

Division of Public Health

Agreement Addendum

FY 21-22

Mecklenburg County Health Department
Local Health Department Legal Name

361 ELC Reopening Schools SH Liaison
Activity Number and Description

06/01/2021 – 05/31/2022
Service Period

07/01/2021 – 06/30/2022
Payment Period

Original Agreement Addendum
 Agreement Addendum Revision # _____

Women's & Children's Health /
 Children & Youth

DPH Section / Branch Name

Ann Nichols, 919-707-5667
 ann.nichols@dhhs.nc.gov

DPH Program Contact
 (name, phone number, and email)

DPH Program Signature **Date**
 (only required for a negotiable agreement addendum)

I. Background:

In support of safe, in-person instruction in kindergarten through grade 12 (K-12) schools, screening testing can provide an additional layer of prevention to protect students, teachers, and staff and slow the spread of SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). While it is critical for schools to remain open for academic, social, and emotional benefits, it is equally important to do so safely. (See: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html>.) To enable schools to establish and expand COVID-19 screening testing programs to support and maintain in-person learning, the federal government is providing financial resources through the Centers for Disease Control and Prevention (CDC) under the ELC Reopening Schools award.

Public health and education are necessary partners for safe and healthy schools. Successful testing programs with the appropriate response to test results are enhanced by close collaborative working relationships between schools and local health authorities. Efforts should be taken to foster, grow and maintain the tie between public health and education to support COVID testing and response programs and other activities that improve population and individual health for students and school staff. Funding from the ELC award will support staff positions that encourage continuity of existing COVID-related activities, maintain the health department's integral role in screening testing, build upon the work already begun, and ensure a holistic assessment and monitoring of disease burden within any given community.

II. Purpose:

This Agreement Addendum provides temporary funding for the Local Health Department to hire Public Health Nurse (PHN) School Health Liaisons for the coordination of COVID-19 screening, testing, and

Jana Harrison

8/10/2021

Health Director Signature (use blue ink)

Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Jana Harrison</u>
	Phone number with area code: <u>950-314-9154</u>
	Email address: <u>Jana.Harrison@mecknc.gov</u>

vaccine administration efforts, and to coordinate other school health/public health services as described in the Memorandum of Agreements referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health.

III. Scope of Work and Deliverables:

The Local Health Department (LHD) shall:

1. Employ one or more PHN School Health Liaisons by the start of the 2021-2022 school year to liaise with all school types within the jurisdiction of the LHD. Allowable uses of funds include salary and fringe benefits, staff development and training, IT hardware and software, supplies including cell phones and office supplies, and travel.
2. Establish a job description for the PHN School Health Liaison that includes the following activities in addition to other local needs:
 - a. Administration/Joint Planning for School Health
 1. Coordinate school health efforts between the LHD and all LEAs and schools in the LHD county (or counties if a District LHD) served.
 2. Conduct ongoing evaluation of cooperative efforts and collaborate on needed changes.
 3. Serve as the LHD liaison for the School Health Nursing Program in all LEAs and schools in the LHD county (or counties if a District LHD) served.
 4. Participate in the LEA School Health Advisory Committee (SHAC).
 - b. Communicable Disease
 1. Coordinate shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts.
 2. Coordinate investigation and/or follow-up of other reportable communicable disease events.
 3. Participate in procedure development for response to communicable disease outbreaks in schools.
 4. Coordinate local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools.
 - c. School Site Vaccine Administration Opportunities
 1. Provide Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities.
 2. Coordinate vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled.
 3. Assure completion of administration processes related to vaccines through data entry.
 - d. OSHA Compliance Program
 1. Coordinate the availability of OSHA-required vaccines for identified school staff through LHD clinics and the billing of LEA for required services.
 2. Act as a resource to the Lead Nurses/designees for OSHA Blood Born Pathogens training and incidents in schools.
 - e. Professional Development
 1. Include local school nurses in educational and workshop opportunities related to school health program needs.
 2. Ensure initial training and annual updates are provided for local school nurses on their duties regarding county disaster response as defined in the Memorandum of Agreements

referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health.

- f. Privacy Protection
 - 1. Facilitate ‘read only’ access to the North Carolina Immunization Registry for county school nurses.
 - 2. Ensure local school nurses have reviewed and signed the LHD Annual Confidentiality Statement.
 - 3. Act as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.

- 3. Ensure the execution of Memorandums of Agreement (MOAs) inclusive of the job description activities between the LHD and schools/districts (LEA, Charter, Independent) that are providing COVID testing programs. This MOA requirement can be accomplished through amending the existing annual agreement referenced in the Attachment A, Paragraph B of the Agreement Addendum for FY22 351 Child Health if Liaison activities are included and consistent with the MOA guidelines provided by the DPH School Health Unit.

Number of PHN Liaison Positions Funded	Amount of Funding Allocated
1	\$115,000

IV. Performance Measures/Reporting Requirements:

1. Performance Measures

- a. Employ one or more PHN School Health Liaisons by the start of the 2021-2022 school year to liaise with all school types and LEAs served by the LHD.
- b. Upload job descriptions of all nurses hired with these funds into the Smartsheet Dashboard.

<https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

2. Reporting Requirements

The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

The LHD shall:

- a. Complete the **COVID-19 Response Plan** in the Smartsheet Dashboard. This response plan is to provide information related to the LHD’s broader goals and partnerships for COVID-19 preparedness and response. The Smartsheet dashboard will present a series of questions to be answered in a short-answer format, with topics including aspects of testing, contact tracing, vaccination, equity, and preparedness in general.

The LHD will be providing responses for a single COVID-19 Response Plan and this plan will meet the reporting requirements described under the FY22 Agreement Addenda for this Activity 361 as well as other Activities. (The specific Activities to be included for this COVID-19 Response Plan continue to evolve; the complete list of Activities can be found on the Smartsheet dashboard.)

The COVID-19 Response Plan will receive DPH oversight from the DPH Branch staff members representing each relevant aspect. Any question the LHD has about the COVID-19 Response Plan should be directed to the DPH Division Director's Office at lhdhealthserviceta@dhhs.nc.gov

- b. Complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the exception of the first months' reports, consistent with the due dates posted on the Smartsheet dashboard. The financial reports for June 2021, July 2021, August 2021, and September 2021 are due by October 22, 2021.

Maintain all receipts and invoices for drawdowns that support the allowable use expenses which include salary and fringe benefits, staff development and training, IT hardware and software, supplies (including cell phones and office supplies), and travel.

Seek prior approval from DPH program staff for any expenditure that is not consistent with allowable use listed.

- c. The LHD shall complete a **Quarterly Progress Report** each quarter via the Smartsheet dashboard. These periodic progress reports will report about the prior period's progress on implementing the Agreement Addendum's required school health nurse liaison activities as listed in the job description. The due dates are posted on the Smartsheet dashboard. The first progress report is to report for July – September 2021 and is due by October 22, 2021. This first progress report must include an estimated timeline for completion of 21/22 program deliverables. The quarterly periods for these progress reports are defined as:

July – September 2021

October – December 2021

January – March 2022

V. **Performance Monitoring and Quality Assurance:**

1. This Activity will be monitored by the Children & Youth Branch according to the following plan:
 - a. The Regional School Health Nurse Consultant (RSHNC) will review the Financial Reports each month to ensure that funds are spent only on allowable uses.
 - b. The RSHNC will review the Progress Reports each quarter.
 - c. An annual monitoring report will be completed by the DPH program staff (RSHNC) at the end of the year (May, 2022), and a copy made available to the Local Health Director. If the report indicates failure to adhere to deliverables in this Agreement Addendum, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan.
2. The Local Health Department shall adhere to the following service quality measures:
 - a. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, Sixth edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
 - b. Services are provided in a culturally sensitive manner.
 - c. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the

student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 *CFR* §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Allowable uses of this Activity's funds include salary and fringe benefits, staff development and training, IT hardware and software, supplies including cell phones and office supplies, and travel.

DPH-Aid-To-Counties

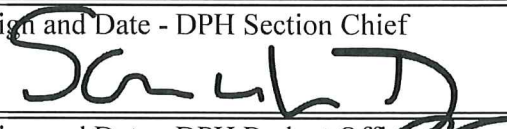
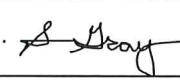
For Fiscal Year: 21/22

Budgetary Estimate Number : 0

Activity 361		1332 892A L5		
Service Period	AA	06/01-05/31	Proposed Total	New Total
Payment Period		07/01-06/30		
01 Alamance	* 0	115,000	115,000	115,000
D1 Albemarle	* 0	920,000	920,000	920,000
02 Alexander	* 0	115,000	115,000	115,000
04 Anson	* 0	115,000	115,000	115,000
D2 Appalachian	* 0	345,000	345,000	345,000
07 Beaufort	* 0	115,000	115,000	115,000
09 Bladen	* 0	115,000	115,000	115,000
10 Brunswick	* 0	115,000	115,000	115,000
11 Buncombe	* 0	115,000	115,000	115,000
12 Burke	* 0	115,000	115,000	115,000
13 Cabarrus	* 0	115,000	115,000	115,000
14 Caldwell	* 0	115,000	115,000	115,000
16 Carteret	* 0	115,000	115,000	115,000
17 Caswell	* 0	115,000	115,000	115,000
18 Catawba	* 0	115,000	115,000	115,000
19 Chatham	* 0	115,000	115,000	115,000
20 Cherokee	* 0	115,000	115,000	115,000
22 Clay	* 0	115,000	115,000	115,000
23 Cleveland	* 0	115,000	115,000	115,000
24 Columbus	* 0	115,000	115,000	115,000
25 Craven	* 0	115,000	115,000	115,000
26 Cumberland	* 0	115,000	115,000	115,000
28 Dare	* 0	115,000	115,000	115,000
29 Davidson	* 0	115,000	115,000	115,000
30 Davie	* 0	115,000	115,000	115,000
31 Duplin	* 0	115,000	115,000	115,000
32 Durham	* 0	115,000	115,000	115,000
33 Edgecombe	* 0	115,000	115,000	115,000
D7 Foothills	* 0	230,000	230,000	230,000
34 Forsyth	* 0	115,000	115,000	115,000
35 Franklin	* 0	115,000	115,000	115,000
36 Gaston	* 0	115,000	115,000	115,000
38 Graham	* 0	115,000	115,000	115,000

D3 Gran-Vance	* 0	230,000	230,000	230,000
40 Greene	* 0	115,000	115,000	115,000
41 Guilford	* 0	115,000	115,000	115,000
42 Halifax	* 0	115,000	115,000	115,000
43 Harnett	* 0	115,000	115,000	115,000
44 Haywood	* 0	115,000	115,000	115,000
45 Henderson	* 0	115,000	115,000	115,000
47 Hoke	* 0	115,000	115,000	115,000
48 Hyde	* 0	115,000	115,000	115,000
49 Iredell	* 0	115,000	115,000	115,000
50 Jackson	* 0	115,000	115,000	115,000
51 Johnston	* 0	115,000	115,000	115,000
52 Jones	* 0	115,000	115,000	115,000
53 Lee	* 0	115,000	115,000	115,000
54 Lenoir	* 0	115,000	115,000	115,000
55 Lincoln	* 0	115,000	115,000	115,000
56 Macon	* 0	115,000	115,000	115,000
57 Madison	* 0	115,000	115,000	115,000
D4 M-T-W	* 0	345,000	345,000	345,000
60 Mecklenburg	* 0	115,000	115,000	115,000
62 Montgomery	* 0	115,000	115,000	115,000
63 Moore	* 0	115,000	115,000	115,000
64 Nash	* 0	115,000	115,000	115,000
65 New Hanover	* 0	115,000	115,000	115,000
66 Northampton	* 0	115,000	115,000	115,000
67 Onslow	* 0	115,000	115,000	115,000
68 Orange	* 0	115,000	115,000	115,000
69 Pamlico	* 0	115,000	115,000	115,000
71 Pender	* 0	115,000	115,000	115,000
73 Person	* 0	115,000	115,000	115,000
74 Pitt	* 0	115,000	115,000	115,000
75 Polk	* 0	115,000	115,000	115,000
76 Randolph	* 0	115,000	115,000	115,000
77 Richmond	* 0	115,000	115,000	115,000
78 Robeson	* 0	115,000	115,000	115,000
79 Rockingham	* 0	115,000	115,000	115,000
80 Rowan	* 0	115,000	115,000	115,000
82 Sampson	* 0	115,000	115,000	115,000
83 Scotland	* 0	115,000	115,000	115,000
84 Stanly	* 0	115,000	115,000	115,000
85 Stokes	* 0	115,000	115,000	115,000

86 Surry	* 0	115,000	115,000	115,000
87 Swain	* 0	115,000	115,000	115,000
D6 Toe River	* 0	345,000	345,000	345,000
88 Transylvania	* 0	115,000	115,000	115,000
90 Union	* 0	115,000	115,000	115,000
92 Wake	* 0	115,000	115,000	115,000
93 Warren	* 0	115,000	115,000	115,000
96 Wayne	* 0	115,000	115,000	115,000
97 Wilkes	* 0	115,000	115,000	115,000
98 Wilson	* 0	115,000	115,000	115,000
99 Yadkin	* 0	115,000	115,000	115,000
Totals		11,500,000	11,500,000	11,500,000

Sign and Date - DPH Program Administrator <i>Carol Tyson</i> Acting Branch Head 8/3/21	Sign and Date - DPH Section Chief 
Sign and Date - DPH Contracts Office <i>Gremeko Stuart</i> 8/5/2021	Sign and Date - DPH Budget Officer  08/05/2021

Supplement reason: In AA+BE or AA+BE Rev -OR- -

CFDA #: 93.323 Fed awd date: 4/8/21 Is award R&D? no FAIN: NU50CK000530 Total amount of fed awd: \$ 113539687

CFDA name: Epidemiology and Laboratory Capacity for Infectious Disease (EC)	Fed award project description: Epidemiology and Laboratory Capacity for Infectious Disease (ELC)	Fed awarding agency: DHHS, Centers for Disease Control and Prevention	Federal award indirect cost rate: n/a	%
				%

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	115,000	115,000	Jackson	019728518	115,000	115,000
Albemarle	130537822	920,000	920,000	Johnston	097599104	115,000	115,000
Alexander	030495105	115,000	115,000	Jones	095116935	115,000	115,000
Anson	847163029	115,000	115,000	Lee	067439703	115,000	115,000
Appalachian	780131541	345,000	345,000	Lenoir	042789748	115,000	115,000
Beaufort	091567776	115,000	115,000	Lincoln	086869336	115,000	115,000
Bladen	084171628	115,000	115,000	Macon	070626825	115,000	115,000
Brunswick	091571349	115,000	115,000	Madison	831052873	115,000	115,000
Buncombe	879203560	115,000	115,000	MTW	087204173	345,000	345,000
Burke	883321205	115,000	115,000	Mecklenburg	074498353	115,000	115,000
Cabarrus	143408289	115,000	115,000	Montgomery	025384603	115,000	115,000
Caldwell	948113402	115,000	115,000	Moore	050988146	115,000	115,000
Carteret	058735804	115,000	115,000	Nash	050425677	115,000	115,000
Caswell	077846053	115,000	115,000	New Hanover	040029563	115,000	115,000
Catawba	083677138	115,000	115,000	Northampton	097594477	115,000	115,000
Chatham	131356607	115,000	115,000	Onslow	172663270	115,000	115,000
Cherokee	130705072	115,000	115,000	Orange	139209659	115,000	115,000
Clay	145058231	115,000	115,000	Pamlico	097600456	115,000	115,000
Cleveland	879924850	115,000	115,000	Pender	100955413	115,000	115,000
Columbus	040040016	115,000	115,000	Person	091563718	115,000	115,000
Craven	091564294	115,000	115,000	Pitt	080889694	115,000	115,000
Cumberland	123914376	115,000	115,000	Polk	079067930	115,000	115,000
Dare	082358631	115,000	115,000	Randolph	027873132	115,000	115,000
Davidson	077839744	115,000	115,000	Richmond	070621339	115,000	115,000
Davie	076526651	115,000	115,000	Robeson	082367871	115,000	115,000
Duplin	095124798	115,000	115,000	Rockingham	077847143	115,000	115,000
Durham	088564075	115,000	115,000	Rowan	074494014	115,000	115,000
Edgecombe	093125375	115,000	115,000	Sampson	825573975	115,000	115,000
Foothills	782359004	230,000	230,000	Scotland	091564146	115,000	115,000
Forsyth	105316439	115,000	115,000	Stanly	131060829	115,000	115,000
Franklin	084168632	115,000	115,000	Stokes	085442705	115,000	115,000
Gaston	071062186	1115,000	115,000	Surry	077821858	115,000	115,000
Graham	020952383	115,000	115,000	Swain	146437553	115,000	115,000
Granville-Vance	063347626	230,000	230,000	Toe River	113345201	345,000	345,000
Greene	091564591	115,000	115,000	Transylvania	030494215	115,000	115,000
Guilford	071563613	115,000	115,000	Union	079051637	115,000	115,000
Halifax	014305957	115,000	115,000	Wake	019625961	115,000	115,000
Harnett	091565986	115,000	115,000	Warren	030239953	115,000	115,000
Haywood	070620232	115,000	115,000	Wayne	040036170	115,000	115,000
Henderson	085021470	115,000	115,000	Wilkes	067439950	115,000	115,000
Hoke	091563643	115,000	115,000	Wilson	075585695	115,000	115,000
Hyde	832526243	115,000	115,000	Yadkin	089910624	115,000	115,000
Iredell	074504507	115,000	115,000				