



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: August 17, 2022  
Subject: LSP Request – JFO #3116

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

**JFO #3116** – One (1) limited-service position, Business Application Support Specialist, to the Vermont Agency of Human Services, Department of Health, to support reporting, intervention and prevention of healthcare-associated infections and antimicrobial resistance in Vermont healthcare facilities. Position funded through July 31, 2024, with previously approved grant JFO #2478.

*[Received August 11, 2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by August 31, 2022, we will assume that you agree to consider as final the Governor's acceptance of this request.

**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: **Human Services – Vermont Department of Health** Date: May 23, 2022

Name and Phone (of the person completing this request): **Anna Swenson 652-2043**

Request is for:

Positions funded and attached to a new grant

Position funded and attached to an existing grant approved by JFO#: 2478

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

Centers for Disease Control: Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDA # 93.323

Supplement: Strengthening Healthcare Associated Infections and Antimicrobial Resistance Prevention (HAI/AR) Program Capacity (SHARP)

2. Title of Position Requested      # of Positions      Division/Program      Grant Funding Period/Anticipated End Date

Business Application Support Specialist	1	Health Surveillance	8/1/2021-7/31/2024
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3. Justification for this request as an essential grant program need:

This position is essential in carrying out the ongoing work required under the Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) - Strengthening Healthcare Associated Infections and Antimicrobial Resistance Prevention Program Capacity (SHARP) grant.

The Business Application Support Specialist will act as National Healthcare Safety Network (NHSN) Coordination Lead. This position will bolster Vermont's H.A.R.P. Program's (healthcare-associated infections and antimicrobial resistance prevention) use of the NHSN to identify areas of improvement in patient safety and health care quality for emerging and enduring health threats, including HAIs. This position will assist the H.A.R.P. Program with analysis of NHSN data in order to identify potential healthcare-associated infections and antimicrobial resistance problems at Vermont healthcare facilities as well as interventions to prevent or ameliorate such problems. Their role is to aid in automation of reporting from healthcare facilities into NHSN, acting as liaison regarding NHSN between the H.A.R.P. Program and healthcare facilities. This position will also provide technical assistance to facilities using the NHSN system.

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)).

Mark A.  
Levine, MD

Digitally signed by  
Mark A. Levine, MD  
Date: 2022.05.31  
07:58:19 -04'00'

DocuSigned by:  
*Thomas W. Daloz*

6/22/2022

Signature of Agency or Department Head  
Aimee Pope

Digitally signed by Aimee  
Pope  
Date: 2022.06.29  
15:40:15 -04'00'

Date



Approved/Denied by Department of Human Resources  
Adam  
Greshin

Digitally signed by Adam  
Greshin  
Date: 2022.07.12  
17:47:04 -04'00'

Date

Approved/Denied by Finance and Management

DocuSigned by:  
*Walter R. Smith*  
41948B1C0A36415...

Date

Approved/Denied by Secretary of Administration

Date

*8/10/22*  
(Date)

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Comments:

DHR - 08/12/2019

DocuSigned by:  
*Tracy O'Connell* 6/22/2022  
E30932098A6F482...



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

## Notice of Award

Award# 6 NU50CK000520-03-03

FAIN# NU50CK000520

Federal Award Date: 10/26/2021

**Recipient Information****1. Recipient Name**

Human Services, Vermont Agency Of  
280 State Dr  
Waterbury, VT 05671-9501  
[NO DATA]

**2. Congressional District of Recipient**

00

**3. Payment System Identifier (ID)**

1036000274A6

**4. Employer Identification Number (EIN)**

036000264

**5. Data Universal Numbering System (DUNS)**

809376155

**6. Recipient's Unique Entity Identifier****7. Project Director or Principal Investigator**

Ms. Julia Brennan  
julia.brennan@vermont.gov  
802-863-7225

**8. Authorized Official**

Mr. Bryan O'Connor  
bryan.oconnor@vermont.gov  
802-863-7384

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Cathleen Franklin  
Grants Management Specialist  
qtm0@cdc.gov  
678-475-4552

**10. Program Official Contact Information**

Mr. Fred Maxineau  
PHA  
hyx2@cdc.gov  
404.639.0869

**Federal Award Information****11. Award Number**

6 NU50CK000520-03-03

**12. Unique Federal Award Identification Number (FAIN)**

NU50CK000520

**13. Statutory Authority**

301(A)AND317(K)(2)PLIS42USC241(A)247B(K)2

**14. Federal Award Project Title**

Epidemiology and Laboratory Capacity (ELC)

**15. Assistance Listing Number**

93.323

**16. Assistance Listing Program Title**

Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	08/01/2021	<b>- End Date</b>	07/31/2022
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$4,239,605.00
20a. Direct Cost Amount			\$4,239,605.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$5,511,149.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$9,750,754.00
<b>26. Project Period Start Date</b>	08/01/2019	<b>- End Date</b>	07/31/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Freda Johnson  
Grants Management Officer

**30. Remarks**



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Disease Control and Prevention

Notice of Award

Award# 6 NU50CK000520-03-03

FAIN# NU50CK000520

Federal Award Date: 10/26/2021

<b>Recipient Information</b>
<b>Recipient Name</b> Human Services, Vermont Agency Of 280 State Dr Waterbury, VT 05671-9501 [NO DATA]
<b>Congressional District of Recipient</b> 00
<b>Payment Account Number and Type</b> 1036000274A6
<b>Employer Identification Number (EIN) Data</b> 036000264
<b>Universal Numbering System (DUNS)</b> 809376155
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Other

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
i. Financial Assistance from the Federal Awarding Agency Only	
ii. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$580,132.00
<b>b. Fringe Benefits</b>	\$260,079.00
<b>c. Total Personnel Costs</b>	\$840,211.00
<b>d. Equipment</b>	\$15,200.00
<b>e. Supplies</b>	\$136,627.00
<b>f. Travel</b>	\$41,766.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$8,170,850.00
<b>i. Contractual</b>	\$111,000.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$9,315,654.00</b>
<b>k. INDIRECT COSTS</b>	\$435,100.00
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$9,750,754.00</b>
<b>m. Federal Share</b>	<b>\$9,750,754.00</b>
<b>n. Non-Federal Share</b>	\$0.00

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-9390GXY	19NU50CK000520TH2C6	CK	41.51	\$200,000.00	75-X-0140
2-9390J4N	19NU50CK000520HOMEC6	CK	41.51	\$449,760.00	75-X-0140
2-9390J4P	19NU50CK000520SHRPC6	CK	41.51	\$2,076,782.00	75-X-0140
2-9390J4Q	19NU50CK000520SNFC6	CK	41.51	\$783,486.00	75-X-0511
2-9390J4R	19NU50CK000520NLTC6	CK	41.51	\$729,577.00	75-X-0511

<b>ADDITIONAL AWARD INFORMATION</b>
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**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904, titled *Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases(ELC)*, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NOA).

**Supplemental Funding:** Additional funding in the amount \$4,239,605 is approved for the Year 03 budget period, which is August 1, 2021 through July 31, 2022. The availability of funds is shown below.

<b>COVID Funded Component</b>	<b>Amount</b>	<b>End of Funding Availability</b>	<b>Suffix Document Number in PMS</b>
Detection & Mitigation of COVID in Homeless Service Sites & Other Congregate Settings	\$449,760	July 31, 2024	HOME6
Strengthening HAI & AR Program Capacity (SHARP)	\$2,076,782	July 31, 2024	SHRPC6
Nursing Home & Long-term Care Facility Strike Teams - SNF	\$783,486	July 31, 2024 <u>or</u> 12 months from the end of the Public Health Emergency (PHE) declaration for COVID-19, whichever comes first	SNFC6
Nursing Home & Long-term Care Facility Strike Teams - NH & LTC	\$729,577	July 31, 2024 <u>or</u> 12 months from the end of the Public Health Emergency (PHE) declaration for COVID-19, whichever comes first	NLTCC6
Travelers Health Year 2	\$200,000	December 31, 2022	TH2C6

**Strengthening HAI/AR Program Capacity**

	Requested Number of Positions	Requested % FTE	Requested Months	Total Requested Salary	Total Requested Fringe	Total Requested Indirect		
Position #740801 - HAI Coordinator Nurse	1	25%	30	\$37,596	\$16,918	\$28,197		
<b>Justification:</b>	We need to re-hire for the HAI Nurse Coordinator position. This position will be integral in overseeing the process of providing training and certification. This position will ensure that the HAI/AR response and prevention expertise is available across the jurisdiction. This position will also conduct needs assessment for novel and targeted MDRO activities, as well as develop and implement a written MDRO prevention workplan (using the Needs Assessment). This person will serve as the HAI Outbreak Lead and ensure that staff are adequately trained in the HAI Outbreak Response.							
Position #740977 - Epidemiologist IV Epidemiologist	1	25%	30	\$39,351	\$17,708	\$29,513		
<b>Justification:</b>	This position will ensure capacity to assess and improve support for HAI/AR prevention in outpatient hemodialysis practices.							
Position #740911 - Medical Epidemiologist Epidemiologist	1	5%	6	\$3,742	\$1,684	\$2,806		
<b>Justification:</b>	Dr. Read will coordinate access to antibiotic stewardship expertise, especially for settings where inequities in stewardship support exist.							
TBD NHSN Coordination Lead Epidemiologist	1	100%	24	\$113,15	\$50,918	\$84,864		
<b>Justification:</b>	This position will bolster the HAI Program's use of NHSN to identify areas of improvement in patient safety and health care quality for emerging and enduring health threats, including HAIs.							
Position #740948 - Epidemiologist IV Epidemiologist	1	25%	30	\$41,158	\$18,521	\$30,868		
<b>Justification:</b>	Jenna will coordinate Project Firstline Activities and she will be the primary liaison between VDH and groups such as CDC and healthcare facilities in the state.							
Position #740961 - Healthcare Training and Curriculum Development Coordinator	1	25%	30	\$34,229	\$15,403	\$25,672		
<b>Justification:</b>	The AR Coordinator will be responsible for scheduling trainings for hospital staffs to disseminate new information regarding AROs. He will be expected to work closely with the HAI epidemiologists to coordinate specimen submissions and surveillance screenings. He will utilize the HAI AR mailbox for communicating with the epi/lab team to distribute information as necessary. The AR Coordinator will be responsible for developing educational materials to share with hospital laboratories, and LTCF. He will also assist with planning and scheduling any hospital educational events. The AR Coordinator will be available to travel to							
New Business Application Support Specialist Health Information Systems Analyst	1	100%	24	\$113,152	\$50,918	\$84,864	1	
<b>Justification:</b>	We need a HAI/AR Data Specialist (position: Business Application Support Specialist) under the Health Information Systems and Surveillance Program (HISS) in Infectious Disease Epidemiology. The position will collaborate closely with the HAI Program. The goal will be to implement antibiotic use and resistance reporting, aid in automation of reporting into NHSN, act as liaison regarding NHSN, provide technical assistance to facilities using the system, and develop reports to help data analysis and reporting to enable a data driven program. The position will report to the HISS Team Lead as this team focuses on data reporting,							
TBD/HISS Team Lead Position #740375 - Epidemiologist IV Epidemiologist	1	5%	6	\$1,843	\$829	\$1,382	1	
<b>Justification:</b>	This position will hire and train the HAI/AR Data Specialist Position.							
	<b>Non-Contractual</b>				<b>Contractual</b>			
<b>Salaries</b>	\$384,222				\$0			
<b>Fringe</b>	\$172,900				\$0			
<b>Personnel Indirect</b>	\$288,167				\$0			
<b>Grand Total</b>	\$845,289				\$0			

**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: Business Application Support Specialist

Agency/Department/Unit: AHS/VDH/Health Surveillance GUC:

Pay Group:  Work Station: Burlington Zip Code: 05401

Position Type:  Permanent  Limited Service (end date) 07/31/2024

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100

Supervisor's Name, Title and Phone Number: Patsy Kelso, State Epidemiologist 802-316-2462

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code 486500 Existing Job/Class Title: Business Application Support Specialist

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:  In order to bolster the healthcare-associated infections and antimicrobial resistance prevention (H.A.R.P.) Program's use of National Healthcare Safety Network (NHSN) data, an NHSN Coordination Lead will be hired. This new staff member will have the following duties:

implement antibiotic use and antibiotic resistance reporting of data from NHSN,

aid in automation of reporting from healthcare facilities into NHSN,

act as liaison regarding NHSN between the H.A.R.P. Program and healthcare facilities,

provide technical assistance to facilities using the NHSN system, and

assist the H.A.R.P. Program with analysis of NHSN data in order to identify potential healthcare-associated infections and antimicrobial resistance problems at Vermont healthcare facilities as well as interventions to prevent or ameliorate such problems.

2. Provide a brief justification/explanation of this request:  This position was developed as part of the workplan for the ELC Sharp grant in order to carry out required work under this grant. This position is the NHSN Coordination Lead (position: Business Application Support Specialist) under the Health Information Systems and Surveillance Program (HISS) in Infectious Disease Epidemiology. The position will collaborate closely with the HAI Program. The position will report to the HISS Team Lead as this team focuses on data reporting, database management, and electronic reporting and onboarding.

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).  not applicable

**Personnel Administrator's Section:**

- 4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
- 5. The name and title of the person who completed this form:
- 6. Who should be contacted if there are questions about this position (provide name and phone number):
- 7. How many other positions are allocated to the requested class title in the department:
- 8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

**Attachments:**

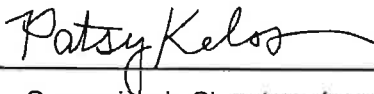
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position,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

DocuSigned by:  
  
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4/6/2022

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

Date



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

04/04/2022

Date

**Paul Daley**  
 Digitally signed by Paul Daley  
 Date: 2022.04.08 08:13:03  
 -04'00'

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

Date

\* Note: Attach additional information or comments if appropriate.



## Division of Health Surveillance – Infectious Disease

4/1/2022

