



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: December 3, 2018
Subject: Position and Grant Requests – JFO #2936 - #2940

Enclosed please find five (5) items, including seven (7) limited-service positions, which the Joint Fiscal Office has received from the Administration.

JFO #2936 – Four (4) limited-service positions within the VT Dept. of Health. The respective position titles would be Substance Abuse Program Manager (2), Program Evaluation & Quality Assurance Specialist (1) and Program Technician II (1). The positions would be created to oversee an existing grant program aimed at combating the opioid crisis in Vermont. The existing grant was approved by the Joint Fiscal Committee in 2017 (JFO #2881). However, the grant has grown from \$2 million to \$4 million. The grant was also extended through September 2020 and the positions would be authorized for that period of time as well.

[JFO received 11/28/18]

JFO #2937 – \$535,000 from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. This is a partner grant to one previously sent to the Joint Fiscal Committee for approval (JFO #2935). The funds are to be used to develop and enhance anti-human trafficking prevention and intervention strategies to stop trafficking statewide. **One (1) limited-service position, titled Law Enforcement Liaison, is associated with this request.** The position would be created to work with the VT Center for Crime Victim Services. The grant funds and position are authorized for a three-year period. State in-kind match would be required in the amount of approximately \$163,000 over three years, which will be in the form of existing staff time. Additionally, approximately \$5,000 in general fund dollars would be required per year for a data analysis contract, totaling \$15,000 over the life of the grant.

[JFO received 11/30/18]

JFO #2938 – \$173,780 from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. These grant funds would be utilized to update the technology utilized for the anonymous reporting of potential and/or actual threats to the safety of students and personnel in schools. The new technology is needed due to limited functionality and general outdatedness of the existing software. The grant funds would be used over three state fiscal years.

[JFO received 11/30/18]

JFO #2939 – \$231,464 from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. These grant funds would be utilized to enhance the SURVIVermont initiative aimed at educating the public on active shooter response best practices. Specifically, this funding would be used to 1) provide

training to personnel and students to prevent school violence, 2) develop and operate anonymous reporting systems for threats of school violence, to include mobile apps, hotlines and websites, and 3) develop and operate school threat assessment and crisis intervention teams that may coordinate with law enforcement agencies and be trained to intervene and respond to individuals with mental health issues before they potentially become a threat to school safety. State funds would be utilized over the two years of the grant project in the amount of approximately \$38,000 per year to cover the costs of training and marketing materials relating to the SURVIVermont program.

[JFO received 11/30/18]

JFO #2940 – Two (2) limited-service positions, one within the VT Dept. of Health (VDH) and one within the VT Dept. of Mental Health (DMH). This is a joint request for staffing necessary to oversee a project to expand early identification of maternal depression and provide access to mental health and substance use disorder screening, referral and treatment. The respective position titles would be Public Health Programs Administrator (VDH) and Grant Program Administrator (DMH). The positions would be funded through an ongoing federal grant from the U.S. Health Resources & Services Administration. The existing grant was approved by the Joint Fiscal Committee in 2014 (JFO #2708), however, the grant activities are changing from what was previously approved. This is a five-year project with an end-date of 9/29/2023.

[JFO received 11/30/18]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 17, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

(phone) 802-863-7736

Agency of Human Services

RECEIVED

NOV 28 2018

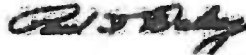
JOINT FISCAL OFFICE

MEMORANDUM

7 November 2018

TO: Representative Janet Ancel, Chair
Joint Fiscal Committee

FR: Paul Daley, Financial Director
Vermont Department of Health



Re: Limited Service Position Request – State Opioid Response (JFO #2881)

The administration is requesting approval to establish four limited service positions to be funded by the State Opioid Response grant. This grant, approved by the Joint Fiscal Committee in June 2017, has been extended and the annual budget has been increased from \$2 million to \$4 million.

The program aims to address the opioid crisis by increasing access to medication-assisted treatment of opioid use disorder, reducing unmet treatment need, and reducing opioid overdose related deaths through the provision of prevention, treatment and recovery activities for opioid use disorder (OUD) (including prescription opioids, heroin, and illicit fentanyl and fentanyl analogs).

Please find the following items enclosed:

1. JFO notice of approval # 2881
2. Notice of Grant Award
3. Approved budget
4. Limited Service Position Request
5. Classification review request (4)



NOV 15 2018



VERMONT

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

[phone] 802-863-7736

Agency of Human Services

MEMORANDUM

7 November 2018

TO: Sarah Clark, Chief Fisdal Officer
Agency of Human Services

FR: Paul Daley, Financial Director
Vermont Department of Health

A handwritten signature in black ink, appearing to read "Paul Daley".

Re: Limited Service Position Request for AHS Approval

I'm enclosing a limited service request for four positions for review and approval by the Secretary or Deputy. These positions are funded by the State Opioid Response grant. This grant originally approved by JFO in 2017 has been extended and additional funding has been awarded.

The program aims to address the opioid crisis by increasing access to medication-assisted treatment of opioid use disorder, reducing unmet treatment need, and reducing opioid overdose related deaths through the provision of prevention, treatment and recovery activities for opioid use disorder (OUD) (including prescription opioids, heroin, and illicit fentanyl and fentanyl analogs).

After approval by AHS, the next destination for this package is:

Aimee Pope, Classification and Compensation Manager
DHR Classification
120 State Street-5th Fl
Montpelier, VT, 05620-2505



40-4/7/18



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Andy Pallito, Commissioner of Finance & Management
From: Daniel Dickerson, Fiscal Analyst - *DD*
Date: June 5, 2017
Subject: JFO #2881 – Final Notice of Approval

No Joint Fiscal Committee member has objected to the Administration's request to waive the 30-day statutory review period for the following item:

JFO #2881 - \$2,000,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. The grant funds would be used to provide pilot program funding to increase access to opioid treatment and reduce prescription opioid-related overdose deaths. The funding would be used primarily over the next two State fiscal years and expire on June 30, 2019. The Department would have the option of applying for another year of grant funding in 2018. **The Administration has requested Expedited Review of this grant.** The expedited review has been requested to allow the Department to enter into contractual agreements more quickly.
[JFO received 5/19/17]

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: Mark Levine, Commissioner, Department of Health
Janet Ancel, Chair, Joint Fiscal Committee
Stephen Klein, Chief Fiscal Officer, Joint Fiscal Office

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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Health			
3. Program:	ADAP			
4. Legal Title of Grant:	State Targeted Response to the Opioid Crisis			
5. Federal Catalog #:	93.788			
6. Grant/Donor Name and Address:	Department of Health & Human Services, Substance Abuse & Mental Health Services Administration			
7. Grant Period:	From:	5/1/2017	To:	4/30/2019
8. Purpose of Grant:	See attached summary.			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 17	FY 18	FY 19	
Expenditures:				
Personal Services	\$6,832	\$771,644	\$1,069,804	
Operating Expenses	\$0	\$860	\$860	
Grants	\$0	\$62,500	\$87,500	
Total	\$6,832	\$835,004	\$1,158,164	
Revenues:				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$6,832	\$835,004	\$1,158,164	
(Direct Costs)	\$4,449	\$825,849	\$1,149,009	
(Statewide Indirect)	\$143	\$549	\$549	
(Departmental Indirect)	\$2,240	\$8,606	\$8,606	
Other Funds:	\$0	\$0	\$0	
Grant (source)	\$0	\$0	\$0	
Total	\$6,832	\$835,004	\$1,158,164	
Appropriation No:		Amount:		
	3420010000		\$	
	3420060000		\$5,423	
			\$836,413	
			\$	
			\$	
			\$	
			\$	
		Total	\$841,836	
Has current fiscal year budget detail been entered into Vantage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

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

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: Mark Levine, Commissioner of Health Agreed by: ML (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

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: Barbara Cing Date: 4-27-17
 Title: Commissioner of Health
 Signature: Shanta Esfahan Date: 4-27-17
 Title: Deputy Secretary, Agency of Human Services

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) Boyd T. Held Date: 5/9/17

15. ACTION BY GOVERNOR

Check One Box:
 Accepted (Governor's signature) [Signature] Date: 5/17/17
 Rejected

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

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



Notice of Award

Issue Date: 09/19/2018

SOR
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

Grant Number: 1H79TI081694-01
FAIN: H79TI081694
Program Director: Cynthia Lee Thomas MA

Project Title: STATE OPIOID RESPONSE GRANTS (SOR)

Grantee Address	Business Address
VERMONT STATE AGENCY OF HUMAN SERVICES Cynthia Thomas State of Vermont 108 Cherry Street P.O. Box 70 Burlington, VT 054020070	Karen Kelley Vermont Department of Health 108 Cherry Street P.O. Box 70 Burlington, VT 054020070

Budget Period: 09/30/2018 – 09/29/2019
Project Period: 09/30/2018 – 09/29/2020

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$4,020,896 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT STATE AGENCY OF HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of Title II Division H of the Consolidated Appropriations Act and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

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 your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Odessa Crocker
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79TI081694-01

Award Calculation (U.S. Dollars)

Other	\$4,020,896
Direct Cost	\$4,020,896
Approved Budget	\$4,020,896
Federal Share	\$4,020,896
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$4,020,896

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$4,020,896
2	\$4,020,896

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

Fiscal Information:

CFDA Number: 93.788
 EIN: 1036000264E7
 Document Number: 18TI81694A
 Fiscal Year: 2018

IC	CAN	Amount
TI	C96N600	\$4,020,896

IC	CAN	2018	2019
TI	C96N600	\$4,020,896	\$4,020,896

TI Administrative Data:

PCC: SOR / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI081694-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79TI081694-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title 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 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:
Additional Costs

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – TI Special Terms and Conditions – 1H79TI081694-01

REMARKS:

This Notice of Award (NoA) is issued to inform your organization that the application submitted through Funding Opportunity Announcement (FOA) TI-18-015 has been selected for funding.

Based on the availability of additional available funding for the State Opioid Response (SOR) program, the annual approval funding amount for your state has increased. As a result, all funds have been placed in the Other Budget Category and a revised budget is required to be submitted per the special conditions of award reflected below.

Key Personnel (or key staff positions, if staff has not been selected) are listed below:

Cynthia Lee Thomas, Program Director @ 15% level of effort

TBD, State Opioid Coordinator -- @ 100% level of effort

Any changes in key staff including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project, requires prior approval. Reference the Prior Approval Standard Term for additional information and instructions.

Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMSHA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

Register your Program Director/Project Director (PD) in eRA Commons: You must complete registrations in order to submit an FY19 Continuation Application in eRA Commons. You must register both the Organization and the PD. Additional information for eRA registration can be found at: https://era.nih.gov/reg_accounts/register_commons.cfm.

**Vermont Department of Health (VDH)
Division of Alcohol and Drug Abuse Programs (ADAP)**

Opioid - State Opioid Response (SOR)

(10/1/2018 – 9/30/19)

Budget and Justification (No match required)

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Administration Infrastructure	Data Collection Reporting	Direct Service
ADAP Substance Abuse Program Manager (State Opioid Coordinator)	To be hired	\$56,430 Annual salary	100%	\$0	\$0	\$56,430
ADAP Substance Abuse Program Manager (Recovery Services)	To be hired	\$56,430 Annual salary	100%	\$0	\$0	\$56,430
Project Evaluator	To be hired	\$56,430 Annual Salary	50%	\$0	\$28,215	\$0
Program Technician II	To be hired	\$42,370 Annual salary	100%	\$42,370	\$0	\$0
TOTAL				\$42,370	\$28,215	\$112,860

JUSTIFICATION: Describe the role and responsibilities of each position.

- (1) To be hired, Substance Abuse Program Manager (clinical services), **Opioid SOR State Opioid Coordinator:** Coordinates the various streams of federal funding coming into the state to address the opioid crisis. Funding streams included will be Opioid STR, Strategic Prevention Framework – Prescription Drugs, CDC- Prevention Overdose, MAT-PDOA, HRSA, etc.
- (2) To be hired, Substance Abuse Program Manager (recovery services): responsibilities include planning, program development, stake-holder engagement and implementation of statewide recovery services.

- (3) To be hired, Project Evaluator: will have experience in evaluating comparable projects and executing ongoing evaluation activities. Responsibilities include directing the development and implementation of project evaluation, conducting evaluation data and data analysis activities, representing the project on evaluation issues in communication with SAMHSA, and serving as the project's evaluator.
- (4) To be hired, Program Technician II: tasks include supporting grant and contracting functions including sub-recipient monitoring and accounts payable. Coordinate communications with District Office Directors, grantees and contractors. Compilation of reports.

Key staff positions require prior approval by the Grants Management Officer, after review of credentials of resume and job description.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A) \$183,445

B. Fringe Benefits: List all components that make up the fringe benefits rate

FEDERAL REQUEST

Component	Rate	Wage	Administration Infrastructure	Data Collection Reporting	Direct Service
FICA	7.65%	\$183,445	\$1,297	\$863	\$3,454
Retirement	9.00%	\$183,445	\$1,525	\$1,016	\$4,063
Medical	80%	Of actual cost	See narrative below	\$0	\$0
Life Insurance	75%	Of actual cost	See narrative below	\$0	\$0
Dental	100%	Of actual cost	See narrative below	\$0	\$0
TOTAL			\$16,948	\$11,286	\$45,144

JUSTIFICATION: Fringe reflects current rate for agency.

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 at 7.65% of salary, retirement at 9% of salary and a portion – 80% for medical, 75% for life and 100% for dental – 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 in similar programs, we are estimating the cost of these fringe benefits at 40% of salary.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A) \$73,378

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Administration Infrastructure	Data Collection Reporting	Direct Service
(1) Local travel	Vermont	Milcage	2004 miles at .545 per mile	\$1,092	\$0	\$0
TOTAL				\$1,092	\$0	\$0

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

(1) Local travel is needed to provide on-site technical assistance to the contractors and relevant state entities, including formal presentations to state agencies, legislators, law enforcement, media, professional associations, educational institutions and patient advocacy groups. Local travel rate for the Vermont Department of Health is .545/mile

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A) **\$1,092**

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition).

FEDERAL REQUEST – (enter in Section B column 1 line 6d of form SF424A) **\$0**

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use

FEDERAL REQUEST

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

N/A

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF424A) **\$0**

F. Contract: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED. IF APPLICABLE, NUMBERS OF CLIENTS SHOULD BE INCLUDED IN THE COSTS.

Provider	Service	Direct Service
TBD	Employment services in Opioid Hubs and Recovery Centers	\$361,250

Vermont proposes to embed employment consultants (ECs) in Hubs, Spokes, and Recovery Centers to help individuals in recovery overcome barriers to employment. Funding will be used to employ ECs in pilot communities; ECs will provide education, training, on-the-job supports, mock interviews, and job shadows to prospective employees, as well as significant education, outreach, and engagement to local employers related to hiring and employing individuals in recovery. Funding will be used to provide scholarships for ECs to attain certification through a 3-credit college course "Employment Services for Individuals with Disabilities" offered at the Community College of Vermont. Funding will be used as incentives for job shadows/work experiences and to purchase materials and reimburse mileage for ECs to travel.

Provider	Service	Direct Service
Vermont Association for Mental Health and Addiction Recovery	Certification Fee and Education slots for recovery coaches (IC&RC)	\$142,600

Funding will support the *Vermont Association for Mental Health and Addiction Recovery's* development and implementation of a recovery coach certification program that is aligned with the International Certification & Reciprocity Consortium (IC/RC) national certification to decrease opioid misuse. Individuals will first complete the 40-hour Vermont Recovery Coach Academy initial trainee certification (ITC). Recovery coaches then must pass an online test, perform a minimum of 100 hours of direct practice in a recovery support environment, and receive supervisor confirmation to receive the full Certified Recovery Coach (CRC) certification.

Provider	Service	Direct Service
TBD	Harm Reduction To-Go Paks (HRPs)	\$410,558

Vermont proposes to purchase and distribute Harm Reduction to-go Packs (HRPs) to reduce the risk of overdose from opioids, generate greater awareness about treatment and recovery, and increase treatment engagement. The HRPs will be distributed to both individuals and family members via medical professionals and community organizations. The HRPs may include OUD and overdose prevention education materials, information on treatment and recovery resources, and naloxone (with instructions for administering the drug).

Provider	Service	Direct Service
TBD	Recovery Supports in the Emergency Room	\$1,062,500

Vermont proposes to expand its Recovery Support Services initiative to nine Emergency Departments. Funding will be used to support Vermont's existing network of community-based recovery centers and coaches (the *Vermont Recovery Network*) to establish, manage and monitor program progress.

Provider	Service	Direct Service
TBD	Stigma Media Campaign	\$225,000

Vermont proposes to develop a public messaging campaign to increase understanding of addiction as a health issue, increase understanding of MAT as a tool in the treatment of OUD, and promote action steps for getting to treatment. This campaign will augment a future campaign on where and how to get help. Vermont will procure a marketing vendor for message development, testing, and evaluation.

Provider	Service	Direct Service
TBD	Drug Disposal Kiosks/Liners and Mail Back Envelopes	\$65,500

Vermont proposes to purchase 15 drug disposal kiosks and 102 liners to be installed in pharmacies. Vermont also proposes to purchase 4,627 prescription drug mail-back envelopes for distribution to Vermonters. Display materials will also be created with this funding. This activity will promote and reduce burdens to safe disposal of prescription medications.

Provider	Service	Direct Service
TBD	Community Prevention Hub Community Prevention Hub Evaluation	\$421,480 \$100,000

Vermont proposes to establish two regional prevention hubs in Vermont. These programs will develop and maintain regional readiness and capacity for primary and secondary substance misuse prevention, including OUD; develop relationships with media outlets; coordinate social media and campaigns; coordinate trainings; serve as a policy education institute; review local data for needs assessment and sustainability; administer Certified Prevention Specialist credentialing; fund local community prevention capacity and initiatives specific to OUD; develop a local level strategic plan and logic model; engage with youth and young adults; and engage with partners. Funds will be used to hire two 1.0 FTE staff and one 0.75 FTE evaluator, sponsor training/conference attendance, provide prevention certification, provide community grant awards, and reimburse for supplies, administration, and travel expenses.

Provider	Service	Direct Service
Parent Child Centers (PCC)	screenings	\$41,699

Vermont proposes to continue funding PCCs to conduct an average of 18 screenings per month for substance misuse and provide ten parenting programs to at-risk and high-risk families.

Provider	Service	Direct Service
<ul style="list-style-type: none"> • Howard Center • Rutland Mental Health • Lamoille Family Center • Central Vermont Substance Abuse Services • Clara Martin Center • Northeast Kingdom Human Services • United Counseling Service • Addison County Parent Child Center 	Project Rocking Horse (RII)	\$155,400

Vermont proposes to evaluate and expand the RH program to better address opioid misuse and abuse among pregnant and parenting women. The revision of the materials and update of the curriculum will be done by a consultant with a background in substance misuse. In addition, Vermont proposes to fund an annual training for RH facilitators to improve skills.

Provider	Service	Direct Service
Vermont Association for Mental Health and Addiction Recovery	Vermont Recovery Coach Rural Learning and Scholarships	\$106,200

Vermont proposes to expand recovery services to rural areas through a Recovery Coach Rural Learning program that will align with Vermont's Hub and Spoke MAT system and train the recovery workforce in evidence-informed practices. Vermont will purchase and implement the technology needed for a comprehensive statewide learning network, establish a training hub, and support 5 hosting partners in rural areas. Vermont will use funding to provide 20 scholarships for individuals to receive training in recovery coaching through the program.

Provider	Service	Direct Service
Recovery House, Inc	Residential Long-Term Bed Program Development	\$57,000

Vermont proposes to fund a 1.0 FTE position at Recovery House, Inc. to develop and implement evidence-based residential programming to support individuals with OUD to achieve and maintain recovery. The program will provide an additional eight treatment slots to serve individuals in need of low intensity residential care. Treatment will include structured support, access to MAT and related clinical services, and recovery supports and services, which will allow for individuals to build recovery skills and connections to and in their communities. The funded position will be responsible for all aspects of program development and implementation, review of evidence-based practices, accessing clinical and social services, development of community connections, and support programming implementation, assessment, and quality improvement. This position will interact with partner social service agencies such as the Departments of Labor, Children and Families, Corrections, and other social and community supports and services in the community.

Provider	Service	Direct Service
TBD	Service Delivery Specialists	\$140,210

Vermont proposes to expand Rapid Access: MAT (RAM) to three additional regions. Service Delivery Enhancement Specialists will work with stakeholders to evaluate and improve provider and system processes to meet the RAM 72-hour to MAT standard, address barriers to access, integrate RAM and Recovery Support Services in the ED initiatives, and develop and implement community-based outreach and engagement strategies that promote awareness of RAM.

Provider	Service	Direct Service
TBD	Vermont Alliance of Recovery Residences (VTARR) - Certification	\$100,000

Vermont proposes to support the operationalization of the Vermont Alliance of Recovery Residences (VTARR), a regional affiliate of the nonprofit and recovery community organization National Alliance for Recovery Residences (NARR). Recovery Residences support individuals in their path to long-term recovery from SUD by providing safe, stable, healthy, and sober living environments with peer supports and services integrated into the home. Funding will be used to

support infrastructure needs, purchase of technology, marketing, and scholarships for providers seeking Recovery Residence certification.

Provider	Service	Direct Service
Kingdom County Productions	"Listen To Project" community prevention education campaign	\$50,000

Vermont proposes to fund the development of a youth-focused musical production and community education tool to increase knowledge of the root causes of OUD among youth and young adults, risk and protective factors, and action steps citizens can take to help support protective factors and help individuals seek treatment. Kingdom County Productions (KCP) will elicit feedback and stories from diverse groups of youth affected by SUD and work with youth, artists, educators and professionals to create and film a musical production based on the feedback/stories and develop a discussion guide for distribution among Vermont schools statewide. A statewide tour of the musical production will include a series of community education events and a call to action. The project will coordinate with other messaging designed to educate the community about the risks of opioid misuse, combat stigma and direct people to treatment.

Provider	Service	Direct Service
TBD	Recovery Coach Pregnant and Parenting Women's Specialists	\$186,000

Vermont proposes to support the development of recovery coaches who specialize in serving pregnant and parenting women seeking SUD treatment and recovery services, as well as the development of a family-friendly environment at Vermont recovery centers. Vermont will expand a pilot program initiated at one recovery center to five additional recovery centers. Funding will support one 0.5 full time equivalent (FTE) position at each center (a total of 6.0 FTEs), as well as family-friendly modifications to the recovery centers.

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF424A) **\$3,625,397**

G. Construction: NOT ALLOWED – Leave Section B columns 1& 2 line 6g on SF424A blank.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF424A) **\$0**

I. Indirect Cost Rate: Indirect costs can only be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <http://www.samhsa.gov> then click on Grants – Grants Management – Contact Information – Important Offices at SAMHSA and DHHS - HHS Division of Cost Allocation – Regional Offices.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A)

Item	Rate	Administration Infrastructure	Data Collection Reporting	Direct Service
Indirect Costs	75% of Salary (.75 x \$183,445)	\$137,584	\$0	\$0
TOTAL		\$137,584	\$0	\$0

The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The 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 most 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, 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 75% of the direct salary line item.

TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF424A) **\$3,883,312**

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF424A) **\$137,584**

TOTAL FEDERAL REQUEST -- ((sum of 6i and 6j) enter in Section B column 1 line 6k of form SF424A) \$4,020,896

Proposed Project Period

a. Start Date:	10/1/2018	b. End Date:	9/30/2019
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BUDGET SUMMARY (should include future years and projected total)

Category	Total Project Costs
Personnel	\$183,445
Fringe	\$73,378
Travel	\$1,092
Equip	\$0
Supplies	\$0
Contractual	\$3,625,397
Other	\$0
Total Direct Charges	\$3,883,312
Indirect Charges	\$137,584
Total Project Costs	\$4,020,896

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A) \$4,020,896

COST ALLOCATION BREAKDOWN- FUNDING RESTRICTIONS

ADMINISTRATION/INFRASTRUCTURE \$200,000 Maximum	Total Costs
Personnel	\$42,370
Fringe	\$16,948
Travel	\$1,092
Equipment	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
Total Direct Charges	\$60,410
Indirect Charges	\$137,584
Total Administrative/Infrastructure Costs	\$197,994

DATA COLLECTION/REPORTING \$80,000 Maximum	Total Costs

Personnel	\$28,215
Fringe	\$11,286
Travel	\$0
Equip	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
Total Direct Charges	\$39,501
Indirect Charges	\$0
Total Data Collection/Reporting Costs	\$39,501

DIRECT SERVICE \$3,720,000 Minimum	Total Costs
Personnel	\$112,860
Fringe	\$45,144
Travel	\$0
Equip	\$0
Supplies	\$0
Contractual	\$3,625,397
Other	\$0
Total Direct Charges	\$3,783,401
Indirect Charges	\$0
Total Direct Service Costs	\$3,783,401

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

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

Agency/Department: Agency of Human Services / Health Department Date: 11/02/2018

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 # 2881

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 Department of Health & Human Services, Substance Abuse & Mental Health Services Administration (SAMHSA);
 State Opioid Response Grants (SOR)

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>
Substance Abuse Program Manager	2	ADAP	9/30/2018 thru 9/29/2020
Program Evaluation & Quality Assurance Specialist	1	ADAP	9/30/2018 thru 9/29/2020
Program Technician II	1	ADAP	9/30/2018 thru 9/29/2020

*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:
 The positions are required to perform the activities of the grant as described in the Federal grant application budget.

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 Mark Levine
 on 2018-11-05 21:37:41 GMT
 Signature of Agency or Department Head [Signature] Date 11/9/18

Approved/Denied by Department of Human Resources [Signature] Date 11/9/18

Approved/Denied by Finance and Management [Signature] Date 15 Nov 18

Approved/Denied by Secretary of Administration [Signature] Date 11/20/18

Comments: Classification will need time to properly classify

DHR - 11/7/05
90-11/7/18

**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: Substance Abuse Program Manager

Agency/Department/Unit: AHS/VDH/ADAP GUC: 74603

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 9/30/2020

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

Supervisor's Name, Title and Phone Number: Megan Mitchell, Director of Clinical Services, 802-951-5846

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 526301 Existing Job/Class Title: Substance Abuse Program Manager

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:

Serve as program manager for the Vermont Department of Health (VDH), Division of Alcohol and Drug Abuse Programs (ADAP). This position will work at a professional level involving planning, program development, implementation and ongoing monitoring of a statewide system of recovery support services.

While this position will be directly supervised by the Director of Clinical Services in ADAP, the position will work at a high level with ADAP's Division Director and other ADAP Directors and duties are performed with considerable latitude for independent judgment and professional expertise.

This position will be responsible for the development, management and oversight of all aspects of the recovery system in Vermont including, but not limited to, extensive stakeholder engagement, writing sub-grants for recovery support services, including development of the scope of work, performance measures and monitoring deliverables; monitor sub-grants through conducting site visits, and review of required progress reports and data.

2. Provide a brief justification/explanation of this request:
- The Vermont Department of Health, Division of Alcohol and Drug Abuse Programs has received a \$4 million/year federal grant award from the Substance Abuse and Mental Health Services Administration. This position was approved as part of the application/award. The notice of grant award is attached.

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: Emily Trutor, ADAP Administrative Services Director

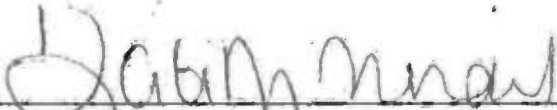
6. Who should be contacted if there are questions about this position (provide name and phone number):
Emily Trutor, 802-651-1552

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).



Personnel Administrator's Signature (required)*

10/15/18

Date



Supervisor's Signature (required)*

10/15/18

Date



Appointing Authority or Authorized Representative Signature (required)*

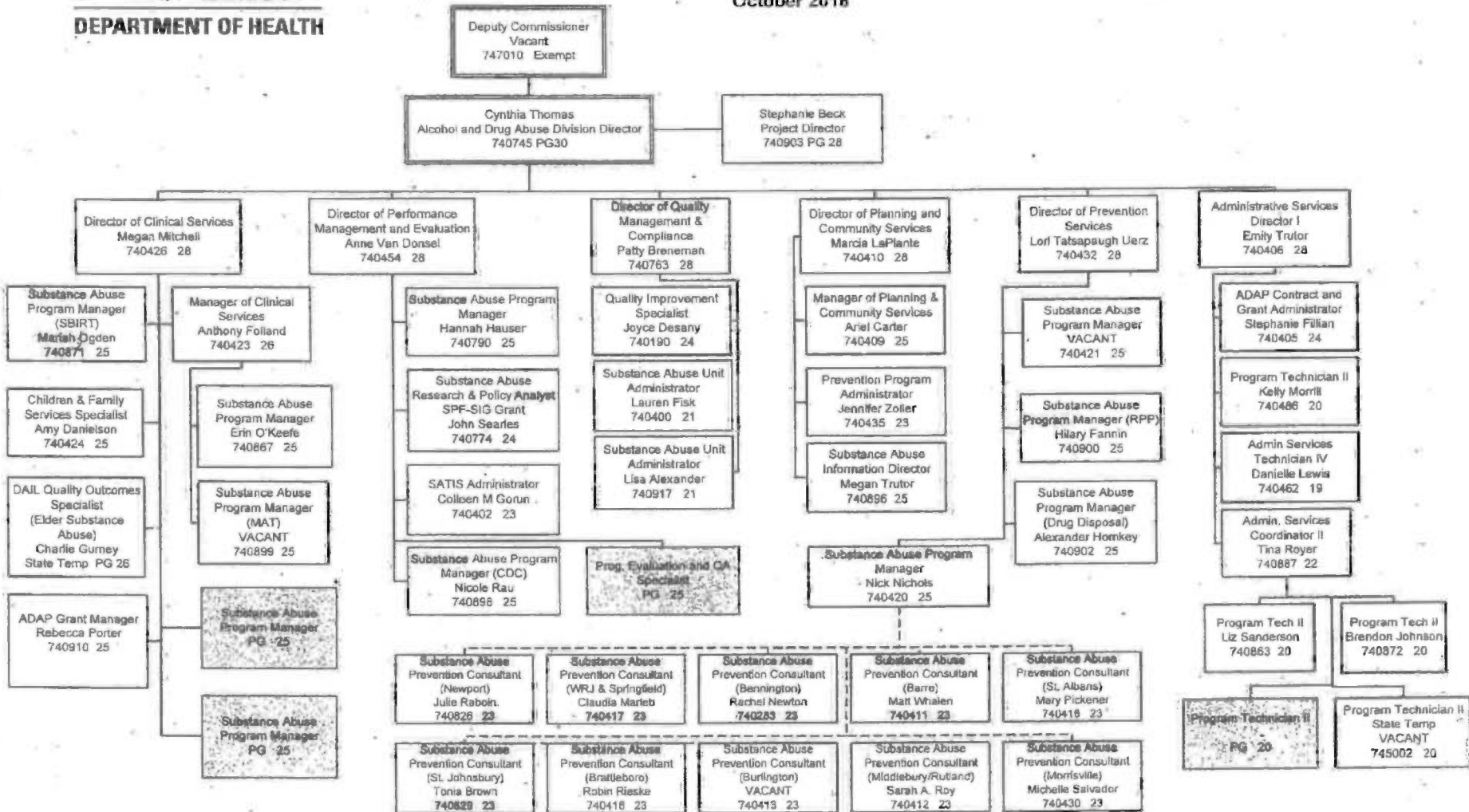
OCT 15 2018

Date

* Note: Attach additional information or comments if appropriate.

Division of Alcohol & Drug Abuse Programs

October 2018



**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: Substance Abuse Program Manager

Agency/Department/Unit: AHS/VDH/ADAP GUC: 74603

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 9/30/2020

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

Supervisor's Name, Title and Phone Number: Megan Mitchell, Director of Clinical Services, 802-951-5846

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 526301 Existing Job/Class Title: Substance Abuse Program Manager

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: Duties and responsibilities:

Serve as program manager for the Vermont Department of Health (VDH), Division of Alcohol and Drug Abuse Programs (ADAP). This position is required through the federal funding award and will be responsible for ensuring that there is coordination among the various streams of federal funding coming into the state to address the opioid crisis.

While this position will be directly supervised by the Director of Clinical Services in ADAP, the position will work at a high level with ADAP's Division Director and other ADAP Directors as well as other Divisions within the Health Department who are receiving federal funds to address opioid use disorder. This position will be responsible for maintaining knowledge of all opioid programming occurring within the state that is funded through federal monies. This position will need to pull together varied stakeholder groups to continually monitor programmatic activities, in collaboration with other program managers, to ensure ongoing coordination.

Duties are performed with considerable latitude for independent judgment and professional expertise.

2. Provide a brief justification/explanation of this request: The Vermont Department of Health, Division of Alcohol and Drug Abuse Programs has received a \$4 million/year federal grant award from the Substance Abuse and Mental Health Services Administration. This position was required as part of the application/award. The notice of grant award is attached.

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: Emily Trutor, ADAP Administrative Services Director
6. Who should be contacted if there are questions about this position (provide name and phone number): Emily Trutor, 802-651-1552
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).

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

10/15/18
Date

[Signature]
Supervisor's Signature (required)*

10/15/18
Date

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

OCT 18 2018

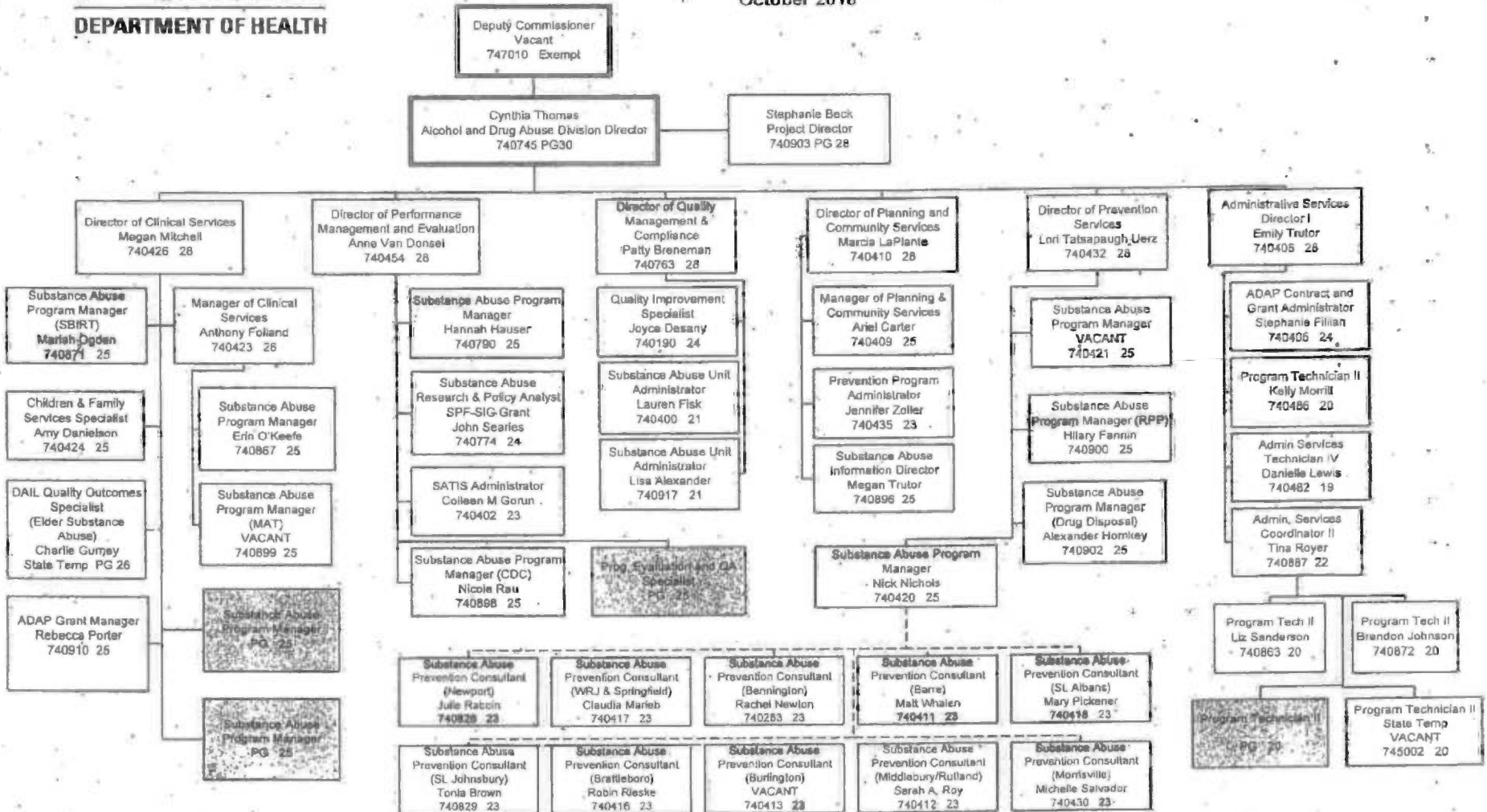
Date

* Note: Attach additional information or comments if appropriate.



Division of Alcohol & Drug Abuse Programs

October 2018



Request for Classification Review Position Description Form A

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: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Program Evaluation and Quality Assurance Specialist
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: AHS/VDH/ADAP Work Station: Burlington Zip Code: 05401
Supervisor's Name, Title and Phone Number: Anne Van Donsel, Dir. Performance Mgmt & Evaluation, 802-652-4142

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

This new position is the result of the increasing number of federal grants which include requirements for the evaluation of activities funded through the grants. At the start of FY2015 ADAP had four multi-million-dollar demonstration grants. There were seven of these grants at the beginning of SFY 2018, and as of 8/20/18 there are four grant applications on which we are still awaiting funding decisions from federal funders, one, for \$4 million/year is assured of funding. The increase in need for evaluation capacity to support the activities of these grants is essential to retaining ongoing program funding.

Job Duty #1: Evaluation

Responsible for development, integration and maintenance of substance abuse prevention, intervention, treatment, and recovery service evaluations to ensure that the services ADAP purchases are effective and address the needs of those to whom the services are provided. Assure that programs have been implemented consistent with the plan and that they are effective and efficient. Identify issues and corrective actions.

- Prepare program and process evaluations following these steps: engage stakeholders, describe the program, focus the design of the evaluation, gather credible evidence, draw and justify conclusions, present findings and ensure use of these findings. Complete the public health evaluation activities described in detail in this document:
<https://www.cdc.gov/eval/guide/CDCEvalManual.pdf>

- Schedule and lead stakeholder meetings to inform the evaluation.

- Identify and assess evaluation options available. Use qualitative, quantitative, and other methods in the design. Research options and past and current program evaluations.

- Determine existing data sources available, additional data needed, and develop tools for collecting data needed to complete evaluations.

- Coordinate evaluation and analysis activities with VDH Health Surveillance on behalf of ADAP.

- Manage data use agreements.

- Write evaluation plans which summarize all steps and timing of the evaluation process.

- Write reports and disseminate evaluation findings to stakeholders. Assist
- Provide technical assistance and training to division staff in the areas of evaluation, data retrieval, preparation, analysis, and application of quantitative management techniques.
- Prioritize information requests, and in cooperation with the other ADAP personnel, determine the most efficient and effective ways to provide information within resource constraints.

Major Duty #2: Quality Assurance, Quality Improvement, and Program Monitoring

Assure that evaluation information is accurate, complete, timely, and used to monitor and improve services and ADAP overall strategies.

- Synthesize data to identify anomalies and take corrective action to improve projects.
- Create, administer, and monitor provider surveys to identify opportunities for improvements to ADAP evaluation systems and assess readiness to comply with future initiatives.
- Lead and participate in meetings and workgroups to improve service and data quality as well as associated processes.
- Participate on Agency Improvement Model teams to improve ADAP processes.
- Ensure that evaluation data is sufficient, accurate, and received on time to comply with the reporting requirements of the funders as well as internal and external stakeholders.
- Support grant managers by providing data and information to be reviewed with providers at site visits to assure that providers are meeting the deliverables of the grants.

Major Job Duty #3: Grant Management

- Write applications for, and manage, federal grant requests for proposals (RFPs). Convene stakeholder grants to determine funding needs, oversee distribution of funds, and continually monitor programmatic activities, in collaboration with other program managers and stakeholders, to assure compliance with the grant requirements.
- Write evaluation components of federal grant applications submitted by the state and act as the lead evaluator for federal demonstration grants.
- Write requests for proposal/information (RFP/RFI) to solicit applications for evaluation contractors/grantees, oversee the review process, and write grant deliverable requirements in evaluation grants and contracts for evaluation services.

Major Duty #4: General Responsibilities

- Act as back up to other ADAP Units as needed to support the overall goals and responsibilities of ADAP and VDH.
 - Support the goals of the Performance Management and Evaluation Unit.
 - Provide prompt and accurate preparation of written reports and documents.
 - Provide data to VDH and ADAP staff to allow completion of all grant application reporting.
- Other duties as assigned.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may collaborate, monitor, guide, or facilitate change.

ADAP: Lead and participate in meetings with the ADAP Directors and staff. Provide technical assistance and supporting data to drive decisions that impact the strategic direction. Work with all clinical, prevention, and administrative staff to develop and support strategic and business functions.

VDH: Work with the Business Office around grant application and reporting processes as well as associated budgeting, monitoring, and planning. Collaborate with Health Surveillance to develop evaluation plans and data analysis. Complete contract and grant reviews with the Assistant Attorney General. Summarized findings for VDH Public Affairs for inclusion in publications for media, the legislature, high level policy makers and the general public.

Federal Funders and Other State Evaluators: Primary contact for evaluation activities associated with federal demonstration grants. Participate in multi-state evaluation activities.

External stakeholders: Lead and participate in meetings with, provide technical assistance, quality reporting, data summaries and procedures to, and solicit information from, ADAP treatment and prevention provider program directors, CFOs, information technology staff, Recovery Center Directors, and directors of support organizations such as the Recovery Network, and the Vermont Association of Mental Health. Participate in federal site visits with funders such as SAMHSA. Work with external IT vendors

ADS: Define ADAP data systems needs associated with evaluation and work with ADS staff on system implementation.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Knowledge of Program Evaluation procedures

- Development of evaluation plans, including defining the question to be answered, identifying stakeholders, defining evaluation questions, developing logic models, evaluation design, data collection requirements, data analysis and interpretation, reporting, and follow up.

Leadership and Management Requirements

- Ability to coordinate the needs of ADAP and other VDH divisions (HS, HPDP, ADS) to implement shared projects and processes.
- Ability to lead groups to determine evaluation goals
- Strong ability to communicate in writing for internal and external stakeholders.

Knowledge of healthcare data systems and coding

- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) and 42CFR requirements around client confidentiality and use of private health information.
- Comprehensive knowledge of highly technical healthcare diagnosis and procedure codes (ICD-9/ICD-10, HCPCS) as well as the structure and use of health care claims universes and data within the Business Objects Medicaid Data tool.

Knowledge of software, data, database structure, and querying systems

- Requires very strong Microsoft Office Suite computer skills including Microsoft Word, Excel, Access, Outlook, and PowerPoint.
- Ability to develop, maintain, and use databases to collect data, monitor quality assurance, quality improvement and business functions.
- Ability to develop and implement surveys then analyze, assess and present the results, sometimes using a data collection tool such as Survey Gizmo, sometimes using paper systems.
- Understand the structure and use of existing datasets and surveys such as the Substance Abuse and Mental Health Service Administration's (SAMHSA) Treatment Episode Data (TEDS) dataset, the on-line query tool in the Substance Abuse and Mental Health Data Archive (SAMHDA), the structure, limitations, and use of the National Survey of Drug Use and Health data (NSDUH) etc.
- Comprehensive and thorough knowledge of statistics and research principles and practices.

Knowledge of quality assurance and improvement principles and practices.

- Ability to develop appropriate provider-level quality and performance improvement measures which are tied to the long-term population-level goals and strategies of the Division, VDH, and AHS.
- Ability to query complex data systems in creative ways in order to develop reports used to set quality measure baselines and assess provider progress against the baseline over time
- Ability to synthesize a wide variety of data and to develop trend analyses based on it.
- Ability to coordinate quality improvement measures with other State programs such as Blueprint for Health, Division of Health Access, Dept. of Mental Health, etc.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

N/A

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position requires significant self-direction and prioritization. Assignments may be made by the Director of Performance Management and Evaluation verbally or in writing and is evaluated through monthly face-to-face "Check In" meetings and on an as needed basis. In addition, weekly face-to-face "Unit" meetings are another forum in which the quality of work being done and is evaluated.

The person in the position is largely responsible for setting work priorities. Priorities are determined based on factors such as federal application and reporting requirements, business continuity, information needs of partners, and current ADAP strategic priorities. Highest priority activities are around assuring that ADAP is meeting the evaluation requirements of the federal demonstration grants. That may require the development of grants and contracts that are consistent with the strategic initiatives, funding priorities, quality assurance and quality improvement activities, and legal requirements of the division, department, and state. Requests of outside partners, such as the legislature, SAMHSA, the National Association of State Alcohol/Drug Abuse Directors (NASADAD), media, grantees, other state agencies, etc. are prioritized as needed. The effectiveness of this position is assessed through successful and timely completion of evaluations consistent with the evaluation plans that were developed, stakeholder feedback, federal response to evaluation results, and uptake of evaluation recommendations as a result of data dissemination and training.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The most challenging part of this job is coordinating the work with stakeholders. Some stakeholders do not receive funding to do the work which requires diplomacy and skill in convincing people that completing the work will be advantageous to them. Another challenge is that grant reporting timing is such that reports will be due for multiple grants at the same time leading to high workloads on a periodic basis. Goals and priorities are constantly evolving, and it is often found that they conflict with one another, at the federal, state, agency, department, and division levels that must be evaluated and prioritized. Decisions must be made in conjunction with the Director of Performance Management and Evaluation as well as internal and external stakeholders, some of whom are negatively impacted by the decisions. The programs supported by this position must meet all the legal requirements of the funding sources and State, and any grantee/contractor must use the funds for the services defined in the grants and contracts.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position evaluates ADAP and provider performance in the use of approximately \$10 - \$20 million/year in federal substance abuse prevention, intervention, treatment and recovery block grant and demonstration funds from multiple federal funders. Results of this work impacts the services funded and the allocation of current and future funding and must be done in a manner consistent with the strategic initiatives of the federal funder and the division, department, and state and in compliance with state and federal requirements.

The ability to simply and clearly communicate complex information is essential. This position is responsible for writing reports and presenting information to internal and external stakeholders and funders.

This position also works with HIPAA and 42 CFR Part 2 protected client level claims and treatment data.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Mental Stress	40%
Deadline pressures	40%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
N/A	

c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Office Materials (books, binders, paper, etc.)	10 lbs	<5%

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting/Standing/Walking/Typing/Bending/Reaching	>90%
Driving	<10%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

This is a new position and RFR was written by the person supervising the position so this is N/A

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

See above

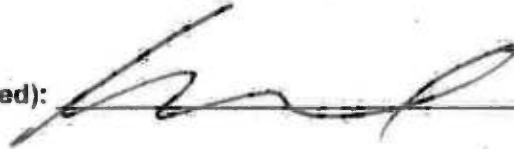
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

See above

4. Suggested Title and/or Pay Grade:

Substance Abuse Program Evaluator - Paygrade 25.

Supervisor's Signature (required):



Date:

10/15/18

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]

Personnel Administrator's Signature (required):

[Handwritten Signature] Date: 10/15/18

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty box for clarifying information and/or additional comments]

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]

[Handwritten Signature]

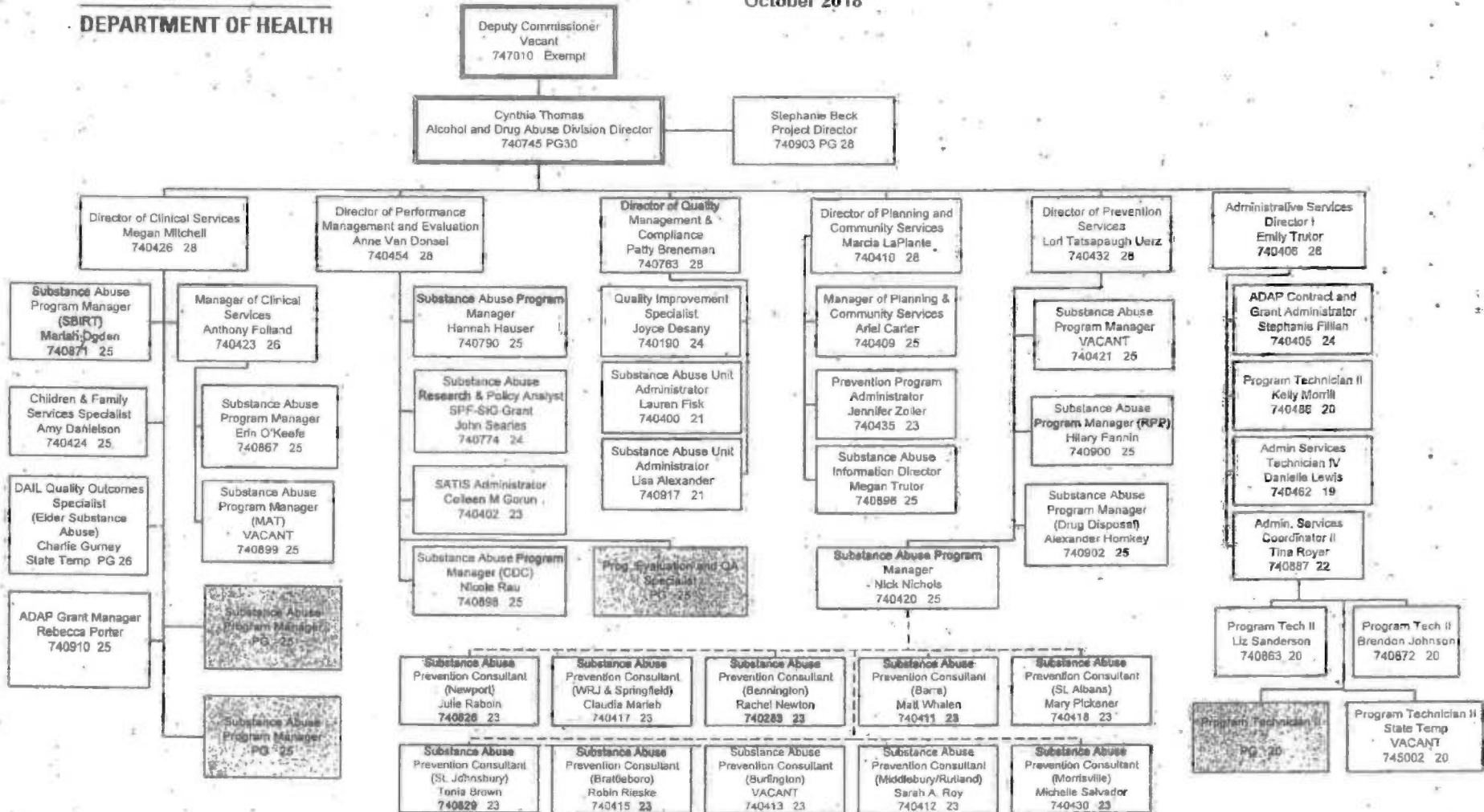
OCT 15 2018

Appointing Authority or Authorized Representative Signature (required)

Date

Division of Alcohol & Drug Abuse Programs

October 2018



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: Program Technician II

Agency/Department/Unit: AHS/MDH/ADAP GUC: 74604

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type: Permanent Limited Service (end date) 9/30/2020

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

Supervisor's Name, Title and Phone Number: Tina Royer, Administrative Services Coordinator, 802-951-5179

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 004800 Existing Job/Class Title: Program Technician II

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: **Duties and responsibilities:**

Assists the Project Director, State Opioid Coordinator, Recovery Specialist and Grant Evaluator in all infrastructure development projects. This will include implementation plan timeline monitoring and assistance with navigating the State of Vermont's policies and procedures to ensure the timely execution of Requests for Proposals (RFPs), Memorandums of Understanding (MOUs), sub-grants and sub-contracts.

Provides technical support to the sub-grant and sub-contract reporting process. This includes monitoring the receipt and approval of required reporting.

Processes invoices, coding slips and purchasing requests in accordance with Department and State regulations.

Develops specific reports and other written products to support ongoing infrastructure development processes. These reports will include, but are not limited to, identifying and reporting out on program challenges, actions taken to date, outcomes, lessons learned, plans for next year with the purpose of supporting continued systems and services improvements.

Responsible for requesting and collecting program data; editing and analyzing the data; and writing comprehensive status reports. Several detailed status reports are required by the grantor due at regular intervals over the course of this grant.

Responds to programmatic inquiries from the general public, governmental officials, or other jurisdictions.

Coordinates communications (written/verbal) with Health District Office Directors, grantees and contractors

Attend stakeholder meetings or other meetings to gather or distribute program or technical information. This activity will require a thorough understanding of the grant activities in progress and ability to convey relevant, current and accurate information.

2. Provide a brief justification/explanation of this request: The Vermont Department of Health, Division of Alcohol and Drug Abuse Programs has received a \$4 million/year federal grant award from the Substance Abuse and Mental Health Services Administration. Over 50 legal agreements are associated with this federal grant and this position will be integral to the successful implementation of approved programming and the meeting of federal/state subrecipient monitoring requirements/regulations. This position was requested as part of the application. The notice of grant award is attached.

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: Emily Trutor, ADAP Administrative Services Director

6. Who should be contacted if there are questions about this position (provide name and phone number): Emily Trutor, 802-651-1552

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).

David M. Murrell

Personnel Administrator's Signature (required)*

10/15/18

Date

Jana Ray

Supervisor's Signature (required)*

10/15/18

Date

[Signature]

Appointing Authority or Authorized Representative Signature (required)*

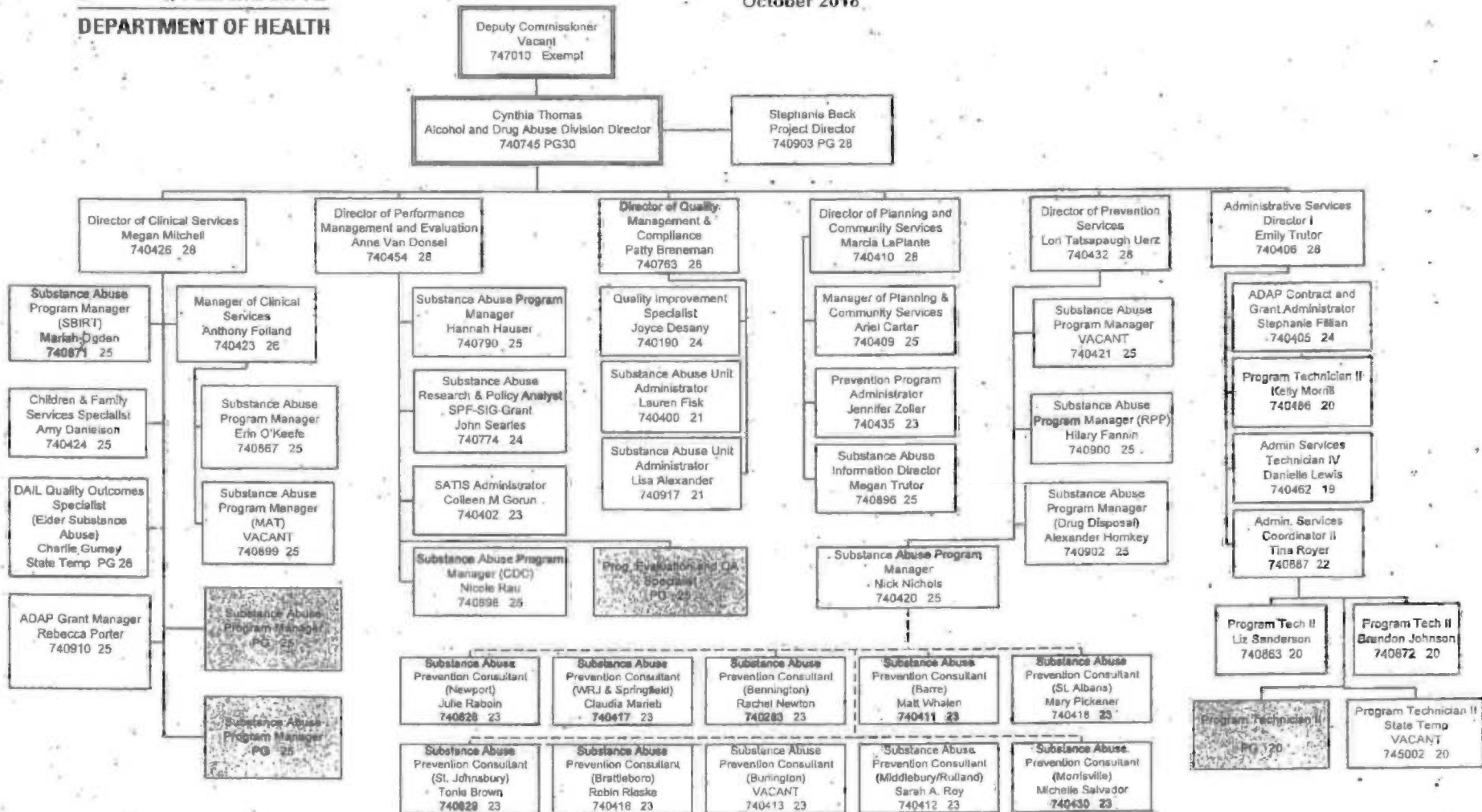
OCT 16 2018

Date

* Note: Attach additional information or comments if appropriate.

Division of Alcohol & Drug Abuse Programs

October 2018



Substance Abuse Program Evaluator

Job Code:

Pay Grade: 25

Class Definition: Program evaluation, quality assurance, staff consultation and training, statistical analysis and data reporting at the program, systems, and policy levels for the Division of Alcohol and Drug Abuse Programs in the Vermont Department of Health. This position is responsible for developing and implementing evaluation and quality assurance for substance abuse-related programs and grants using tools that measure outcomes, processes, and compliance with state and federal standards. Duties also include preparation of grant applications, workplans, and final evaluation and quality improvement reports. Duties are performed with substantial professional independence under the supervision of an ADAP Director. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, and strengths-based relationships and results orientation.

Examples of Work:

Oversee all aspects of program, process, and policy evaluation including working with stakeholders, developing evaluation questions and methods, performing evaluations, writing evaluation reports, and working with stakeholders to implement recommendations.

Develop qualitative and quantitative data collection methods such as internal technology-based systems to monitor and measure pre/post indicators/outcomes and compliance. These may include but are not limited to, surveys, self-reports, interviews, standardized testing, file/record reviews, quality services analyses, etc.

Determine and implement appropriate technological tools and processes that will collect, organize, track, interpret and report quality assurance activities and ongoing continuous quality improvement. Present reports and materials to

supervisory and management personnel and other entities as required.
Performs other duties as required.

Apply for, and manage associated projects, federal grant requests for proposal.

Environmental Factors:

Duties are performed primarily in a standard office setting. Some travel may be required, for which private means of transportation may be necessary. Some work outside normal office hours may be anticipated. Stress may be encountered from deadlines and expectations for significant positive organizational change.

Minimum Qualifications

Knowledge, Skills and Abilities:

Considerable knowledge of planning and evaluation principles and practices.

Considerable knowledge of the principles and practices of quality assurance management.

Considerable knowledge of technology-based systems, evaluation programs and data bases.

Ability to analyze, synthesize, and present complex data and information.

Ability to prepare and present clear, concise oral and written reports.

Ability to problem solve in a team environment.

Ability to prioritize and manage multiple projects.

Ability to establish and maintain effective working relationships.

Education and Experience:

Bachelor's degree or higher in public administration, human services related field, technology field or other closely related field AND two (2) years or more

at a professional level in program evaluation or quality assurance/management programs.

OR

High School diploma or equivalent AND six (6) years or more at a professional level in program evaluation or quality assurance management programs.

Preferred:

Knowledge in substance abuse prevention, intervention, treatment and recovery programming.

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.