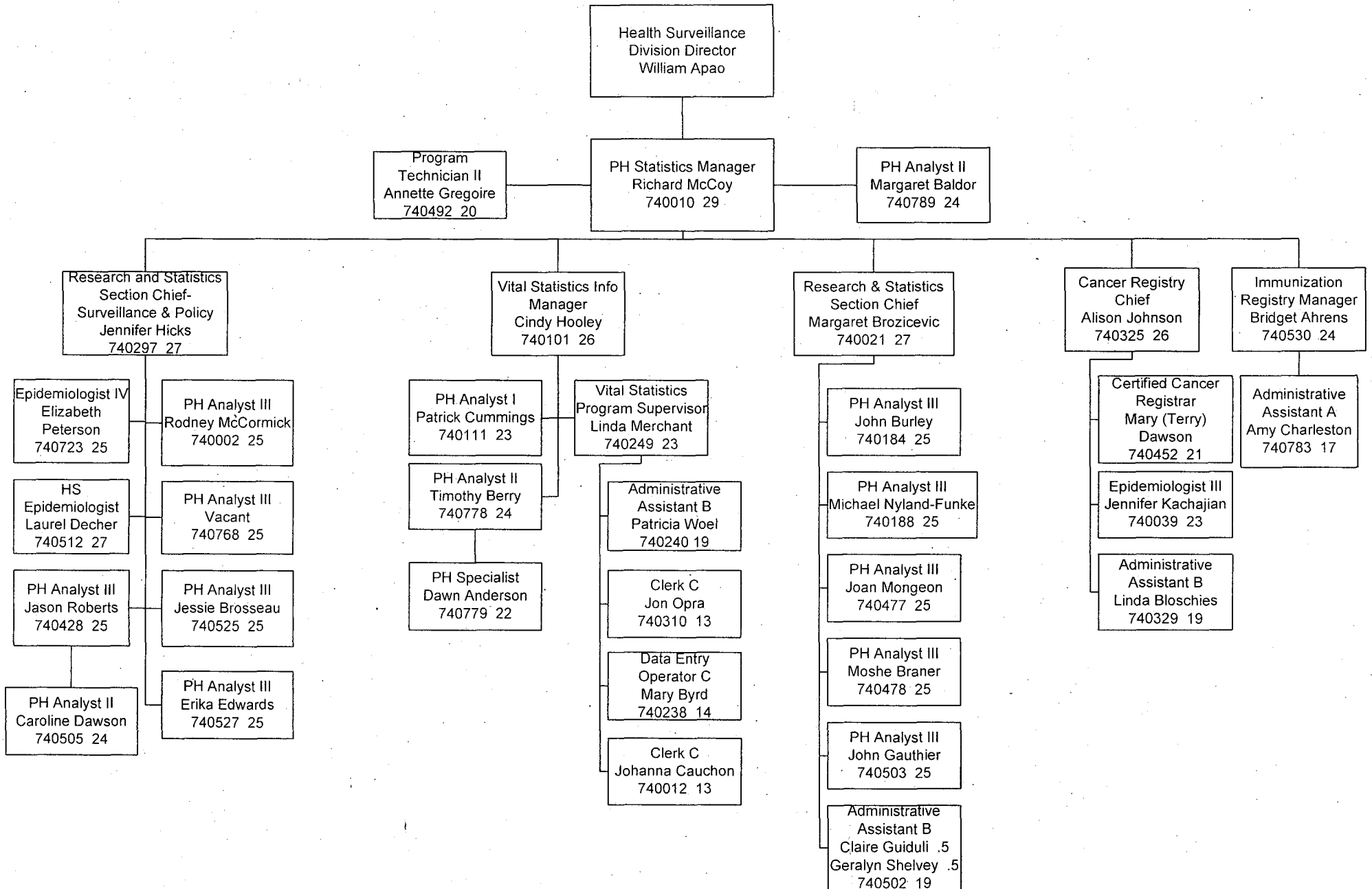
Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009



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 _____
Comments: _____	Effective Date: _____
	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:

1. Major Job Duty --Serves as coordinator for the Environmental Public Health Tracking Network (EPHT).

Serve as primary department contact for EPHT. Represent the department at conferences and interagency councils for setting program standards, policies, plans and priorities. Build partnerships within and between the Departments Environmental Conservation and Health and federal agencies. Provide briefing material for senior management and communications when required. Participate on the EPHTN advisory committee. Prepare grant reports to federal funding agencies.

2. Major Job Duty -- Plan and implement program initiatives, and evaluate the effectiveness of program activities to achieve program goals.

Evaluate surveillance and health data systems, and conduct Epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. Evaluate the quality of existing data and usefulness for decision-making in accordance with standards for surveillance systems (e.g., simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness). Integrate new data sources (e.g., air, water, soil sampling data, hospital discharge, birth defect, death certificate, GIS mapping of high risk areas). Evaluate and revise program objectives, as required, to satisfy new federal or state initiatives. Coordinate program activities with other department and agencies with state government. Participate as an active member in New England region on federal and regional committees and organizations on environmental public health tracking.

3. Major Job Duty -- Conduct data analyses and expand the analytical capacity of the program through data linkages and analytical partnerships.

Analyze data from all the major data sets from Vital Statistics, Environmental Health, Water Supply, Air Pollution, and Waste Management. Analyze and interpret data to guide decision-making process. Develop new analytic methods, information systems, and data sources (e.g, geographic information). Combine multiple data sets to enhance outcome-based analyses (e.g. childhood blood lead, adult blood lead, radon, environmental sampling data, Medicaid, Maternal/Child Health, vital records, other public health program data sets, hospital discharges, social services and welfare). Develop standardized analysis and reporting programs

to more efficiently extract information from the major surveillance and health data systems. Conduct cost and cost-effectiveness analyses. Develop strategies for building the analytical resources and epidemiological capacities of the environmental public health tracking network.

5. Major Job Duty -- Develop evidence-based environmental health prevention strategies and evaluate the effectiveness of prevention, interventions, and outreach activities

Disseminate environmental public health tracking surveillance and epidemiologic information through publications, reports, and outreach efforts. Prepare and publish epidemiological reports, policy briefs, special studies, annual reports (e.g. environmental health risk factor specific surveillance reports) for a diverse audiences. Translate study findings to guide public health policy, program development, and educational outreach materials. Design web pages to educate the public about environmental health risk factors, testing and screening, and disease prevention and control. Work with public relations staff to draft press releases, surveillance reports, and other media outreach materials. Contribute regular articles to the Department of Health Disease Control Bulletin. Write clear explanations of statistical and epidemiological concepts and data limitations (e.g. definitions of 95% confidence intervals, or relative risk) for public reports and in response to queries from the public. Develop health status profiles and report cards to support community health assessments by local health offices, hospitals, mental health service districts or area agencies on aging. Educate community partners and program staff about limitations of environmental health data sets and how to interpret findings.

2. Provide a brief justification/explanation of this request: This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of this grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from Department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Epidemiologist IV position is established by the grant so that key data elements from multiple sources can be intergrated and compiled into a single tracking system. In addition to intergrating and compiling data this position will have the primary responsibility for data analysis and reporting results to senior management.

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). This position will not be supervising any employees, but may work with a contractor and oversee their deliverables.

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: Austin Sumner State Epidemiologist - Environmental Health

6. Who should be contacted if there are questions about this position (provide name and phone number): Austin Sumner 802-951-4064

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

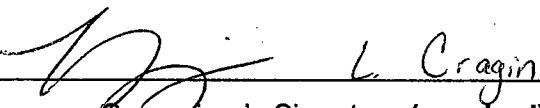
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues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

Attachments:

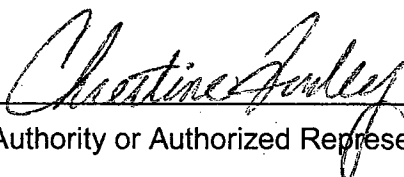
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

8/18/09
Date

 L. Cragin
Supervisor's Signature (required)*

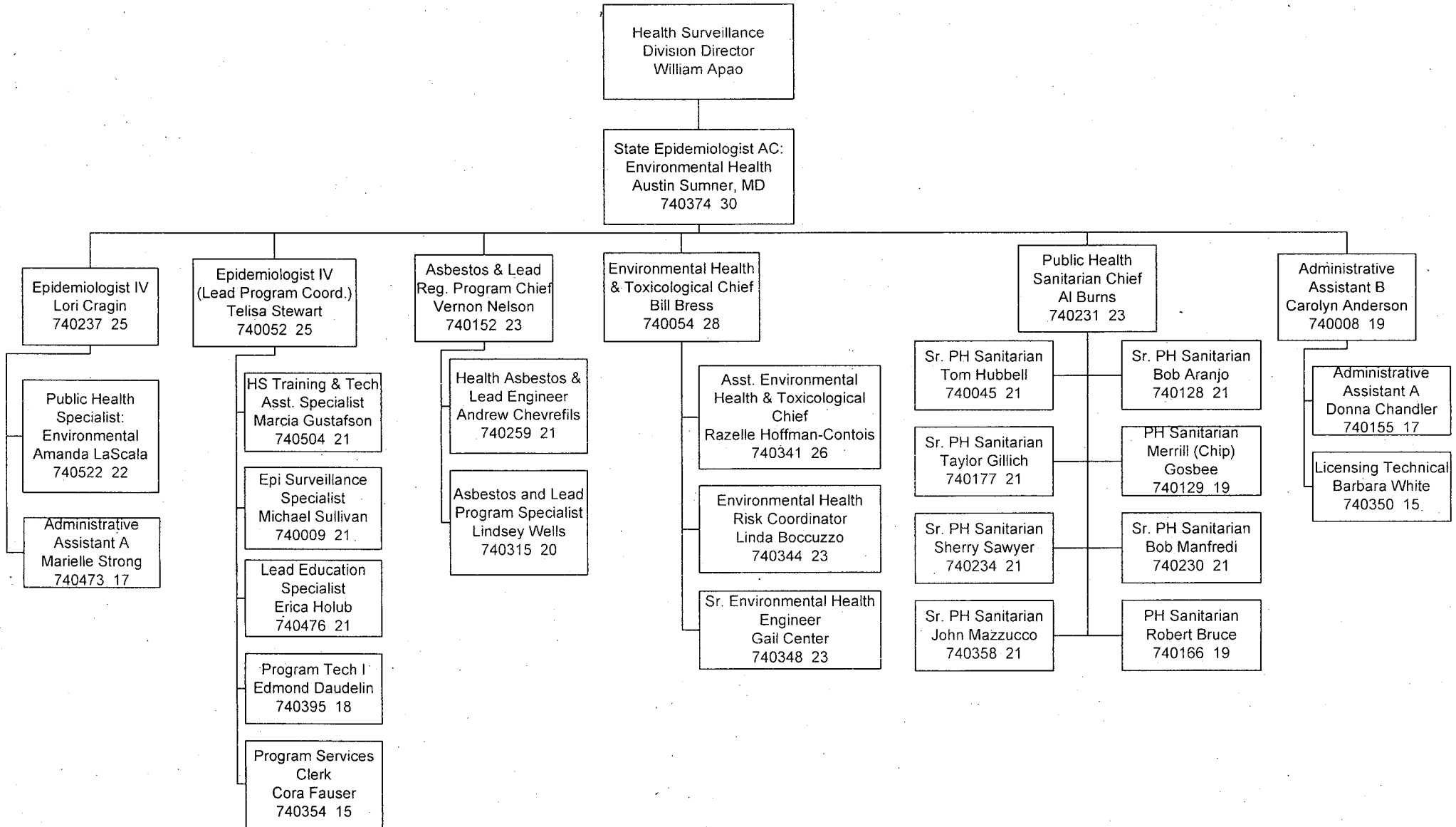
8/12/09
Date


Appointing Authority or Authorized Representative Signature (required)*

8/14/09
Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009





COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/17/2009



Grant Number: 1U38EH000625-01

Principal Investigator(s):
AUSTIN SUMNER, MD

Project Title: VERMONT ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

GRANTS PROGRAM SPECIALIST
ATTN: BUSINESS OFFICE REPRESENTA
108 CHERRY STREET, POST OFFICE
BURLINGTON, VT 05402

Budget Period: 08/01/2009 – 07/31/2010
Project Period: 08/01/2009 – 07/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$575,768 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT DEPT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K)(2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Mildred Garner
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

MEMORANDUM
VERMONT DEPARTMENT OF HEALTH

To: Jim Giffin, AHS CFO
Thru: Leo Clark, VDH CFO
From: Karen Kelley, Grants Program Specialist
Re: Grant Acceptance & Establishment of Positions Packet
Date: 8/25/09

.....

The Department of Health has received a grant from the Centers for Disease Control & Prevention for \$575,768 (the first year of a five year project) to establish and maintain a tracking network to obtain integrated health and environmental data in support of actions that improve the health of communities.

The purpose of this grant is to integrate health and environmental data and to enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the national network and will complete the tracking system in the northeast region (there is only one other New England state besides Vermont that is not yet participating in the national network). We will use this funding to create: 1) an environmental health surveillance program, 2) inventory data sources, 3) identify state specific threats with the help of a technical advisory group, and 4) begin to integrate data into one system to start looking at potential trends.

The majority of the funds would be used to cover personal service costs to include a new Epidemiologist IV, Public Health Analyst III, and Systems Developer II. Additional personal service costs include a contract for GIS services to provide wide ranging project support services utilizing geographic information systems technology. Agreements with the Vermont Department of Environmental Conservation will be entered into to guarantee access to air pollution and water quality data.

I've attached the packet of information necessary for grant acceptance/approval for this new Vermont Environmental Tracking grant to be forwarded to Budget and Management for submission to JFC. The packet includes: 1) Request for Grant Acceptance (AA-1), 2) a copy of the grant award notice, 3) page 1 of the Funding Opportunity Announcement (FOA), and 4) a copy of the grant application.

REC'D SEP 29 2009

I'm also enclosing a Position Request Form and three Request for Classification Action forms with pertinent organization charts to be submitted directly to Personnel. An e-mail from Secretary Robert Hofmann to Deputy Commissioner Christine Finley approving the establishment of these positions is also attached.

The calculation of expenditures for SFY10 (see attached) is based on 9 months of the total budget for year one of the project, which is \$575,768. I've also included page 1 the FOA because it reflects the CFDA # that applies to this grant (93.070). The CFDA # on the grant award notice (GAN) is incorrect (93.283) and CDC is working to issue a revised GAN.

The Health Department is hereby requesting acceptance of this new grant and \$431,826 of new Federal funds during State Fiscal Year 2010. Continued Federal funding for this project will be included in future budget requests.

Please let me know if you need further information or wish to discuss the details of the packet.

**VERMONT DEPARTMENT OF HEALTH
SFY10 Enviromental Tracking Grant Budget**

<u>VISION Account</u>	<u>Admin & Support</u>	Public Health
Employee Salaries	\$33,260	\$121,780
Fringe Benefits	\$9,978	\$36,534
3rd Party Contracts	<u>\$0</u>	<u>\$90,000</u>
Total Personal Services	\$43,238	\$248,314
Employee Travel & Training	\$0	\$11,250
Office Supplies	\$0	\$6,000
Office Equipment	<u>\$0</u>	<u>\$30,000</u>
Total Operating Expenses	\$0	\$47,250
Total Direct Costs	\$43,238	\$295,564
Total Indirect Costs	<u>\$27,907</u>	<u>\$65,117</u>
Total SFY10 Grant Costs	\$71,145	\$360,681

Appropriation Summary

Total Personal Services	\$71,145	\$313,431
Total Operating Expenses	<u>\$0</u>	<u>\$47,250</u>
	\$71,145	\$360,681

SECTION I – AWARD DATA – 1U38EH000625-01

Award Calculation (U.S. Dollars)

Salaries and Wages	\$206,720
Fringe Benefits	\$62,016
Personnel Costs (Subtotal)	\$268,736
Equipment	\$40,000
Supplies	\$8,000
Travel Costs	\$15,000
Consortium/Contractual Cost	\$120,000

Federal Direct Costs	\$451,736
Federal F&A Costs	\$124,032
Approved Budget	\$575,768
Federal Share	\$575,768
TOTAL FEDERAL AWARD AMOUNT	\$575,768

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$575,768

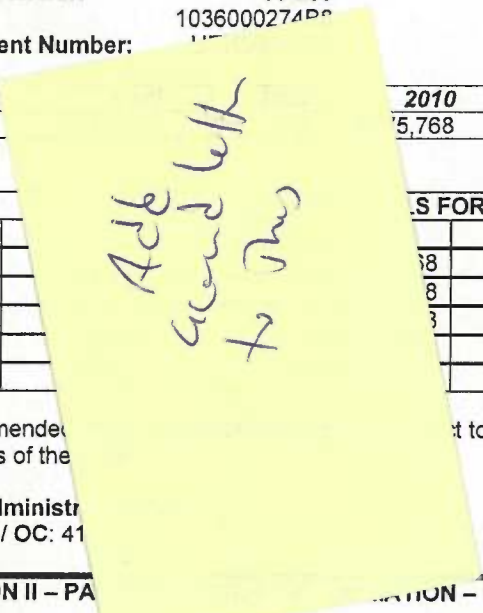
Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$575,768
03	\$575,768
04	\$575,768
05	\$575,768

Fiscal Information:

CFDA Number: 93.283
 EIN: 1036000274
 Document Number:

IC	2010	2011	2012	2013
EH	\$575,768	\$575,768	\$575,768	\$575,768



YR	S FOR ALL YEARS	
	CUMULATIVE TOTALS	
1	\$575,768	\$575,768
2	\$575,768	\$575,768
3	\$575,768	\$575,768
4	\$575,768	\$575,768
5	\$575,768	\$575,768

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

CDC Administrative
 PCC: N / OC: 41

SECTION II – PAYMENT INFORMATION – 1U38EH000625-01

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 1U38EH000625-01

This award is based on the application submitted to, and as approved by, CDC 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 and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Additional Costs

SECTION IV – EH Special Terms and Conditions – 1U38EH000625-01

Funding Opportunity Announcement (FOA) Number: EH09-907

Award Number: 5 U38 EH000625-01

Approval List Number: CO-074-G09

1. INCORPORATION:

Funding Opportunity Announcement Number EH09-907 entitled, National Environmental Public Health Tracking Program Network Implementation the application dated June 29, 2009 and all applicable regulations and OMB Circulars are made a part of this award by reference.

This award provides funding for the period, August 1, 2009 through July 31, 2010.

2. INDIRECT COSTS:

Indirect costs are approved based on the Cost Allocation Plan Agreement dated March 13, 2008 at a rate of 60.0 percent.

3. TRAVEL REQUIREMENT:

Funds must be set aside for approved travel. The applicant agency must authorize participation in the mandatory National Conference and Workshop each year. It is essential to the program's success that staff members are allowed to travel as indicated in the state's Letter of Commitment to CDC, which is a condition of this award. By accepting this award, you have agreed to this condition.

NOTE: In accordance with Health and Human Services (HHS) Grants Policy Statement, travel is only allowable for personnel directly charged and approved on the grant/cooperative agreement.

4. DISAPPROVED COSTS/BUDGET REQUIREMENT:

The application did not provide itemized costs for each proposed cost category. Please provide an itemized budget for each proposed cost category.

Proposed costs to support three (3) listed as vacant at a 100% for a proposed 12 months are disapproved. Grant funds must match the effort. To fund the position for a proposed 12 months would be considered forward funding and would therefore lead to an unobligated balance. Please notify me if the position has been filled since the submission of the application. If the position is still vacant please reduce the proposed 12 months by at least 3 months to allow the hiring process to take place and apply the difference to support current activities.

Additionally, funds to support contractual costs in the amount of \$120,000 are disapproved. Information provided to support contractual costs was determined to be insufficient, therefore costs are disapproved. In order to gain access to above funds, response to the following six elements is required:

1. Name of Contractor
2. Method of Selection (limited competition requires a written justification approved by the organization procurement official with authority to approve)
3. Period of Performance
4. Scope of Work
5. Method of Accountability
6. Itemized Budget and Justification

You are required to respond to concerns regarding your application. The proposed costs above are disapproved until a response is received and approval is granted by CDC. Submission deadline is September 01, 2009. Submit revised budget and justification to Terrian J. Dixon, Grants Management Specialist via U.S. Postal Service to ensure proper tracking. If information is submitted after the deadline, it may result in a decrease in the current year funding level.

5. REPORTING REQUIREMENTS:

All reports (original and two copies) should be submitted to the CDC Grants Management Office, ATTN: Grants Management Specialist.

a. A response in writing is required to the Summary Statement recommendations and weaknesses. This original response is due to Project Officer on or before September 01, 2009, with a copy to the Grants Management Specialist.

b. An Interim Progress Narrative Report/Non-competing Continuation Application is required to be submitted to the Grants Management Officer, no later than March 30, 2010. The report must contain the following: (1) Progress on current budget period objectives and activities to include explanation on unmet objectives; (2) Interim Financial Status Report (SF 269). The FSR would reflect projected unobligated balances as of July 31, 2009; (3) New budget period proposed program objectives and activities; and (4) Detailed line-item budget and justification for next budget period, August 1, 2010 through July 31, 2011.

c. Annual Progress Report is required to be submitted within (90) days after the end of the budget. Report due date October 31, 2010.

d. An Annual Financial Status Report (FSR) (SF 269) for this budget period is required to be submitted within 90 days after the end of the budget period. Report due October 31, 2010. (NOTE: The FSR is prepared on a budget year and NOT on a cumulative basis.) FSR may be downloaded from the following website:

http://www.whitehouse.gov/omb/grants/grants_forms.html

e. Audit Requirement: An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. The audit report must be sent to: Federal Audit Clearing House, Bureau of the Census, 1201 East 10th Street, Jacksonville, IN 47132. Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: govs.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)
ATTN: Audit Resolution, Mail Stop E-14
2920 Brandywine Road
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantee's own accounting records. If a sub-recipient is not required to have a program-specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipient's records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

All reports must be submitted within the specific time frame and location. Delinquent reporting may impact future funding.

6. CORRESPONDENCE:

ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER as shown on the face page of this award, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below:

Terrian J. Dixon, Grants Management Specialist
Centers for Disease Control and Prevention
Procurement and Grants Office
Acquisition and Assistance Branch IV
2920 Brandywine Road, Mail Stop K-70
Atlanta, GA 30341-4146

Failure to comply with this requirement will result in delays or return of your communication without any further action.

7. PRIOR APPROVAL:

ALL requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request. Prior approval is required but is not limited to the following types of requests: 1) Use of unobligated funds from prior budget period (Carryover); 2) Lift funding restriction, withholding, or disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant; 5) Supplemental funds; 6) Response to Technical Review or Summary Statement, 7) Change in Key Personnel, or 8) Liquidation Extensions. Signatures are required from both the PI and Business contacts when making any prior approval requests.

The cutoff date to submit all prior approvals requests is March 15, 2010. Any requests received after this date will be denied and returned to the grantee.

The grantee may not approve any action or cost which is inconsistent with the purpose or terms and conditions of this award.

8. INVENTIONS:

Acceptance of grant funds obligates recipients to comply with the A standard patent rights@ clauses in 37 CFR 401.14.

9. PUBLICATIONS:

Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, such as: This publication (journal article, etc.) was supported by Grant/Cooperative Agreement Number 5 U38 EH000625 from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention

10. EQUIPMENT AND PRODUCTS:

To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as Tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold reflect your organization's policy.

11. ACKNOWLEDGMENT OF FEDERAL SUPPORT:

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

12. INSPECTOR GENERAL:

The United States Department of Health and Human Services Inspector General maintains a toll-free telephone number, 800-447-8477 (800-HHS-TIPS), for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

13. PAYMENT INFORMATION:

Automatic Drawdown:

Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS is administered by the Division of Payment Management, Program Support Center, HHS. PMS will forward the DHHS Manual for Recipients Financed Under the Payment Management System (PMS), PMS-270 and PMS-272 forms. You may contact the DPM via the internet at: <http://www.dpm.psc.gov/> or by telephone at 1-877-614-5533.

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, P. O. Box 6021, Rockville, MD 20852.

B. If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, Rockwall Building #1, Suite 700, 11400 Rockville Pike, Rockville, MD 20852.

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

14. HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA):

Pursuant to the Standards for Privacy of Individually Identifiable Health Information promulgated under the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR Parts 160 and 164) covered entities may disclose protected health information to public health authorities authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. The definition of a public health authority includes a person or entity acting under a grant of authority from or contract with such public agency. Through this agreement, the recipient is acting under a grant of authority from CDC to carry out this program statutory authority from the Public Health Service Act, Comprehensive Environmental Response, Compensation, and Liability Act. The CDC grants this authority to the recipient for purposes of this project. Further, CDC considers this to be an activity for which disclosure of protected health information by covered entities is authorized by section 164.512(b) of the Privacy Rule (45 CFR 164.512(b)).

15. CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer: Where a conference is funded by a grant or cooperative agreement, a subgrant or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and Internet sites:

Funding for this conference was made possible (in part) by the cooperative agreement award number above from the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government

Logos: Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the source of the conference or give the false appearance of Government endorsement. A non-federal entity's unauthorized use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits the misuse of the HHS name and emblem in written communication. The appropriate use of the HHS logo is subject to the review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for the use of the logo in sufficient detail to assure a complete depiction and disclosure of all uses of the Government logos, and to assure that in all cases of the use of Government logos, the written consent of either the Project Officer or the Grants Management Officer has been received.

16. KEY PERSONNEL:

In accordance with 45CFR 92.30 3(d)(3). Whenever there is a significant change in the level of participation in the approved project by key personnel, as named on the Notice of Grant Award (NGA) (e.g. inactive continuously for 3 months or when that individual either withdraws from the project entirely or devotes less effort to the project). The grantee should notify the awarding office as soon as the information is known, but no later than 30 days before expected date of departure or change in participation level. The grantee is required to notify the awarding office of the proposed alternative for conducting the activity.

17. PROGRAM INCOME:

Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative. The disposition of program income must have written prior approval from the Grants Management Officer.
Additional Costs Alternative--Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on lines 10r and 10s, as appropriate, of the FSR (Long Form).

18. TRAFFICKING IN PERSONS

THIS AWARD IS SUBJECT TO REQUIREMENTS OF SECTION 106(g) OF THE TRAFFICKING VICTIMS PROTECTION ACT OF 2000, AS AMENDED (22 U.S.C. 7104) Full text of this award term and condition is located at: <http://www.cdc.gov/od/pgo/funding/grants/references.shtml>

19. CDC CONTACT NAMES:

Grants Management Officer (GMO)
Mildred S. Garner, Grants Management Officer
Procurement and Grants Office
Acquisition and Assistance Branch IV
Centers for Disease Control and Prevention (CDC)
2920 Brandywine Road, Mail Stop K-70
Atlanta, Georgia 30341-4146
Telephone: (770) 488-2745
Fax: (770) 488-2670
E-mail: Mgarner@cdc.gov

Business and Grants Policy Contact
 Terrian J. Dixon, Grants Management Specialist
 Procurement and Grants Office
 Acquisition and Assistance Branch IV
 Centers for Disease Control and Prevention
 2920 Brandywine Road, Mail Stop K-70
 Atlanta, Georgia 30341-4146
 Telephone: (770) 488-2774
 Fax: (770) 488-2670 or 2671
 E-mail: tdixon@cdc.gov.

Programmatic Contact
 Susan Rezai, Public Health Advisor
 Environmental Public Health Tracking Branch
 Division of Environmental Hazards and Health Effects
 Centers for Disease Control and Prevention
 4770 Buford Hwy, N.E.; MS F-57
 Atlanta, Georgia 30341-3717
 Office (404) 498-1473
 Fax: (770) 488-1538
 Email: SRezai@cdc.gov

STAFF CONTACTS

Grants Management Specialist: Terrian J Dixon
 Centers for Disease Control and Prevention
 Procurement and Grants Office
 Koger Center, Colgate Building
 2920 Brandywine Road, Mail Stop K 70
 Atlanta, GA 30341
 Email: tdixon@cdc.gov Phone: 770-488-2774 Fax: 770-488-2777

Program Official: Susan Rezai
 Centers for Disease Control and Prevention
 NCEH
 1600 Clifton Road, Mail Stop: F40
 Atlanta, GA 30333
 Email: srezai@cdc.gov Phone: 770-488-3624 Fax: 770-488-3635

Grants Management Officer: Mildred Garner
 Centers for Disease Control and Prevention
 Procurement and Grants Office
 Koger Center, Colgate Building
 2920 Brandywine Road, Mail Stop K70
 Atlanta, GA 30341
 Email: mgarner@cdc.gov Phone: (770)488-2745 Fax: (770)488-2777

SPREADSHEET SUMMARY

GRANT NUMBER: 1U38EH000625-01

INSTITUTION: VERMONT STATE DEPT OF HEALTH

<i>Budget</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Salaries and Wages	\$206,720				
Fringe Benefits	\$62,016				
Personnel Costs (Subtotal)	\$268,736				
Equipment	\$40,000				
Supplies	\$8,000				
Travel Costs	\$15,000				
Consortium/Contractual Cost	\$120,000				
TOTAL	\$451,736	\$451,736	\$451,736	\$451,736	\$451,736

FEDERAL DC					
TOTAL	\$124,032	\$124,032	\$124,032	\$124,032	\$124,032
FEDERAL F&A					
TOTAL COST	\$575,768	\$575,768	\$575,768	\$575,768	\$575,768

**Centers for Disease Control and Prevention
National Environmental Health Tracking Program: Network Implementation
Program Announcement CDC RFA# EH09-907**

**Objective Review
Summary Statement**

Date Reviewed: July 20, 2009

Application Number:

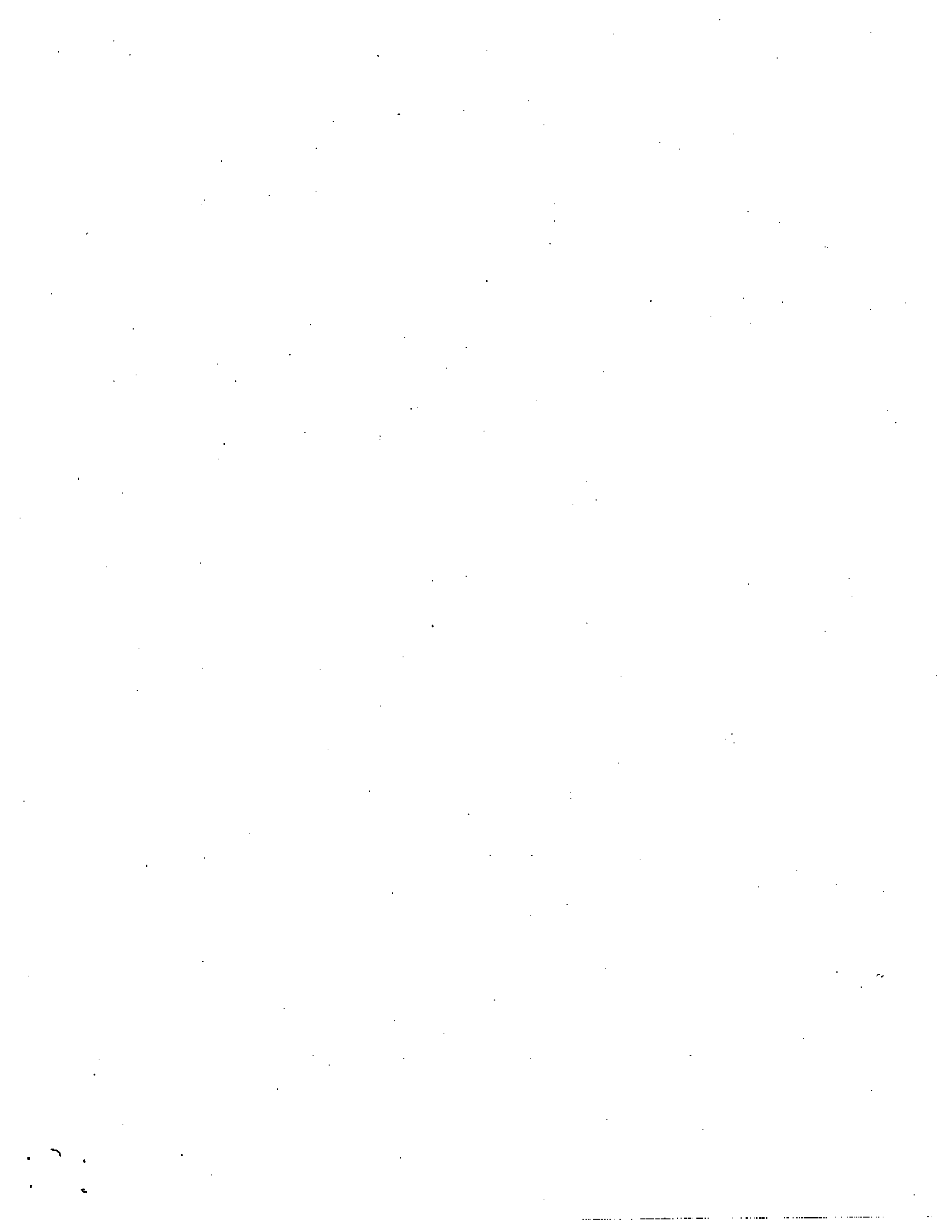
Applicant Organization: Vermont Department of Health

Funds Requested: \$575,768

Recommendation: Approved

Final Average Score: 89

Human Subjects Issues: No



Summary of the Project (provided by applicant)

Despite its reputation for having a pristine environment, Vermont is not immune from the environmental hazards that threaten public health. For example, thousands of Vermont children still suffer the effects of lead poisoning; more than 10% of Vermont homes exceed the EPA's action level for radon; the incidence rates for bladder and cervical cancer are statistically worse than the US; and, despite an overall downward trend in heart disease, unexplained disparities between Vermont counties continue to exist. The purpose of the Vermont Tracking Network is to integrate health and environmental data to enhance our environmental health capabilities with the ultimate goal of improving the health of Vermont's and our nation's communities.

Very often environmental threats do not result in immediate illness, sudden onset of symptoms, or instant death. Low levels of environmental exposures often result in slow-developing or complex chronic diseases such as asthma or cancer. Vermont's surveillance systems are not sufficiently integrated to routinely and efficiently assess correlations in a proactive manner. In fact, Vermont's environmental exposure and health outcome data are housed in two separate agencies: the Agency of Human Services and the Agency of Natural Resources. This grant will enable datasets and organizations to be connected and an automated and accessible network of environmental health data to be built. Based on a preliminary inventory of the NCDMs required by CDC, it was determined that Vermont is able to report every one of the required measures. In order to establish a Vermont Tracking Network, resources will be allocated to hire and train staff, purchase the software and hardware, and fund data exchanges.

Summary of Strengths

Operational plans and methods are fairly well-conceived, clearly described, and align appropriately with the program announcement. Specific, measurable, achievable, realistic, and time-phased objectives are outlined. A preliminary assessment suggests that Vermont will be able to meet all national consistent data and measures, making the program well-poised to meet this priority of the National Environmental Public Health Tracking program. The implementation schedule appropriately reflects major activities in planning and capacity-building. The proposed timeline seems realistic and identifies existing staff and staffing needs. The applicant includes an honest assessment of challenges and how they plan to address them. Reorganization in the department of health combined all surveillance programs, including both health and environmental components, thus facilitating and promoting data collaboration. A strong history of collaboration is demonstrated with the Department of Environmental Conservation. Panelists cited the current use of the Vermont PHIN-MS data exchange, use of the ESRI ARGIS interface and a new visualization capability (InstantATLAS), and the solid coordination plan for EPHT network activities as particularly strengths of the application.

Existing resources appear to be very good. Strong collaborations are demonstrated with other programs to improve surveillance. Core data sets are housed in a single division at the Vermont Department of Health. A solid plan is in place to track NCDMs and build capacity to make NCDMs available on the state and national tracking networks. The current IT infrastructure is sound. The applicant honestly assesses the existing partnership with the Department of Environmental Conservation and discusses opportunities for improvement (e.g., past collaboration largely reactive; projects present and opportunity to build more strategic, proactive relationships).

Collaborative relationships are sound. All but two NCDMs are managed out of the same division. Strong collaborations are in place with other programs to improve surveillance. Examples are provided of past, current, and intended on-going partnerships that have led to access, management, and analysis of data. The applicant demonstrates support for the program from various units from the Department of Health and Department of Environmental Conservation, such as Department of Health Promotion and Disease Prevention, Birth Information Network, Cancer Registry, Air Pollution Control and notably, a joint letter signed by the Commissioners of both the Department of Health and the Department of Environmental Conservation, illustrating support both at the program level and leadership level. All datasets reside within a single division at the Vermont Department of Health. Seven letters of support are provided. There is a staff liaison between DOH and DEC.

Understanding of the purpose and need is clearly demonstrated.

Organizational and program personnel capabilities appear to be suitable. The applicant addresses existing organizational and individual capacity, skills, and experience, as well as that which will be needed to successfully complete the project. Organizational charts are provided. The IT infrastructure is described, and an IT letter of commitment is provided.

Summary of Weaknesses / Concerns

Operational plans and methods are fairly well-conceived and described; however, some concerns were noted. A limited plan of action is outlined relating to development of IT capacity. It is not clear how long it takes to receive approval from the Information Technology Advisory Team (ITAT). There is a lack of an inventory of surveillance systems that identify issues related to interoperability and needed surveillance system / data enhancements. Community needs assessments methods and tools used are not specified. There appears to have been limited development of partnerships with health care providers, non-governmental organizations, and private for-profit and non-profit entities. Geo-coding of residential addresses is not sufficiently addressed.

Existing resources appear to be very good; however, no comprehensive needs assessment is been done. It is stated that Vermont should be able to report all required NCDMs, but no details are provided nor is a copy of the interview used for the preliminary inventory included. Personnel and hardware / software integration and enhancement needs are not provided. The applicant is utilizing external data and integrates with state EPHT. No description is provided of potential data sources.

Budget

The budget is clearly explained, adequately justified, and is reasonable and consistent with the stated objectives and planned activities. However, it was noted that no funding is designated for training in Year 1, and only \$2,000 is allocated in Year 2. This appears to be insufficient.

Human Subjects Issues

No research activities are proposed.

Recommendation(s)

If considered for funding, the applicant should address any issues of concern noted in the Weaknesses / Concerns or Budget Sections and / or as follows:

- Regarding *operational plans and methods*, the IT person responsible for developing EPHT for the state network needs to be on board sooner. Develop partnerships and / or a coalition to establish specifications with environmental health tracking partners. Discuss alternative approaches that could be used to obtain geo-coding of residential addresses. Perhaps a specific policy could be put in place to allow for this, especially if this is a requirement of NCDM. Discuss this issue with the Technical Advisor Group for additional alternatives.
- In terms of *existing resources*, provide access to other data and data sources not required by NCDMs to help set future standards and guidelines for state and national networks.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention (CDC)

National Environmental Public Health Tracking Program

Announcement Type: New – Type 1

Funding Opportunity Number: CDC-RFA-EH09-907

Catalog of Federal Domestic Assistance Number: 93.070

Key Dates:

Application Deadline: June 29, 2009

Pre-application conference: June 8, 2009

I. Funding Opportunity Description

Authority: This program is authorized under Sections 311 and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Sections 243 and 247b(k)(2)] as amended. The Catalog of Federal Domestic Assistance number is 93.070.

Background: Public health tracking systems are critical in preventing and controlling disease in populations. Having accurate and timely tracking data permits public health authorities to determine disease impact and trends, recognize clusters and outbreaks, identify populations and geographic areas most affected, and develop and assess the effectiveness of policy and environmental public health interventions. The utilization of data and information regarding health outcome, environmental hazards, and human exposure/biomonitoring, or a combination of them, provide important information for

Opportunity Title:	National Environmental Public Health Tracking Program
Offering Agency:	Centers for Disease Control and Prevention
CFDA Number:	
CFDA Description:	
Opportunity Number:	CDC-RFA-EH09-907
Competition ID:	NCEH-NR
Opportunity Open Date:	05/28/2009
Opportunity Close Date:	06/29/2009
Agency Contact:	PGOTIMS E-mail: pgotim@cdc.gov Phone: 770-488-2700

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Vermont Department of Health

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

- Budget Information for Non-Construction Program
- Disclosure of Lobbying Activities (SF-LLL)
- Application for Federal Assistance (SF-424)
- Project Abstract Summary
- Budget Narrative Attachment Form
- Project Narrative Attachment Form

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

06/29/2009

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

06/01/2009

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Vermont Department of Health

* b. Employer/Taxpayer Identification Number (EIN/TIN):

03-6000274

* c. Organizational DUNS:

809376155

d. Address:

* Street1:

108 Cherry St

Street2:

* City:

Burlington

County:

* State:

VT: Vermont

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

05402

e. Organizational Unit:

Department Name:

Vermont Department of Health

Division Name:

Health Surveillance

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Dr.

* First Name:

Austin

Middle Name:

* Last Name:

Sumner

Suffix:

Title: State Epidemiologist-Environmental Health

Organizational Affiliation:

Vermont Department of Health

* Telephone Number:

802-951-4064

Fax Number:

802-863-7483

* Email:

asumner@vdh.state.vt.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Centers for Disease Control and Prevention

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

CDC-RFA-EH09-907

* Title:

National Environmental Public Health Tracking Program

13. Competition Identification Number:

NCEH-NR

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

All of Vermont

* 15. Descriptive Title of Applicant's Project:

Vermont Environmental Public Health Tracking Program

Attach supporting documents as specified in agency instructions.

[Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="575,768.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="575,768.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

Project Abstract Summary

Program Announcement (CFDA)

* Program Announcement (Funding Opportunity Number)

CDC-RFA-EH09-907

* Closing Date

06/29/2009

* Applicant Name

Vermont Department of Health

* Length of Proposed Project

60

Application Control No.

Federal Share Requested (for each year)

* Federal Share 1st Year

\$ 575,768

* Federal Share 2nd Year

\$ 669,096

* Federal Share 3rd Year

\$ 719,095

* Federal Share 4th Year

\$ 726,771

* Federal Share 5th Year

\$ 739,766

Non-Federal Share Requested (for each year)

* Non-Federal Share 1st Year

\$ 0

* Non-Federal Share 2nd Year

\$ 0

* Non-Federal Share 3rd Year

\$ 0

* Non-Federal Share 4th Year

\$ 0

* Non-Federal Share 5th Year

\$ 0

* Project Title

Vermont Environmental Public Health Tracking Program

Project Abstract Summary

* Project Summary

Despite its reputation for having a pristine environment, Vermont is not immune from the environmental hazards that threaten public health. For example, thousands of Vermont children still suffer the effects of lead poisoning; more than 10% of Vermont homes exceed the EPA's action level for radon; the incidence rates for bladder and cervical cancer are statistically worse than the US; and, despite an overall downward trend in heart disease, unexplained disparities between Vermont counties continue to exist. The purpose of the Vermont Tracking Network is to integrate health and environmental data to enhance our environmental health capabilities with the ultimate goal of improving the health of Vermont's and our nation's communities.

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* Estimated number of people to be served as a result of the award of this grant.

625000

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input checked="" type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="N/A"/> * Street 1: <input type="text" value="N/A"/> Street 2: <input type="text"/> * City: <input type="text" value="N/A"/> State: <input type="text"/> Zip: <input type="text"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="N/A"/>	7. * Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text" value="Chris Finley"/> * Name: Prefix: <input type="text"/> * First Name: <input type="text" value="N/A"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="N/A"/> Suffix: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="06/29/2009"/>		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. National Environmental Public Health Tracking Program	93.070	\$	\$	\$ 575,768.00	\$	\$ 575,768.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 575,768.00	\$	\$ 575,768.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) National Environmental Public Health Tracking Program	(2) N/A	(3) N/A	(4) N/A	
a. Personnel	\$ 206,720.00	\$ 216,892.00	\$ 266,892.00	\$ 273,564.00	\$ 964,068.00
b. Fringe Benefits	62,016.00	65,068.00	80,068.00	82,069.00	289,221.00
c. Travel	15,000.00	17,000.00	17,000.00	17,000.00	66,000.00
d. Equipment	40,000.00	75,000.00	30,000.00	25,000.00	170,000.00
e. Supplies	8,000.00	10,000.00	10,000.00	10,000.00	38,000.00
f. Contractual	120,000.00	155,000.00	155,000.00	155,000.00	585,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	451,736.00	538,960.00	558,960.00	562,633.00	\$ 2,112,289.00
j. Indirect Charges	124,032.00	130,136.00	160,135.00	164,138.00	\$ 578,441.00
k. TOTALS (sum of 6i and 6j)	\$ 575,768.00	\$ 669,096.00	\$ 719,095.00	\$ 726,771.00	\$ 2,690,730.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. National Environmental Public Health Tracking Program	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. National Environmental Public Health Tracking Program	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input type="text" value="451,736"/>	22. Indirect Charges: <input type="text" value="124,032"/>
23. Remarks: <input type="text"/>	

CHECKLIST

Public Burden Statement:

Public reporting burden of this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC,

Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428). Do not send the completed form to this address.

NOTE TO APPLICANT:

This form must be completed and submitted with the original of your application. Be sure to complete both sides of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last page of the signed original of the application. This page is reserved for PHS staff use only.

Type of Application: [X] NEW [] Noncompeting Continuation [] Competing Continuation [] Supplemental

PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

- 1. Proper Signature and Date [X]
2. Proper Signature and Date on PHS-5161-1 "Certifications" page [X]
3. Proper Signature and Date on appropriate "Assurances" page [X]
4. If your organization currently has on file with DHHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS Form 690)
[X] Civil Rights Assurance (45 CFR 80) 09/08/2003
[X] Assurance Concerning the Handicapped (45 CFR 84) 09/08/2003
[X] Assurance Concerning Sex Discrimination (45 CFR 86) 09/08/2003
[X] Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) 09/08/2003
5. Human Subjects Certification, when applicable (45 CFR 46) [] [X]

PART B: This part is provided to assure that pertinent information has been addressed and included in the application.

- 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? [] [X]
2. Has the appropriate box been checked on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) [X]
3. Has the entire proposed project period been identified on the SF-424? [X]
4. Have biographical sketch(es) with job description(s) been attached, when required? [X] []
5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? [X]
6. Has the 12 month detailed budget been provided? [X] []
7. Has the budget for the entire proposed project period with sufficient detail been provided? [] [X]
8. For a Supplemental application, does the detailed budget address only the additional funds requested? [] [X]
9. For Competing Continuation and Supplemental applications, has a progress report been included? [] [X]

PART C: In the spaces provided below, please provide the requested information.

Business Official to be notified if an award is to be made

Name: Prefix: Ms. * First Name: Karen Middle Name:
* Last Name: Kelley Suffix:
Title: Grants Program Specialist
Organization: Vermont Department of Health
Address: * Street1: 108 Cherry St Street 2:
* City: Burlington * State: VT: Vermont Province:
* Country: USA: UNITED STATES * Zip / Postal Code: 05402
* Telephone Number: 802-657-4258
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Fax Number:

APPLICANT ORGANIZATION'S 12-DIGIT DHHS EIN (If already assigned)

[] - 03-6000274 - []

PART C (Continued): In the spaces provided below, please provide the requested information.

Program Director/Project Director/Principal Investigator designated to direct the proposed project

Name: Prefix: Dr. * First Name: Austin Middle Name: _____
 * Last Name: Sumner Suffix: _____
 Title: State Epidemiologist - Environmental Health
 Organization: _____
 Address: * Street1: 108 Cherry St
 Street2: _____
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 * State: VT: Vermont Province: _____
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 Fax Number: 802-863-7483

SOCIAL SECURITY NUMBER

HIGHEST DEGREE EARNED

MD

PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.

- (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of PHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: * (Agency)

on * (Date)

__________**INVENTIONS**

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in *Federal Register* on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding PHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

To add more Project Narrative File attachments, please use the attachment buttons below.

VERMONT ENVIRONMENTAL PUBLIC HEALTH TRACKING

Planning and Capacity Building

Submitted June 28, 2009

GRANTEE STRENGTHS

Access to all CDC required NCDMs

PHIN-MS installed

Existing collaboration with Vermont Department of Environmental Conservation

Core datasets in single division at Vermont Department of Health

Early research of web-portal

108 Cherry Street, PO Box 70
Burlington, VT 05402
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healthvermont.gov



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(1) EXECUTIVE SUMMARY

Despite its reputation for having a pristine environment, Vermont is not immune from the environmental hazards that threaten public health. For example, thousands of Vermont children still suffer the effects of lead poisoning; more than 10% of Vermont homes exceed the EPA's action level for radon; the incidence rates for bladder and cervical cancer are statistically worse than the US; and, despite an overall downward trend in heart disease, unexplained disparities between Vermont counties continue to exist. The purpose of the Vermont Tracking Network is to integrate health and environmental data to enhance our environmental health capabilities with the ultimate goal of improving the health of Vermont's and our nation's communities.

Very often environmental threats do not result in immediate illness, sudden onset of symptoms, or instant death. Low levels of environmental exposures often result in slow-developing or complex chronic diseases such as asthma or cancer. Vermont's surveillance systems are not sufficiently integrated to routinely and efficiently assess correlations in a proactive manner. In fact, Vermont's environmental exposure and health outcome data are housed in two separate agencies: the Agency of Human Services and the Agency of Natural Resources. This grant will enable datasets and organizations to be connected and an automated and accessible network of environmental health data to be built. Based on a preliminary inventory of the NCDMs required by CDC, it was determined that Vermont is able to report every one of the required measures. In order to establish a Vermont Tracking Network, resources will be allocated to hire and train staff, purchase the software and hardware, and fund data exchanges.

(2) OPERATIONAL PLAN AND METHODS

~~(a) Specific, realistic, measurable objectives toward implementation of the EPHT network~~

(i.) Develop Work Plan (within first six months): The initial phase of the project will include developing a detailed work plan, a comprehensive evaluation of current infrastructure capacity, an inventory of state health and environmental databases, and evaluation tools to measure our progress. A preliminary assessment of existing surveillance systems indicates that Vermont will be able to provide all required data as outlined in the National Consistent Data and Measures (NCDM) document. Within the first four months of the grant, Vermont will conduct a comprehensive inventory of current hazards, exposure monitoring, and non-infectious health effect surveillance systems maintained within the Department of Health and the Department of Environmental Conservation. A work plan, informed by the comprehensive inventory of surveillance systems and evaluation of infrastructure capacity will be developed within six months and will include a detailed timeline. Workplan implementation will occur between months six and eighteen.

(ii.) Enhance Environmental Health Surveillance Capacity (within first eight months): The Environmental Health Section within the Health Surveillance Division of the Vermont Department of Health includes the following program areas: School Environmental Health, Lead Poisoning Prevention, Asbestos and Lead Certification,

Radon, Toxicology and Risk Assessment, Private Drinking Water, and Food and Lodging. All of these programs have a surveillance component. If this application is funded, we plan to enhance our Environmental Health Surveillance capacity by adding a masters-level epidemiologist who will act as the environmental health tracking network coordinator. This position will manage the data needs of this cooperative agreement, coordinate enhancements to our surveillance systems, develop outcome measures to evaluate the grant initiatives, and improve our capacity to respond to data requests in a timely manner.

This award will also enable us to create a public health analyst position in the Public Health Statistics Section. This position will be responsible for compiling data from the hospital discharge data set, cancer registry, birth defects registry, and birth and death certificates, and formatting and sending the data to the national and state environmental health tracking networks.

In addition, the duties of three already established positions at the Health Department will shift to take on responsibilities of the Tracking Program. By funding existing positions, Vermont will be more efficient in accomplishing the objectives outlined since we will not be delayed by the hiring process. The State Epidemiologist for Environmental Health will assist the Commissioner of Health with policy development and work with state and federal management teams, chair the advisory board and serve as a co-investigator of the Tracking grant. The Environmental Health Surveillance Program Chief will serve as a co-investigator, act as the liaison to the Department of Environmental Conservation and

the CDC, develop goals and objectives, policies and procedures for each year of activities and be responsible for management of the Tracking Program. The Health Educator will assist with public health education and outreach.

(iii.) Establish a Technical Advisory Group (starting by month four): Vermont will establish an EPHT project technical advisory group that will include epidemiologists, informatics/information technology specialist, state environmental professionals, communications specialists, laboratorians, and public health analysts. This group will provide recommendations on implementing the state EPHT network which will be interoperable and compatible with the national network standards and architecture. By month eight of the grant, the Technical Advisory Group will also prioritize our data needs related to environmental health tracking -- hazards, exposures, and health effects. To lend some actual experience to guide the prioritization process, the Technical Advisory Group will review the most frequently reported situations that the Environmental Health Section and the Vermont Department of Environmental Conservation have responded to over the past two years. The first datasets to be reviewed include long-term radon air tests (Vermont is the only state providing free long-term radon kits to its citizens); well water results (the majority of Vermont's population receives their drinking water from groundwater wells); benzene ambient air levels (levels exceed health-based standards); and hazardous waste sites. The group will meet at least quarterly and will be chaired by the State Epidemiologist for Environmental Health.

(iv.) Develop and Implement IT Capacity to Access and Exchange Data with the State and National Networks (month six through month 20): The Health Department's IT unit, Information Technology and Services, would create and fill an information technologist position dedicated to the EPHT network project. This position would assess the department's technical network capacity to comply with EPHT and PHIN standards, review new and current tools to create a network of interoperable systems to support the EPHT networks, and develop a plan for implementing and maintaining the networks.

(v.) Data sharing with State Environmental Agency (within first six months): The Vermont Department of Health and the Department of Environmental Conservation will enter into an MOU defining the required data elements and the electronic format of data transfer for the networks. The Health Department has a long working relationship with both the Air Pollution Control Division and Water Supply Division of the Department of Environmental Conservation. For example, we provide risk assessment and toxicological support for the Department of Environmental Conservation, and we have developed health-based drinking water standards for the Water Supply Division. A member from both the Air Pollution Control and Water Supply Division will be asked to sit on the Technical Advisory Group. We will establish data sharing agreements with each of these divisions modeled on current agreements, and provide funding support to compile and transform data into the appropriate format and to transfer the data on an agreed upon frequency (most likely quarterly). Both division directors and the department commissioner have pledged to support this project.

(vi.) Develop a communication strategy (month 12 through month 18): Project staff will engage the communications/public affairs units within both the Departments of Health and Environmental Conservation to develop effective communication strategies for delivering key EPHT messages to targeted audiences to help people make more informed decisions about perceived threats to their health and safety. The communication units of the two departments have a long history of working together. We will collaborate with CDC to develop a written annual state of the nation EPHT report as instructed by forthcoming directives.

(vii.) Assess Training Needs (month 6 through month 18): Vermont will participate in national CDC workgroups through monthly calls, workshops, and meetings, and will produce relevant guidelines/materials on an on-going basis. We have included in the budget funding to complete the CDC training course and the EPHT 101 and will work with our partners in the Department of Environmental Conservation to ensure that all partners have a common understanding of the program. In addition, we will sharpen existing skills as needed through advanced coursework in areas such as Statistical Analysis Software (SAS) and Geographic Information Systems (GIS).

(b) Sound Scientific Methods for Conducting Needs Assessments, Evaluations, Systems Analysis and Design

We will evaluate surveillance systems using the CDC evaluation guidelines

(<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5013a1.htm>), and will assess training

activities, and our capacity to progress towards an integrated environmental public health tracking network.

In addition, since IT needs always exceed IT resources, the Health Department has developed a formal process to set priorities for IT projects requested throughout the department. The Information Technology Advisory Team (ITAT) was created to ensure that limited IT resources for application development and systems procurement are optimally used by investing in only projects that align with the Health Department's mission and goals, and are consistent with the department's strategy for IT systems integration. All IT projects that require support of staff from Information and Technology Services are reviewed by the ITAT. This includes new software applications, whether out-sourced or developed in-house, hardware or software purchases, or major upgrades/enhancements of existing systems. The submission form provides the ITAT with sufficient information to assess a project's importance, scope, and use of automation to achieve specific benefits including improvements to public health and cost-effectiveness. The ITAT scores and ranks projects, and the priority ranking determines how quickly the project will be scheduled and the level of IT resources that will be dedicated to it. Once the project is scheduled, it is assigned to the Requirements and Quality Assurance Team to define and document requirements using a structured process, the Rational Unified Process. With the requirements documented, a decision is made to buy or build based on a review of available solutions, both commercial and public domain systems from CDC or other states.

The decision to acquire new systems for our state EPHT network or to enhance our current systems will follow this assessment and evaluation process.

(c) Commitment to adopting and using Tracking/PHIN standards

Vermont was one of the earliest adopters of the NEDSS Base System and its components. To illustrate our commitment to adopting the Tracking/PHIN standards, we can point to interoperability and integration tools that are already in use at the Health Department (Figure 1):

(i.) PHIN MS: We use CDC's PHIN MS as our standard messaging tool for sending and receiving electronic messages (e.g., electronic lab reports from hospital and commercial labs to NEDSS; birth reports from birthing centers to the electronic birth registration system). ITS staff have experience working with partners to install and configure PHIN MS in order exchange data securely.

(ii.) Orion's Rhapsody Integration Engine: Rhapsody accepts electronic messages in a variety of formats, converts messages from one format to another, and routes the messages to their correct destination. ITS staff are experienced Rhapsody users who have, for example, developed interfaces to exchange data between laboratory instruments and the laboratory information management system.

(iii.) Role-based Security: PHIN MS uses digital certificates and secure socket layer (SSL) to encrypt data messages sent over the Internet. The VDH ITS staff has experience in developing role-based applications. If additional security is required, such as two-factor authentication, RSA tokens are used.

(iv.) Web Portal for Analysis, Visualization, and Reporting (AVR): The Health Department uses ESRI's ArcGIS as a standard AVR tool, but will be adding a new visualization capacity to our website using InstantAtlas. This will provide public access to maps and tabular data at the county, district office, and hospital service area levels.

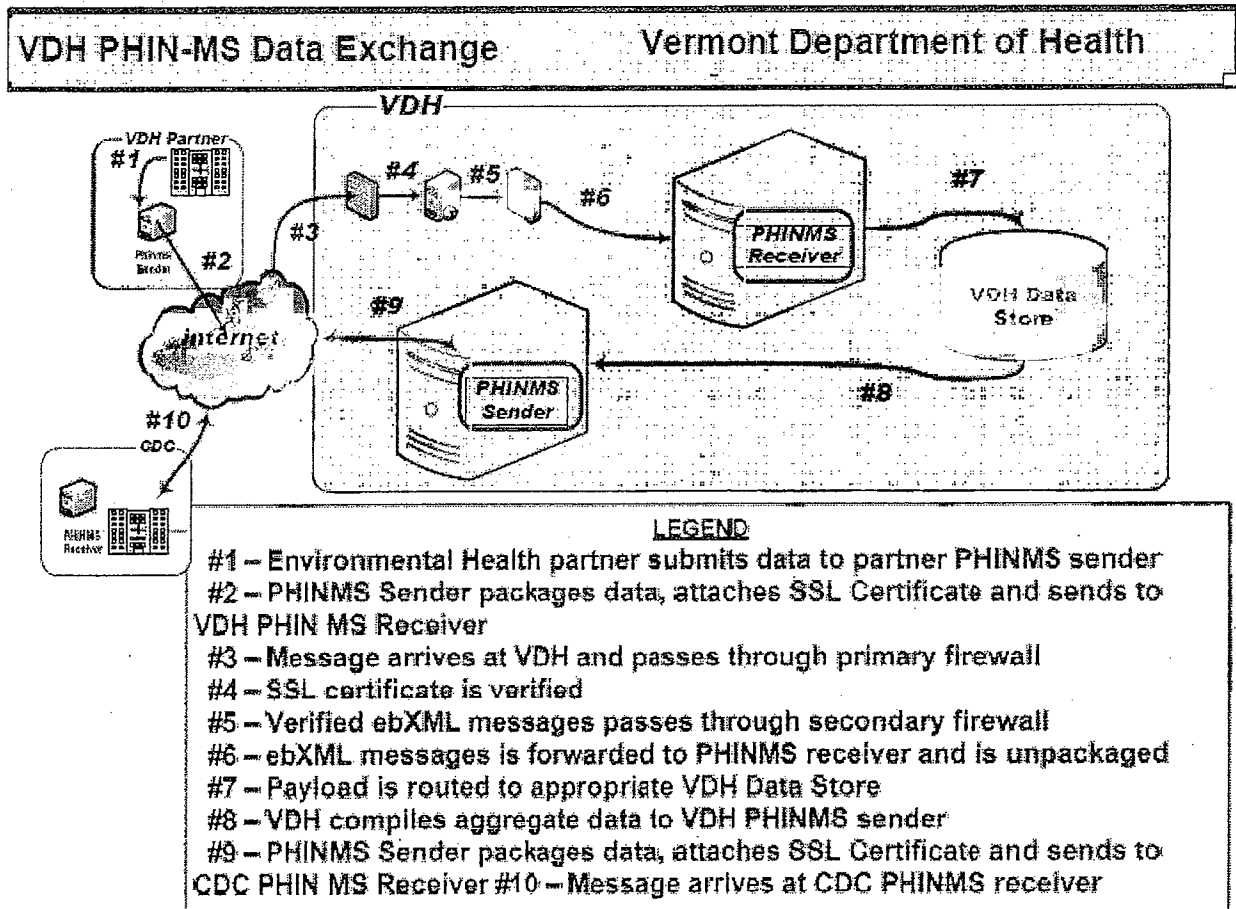


Figure 1. Overview of Vermont PHIN-MS data exchange

(d) Plan for Coordination Across Existing Surveillance Activities

The centerpiece of our plan to coordinate EPHT network activities is the organizational structure of the Health Department. The lead program for this project, the Environmental Health Section, manages the childhood lead poisoning data, indoor air radon data, and private drinking water data (Appendix A). As a result of a recent restructuring of the Health Department, Environmental Health is now a section within the Health Surveillance Division which already included Public Health Statistics, Infectious Disease Epidemiology, and the Public Health Laboratory (Appendix B). Therefore, the programs and data systems that will contribute to the EPHT network are co-located in one division, and include: the cancer registry, birth defects registry, hospital discharge data, natality and mortality vital records data systems (Appendix C) (Figure 2).

Having most of the EPHT-relevant programs and data within a single division simplifies and promotes coordination. For example, we do not need to establish additional data exchange agreements as we might have if the programs were in different divisions of the department or in different departments. Furthermore, all of these programs have a strong history of collaboration with each other on many public health investigations utilizing hospital discharge, death certificate and cancer registry data. Some examples of our collaboration include investigating cancer clusters and a large cross sectional analysis looking at residential proximity to a large asbestos mine and the prevalence of lung cancer and asbestosis-related hospitalizations and deaths.

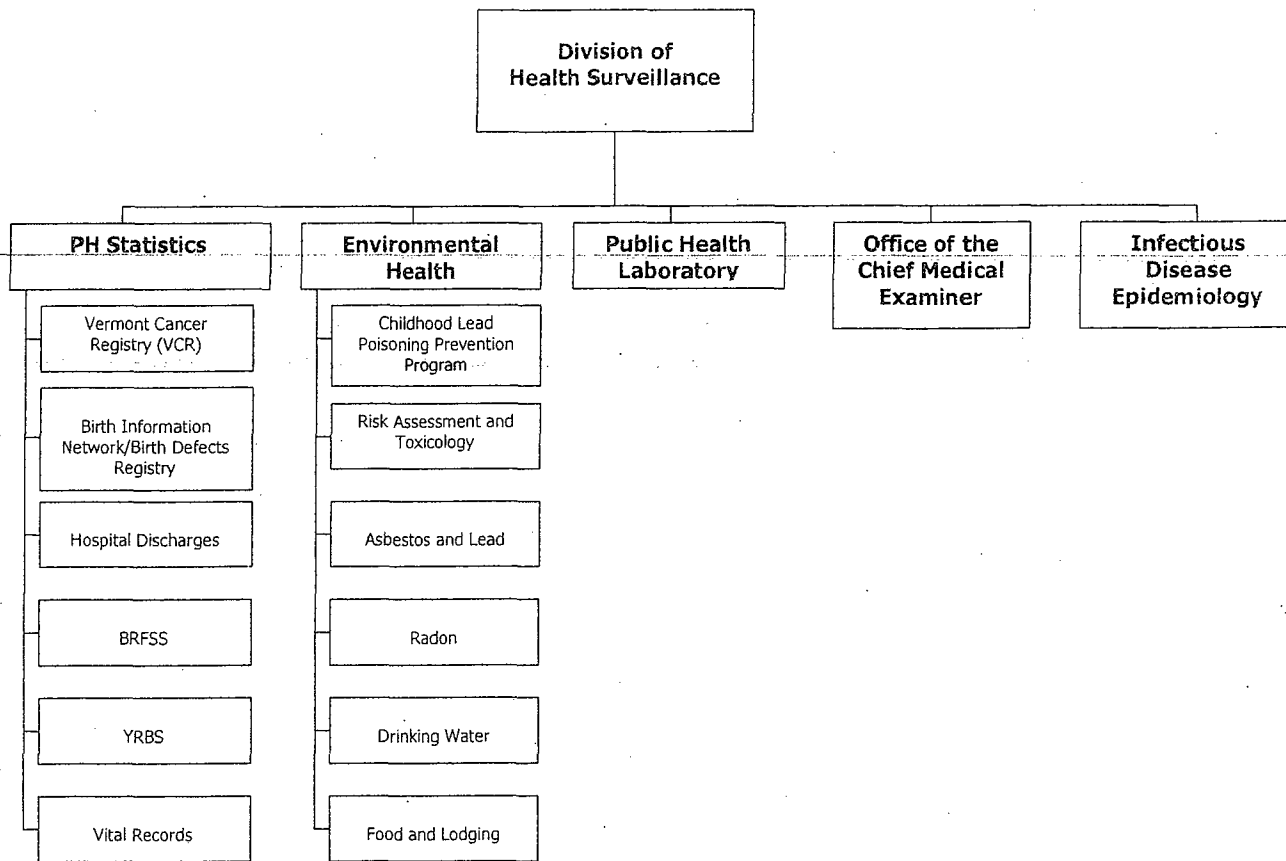


Figure 2. Vermont Health Department, Division of Health Surveillance data organizational chart

The proposed staffing plan will further promote coordination by including three new positions in different sections across the department: one position in Environmental Health, another in Public Health Statistics, and another in Information Technology and Services.

The Environmental Health Section also has a long history of collaborating with and providing technical assistance to the Vermont Department of Environmental Conservation. Implementing Environmental Public Health Tracking will enhance this relationship and will result in a modern

surveillance system that provides the environmental information that will inform decisions, create better policy, and improve human health.

(e) Potential Limitations and Anticipated Difficulties

To fully execute the activities of this grant will require three additional staff positions. Given the current economic climate, Vermont is facing budget deficits and has cut some state positions. Creating new state positions, even grant-funded positions, is more difficult now than before. However, before applying for this grant, we obtained support from the Agency of Human Services secretary for the three new positions.

Also due to position reductions, the Health Department's Birth Information Network (BIN) is understaffed, and is slated to end along with its funding as of 1/31/2010. The BIN provides enhanced surveillance of birth defects beyond those that are captured through birth registration since many birth defects are not identified at time of birth. With existing staff, we plan to complete all case finding and confirmation on the 2006 – 2008 birth cohorts and to have the vast majority of the 2008 cases identified and confirmed by the end of January 2010. After January 2010, we plan to have the new analyst position from this grant assist the BIN enough to ensure required birth defects reporting to the EPHT network.

Another potential limitation pertains to geocoding of residential addresses. Vermont is a very small state and addresses can be identifying. Due to suppression rules and laws designed to ensure confidentiality of protected health information, we probably cannot provide that level of detail for all of the datasets.

At this time, we do not anticipate the need to change existing legislation or otherwise overcome statutory or regulatory barriers to completing grant activities.

(3) EXISTING RESOURCES

Despite its reputation for having a pristine environment, Vermont is not immune from the environmental hazards that threaten public health. For example, thousands of Vermont children still suffer the effects of lead poisoning; more than 10% of Vermont homes exceed the EPA's action level for radon; the incidence rates for bladder and cervical cancer are statistically worse than the US; low birth weight babies account for more than half of all infant deaths; and, despite an overall downward trend in heart disease, unexplained disparities between different Vermont counties continue to exist.

Although Vermont has made extensive efforts to address environmental public health hazards, those efforts are typically isolated and uncoordinated. Currently, Vermont's environmental hazard, exposure, and health outcome data are housed in two separate agencies: the Agency of Human Services and the Agency of Natural Resources. This grant will enable Vermont to connect datasets and organizations, to build an automated and accessible network of environmental health data that can be efficiently analyzed and interpreted, and to coordinate staff and resources to proactively protect public health.

(a) Previous Needs Assessments

Program-specific needs assessments and general health strategic plans have been developed in Vermont. For example, *Healthy Vermonters 2010* was developed by the Health Department, and *Environment 1991: Risk to Vermont and Vermonters* was developed by the Department of Environmental Conservation. To date, we have not conducted a comprehensive needs assessment focusing on environmental health surveillance. However, the Health Department did recognize the need for additional environmental health epidemiologic support. This acknowledgement resulted in creating a new position of state epidemiologist for environmental health, and restructuring the following programs into a single Health Surveillance Division: Environmental Health, Public Health Statistics (including vital records, the cancer registry, birth defects registry, hospital discharge data), Infectious Disease Epidemiology, and the Public Health Laboratory.

In any given year, the Health Surveillance Division handles hundreds of external data requests (e.g., media calls; community organizations; researchers; etc.); hundreds of internal data requests (e.g., Health Department program needs; Agency of Human Services and other state office requests; Health District Offices; etc.); prepares and releases 10-15 major reports and 15-20 minor reports; processes and maintains over 20 unique and complex surveillance data systems, some of which contain several million records (e.g., hospital discharges); responds to legislative requests, including reviews of proposed legislation, supporting material, etc.; writes grant proposals and reports; consults on research design and implementation; and provides consultation and support for evaluation projects.

These activities are continually increasing. Like most programs in state government, resources are being squeezed by competing priorities and growing workload. Therefore, the department actively pursues technologies and procedures that allow us to do our work more efficiently and to streamline our operations without compromising the quality of support delivered to the Health Department and to the Agency of Human Services.

The need for environmental health data, in particular, is increasing as non-profit organizations, community leaders, and everyday citizens become more environmentally aware. An EPHT system holds the promise of reducing some of our workload by consolidating environmental health data and making those data more readily available for these groups and other regular users of such data.

For the purposes of this proposal, we conducted a preliminary assessment of the Nationally Consistent Data and Measures (NCDMs) required for the Tracking Network by interviewing program and division directors at the Health Department and Department of Environmental Conservation. Based on this preliminary inventory, *it was determined that Vermont would be able to report every one of the required measures.*

(b) Level of Integration of Current Surveillance Systems

As noted above, the Health Department is structured in a way that promotes integration for EPHT. Specifically, all of the programs that maintain surveillance systems that will contribute data to the EPHT network are within the Health Surveillance Division. That structure facilitates

integration by eliminating the legal and procedural barriers that normally divide programs in different divisions or departments, and by enabling natural, intra-divisional collaborations.

In addition, the Health Department uses geographic information technology to integrate surveillance for analysis and visualization. The department's standard GIS software is ArcGIS. However, we have also implemented web-based query tools that allow the public to access and explore surveillance datasets or health indicators, and to map the results.

In 2003 and 2004, the Health Department adapted Missouri's Information for Community Assessment (MICA) web-query tool for displaying Vermont health indicators. We discontinued our own "VICA" because it lacked a mapping function and required significant resources to support. In 2008, the department purchased and began to implement InstantAtlas for web-based graphical presentations of location-based statistical data. InstantAtlas transforms tabular input of spatial and temporal indicators and statistics and presents them as interactive area profiles, atlases, dashboards, and performance reports.

The department chose InstantAtlas for three reasons. First, InstantAtlas can be rapidly integrated and deployed using our current datasets and the department's web site. InstantAtlas spatially enables the web application by calling InstantAtlas reports using URLs embedded within the web application. The analysts create the "spatial store" and deliver data.xml files that are deployed on the web site. Second, InstantAtlas reduces administration time for analysts and other staff. The data loading and management allows an administrator to easily and quickly deploy data sets for use within InstantAtlas reports. Once loaded, one InstantAtlas report can be

used for many different geographic units: county, health district, or health service area. This can save a huge amount of time compared to using a desktop publisher every time spatial data changes or users want to see new areas in a report. Third, users only need an internet browser to view the maps or utilize the query tools.

The Health Department considers the implementation of InstantAtlas an important priority since it will provide timely access to data for users. Also, program managers are encountering more and more situations in which grants have very short deadlines. Access to this type of tool will relieve the time pressures in writing grants and reports. It can also help to quickly prepare media requests, materials for community meetings, etc. One of the major results will be increased exploration and collaboration on regional public health issues. We will be able to conduct environmental health scans of the state, identify trends, and spot situations that exceed actionable thresholds or targets. Rather than only reacting to situations that we discover by chance or are brought to our attention with a public inquiry, this tool can help us identify them proactively.

In order to integrate across surveillance systems, we plan to populate InstantAtlas with all of our major surveillance datasets (births; deaths; cancer; behavioral risk factor surveillance system; lead; radon; etc.). Additionally, InstantAtlas has already gone through the ITAT process and been approved showing IT support for and prioritizing initiatives of this kind. These health, environmental and hazards data will be linkable through geographic layouts.

In addition to InstantAtlas, several of the activities described in the next section on coordination also illustrate the integration of Health Department surveillance systems.

(c) Coordination with Other Programs/Initiatives to Improve Surveillance

For many years, being a small state, the Vermont Health Department has engaged in numerous collaborative efforts with federal, state, and local agencies and organizations. In particular, we have established an effective partnership with the Department of Environmental Conservation. Most often, these efforts are not proactive, but reactive to a concern brought by Vermont citizens. The two departments collaborate on environmental surveillance, regulation, permitting and/or historical activities. This partnership could be significantly improved by building the infrastructure (i.e., policies, agreements, staff, and systems) to enable collecting, compiling, and exchanging environmental health data in a rapid manner. Establishing a tracking program will enable both departments to enhance environmental exposure assessment, expand outcome assessment, and more proactively identify environmental health threats. Described below are examples of collaborative efforts from which Vermont will build its environmental epidemiology capacity and long term tracking program.

- In 2006, a paper mill located less than three miles from the Vermont border received a permit to conduct a two-week test burn of tire derived fuel. In the absence of a state-of-the art pollution control system to filter metals and potentially toxic particulates, the Health Department determined it was necessary to closely monitor the test burn and conduct surveillance in the population living closest to the mill. Using CDC's Early Aberration Reporting System (EARS), the Health Department tracked unplanned respiratory inpatient admissions and emergency department visits (e.g., for asthma). For their part, the Air

Pollution Control Division of the Department of Environmental Conservation conducted meteorological analysis and ambient air sampling (PM_{2.5} and PM₁₀). Data collected by both departments were merged and analyzed, and allowed us to conclude that respiratory conditions did not appear to correlate with the test burn or air data.

- The Health Department established a partnership with the Vermont Geologic Survey of the Department of Environmental Conservation, and the University of Vermont to geocode radon data and perform geospatial analysis. Utilizing the long-term radon indoor air testing data, census data, E911 building locations, and geologic data (bedrock and surficial), the goal of the partnership was to identify areas of concern across the state. The next step is to assess associations between radon in air levels and lung cancer prevalence, thereby integrating cancer registry, bedrock geology and radon in air data.
- The Health Department's Asthma Program in the Division of Health Promotion and Disease Prevention has been funded by CDC to create a comprehensive asthma surveillance system. Health Surveillance staff assigned to this project will monitor asthma trends by compiling and analyzing a variety of data including: hospital discharges, data from a school nurse survey, vital statistics, behavioral risk factor data, and youth risk behavior survey data.
- The Childhood Lead Poisoning Prevention Program in the Environmental Health Section combines blood lead testing data and birth record data to identify children living within one-third of a mile of a previously lead poisoned child. Parents of these "high risk" children are mailed an informational packet about lead poisoning and are urged to be sure to have their

child tested.

- The Health Department's Cancer Registry links data annually with the National Cancer Institute sponsored Vermont Breast Cancer Surveillance System housed at the University of Vermont. The goals of this collaboration are: to maintain and improve a comprehensive, quality controlled, statewide surveillance system with data reported from mammography facilities, pathology laboratories, and the state cancer registry; to expand breast cancer research collaborations; and to conduct research on the effectiveness and efficiency of screening programs and diagnostic techniques. Internally, the Vermont Cancer Registry also collaborates with the Health Department's breast and cervical cancer screening program by linking datasets to confirm final diagnosis, acquire standardized cancer stage data, and to improve the quality of data in both data systems.
- The Health Department has collaborated with the University of Vermont on the CaMeL (Cadmium, Mercury and Lead) study to identify environmental, occupational, and lifestyle-associated risk factors which may predict elevated levels of cadmium, mercury and lead. The study was also designed to examine the relationship between levels of these metals and pregnancy outcomes. Pregnancy information was collected from OBNET, a computerized medical record system used at Fletcher Allen Health Care, and integrated with the Health Department's database of cadmium, mercury, and lead measurements. Future work on this project will link maternal and fetal lead levels with child lead poisoning data to assess the association between maternal, newborn and infant lead levels.

(d) A Description of Existing and Potential Data Sources

Vermont Birth Information Network (BIN) - The goal of the BIN is to improve birth defects surveillance in Vermont and support efforts leading to reduced morbidity and mortality from birth defects. Information from the BIN is used for public health surveillance; quality improvement activities; health care systems improvement; and evaluation of prevention efforts. Since 2006, the BIN has been collecting information about Vermont children diagnosed in the first year of life with one or more of 31 structural and chromosomal birth defects. The program uses passive case ascertainment that relies on four main data sources: birth records, Medicaid claims, reports from hospitals and physicians, and records maintained by the Health Department's Children with Special Health Needs program. Every case is reviewed by a clinical geneticist who determines if the diagnostic criteria in the child's medical record are consistent with the case definition for one or more of the conditions tracked by the program.

In addition to quarterly hospital discharge data from all Vermont hospitals, the Health Department also receives data directly from Fletcher Allen Health Care (FAHC). FAHC is Vermont's largest hospital and only tertiary care hospital. Approximately one third of all Vermont resident births occur at FAHC, and a large percentage of children with birth defects are diagnosed and treated at the FAHC hospital, clinics, and affiliated physician offices. Since a large percentage of infants with birth defects are covered under Medicaid, the BIN program also has direct access to the Medicaid claims files.

Hospital Discharge Data - Vermont has been collecting and reporting hospital discharge data since the early 1980s. All fourteen of Vermont's general acute care hospitals and the Veterans Administration hospital in White River Junction currently contribute records for Vermont residents and non-residents to the Vermont Uniform Hospital Discharge Data Set. The Vermont Department of Banking, Insurance, Securities, and Health Care Administration (BISHCA) administers the program, and the Health Department manages the data set under an agreement with BISHCA.

The Vermont hospital discharge data have some additional benefits and strengths compared to discharge data from other states. First, Vermont has emergency department (ED) visits as well as inpatient hospitalizations. Second, Vermont's hospital discharge data include inpatient hospitalizations and ED visits of Vermont residents from neighboring states as a result of data use agreements executed with New Hampshire, New York and Massachusetts. Third, beginning in 2010, Vermont hospital discharge data allow an unlimited number of diagnosis fields.

Vital Records: Births and Deaths - Statewide registration of vital records began in Vermont in 1857. The Vermont vital statistics system monitors the following vital events: births, deaths, marriages and civil unions, divorces and dissolutions, fetal deaths, and abortions. Vermont compiles and reports vital statistics in an annual bulletin, and provides selected data to the National Center for Health Statistics to become part of a national database.

As in most states, Vermont is re-engineering its vital records operations from paper processes to electronic data collection and reporting. We have fully implemented electronic birth registration,

and we are currently implementing in phases an electronic death registration system starting with funeral homes, the Chief Medical Examiner's Office, and 20% of town clerks.

Vermont Cancer Registry - The Vermont Cancer Registry is a statewide population-based surveillance system collecting information on all cancer cases diagnosed or treated in Vermont since January 1, 1994. By law, physicians and hospitals are required to report the information on all cases of cancer and benign brain-related tumors they diagnose or treat in Vermont. The Health Department uses the Registry data to study cancer trends and improve cancer education and prevention efforts.

Drinking Water Data - The Department of Environmental Conservation, Water Supply Division uses EPA's Safe Drinking Water Information System (SDWIS). The database contains results for microbiological and chemical analytes including nitrate, arsenic, lead, and disinfection by-products. SDWIS houses sample data for these analytes back to 1989, and contains data on approximately 1,366 active public water systems in Vermont which include 447 community, 247 non-transient non-community, and 672 transient non-community systems. Because people consume most of their drinking water at their places of residence, community systems are the primary focus of the state drinking water program. The State of Vermont is unique because a large percentage of the population is served by small community systems serving less than 3,300 people -- about 40% of the Vermont population compared to 10% of the national population. Under a memorandum of understanding between the Departments of Health and Environmental Conservation, the Health Department inspects and monitors water systems of food and lodging establishments by collecting bacteriological and nitrate samples.

Child Lead Poisoning Data – By law, all blood lead screening tests are reported to the Child Lead Poisoning Prevention Program to support surveillance, and prevention efforts.

But after more than a decade of such efforts, hundreds of children each year in Vermont are still lead poisoned. Vermont's housing stock is among the oldest in the nation with more than 70% of Vermont's housing units built prior to 1978. In addition, the lead levels in soils of pre-1950 Vermont homes commonly test at two to four times the EPA cleanup levels for play areas. From 2001 through 2005, approximately 7% of Vermont one year olds and 8% of 2 year olds had elevated blood lead levels when living in areas where most of the housing stock was constructed prior to 1950. Furthermore, more than 10% of all Vermonters and 13% of Vermont children under the age of 5 live in poverty. Although poverty is less predictive for lead poisoning than age of housing, children living in poverty are at greater risk for lead poisoning.

Air Quality Data – The Vermont Air Pollution Control Division (APCD) regulates air quality to protect public health and the environment. Vermont has five permanent air monitoring stations to collect data on six criteria and 94 toxic air pollutants, and operates two PM_{2.5} speciation sites. Air monitoring data is required by regulation and is used to determine compliance with the Environmental Protection Agency's (EPA) national ambient air quality standards (NAAQS), and Vermont's hazardous ambient air standards (HAAS). Other important uses of the of air monitoring data include: the production of a daily Air Quality Index (AQI) report, daily air quality forecast report, support of short and long-term health risk assessments, and tracking long-term trends in air quality. APCD calculates real-time Air Quality Index (AQI) data and publishes it on the APCD website (<http://www.anr.state.vt.us/air/Monitoring/cfm/RealTimeData.cfm>).

Throughout Vermont, benzene concentrations in the ambient air have exceeded the health-based standard listed in the Vermont Air Pollution Control Regulations at all of Vermont's monitoring stations since we began air toxics monitoring for benzene in 1993. Benzene is a known carcinogen and a high priority hazardous air contaminant. These results were reinforced by the 1999 National Air Toxics Assessment (NATA), which identified high benzene concentrations throughout Vermont, with the highest predicted values in Chittenden County (median cancer risk 30 in one million). NATA also predicts that Chittenden County is within 90-95% of the highest predicted inhalation exposure values in the US. Additionally, EPA Region 1 recently identified benzene as one of eight toxic pollutants (<http://www.epa.gov/ne/eco/airtox/index.html>) of concern in the northeast with a need for more comprehensive emissions inventories.

(e) Plan Describing How Resources will be Allocated

In order to ensure Vermont has the ability to track the NCDMs and make them available on the networks, resources will be allocated to hire the staff necessary to support the work on the Tracking Program as described. If awarded the grant, program staff will be hired to connect people, programs, agencies and databases focused on environmental public health. For the initial planning stages of developing a tracking program, the new positions established will be a masters-level epidemiologist who will act as the environmental health tracking network coordinator; a public health analyst responsible for compiling, formatting and sending data to the national and state tracking networks, and an information technologist to develop a technical network implementation plan and establish capacity for implementing and maintaining a

network. Additionally, a field unit director will oversee the tracking program. Resources will also be used to train staff, purchase the necessary software, and to fund data exchanges and support staff at the Department of Environmental Conservation.

(f) A description of Existing Information Technology Infrastructure

The Department of Health's IT infrastructure consists of Microsoft Windows 2003, MS Windows 2003 IIS, MS SQL 2005, and MS SQL Reporting Services. We use VMWare ESX virtualization product. Standards and policies govern passwords, access control and data protection. The Access Control Policy ensures that appropriate levels of security and controls are in place so that access to AHS computers and information systems is available based on pre-established rules using roles assignment and need-to-know criteria. The Data Protection Policy provides the guidelines and information regarding the protection of data as a State information asset. Data protection includes the safeguards and preventative measures taken to ensure the State's electronically stored data files are kept on devices that are physically secured and backed up to reliable sources and to guard the data against malicious intent, unauthorized access, modification or theft.

(4) COLLABORATIVE RELATIONSHIPS

(a) Describe Past, Current and Proposed Collaborations

By positioning the Environmental Health Section to the Health Surveillance Division, the Health Department created an ideal organizational structure for building a successful environmental public health tracking network. Now, all but two of the CDC Nationally Consistent Data and Measures are in systems managed by Health Surveillance programs.

Improved collaborations between Health Surveillance sections and increased integration of surveillance systems have already begun and are expected to grow. Environmental Health formed a technical advisory group (TAG) that meets weekly to formulate solutions to environmental health situations. The TAG has members not only from the Environmental Health Section, but also from the cancer registry, chronic and infectious disease epidemiology, public health statistics, the Department of Environmental Conservation, and even local town health officers.

Outside of the Health Department, the principal collaborator on the EPHT network project is the Department of Environmental Conservation. The Health Department has a long-standing and collaborative relationship with many divisions with the Department of Environmental Conservation. This relationship is best exemplified in the area of health risk assessment. We have MOUs to conduct complex risk assessments at known or suspected hazardous sites. The Health Department's lead health risk assessor researches and evaluates human health risk due to exposure to chemical compounds. This individual conducts literature reviews to determine the toxicity of chemical compounds and to quantify health risks; prepares studies, assessments and recommendations of these risks; determines minimal allowable standards for chemicals found in water, food, air and soil; and prepares educational information for the public and private

organizations about the medical implications of exposure to chemical toxins. This existing collaborative effort between the two departments will help to build the tracking program, and in turn, the EPHT network will enhance and strengthen this collaboration.

Another example of a past, current and intended ongoing partnership is the collaboration between the Environmental Health Section of the Health Department and the technical staff at the Department of Environmental Conservation in activities related to Blue-green Algae surveillance. Department of Environmental Conservation, Water Quality Division provides information to the Health Department on Lake Champlain conditions through monitoring stations which are checked throughout the summer. Other environmental monitoring of state lakes is conducted by Department of Environmental Conservation personnel and reported as well. These findings and analytical results are reported to the Environmental Health Section and promptly posted on the Health Department website. The public health laboratory provides analysis for specialty toxins, and when warranted, the Health Department will issue a press release and contact town health officers of towns with affected beaches. The Department of Environmental Conservation, Water Supply Division has also worked extensively with the Health Department to develop voluntary drinking water standards for public water suppliers. The standards identify trigger levels which would cause public water suppliers to notify state personnel and possibly alter operational practices to protect public health.

Past, current and ongoing collaborations have also been described in the section on Existing Resources: Coordination with other programs/initiatives to improve surveillance on page 20.

(b) Provide letters of support from key partners

Letters of support from our partners can be found in Appendix D. These partners will work with us to provide access to their data, format and manipulate data as needed and serve on a technical advisory committee to provide consultation on the planning and implementing of a Tracking Network.

In return, our partners have identified the support and services a tracking program can provide to them. The Asthma Program is integrating health and environmental data to determine why asthma hospitalization rates are consistently higher in one geographic area of Vermont. The Tracking Program would make this kind of information more easily accessible. The Cancer Program has asked for help examining the associations between radon and lung cancer, and arsenic, nitrate and gross alpha and bladder cancer. Additionally, the Cancer Program plans to align their 2015 strategic plan with the tracking program. Several stakeholders would like assistance in communicating and interpreting epidemiologic findings to key internal and external partners within health and environmental agencies, community stakeholders, and the general public. Specifically, they are requesting help with cancer cluster risk communication and epidemiological research related to health outcomes and environmental agents: e.g., explaining odds ratios and confidence intervals in a way that enables people to make more informed decisions about perceived threats to their health and safety.

(5) UNDERSTANDING OF THE PURPOSE

Staff at the Vermont Departments of Health and Environmental Conservation must dedicate enormous resources responding to acute disease outbreaks, perceived (or real) public health emergencies, or concerns raised by members of the public. Very often, however, environmental threats do not result in immediate illness, sudden onset of symptoms, or instant death. Low levels of environmental exposures often result in slow-developing diseases, or complex chronic diseases such as asthma or cancer. Our surveillance systems are not sufficiently integrated to routinely and efficiently assess correlations in a proactive manner, nor sensitive enough to monitor less obvious associations.

The purpose of the EPHT network is to integrate health and environmental data and to enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network and will complete the tracking system in the northeast region (there is only one other New England state besides Vermont that is not yet participating in the EPHT network). We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from the Department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the purpose of the agreement is to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

(6) ORGANIZATIONAL AND PROGRAM PERSONNEL CAPABILITY

Vermont currently has the technical ability to perform the data linkages and has begun to build the infrastructure but would need new staff in order to handle the additional work of the project.

Three new FTE positions would be needed during the planning and capacity building phase.

Two of the new positions would be located in the Health Surveillance Division in the Environmental Health and the Public Health Statistics Sections. The other new FTE position would be with the Information Technology and Services unit. Vermont will also rely on existing staff at the Departments of Health and Environmental Conservation.

Environmental Health - The Environmental Health Section is staffed by 29 FTE's (1 State Epidemiologist for Environmental Health, 1 Lead Poisoning Prevention Program Chief, 1 Asbestos and Lead Regulatory Program Chief, 1 Toxicology and Risk Assessment Program Chief, 1 Food and Lodging Program Chief, 1 Environmental Health Surveillance Program Chief, 4 Lead Poisoning Prevention staff, 1 water engineer, 1 risk coordinator, 1 risk assessor, 2 Asbestos and Lead compliance officers, 1 School Environmental Health Coordinator, 8 sanitarians, and 5 administrative staff).

The Environmental Health Section frequently responds to and investigates potential environmental health issues capitalizing on our broad skill set. Our current staffing includes an environmental and occupational medicine physician; a doctoral level toxicologist; doctoral level epidemiologist, who would oversee the new environmental health surveillance unit; a masters level risk assessor; a drinking water engineer; an industrial hygienist; and senior sanitarian.

Environmental Health Section will need to enhance epidemiologic capacity in order to track health effects, exposures, and hazards. A master level epidemiologist would report to our doctoral level epidemiologist. This new epidemiologist would act as the primary coordinator of the data feeds from the different sources of data.

Public Health Statistics - The Public Health Statistics Section is staffed by 37 FTE's (1 Health Statistics Manager/Director; 1 Research, Epidemiology and Evaluation Chief; 1 Research and Statistics Chief; 1 Mental Health Statistics Chief; 1 Immunization Registry Manager; 1 Cancer Registry Manager; 1 Vital Statistics Information Manager; 1 Vital Records Supervisor; 10 Public Health Analysts (level 3); 3 Public Health Analysts (level 2); 3 Public Health Analysts (level 1); 1 Chronic Disease Epidemiologist Chief; 1 Epidemiologist (level 4); 1 Epidemiologist (level 3); 1 Public Health Specialist; 1 Certified Cancer Registrar; 4 Vital Records Clerks; and 4 administrative staff). The Public Health Statistics Section supports public health assessment through the collection, tabulation, analysis, interpretation, and reporting of information on the health, risk behaviors, and vital statistics of Vermonters. Our current staffing includes five doctoral level analysts in statistics and social sciences fields, ten masters level analysts in statistics and public health, two certified cancer/tumor registrars, and three GIS-trained epidemiologists and analysts.

The Public Health Statistics staff collect, analyze, interpret, and report health statistics to support public health practice; collaborate with public health programs and community partners to assess needs, guide policy, develop and evaluate programs, and track health status.

Public Health Statistics will need to expand its current analytical staff in order to collect, track, and analyze birth defects information from a variety of sources (hospitals, labs, insurers, etc.).

The position will need both an epidemiological and analytical background, and a strong familiarity with clinical settings and language.

Information Technology and Services - The Information Technology and Services unit is staffed by 18 FTE's (1 CIO, 1 Executive Office Manager, 1 IT Manager, 2 Senior Systems Developers, 3 Systems Developer III, 8 Systems Developers II, and 2 Systems Developers I). The staff are organized into four teams: Requirements & Quality Assurance, Application Development & Support, Data Services, and Project Management.

The staff are responsible for both applications built in-house or acquired through purchase or from federal partners such as the CDC. Network and Desktop Support are provided by our parent agency, the Agency of Human Services. The Application Development and Support team members have experience developing enterprise-wide, web-based applications such as the Immunization Registry and the Electronic Death Reporting System. The Data Services Team is responsible for the Microsoft SQL Server databases, the PHIN Messaging System and Orion's Rhapsody Integration Engine. The Project Management Team assures that all the components work together, especially on acquired solutions.

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

Budget Narrative

Budget Narrative

June 29, 2009

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A. Personnel - Budget Year 1

\$206,720

Title	Months	Number People	Wage	FTE	Annual Salary
State Epidemiologist-Environmental Health-Austin Sumner	12	1	53.03	.20	22,061
Environmental Health Surveillance Program Chief - Lori Cragin	12	1	27.07	.50	28,153
Program Coordinator/Epidemiologist IV (Vacant)	12	1	23.83	1.00	49,566
Health Educator - Marcia Gustafson	12	1	22.27	.28	13,028
Public Health Analyst III (Vacant)	12	1	23.83	1.00	49,566
Systems Developer II (Vacant)	12	1	21.32	1.00	44,346
				Total	206,720

- **State Epidemiologist-Environmental Health (Austin Sumner)**

The State Epidemiologist is responsible for administrative and budget oversight of the environmental health section including: lead, asbestos, radon, school environmental health, toxicology, risk assessment, and food and lodging. He chairs the environmental health technical assistance group. Dr. Sumner is board certified in Internal Medicine and in Environmental and Occupational Medicine. Additionally, he holds a Masters in Public Health (MPH) degree. He will assist the Commissioner of Health with policy development and work with state and federal management teams. Dr. Sumner will serve as co-investigator of the Environmental Public Health Tracking grant and will chair the advisory board.

- **Environmental Health Surveillance Program Chief (Lori Cragin)**

The Program Chief will provide direct management for program activities and the tracking program coordinator/epidemiologist IV. She will act as the liaison to the Department of Environmental Conservation and the CDC. She will develop goals and objectives, policies and procedures for each year of activities. She will evaluate same to assure progress toward grant requirements and assurance of continued funding. As a

doctoral level epidemiologist, she will ensure the quality of statistical analysis of tracking data. Support will be provided to develop and continually update the data analysis protocols and definitions utilizing solid public health methodology. She will assist in supporting the development of new techniques to review the data including geo-coding and will provide a link with other health surveillance databases. Dr. Cragin will serve as co-investigator of the Environmental Public Health Tracking grant.

- **Program Coordinator/Epidemiologist IV (vacant)**

The Program Coordinator will develop and revise methods and procedures related to public health surveillance systems, and manage the design and implementation of computer data systems necessary for statistical analysis relevant to environmental health assessments. The Coordinator will act as the primary data analyst for the development of the Environmental Public Health Tracking (EPHT) Network; create customized datasets for environmentally related programs; generate and analyze data and prepare reports related to environmental health; conduct and evaluate needs assessments to identify areas in the Department where environmental or health information is lacking. The Coordinator will develop and implement trainings and procedures relevant to environmental health tracking; and make recommendations for administrative simplification, cost savings, and knowledge sharing efficiencies by evaluating existing data systems for potential contributions to the development of an environmental health data tracking system.

- **Health Educator (Marcia Gustafson)**

The Health Educator will assist with the components public health education and outreach. Specific responsibilities include developing educational materials and concepts, administering evaluation surveys, presenting to stakeholder, and collaborating with communication personnel on education and media activities about possible association between exposure and health outcomes.

- **Public Health Analyst III (Vacant)**

This position will be responsible for compilation the Nationally Consistent Data and Measures. This position will transform data in the appropriate format using advanced statistical and epidemiological methodology and database development. Assess EPHT data needs and data gaps, evaluate the quality of existing data, integrate existing data to ensure its usefulness for decision-making, and develop and maintains interagency liaisons to establish effective statistical systems. ~~Develop and implement program evaluation~~ criteria, techniques, and data needs. Prepare clear and concise data feeds. Coordinate among users and providers of data to develop disease specific surveillance systems and monitor their effectiveness.

- **Systems Developer II (Vacant)**

This position will assist with analysis and planning to develop a network of interoperable systems to support the EPHT network. Work with program staff to document user requirements including procedures, data and reporting needs. Research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access. Evaluate security needs of role-based access to web portal and plan for additional security as required, such as two-factor authentication. Develop step-by-step plans for the implementation process. Work with the program staff, the CIO and the Project

B. FRINGE BENEFITS - Budget Year 1

\$62,016

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual, major components of this cost are FICA, retirement, and a portion of the actual costs of the medical, dental and life insurance coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees working in this program, we are estimating the cost of these fringe benefits at 30% of salary.

C.	TRAVEL - Budget Year 1	\$15,000
	<ul style="list-style-type: none"> • In-State Travel 3,000 Multiple staff traveling for meeting with Department of Environmental Conservation to evaluate existing data bases, community outreach, and technical advisory board meetings. 	
	<ul style="list-style-type: none"> • Out-of-State Travel 12,000 These funds would cover the cost of out-of-state travel for two employees to travel to three CDC required conference. Average trip cost of \$2000 	
M.	Equipment - Budget Year 1	\$40,000
	<ul style="list-style-type: none"> • Purchase of PCs including software and licenses, e.g. Microsoft Office Professional, MS Project, MS Visio, SAS, Endnote etc for 3 new staff positions. Purchase reporting services software, virus protection software, identity management software, backup solution software, etc. 	
E.	Supplies - Budget Year 1	\$8,000
	<ul style="list-style-type: none"> • Supplies will be purchased to support program activities to include: General education brochures and fact sheets to be distributed at events, to at-risk population, in response to public inquiry, and general public as needed 	
F.	Consortium and Contractual Costs - Budget Year 1	\$120,000
	<ul style="list-style-type: none"> • Memorandum of Understanding (MOU) with Air Pollution Division \$35,000 Department of Health will enter into an agreement to guarantee access to air pollution data in a required format and to provide funding support for participation on technical advisory board 	
	<ul style="list-style-type: none"> • Memorandum of Understanding (MOU) with Water Supply Division \$35,000 Department of Health will enter into an agreement to guarantee access to water quality data in a required format and to provide funding support 	

for participation on technical advisory board

- Contract for GIS services \$50,000

To provide wide-ranging project support services utilizing geographic information systems (GIS) technology. Specific GIS services will include: strategic planning for the future use of GIS technology in Vermont for environmental public health tracking; data collection, preparation (i.e., geocoding) and maintenance; development and testing of GIS data exchange protocols with CDC; GIS software training for project staff.

G. Total Direct Charges - Budget Year 1 \$451,736

H. Indirect Charges - Budget Year 1 \$124,032

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the original approval and a copy of the most recent approval letter of March 13, 2008 are attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 60% of the direct salary line item.

I. Total - Budget Year 1 \$575,768

J. Personnel - Budget Year 2

\$216,892

Title	Months	Number People	Wage	FTE	Annual Salary
State Epidemiologist-Environmental Health-Austin Sumner	12	1	53.03	.20	22,061
Environmental Health Surveillance Program Chief - Lori Cragin	12	1	27.07	.50	28,153
Program Coordinator/Epidemiologist IV (Vacant)	12	1	23.83	1.00	49,566
Health Educator - Marcia Gustafson	12	1	22.27	.50	23,200
Public Health Analyst III (Vacant)	12	1	23.83	1.00	49,566
Systems Developer II (Vacant)	12	1	21.32	1.00	44,346
				Total	216,892

- **State Epidemiologist-Environmental Health (Austin Sumner)**

The State Epidemiologist is responsible for administrative and budget oversight of the environmental health section including: lead, asbestos, radon, school environmental health, toxicology, risk assessment, and food and lodging. He chairs the environmental health technical assistance group. Dr. Sumner is board certified in Internal Medicine and in Environmental and Occupational Medicine. Additionally, he holds a Masters in Public Health (MPH) degree. He will assist the Commissioner of Health with policy development and work with state and federal management teams. Dr. Sumner will serve as co-investigator of the Environmental Public Health Tracking grant and will chair the advisory board.

- **Environmental Health Surveillance Program Chief (Lori Cragin)**

The Program Chief will provide direct management for program activities and the tracking program coordinator/epidemiologist IV. She will act as the liaison to the Department of Environmental Conservation and the CDC. She will develop goals and objectives, policies and procedures for each year of activities. She will evaluate same to assure progress toward grant requirements and assurance of continued funding. As a

doctoral level epidemiologist, she will ensure the quality of statistical analysis of tracking data. Support will be provided to develop and continually update the data analysis protocols and definitions utilizing solid public health methodology. She will assist in supporting the development of new techniques to review the data including geo-coding and will provide a link with other health surveillance databases. Dr. Cragin will serve as co-investigator of the Environmental Public Health Tracking grant.

- **Program Coordinator/Epidemiologist IV (vacant)**

The Program Coordinator will develop and revise methods and procedures related to public health surveillance systems, and manage the design and implementation of computer data systems necessary for statistical analysis relevant to environmental health assessments. The Coordinator will act as the primary data analyst for the development of the Environmental Public Health Tracking (EPHT) Network; create customized datasets for environmentally related programs; generate and analyze data and prepare reports related to environmental health; conduct and evaluate needs assessments to identify areas in the Department where environmental or health information is lacking. The Coordinator will develop and implement trainings and procedures relevant to environmental health tracking; and make recommendations for administrative simplification, cost savings, and knowledge sharing efficiencies by evaluating existing data systems for potential contributions to the development of an environmental health data tracking system.

- **Health Educator (Marcia Gustafson)**

The Health Educator will assist with the components public health education and outreach. Specific responsibilities include developing educational materials and concepts, administering evaluation surveys, presenting to stakeholder, and collaborating with communication personnel on education and media activities about possible association between exposure and health outcomes. In budget year two this position will be increased to 50% time.

- **Public Health Analyst III (Vacant)**

This position will be responsible for compilation the Nationally Consistent Data and Measures. This position will transform data in the appropriate format using advanced statistical and epidemiological methodology and database development. Assess EPHT data needs and data gaps, evaluate the quality of existing data, integrate existing data to ensure its usefulness for decision-making, and develop and maintains interagency liaisons to establish effective statistical systems. Develop and implement program evaluation criteria, techniques, and data needs. Prepare clear and concise data feeds. Coordinate among users and providers of data to develop disease specific surveillance systems and monitor their effectiveness.

• **Systems Developer II (Vacant)**

This position will assist with analysis and planning to develop a network of interoperable systems to support the EPHT network. Work with program staff to document user requirements including procedures, data and reporting needs. Research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access. Evaluate security needs of role-based access to web portal and plan for additional security as required, such as two-factor authentication. Develop step-by-step plans for the implementation process. Work with the program staff, the CIO and the Project

K. FRINGE BENEFITS - Budget Year 2 **\$65,068**

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual, major components of this cost are FICA, retirement, and a portion of the actual costs of the medical, dental and life insurance coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees working in this program, we are estimating the cost of these fringe benefits at 30% of salary.

L.	TRAVEL/TRAINING - Budget Year 2	\$17,000
•	In-State Travel	\$3,000
	Multiple staff traveling for meeting with Department of Environmental Conservation to evaluate existing data bases, community outreach, and technical advisory board meetings.	
•	Out-of-State Travel	\$12,000
	These funds would cover the cost of out-of-state travel for two employees to travel to three CDC required conference. Average trip cost of \$2000	
•	Training	\$2,000
	On-line training to sharpen SAS skills for 3 staff members	
M.	Equipment - Budget Year 2	\$75,000
•	Purchase of server capacity for data store including database software including reporting services software, virus protection software, identity management software, backup solution software, etc Purchase of PCs including software and licenses, e.g. Microsoft Office Professional, MS Project, MS Visio, SAS, Endnote etc for 3 new staff positions.	
N.	Supplies - Budget Year 2	\$10,000
•	Supplies will be purchased to support program activities to include: General education brochures and fact sheets to be distributed at events, to at-risk population, in response to public inquiry, and general public as needed	
O.	Consortium and Contractual Costs - Budget Year 2	\$155,000
•	Memorandum of Understanding (MOU) with Air Pollution Division	\$35,000
	Department of Health will enter into an agreement to guarantee access to air pollution data in a required format and to provide funding support for participation on technical advisory board	

- Memorandum of Understanding (MOU) with Water Supply Division \$35,000
Department of Health will enter into an agreement to guarantee access to water quality data in a required format and to provide funding support for participation on technical advisory board

- ~~Memorandum of Understanding (MOU) with Waste Manage Division \$35,000~~
Department of Health will enter into an agreement to guarantee access to hazardous waste site soil, ground water, and air sampling data in a required format and to provide funding support for participation on technical advisory board

- Contract for GIS services \$50,000
To provide wide-ranging project support services utilizing geographic information systems (GIS) technology. Specific GIS services will include: strategic planning for the future use of GIS technology in Vermont for environmental public health tracking; data collection, preparation (i.e., geocoding) and maintenance; development and testing of GIS data exchange protocols with CDC; GIS software training for project staff.

P. Total Direct Charges - Budget Year 2 \$538,960

Q. Indirect Charges - Budget Year 2 \$130,136

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the original approval and a copy of the most recent approval letter of March 13, 2008 are attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to

the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 60% of the direct salary line item.

I. Total - Budget Year 2

\$669,096

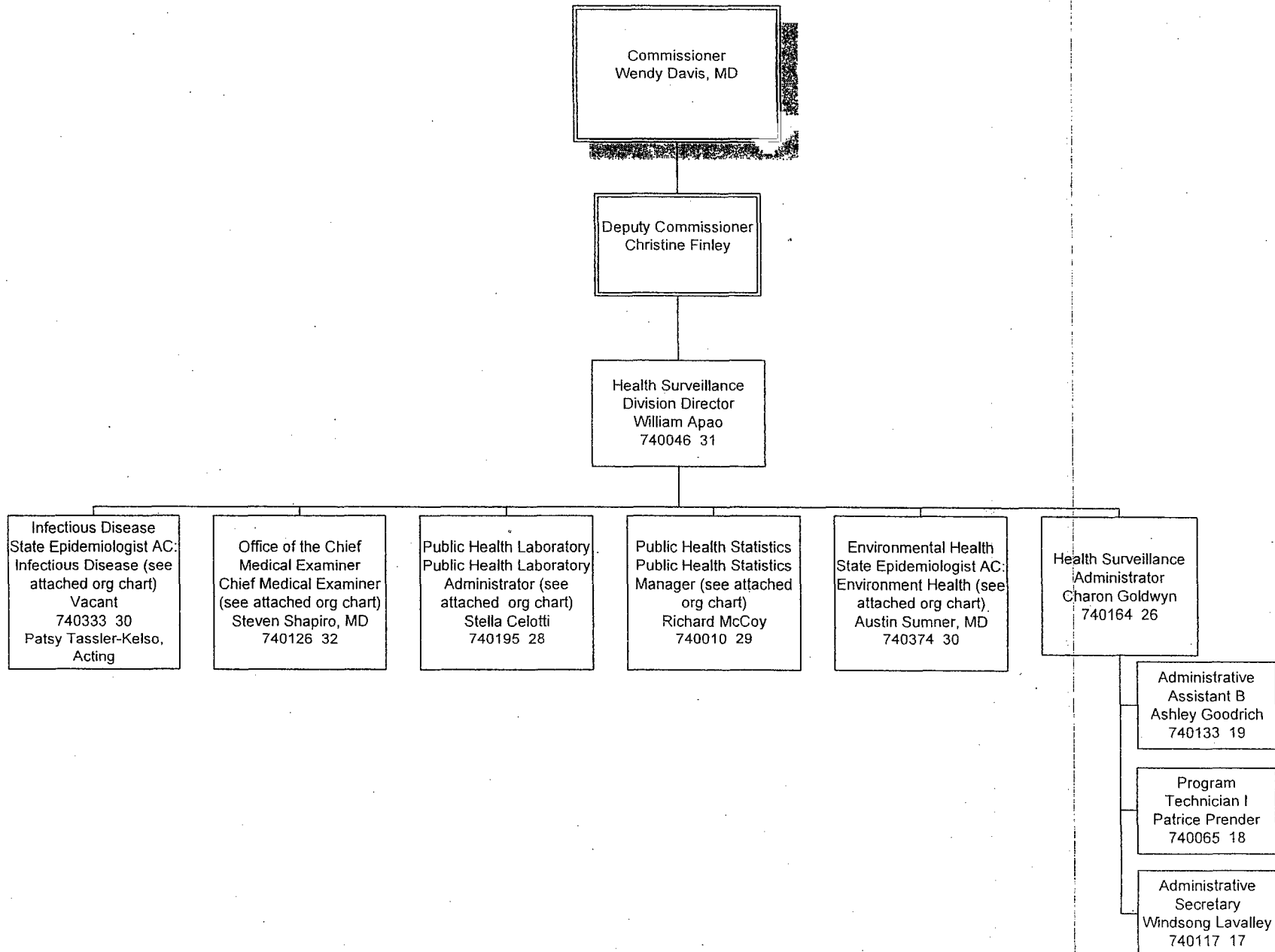
Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

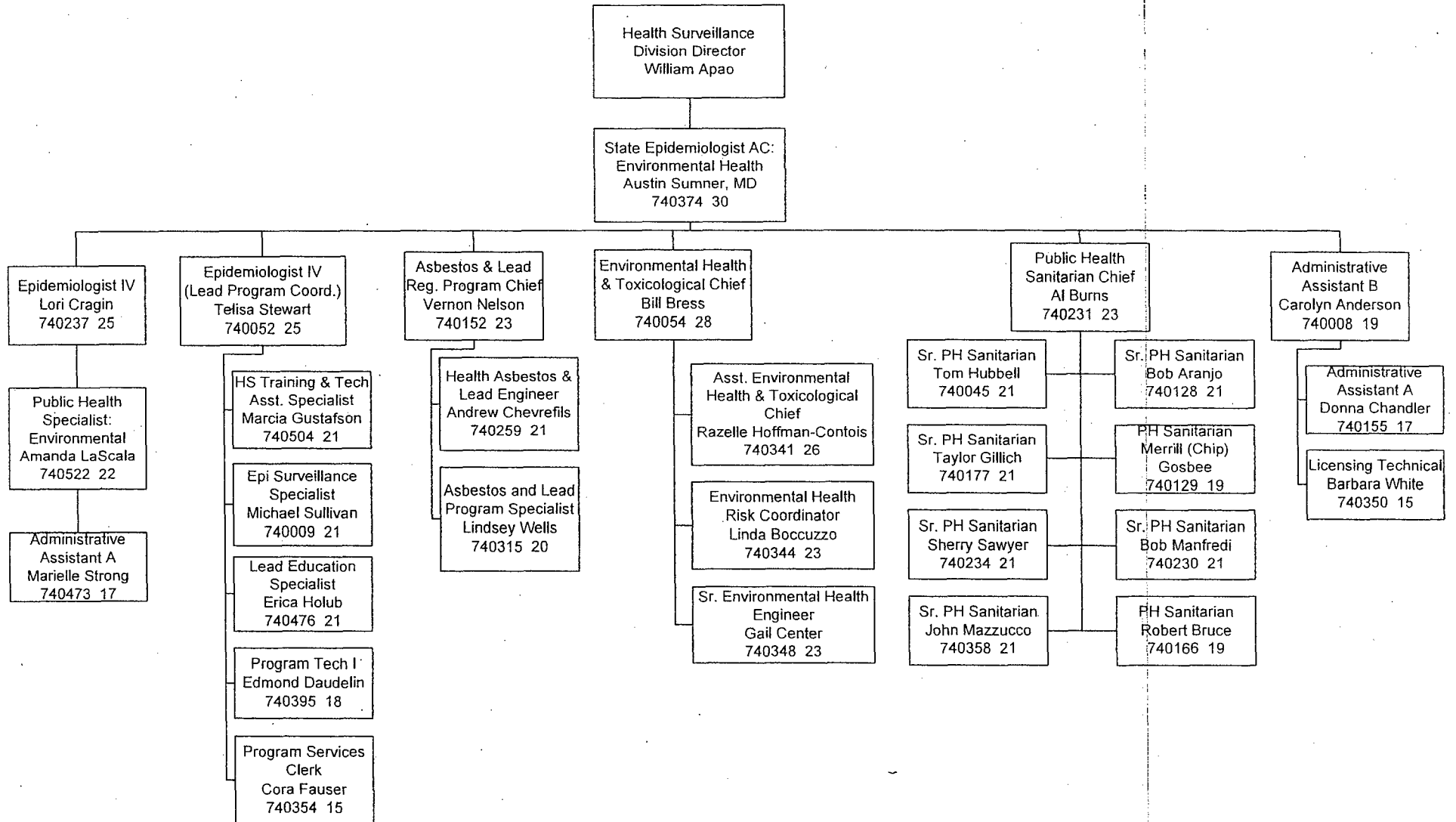
Division of Health Surveillance

June 1, 2009

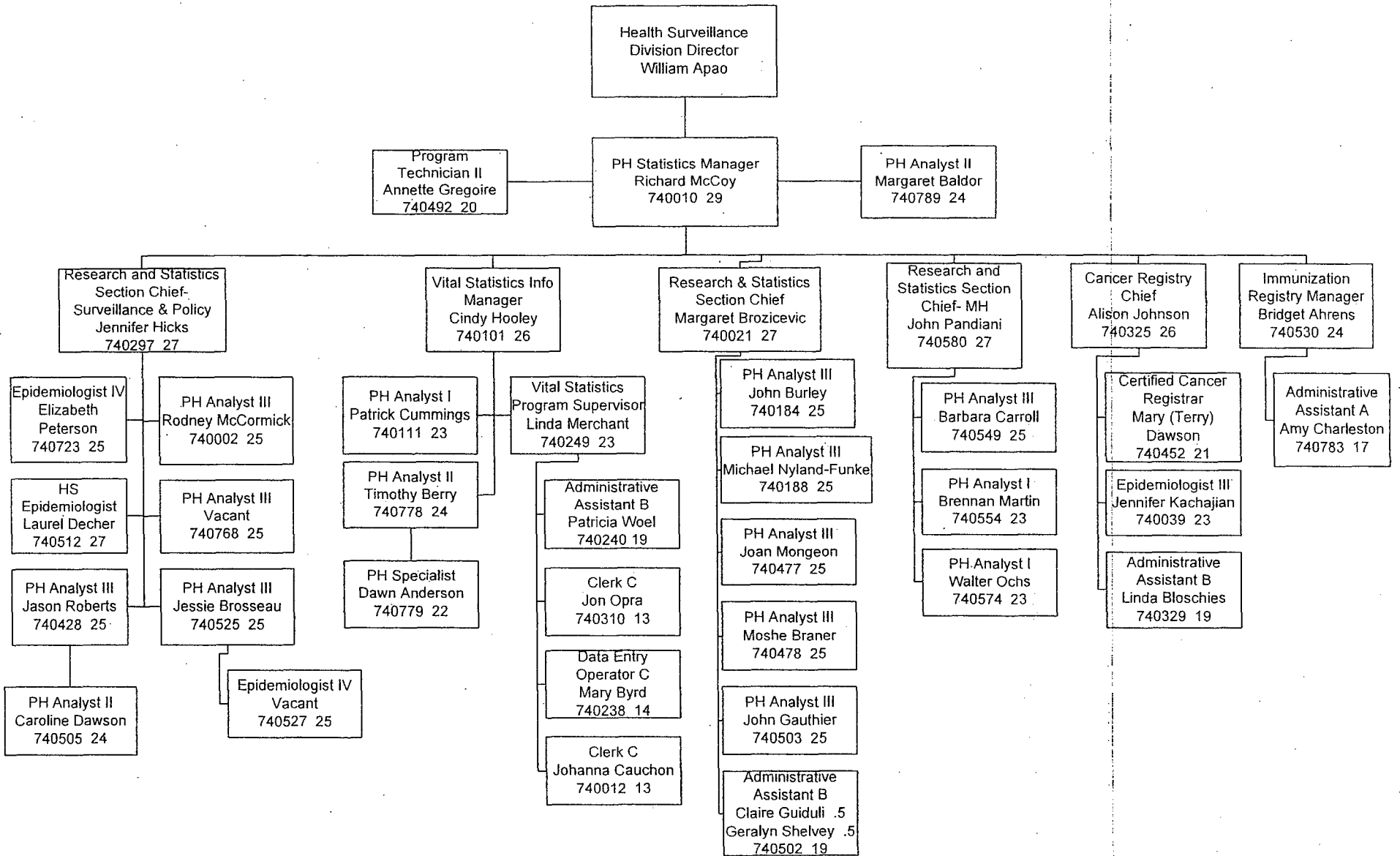


Division of Health Surveillance – Environmental Health

June 1, 2009



June 1, 2009



Telisa M. Stewart

Curriculum Vitae

Revised 3.31.09

EDUCATION AND TRAINING

2005-Present Drexel University, Philadelphia
Doctorate in Public Health: Community Health and Prevention
Dissertation Candidate Status, Dissertation at Dartmouth Hitchcock Medical Center

2004-2005 University of Massachusetts, Amherst
Master in Public Health: Health Policy and Management

1998-2002 University of Southern Maine, Portland
Bachelors of Art: Sociology

PROFESSIONAL EXPERIENCE

2009-Present Vermont State Health Department Burlington, VT
Childhood Lead Poisoning Prevention Program (CLPPP) Chief/Epidemiologist IV

- Manage day to day operation for the entire CLPPP and active surveillance program for the state
- Epidemiology analysis and interpretation of lead data for state wide surveillance to provide target interventions
- Enforce state protocols, write policy, and ensure data collection/tracking and analysis is carried out within guidelines
- Grant management-writing, organization, implementation, and assessment
- Budgeting (funding, personnel, direct and indirect costs)
- Community awareness, community assessment, risk assessment
- Direct child intervention

2007-Present Dartmouth College Lebanon, NH
Research Assistant-Urology Oncology

- Coordinate, integrate, and manage patient-reported information system (H-Quest) in Urology and Radiation Oncology: system development, patient navigation, and staff coordination
- Document research implementation and progress in Urology oncology and modify process as needed
- Organize and manage oncology staff, physicians, nurses and administrative leaders to improve patient retention, coordination of care, and shorten diagnosis to treatment intervals

- Budgeting for Urology Oncology grant- funding, personnel, direct and indirect costs
- Support, educate, and maintain positive relations with oncology patients and oncology providers

2006-Present Dartmouth Hitchcock Medical Center Lebanon, NH
Project Specialist-Urology Oncology

- Developed an interdisciplinary prostate program in a radiation oncology facility with a subsequent 4% increase in contribution margin in 2008.
- Established an interdisciplinary approach across a multidisciplinary setting
- Implemented, managed, developed, and provided statistical analysis for an oncology database
- Collaborated, maintained IRB protocols, conducted grant writing, research, annual reports, updating, and statistical analysis for interdisciplinary and departmental urology oncology

2003-2004 Dartmouth Hitchcock Medical Center Lebanon, NH
Medical Secretary - Urology

- Responsible for patient flow, time management, and general practice needs for 3 surgeons
- Team player in a fast paced clinical/surgical environment located in a technologically advanced medical center
- Coordinate patients between hospital, clinic, and cancer center for surgical or clinic intervention

2002-2003 Maine Orthopedics Portland, ME
Medical Secretary – Orthopedics

- Responsible for patient appointments and referrals and correspondence for one surgeon
- Managed surgical scheduling/OR booking coordination between two hospitals
- Team player in fast paced clinical environment with 5 surgeons

PROFESSIONAL ACTIVITIES

Community Events: Oncology

- Organized Prostate Cancer Awareness Day 2008
- Organized Free Prostate Cancer Screening 2008

Program/Project Development: Oncology

- Multidisciplinary Prostate Cancer Clinic (DHMC)
- Integration of H-Quest into the Urology and Radiation Oncology Health System

- Shared Decision Making with Prostate Cancer (DHMC)
- Social Support with Prostate Cancer (DHMC)
- Urologic Oncology and Radiation Oncology clinic development (DHMC)

Consultations: Oncology

- The Ottawa Hospital, Ottawa, Canada
 - Comprehensive prostate cancer clinic, clinic organization, decision making integration, patient flow, provider response, hospital system navigation
- Mercy Cancer Resource Center, Oklahoma City, OK
 - Clinic development, clinic organization, multidisciplinary clinic, patient flow, hospital system navigation, decision making integration.

RESEARCH

Doctoral Dissertation Research: Oncology

"Distress, psychiatric syndromes and impairment of function with newly diagnosed prostate cancer patients."

Masters Dissertation Research: Oncology

"Comprehensive Prostate Cancer Center"

HONORS AND AWARDS

National Sociology Honors Society, 2002

PUBLICATIONS

Journal Articles: Oncology

Currently writing/Not yet published

"Distress, psychiatric syndromes and impairment of function in newly diagnosed prostate cancer patients."

"A comparison study of distress; psychiatric syndromes and impairment of function in newly diagnosed prostate cancer patient and newly diagnosed breast cancer patients."

"The Rationale for Active Surveillance with newly diagnosed prostate cancer patients."

"Implementation of Shared decision making with newly diagnosed prostate cancer patients."

PRESENTATIONS

Poster Presentation: Oncology

October, 2008

Society for Medical Decision Making October 08'

"Choosing a prostate cancer treatment: can integrated decision aids improve patient decision making?"

RESEARCH GRANT PARTICIPATION

- "Shared Decision Making Implementation", July 2007- Current, Foundation for Informed Medical Decision Making
P.I. Dale Collins, Private Grant

Grant Objective: (1 Grant/8 separate objective)

Urology Objective (1 of 8 objectives): Patient decision making, medical decision making integration, and exploration of decision making technologies, assist patients in medical decision making.

Responsibilities: Budgets, grant writing, clinic management, hospital/system integration analysis, tracking, quarterly reviews, manuscripts, and publications, literature review

- "Platform-Independent Hub for Patient-Reported Outcomes (PRO) in Oncology", 2007, National Cancer Institute
P.I. Chris Weiss, SBIR Phase I: Solicitation PHS 2005-1, Topic NCI 212

Grant Objective:

- a. Document design requirements for a patient-reported outcomes system to support the care of oncology patients, including: real-time, mobile capture of self-reported surveys for cancer patients and clinicians; cross-disciplinary, multi-platform, secure, web-based system to centralize, track, and share data; reports and displays linking outcomes to clinical decision making; integration requirements, including systems, process, staff; implementation planning.
- b. Develop and evaluate a working prototype of the proposed design, building on the collaborators' assets

Responsibilities: Grant writing, literature review, coordination and collaboration for submission



Department of Health
Division of Health Surveillance
Public Health Statistics
108 Cherry Street - PO Box 70
Burlington, VT 05402-0070
healthvermont.gov

[phone] 802-863-7300
[fax] 802-865-7701

Agency of Human Services

June 22, 2009

Austin Sumner, MPH, MD
Vermont Department of Health
Division of Health Surveillance
108 Cherry Street
Burlington, VT 05401

Re: Letter of Support

Austin:

On behalf of the Vermont Department of Health's Birth Information Network I am pleased to support your application to the Centers for Disease Control and Prevention, National Environmental Public Health Tracking Program (CDC-RFA-EH09-907). We are happy to support this initiative and will provide you with the birth defects data that are required.

The Vermont Birth Information Network appreciates the opportunity to be involved with this initiative as the goals of the Tracking Program are in alignment with the goals of our program. Legislation establishing the Birth Information Network specifies one of the purposes of the program as documenting possible links between environmental and chemical exposures with birth defects and other special health conditions of Vermont's infants and children.

We will provide you with data from our surveillance system on a schedule that meets your needs. We look forward to being involved with this initiative, and will provide any consultation required. We believe the results of a tracking program would make a significant contribution towards understanding the association between birth defects and environmental exposures in Vermont.

If you have any questions, please feel free to contact me at (802) 863-7298.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Brozicevic".

Peggy Brozicevic
Research & Statistics Chief
Birth Information Network Project Director





Vermont Department of Health
Division of Health Surveillance
Vermont Cancer Registry
108 Cherry Street - PO Box 70
Burlington, VT 05402-0070

[phone] 802-865-7749
[fax] 802-652-4157

Agency of Human Services

June 24, 2009

Austin Sumner, MPH, MD
Vermont Department of Health
Division of Health Surveillance
108 Cherry Street
Burlington, VT 05401

Austin:

On behalf of the Vermont Cancer Registry, I am writing in support of your application to the Centers for Disease Control and Prevention, National Environmental Public Health Tracking Program (CDC-RFA-EH09-907).

As a demonstration of my support for this initiative, I will provide you with the required cancer registry data. In fact, each of the cancer-related Nationally Consistent Data Measures required within the Environmental Public Health Tracking Network is already collected by the Vermont Cancer Registry. With a modest amount of time, we would be able to calculate the specific measures you are requesting. The Vermont Cancer Registry appreciates the opportunity to be involved with this initiative, as the goals of the Tracking Program are in alignment with the goals of our program, particularly to identify high risk populations and to contribute data for cancer prevention, control and treatment programs.

Should there be a need, a program representative would be willing to serve on a technical advisory committee to provide recommendations on the planning and implementation of a Tracking Network. We would appreciate the opportunity to work with you on needs assessments.

I look forward to being involved with this initiative and will provide any data or consultation as required. A tracking program would make a significant contribution toward understanding the association between human health and environmental exposures in our state. If your application is successful, I specifically anticipate requesting your program's assistance with cancer cluster inquiry risk communication and epidemiological research related to cancer and environmental agents.

If you have any questions, please feel free to contact me at (802) 863-7644 or ajohnso@vdh.state.vt.us.

Best regards,

A handwritten signature in black ink, appearing to read "Ali Johnson".

Ali Johnson, CTR
Cancer Registry Chief



June 26, 2009

Austin Sumner

Vermont Department of Health
Division of Health Surveillance
108 Cherry Street
Burlington, VT 05401

Re: Letter of Intent

Dear Austin:

Please accept this as our Letter of Intent to support the activities described in your application for the Development of a National Environmental Public Health Tracking Program (CDC-RFA-EH09-907). We are happy to support this initiative and will provide you with the air quality data that is needed for this program. The Department of Environmental Conservation, Air Pollution Control Division looks forward to being involved with this initiative.

If you have any questions, please feel free to contact me at (802) 241-3860.

Sincerely,



Dick Valentinetti
Director
Air Pollution Control Division





Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402-0070
healthvermont.gov
802-863-7280

Department of Environmental Conservation
103 South Main Street, Center Building
Waterbury, VT 05671-0301
www.amr.state.vt.us
802-241-3808

June 25, 2009

Dr. Austin Sumner
Vermont Department of Health
Division of Health Surveillance
108 Cherry St.
Burlington, VT 05401

Dear Dr. Sumner:

By this letter, we affirm our commitment to collaborate on the National Environmental Public Health Tracking Program in order to establish and maintain a nationwide tracking network. The network integrates information regarding health outcomes, environmental hazards, and human exposures to inform public health practice and improve the health of communities. Having these types of data in a standardized tracking network will enable researchers, public health and environmental authorities, healthcare practitioners, and the public to:

- understand the possible associations between the environment and adverse health effects;
- determine disease impact and trends;
- recognize clusters and outbreaks;
- identify populations and geographic areas most affected; and
- develop and assess policy and environmental public health interventions.

We commit to formalizing our partnership by executing within six months of the award a memorandum of understanding between our respective departments.

Sincerely,

Handwritten signature of Wendy Davis, MD, in cursive.

Wendy Davis, MD
Commissioner
Department of Health

Handwritten signature of Justin G. Johnson in cursive.

Justin G. Johnson
Acting Commissioner
Department of Environmental Conservation



State of Vermont
Department of Health
Information Technology Services
108 Cherry Street-PO Box 70
Burlington, VT 05402-0070
HealthVermont.gov

[phone] 802-865-7740
[fax] 802-951-1211

Agency of Human Services

June 23, 2009

Dr. Austin Sumner
Vermont Department of Health
Division of Health Surveillance
108 Cherry St.
Burlington, VT 05401

Re: IT Letter of Commitment

Austin:

Please accept this as our commitment to collaborate and coordinate with you on all IT activities listed in the National Environmental Public Health Tracking Program grant guidance. During the planning and capacity building phase, we will develop a technical network implementation plan with a schedule for key milestones that:

- establishes standards enabling the tracking network;
- determines staffing, equipment, and software requirements;
- evaluates IT standards and policies relevant to the project;
- evaluates technical options for network architecture and infrastructure; and
- identifies an approach for exchanging NCDM data with national and our own tracking network.

As one of the first states to adopt the NEDDS Base System and other PHIN standards (e.g., PHIN-MS for exchanging ELRs with labs and birth reports with hospitals), Vermont has developed an information systems infrastructure that positions us well to support the goals of the Environmental Public Health Tracking Program.

I hope your application is successful and look forward to working with you on the grant.

Sincerely,



Eileen Underwood
Chief, Information Technology Services
Vermont Department of Health



Vermont Department of Health
Public Health Laboratory
195 Colchester Avenue
P.O. Box 1125
Burlington, VT 05402-1125

{phone} 802-863-7335
{tel} 800-660-9997
{fax} 802-863-7632

Agency of Human Services

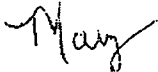
June 23, 2009

Austin Sumner, M.D.
State Epidemiologist, Environmental Health
Vermont Department of Health
Health Surveillance Division
101 Cherry Street
Burlington, Vermont 05401

Dear Austin:

This is a Letter of Intent to support the activities described under your application for the National Environmental Public Health Tracking Program grant (CDC-RFA-EH09-907). The Vermont Department of Health Laboratory will provide access to drinking water test results for arsenic, disinfection by-products, and nitrates. We look forward to working with you on the project.

Sincerely,



Mary Celotti
Laboratory Director



Vermont Department of Health
Office of Public Health Preparedness
108 Cherry Street - PO Box 70
Burlington, VT 05402-0070
healthvermont.gov

[phone] 802-652-0357
[fax] 802-863-7483
[toll-free] 800-439-8550

Agency of Human Services

June 23, 2009

Re: Letter of Support

Austin:

Please accept this as our Letter of Support to accompany your application to the Centers for Disease Control and Prevention, National Environmental Public Health Tracking Program (CDC-RFA-EH09-907).

We are delighted to support this initiative and provide you with lead data that is required. In fact, the required Nationally Consistent Data Measures within the Environmental Public Health Tracking Network is already collected by our program. With a modest amount of time, we would be able to calculate the specific measures you are requesting. The VDH Lead Poisoning Prevention Program appreciates the opportunity to be involved with this initiative as the goals of the Tracking Program are in alignment with the goals of our program.

Should there be a need, our program is also willing to serve on a technical advisory committee to provide recommendations on the planning and implementing of a Tracking Network. We would appreciate the opportunity to work with you to assess the needs of our program and the state as a whole

Again, we look forward to being involved with this initiative and will provide any data or consultation as required. We believe the results of a tracking program would make a significant contribution towards understanding the association between human health and environmental exposures in our state.

If you have any questions, please feel free to contact me at (802) 863-7388

Sincerely,

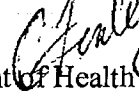


Telisa Stewart, MPH
Chief - Lead Poisoning Prevention Program/Epidemiologist IV
Phone 802-863-7388
Fax 802-863-7483

Telisa.Stewart@ahs.state.vt.us



MEMORANDUM

TO: Patrick Flood, Deputy Secretary, Agency of Human Services 
FROM: Christine Finley, Deputy Commissioner, Vermont Department of Health
DATE: June 18, 2009
RE: Grant Funded Limited Services Positions

We are planning to apply for the following grant, and request three new limited service positions. The purpose of the grant and the positions is summarized below. There is an expectation by CDC that the grant be used to build public health capacity. Contracting for all of the grant work would likely make the proposal less competitive. This is a fairly large grant (\$600,000 to \$800,000 per year for up to five years) that would address a real need and improve public health, and we believe our chances are good that we'd be funded.

National Environmental Public Health Tracking Program (non ARRA-funding)

Purpose: To expand to five more states the national web-based information system containing standard measures of environmental hazards, exposures, and health effects. The Tracking System will:

- identify populations at risk,
- detect trends in hazards, exposures, and diseases,
- generate hypotheses about the relationship between environmental hazards and disease,
- guide intervention and prevention strategies,
- enable the public's right to know about health and the environment.

This system would help VDH and DEC in anticipating and responding to public concerns of environmental hazards such as the asbestos mine in Eden, chloramine water disinfection, and water fluoridation. Vermont is the only state in the Northeast region that is not yet participating in this program. Funding Vermont's application would complete network in one region of the country.

Positions: We propose to create three new limited service positions --



**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: **Vermont Department of Health** Date: **August 13, 2009**

Name and Phone (of the person completing this request): **Maureen Barnes, AHS Personnel Administrator, 863-7287**

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):

Centers for Disease Control and Prevention, Environmental Public Health Tracking Network

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>
Epidemiologist IV	1	Health Surveillance/Env Health	8/09-8/14
Public Health Analyst IIII	1	Health Surveillance/Public Health Statistics	8/09-8/14
Systems Developer II	1	Information Technology	8/09-8/14

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

These positions are created and supported to complete the work plan in the recently awarded Environmental Public Health Tracking Network (EPHT) Grant from the Centers for Disease Control and Prevention. The purpose of this grant is to create a modern surveillance system that will integrate health and environmental data, inform decisions, create better policy and improve human health.

The Epidemiologist IV will serve as a primary department contact for EPHT and will be responsible for evaluating surveillance and health data systems and conducting epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. The epidemiologist will disseminate environmental public health tracking surveillance information through publications, reports, and outreach efforts and prepare; publish epidemiological reports, policy briefs, special studies, and annual reports for diverse audiences; and translate study findings to guide public health policy, program development, and educational outreach materials. The Public Health Analyst will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste data) and formatting and sending the data to the national and state environmental health tracking networks. The analyst will have the primary responsibility of managing all datasets and assisting with data analyses. The Systems Developer II position is required for planning and developing a network of interoperable systems to support the Environmental Public Health Tracking Network. This position will document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website, to provide public and secure access, and evaluate security needs for role-based access to the web portal. They will develop step-by-step plans for the implementation process and work with the program staff, CIO, and the Project Chief.

Each of these positions are vital to completing the work plan. Without these positions the work plan cannot be completed.

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 8/14/09

Approved/Denied by Department of Human Resources _____ Date _____

Approved/Denied by Finance and Management _____ Date _____

Approved/Denied by Secretary of Administration _____ Date _____

Comments:

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: New 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: Professional programming database administration, and systems analysis work. Analyzes the performance of hardware and software interfaces and identifies alternatives for optimizing the usage of computer resources. Applies generally accepted programming standards and techniques to assure efficient program logic and data manipulation. Participates in designing, coding, testing, debugging, configuring, and documenting operating systems and software applications. Installs software and user utilities for modifications and upgrades of operating systems and workstation environments. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirement such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required. Responsible for the supervisory and technical work maintaining and updating department or agency computer databases. Establishes data base administration procedures, sets standards, educates system staff on effective programming techniques, and discusses with other System Developers the appropriate design and development applications.

2. Provide a brief justification/explanation of this request: This position will be created to support the administration of a federal grant project. As part of the grant project, the position will assist with analysis and planning to develop a network of interoperable systems to support the Environmental Public Health Tracking network. The position will work with program staff to document user requirements including procedures, data and reporting needs. In addition, they will research, evaluate, and recommend tools to add visualization capacity to the website to provide public and secure access: evaluate security needs for role-based access to web portal and plan for additional security as required, such as two-factor authentication. They will develop step-by-step plans for the implementation process and work with the program staff, the CIO and the Project Chief.

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).

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: Eileen Underwood Information Technology Chief

6. Who should be contacted if there are questions about this position (provide name and phone number): Austin Sumner 802-951-4064

7. How many other positions are allocated to the requested class title in the department: 12

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)*

8/18/09

Date



Supervisor's Signature (required)*

8/13/09

Date

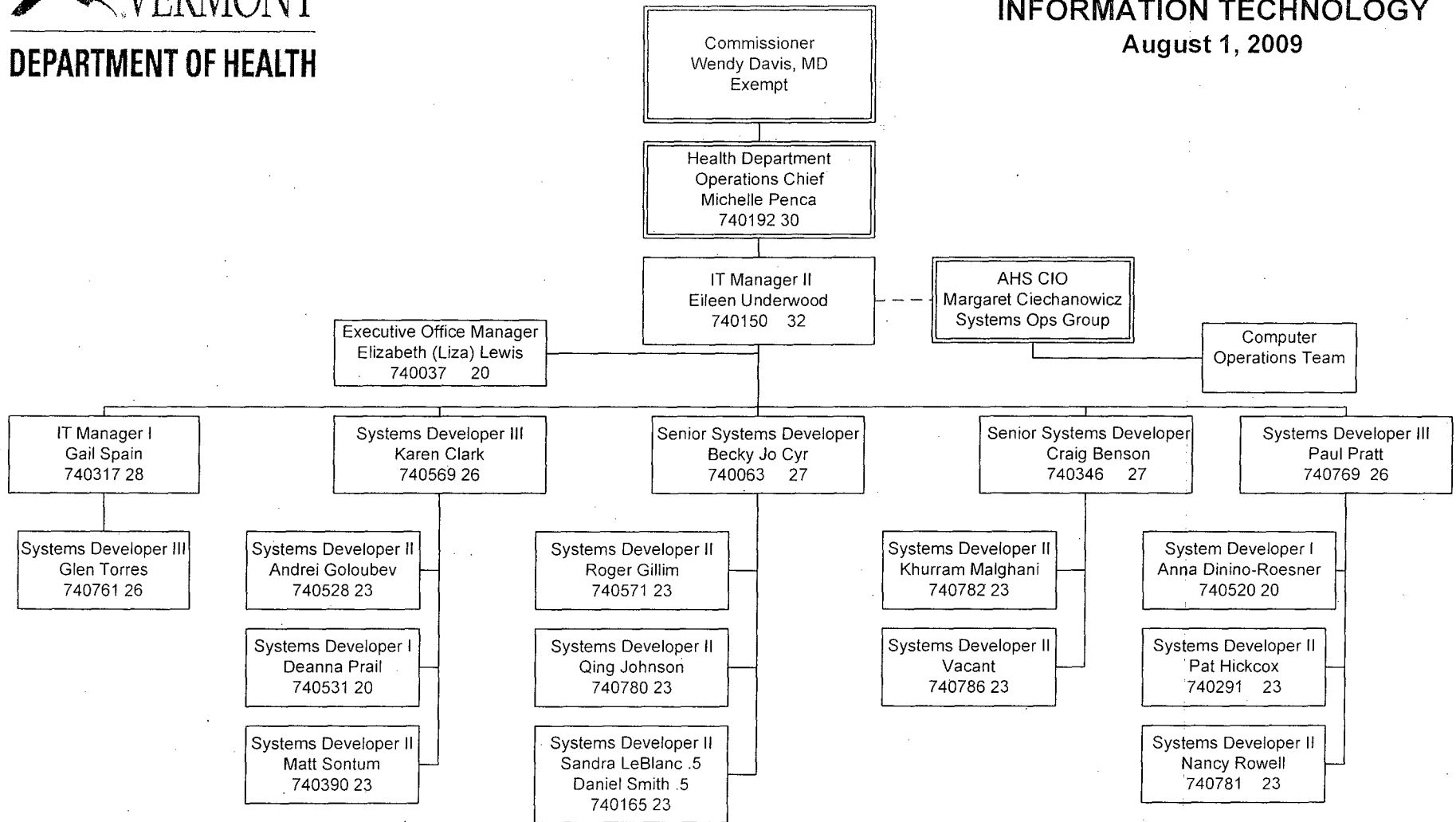


Appointing Authority or Authorized Representative Signature (required)*

8/14/09

Date

* Note: Attach additional information or comments if appropriate.



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:

The analyst in this position will be responsible for compiling the Nationally Consistent Data and Measures (NCDMs) required by CDC (i.e., hospital discharge, cancer, birth defects, lead, carbon monoxide, birth and death certificate, drinking water, air quality, radon, and hazardous waste) and formatting and sending the data to the national and state environmental health tracking networks. In addition this position will maintain a surveillance system for infants born with birth defects, selected metabolic conditions, hearing loss, and very low birthweight. Job duties will include, but not be limited to:

- a) Populate the Birth Information Network database with reports from existing data sources, including hospitals, specialty clinics, selected provider offices, Medicaid claims, the Children with Special Health Needs databases, and Vital Records;
- b) Perform routine data quality assurance and control, and follow-up on data quality issues with the reporting sources;
- c) Develop a 2006-2008 Vermont Birth Defects Data Brief;
- e) Consult with Environmental Health staff and IT staff to ensure all data feeds are uploaded to the tracking network;
- f) Attend regular Environmental Health Advisory Committee meetings;
- g) Compile, format, and transmit NCDMs to the national and state environmental health tracking networks, as allowed under state law and privacy / confidentiality agreements.
- h) Assist with statistical analyses and mapping of all health surveillance data sets.
- i) Evaluate surveillance and health data systems for the quality of existing datasets and usefulness for decision making in accordance with standards for surveillance systems (e.g simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness).

2. Provide a brief justification/explanation of this request:

This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of the grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy, and improve human health.

The EPHT network will integrate health and environmental data and enhance our environmental health capabilities with the goal of improving the health of Vermont's and, ultimately, our nation's communities. Establishing a tracking program in Vermont will enable us to provide data to the National Network as well as develop a more comprehensive assessment of environmental health in our state. We will use resources from this funding to create an environmental health surveillance program, inventory data sources, identify state specific threats with the help of a technical advisory group, and begin to integrate data into one system to start looking at potential trends. In the beginning, resources will be used to hire and educate staff, obtain access to useable data from department of Environmental Conservation, develop data sharing agreements, and evaluate potential software choices and data sharing capabilities. In the end, the grant will allow us to develop a system that will provide environmental health data to make knowledgeable decisions and policies that improve human health.

The Public Health Analyst III position is established by the grant so that the Health Information Network (e.g., Birth Defects Registry) can be maintained and expanded, and the data included as part of the EPHT network. Birth defects are a key data source listed in the grant requirements. In addition, this position will assist in compiling and formatting data from other Health Surveillance systems, such as cancer and hospital discharge, that are also required for specific measures within the EPHT network.

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).

This position will not be supervising any employees, but will work with a contractor and oversee their deliverables.

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: Richard McCoy - Public Health Statistics Manager

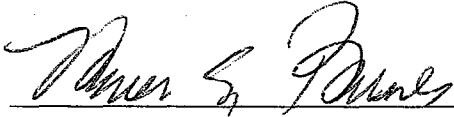
6. Who should be contacted if there are questions about this position (provide name and phone number): Richard McCoy 802-651-1862

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

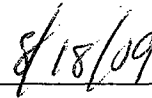
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues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

Attachments:

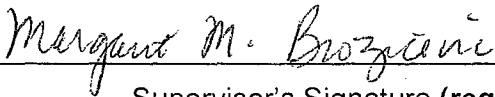
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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



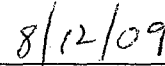
Personnel Administrator's Signature (**required**)*



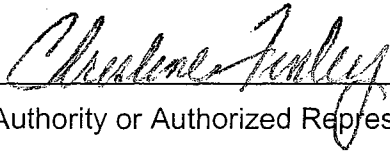
Date



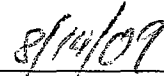
Supervisor's Signature (**required**)*



Date



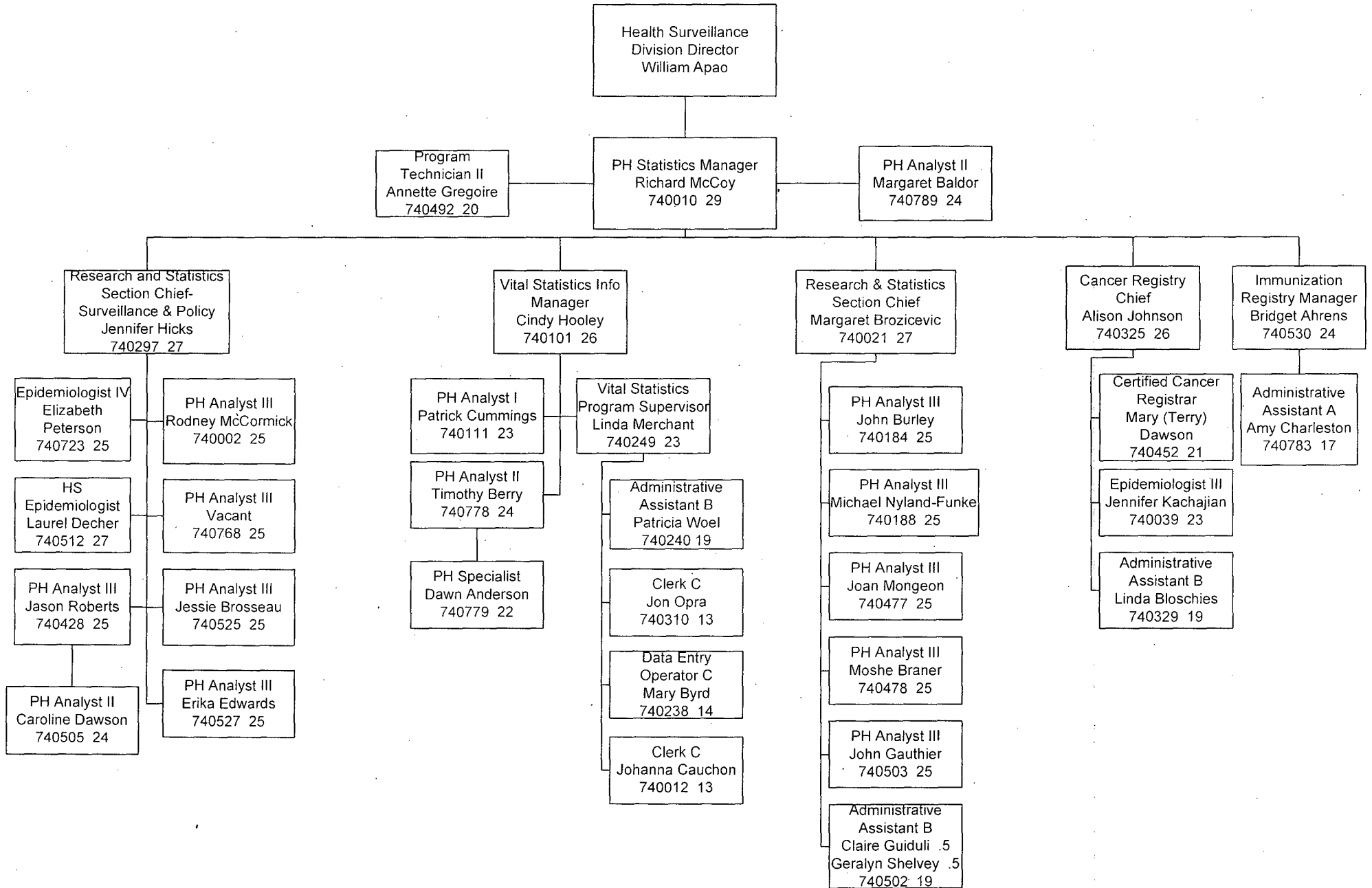
Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009



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 _____
Comments: _____	Effective Date: _____
	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:

1. Major Job Duty --Serves as coordinator for the Environmental Public Health Tracking Network (EPHT).

Serve as primary department contact for EPHT. Represent the department at conferences and interagency councils for setting program standards, policies, plans and priorities. Build partnerships within and between the Departments Environmental Conservation and Health and federal agencies. Provide briefing material for senior management and communications when required. Participate on the EPHTN advisory committee. Prepare grant reports to federal funding agencies.

2. Major Job Duty -- Plan and implement program initiatives, and evaluate the effectiveness of program activities to achieve program goals.

Evaluate surveillance and health data systems, and conduct Epidemiologic studies to better understand the relationship between environmental exposure data and health outcome data. Evaluate the quality of existing data and usefulness for decision-making in accordance with standards for surveillance systems (e.g., simplicity, flexibility, acceptability, sensitivity, predictive value positive, representativeness, and timeliness). Integrate new data sources (e.g., air, water, soil sampling data, hospital discharge, birth defect, death certificate, GIS mapping of high risk areas). Evaluate and revise program objectives, as required, to satisfy new federal or state initiatives. Coordinate program activities with other department and agencies with state government. Participate as an active member in New England region on federal and regional committees and organizations on environmental public health tracking.

3. Major Job Duty -- Conduct data analyses and expand the analytical capacity of the program through data linkages and analytical partnerships.

Analyze data from all the major data sets from Vital Statistics, Environmental Health, Water Supply, Air Pollution, and Waste Management. Analyze and interpret data to guide decision-making process. Develop new analytic methods, information systems, and data sources (e.g, geographic information). Combine multiple data sets to enhance outcome-based analyses (e.g. childhood blood lead, adult blood lead, radon, environmental sampling data, Medicaid, Maternal/Child Health, vital records, other public health program data sets, hospital discharges, social services and welfare). Develop standardized analysis and reporting programs

to more efficiently extract information from the major surveillance and health data systems. Conduct cost and cost-effectiveness analyses. Develop strategies for building the analytical resources and epidemiological capacities of the environmental public health tracking network.

5. Major Job Duty -- Develop evidence-based environmental health prevention strategies and evaluate the effectiveness of prevention, interventions, and outreach activities

Disseminate environmental public health tracking surveillance and epidemiologic information through publications, reports, and outreach efforts. Prepare and publish epidemiological reports, policy briefs, special studies, annual reports (e.g. environmental health risk factor specific surveillance reports) for a diverse audiences. Translate study findings to guide public health policy, program development, and educational outreach materials. Design web pages to educate the public about environmental health risk factors, testing and screening, and disease prevention and control. Work with public relations staff to draft press releases, surveillance reports, and other media outreach materials. Contribute regular articles to the Department of Health Disease Control Bulletin. Write clear explanations of statistical and epidemiological concepts and data limitations (e.g. definitions of 95% confidence intervals, or relative risk) for public reports and in response to queries from the public. Develop health status profiles and report cards to support community health assessments by local health offices, hospitals, mental health service districts or area agencies on aging. Educate community partners and program staff about limitations of environmental health data sets and how to interpret findings.

2. Provide a brief justification/explanation of this request: This position is created and supported by the recently awarded Environmental Public Health Tracking Grant from CDC. The purpose of this grant is to create a modern surveillance system (EPHT network) that provides the environmental information that will inform decisions, create better policy and improve human health.

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The Epidemiologist IV position is established by the grant so that key data elements from multiple sources can be intergrated and compiled into a single tracking system. In addition to intergrating and compiling data this position will have the primary responsibility for data analysis and reporting results to senior management.

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). This position will not be supervising any employees, but may work with a contractor and oversee their deliverables.

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: Austin Sumner State Epidemiologist
Environmental Health


6. Who should be contacted if there are questions about this position (provide name and phone number):
Austin Sumner 802-951-4064

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.)

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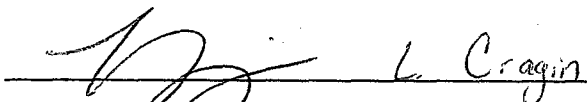
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Personnel Administrator's Signature (required)*

8/18/09


Date



Supervisor's Signature (required)*

8/12/09

Date



Appointing Authority or Authorized Representative Signature (required)*

8/14/09

Date

* Note: Attach additional information or comments if appropriate.

August 1, 2009

