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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the County Judge to submit a grant application to the Texas Department of State Health Services (DSHS) for the Immunization Grant, in the amount of \$192,341.00.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	April 2, 2013	N/A

LINE ITEM NUMBER

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AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Hauff/Garza	INGALSBE	N/A

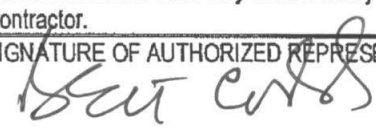
SUMMARY

Funding is requested annually from DSHS to support the immunization program in Hays County. Funds will be utilized to provide support of the salary and benefits of the staff involved in this program. This is a renewal application for funding for the period of September 1, 2013 to August 31, 2014 (FY14).

FILED:

04 02 13
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 28909 VOL V PG 126

Department of State Health Services
FORM A: FACE PAGE

CONTRACTOR INFORMATION	
1) LEGAL BUSINESS NAME: HAYS COUNTY PERSONAL HEALTH DEPARTMENT	
2) MAILING Address Information: Include mailing address, street, city, county, state, and zip code): 712 S STAGECOACH TRAIL, STE. 1071, SAN MARCOS, TX 78666	Check if address change <input type="checkbox"/>
3) PAYEE Name and Mailing Address (if different from above):	Check if address change <input type="checkbox"/>
4) DUNS Number (9 digit) required if receiving American Recovery and Reinvestment Act of 2009 (ARRA) funds: N/A	
5) Federal Tax ID no. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) of Social Security Number (9 digit): 746002241, 17460022415002 <small>*The contractor acknowledges, understands and agrees that the contractor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</small>	
6) TYPE OF ENTITY (check all that apply):	
<input type="checkbox"/> City <input checked="" type="checkbox"/> County <input type="checkbox"/> Other Political Subdivision <input type="checkbox"/> State Agency <input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Nonprofit Organization * <input type="checkbox"/> For Profit Organization** <input type="checkbox"/> HUB Certified <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization
<input type="checkbox"/> Faith Based (nonprofit Org) <input type="checkbox"/> Individual <input type="checkbox"/> Federally Qualified Health Centers <input type="checkbox"/> State Controlled Institution of Higher Learning	
<input type="checkbox"/> Hospital <input type="checkbox"/> Private <input type="checkbox"/> Other (specify):	
<small>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</small>	
7) PROPOSED BUDGET PERIOD: Start Date: September 1, 2013 End Date: August 31, 2014	
8) COUNTIES SERVED BY PROJECT: HAYS	
9) AMOUNT OF FUNDING REQUESTED: \$192,341	11) PROJECT CONTACT PERSON
10) PROJECTED EXPENDITURES Does contractor's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for contractors current fiscal year (excluding amount requested in line 9 above)?** Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>**Projected expenditures should include anticipated expenditures under all Federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable</i>	Name: James Clint Garza Phone: 512-393-2150 Fax: 512-493-1915 Email: james.garza@co.hays.tx.us
	12) FINANCIAL OFFICER
	Name: Bill Herzog Phone: 512-393-2251 Fax: 512-393-2248 Email: bherzog@co.hays.tx.us
The facts affirmed by me in this proposal are truthful and I warrant the contractor is in compliance with assurances and certifications contained in APPENDIX A: DSHS Assurances and Certification. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the contractor and I (the person signing below) am authorized to represent the contractor.	
13) AUTHORIZED REPRESENTATIVE Check if change <input type="checkbox"/> Name : Bert Cobb, M.D. Title: Hays County Judge Phone: 512-393-2205 Fax: 512-393-2248 Email: bert.cobb@co.hays.tx.us	14) SIGNATURE OF AUTHORIZED REPRESENTATIVE 
	15) DATE 4-2-2013

FORM A-1: TEXAS COUNTIES AND REGIONS LIST

(in Alphabetical Order)

COUNTIES SERVED BY PROJECT - Item 7 of Form A: Face Page: Check ☒ counties to be served and include behind Form A: Face Page.

Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R
-A-			Crosby	<input checked="" type="checkbox"/>	01	Hays	<input checked="" type="checkbox"/>	07	Martin	<input checked="" type="checkbox"/>	09	Schleicher	<input checked="" type="checkbox"/>	09
Anderson	<input type="checkbox"/>	04	Culberson	<input type="checkbox"/>	10	Hemphill	<input type="checkbox"/>	01	Mason	<input type="checkbox"/>	09	Scurry	<input type="checkbox"/>	02
Andrews	<input type="checkbox"/>	09	-D-			Henderson	<input type="checkbox"/>	04	Matagorda	<input type="checkbox"/>	06	Shackelford	<input type="checkbox"/>	02
Angelina	<input type="checkbox"/>	05	Dallam	<input type="checkbox"/>	01	Hidalgo	<input type="checkbox"/>	11	Maverick	<input type="checkbox"/>	08	Shelby	<input type="checkbox"/>	05
Aransas	<input type="checkbox"/>	11	Dallas	<input type="checkbox"/>	03	Hill	<input type="checkbox"/>	07	McCulloch	<input type="checkbox"/>	09	Sherman	<input type="checkbox"/>	01
Archer	<input type="checkbox"/>	02	Dawson	<input type="checkbox"/>	09	Hockley	<input type="checkbox"/>	01	McLennan	<input type="checkbox"/>	07	Smith	<input type="checkbox"/>	04
Armstrong	<input type="checkbox"/>	01	Deaf Smith	<input type="checkbox"/>	01	Hood	<input type="checkbox"/>	03	McMullen	<input type="checkbox"/>	11	Somervell	<input type="checkbox"/>	03
Atascosa	<input type="checkbox"/>	08	Delta	<input type="checkbox"/>	04	Hopkins	<input type="checkbox"/>	04	Medina	<input type="checkbox"/>	08	Starr	<input type="checkbox"/>	11
Austin	<input type="checkbox"/>	06	Denton	<input type="checkbox"/>	03	Houston	<input type="checkbox"/>	05	Menard	<input type="checkbox"/>	09	Stephens	<input type="checkbox"/>	02
-B-			DeWitt	<input type="checkbox"/>	08	Howard	<input type="checkbox"/>	09	Midland	<input type="checkbox"/>	09	Sterling	<input type="checkbox"/>	09
Bailey	<input type="checkbox"/>	01	Dickens	<input type="checkbox"/>	01	Hudspeth	<input type="checkbox"/>	10	Milam	<input type="checkbox"/>	07	Stonewall	<input type="checkbox"/>	02
Bandera	<input type="checkbox"/>	08	Dimmit	<input type="checkbox"/>	08	Hunt	<input type="checkbox"/>	03	Mills	<input type="checkbox"/>	07	Sutton	<input type="checkbox"/>	09
Bastrop	<input type="checkbox"/>	07	Donley	<input type="checkbox"/>	01	Hutchinson	<input type="checkbox"/>	01	Mitchell	<input type="checkbox"/>	02	Swisher	<input type="checkbox"/>	01
Baylor	<input type="checkbox"/>	02	Duval	<input type="checkbox"/>	11	-I-			Montague	<input type="checkbox"/>	02	-T-		
Bee	<input type="checkbox"/>	11	-E-			Irion	<input type="checkbox"/>	09	Montgomery	<input type="checkbox"/>	06	Tarrant	<input type="checkbox"/>	03
Bell	<input type="checkbox"/>	07	Eastland	<input type="checkbox"/>	02	-J-			Moore	<input type="checkbox"/>	01	Taylor	<input type="checkbox"/>	02
Bexar	<input type="checkbox"/>	08	Ector	<input type="checkbox"/>	09	Jack	<input type="checkbox"/>	02	Morris	<input type="checkbox"/>	04	Terrell	<input type="checkbox"/>	09
Blanco	<input type="checkbox"/>	07	Edwards	<input type="checkbox"/>	08	Jackson	<input type="checkbox"/>	08	Motley	<input type="checkbox"/>	01	Terry	<input type="checkbox"/>	01
Borden	<input type="checkbox"/>	09	Ellis	<input type="checkbox"/>	03	Jasper	<input type="checkbox"/>	05	-N-			Throckmorton	<input type="checkbox"/>	02
Bosque	<input type="checkbox"/>	07	El Paso	<input type="checkbox"/>	10	Jeff Davis	<input type="checkbox"/>	10	Nacogdoches	<input type="checkbox"/>	05	Titus	<input type="checkbox"/>	04
Bowie	<input type="checkbox"/>	04	Erath	<input type="checkbox"/>	03	Jefferson	<input type="checkbox"/>	05	Navarro	<input type="checkbox"/>	03	Tom Green	<input type="checkbox"/>	09
Brazoria	<input type="checkbox"/>	06	-F-			Jim Hogg	<input type="checkbox"/>	11	Newton	<input type="checkbox"/>	05	Travis	<input type="checkbox"/>	07
Brazos	<input type="checkbox"/>	07	Falls	<input type="checkbox"/>	07	Jim Wells	<input type="checkbox"/>	11	Nolan	<input type="checkbox"/>	02	Trinity	<input type="checkbox"/>	05
Brewster	<input type="checkbox"/>	10	Fannin	<input type="checkbox"/>	03	Johnson	<input type="checkbox"/>	03	Nueces	<input type="checkbox"/>	11	Tyler	<input type="checkbox"/>	05
Briscoe	<input type="checkbox"/>	01	Fayette	<input type="checkbox"/>	07	Jones	<input type="checkbox"/>	02	-O-			-U-		
Brooks	<input type="checkbox"/>	11	Fisher	<input type="checkbox"/>	02	-K-			Ochiltree	<input type="checkbox"/>	01	Upshur	<input type="checkbox"/>	04
Brown	<input type="checkbox"/>	02	Floyd	<input type="checkbox"/>	01	Karnes	<input type="checkbox"/>	08	Oldham	<input type="checkbox"/>	01	Upton	<input type="checkbox"/>	09
Burleson	<input type="checkbox"/>	07	Foard	<input type="checkbox"/>	02	Kaufman	<input type="checkbox"/>	03	Orange	<input type="checkbox"/>	05	Uvalde	<input type="checkbox"/>	08
Burnet	<input type="checkbox"/>	07	Fort Bend	<input type="checkbox"/>	06	Kendall	<input type="checkbox"/>	08	-P-			-V-		
-C-			Franklin	<input type="checkbox"/>	04	Kenedy	<input type="checkbox"/>	11	Palo Pinto	<input type="checkbox"/>	03	Val Verde	<input type="checkbox"/>	08
Caldwell	<input type="checkbox"/>	07	Freestone	<input type="checkbox"/>	07	Kent	<input type="checkbox"/>	02	Panola	<input type="checkbox"/>	04	Van Zandt	<input type="checkbox"/>	04
Calhoun	<input type="checkbox"/>	08	Frio	<input type="checkbox"/>	08	Kerr	<input type="checkbox"/>	08	Parker	<input type="checkbox"/>	03	Victoria	<input type="checkbox"/>	08
Callahan	<input type="checkbox"/>	02	-G-			Kimble	<input type="checkbox"/>	09	Parmer	<input type="checkbox"/>	01	-W-		
Cameron	<input type="checkbox"/>	11	Gaines	<input type="checkbox"/>	09	King	<input type="checkbox"/>	01	Pecos	<input type="checkbox"/>	09	Walker	<input type="checkbox"/>	06
Camp	<input type="checkbox"/>	04	Galveston	<input type="checkbox"/>	06	Kinney	<input type="checkbox"/>	08	Polk	<input type="checkbox"/>	05	Waller	<input type="checkbox"/>	06
Carson	<input type="checkbox"/>	01	Garza	<input type="checkbox"/>	01	Kleberg	<input type="checkbox"/>	11	Potter	<input type="checkbox"/>	01	Ward	<input type="checkbox"/>	09
Cass	<input type="checkbox"/>	04	Gillespie	<input type="checkbox"/>	08	Knox	<input type="checkbox"/>	02	Presidio	<input type="checkbox"/>	10	Washington	<input type="checkbox"/>	07
Castro	<input type="checkbox"/>	01	Glasscock	<input type="checkbox"/>	09	-L-			-R-			Webb	<input type="checkbox"/>	11
Chambers	<input type="checkbox"/>	06	Goliad	<input type="checkbox"/>	08	Lamar	<input type="checkbox"/>	04	Rains	<input type="checkbox"/>	04	Wharton	<input type="checkbox"/>	06
Cherokee	<input type="checkbox"/>	04	Gonzales	<input type="checkbox"/>	08	Lamb	<input type="checkbox"/>	01	Randall	<input type="checkbox"/>	01	Wheeler	<input type="checkbox"/>	01
Childress	<input type="checkbox"/>	01	Gray	<input type="checkbox"/>	01	Lampasas	<input type="checkbox"/>	07	Reagan	<input type="checkbox"/>	09	Wichita	<input type="checkbox"/>	02
Clay	<input type="checkbox"/>	02	Grayson	<input type="checkbox"/>	03	La Salle	<input type="checkbox"/>	08	Real	<input type="checkbox"/>	08	Wilbarger	<input type="checkbox"/>	02
Cochran	<input type="checkbox"/>	01	Gregg	<input type="checkbox"/>	04	Lavaca	<input type="checkbox"/>	08	Red River	<input type="checkbox"/>	04	Willacy	<input type="checkbox"/>	11
Coke	<input type="checkbox"/>	09	Grimes	<input type="checkbox"/>	07	Lee	<input type="checkbox"/>	07	Reeves	<input type="checkbox"/>	09	Williamson	<input type="checkbox"/>	07
Coleman	<input type="checkbox"/>	02	Guadalupe	<input type="checkbox"/>	08	Leon	<input type="checkbox"/>	07	Refugio	<input type="checkbox"/>	11	Wilson	<input type="checkbox"/>	08
Collin	<input type="checkbox"/>	03	-H-			Liberty	<input type="checkbox"/>	06	Roberts	<input type="checkbox"/>	01	Winkler	<input type="checkbox"/>	09
Collingsworth	<input type="checkbox"/>	01	Hale	<input type="checkbox"/>	01	Limestone	<input type="checkbox"/>	07	Robertson	<input type="checkbox"/>	07	Wise	<input type="checkbox"/>	03
Colorado	<input type="checkbox"/>	06	Hall	<input type="checkbox"/>	01	Lipscomb	<input type="checkbox"/>	01	Rockwall	<input type="checkbox"/>	03	Wood	<input type="checkbox"/>	04
Comal	<input type="checkbox"/>	08	Hamilton	<input type="checkbox"/>	07	Live Oak	<input type="checkbox"/>	11	Runnels	<input type="checkbox"/>	02	-Y-		
Comanche	<input type="checkbox"/>	02	Hansford	<input type="checkbox"/>	01	Llano	<input type="checkbox"/>	07	Rusk	<input type="checkbox"/>	04	Yoakum	<input type="checkbox"/>	01
Concho	<input type="checkbox"/>	09	Hardeman	<input type="checkbox"/>	02	Loving	<input type="checkbox"/>	09	-S-			Young	<input type="checkbox"/>	02
Cooke	<input type="checkbox"/>	03	Hardin	<input type="checkbox"/>	05	Lubbock	<input type="checkbox"/>	01	Sabine	<input type="checkbox"/>	05	-Z-		
Coryell	<input type="checkbox"/>	07	Harris	<input type="checkbox"/>	06	Lynn	<input type="checkbox"/>	01	San Augustine	<input type="checkbox"/>	05	Zapata	<input type="checkbox"/>	11
Cottle	<input type="checkbox"/>	02	Harrison	<input type="checkbox"/>	04	-M-			San Jacinto	<input type="checkbox"/>	05	Zavala	<input type="checkbox"/>	08
Crane	<input type="checkbox"/>	09	Hartley	<input type="checkbox"/>	01	Madison	<input type="checkbox"/>	07	San Patricio	<input type="checkbox"/>	11			
Crockett	<input type="checkbox"/>	09	Haskell	<input type="checkbox"/>	02	Marion	<input type="checkbox"/>	04	San Saba	<input type="checkbox"/>	07	STATEWIDE	<input type="checkbox"/>	

FORM B: TABLE OF CONTENTS AND CHECKLIST

Legal Business Name of

Contractor:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

This form is provided as your Table of Contents and to ensure the proposal is complete, proper signatures are included, and the required assurances, certifications, and attachments have been submitted. Be sure to indicate page number.

FORM	DESCRIPTION	Included	Page #	Not Applicable
A	Face Page - completed, and proper signatures and date included	x	1	
A-1	Texas Counties and Regions List	X	2	
B	Table of Contents and Checklist – completed and included	X	3	
C	Contact Person Information – completed and included	X	4	
D	Job Descriptions (with supplemental documentation attached if required)	X	5	
E	Program Income Spending Page	<input type="checkbox"/>		X
F	Assessment Narrative –included [optional]	<input type="checkbox"/>		X
G-1A	FFATA Form	X	20	
H	Work Plan – included	X	21	
I	Budge Summary Form and Detail Pages	X	35	
Appendix B	Copy of Approved Indirect Rate – included (if applicable)	<input type="checkbox"/>		X

FORM C: CONTACT PERSON INFORMATION

Legal Business Name of Contractor:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

*This form provides information about the appropriate contacts in the contractor's organization in addition to those on FORM A: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the **Contract Management Unit**.*

Contact:	Jeff Hauff		Mailing Address
Title:	Grants Administrator		Street: 712 S Stagecoach Trail, Ste. 1204
Phone:	512-393-2209	Ext:	City: San Marcos
Fax:	512-393-2248		County: Hays
Email:	jeff.hauff@co.hays.tx.us		State, Zip: TX 78666

Contact:	James Clint Garza		Street: 2171 Yarrington Road
Title:	Development and Community Services Director		City: San Marcos
Phone:	512-393-2150	Ext:	County: Hays
Fax:	512-493-1915		State, Zip: TX 78666
Email:	James.garza@co.hays.tx.us		

Contact:	Margie Rodriguez		Street: 401-A Broadway
Title:	Social Health Coordinator		City: San Marcos
Phone:	512-393-5535	Ext:	County: Hays
Fax:	512-393-5530		State, Zip: TX 78666
Email:	margie@co.hays.tx.us		

Contact:	Amelia Flores		Street: 401-A Broadway
Title:	Immunization Specialist/TVFC		City: San Marcos
Phone:	512-393-5539	Ext:	County: Hays
Fax:	512-393-5530		State, Zip: TX 78666
Email:	amelia.flores@co.hays.tx.us		

Emergency Contact:	Lon Shell		Street: 111 E. San Antonio St., Ste 300
Title:	Chief of Staff		City: San Marcos
Phone:	512-393-2217	Ext:	County: Hays
Fax:	512-393-2248		State, Zip: TX 78666
Email:	lon.shell@co.hays.tx.us		

FORM D: JOB DESCRIPTIONS

Please insert job descriptions here for all positions listed on the Personnel Detail which were not listed last year. Also include any job description that was updated during fiscal year 2014.

HAYS COUNTY JOB DESCRIPTION

Job Code: 0150
Grade: 112

Prepared by:
Date Prepared:

Social Health Coordinator

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, manages Public Health Education, Outreach and the Indigent Health Care Program for Hays County. Supervise outreach and support for the Texas Vaccines for Children Program, ImmTrac, and the Pharmacy Inventory Control System (PICS). The work involves treating a variety of problems, questions, or situations in conformance with established procedure. This position affects the social and economic well being of clients.

Responsibilities

- Supervise the Administrative Support Team including the Indigent Eligibility Specialist, The ImmTrac Specialists, and the TVFC/Immunization Specialist. Delegate work, provide training, offer instruction, critically examine the work, approve and disapprove work, offer corrective help, complete performance evaluations, act on employee disciplinary problems, assist in selection and recommendation for dismissal.
- Provides guidance and training on health education/promotion strategies and skills related to planning, implementing, and evaluating preventive programs to volunteers, staff, community groups, etc.
- Evaluates health promotion and education programs.
- Participates in the development of community coalitions to address community issues related to health promotion.
- Assists in provider recruitment, training and on-going education to all providers of TVFC.
- Present ImmTrac information to providers, schools, and other community groups.
- Manage all aspects of the Indigent Health Care Program for Hays County, and ensure that the program operates in accordance with state policy.
- Develop and implement methods for reaching target client base.
- Oversee eligibility screenings for potential clients based on income, residency, resources and household criteria.
- Assist in planning and coordinating Local Health Department activities and schedules.
- Establish procedures regarding clients' responsibilities in utilizing and paying for physicians' services.
- Monitor program budget. Assist Director with the preparation of the annual budget.
- Review and approve physicians, hospital, lab, pharmacy, and other invoices for payment.
- Review and authorize or deny indigent burials and determine expenditure levels.
- With the Director, recommend policy changes to the County Judge and Commissioners when needed.
- Meet with representatives of other health aide providers including charitable, religious, and government organizations to coordinate public assistance programs.
- Attend meetings, workshops, and training sessions..

Knowledge Required

- Preferred knowledge of word processing specifically windows applications including Microsoft Word and Excel.
- General knowledge of Hays County Local Health Department regulations, policies, and procedures.
- General knowledge of Hays County purchasing and personnel rules and regulations.
- General knowledge of public administration principles and practices including budgeting, project management, and employee supervision and training.
- Professional knowledge of federal, state, and local laws and protocols related to indigent health care.

Required Skill

- Professional skill in managing a county indigent health program.
- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to indigent health.
- Professional skill in overseeing and performing indigent health care functions.
- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to indigent health.
- Professional skill in documenting, reading, understanding and maintaining medical records.
- General skill in operating standard office equipment, such as personal computers, calculators, photocopiers and multiline telephones.
- General skill in occasional cash handling.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, and the public.
- General skill in budget preparation and bookkeeping.
- General skill in training, instructing, reviewing, correcting, disciplining, hiring and firing employees.
- General organizational skills.
- General skill in filing.
- General data entry skills.
- General skill in reception, telephone etiquette and customer relations.
- General secretarial skills.

Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis.

- Requires a High School Diploma or GED.
- Requires two years post-secondary course work in social work or a related field.
- Requires four years experience in indigent health care or similar program.
- Professional knowledge of federal, state, and local laws and protocols related to public health and vaccine for children.
- Professional knowledge of the methods, principles, and practices of public health nursing.

Other Qualifications, Certificates, Licenses, Registrations

- Ability to obtain certifications in CPR, Vision Screening, and Hearing Screening.
- Class C driver's license.
- Participation in occasional community outreach.
- Preferred ability to speak, understand and translate in Spanish.

Supervision

- The Social Health Coordinator is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility and effectiveness in the performance of these duties.
- The Social Health Coordinator is responsible for developing deadlines, projects and assigning work to be done. This position must carry out the assignment and resolve all conflicts regarding assignments.
- The Director is informed of progress on assignments and controversial matters.
- This position exercises supervisory control over the TVFC/Immunization Specialist, the Indigent Eligibility Specialist, ImmTrac Outreach Specialists, and Office Support Specialists by training, instructing, reviewing, correcting, disciplining, evaluating, assists in hiring and fires these employees. The Social Health Coordinator approves overtime and leave requests and recalls employees to work in emergencies.
- This position is supervised by the Director.
- The Director assists this position with unusual circumstances that do not have clear precedence.

Guidelines

The Social Health Coordinator uses judgment in interpreting and adapting procedures for specific cases or problems and analyses the results. This position must have a strong work ethic. The Social Health Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, have initiative and a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Social Health Coordinator meets with contacts in a structured setting within the Local Health Department. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The work is primarily sedentary.

Work Environment

While performing the duties of this job, the employee regularly works in a public health clinic office environment. The employee frequently travels to various locations throughout the county to meet with clients or potential clients, and is occasionally exposed to health or physical hazards, such as infectious diseases, bodily fluids, and needles.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code:
Grade: 110

Prepared By:

TVFC/Immunization Specialist

Essential Functions

Include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Other duties may be assigned.

Summary

Under general supervision, develops and implements a health promotion program that supports the health promotion and disease prevention activities and programs of the community through the facilitation of immunization programs, health/wellness programs; provision of technical assistance and training in health education/health promotion including outreach and support for: the Texas Vaccines for Children Program, ImmTrac, the Pharmacy Inventory Control System (PICS), Perinatal Hepatitis B prevention and case management, vaccine preventable disease, and immunization requirements; supervision and coordination of student interns and volunteers; public information; and community resource development.

Responsibilities

- Maintains and operates an immunization reminder and recall system to notify caregivers of when children's immunizations are due.
- Computer entry of data used for vaccine ordering and maintaining stock levels of clinics and providers.
- Maintains data used for strategic analysis and auditing of vaccine administration, storage, and record keeping.
- Orders, maintains, and distributes vaccines to providers.
- Provides provider recruitment, training and on-going education to all providers.
- Ensures vaccines are maintained properly and responds to notifications of temperature variances.
- Implements record-keeping systems to attain and retrieve data necessary for analysis and retrospective studies and for tracking the number of uninsured clients who are referred to a medical home or to Medicaid/CHIP for possible enrollment
- Provides ongoing communication to staff and providers regarding immunization updates.
- Maintain records of all client contacts and the result of outreach activities.
- Present ImmTrac information to providers, schools, and other community groups.
- Identify and recruit new registry users, including hospitals, pediatricians, and other health care providers, to promote the registry to parents and expectant parents, and to provide education and technical assistance to birth registrars to increase the number of children included in the registry.
- Train registry users on searching the registry, reporting to the registry, and conducting reminder and recall activities.
- Promote ImmTrac data registry quality and completeness.
- Promote efficient inventory control and ordering practices in private provider offices by providing education on the advantages and utility of the Pharmacy Inventory Control System (PICS), including automatic vaccine ordering and paperless vaccine reporting.
- Train providers who report on paper on PICS procedures and use of the reporting forms.
- Coordinate outreach, education, data entry, and follow-up for the families of children who are consented to participate in the statewide immunization registry, ImmTrac but who do not have complete immunization histories in the registry.
- Provide information to clients, families, and providers on the purpose of ImmTrac and the importance of maintaining complete immunization histories in the registry.
- Plans, implements and evaluates health promotion programs including development and distribution of related materials.
- Provides technical assistance and training on health education/promotion strategies and skills related to planning, implementing, and evaluating preventive programs to volunteers, staff, community groups, providers, etc.
- Assists with comprehensive public information on the services available and general health information including vaccine administration and safety, using mass media, community outreach,

presentations, printed materials, and audio visual programs (i.e., write articles for newsletters, make presentations at health fairs, etc.).

- Participates in the development of community coalitions to address community issues related to health promotion.
- Orients and supervises volunteers, and students who are assigned to the health education/promotion program.
- Recruits volunteers as needed for special projects.
- Prepares consumer information to enhance public awareness of the importance of vaccinating children, adolescents, and adults.
- Enters data used for strategic analysis and auditing of vaccine administration, storage, and record keeping.
- Completes assigned immunization audits and monitoring visits with schools, childcare facilities, Head Start, and provider offices according to established procedures.
- Completes clinic immunization record assessments using clinic assessment software application (CASA).
- Attends meetings, workshops, and training sessions including at least one seminar or training session about immunization requirements during the fiscal year.
- Participate in special immunization initiatives.
- Responds to immunization related questions and receives information concerning reportable conditions
- Performs other duties as assigned.

Knowledge Required

- Knowledge of the principles, practices and techniques of public health programs.
- Knowledge of supervisory practices and techniques.
- Professional knowledge of federal, state, and local laws and protocols related to public health and vaccine for children.
- Professional knowledge of the methods, principles, and practices of public health nursing.

Required Skill

- Skill in effectively presenting information and presentations to a various community organizations, clients, customers, and the general public.
- Skill in training and supervising office staff (including volunteers and students).
- Skill in communicating effectively, orally and in writing.
- Skill in developing and writing office procedures.
- Skill in performing audit functions.
- Skill in reading, understanding, interpreting, and following medical and scientific documentation relating to vaccines for children.
- Skill in operating office equipment, including computer terminal, telephone, calculator, fax and copier.
- Skill in maintaining records and report preparation.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.

Education and /or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis.

- Requires a High School Diploma or GED.
- Five years public health related experience.
- Professional knowledge of federal, state, and local laws and protocols related to public health and vaccine for children.

Other Qualifications, Certificates, Licenses, Registrations

- Texas Driver's License.

Supervision

- The TVFC/Immunization Specialist is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility and effectiveness in the performance of these duties.

- The TVFC/Immunization Specialist is responsible for planning and overseeing the work of student interns and volunteers. The employee also determines the approach to be taken and the methodology to be used.
- The TVFC/Immunization Specialist must use judgment in interpreting and adapting policies and practices for application to specific cases or problems. The TVFC/Immunization Specialist analyzes the results and makes changes to the methods as necessary. This position must have a strong work ethic. The TVFC/Immunization Specialist follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, have initiative, and a proper attitude.
- This position is supervised by Social Health Coordinator.
- The Director and the Social Health Coordinator assist this position with unusual circumstances that do not have clear precedence.

Guidelines

The TVFC/Immunization Specialist uses judgment in locating and selecting the most appropriate guidelines or procedures to use for a certain application and may adapt guidelines to specific cases. This position must have a strong work ethic. The TVFC/Immunization Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, have initiative and a proper attitude. Employee must be available to communicate with others at all times.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The TVFC/Immunization Specialist meets with contacts in a structured setting within the Local Health Department or Clinics. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands and fingers to handle or feel;
- Reach with hands and arms;
- Talk;
- Hear;
- Occasionally stand, walk.
- Required to lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee sometimes works in a normal office setting. The employee regularly travels to various locations throughout the county meet with clients or potential clients, and is sometimes exposed to health or physical hazards, such as infectious diseases and violent individuals.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code: 0271
Grade: 110
FLSA: Non-exempt
Safety Sensitive
Phone Allocation

Prepared by: Personal Health Department
Date Prepared: October 2012

Epidemiology Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision the Epidemiology Specialist performs a variety of public health functions. Work involves supporting the Public Health Emergency Preparedness Coordinator and TB/Communicable Disease nurse in implementation of and ensuring compliance with federal, state and local directives to ensure highest level of local preparedness; working with the response team in efforts of rapid detection; investigating disease outbreaks and other public health threats in the jurisdiction; and notifying the local, county, and regional response staff of disease trends in the area and surrounding jurisdictions. This position affects the physical well being of the citizens of Hays County. The work involves treating a variety of problems, questions, or situations in conformance with established procedure, investigation, testing and researching.

Responsibilities

- Assists in the implementation of the comprehensive Personal Health Emergency Response Plan caused by bioterrorist, infectious disease outbreaks, or other public health threats in the covered area.
- Assists in educating, training, and networking to ensure local readiness, interagency collaboration, and preparedness for bioterrorism, outbreak of infectious disease, and other public health threats and emergencies for Local Health department staff, physicians, community health care providers, community outreach workers, and other external organizations.
- Analyzes program statistical data and reports, and interview clients, local medical providers, school nurses or support staff, and the general public to identify trends and populations at risk and problem areas, and to direct resources for proper operational responses.
- Assists in reviewing, monitoring, and analyzing epidemiological data, conducts disease investigations; reviews and prioritizes "high-risk" cases and suspects to ensure that all contacts are identified, screened, examined, and appropriately followed according to standard of care to ensure the prevention and control of transmission.
- Rapidly and effectively investigates and responds to outbreaks of disease, potential terrorist event, and other public health emergencies, and assists with immunizations and chemoprophylaxis.
- Provides contact investigation and disease intervention in the field and clinical setting.
- Files reports to local, county, or regional staff regarding management of surveillance information.
- Monitors Local, County, State, National, and International current epidemiological trends, using the public health information network (PHIN) and other resources.

- Assists in the local administration of the PHIN.
- Establishes and maintains a cooperative working relationship with Local, Regional, State, public health officials, correctional facilities, and other community health care providers to maximize the effectiveness of each component so that appropriate case management and disease prevention occurs.
- Assists with delivery of immunizations to the public as needed and/or mandated.
- Educates clients on matters such as vaccines, immunizations, and side effects.
- Responds to telephone inquiries from individuals. Advises callers on a variety of epidemiology and public health issues.
- Consults with and advises other health care professionals and community groups on public health issues.
- Receives laboratory reports and test results and determine follow-up actions based on established protocol.
- Assists in reporting, investigating, and containing communicable disease outbreaks following established protocol.
- Enters client information in computer and maintains client medical records.
- Participates in occasional community outreach programs.
- Performs other duties as assigned.

Knowledge Required

- Professional knowledge of federal, state, and local laws and protocols related to public health, health and safety code.
- Professional knowledge of the methods, principles, and practices of public health.
- Professional knowledge of the methods, principles, and practices related to epidemiology.
- General knowledge of word-processing specifically windows applications including Microsoft Word. Microsoft Excel.
- General knowledge of Hays County Local Health Department regulations, policies, and procedures.

Required Skill

- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to public health.
- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to public health.
- General skill in documenting, reading, understanding and maintaining medical records.
- General skill in negotiating and persuading individuals.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General skill in establishing and maintaining effective working relationships with doctors, pharmacists, supervisors, co-workers, elected officials, health care personnel, law enforcement personnel and the general public, including people from various socioeconomic backgrounds.
- General skill and ability to communicate effectively orally and in writing, including ability to communicate with the media and large groups.
- General organizational skills.
- General skill and ability to evaluate information accurately and effectively and to apply interpretation of federal, state and local regulations.
- General skill in the operation of computers, and miscellaneous medical equipment.
- General skill in reception, telephone etiquette and customer relations.

Education and/or Experience

Any combination of education, experience, or training may be substituted on a year for year basis.

- Bachelor's Degree in the area of biology, statistics, or related field.
- Prefer two years' experience in public health or related field.
- Experience in the epidemiology field preferred.
- Prefer Public Relations background.

Other Qualifications, Certificates, Licenses, Registrations

- Current certification in or ability to obtain certification in CPR.
- Ability to obtain certifications in bioterrorism training.
- Class C driver's license.

Supervision

- The Epidemiology Specialist required to satisfactorily perform the above duties and will be evaluated by the director for technical soundness, appropriateness and conformity to policy and requirements.
- The Epidemiology Specialist is responsible for assisting the Public Health Emergency Preparedness Coordinator and TB/Communicable Disease nurse in handling emergencies, problems, and deviations in the duties/responsibilities assigned according to instructions and accepted practices in the nursing field and the Public Health Response Plan.
- The Director assists this position with unusual circumstances that do not have clear precedence.

Guidelines

The Epidemiology Specialist uses judgment in interpreting and adapting precedents for specific cases or problems and analyses of the results. This position must have a strong work ethic. The Epidemiology Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, have initiative, and a proper attitude. The employee must be available to communicate at all times.

Emotional Demands

This position must handle a stress level of interacting with some argumentative or emotional contacts within the general public. The Epidemiology Specialist meets with contacts in a structured setting at the Personal Health Department, in clinics, and/or in the field. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Smell.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in a public health clinic. The employee occasionally travels to various locations throughout the county to perform investigative functions and public health assessments, and is often exposed to health or physical hazards, such as infectious diseases, bodily fluids, and needles.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time or can choose to pay compensation time to me at anytime.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

HAYS COUNTY JOB DESCRIPTION

Job Code: 1128
Grade: 108
FLSA: Non-exempt

Prepared by: Human Resources Department
Date Prepared: March 2007
Date Updated: 03/09

ImmTrac/PICS Outreach Specialist

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the ImmTrac/PICS Outreach Specialist provides moderately complex identification, outreach, education, data entry, and follow-up for the families of children who are consented to participate in the statewide immunization registry. This position affects the physical well being of the citizens of Hays County.

Responsibilities

- Identify and conduct outreach, education, data entry, and follow-up for the families of children who are consented to participate in the statewide immunization registry, ImmTrac, but who do not have complete immunization histories in the registry.
- Provide information to clients, families, and providers on the purpose of ImmTrac and the importance of maintaining complete immunization histories in the registry.
- Maintain client files and document all contacts and the education provided.
- Locate additional immunization records from individuals and ensure that all immunization information is entered into ImmTrac.
- Resolve questionable matches in ImmTrac.
- Maintain records of all client contacts and the result of outreach activities.
- Present ImmTrac information to providers, schools, and other community groups.
- Identify and recruit new registry users, including hospitals, pediatricians, and other health care providers, to promote the registry to parents and expectant parents, and to provide education and technical assistance to birth registrars to increase the number of children included in the registry.
- Train registry users on searching the registry, reporting to the registry, and conducting reminder and recall activities.
- Promote data registry quality and completeness.
- Promote efficient inventory control and ordering practices in private provider offices by providing education on the advantages and utility of the Pharmacy Inventory Control System (PICS), including automatic vaccine ordering and paperless vaccine reporting.
- Train providers who report on paper on PICS procedures and use of the reporting forms.
- Perform data entry of paper reporting forms.
- Perform other duties as assigned.

Knowledge Required

- Thorough knowledge of ImmTrac and PICS systems.
- Professional knowledge of federal, state, and local laws and protocols related to immunizations and ImmTrac.
- Knowledge of immunization recommendations and requirements.
- Professional knowledge of the methods, principles, and practices of public health.
- General knowledge of computer applications, including word processing, spreadsheet, presentation, and database programs.
- General knowledge of Hays County Personal Health Department regulations, policies, and procedures.

Required Skill

- Professional skill in reading, understanding, interpreting, following, and implementing federal, state, and local laws and protocols related to immunizations and public health.
- Professional skill in reading, understanding, interpreting, and following medical and scientific documents relating to public health.
- Professional skill and ability to communicate complex information effectively orally and in writing with parents, medical providers, the media, and large groups.
- Exceptional skill in organizing and prioritizing work assignments.
- General skill in documenting, reading, understanding and maintaining medical records.
- General skill in negotiating and persuading individuals.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General skill in establishing and maintaining effective working relationships with doctors, pharmacists, supervisors, co-workers, elected officials, health care personnel, and the general public, including people from a variety of socioeconomic backgrounds.
- General organizational skills.
- General skill in performing data entry.
- General skill in establishing and maintaining client records.
- General skill and ability to evaluate information accurately and effectively and to apply interpretation of federal, state and local regulations.
- General skill in telephone etiquette and customer relations.

Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis.

- Requires a High School Diploma or GED.
- Requires two years college course work or related technical training.
- Requires two years experience in clerical or inventory control, preferably in a medical environment.
- Public relations or outreach experience preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Preferred ability to speak, understand, and translate in Spanish.

Supervision

- The ImmTrac/PICS Outreach Specialist is required to satisfactorily perform the above duties and will be evaluated for technical soundness, appropriateness and conformity to policy and requirements.
- The ImmTrac/PICS Outreach Specialist is responsible for handling emergencies, problems, and deviations in the duties/responsibilities assigned according to instructions and accepted practices in the nursing field and the Public Health Response Plan.
- This position is supervised by the RN Supervisor.
- The Personal Health Director and the RN Supervisor assist this position with unusual circumstances that do not have clear precedence.

Guidelines

The ImmTrac/PICS Outreach Specialist uses judgment in interpreting and adapting precedents for specific cases or problems and analyses of the results. This position must have a strong work ethic. The ImmTrac/PICS Outreach Specialist must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, have initiative, and a proper attitude.

Emotional Demands

This position must handle a stress level of interacting with some argumentative or emotional contacts within the general public. ImmTrac/PICS Outreach Specialist meets with contacts in a structured setting at the Personal Health Department or their locations. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Smell.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in a public health clinic or other office locations. The employee frequently travels to various locations throughout the county to perform duties.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

**FORM G1-A: Federal Funding Accountability and Transparency Act (FFATA)
Personnel Activity Detail Form for Local Health Department Immunization Staff**

Legal Name of Applicant:	HAYS COUNTY PERSONAL HEALTH DEPARTMENT									
List Personnel	I. Program Planning & Evaluation	II. Vaccine Management VFC OPS	III. Registries	IV. Provider Quality Assurance VFC AFIX	V. Perinatal Hepatitis B Prevention	VI. Education, Information, Training & Collaborations	VII. Epidemiology and Surveillance	VIII. Population Assessment	IX Service Delivery	Total equals 100%
Functional Title + Code E=Existing or P=Proposed	% Time	% Time	% Time	% Time	% Time	% Time	% Time	% Time	% Time	100% Time
SOCIAL HEALTH COORDINATOR = E	15%	20%	20%			20%		5%		80%
TVFC/IMMUNIZATION SPECIALIST = E		40%	15%	20%		10%		5%	10%	100%
EPIDEMIOLGY SPECIALIST = E					5%		75%			80%
IMMTRAC SPECIALIST = E			100%							100%
IMMTRAC SPECIALIST = E			100%							100%

❖ UNIT A

Program Stewardship and Accountability

Contractor General Requirement Unit A-1:

Implement a comprehensive immunization program. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Adhere to *Standards for Child and Adolescent Immunization Practices* and *Standards for Adult Immunization Practices* found at:
<http://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/H/standards-pediatric.pdf> and
<http://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/H/standards-adult.pdf>.
- Maintain current policies in compliance with the *DSHS Immunization Contractors Guide for Local Health Departments* and have them available to Contractor's staff.
- Lapse no more than 5% of total funded amount of the contract.
 - Maintain and adjust spending plan throughout the contract term to avoid lapsing funds.
 - Account for and use Program Income appropriately throughout the contract term.
 - Maintain staffing levels to meet required activities of the contract and to ensure that all funds in the personnel category are expended.
- Submit required Quarterly Local Health Department (LHD) Inter-Local Agreement (ILA) Reports to DSHS Immunization Contracts at
dshsimmunizationcontracts@dshs.state.tx.us by Close of Business (COB) on December 30, 2013, March 31, 2014, June 30, 2014, and September 30, 2014 or the next business day if the date falls on a weekend or holiday.
- Submit Corrective Action Plan (CAP) letter to DSHS Contract Management Unit (CMU) within fifteen (15) business days after On-Site Evaluation if findings are not resolved at time of site visit to the satisfaction of the HSR Immunization Program Manager and DSHS Immunization Branch Contracts staff.

Contractor General Requirement Unit A-2:

Complete site visit follow-up assigned by DSHS Austin or Health Service Region staff within prescribed timeframes outlined in the *TVFC Operations Manual*. Activities under the requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Conduct site visit follow-up and submit results following the process described and within deadlines established in the *TVFC Operations Manual*.

- Conduct site visits in 100% of subcontracted entities as listed in the Inter-Local Application and non-Local Health Department WIC immunization clinics, if applicable.

Contractor General Requirement Unit A-3:

Ensure that expired, wasted, and unaccounted-for vaccines do not exceed 5% in Contractor's clinics. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and TVFC Operations Manual*.

Activities:

- Ensure that expired, wasted, and unaccounted-for vaccines do not exceed 5% in Contractor's clinics.
- Ensure that all expired, spoiled/wasted vaccines is appropriately identified and entered into the Electronic Vaccine Inventory (EVI) system.
- Maintain storage and handling policies and procedures according to the *TVFC Operations Manual*. (<http://www.dshs.state.tx.us/immunize/tvfc/tvfc.manual.shtm>)
- Ensure that appropriate Vaccine Management plan is in place at each clinic location and that it includes an updated *Emergency Contingency Plan*.
- Ensure that overstocked vaccines or those vaccines nearing expiration are shipped to alternate providers as directed by the Health Service Region (HSR) Immunization Program managers, for timely use to avoid vaccine waste.

Contractor General Requirement A-4:

Implement a plan to assure that Section 317 vaccine is not provided inadvertently to fully privately insured individuals, including children covered by S-CHIP.

Establish and maintain protocols for screening individuals for eligibility and insurance coverage before administering Section 317 funded vaccines. Contractors may use Patient Eligibility Screening Form (C-10) or electronically store this information.

Any child who upon screening meets one of the eligibility criteria listed below and who is 18 years of age or younger qualifies for TVFC vaccine:

- a. Enrolled in Medicaid, or
- b. Enrolled in CHIP and the provider bills CHIP for the services, or
- c. Is an American Indian, or
- d. Is an Alaskan Native, or
- e. Does not have health insurance, or
- f. Is underinsured: has commercial (private) health insurance but coverage does not include vaccines; a child whose insurance covers only selected vaccines (TVFC eligible for non-covered vaccines only); or a child whose insurance caps vaccine coverage at a certain amount. Once that coverage amount is reached, the child is categorized as underinsured.

❖ Unit B

Assessing Program Performance

Contractor General Requirement Unit B-1:

Conduct educational, promotional, and outreach activities for the general public to enhance immunization awareness, including distribution of DSHS-provided materials. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Establish collaborative efforts with appropriate community entities regarding promoting immunizations and the reduction of vaccine-preventable diseases. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Contractor will provide vaccine and immunization education to target audiences and to the general public on the benefits of vaccination, the risk of vaccine-preventable diseases, staying on the ACIP Recommended Immunization Schedule(s), and the importance of not missing any vaccines.
- Inform and educate parents of infants, children, adolescents, adults (men and women), grandparents, seniors, health-care providers, and the general public about vaccines for all age groups and vaccine-preventable diseases. Information should include the importance and benefits of being fully vaccinated, vaccine recommendations, and the location of community vaccination clinics.
- Conduct at least one monthly immunization education activity specifically directed to one of the target groups.
- Conduct at least twelve (12) outreach activities during the contract period in accordance with Texas Health and Safety Code Chapter 161, Subsection A, Section 161.0095, to each of the following audiences: 1.) high school students and their parents, 2.) universities/colleges, and 3.) Junior Reserve Officer Training Corps. (JROTC)/Military Recruitment Centers and report results on the Quarterly Report. If a JROTC or Military Recruitment Center is not available within the jurisdiction of the LHD, outreach activities may be focused on the other two groups mentioned above.
- Document the activity with the number and type of participants and evaluate activity by obtaining feedback from participants.
- Use national immunization observances as opportunities to conduct specific education and promotional activities to give emphasis to the importance and benefits of vaccines: National Infant Immunization Week (NIIW), National Immunization Month (NIM), National Adult Immunization Week (NAIW), and National Influenza Week (NIW).
- Develop and implement a written communications and customer service plan to assure customers receive consistent, correct immunization information and services in a courteous and friendly manner on a timely basis.
- Participate in special initiatives as directed by DSHS, such as the Dairy Queen

- Coupon project, the Hallmark Card Governor's Program, and others.
- Participate in statewide media campaigns by distributing DSHS-developed and produced public service announcements and materials to local television and radio stations, newspapers, parent publications, university newspapers, high school newspapers, and neighborhood newspapers.
 - Promote www.ImmunizeTexas.com, the Immunization Branch's website; *The Upshot*, electronic newsletter; and the Vaccine Advisory, vaccine newsletter to providers in the Contractor's jurisdiction.
 - Promote and distribute immunization literature for the public to TVFC providers and Contractor's clinics.
 - Provide information to clients, families, and the general public on the purpose of ImmTrac, the benefits of ImmTrac participation, and the importance of maintaining a complete immunization history in ImmTrac.
 - Inform the general public about the Texas Vaccines for Children (TVFC) program and the qualifications to participate in it.
 - Distribute TVFC information and educational materials at venues where parents of TVFC-eligible children might frequent.
 - Inform and highly recommend to the medical community and local providers within the Contractor's jurisdiction on the annual CDC *Epidemiology and Prevention of Vaccine-Preventable Disease (EPI-VAC)* training.

Establish collaborative efforts with appropriate community entities regarding promoting immunizations and the reduction of vaccine-preventable diseases. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Identify providers, hospitals, schools, child-care facilities, social service agencies, and community groups involved in promoting immunizations and reducing vaccine-preventable diseases.
- List and maintain contact information of group members and collaborations and identify the best practices they are promoting.
- Maintain written agreements and updates of group members and collaborations.
- Document communications, group meetings, and planning of activities that promote the Best Practices identified in contract agreement. Documents are to be accessible during site visits.
- Report new group members on the Quarterly Report.

Contractor General Requirement Unit B-2:

When assigned by DSHS, complete 100% of child-care facility and Head Start center assessments and child-care audits. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Population Assessment Manual*.

When assigned by DSHS, complete 100% of public and private school assessments, retrospective surveys, and validation surveys. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Population Assessment Manual*.

Activities:

- Complete and report 100% of required audits/assessments as assigned by the Immunization Branch, DSHS. These will include:
 - Texas Child-Care Immunization Assessment
 - Child-Care Audit
 - Annual Report of Immunization Status (school self-assessments)
 - School Audit
 - Texas School Immunization Validation Survey
 - Texas County Retrospective Immunization School Survey (TCRISS)
- Assigned surveys/assessments must be completed utilizing the instructions in *DSHS Immunization Contractors Guide for Local Health Departments and the Population Assessment Manual*.
- For completed audits/assessments, monitor vaccination and exemptions per respective areas.
- Based upon survey/audit findings as completed, analyze, provide feedback, and monitor vaccination trends for public school districts, private schools, licensed child-care facilities, and registered family homes to increase vaccination coverage using audit/assessment data. Identify trends and areas of need for local health department jurisdictions and coordinate interventions.
- Collaborate with school/child-care facilities and registered family homes to afford needed improvements. Report these results/findings to the Assessment, Compliance and Evaluation Group, Immunization Branch, DSHS.

Contractor General Requirement B-3:

Work with VFC providers on quality improvement processes to increase coverage levels and decrease missed opportunities using AFIX components, as appropriate, and move toward use of IIS as primary source of data for provider coverage level assessment by the end of project period.

- Conduct site visits using AFIX (CoCASA) in 100% of subcontracted entities as listed in the Inter-Local Application and non-Local Health Department WIC immunization clinics, if applicable.

Contractor General Requirement B-4:

Investigate and document at least 85% of reportable suspected vaccine-preventable disease cases within thirty (30) days of notification in accordance with *DSHS Texas Vaccine-Preventable Disease (VPD) Surveillance Guidelines* (http://www.dshs.state.tx.us/idcu/health/vaccine_preventable_diseases/resources/) and National Electronic Disease Surveillance System (NEDSS). Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Adhere to the *DSHS VPD Surveillance Guidelines*, *NEDSS Data Entry Guidelines*, and *Epi-Case Criteria Guide* (<https://txnedss.dshs.state.tx.us:8009/PHINDox/UserResources/Epi%20Case%20Criteria%20Guide%202012.pdf>) in conducting this General Requirement and the associated activities.
- Complete all data entry into NEDSS Base System (NBS) following the *NBS data Entry Guidelines*. (https://txnedss.dshs.state.tx.us:8009/PHINDox/UserResources/Data_Entry_Guidelines_2007.pdf).
- Verify and enter complete vaccination history in NBS on all VPD investigations with case status of confirmed or probable. Complete vaccination history should be assessed through ImmTrac, provider offices, school records, or patient records.
- Routinely review and follow up on all VPD laboratory reports received, including electronic lab reports (ELRs) sent from DSHS through NBS and Health Alert Network (HAN).
- Provide feedback on any unmet performance measures during each Quarterly Report review.
- All new VPD surveillance staff will attend Introduction to NBS training and complete the certification process in order to gain access to the NBS system.
- Submit case and/or death notifications to CDC.
- Designate staff to coordinate VAERS and Vaccine Safety Activities.
- Encourage providers to report possible vaccine adverse reactions to CDC on a timely basis through <http://vaers.hhs.gov/index>

Contractor General Requirement Unit B-4:

Educate, inform, and train the medical community and local providers within Contractor's jurisdiction on immunization activities listed below. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Provide training on TVFC requirements and updates (as described in the *TVFC Operations Manual*) to TVFC providers annually at a minimum.
- Ensure that the TVFC providers have the most up-to-date, DSHS-produced

immunization information in their offices.

- Provide training, information, and technical assistance to promote the effective use of ImmTrac by private providers (which includes education regarding the benefits of ImmTrac participation).
- Educate private providers about the ImmTrac enrollment process and the statutory requirement to report immunizations.
- As directed by DSHS identify first responders and their immediate family in the community and inform them of the opportunity to be included in ImmTrac.
- Conduct educational training for hospital and health-care providers within the Contractor's jurisdiction, to increase mandatory screening and reporting of HBsAg-positive women.
- Provide training on the prevention of Perinatal Hepatitis B to providers within the Contractor's jurisdiction.
- Educate physicians, laboratories, hospitals, schools, child-care staff, and other health providers on VPD reporting requirements.
- Educate and update providers on the most current Advisory Committee on Immunization Practices (ACIP) recommendations for all age groups, as well as on applicable regulatory vaccination requirements.
- Provide training relating to *Standards for Child and Adolescent Immunization Practices* (<http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>) and *Standards for Adult Immunization Practices* (<http://www.cdc.gov/vaccines/schedules/hcp/adult.html>) to all immunization providers within Contractor's jurisdiction.
- Inform all private providers on the federal requirement that the most current Vaccine Information Statements (VIS) must be distributed to patients (<http://www.cdc.gov/vaccines/pubs/vis/default.htm>).
- Promote a health-care workforce that is knowledgeable about vaccines, vaccine recommendations, vaccine safety, vaccine-preventable diseases, and the delivery of immunization services.
- Educate health-care workers on the need to be vaccinated themselves.
- Provide information to community health-care employers (hospitals, clinics, doctor's offices, long-term care facilities) about the importance of vaccination of health-care workers.
- Educate private providers to send NIS surveys to the Contractor for research prior to returning the survey to CDC, if applicable.
- Coordinate educational and other activities with local WIC programs to assure that children participating in WIC are screened and referred to their "medical home" for vaccination using a documented immunization history in accordance with the *Standards for Child and Adolescent Immunization Practices* (<http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>).
- Offer educational opportunities to all WIC programs in the service area, including information about on-line and satellite-broadcast continuing education opportunities from the Centers for Disease Control and Prevention (CDC) Continuing Education web site (<http://www.cdc.gov/vaccines/ed/default.htm>).

❖ Unit C

Assuring Access to Vaccines

Contractor General Requirement Unit C-1:

Engage American Indian tribal governments, tribal organizations representing those governments, tribal epidemiology centers of Alaskan Native Villages and Corporations located within contracted local health department boundaries in immunization activities. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Perform education, training, outreach activities and provide technical assistance for American Indian tribal governments, tribal organizations representing those governments, tribal epidemiology centers of Alaskan Native Villages and Corporations.
- Report on education, training, outreach activities or collaborative efforts and outcomes of those activities on each Quarterly Report.

2014 General Requirement Unit C-2:

Enroll and sustain a network of VFC and other providers to administer federally funded vaccines to program-eligible populations according to CDC/ACIP and NVAC standards.

Conduct recruitment to increase the number of ImmTrac providers, TVFC providers, and Perinatal Hep B Providers. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Conduct recruitment activities as defined in the *TVFC Operations Manual* with providers on the DSHS-supplied provider recruitment list.
- Target adolescent health-care providers for recruitment and emphasize adolescent vaccine requirements and recommendations
- Ensure that all ACIP recommended vaccines are routinely available to TVFC patients and that Adult Safety Net vaccines are available to eligible adult patients.
- Recommend the simultaneous administration of all needed vaccines for the patient.
- Follow only medically supportable contraindications to vaccination.
- Verbally educate patients and parents/guardians about the benefits and risks of vaccination and distribute DSHS educational materials as applicable as part of this conversation.
- Discuss, and attempt to schedule, the next immunization visit at each client encounter.

- Explain the benefits of a “medical home” and assist the parent/guardian in obtaining or identifying the child’s medical home.
- Use a Reminder/Recall system (manual, TWICES, ImmTrac, or other system).
- Establish “standing orders” for vaccination in Contractor’s clinics, consistent with legal requirements for standing orders (including, but not limited to, those found in the Texas Medical Practice Act).
- Implement an employee immunization policy according to CDC recommendations in Contractor’s clinics.

Contractor General Requirement Unit C-4:

Assure compliance with HHS Deputization Guidance. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities:

- Annually sign Deputization Addendum to Texas Vaccines for Children Program (TVFC) Provider Enrollment Form (E6-102), and provide immunization services to underinsured children.
- Report number of doses administered to underinsured children monthly as directed by DSHS.
- Report number of unduplicated underinsured clients served as directed by DSHS.

Contractor General Requirement Unit C-5:

Work with partners, as appropriate, to assure coordination of the following activities in order to prevent perinatal hepatitis b transmission.

- a.) Identification of HBsAg-positive pregnant women.
- b.) Newborn prophylaxis with hepatitis b vaccine and HBIG.
- c.) Timely completion of doses two and three.
- d.) Post-vaccination serology.

Ensure all pregnant women are screened for hepatitis B surface antigen (HBsAg) and that all HBsAg-positive pregnant women are reported to DSHS. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Perinatal Hepatitis B Prevention Manual*.

Activities:

- Develop a surveillance system that includes prenatal care providers, obstetrical care providers, family practitioners, and labor and delivery facilities to assure all HBsAg-positive pregnant women are reported to DSHS within one week of diagnosis.
- Educate prenatal care providers to ensure they screen pregnant women for HBsAg status during each pregnancy; implement procedures for

- documenting HBsAg screening results in prenatal care records, and forward original laboratory results to the delivery facility.
- Educate delivery hospitals to ensure they verify prenatal HBsAg test results of pregnant women on admission for delivery and test for HBsAg at delivery.
 - Local health departments who report over five (5) cases per year, should perform and report at least 2 trainings per quarterly reporting period (or at least 8 trainings per year) to delivery hospitals, especially delivery hospitals who have not reported any HBsAg positive test result for women who have delivered at their facility during the quarterly reporting period.
 - Ensure that all educational trainings are evaluated by participants (providers, hospital nursery staff, laboratorians, Obstetricians/Gynecologists and delivery staff and physicians, pediatricians, nursing staff, etc.) by rating the effectiveness of the presenter as it relates to: describing the Perinatal HBV Prevention Program objectives; helping to identify at least one new skill that can be implemented in the workplace; and gathering topics for future events.
 - Submit a quarterly report for educational trainings conducted. This report needs to include: number of participants, titles of participants, name of facility and training evaluations results. The reports should be submitted to the Perinatal HBV Prevention Program Coordinator.

Ensure that all infants born to HBsAg-positive women and women whose HBsAg status is unknown will receive the first dose of the hepatitis B vaccine and hepatitis B immune globulin (HBIG) within 12 hours of birth. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Perinatal Hepatitis B Prevention Manual*.

Activities:

- Assure all labor and delivery facilities develop standing orders and policies to administer the first dose of the hepatitis B vaccine and HBIG to at-risk infants within 12 hours of birth.
- Identify labor and delivery facilities that do not have standing orders and/or policies and educate providers to establish standing orders and policies to administer to at-risk infants the first dose of the hepatitis B vaccine and HBIG within 12 hours of birth.
- Determine the number of newborns that do not receive the first dose of the hepatitis B vaccine and/or the hepatitis B immune globulin and work with those facilities to ensure all at-risk infants receive the hepatitis B vaccine series and hepatitis B immune globulin within 12 hours of birth.
- Report to DSHS all infants born to HBsAg (+) women within fifteen (15) calendar days of the event.

Ensure that 100% of the number of identified infants born to HBsAg-positive women will

complete the hepatitis B vaccine series and post-vaccination serology testing (PVST). Staff will document appropriately if lost to follow-up. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Perinatal Hepatitis B Prevention Manual*.

Activities:

- Administer or obtain from the provider or ImmTrac the complete hepatitis B vaccine series. Infants shall complete the hepatitis B vaccine series by 6 – 8 months of age if the infant receives a single antigen or Pediarix vaccine and by 15 months of age if the infant receives the Comvax series.
- Perform PVS testing or obtain from the provider or ImmTrac the PVS testing results to determine immunity against hepatitis B. Post vaccine serology testing shall be done by 9 – 15 months of age if the infant received a single antigen or Pediarix vaccine and by 18 months of age if the infant received the Comvax vaccine series.

Contractor General Requirement C-5

All household and sexual partners of reported HBsAg (+) mothers shall be referred for serologic testing to determine susceptibility status in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments and Perinatal Hepatitis B Prevention Manual*.

Ensure all household contacts two (2) years of age or older are case managed as appropriate to ensure the infant completes the HBV vaccine series and receives post-vaccination serology testing (PVST).

❖ Unit D

Immunization Information Technology Infrastructure-Assure that the immunization information technology infrastructure supports program goals and objectives.

Contractor General Requirement Unit D-1:

Promote provider site participation and assure immunization record completeness, timeliness, accuracy, efficiency, and data use to support immunization program goals and objectives.

Effectively utilize ImmTrac (the DSHS on-line immunization registry) in Contractor's clinics.

Work in good faith, and as specified herein, to increase the number of children less than six (6) years of age who participate in ImmTrac.

Work in good faith and as specified herein, to ensure ImmTrac registered private providers use ImmTrac effectively as defined in the *DSHS Immunization Contractors Guide for Local Health Departments*.

Activities under the requirements above shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments*

Activities:

- Recruit new private provider sites for ImmTrac.
- Search for the client's immunization history at every client encounter.
- Review the client's record for vaccines due and overdue according to the CDC Recommended Schedules at: <http://www.cdc.gov/vaccines/schedules/index.html>.
- Report to ImmTrac all immunizations administered to children (younger than 18 years of age) and consented adults in Contractor's clinics, either directly into ImmTrac on-line or through TWICES.
- Update demographic information as needed.
- Follow recommended guidelines for obtaining and submitting ImmTrac consent forms according to the instructions found at http://www.dshs.state.tx.us/immunize/docs/consent_guidelines.pdf.
- Implement changes to the consent process as directed by DSHS.
- Offer updated *Immunization History Report* to the client or client's parent or guardian at every client encounter.
- At every client encounter, compare all immunization histories (ImmTrac, TWICES, validated patient-held records, clinic medical record) and enter into ImmTrac or TWICES any historical immunizations not in ImmTrac
- Verbally and with DSHS produced literature, inform parents presenting at Contractor's clinics about ImmTrac and the benefits of inclusion in ImmTrac.
- Provide orientation to all ImmTrac providers at least once a year and maintain documentation of all technical assistance provided (e.g., telephone logs).
- Explain and demonstrate the effective use of ImmTrac according to the instructions located in the *DSHS Immunization Contractors Guide for Local Health Departments*.
- Explain guidelines for obtaining and submitting ImmTrac consent forms according to the instructions found at http://www.dshs.state.tx.us/immunize/docs/consent_guidelines.pdf.
- Conduct follow-up with registered ImmTrac providers who are inactive or not using ImmTrac effectively.
- Train Contractor's staff on ImmTrac data entry and quality standards.
- Update all demographic information, including address and telephone number, at every client encounter.
- Conduct outreach (including, but not limited to, the specific outreach described in the *DSHS Immunization Contractors Guide for Local Health Departments*) to families of children 19 to 35 months of age who are not up-to-date on their immunizations according to ImmTrac; locate additional immunization histories; and enter history data into ImmTrac.
- Collaborate with prenatal health-care providers, birth registrars, hospital staff, pediatricians, and other entities to educate parents, expectant parents, and

providers about ImmTrac and the benefits of participation. Includes the dissemination of DSHS educational materials as appropriate.

- Identify and contact families of children for whom ImmTrac consent has been granted but who do not have complete immunization records in ImmTrac.
- Identify all providers who administer vaccine in awardee's jurisdiction, including both pediatric and adult immunization providers.
- Collaborate with partners and develop a provider recruitment strategy to include complementary vaccinators, such as pharmacists and school-located vaccination clinics.
- Encourage IIS participation among VFC providers.

Contractors General Requirement Unit D-2:

Incorporate dose-level accountability into IIS functionality so that information can be received and stored (Dose-level accountability includes assigned a provider-determined program eligibility category for a patient to each administered dose of vaccine.

- Conduct education and monitoring of providers to improve eligibility tracking and reporting.

Contractors General Requirement Unit D-3:

Assure provider participation in vaccine ordering and inventory management using either VTrckS Direct or ExIS (which could be IIS or other external system) that communicates with VTrckS using the CDC-compliant interface.

- Educate providers regarding awardee vaccine ordering policies, including CDC's inventory-on-hand requirement and other awardee-supporting documentation requirements for vaccine orders.
- Develop and implement a plan for transitioning providers to electronic submission of inventory and orders using VTrckS or awardee's ExIS.
- Monitor progress of the implementation of this transition plan.
- If using VTrckS Direct, ensure providers that will be using VTrckS for order entry acquire SAMS credentials for access.
- Train providers to use VTrckS or awardee ExIS for inventory and order entry.
- Develop and implement a plan for ensuring that new providers have access to and training for entering orders and inventory using VTrckS or awardee's ExIS.

Assist all other TVFC providers in local jurisdiction with maintenance of appropriate vaccine stock levels. Activities under this requirement shall be conducted in accordance with the *DSHS Immunization Contractors Guide for Local Health Departments* and *TVFC Operations Manual*.

Activities:

- Evaluate maximum vaccine stock levels twice a year in all TVFC provider clinics under Contractor's jurisdiction and assess providers' inventories when visiting clinics. This activity will become part of the Electronic Vaccine Inventory (EVI) system and local health departments will be advised if any assistance on this activity is needed.
- Review 100% of all vaccine orders, monthly biological reports, and monthly temperature logs for accuracy and to ensure that the vaccine supply requested is within established guidelines. Review may be done from a paper report or on the EVI system.
- If vaccine is available locally, conduct transfers and/or deliveries to support the TVFC providers requesting assistance.
- Educate and assist all TVFC providers with TVFC Provider Choice, as directed by DSHS.
- To avoid the appearance of impropriety, the LHD must not involve pharmaceutical manufacturer representative in provider choice trainings; or, the LHD must not take any other actions which appear to have a connection between activities sponsored under this contract and any other activities the LHD wishes to conduct on its own which would involve pharmaceutical manufacturer representatives giving presentations to providers.
- Offer provider updates, training, and information as changes to vaccine management occur.

FORM I: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding Sources (5)	Other Funds (6)
A. Personnel	\$125,749	\$125,749				
B. Fringe Benefits	\$66,592	\$66,592				
C. Travel	\$0					
D. Equipment	\$0					
E. Supplies	\$0					
F. Contractual	\$0					
G. Other	\$0					
H. Total Direct Costs	\$192,341	\$192,341	\$0	\$0	\$0	\$0
I. Indirect Costs	\$0					
J. Total (Sum of H and I)	\$192,341	\$192,341	\$0	\$0	\$0	\$0
K. Program Income - Projected Earnings	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$125,749	\$125,749	Fringe Benefits	\$66,592	\$66,592
	Travel	\$0	\$0	Equipment	\$0	\$0
	Supplies	\$0	\$0	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$0	\$0

TOTAL FOR:	Distribution Totals	\$192,341	Budget Total	\$192,341
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

Legal Name of Respondent:

HAYS COUNTY PERSONAL HEALTH DEPARTMENT

Itemize the elements of fringe benefits in the space below:

$$\text{FICA} = \$125.749 \times .062 = \$7.796.46$$

MEDICARE = \$125.749 x .0145 = \$1.823.37

$$\text{RETIREMENT} = (\$125,749/12)^4 \cdot 0.1132 + ((\$125,749/12)^8 \cdot 0.1246) = \$15,190.50$$

MEDICAL INSURANCE = \$12,472.14 * 3.35 FTE's = \$41,781.67

	Fringe Benefit Rate %	52.96%
	Fringe Benefits Total	\$66,592

Revised: 7/6/2009