



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: September 12, 2024
Subject: LSP – JFO #3216

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This item is being held for the Joint Fiscal Committee meeting scheduled for September 25, 2024.*

JFO #3216: One (1) limited-service position, Communications Coordinator II, to the Agency of Human Services, Department for Aging and Independent Living, dedicated to outreach to increase participation in the Money Follows the Person program which provides home-based health services in Vermont. Position is funded through previously approved JFO #2510 through 7/1/2027. *[Received 9/9/2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson, sanderson@leg.state.vt.us) if you have questions before the meeting.

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

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

Agency/Department: AHS/DAIL/ASD/MFP Date: June 3, 2024

Name and Phone (of the person completing this request): Sarah Lipton, 802-798-4753

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2510

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

USA Department of Health and Human Services Centers for Medicare & Medicaid Services, Vermont Money Follows the Person Project, Award # 1LICMS330824-01-19

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>
Communications Coordinator II	1	DAIL/ASD/MFP	July 1, 2024 - July 1, 2027

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

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

Money Follows the Person is a Federally funded program and is only able to grow if we are able to bring more people onto the program. In order to bring more people onto the program and therefore grow and develop the home and community based services across the State of Vermont, we need more concentrated support on communications and outreach. The Program Director and MFP staff currently fill some of this function, but having a dedicated staff member focused on outreach and communications will help the program grow at the rate that is required to stay current with the direction dictated by the federal government.

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)).

Digitally signed by
Jill Bowen, PhD
BFB39AB5478B4C4

 DocuSigned by:
Verna W. Dufez
8496AFDB5ACU4E5

 7/24/2024
 6/28/2024

Signature of Agency or Department Head David Fuller Date

Digitally signed by David Fuller
Date: 2024.07.26 09:46:06 -04'00'

Approved/Denied by Department of Human Resources Date

Adam Greshin

Digitally signed by Adam Greshin
Date: 2024.07.29 12:18:29 -04'00'

Approved/Denied by Finance and Management Date

Sarah Clark

8/14/2024 | 7:25:46 EDT

Approved/Denied by Secretary of Administration Date

[Signature]

8/6/24

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

Comments:

DS
30 7/18/2024

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded
- areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

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):

- 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:

Job Overview/Class Definition:

The State of Vermont’s Adult Services Division is seeking a highly organized and detail-oriented individual to fill the role of Communications Coordinator to support the Money Follows the Person (MFP) program and the Long Term Services and Supports (LTSS) unit. In this position, you will play a crucial role in supporting our communication efforts by ensuring seamless coordination and execution of various tasks related to internal and external communication initiatives. The ideal candidate will have strong administrative skills, excellent communication abilities, and a proactive approach to problem-solving.

The main purpose of this position is to support programmatic communication, marketing and media planning, coordination, and advisory work in the Adult Services Division at DAIL.

Duties include implementation of programmatic communication strategies; writing and editing of Choices for Care (CFC) communication resources, which is inclusive of Money Follows the Person program content; development of website content; supporting the management of communications projects; and supporting the Program Directors in developing communications strategic plans and workplans.

Work is performed under the general supervision of the Money Follows the Person Program Director. All employees of the Agency of Human Services perform their respective functions adhering to the Agency’s Four Key Practices where: staff feel listened to, respected, supported in their efforts to be creative and flexible in finding solutions, and are routinely asked to provide ideas for system and service improvements.

Examples of Work:

Assist in the management of public outreach, media, social media and digital campaigns with the goal of increasing awareness of healthcare options and therefore improving health outcomes.

Assist in creating a broad range of public information materials for various audiences and situations by writing and editing content to ensure that the materials are accessible and equitable to all Vermonters.

Make minor website edits as requested.

Collaborate with supervisory and program staff to distill complex and often highly technical information into information people in Vermont can use to stay healthy and safe.

Serve in a variety of communication capacities during public health events and emergencies.

May support specific contract-related or required activities as assigned.

Represent the Division or Office at local, regional, and national meetings and conferences.

Key Areas of Responsibility:

• Administrative Support:

• Provide comprehensive administrative support to the MFP project, including managing schedules, coordinating meetings, and performing supportive research.

• Maintain organized electronic and physical filing systems for communication-related documents and materials.

• Coordination and Logistics:

• Coordinate logistics for internal and external events, meetings, and presentations, including venue arrangements, audio-visual setup, and catering services if needed.

• Coordinate a communications calendar to ensure timely sharing about Choices for Care options including Money Follows the Person with constituents.

• Collaborate with various departments to gather and disseminate information effectively.

• Content Management:

• Assist in the creation, editing, and proofreading of various communication materials, including press releases, advertisements, newsletters, flyers, posters, digital ads, fact sheets, brochures and internal announcements.

• Ensure consistent branding and messaging across all communication channels.

• Media Relations:

• Support the MFP program in building and maintaining relationships with media outlets including radio, TV and newspapers.

• Assist in the preparation of press materials and responses to media inquiries.

• Digital Platforms:

• Manage and update the program websites to ensure timely and relevant content.

• Identify online platforms that would be helpful in ensuring dissemination of program information.

• Reporting and Analytics:

• Compile and analyze communication metrics to assess the effectiveness of campaigns and initiatives.

• Generate regular reports on communication activities and provide insights for continuous improvement.

Environmental Factors:

Duties are performed in both office and field settings, as well as teleworking. Some work outside of normal office hours may be required. Stress may be encountered from tight deadlines, conflicting priorities, and as the result of public information and communication decisions.

Knowledge, Skills and Abilities:

Knowledge of public health principles and best practices of health communications.

Familiarity with web-based communication strategies, with an emphasis in social marketing and behavior change.

Ability to understand, quickly synthesize and translate into plain language scientific and technical information into plain language for a variety of audiences.

Ability to establish and maintain effective working relationships at all levels within the Division and/or Department as applicable, and contracted vendors.

Strong oral and written communication skills.

Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships, and results orientation

Minimum Qualifications:

High school diploma AND three (3) years of relevant experience in public health communications, marketing, advertising, public relations, or a closely related field.

OR

Associate's degree in public health, journalism, communications, marketing, advertisement, public relations, education or other closely related field AND two (2) years or more of experience at a professional level in the private or public sector in marketing, advertisement, communications, or public relations.

OR

Bachelor's degree in public health, journalism, communications, marketing, advertisement, public relations, education or other closely related field AND one (1) year or more of experience at a professional level in the private or public sector in marketing, advertisement, communications, or public relations.

OR

Master's degree in public health, journalism, communication, marketing, advertisement, public relations, education or other closely related field.

Special Requirements:

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult

and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

2. Provide a brief justification/explanation of this request: Money Follows the Person is a Federally funded program and is only able to grow if we are able to bring more people onto the program. In order to bring more people onto the program and therefore grow and develop the home and community based services across the State of Vermont, we need more concentrated support on communications and outreach. The Program Director and MFP staff currently fill some of this function, but having a dedicated staff member focused on outreach and communications will help the program grow at the rate that is required to stay current with the direction dictated by the federal government.

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

Personnel Administrator’s Section:

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

5. The name and title of the person who completed this form: Sarah Lipton, Money Follows the Person Program Director

6. Who should be contacted if there are questions about this position (provide name and phone number): Sarah Lipton, 802-798-4753

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

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

Attachments:

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

Patrick Melota

6/26/24

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

Date



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

June 26, 2024

Date

DocuSigned by:

BFB39AB5478B4C4...

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

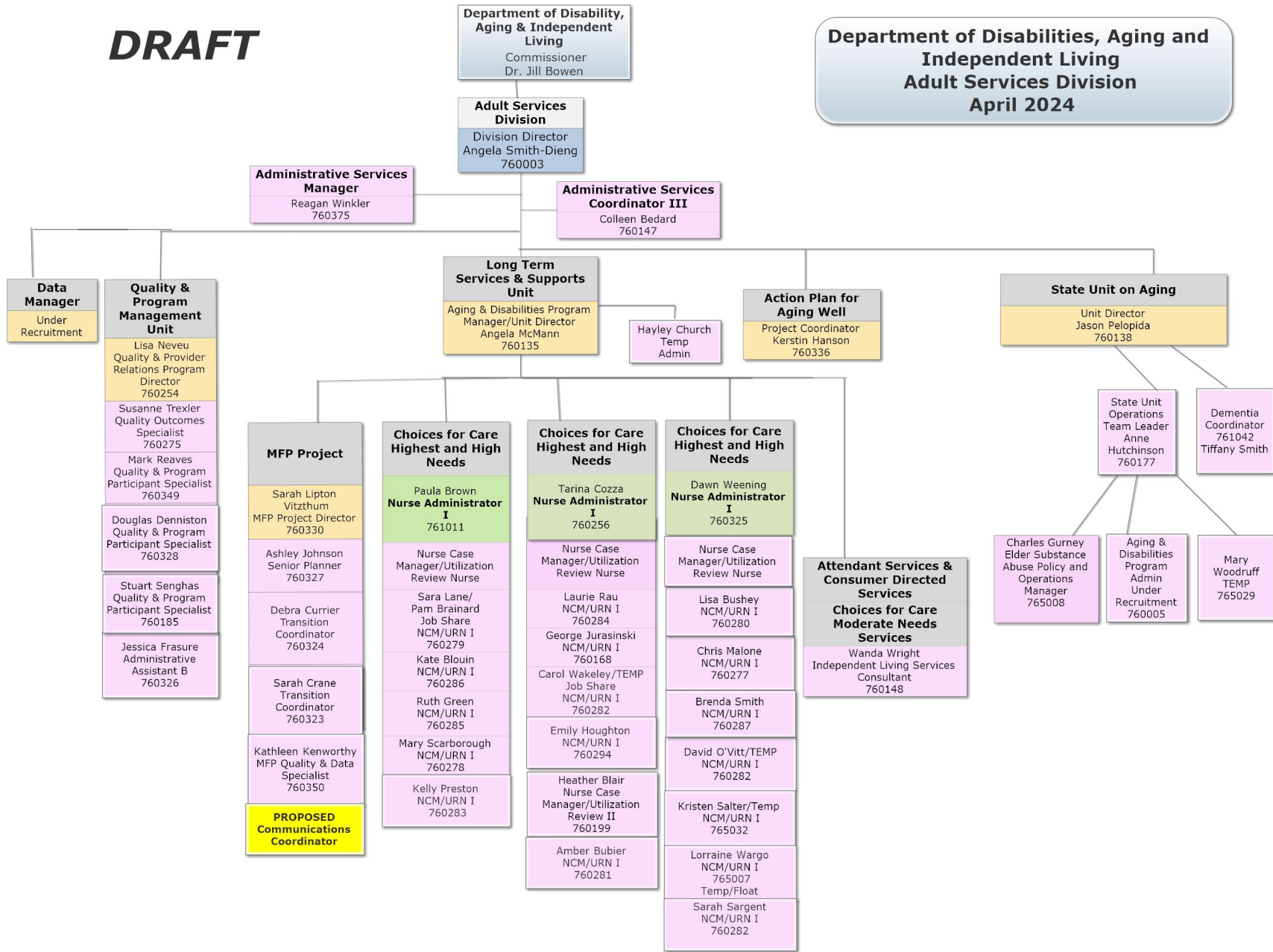
6/28/2024

Date

* Note: Attach additional information or comments if appropriate.

DRAFT

**Department of Disabilities, Aging and Independent Living
Adult Services Division
April 2024**





Department of Health and Human Services
Centers for Medicare & Medicaid Services

Notice of Award

Award# 1LICMS330824-01-19
FAIN# 1LICMS330824
Federal Award Date: 03/18/2024

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)
1036000264D4

4. Employer Identification Number (EIN)
036000264

5. Data Universal Numbering System (DUNS)
809376155

6. Recipient's Unique Entity Identifier (UEI)
YLQARK22FMQ1

7. Project Director or Principal Investigator

Ms. Lynne Cleveland Vitzthum
MFP Project Director
lynne.clevelandvitzthum@vermont.gov
802.279.5254

8. Authorized Official

Ms. Angela Smith-Dieng
Director
angela.smith-dieng@vermont.gov
802-989-0454

Federal Agency Information

Office of Acquisitions and Grants Management

9. Awarding Agency Contact Information

Mrs. Monica Anderson
Grants Management Officer
Monica.Anderson@cms.hhs.gov
410-786-2988

10. Program Official Contact Information

Mr. Jeffrey Clopein
Project Officer
jeffrey.clopein@cms.hhs.gov
410-786-7252

Federal Award Information

11. Award Number

1LICMS330824-01-19

12. Unique Federal Award Identification Number (FAIN)

1LICMS330824

13. Statutory Authority

Section 6071 of the DRA of 2005

14. Federal Award Project Title

Vermont Money Follows the Person Project

15. Assistance Listing Number

93.791

16. Assistance Listing Program Title

Money Follows the Person Rebalancing Demonstration

17. Award Action Type

MFP Directed Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	04/01/2011	- End Date	09/30/2028
20. Total Amount of Federal Funds Obligated by this Action			\$2,026,203.00
20a. Direct Cost Amount			\$4,453,989.00
20b. Indirect Cost Amount			\$92,967.00
21. Authorized Carryover			\$4,671,374.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$33,775,676.00
24. Total Approved Cost Sharing or Matching, where applicable			\$1,524,489.43
25. Total Federal and Non-Federal Approved this Budget Period			\$37,326,368.43
26. Period of Performance Start Date	04/01/2011	- End Date	09/30/2028
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$37,326,368.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Karen A. Johnson
Grants Management Officer

30. Remarks

See Remarks (continuation)



Department of Health and Human Services
Centers for Medicare & Medicaid Services

Notice of Award

Award# 1LICMS330824-01-19
FAIN# 1LICMS330824
Federal Award Date: 03/18/2024

Recipient Information	
Recipient Name HUMAN SERVICES VERMONT AGENCY OF 280 State Dr Waterbury, VT 05671-9501 [NO DATA]	
Congressional District of Recipient 00	
Payment Account Number and Type 1036000264D4	
Employer Identification Number (EIN) Data 036000264	
Universal Numbering System (DUNS) 809376155	
Recipient's Unique Entity Identifier (UEI) YLQARK22FMQ1	
31. Assistance Type Project Grant	
32. Type of Award Other	

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$5,659,540.43
b. Fringe Benefits	\$2,620,103.00
c. Total Personnel Costs	\$8,279,643.43
d. Equipment	\$32,871.00
e. Supplies	\$133,717.00
f. Travel	\$230,467.00
g. Construction	\$0.00
h. Other	\$27,192,644.00
i. Contractual	\$5,547,031.00
j. TOTAL DIRECT COSTS	\$41,416,373.43
k. INDIRECT COSTS	\$581,369.00
l. TOTAL APPROVED BUDGET	\$41,997,742.43
m. Federal Share	\$40,473,253.00
n. Non-Federal Share	\$1,524,489.43

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-5991879	MFP330824A	ILI	412K	93.791	\$2,026,203.00	75-2324-0516



Department of Health and Human Services

Centers for Medicare & Medicaid Services

Notice of Award

Award# 1LICMS330824-01-19

FAIN# 1LICMS330824

Federal Award Date: 03/18/2024

Remarks (Continuation)

This notice of award approves the application dated 02/16/2024 for MFP Directed Supplemental funding for calendar year 2024 (CY24). The 2024 MFP approved budget is \$4,546,956 with an unobligated balance as of 12/31/2023 of \$2,520,753. The total financial assistance for this action and to be funded for 2024 is \$2,026,203.

The updated CMS Standard Terms and Conditions and MFP Program Terms and Conditions dated May 2023 are attached. Recipient-specific terms and conditions may also be attached for review and response, when applicable. All other terms and conditions remain in effect.