



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 8, 2019
Subject: Grant Request – JFO #2974

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

JFO #2974 – \$172,505 Centers for Disease Control and Prevention to the VT Agency of Human Services - Department of Health. The department will utilize the funding to create the Vermont Violent Death Reporting System, which will collect and disseminate surveillance data on all violent deaths in Vermont. **This grant would establish two (2) limited-service positions entitled *Public Health Analyst I* and *Public Health Analyst II*** to complete the data collection and analysis.

Note: The Public Health Analyst I position will be fully funded through the grant at .6 FTE. The Public Health Analyst II position will be a 1 FTE position with .85 FTE funded through this grant and .15 FTE funded through the Opioid Data to Action grant.

[JFO received 10/3/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson at (802) 828-5622; 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 October 21, 2019, we will assume that you agree to consider as final the Governor's acceptance of these requests.

#2974



**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

To: Sarah Clark, AHS CFO

From: Paul Daley, Financial Director

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

Re: Grant Acceptance of Collecting Violent Death Information Using the National Violent Death Reporting System

Date: September 3, 2019

The Department of Health has received a new grant award from the Centers of Disease Control and Prevention. Funding was awarded under CFDA 93.136 for a project titled: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS).

The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

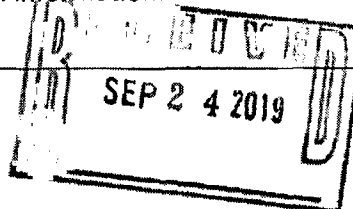
Data from electronic death certificates, investigative data, autopsy reports, toxicology test results, law enforcement reports, and medical records will be abstracted and entered into the CDC web-based data entry system for the purposes of informing violence prevention efforts and reducing morbidity and mortality related to violence in Vermont.

This grant has a three-year project period; Vermont has received a first year award in the amount of \$172,505. The Health Department is requesting approval to accept this award and to establish two limited service positions to be funded by the grant.

I am enclosing for your review and approval by AHS a Request for Grant Acceptance (AA-1) and a Limited Service Position Request Form, along with supporting materials.

When your review is complete, kindly forward this material in its entirety to DHR-Classification for their review.

Please let me know if you have questions or need additional information.





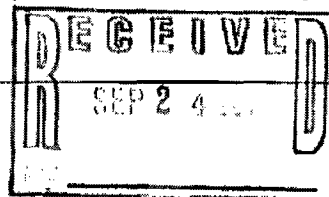
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

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

Agency of Administration

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM					
Grant Summary:		The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.			
Date:		9/3/2019			
Department:		Agency of Human Services – Department of Health			
Legal Title of Grant:		Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS)			
Federal Catalog #:		93.136 - Injury Prevention and Control Research and State and Community Based Programs			
Grant/Donor Name and Address:		Centers for Disease Control and Prevention 2939 Brandywine Road; Atlanta, GA 30341			
Grant Period:		9/1/2019 – 8/31/2020 (Project Period through 8/31/2022)			
Grant		\$172,505			
	SFY 20	SFY 2	SFY 3	Total	Comments
Grant Amount	\$131,158	\$41,347			
Position Information		# Positions	Explanations/Comments		
		2	Public Health Analyst II; Public Health Analyst I		
Additional Comments		See attached grant abstract - * \$2,344 variance between direct & indirect costs on budget and NOA allowable in the STCs			

Department of Finance & Management		(Initial)
Secretary of Administration		(Initial)
Sent to Joint Fiscal Office	10/2/19	Date



Funding Abstract

The Department of Health has received a new grant award from the Centers of Disease Control and Prevention. Funding was awarded under CFDA 93.136 for a project titled: Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS).

The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.

Data from electronic death certificates, investigative data, autopsy reports, toxicology test results, law enforcement reports, and medical records will be abstracted and entered into the CDC web-based data entry system for the purposes of informing violence prevention efforts and reducing morbidity and mortality related to violence in Vermont.

This grant has a three-year project period; Vermont has received a first year award in the amount of \$172,505. The Health Department is requesting approval to accept this award and to establish two limited service positions to be funded by the grant.

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

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	Department of Health			
3. Program:	Vermont Violent Death Reporting System			
4. Legal Title of Grant:	Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS)			
5. Federal Catalog #:	93.136 - Injury Prevention and Control Research and State and Community Based Programs			
6. Grant/Donor Name and Address: Centers for Disease Control and Prevention, 2920 Brandywine Road Atlanta, GA 30341				
7. Grant Period:	From:	9/1/2019	To:	8/31/2020
Project Period	From:	9/1/2019	To:	8/31/2022
8. Purpose of Grant: The objective of this project is the creation and use of the Vermont Violent Death Reporting System (VTVDRS), which will collect and disseminate accurate, timely and comprehensive surveillance data on all violent deaths in Vermont.				
9. Impact on existing program if grant is not Accepted: The project could not proceed				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 20	FY 21	FY	
Personal Services	\$86,831	\$28,944		
Operating Expenses	\$7,114			
Grants	\$0			
Total	\$93,945	\$28,944		
Revenues:				
State Funds:	\$0			
Cash	\$0			
In-Kind	\$0			
Federal Funds:	\$131,158	\$41,347		
(Direct Costs)	\$93,945	\$28,944		
(Statewide Indirect)	\$1,861	\$620		
(Departmental Indirect)	\$35,352	\$11,783		
Total	\$131,158	\$41,347		
Appropriation No:	3420010000	Amount:	\$22,979	
	3420021000		\$108,179	
		Total	\$131,158	
Has current fiscal year budget detail been entered into Vantage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

40
9/11/19

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.


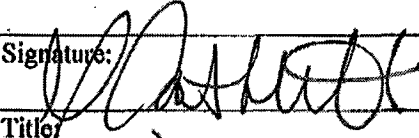
Appointing Authority Name: by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Public Health Analyst II
	1	Public Health Analyst I
Total Positions	2	

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-IPN (if applicable):

Signature: 	Date: 7/7/19
Title: Commissioner	
Signature: 	Date: 9/13/19
Title: Deputy Secretary	

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) Date: 9/25/19

15. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected
 _____ (Governor's signature) Date: 10/1/19

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

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).

**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 -- Department of Health Date: August 21, 2019

Name and Phone (of the person completing this request): Paul Daley, 802-863-7284

Request is for:

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

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

Centers for Disease Control and Prevention, National Center for Injury Prevention and Control
 Collecting Violent Death Information Using the National Violent Death Reporting System, State of Vermont

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Public Health Analyst II, 1, Health Surveillance/Public Health Statistics, 9/1/2019 - 8/31/2022
 Public Health Analyst I, 1, Health Surveillance/Public Health Statistics, 9/1/2019 - 8/31/2022

*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:

This grant requires data collection, abstraction, and data analysis on all violent deaths taking place in Vermont. VDH does not currently have analysts available to complete the wide range of data collection and analysis required for case entry, completion and inclusion in a complete data set. These PHAI and PHAI positions will enable these statistically advanced grant activities to be completed in compliance with the grant's requirements and time-line.

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))

Paul Daley AUG 29 2019 9/13/19
 Signature of Agency or Department Head Date

Anna Fine 9/20/19
 Approved/Denied by Department of Human Resources Date

John P. Kelly 24 Sept 19
 Approved/Denied by Finance and Management Date

Paul Daley 9/25/19
 Approved/Denied by Secretary of Administration Date

Paul Daley 10/1/19
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

OK 9/11/19

O'Connell, Tracy E

From: Harrison, Connie
Sent: Tuesday, September 10, 2019 7:57 AM
To: O'Connell, Tracy E; Daley, Paul
Cc: Small, Sara; Clark, Sarah
Subject: Re: Health Department AA-1 package for AHS review - National Violent Death Reporting System

Good morning,

The .15 will be funded through our Opioid Data to Action grant. The second position will be filled at the .6 FTE only.

Thanks,
Connie

From: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>
Sent: Monday, September 9, 2019 4:13:46 PM
To: Daley, Paul <Paul.Daley@vermont.gov>; Harrison, Connie <Connie.Harrison@vermont.gov>
Cc: Small, Sara <Sara.Small@vermont.gov>; Clark, Sarah <Sarah.Clark@vermont.gov>
Subject: RE: Health Department AA-1 package for AHS review - National Violent Death Reporting System

Hi Paul, Connie

For the two positions being requested from this grant, I noticed that they are not budgeted as full FTEs in the award. The grant award has one as .85 FTE and the other .60 FTE. What is the remaining funding source which will round out the full costs of these positions?

Thank you,
Tracy

Tracy O'Connell
Financial Director
State of Vermont
Agency of Human Services
(802) 236-2919 (cell)
tracy.oconnell@vermont.gov

From: Daley, Paul <Paul.Daley@vermont.gov>
Sent: Wednesday, September 04, 2019 4:13 PM
To: Clark, Sarah <Sarah.Clark@vermont.gov>
Cc: O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; Small, Sara <Sara.Small@vermont.gov>; Harrison, Connie <Connie.Harrison@vermont.gov>
Subject: Health Department AA-1 package for AHS review - National Violent Death Reporting System

Hi Sarah,

I'm enclosing an AA-1 package for your review. This includes position requests, so the package should be sent to DHR-Classification after the AHS approval signatures are secured on the AA-1 and the Limited Service Position Request. Please let us know if you want the hard-copy of this package sent to you. Connie will be tracking this while I'm out until Tuesday.

Paul Daley
Financial Director
Vermont Department of Health
108 Cherry Street, Burlington VT 05402
(802) 863-7284
<http://healthvermont.gov/>

1. DATE ISSUED MM/DD/YYYY 08/28/2019

1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

2. CFDA NO. 93.136 - Injury Prevention and Control Research and State and Community Based Programs

3. ASSISTANCE TYPE Cooperative Agreement

4. GRANT NO. 1 NU17CE924945-01-00 Formerly

5. TYPE OF AWARD Other

4a. FAIN NU17CE924945

5a. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY From 09/01/2019 Through 08/31/2022

7. BUDGET PERIOD MM/DD/YYYY From 09/01/2019 Through 08/31/2020

8. TITLE OF PROJECT (OR PROGRAM) State of Vermont

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources

2939 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
317(K) OF PHS ACT(42USC247B(K))

9a. GRANTEE NAME AND ADDRESS
Human Services, Vermont Agency Of
280 State Dr
Waterbury, VT 05671-9501

9b. GRANTEE PROJECT DIRECTOR
Ms. Jennifer Hicks
280 State Dr
Health Surveillance
Waterbury , VT 05671-9501
Phone: 802-863-7264

10a. GRANTEE AUTHORIZING OFFICIAL
Mr. Bryan O'Connor
280 STATE DR
WATERBURY, VT 05671-9501
Phone: 802-883-7384

10b. FEDERAL PROJECT OFFICER
Mr. James Diggs
4770 Buford Hwy
F-63
NCIPC-Division of Violence Prevention
Atlanta, GA 30341

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only

II Total project costs including grant funds and all other financial participation **I**

a. Salaries and Wages	80,934.00
b. Fringe Benefits	32,374.00
c. Total Personnel Costs	113,308.00
d. Equipment	1,500.00
e. Supplies	610.00
f. Travel	3,076.00
g. Construction	0.00
h. Other	2,000.00
i. Contractual	0.00
j. TOTAL DIRECT COSTS	120,494.00
k. INDIRECT COSTS	52,011.00
l. TOTAL APPROVED BUDGET	172,505.00
m. Federal Share	172,505.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from item 11m) 172,505.00

b. Less Unobligated Balance From Prior Budget Periods 0.00

c. Less Cumulative Prior Award(s) This Budget Period 0.00

d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 172,505.00

13. Total Federal Funds Awarded to Date for Project Period 172,505.00

14. RECOMMENDED FUTURE SUPPORT
(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION

b. ADDITIONAL COSTS

c. MATCHING

d. OTHER RESEARCH (Add / Deduct Option)

e. OTHER (See REMARKS)

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislation

b. The grant program regulations.

c. This award notice including terms and conditions, if any, noted below under REMARKS.

d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - Yes No)

GRANTS MANAGEMENT OFFICIAL:

Brownie Anderson-Rana, Grants Management Officer
2939 Flowers Road
Mallistop TV2
Atlanta, GA 30341-5509
Phone: 770-488-2771

17.OBJ CLASS	41.51	18a. VENDOR CODE	1036000284D4	18b. EIN	036000264	19. DUNS	808376155	20. CONG. DIST.	00
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21. a.	9-939ZSPT	b.	19NU17CE924945	c.	CE	d.	\$172,505.00	e.	75-19-0952
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 06/28/2019
GRANT NO. 1 NU17CE924945-01-00	

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 06/28/2019
GRANT NO. 1 NU17CE924945-01-00	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/01/2019	08/31/2020	Annual	11/29/2020
09/01/2020	08/31/2021	Annual	11/29/2021
09/01/2021	08/31/2022	Annual	11/29/2022

Elmquist, Candace

From: Daley, Paul
Sent: Tuesday, September 24, 2019 4:15 PM
To: Elmquist, Candace
Cc: O'Connor, Bryan; O'Connell, Tracy E; Clark, Sarah; Harrison, Connie
Subject: RE: NVDRS Grant Question

Hi Candace,

I agree with your analysis that budget categories in the Notice of Award don't match our line items in the AA-1 or our budget narrative. Our total award of \$172,505 was less than the amount we applied for, and one of the conditions of this award is that we needed to respond with a revised budget by October 1. The budget you have in the package captioned "Post Award Budget Revision" is our revised budget.

So the total revised budget matches the total award, but there is a \$2,394 variance between budget categories. Sometimes we will receive a revised notice of award that resolves this variance, in other cases the federal project officer will opt not to do so when the variance is minimal. CDC grantees have general authority to vary up to 25% from budget in each category without the requirement to request an amended grant award. We don't expect to get a revised notice of award in this case because the variance is small and the indirect claims always vary from budget to some degree since they are claimed on the basis of the approved cost allocation plan.

Regards,
Paul Daley
863-7284

From: Elmquist, Candace <Candace.Elmquist@vermont.gov>
Sent: Tuesday, September 24, 2019 3:04 PM
To: Daley, Paul <Paul.Daley@vermont.gov>
Cc: O'Connor, Bryan <Bryan.OConnor@vermont.gov>; O'Connell, Tracy E <Tracy.OConnell@vermont.gov>; Clark, Sarah <Sarah.Clark@vermont.gov>
Subject: NVDRS Grant Question

Hi Paul,

The budget line items in the NOA for the NVDRS CDC Grant do not match the budget that VDH submitted to the CDC and the budget listed on the AA-1. There is a \$2,394 variance swap between direct costs and indirect costs. Any idea why this is the case? Can you confirm via email with the CDC that your team has the ability to amend the budget line items?

Thanks,

Candace

Candace Elmquist
Budget Analyst
Department of Finance & Management

109 State Street, Montpelier, VT
candace.elmquist@vermont.gov
802.622.4031

Response to NOFO#: CDC-RFA-CE19-1905

Collecting Violent Death Information Using the National Violent Death Reporting System

Budget Narrative - POST AWARD BUDGET REVISION

The State of Vermont requests a total of \$172,505 for the budget period September 1, 2019 through August 31, 2020. This funding request includes monies for regular operation of the VTVDRS for the first year. Below is more specific justification for the budget monies requested.

Yearly Budget Breakdown from FY19 to FY20

The State of Vermont requests a total of \$172,505 for the budget period September 1, 2019 through August 31, 2020. This funding request includes monies for a Public Health Analyst II (PHA II, the Program Manager at 0.85 FTE), and a Public Health Analyst I (PHA I, the Data Abstractor at 0.60 FTE). The budget also includes funding for: three staff members to travel to the NVDRS Reverse Site Visit, the purchase of one computer (VDH will provide the other computer needed), statistical software licensing, and other incidentals. Below is the specific justification for the funds requested.

A. Personnel (Salaries and Wages) (\$82,696): Money is requested to fund the VTVDRS Program Manager (0.85 FTE, PHA II) and a Data Abstractor (0.60 FTE, PHA I). The Program Manager will serve as the supervisor of day-to-day operations for the VTVDRS, facilitate the VTVDRS Advisory Group, conduct data quality checks, complete cases, conduct data analysis and oversee dissemination. The Data Abstractor will be responsible for initiating cases, abstracting data, and participating in data quality checks. Overall responsibility for the grant will be held by the Principal Investigator, Jennifer Hicks (0.0 FTE, Research, Epidemiology and Evaluation Unit Chief). Please see the attached job descriptions for more specific details on staff responsibilities.

Position Title and Name: Research, Epidemiology and Evaluation Unit Chief, Jennifer Hicks (Principal Investigator)
Annual Salary: \$93,309
Time: 0.0 FTE (0%)
Months: 12 Months
Amount Requested: \$0

Position Title and Name: Public Health Analyst II, TBD (Program Manager)
Annual Salary: \$60,196
Time: 0.85 FTE (85%)
Months: 12 Months
Amount Requested: \$48,688

Position Title and Name: Public Health Analyst I, TBD (Data Abstractor)
Annual Salary: \$56,680
Time: 0.60 FTE (60%)
Months: 12 Months
Amount Requested: \$34,008

These positions will be responsible for the work related to the VTVDRS. While the specific Data Abstractor is unnamed above, VDH currently has three Data Abstractors working on SUDORS case abstraction for the Opioid Crisis Grant which ends 8/31/2019. We are hoping to transition a trained abstractor from that project to the VTVDRS. VDH will submit a change of personnel notification to our Project Officer as soon as the Data Abstractor is officially hired. This will be done via Grant Solutions.

B. Fringe Benefits (\$33,078): The State of Vermont uses a 40% rate to calculate fringe. This translates into \$33,078 based on the salary noted above.

C. Consultant Costs: Not applicable.

D. Equipment (\$1,500): Money is requested to purchase one new computer. The PI and the Program Manager currently have computers. As the abstractor will be a new position for VDH, we will need to purchase a new computer. The computers currently being used to enter SUDORS data is specifically designated for VDH interns and temporary employees. Therefore, in order for the abstractor to execute their job tasks, a new computer must be purchased.

E. Supplies (\$1,000): Money is requested for office supplies and printing costs.

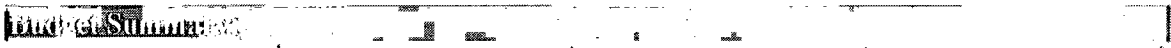
F: Travel (\$4,614): Out of State Travel: Money is requested for the Principal Investigator, the Program Manager and the Data Abstractor to attend the required reverse site visit each year. Costs to attend the reverse site visit are estimated at \$1,538 per person.

G. Other: Not Applicable.

H. Contractual Costs: Not Applicable.

Total Direct Costs (sum of A-H): \$122,888

J. Indirect Costs (\$49,617): The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the 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 64% of the direct salary line item, yielding a total cost of \$49,617 for the period.



A. Salaries and Wages	\$82,696
B. Fringe Benefits	\$33,078
C. Consultant Costs	--
D. Equipment	--
E. Supplies	\$1,500
F. Travel to RSV	\$4,614
G. Other – SAS license, etc.	\$1,000
H. Contractual Costs	--
I. Total Direct Costs (sum A-H)	\$122,888
j. Indirect Costs	\$49,617
k. TOTAL (sum of i and j)	\$172,505

Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____
New Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____
	Working Conditions: _____ Total: _____

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit:
GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested; Existing Class Code Existing Job/Class Title:

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Oversee the collection of standard data elements provided by the Centers for Disease Control and Prevention (CDC) for all violent deaths in Vermont and ensure completion of case information into the National Violent Death Reporting System (NVDRS) in a timely manner. Work with VT NVDRS abstractor to complete data entry and completion into the NVDRS. Monitor and evaluate case completion and data quality for all violent deaths taking place in Vermont. Work with key data collection partners such as law enforcement and assistant medical examiners to improve data collected about violent deaths. Create and advance methodologies for analyzing the VT NVDRS data. Organize and facilitate a NVDRS advisory group for effective creation and dissemination of data products. Share key findings through meetings, presentations, reports and data briefs to key stakeholders and organizations working to prevent violence and resulting injuries.

2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded a CDC grant from the grant program "Collecting Violent Death Information Using National Violent Death Reporting System" to collect and disseminate surveillance data on violent deaths to improve planning, implementation and evaluation of violence prevention programs. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently VDH does not have an analyst that can produce the data needed to accomplish the work of this grant. The work required by the new grant is statistically advanced and requires the attention of a PHA II.

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

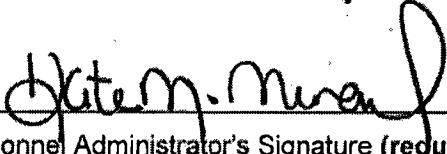
Personnel Administrator's Section:

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: Mallory Staskus, Public Health Analyst III
6. Who should be contacted if there are questions about this position (provide name and phone number):
Mallory Staskus, 802-651-1516
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.) No

Attachments:

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



Personnel Administrator's Signature (required)*

8/21/19

Date



Supervisor's Signature (required)*

8/21/19

Date



Appointing Authority or Authorized Representative Signature (required)*

AUG 29 2019

Date

* Note: Attach additional information or comments if appropriate.

Job Duties and Responsibilities

NVDRS Program Manager, PHA II – 0.85 FTE (EPI SURV Team)

Epidemiology, Surveillance, Analysis and Dissemination

- Oversee completion of all Vermont NVDRS cases
- Delegate, schedule and assist in case identification, initiation, entry, cross-checking and completion among data abstractors
- Abstract data from death certificates, medical examiner reports, toxicology reports, and law enforcement reports for NVDRS cases
- Conduct epidemiology, surveillance and data analysis for violent death surveillance in Vermont; as per the Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS) Grant.
- Examine, and execute when able, feasibility of linking additional data sources to NVDRS case information.
- Produce analytic products such as data pages, data/issue briefs related to program goals, data summaries, based on key insights and determine best methods of distribution. Create annual report on calendar year deaths
- Lead the analysis and reporting of measures related to violent deaths
- Create, facilitate and maintain NVDRS advisory committee – manage schedule, participant list, agenda and meeting minutes
- Develop data presentations for meetings with community partners, steering committees and/or advisory groups, as requested
- Regularly attend Grant Specific calls and webinars
- Respond to data requests

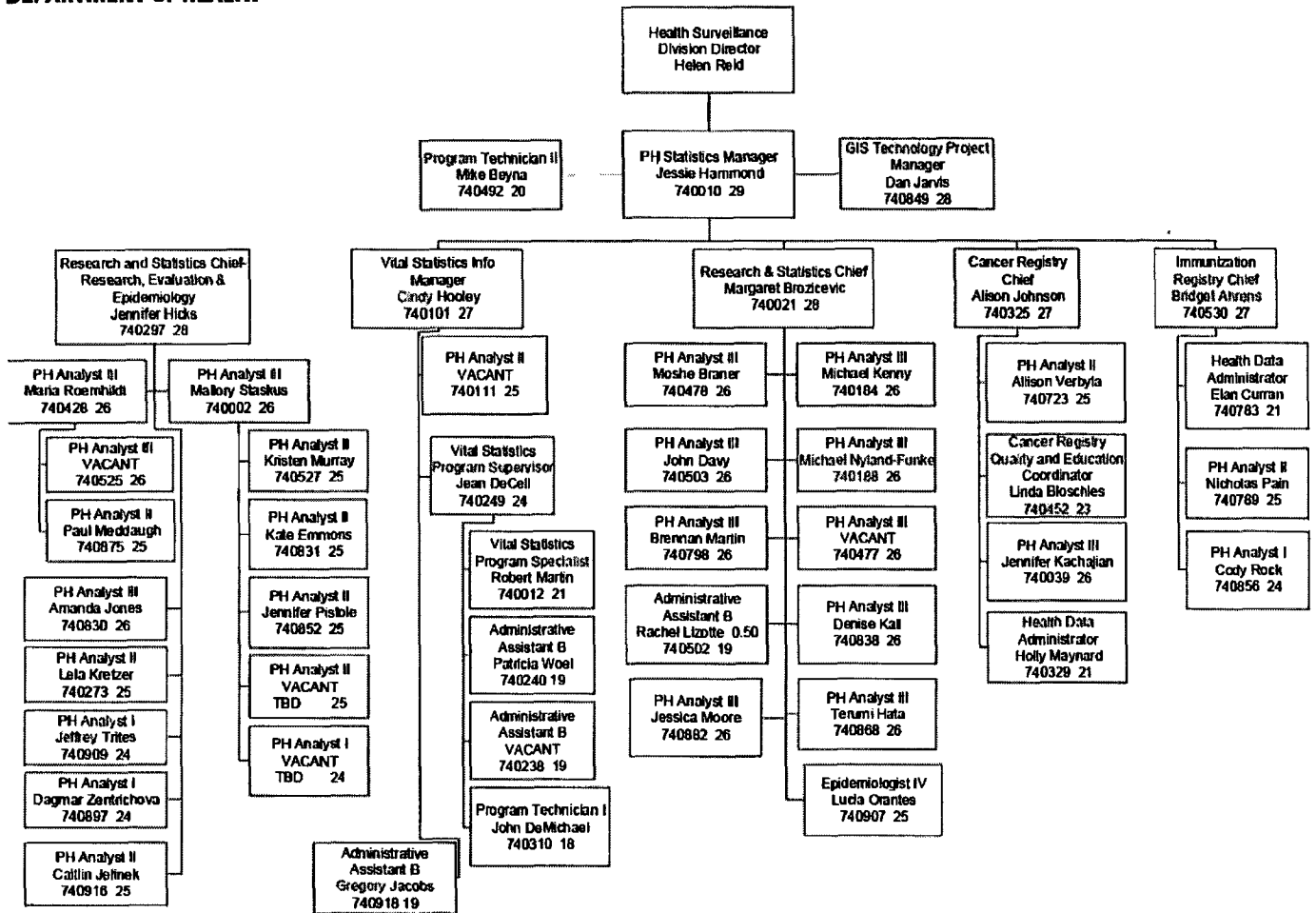
Evaluation and Quality Improvement

- Ensure VT NVDRS meets performance measures and deadlines outlined in the NVDRS Grant – including meeting cases meeting national standards, updating project plan, timeliness of entry
- Improve timeliness and completeness of data collection
- Test strategies for improving timely data collection from providers, abstraction, entry and dissemination

HS REE Responsibilities

- Maintaining a positive working relationship with other VDH staff, most importantly, the program(s) you are assigned to work with
- Cross-checking data for quality control
- Staff Meetings – 1 monthly full staff mtg; 1 bi-weekly team meeting; each ~1 hour
- BRFSS and YRBS Questionnaire Design – committee participation
- Annual Workplan update
- Participation in the Health Operations Center, if needed during a public health emergency
- Other duties, as assigned

Division of Health Surveillance – Public Health Statistics
July 25, 2019



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____
	Working Conditions: _____ Total: _____

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit:

GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

b. Position authorized by: _____

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Complete data abstraction for Vermont occurrent violent deaths for the Center for Disease Control's (CDC) National Violent Death Reporting System (NVDRS). Utilize data from from death scene investigations, autopsies, toxicology reports and police reports to complete all required fields for VT NVDRS cases. Initiate, enter, cross-check and complete cases entered into VT NVDRS. Support quality control and CDC reporting and monthly calls. Clean NVDRS data and assist the NVDRS Program Manager with data analysis, improving analysis methodologies and creating data products for dissemination to key stakeholders. Perform related duties as required.

2. Provide a brief justification/explanation of this request: VDH/HS was recently awarded a CDC grant from the grant program "Collecting Violent Death Information Using National Violent Death Reporting System" to collect and disseminate surveillance data on violent deaths to improve planning, implementation and evaluation of violence prevention programs. The work necessary under this grant cannot be undertaken by current staff, in addition to their regular duties. Currently VDH does not have an analyst that can complete the data abstraction needed to accomplish the work of this grant. The work required significant understanding and abilities of data analysis and statistics and requires the attention of a PHA I.

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: Mallory Staskus, Public Health Analyst III

6. Who should be contacted if there are questions about this position (provide name and phone number):

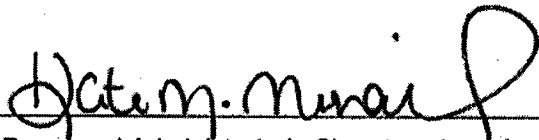
Mallory Staskus, 802-651-1516.

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.) No

Attachments:

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



Personnel Administrator's Signature (required)*

8/21/19

Date

Supervisor's Signature (required)*

Date



Appointing Authority or Authorized Representative Signature (required)*

AUG 29 2019

Date

* Note: Attach additional information or comments if appropriate.

Job Duties and Responsibilities

NVDRS Abstractor, PHA I – 0.6 FTE (EPI SURV Team)

Epidemiology, Surveillance, Analysis and Dissemination

- Abstract data from death certificates, medical examiner reports, toxicology reports, and law enforcement reports for NVDRS cases, including identification, initiation, entry, cross-checking can completion of cases
- Maintain spreadsheet of NVDRS case entry status
- Create analytic NVDRS datasets
- Produce analytic products such as data pages, data/issue briefs related to program goals, data summaries, in support or at the request of the NVDRS Program Manager
- Support analysis and reporting of measures related to violent deaths
- Participate in NVDRS advisory committee
- Develop data presentations for meetings with community partners, steering committees and/or advisory groups, as requested
- Regularly attend Grant Specific calls and webinars
- Respond to data requests, as requested
- Become familiar with related data sets such as vital statistics

Evaluation and Quality Improvement

- Support NVDRS Program Manager in assistance with performance measurement and reporting
- Ensure data collection adheres to national data standards
- Provide input and ideas on potential improvements for data collection process

HS REE Responsibilities

- Maintaining a positive working relationship with other VDH staff, most importantly, the program(s) you are assigned to work with
- Cross-checking data for quality control
- Staff Meetings – 1 monthly full staff mtg; 1 bi-weekly team meeting; each ~1 hour
- BRFS and YRBS Questionnaire Design – committee participation
- Annual Workplan update
- Participation in the Health Operations Center, if needed during a public health emergency
- Other duties, as assigned

Division of Health Surveillance – Public Health Statistics

July 25, 2019

