To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: October 19, 2018  
Subject: Position and Grant Requests — JFO #2932 - #2934

Enclosed please find three (3) items, including three (3) limited-service positions, which the Joint Fiscal Office has received from the Administration.

JFO #2932 — $947,877 from the Federal Emergency Management Agency to the VT Dept. of Public Safety. The funds are part of the federal FY17 pre-disaster mitigation grant program. Several sub-grants make up the total grant funding. Some of the funding will be utilized for land buyouts in Brandon and Wardsboro, some will be used for other mitigation projects, while the remainder will stay within Vermont Emergency Management to support local hazard mitigation plan development and review. The 25% local match requirement will be covered by municipalities with no State funding required. Of the total grant funding, $473,938 would be allocated for use in State FY2019.  
[JFO received 10/10/18]

JFO #2933 — $7,583,030 from the Centers for Disease Control & Prevention to the VT Dept. of Health. The broad purpose for the grant funding is to improve prevention and management of diabetes and cardiovascular disease in rural high-risk populations throughout Vermont. Two (2) limited-service positions are requested in association with this grant. The positions are titled Public Health Specialist and Public Health Analyst respectively and would assist in administering the grant functions during the five-year funding period. Approximately half of the annual grant funding of $1,516,606 would cover direct and indirect personal services and operating costs, while the remainder, $846,000, would go out as sub-grants to participating health centers throughout the state.  
[JFO received 10/17/18]

JFO #2934 — $8,211,854 from the Substance Abuse and Mental Health Services Administration (SAMHSA) to the Vermont Agency of Education. The funds will be used to support Vermont Project AWARE (Advancing Wellness and Resilience Education). This will be a joint effort between AOE, the VT Dept. of Mental Health, and three community supervisory unions (SU): Orleans Southwest SU, Addison Rutland SU, and Greater Rutland County SU. The broad aims of the project will be to promote ongoing state and local collaboration regarding mental health best practices in schools, enhance wellness and resiliency skills for school-age youth, and support system improvements for school-based mental health services. One (1) limited-service position is requested in association with this grant. The position is titled Education Consultant II. This is a five-year grant program and $942,945 of grant funding would be utilized in the remainder of State FY2019.  
[JFO received 10/19/18]
**STATE OF VERMONT**

**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<table>
<thead>
<tr>
<th>Grant Summary:</th>
<th>This is a cooperative agreement from CDC with the objective of prevention and managing diabetes, heart disease and stroke in rural areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>9/19/2018</td>
</tr>
<tr>
<td>Department:</td>
<td>Agency of Human Services – Department of Health</td>
</tr>
<tr>
<td>Legal Title of Grant:</td>
<td>Statewide multi-level health systems and community-clinical linkages approaches to prevent and manage Diabetes and Cardiovascular Disease, with emphasis on rural, low income high burden populations.</td>
</tr>
<tr>
<td>Federal Catalog #:</td>
<td>93.426</td>
</tr>
<tr>
<td>Grant/Donor Name and Address:</td>
<td>Department of Health and Human Services Centers for Disease Control and Prevention Office of Financial Resources 2920 Brandywine Road, Atlanta, GA 30341</td>
</tr>
<tr>
<td>Grant Period:</td>
<td>From: 9/30/2018 To: 6/29/2023</td>
</tr>
<tr>
<td>Grant Amount:</td>
<td>$1,516,606 SFY 1 SFY 2 SFY 3 Total $7,583,030 Funding for SFY 4 and SFY 5 is anticipated.</td>
</tr>
<tr>
<td>SFY 1 SFY 2 SFY 3 Total</td>
<td>$1,516,606</td>
</tr>
<tr>
<td>SFY 1 SFY 2 SFY 3 Total</td>
<td>$1,516,606</td>
</tr>
<tr>
<td>SFY 1 SFY 2 SFY 3 Total</td>
<td>$1,516,606</td>
</tr>
<tr>
<td>SFY 1 SFY 2 SFY 3 Total</td>
<td>$1,516,606</td>
</tr>
<tr>
<td>Position Information</td>
<td>2</td>
</tr>
<tr>
<td>Additional Comments:</td>
<td>See attached grant abstract</td>
</tr>
</tbody>
</table>

Department of Finance & Management                                                                                       [Phone] 802-828-2376
Secretary of Administration                                                                                               [Fax] 802-828-2428
Sent to Joint Fiscal Office                                                                                               Date 10/15/18

Department of Finance & Management
Version 1.1 – 10/15/08
### BASIC GRANT INFORMATION

1. **Agency:** Agency of Human Services  
2. **Department:** Health  
3. **Program:** Health Promotion and Chronic Disease Prevention  
4. **Legal Title of Grant:** Statewide multi-level health systems & community-clinical linkage approaches to Prevent & Manage Diabetes & Cardiovascular Disease with emphasis on rural low-income high burden populations  
5. **Federal Catalog #:** 93.426  

### 6. Grant/Donor Name and Address:  
Department of Health & Human Services, Centers for Disease Control & Prevention

### 7. Grant Period:  
From: 9/30/2018 To: 6/29/2023

### 8. Purpose of Grant:  
Improve prevention and management of diabetes and cardiovascular disease in rural high-burden populations throughout Vermont.

### 9. Impact on existing program if grant is not Accepted:  
This grant replaces a similar federally funded program. If this grant is not accepted, the program would be discontinued.

### 10. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>SFY 1 FY 2019</th>
<th>SFY 2 FY 2020</th>
<th>SFY 3 FY 2021</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Personal Services</td>
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<td>$627,198</td>
<td>$627,198</td>
<td>Grant award funds two additional years at same level.</td>
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<td>Operating Expenses</td>
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<tr>
<td>Grants</td>
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<td>$846,000</td>
<td>$846,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,516,606</strong></td>
<td><strong>$1,516,606</strong></td>
<td><strong>$1,516,606</strong></td>
<td></td>
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<tr>
<td>Revenues:</td>
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<tr>
<td>State Funds:</td>
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<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td>Federal Funds:</td>
<td>$1,516,606</td>
<td>$1,516,606</td>
<td>$1,516,606</td>
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<tr>
<td>(Direct Costs)</td>
<td>$1,322,474</td>
<td>$1,322,474</td>
<td>$1,322,474</td>
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<tr>
<td>(Statewide Indirect)</td>
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<td>$11,648</td>
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<tr>
<td>(Departmental Indirect)</td>
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<td>$182,484</td>
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<td>Other Funds:</td>
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<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,516,606</strong></td>
<td><strong>$1,516,606</strong></td>
<td><strong>$1,516,606</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Appropriation No:</th>
<th>3420010000</th>
<th>Amount:</th>
<th>$91,242</th>
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<tbody>
<tr>
<td>3420021000</td>
<td></td>
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<td>$1,425,364</td>
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</table>

**Total** $1,516,606

Has current fiscal year budget detail been entered into Vantage?  
☐ Yes  ☒ No

---

Department of Finance & Management

Version 1.7 6/19/2013

Page 1 of 2
STATE OF VERMONT REQUEST FOR GRANT (ACCEPTANCE) (Form AA-1)

**PERSONAL SERVICE INFORMATION**

11. Will monies from this grant be used to fund one or more Non-Personal Service Contracts? Yes No

If “Yes”, appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Mark A. Levine MD, Commissioner

Agreed by: 

<table>
<thead>
<tr>
<th>Position Information</th>
<th># Positions</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Specialist AC: Chronic Disease Prevention</td>
<td>1</td>
<td></td>
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<tr>
<td>Public Health Analyst I</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Total Positions** 2

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-IPN (if applicable):

Signature: e-Signed by Mark Levine on 2018-09-18 21:01:29 GMT

Title: Commissioner of Health

Signature: 

Date: 9/28/18

Title: Secretary of Human Services

**14. SECRETARY OF ADMINISTRATION**

Approved:

Date: 10/18/18

**15. ACTION BY GOVERNOR**

Check One Box:

- Accepted

- Rejected

(Date - Governor’s signature)

Date: 10/18/18

**16. DOCUMENTATION REQUIRED**

<table>
<thead>
<tr>
<th>Required GRANT Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Memo</td>
</tr>
<tr>
<td>Dept. project approval (if applicable)</td>
</tr>
<tr>
<td>Notice of Award</td>
</tr>
<tr>
<td>Grant Agreement</td>
</tr>
<tr>
<td>Grant Budget</td>
</tr>
<tr>
<td>Notice of Donation (if any)</td>
</tr>
<tr>
<td>Grant (Project) Timeline (if applicable)</td>
</tr>
<tr>
<td>Request for Extension (if applicable)</td>
</tr>
<tr>
<td>Form AA-IPN attached (if applicable)</td>
</tr>
</tbody>
</table>

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

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

FR: Paul Daley, Financial Director
   Vermont Department of Health

Re: Cooperative Agreement to Improve the Health of Americans Through Prevention & Management of Diabetes, Heart Disease, and Stroke

I'm enclosing a complete AA-1 package for your review and AHS Secretary signature. Please let me know if you have any questions.

This package includes a limited service position request, so the next destination is:

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

The purpose of this grant is to focus on prevention and improved management of diabetes and cardiovascular disease and referrals to evidence-based self-management programming through strategic partnerships with statewide health delivery organizations and targeted health systems partnerships in rural, high burden locations. Targeted populations include Vermonters living with disabilities, who are older, low income, Native American, and New American. The selected strategies will be supported by development of a statewide Community Health Worker model and pharmacist integration into VT’s health systems. This approach represents a balance of broad systems-based strategies, clinical interventions in targeted settings with high need populations, and clinical-community referrals that reach the public and targeted populations across the state.

The grant award will fund the following activities:

- Embed e-referral prompt in care coordination platform
- Develop peer to peer program for minority populations
- Expand successful SASH programs to all panels
- Sub-award to practices to improve care systems
- Develop and pilot protocol for utilizing practice-embedded pharmacists for diabetes Medication Therapy Management
- Lead marketing campaign to expand National Diabetes Prevention Program (DPP)
- Build infrastructure for and pilot a formal Community Health Worker program
- Sub-award to practices and community partners to explore non-physician-based strategies
- Pilot involvement of embedded pharmacist
- Implement self-measurement of Blood Pressure with practices
- Environmental scan of Hypertension management resources

The project goals include:

- Increased access to & coverage for ADA-recognized/AADE-accredited diabetes self-management education & support programs for people with diabetes
- Increased use of pharmacist patient care processes that promote medication management for people with diabetes
- Increased access to & coverage for the National DPP lifestyle change program for people with prediabetes
- Increased community clinical links that facilitate referrals & provide support to enroll & retain participants in the National DPP lifestyle change program
- Increased reporting, monitoring, & tracking of clinical data for improved identification, management, & treatment of patients with high blood pressure & high blood cholesterol
- Increased use of & adherence to evidence-based guidelines & policies related to team-based care for patients with high blood pressure & high blood cholesterol
- Increased community clinical links that support systemic referrals, self-management, & lifestyle change for patients with high blood pressure & high blood cholesterol
NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
301(a) and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section 241(a) and 247b(k)(2)c, as amended.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources
2920 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD

Statewide multi-level health systems and community-clinical linkages approaches to prevent and manage Diabetes and Cardiovascular Disease, with emphasis on rural, low income high burden populations.

Grantee Name and Address
Human Services, Vermont Agency Of
280 State Dr
Waterbury, VT 05671-9501

Grantee Project Director
Ms. Nicole Lukas
208 Hurricane Lane
Williston, VT 05495-2069
Phone: 802-651-1612

Federal Project Officer
Lazette L. Lawton
4770 Buford Hwy
Chamblee, GA 30341
Phone: 770-488-8290

All amounts are shown in USD

11. APPROVED BUDGET
(Excludes Direct Assistance)

<table>
<thead>
<tr>
<th>Financial Assistance from the Federal Awarding Agency Only</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Amount of Federal Financial Assistance (from item 1m)</td>
<td>1,516,606.00</td>
</tr>
<tr>
<td>b. Less Unobligated Balance From Prior Budget Periods</td>
<td>0.00</td>
</tr>
<tr>
<td>c. Less Cumulative Prior Award(s) This Budget Period</td>
<td>0.00</td>
</tr>
<tr>
<td>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td>
<td>1,516,606.00</td>
</tr>
</tbody>
</table>

13. Total Federal Funds Awarded to Date for Project Period | 1,516,606.00 |

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:
- DEDUCTION
- ADDITIONAL COSTS
- MATCHING
- OTHER RESEARCH (Add/Deduct Option)
- OTHER

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
- The terms and conditions of the award notice, including terms and conditions, if any, noted below under REMARKS.
- Federal administrative requirements, cost principles and indirect cost requirements applicable to the grant.

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

Grants Management Official
Stephanie Latham
## Vermont Year One Diabetes and Cardiovascular Disease (1815) Budget

**Narrative October 1, 2018 – June 30, 2019**

### A. Salaries and Wages

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Systems Director</td>
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<td>$59,053</td>
</tr>
<tr>
<td>Public Health Program Administrator</td>
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<tr>
<td>Chronic Disease Program Specialist (new)</td>
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<td>Public Health Analyst III</td>
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<td>Evaluation Director</td>
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<td>$38,666</td>
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<td>Chronic Disease Information Director</td>
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<tr>
<td>Admin Serv Coord I</td>
<td>1.0</td>
<td>$34,088</td>
</tr>
</tbody>
</table>

**Total Salaries** 6.50 $298,666

### B. Fringe Benefits (45% of Salary) $134,400

### C. Travel $15,702

### D. Equipment $3,200

### E. Supplies $7,568

### F. Other $16,938

### G. Contractual Costs $846,000

Diabetes: $423,000
Cardiovascular disease (CVD): $423,000

### 1. Cathedral Square (SASH)

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cathedral Square (SASH)</td>
<td>$40,000</td>
<td>$30,000</td>
<td>$70,000</td>
</tr>
</tbody>
</table>

**Scope of Work:** Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, support pharmacist inclusion on teams, and participate in statewide CHW infrastructure building.
2. Gifford Health Centers (FQHC)  

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30,000</td>
<td>$10,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes outcomes, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, and support pharmacist inclusion on teams.

3. Springfield Medical Care Systems  

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,000</td>
<td>$10,000</td>
<td>$30,000</td>
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</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes outcomes, expand pharmacist to PCP interaction and care coordination, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, support pharmacist inclusion on teams, and participate in statewide CHW infrastructure building.

4. Northeastern Vermont Regional Hospital: Primary Care Practices  

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30,000</td>
<td>10,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, use embedded pharmacist to support self-measured BP and referrals to DSMES and lifestyle programs, improve systems and increase referrals to DSMES, NDPP, and approved lifestyle change programs, and participate in statewide CHW infrastructure building.

Name of Contractor: Porter Medical Center – Primary Care Practices

5. Porter Medical Center: Primary Care Practices  

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30,000</td>
<td>$10,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, and assess opportunities to include pharmacists in team based care approaches.

6. Community Health Centers of Burlington  

<table>
<thead>
<tr>
<th></th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30,000</td>
<td>$10,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded pharmacist to for team based care approaches and support of referrals to DSMES and CDC lifestyle programs, and participate in efforts to build a statewide CHW system. Training costs for staff to participate in Diabetes learning collaborative.
7. Northern Counties Medical Centers

<table>
<thead>
<tr>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$10,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded pharmacist to support team based care approaches and support of referrals to DSMES and CDC lifestyle programs, and participate in efforts to build a statewide CHW system.

8. University of Vermont College of Nursing Faculty Practice Group (Appletree Bay PCP)

<table>
<thead>
<tr>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$30,000</td>
<td>$40,000</td>
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</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use community pharmacy to support team based care approaches and support of referrals to DSMES and CDC lifestyle programs.

9. Northern Tier Centers for Health (NOTCH) — FQHC

<table>
<thead>
<tr>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$30,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, use embedded on-site pharmacy to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, and connections with SASH.

10. Mountain Health Center (FQHC)

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<th>CVD</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$7,500</td>
<td>$27,500</td>
<td>$35,000</td>
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</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, and connections with SASH.

11. Central VT Medical Center—primary care practices

<table>
<thead>
<tr>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$30,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Scope of Work: Support team based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.
12. Battenkill Health Center (FQHC)

Scope of Work: Support team-based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>$7,500</td>
<td>$27,500</td>
<td>$35,000</td>
</tr>
</tbody>
</table>

13. Little Rivers Health Centers

Scope of Work: Support team-based care approaches focused on high burden populations to improve diabetes and CVD outcomes, improve systems to refer and increase enrolment in DSMES, NDPP, and CDC approved lifestyle change programs, explore local pharmacy connections to support team based care approaches, support of referrals to DSMES and CDC lifestyle programs, and self-measured BP, connections with SASH, and opportunities to leverage external partnerships to support CHW activities.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7,500</td>
<td>$27,500</td>
<td>$35,000</td>
</tr>
</tbody>
</table>

14. Bi-State Primary Care

Scope of Work: Collect measures and other required data via the QLIK data registry system, provide TA to selected FQHCs to support the Diabetes and CVD activities outlined in the workplan, convene participating FQHCs for quarterly meetings, and participate in the statewide efforts to create a CHW system in Vermont.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,000</td>
<td>$20,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

15. OneCare Vermont

Scope of Work: 1) Work with VDH and Blueprint to determine how an embedded referral to the self-management programs should work and determine how it can embed in their Care Coordination platform. 2) Work with VDH and Blueprint to identify best practices for an e-enrolment system for self-management programs in Vermont, and identify capacity needed to create the e-enrolment system.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$30,000</td>
<td>$30,000</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

16. Department of VT Health Access/Blueprint for Health

Scope of Work: 1) Work with VDH and Blueprint to determine how an embedded referral to the self-management programs should work and determine how it can embed in their Care Coordination platform. 2) Work with VDH and Blueprint to identify best practices for an e-enrolment system for self-management programs in Vermont, and identify capacity needed to create the e-enrolment system.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,000</td>
<td>$5,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

17. University of Vermont Health Network - Community Health Improvement Division (CHI)

Scope of Work: 1) Work with VDH and Blueprint to determine how an embedded referral to the self-management programs should work and determine how it can embed in their Care Coordination platform. 2) Work with VDH and Blueprint to identify best practices for an e-enrolment system for self-management programs in Vermont, and identify capacity needed to create the e-enrolment system.

<table>
<thead>
<tr>
<th>Service</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$20,000</td>
</tr>
</tbody>
</table>
Scope of Work: Work with Blueprint and VDH to assess data collection capacity, including measures collected, identification of gaps, assessment of database to store data, how this data can support CDC required measures, evaluation activities, and performance improvement.

<table>
<thead>
<tr>
<th>18. HARK Media and Communications</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$40,000</td>
<td>$40,000</td>
<td>$80,000</td>
</tr>
</tbody>
</table>

Scope of Work: Work with VDH, CHI, and Blueprint to conduct a needs assessment and develop a communications and media plan that will support building brand awareness of and promotions for CDSMP (including DSMES and NDPP), and developing materials and strategies to increase referrals to these programs in Vermont.

<table>
<thead>
<tr>
<th>19. Evaluation contractor – JSI or NORC</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,000</td>
<td>$13,000</td>
<td>$26,000</td>
</tr>
</tbody>
</table>

Scope of Work: The selected group will work with the staff evaluator to provide evaluation support for the proposed evaluation activities including focus groups, interviews, transcription services, and technical assistance.

<table>
<thead>
<tr>
<th>20. Green Mountain Self- Advocates (GMSA)</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

Scope of Work: GMSA will work with the Diabetes lead, Blueprint and CHI to identify peer advocates who will become trained to offer NDPP and DSMES and will serve as a peer to recruit and enroll in the programs.

<table>
<thead>
<tr>
<th>21. Abnaki Nation</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7,500</td>
<td>$7,500</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Scope of Work: VDH will work with Chief Stevens of the Abnaki Nation to identify an appropriate range of activities to assess levels of awareness about diabetes, CVD, and the self-management programs, and to identify an appropriate community member to conduct outreach and recruit for these programs.

<table>
<thead>
<tr>
<th>22. TBD – Community Health Worker Consultant/ Training/ Curricula Development</th>
<th>Diabetes</th>
<th>CVD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25,000</td>
<td>$25,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Scope of Work: The selected group will work with the staff evaluator to provide evaluation support for the proposed evaluation activities including focus groups, interviews, transcription services, and technical assistance.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Construction</td>
<td>$0</td>
</tr>
<tr>
<td>I. Total Direct</td>
<td>$1,322,474</td>
</tr>
<tr>
<td>J. Indirect</td>
<td>$194,132</td>
</tr>
<tr>
<td>K. Total</td>
<td>$1,516,606</td>
</tr>
</tbody>
</table>
This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services / Health Department

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

Date: 17 Sept 18

Request is for:

☑ Positions funded and attached to a new grant.
☐ Positions funded and attached to an existing grant approved by JFO #

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

   Department of Health & Human Services, Centers for Disease Control & Prevention; Statewide multi-level health systems & community-clinical linkage approaches to prevent & manage Diabetes & Cardiovascular Disease with emphasis on rural, low-income, high burden populations.

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

<table>
<thead>
<tr>
<th>Title* of Position(s) Requested</th>
<th># of Positions</th>
<th>Division/Program</th>
<th>Grant Funding Period/Anticipated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Specialist AC:</td>
<td>1</td>
<td>HPDP</td>
<td>9/30/2018 thru 6/29/2023</td>
</tr>
<tr>
<td>Chronic Disease Prevention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Health Analyst I</td>
<td>1</td>
<td>HPDP</td>
<td>9/30/2018 thru 6/29/2023</td>
</tr>
</tbody>
</table>

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

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

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

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Signature of Agency or Department Head Date

Approved/Denied by Department of Human Resources Date

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

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

Notice of Action # ____________________________
Action Taken: ____________________________________________
New Job Title ____________________________________________
Current Class Code _________  New Class Code _________
Current Pay Grade __________  New Pay Grade __________
Current Mgt Level _______ B/U _____ OT Cat. _______ EEO Cat. _______ FLSA ______
New Mgt Level ________ B/U _____ OT Cat. _______ EEO Cat. _______ FLSA ______
Classification Analyst ______________ Date ____________ Effective Date: ____________
Comments: ____________________________________________
Date Processed: __________________

Willis Rating/Components: Knowledge & Skills: ______ Mental Demands: ______ Accountability: ______
Working Conditions: ______ Total: ______

Position Information:

Incumbent: Vacant or New Position
Position Number: TBD  Current Job/Class Title: Public Health Specialist AC: Chronic Disease Prevention
Agency/Department/Unit: AHS/Health/HPDP  GUC: N/A
Pay Group: Classified  Work Station: Burlington  Zip Code: 05401
Position Type: ☐ Permanent  ☒ Limited Service (end date ) 6/30/2021
Funding Source: ☐ Core  ☒ Sponsored  ☐ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% CDC Diabetes/Cardiovascular Disease Prev.
Supervisor’s Name, Title and Phone Number: Nicole Lukas, Health Systems Director (802) 651-1612

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

☒ New Position(s):
a. REQUIRED: Allocation requested: Existing Class Code 441203  Existing Job/Class Title: Public Health Specialist AC: Chronic Disease Prevention
b. Position authorized by:
Joint Fiscal Office – JFO 
Approval Date: 

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) 

Other (explain) – Provide statutory citation if appropriate. 

Vacant Position:

a. Position Number: 

b. Date position became vacant: 

c. Current Job/Class Code:  
  Current Job/Class Title:  

d. REQUIRED: Requested (existing) Job/Class Code:  
  Requested (existing) Job/Class Title:  

e. Are there any other changes to this position; for example: change of supervisor, GUC, work 
  station? Yes  
  No  
  If Yes, please provide detailed information:  

For All Requests:

1. List the anticipated job duties and expectations; include all major 
   job duties: The individual in this position will conduct program planning and coordination activities at a 
   professional level for a coordinated chronic disease prevention program. This position will also support 
   projects and partnerships at the community level. Examples of work include collaboration with the 
   Vermont Blueprint for Health, Accountable Care Organizations, other AHS departments. Focus areas 
   will include development and maintenance of health system partnerships, diabetes and hypertension 
   control and management initiatives, and efforts to link clinical services with community programming. 
   This individual will be responsible for the development, administration, quality control, and evaluation of 
   partner / sub-grantee agreements. Duties involve data and policy analysis, contributing to grant 
   management activities, goal setting and workplan development, project implementation, grantee 
   monitoring and evaluation, technical assistance to partners and grantees, and quality assurance in 
   coordination with other Department, Agency of Human Services and community programs. Work is 
   performed under the general supervision of a higher level program manager. The person plans, 
   organizes, implements and evaluates community initiatives and programs related to the prevention and 
   control of chronic diseases. The person develops and mobilizes community partners and resources, 
   including health care providers, non-profit organizations and community groups based on community 
   needs and resources. The person will collaborate with Blueprint for Health; OneCare Vermont, Bi-State 
   Primary Care, Federally Qualified Health Centers (FQHCs), other clinical partners, and other related 
   programs. This position will conduct outreach and education specific to promoting healthy behaviors 
   and the prevention and management of chronic diseases at a systems level. The position reviews, 
   analyzes and presents data on prevalence of chronic disease, risk factors, health disparities, emerging 
   health issues, and relevant research findings to VDH staff, community partners, and clinical partners. 
   The individual creates of education materials and teaching aides for use in provider, public health, and 
   community partner education programming. This position represents the Department on coalitions, 
   committees, and workgroups addressing chronic disease, health care transformation, healthy 
   communities, and population health. The position may perform other related duties as necessary. 

2. Provide a brief justification/explanation of this request: The Department of Health has received a Notice of 
   Award from the Centers for Disease Control (CDC) indicating it will receive approximately $1.9 million dollars
Request for Classification Action  
Position Description Form C  

per year for a four and three quarter year funding period, beginning October 1, 2018 (prorated for the first budget period which is 9 months). The person in this position will perform duties and activities required to fulfill the grant workplan that the Department of Health is expected to complete, per the terms of the cooperative agreement with the CDC. This is a large coordinated chronic disease and prevention grant which will require a strong team prepared to begin this work as soon as possible after the grant begins October 1, 2018. This position will work closely with 2 other program staff, a data analyst, an evaluator/analyst, and a communications professional. The individual will report to the Health Systems Director who will serve as the Primary Investigator responsible for the grant.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator’s Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes ☐ No ☐

5. The name and title of the person who completed this form: ☐

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

7. How many other positions are allocated to the requested class title in the department: ☐

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor’s management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) ☐

Attachments:

☐ Organizational charts are required and must indicate where the position reports.

☐ Class specification (optional).

☐ For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

☐ Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Personnel Administrator’s Signature (required)*

[Signature]

Date

[Date]

Supervisor’s Signature (required)*

[Signature]

Date

[Date]
* Note: Attach additional information or comments if appropriate.
# Request for Classification Action

## New or Vacant Positions

**EXISTING Job Class>Title ONLY**

### Position Description Form C/Notice of Action

For Department of Personnel Use Only

---

**Notice of Action #**

**Action Taken:**

**New Job Title**

**Current Class Code** | **New Class Code**
--- | ---

**Current Pay Grade** | **New Pay Grade**
--- | ---

**Current Mgt Level** | **B/U** | **OT Cat.** | **EEO Cat.** | **FLSA**
--- | --- | --- | --- | ---

**New Mgt Level** | **B/U** | **OT Cat.** | **EEO Cat.** | **FLSA**
--- | --- | --- | --- | ---

**Classification Analyst**

**Date**

**Effective Date:**

**Date Processed:**

**Willis Rating/Components:**

- **Knowledge & Skills:**
- **Mental Demands:**
- **Accountability:**
- **Working Conditions:**

---

## Position Information:

**Incumbent:** **Vacant or New Position**

**Position Number:** **TBD**

**Current Job/Class Title:** **Public Health Analyst**

**Agency/Department/Unit:** **AHS/Health/HPDR**

**GUC:** **N/A**

**Pay Group:** **Classified**

**Work Station:** **Burlington**

**Zip Code:** **05401**

**Position Type:**
- **Permanent**
- **Limited Service (end date):** 8/30/2023

**Funding Source:**
- **Core**
- **Sponsored**
- **Partnership**

For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.): 50% CDC Diabetes/CVD Prev., 50% Wisewoman

**Supervisor’s Name, Title and Phone Number:**

Patrick Kinner, CD Evaluation Director (802) 863-7273

---

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

- **New Position(s):**
  
a. **REQUIRED:** Allocation requested: Existing Class Code **028000**

**Existing Job/Class Title:**

**Public Health Analyst**

b. Position authorized by:
Vacant Position:

a. Position Number: 

b. Date position became vacant: 

c. Current Job/Class Code:  Current Job/Class Title: 

d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title: 

e. Are there any other changes to this position, for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information: 

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:  This position is responsible for program evaluation work at a professional level and will coordinate projects focused on evaluation design, qualitative and quantitative data collection, data analysis, stakeholder engagement, and writing. This position will coordinate multiple projects simultaneously and must manage the required work accordingly. Work is performed at the program, systems, and policy levels, under the supervision of the Chronic Disease Evaluation Director. Responsibilities include collaboration with program staff to establish the scope of work for evaluation projects; engaging internal and external stakeholders in data collection and evaluation processes; performing appropriate data analysis; conducting performance improvement; writing evaluation reports and other written products; and facilitating review of evaluation products with internal and external project stakeholders. The individual in this position must possess a thorough understanding of mixed research methods, data collection and analysis techniques, and writing at a professional level. The individual will perform other duties as assigned, including support of required grant activities such as grant meetings, grant reporting, and department activities. This position requires significant engagement with internal and external stakeholders, including program staff, community members, partners, and other state agencies.

2. Provide a brief justification/explanation of this request:  The Department of Health has received a Notice of Award from the Centers for Disease Control (CDC) indicating it will receive approximately $1.9 million dollars per year for a four and three quarter year funding period, beginning October 1, 2018 (prorated for the first budget period which is 9 months). The person in this position will perform evaluation duties and activities required to fulfill the grant workplan that the Department of Health is expected to complete, per the terms of the cooperative agreement with the CDC. Program evaluation is a requirement of this agreement. This is a large coordinated chronic disease and prevention grant which will require a strong team prepared to begin this work as soon as possible after the grant begins October 1, 2018. This position will work closely with program staff, an epidemiologist, community partners, and a communications professional. The individual will report to the Chronic Disease Evaluation Director who will oversee and contribute to the evaluation work.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).  N/A
Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes ☐ No ☐

5. The name and title of the person who completed this form: ____________________________

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

7. How many other positions are allocated to the requested class title in the department: ____________________________

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) ____________________________

Attachments:

☐ Organizational charts are **required** and must indicate where the position reports.

☐ Class specification (optional).

☐ For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

☐ Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

______________________________  ____________________________
Personnel Administrator's Signature (required)*  Date

______________________________  ____________________________
Supervisor's Signature (required)*  Date

______________________________  SEP 07 2018
Appointing Authority or Authorized Representative Signature (required)*  Date

* Note: Attach additional information or comments if appropriate.
## POSITION INFORMATION - 8 Oct 18

### A. Salaries and Wages

<table>
<thead>
<tr>
<th>Position Information</th>
<th>1.0</th>
<th>Position info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Systems Director</td>
<td>740352</td>
<td>Permanent</td>
</tr>
<tr>
<td>Public Health Program Administrator</td>
<td>740427</td>
<td>Permanent</td>
</tr>
<tr>
<td>Chronic Disease Program Specialist (new)</td>
<td>740875</td>
<td>Approved JFO 2642 Predecessor grant.</td>
</tr>
<tr>
<td>Public Health Analyst III</td>
<td>740850</td>
<td>Approved JFO 2546 (2012)</td>
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<tr>
<td>Evaluation Director</td>
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<td></td>
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<tr>
<td>Public Health Analyst (new)</td>
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<tr>
<td>Chronic Disease Information Director</td>
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<td>Approved JFO 2642 Predecessor grant.</td>
</tr>
<tr>
<td>Admin-Serv-Coord Chronic Disease Program Specialist</td>
<td>1.0</td>
<td>Approved JFO 2642 Predecessor grant.</td>
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</table>