



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 14, 2021
Subject: Grant Request – JFO #3065

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Department of Health has requested an expedited review of JFO #3065. Please respond by Friday, October 22, 2021.**

JFO #3065 – Eight (8) limited-service positions, Disease Intervention Specialists, requested by the VT Department of Health to help mitigate the spread of COVID-19 and other infections. These positions are front line health workers with responsibilities that include case investigation and contact tracing. The positions are fully funded by an existing CDC grant and are funded through December 31, 2023.

[Received October 8, 2021, expedited review requested 10/13/2021]

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. Members will be polled on Friday, October 22, 2021 if they have not responded before then.



Department of Health
Office of the Commissioner
108 Cherry Street – PO Box 70
Burlington, VT 05402-0070
HealthVermont.gov


[phone] 802-863-7280

Agency of Human Services

MEMORANDUM

August 17, 2021

TO: Michael K. Smith, Secretary of Human Services

FR: Mark A. Levine, MD, Commissioner of Health 

RE: STD COVID-19 Supplement Grant Funded Position Request

Please find enclosed a request for 8 limited-service positions required to support Disease Intervention Specialists (DIS) (Case investigation and contact tracing), linkage to prevention and treatment, case management, oversight, and outbreak response for COVID 19 and other infectious diseases.

These additional staff are essential to strengthen Vermont's capacity to mitigate the spread of COVID-19 and other infections. These Disease Intervention Specialist will strengthen Vermont's front line public health workforce and be representative of the communities they serve.

These positions will be funded through a supplemental award to our existing CDC grant for Strengthening STD Prevention and Control for Health Departments (STD PCHD).

After review and approval by your office, please forward to DHR Classification for review.

Thank you in advance for your favorable consideration 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: **Aug 17, 2021**

Name and Phone (of the person completing this request): **Paul Daley 863-7284**

Request is for:

- Positions funded and attached to a new grant
 Positions funded and attached to an existing grant approved by JFO #: Unavailable

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

Centers for Disease Control and Prevention, Strengthening STD Prevention and Control for Health Departments (STD PCHD) (CFDA 93.977)

2. List below titles, number of positions in each title, program area, and limited-service end date:

Title of Positions Requested	# of Positions	Division	Grant Funding End Date
Disease Intervention Specialist	8	Health Surveillance	12/31/2023

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

The requested positions are required to support Disease Intervention Specialists (DIS) (Case investigation and contact tracing), linkage to prevention and treatment, case management, oversight, and outbreak response for COVID-19 and other infectious diseases. These additional staff are essential for Vermont to maintain our continued success at:

- Mitigating the spread of COVID-19 and other infections
- Having a front-line public health workforce that is representative of the communities they serve
- Containing and suppressing COVID-19 outbreaks

These additional staff will also continue the crucial disease surveillance that will be required to monitor for the continued presence of SARS-CoV-2 and other infectious diseases in our population, detect and respond to new variants, and develop strategies that will achieve long term suppression of virus spread.

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)).



E-SIGNED by Jenney Samuelson
on 2021-08-26 08:25:33 EDT

8/17/2021

Signature of Agency or Department Head Date

Aimee Pope

Digitally signed by Aimee Pope
Date: 2021.09.17 13:51:21 -04'00'

Approved/Denied by Department of Human Resources Date

Adam Greshin

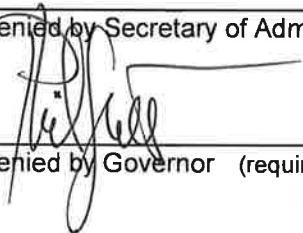
Digitally signed by Adam Greshin
Date: 2021.09.17 14:33:33 -04'00'

Approved/Denied by Finance and Management Date

Kristin Clouser

Digitally signed by Kristin Clouser
Date: 2021.10.05 14:25:45 -04'00'

Approved/Denied by Secretary of Administration Date



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

10/7/21
Date

Comments:

Candace Elmquist

Digitally signed by Candace Elmquist
Date: 2021.09.17 14:12:50 -04'00'

E-SIGNED by Sarah Clark
on 2021-08-26 07:22:01 EDT

E-SIGNED by Tracy O'Connell
on 2021-08-25 16:25:26 EDT

DHR - 08/12/2019



Recipient Information

1. Recipient Name

Vermont Agency of HS
108 Cherry St
Burlington, VT 05401-4295
[NO DATA]

2. Congressional District of Recipient

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3. Payment System Identifier (ID)

1036000274A7

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

Mr. Daniel Daltry
daniel.daltry@vermont.gov
802-863-7305

8. Authorized Official

Mr. Paul Daley
Financial Director
ahs.vdhfedgrantoperations@vermont.gov
802-557-5785

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Rhonda Burton
bgr2@cdc.gov
770-488-2757

10. Program Official Contact Information

Mrs. Tchernavia Gregory
Public Health Advisor
eqr4@cdc.gov
770-488-0789

Federal Award Information

11. Award Number

6 NH25PS005162-03-01

12. Unique Federal Award Identification Number (FAIN)

NH25PS005162

13. Statutory Authority

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

14. Federal Award Project Title

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

15. Assistance Listing Number

93.977

16. Assistance Listing Program Title

Preventive Health Services_Sexually Transmitted Diseases Control Grants

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

Table with 2 columns: Item Number and Amount. Includes rows for Budget Period Start Date, Total Amount of Federal Funds Obligated, Authorized Carryover, Offset, Total Amount of Federal Funds Obligated this budget period, Total Approved Cost Sharing or Matching, Total Federal and Non-Federal Approved this Budget Period, Project Period Start Date, and Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period.

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Portia Brewer
Grants Management Officer

30. Remarks

Supplemental funding is awarded in the amount of \$1,000,000.00

**Center for Disease Prevention and Control (CDC) Budget and Justification - Vermont
Department of Health
CY 2021 PS19-1901 6-month Budget**

A. SALARIES & WAGES**\$309,322**

<i>Position Title and Name</i>	<i>Annual Salary</i>	<i>Time</i>	<i>Months</i>	<i>Amount STD-Base Requested</i>	<i>Time</i>	<i>Months</i>	<i>Amount STD- Supplemental Requested</i>
<i>HIV/STD/Hepatitis Program Chief- Daniel Daltry</i>	\$84,011	50%	6 months	\$42,005	0%	6 months	\$0
<i>State Epidemiologist for Infectious Disease- Patsy Kelso</i>	\$141,000	10%	6 months	\$14,100	0%	6 months	\$0
<i>Disease Intervention Specialist - Eric Seel</i>	\$48,048	40%	6 months	\$19,220	15%	6 months	\$3,605
<i>Health Serv. Resource Coordinator- Mike Bassett</i>	\$58,740	25%	6 months	\$14,685	10%	6 months	\$2,938
<i>HIV/STD/Hepatitis Program Administrator- Erin LaRose</i>	\$65,874	25%	6 months	\$16,469	0%	6 months	\$0
<i>Disease Intervention Specialist #1 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
<i>Disease Intervention Specialist #2 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
<i>Disease Intervention Specialist #3 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
<i>Disease Intervention Specialist #4 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
<i>Disease Intervention Specialist #5 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
<i>Disease Intervention Specialist #6 - Vacant</i>	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750

**Center for Disease Prevention and Control (CDC) Budget and Justification - Vermont
Department of Health CY 2021 PS19-1901 6-month Budget**

A. SALARIES & WAGES**\$309,322**

<i>Position Title and Name</i>	<i>Annual Salary</i>	<i>Time</i>	<i>Months</i>	<i>Amount STD-Base Requested</i>	<i>Time</i>	<i>Months</i>	<i>Amount STD- Supplemental Requested</i>
Disease Intervention Specialist #7 - Vacant	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
Disease Intervention Specialist #8 - Vacant	\$47,500	0%	6 months	\$0	100%	6 months	\$23,750
Administrative Assistant - Phyllis Houle	\$42,000	15%	6 months	\$6,300	0%	6 months	\$0
Total Personnel				\$112,779			\$196,543

Budget Justification: Job Descriptions**HIV/STD/Hepatitis Program Chief - (Daniel Daltry)**

The STD Program Chief oversees the day-to-day operations of the program including programmatic supervision of the Disease Intervention Specialist, surveillance, distribution of medications and maintenance of all records. He acts as a resource regarding transmission, infection control and treatment of STDs in response to requests from both the general public and health care providers. He coordinates the evaluation and planning of activities within the program. Additionally, this position contributes to facilitation and integration between HIV, STD's and Hepatitis C programs, while supervising the Viral Hepatitis Prevention Coordinator position. Finally, this position interviews reported cases of infectious syphilis and gonorrhea in the state of Vermont as well provides HIV/STD Partner Service Notification. DIS works all reported cases and the HD supplies condoms.

State Epidemiologist for Infectious Disease - (Patsy Kelso)

Has direct oversight and serves as Overall Responsible Party (OPR) for all of the HIV/STD/Hepatitis programs and directly supervises the HIV/STD/Hepatitis Program Chief.

Disease Intervention Specialist - (nine positions; eight vacant(new))

The Disease Intervention Services include field investigations on COVID-19, GC and CT cases, hotline coverage for STD, post-test counseling for inmates tested for HIV within the state correctional facilities, follow-up of NIRs (No Identified Risk- HIV cases), and partner notification of HIV-positive cases upon request. Additionally, this staff position works with the Vermont Medication Assistance Program that provides direct medication assistance to individuals in the state of Vermont that are HIV positive and are financially eligible. This position works with clients of the VMAP program to assess needs related to the program and to offer partner services to these individuals across the continuum of care.

Finally, this position interviews reported cases of infectious syphilis and gonorrhea in the state of Vermont as well provides HIV/STD Partner Service Notification. DIS works all reported cases and supplies condoms.

Health Services Resource Coordinator - (Mike Bassett)

Collaborates with HIV/STD/Hepatitis (HSH) program staff to ensure that all state, federal and program requirements of the HSH program are being met. Coordinates and facilitates collaboration between the HIV Surveillance Program and HIV Prevention, HIV Care, Viral Hepatitis, and STD Programs. Assists with data entry for entire HSH program. Manages material distribution, condom/supplies inventory and distribution, enters all prevention data that is not direct entry, and tracks all of the prevention program expenditures.

HIV/STD/Hepatitis Program Administrator- (Erin LaRose)

This position has direct oversight and responsibility of the fiscal management of the integrated HIV/STD/Viral Hepatitis Program; responsible for development and on-going monitoring of program budgets to CDC and sub-grantees, ensures timely submission of program budget reporting and monitors allowable use of state and federal funds.

Administrative Assistant- (Phyllis Houle)

Assist with data entry and casing of HCV labs. Reviews and assigns all paper labs to appropriate staff.

B. FRINGE BENEFITS						\$123,729	
40% of total Salary				(\$196,543 x .40)			
			\$45,112			\$78,617	
C. CONSULTANT COSTS						\$0	
D. EQUIPMENT						\$0	
E. SUPPLIES						\$13,590	
				\$9,350			\$4,240
<i>Medication Costs</i>				<i>Supply Costs</i>			
Item Requested	Number Needed	Unit Cost	Total	Item Requested	Number Needed	Unit Cost	Total
Azithromycin	5800	\$1.44	\$8,352.00	Monitors	8	\$200.00	\$1,600.00
Ceftriaxone	200	\$2.35	\$470.00	Cell Phones	8	\$330.00	\$2,640.00

Doxycycline	350	\$1.25	\$437.50				
BiCilin .24	90	\$1.00	\$90.00				
Total Cost			\$9,350	Total Cost			\$4,240.00

Supply Justification

STD Program continues to provide medication for the treatment of GC, syphilis and CT free of charge to all infertility providers willing to submit a medication accountability form identifying each patient to whom the drug was dispensed. Currently VDH purchases Ceftriaxone, Doxycycline, BiCillin, and Azithromycin via the 340 B prices current rates (which are adjusted at the start of each quarter. In 2009, Vermont Department of Health supported legislation that was passed to support Expedited Partner Therapy. With the passage of this legislation an increase in medication requests have been experienced and thus enabling greater CT, GC and infectious syphilis control. The eight new DIS positions will all need to be outfitted with new computers, monitors, cell phones, and workstations to work remotely.

F. TRAVEL				\$8,815		\$18,281	\$27,096
In-State				\$2,320		\$9,280	
Number of Trips	Number of People	\$ Airfare	# of Miles	Cost per Mile	Total		
40	1	NA	100	\$0.58	\$2,320		
20	8	NA	100	\$0.58	\$9,280		

Travel Justification

In a rural state, such as Vermont, the staff often have to drive a good distance (approx 100 mile round trip) several times a month to interview a patients and locate contacts in need of testing and treatment. Interviews conducted in the field are exclusively on the schedule to the time in which someone is diagnosed therefore, dates of travel cannot be identified in advance to time of travel. The reimbursement rate is \$0.58 per mile as per state and federal guidelines. The average of 100 miles and 20/pp trips are only estimates; not exact figures. However, it is essential that enough money be allotted for in state travel as Partner Services is an essential function the STD Program.

Out of State				\$6,495.00		\$9,001		
Number of Trips	Number of People	\$ Airfare	# of Miles	Cost per Mile		Total		
2	2	\$256.50	NA	NA		\$1,026.00		
Per Diem/Lodging	# of People	# of Units	Unit Cost	Total	# of People	# of Units	Unit Cost	Total
Lodging	2	10	\$240.00	4,800.00	8	5	\$180.00	7,200.00

Per Diem/Lodging	2	10	\$32.00	640.00	8	4	\$32.00	1,024.00
Total				5,440.00				8,224.00

Ground Transportation	# of People	Total
Yes	2	\$29.00

Ground Transportation	# of People	Total
Yes (rental cars)	8	\$777.00

Travel Justification

With so few resources, it is especially important for staff to have the opportunity to network with other states and locate resources that do not require our small program to attempt the actual development of needed materials. This budget allocation will go toward the Program Chief attending regional or national CDC STD Prevention Conferences as mandated by grant guidance, such as but not limited to the National Coalition of STD Directors Coalition Annual Meeting. All DIS staff will need to attend Partner Services training. We expect they will be able to drive to a partner state in New England (no airfare), but 2-3 cars will need to be rented (listed under ground transportation)

H. Contractual Costs	\$45,000	\$562,529	\$607,529
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Community Health Center of Burlington (CHCB)	\$10,000	\$0
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Funds STD screening/testing to un/under insured individuals at risk for an STD. Funds also provide test/screening reimbursement.

Contractors: Community Health Center of Burlington (CHCB)

Method of Selection: Sole Source.

Performance Period: July 1, 2021 - December 31, 2021

Scope of Work: Provide screening/testing for un/under insured individuals at high risk for STD. Provide screening/testing reimbursement to PPNNE.

Method of Accountability: monitored through sub-grant language by program staff. Required submission of quarterly financial and project performance reports data. Outcome objective and program reports data oversight by HIV/STD/Hepatitis Program Chief, Daniel Daltry and financial reports oversight by HIV/STD/Hepatitis Program Administrator, Erin LaRose.

Budget and Justification:

Item Description	Cost per Unit	# of Units	Total
Genprobe Aptima Kits	\$31.82	24	\$763.68
Reimbursement for services	\$70	132	\$9,240.00
Total			\$10,003.68

The funds being requested enable the provider to waive testing fees for clients that access services. These funds will ensure that at least 175 tests (at a reimbursement rate of \$70 per test) can be offered to un/under-insured consumers that are at a high-risk for an STD. Historically, this site has continued to screen individuals with an overall 10% positivity or greater (currently 13%) among population linked to testing services. Given this data and in an effort to promote testing efforts under the auspices of health care reform, supporting testing in these venues is essential. All of Vermont's STI screens are targeted to Gonorrhea as the Aptima combo screens for both Chlamydia and Gonorrhea.

Planned Parenthood of Northern New England (PPNNE)

\$35,000

\$23,975

Funds support screening and data collection following the Region I protocol by Planned Parenthood of Northern New England, the sole Title X family planning agency located in Vermont. This award will help ensure that targeted testing efforts are being made to help control the spread of gonorrhea in Vermont.

Contractor: Planned Parenthood of Northern New England (PPNNE)

Method of Selection: Sole Source; PPNNE is Vermont's sole Title X-funded family planning delegate

Performance Period: July 1, 2021 – December 31, 2021

Scope of Work: Funding is requested to support screening and data collection following the Region I protocol by Planned Parenthood of Northern New England, the sole Title X family planning agency located in Vermont. This funding allows PPNNE to focus on infertility prevention by serving young women between the ages of 15-24 at all nine PPNNE sites throughout the state. With the continued fiscal award from the CDC to the state of Vermont, Vermont will award greater than 13.5% of the federal award to meet program needs of contractor in provision of service to consumers. This award is based upon the minimum requirement allocation and the allocation is made in part to cover the cost of treatment, screening male sexual contacts to women that have tested positive for Chlamydia and/ or gonorrhea as well as targeted gonorrhea control efforts via the gonorrhea burden allocation.

PPNNE will provide the following services as contracted provider:

1. Collect requested data (enhanced demographic and risk history information) on all clients tested for Chlamydia using the laboratory requisition form.
2. Screen all patients that are referred by the VDH for services.
3. Seek to treat all sexual contacts to individuals that are diagnosed with Chlamydia, gonorrhea or syphilis.
4. PPNNE will seek to re-screen 30% of individuals 90 to 120 days after testing positive for Chlamydia or gonorrhea.

Method of Accountability: The contract will be monitored by the Care Chief of the STD, HIV, and Hepatitis C Program, Daniel Daltry. This contract will be performance based. Quarterly reports will be produced summarizing the demographic data submitted to the state via laboratory requisition slips and a data audit will occur annually to assure the eligibility of clients offered screening, the appropriate use of Infertility Prevention Project dollars for only those eligible under IPP screening criteria, and the accuracy of the reported demographic information. The annual program report and final expenditure report will be reviewed annually by the STD Program Chief.

Use a sliding fee scale, as determined by PPNNE to charge for Chlamydia testing for all clients not meeting the Infertility Prevention Project screening criteria. For those meeting the screening criteria, reimbursement will be requested for those identifying a third party payment source but will not be required if the client requests screening at no charge. No charge will be incurred for screening if the client does not identify a third party payment source.

Submit an annual program report including program objectives and progress made toward meeting those objectives.

Provide a final expenditure report reconciling the award amount with services rendered.

Budget and Justification:

Position Title and Name	Hourly Rate	Time	Months	Total	Hourly Rate	Time	Months	Total
PPNNEE Health Care Associate Staff - Multiple Staff	\$17.04	1.0 FTE	12 months	\$35,000	\$23.05	1.0 FTE	6 months	\$23,975
Total				\$35,000				\$23,975

Funds cover the salary/time for multiple PPNNE Health Care Associate staff to perform STD screening and processing of lab results as well as data collection. Supplemental funds cover salary/time for multiple medical staff to perform DIS activities and collaborate with the state DIS program for HIV, STD and COVID-19.

Pride Center of Vermont (PCVT)

\$0

\$45,000

Funds support a Disease Intervention Specialist (DIS) in Vermont's largest LGBTQ and targeted testing service provider.

Contractor: Pride Center of Vermont (PCVT)

Method of Selection: Sole Source; PCVT is Vermont's sole targeted testing service provider and largest LGBTQ service provider.

Performance Period: July 1, 2021 – December 31, 2021

Scope of Work: Funding is requested to support salary for 2 FTE DIS to increase DIS services in Vermont through the PS19-supplemental award. The Disease Intervention Services include field investigations on COVID-19, GC and CT cases, post-test counseling for inmates tested for HIV within the state correctional facilities, follow-up of NIRs (No Identified Risk- AIDS cases), and partner notification and HIV-positive cases upon request.

Method of Accountability: The contract will be monitored by the Care Chief and Program Administrator of the STD, HIV, and Hepatitis C Program. This contract will be performance based. Quarterly program and financial reports will be reviewed and monitored by the Program Chief and Program Administrator.

Budget and Justification:

Position Title and Name	Salary	Time	Months	Total
PCVT DIS - Vacant	\$45,000.00	2.0 FTE	6 months	\$45,000

AM Trace

\$0

\$493,554

Funds support the contract the state has with AM Trace to manage contact tracing in Vermont. This contract will allow the state 6 months to hire and fully train/on-board the eight new DIS staff listed in section A of this budget.

Contractor: AM Trace

Method of Selection: Competitive Bid

Performance Period: July 1, 2021 – December 31, 2021

Scope of Work: Funding is requested to support the contact tracing contract Vermont has in place for DIS services through the PS19-supplemental award. AM Trace is managing all of Vermont's COVID-19 response in collaboration with the Health Department.

Method of Accountability: The contract will be monitored by the Care Chief and Program Administrator of the STD, HIV, and Hepatitis C Program. This contract will be performance based. Quarterly program and financial reports will be reviewed and monitored by the Program Chief and Program Administrator.

Budget and Justification:

Position Title and Name	Salary	Time	Months	Total
AM Trace Contract	N/a	N/A	6 months	\$493,554

I. TOTAL DIRECT COSTS	\$221,055	\$862,420	\$1,083,475
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Line Item	Amount
Personnel	\$112,779
Fringe	\$45,112
Consultant	\$0
Equipment	\$0
Supplies	\$9,350
Travel	\$8,815
Other	\$0
Contractual	\$45,000
TOTAL DIRECT	\$221,055

Line Item	Amount
Personnel	\$196,543
Fringe	\$78,617
Consultant	\$0
Equipment	\$0
Supplies	\$4,240
Travel	\$18,281
Other	\$2,210
Contractual	\$562,529
TOTAL DIRECT	\$862,420

J. INDIRECT COSTS	(112,779 x .70) = \$78,945	\$78,945	(\$196,543 x .70) = \$137,580	\$137,580	\$216,525
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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 a recent approval letter is 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, the ratio of allocated costs to salary will vary from quarter to quarter. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 70% of the direct salary line item.

	Amount STD-Base Requested	Amount STD-Supplemental Requested	
TOTAL AWARD REQUESTED	\$300,000	\$1,000,000	\$1,300,000

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: 1. Prevent or reduce the transmission of COVID-19, sexually transmittable infections including HIV, and other emerging infectious diseases by: identifying and contacting persons exposed; interviewing individuals infected to elicit their contacts; conducting field work to notify contacts of exposure(s), obtain specimen(s) with assistance from a Public Health Nurse (unless qualified to do so themselves) and/or perform point of care testing if available and applicable; educating persons about their health risks; referring individuals to behavioral interventions to reduce risks to themselves and others; providing resources and methods available to treat and prevent further transmission of the infection; following up on contacts to ensure treatment was received and referrals accessed to ensure improved health outcomes; participating in outreach screening activities; and providing information about the services available in Vermont for infection treatment and risk reduction. 2. Complete HIV Basic Training, Testing, Referral and Linkage (TRL), and Cultural Competency trainings offered by the HIV/STD/Hepatitis Program. 3. Perform HIV testing. 4. Follow up with healthcare providers to obtain clinical and treatment information. 5. Manage reportable disease data and report cases to the CDC. 6. Investigate sequence matched COVID-19 specimens where the cases have not identified each other as contacts. 6. Assess and monitor the needs of individuals living with HIV infection who are enrolled in the Vermont Medication Assistance Program (VMAP) by: orienting all new VMAP consumers to the program and informing them of the other Ryan White services available to them in Vermont; conducting a needs assessment of all new VMAP clients and documenting findings to inform program evaluation; designing, implementing and evaluating an on-going VMAP consumer satisfaction survey; and assisting the VMAP Coordinator with semi-annual recertifications.

2. Provide a brief justification/explanation of this request: The Centers for Disease Control and Prevention recently released a new supplemental 5-year funding cooperative agreement. The new guidance highlights the importance of disease intervention and care coordination for individuals living with COVID-19, STIs, HIV and other emerging infectious disease as well as individuals at high risk for acquiring these diseases. To reduce new infections and control the spread of COVID-19 in the United States, it is critical to ensure that everyone is aware of their infection, is linked to testing and vaccination. These new positions will be responsible for

delivering disease intervention strategies with newly diagnosed COVID-19, HIV, STIs and other emerging infections diseases that are identified as a priority for investigation. This workforce will help ensure that VDH has a nimble and robust workforce that can be immediately deployed to emerging infections to minimize the health impact and spread of the infection. The HIV/STD/Hepatitis Program does not currently have the staffing capacity to perform these duties at the level they are required. These positions will ensure the services are available.

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:

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).

Trishia Brooks

Personnel Administrator's Signature (required)*

Date



Supervisor's Signature (required)*

7/14/2021

Date

Tracy Dolan

Appointing Authority or Authorized Representative Signature (required)*

07/19/2021

Date

* Note: Attach additional information or comments if appropriate.

