MEMORANDUM

To: Joint Fiscal Committee Members
From: Daniel Dickerson, Fiscal Analyst
Date: November 7, 2014
Subject: Grant Request #2717

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2717 – $300,387 grant from the U.S. Department of Justice to the Vermont Department of Health. The purpose of this grant is to enable the Department to enhance and strengthen an existing prescription drug monitoring system. The funds will be used primarily to establish several personal service contracts to provide: IT system enhancements, a quality improvement opioid toolkit, a public health campaign, and educational sessions designed to improve patient care. One (1) limited service position is associated with this request.

[JFO received 11/07/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by November 21 we will assume that you agree to consider as final the Governor’s acceptance of these requests.
**STATE OF VERMONT**

**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<table>
<thead>
<tr>
<th>Grant Summary:</th>
<th>Enhance and strengthen the existing prescription drug monitoring system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Department:</td>
<td>Health</td>
</tr>
<tr>
<td>Legal Title of Grant:</td>
<td>Harold Rogers Prescription Drug Monitoring Program</td>
</tr>
<tr>
<td>Federal Catalog #:</td>
<td>16.754</td>
</tr>
<tr>
<td>Grant/Donor Name and Address:</td>
<td>US Dept. of Justice, Office of Justice Program; 810 7th Street, NW; Washington, DC 20531</td>
</tr>
<tr>
<td>Grant Period:</td>
<td>From: 10/1/2014 To: 03/31/2016</td>
</tr>
<tr>
<td>Grant/Donation</td>
<td>$300,389</td>
</tr>
<tr>
<td>SFY 1 Grant Amount:</td>
<td>$138,981</td>
</tr>
<tr>
<td>SFY 2 Grant Amount:</td>
<td>$161,408</td>
</tr>
<tr>
<td>SFY 3 Grant Amount:</td>
<td>$</td>
</tr>
<tr>
<td>Total Grant Amount:</td>
<td>$300,389</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Information:</th>
<th># Positions</th>
<th>Explanation/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Website development and administrative support to Vermont Prescription Drug Monitoring System program manager.</td>
</tr>
</tbody>
</table>

Additional Comments: In addition to the position, the grant will fund several contracts to provide IT system enhancements, opioid toolkit, public health campaign, education to improve care to patients.

Has Vantage budget detail been reviewed and reconciled? | ☒ Yes |

Department of Finance & Management | (Initial) |
Secretary of Administration | (Initial) |
Sent To Joint Fiscal Office | Date |

RECEIVED

NOV 07 2014

JOINT FISCAL OFFICE

[Phone] 802-828-2376
[Fax] 802-828-2428
MEMORANDUM

To: Jim Giffin, AHS CFO

From: Paul Daley, Financial Director

Re: Grant Acceptance of the Prescription Drug Monitoring Program grant

Date: 10/3/14

The Department of Health has received a grant from the United States Department of Justice, Bureau of Justice Assistance, providing $300,389 for 18 months to enable the Department to enhance and strengthen an existing prescription drug monitoring system.

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA1) and attached summary, a copy of the grant award document, a copy of the grant application, a Position Request Form for one Administrative Assistant, and the RFR for the limited service position.

After review by your office, and approval by the Secretary of Human Services, this package should be forwarded in its entirety to Molly Paulger at DHR.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.
The Department of Health has received a grant from the Department of Justice, providing $300,389 for 18 months to enable the Department to enhance and strengthen an existing prescription drug monitoring system.

This funding will support projects to increase the data quality and utility of the existing prescription drug monitoring system, to provide training and education for prescribers and dispensers of controlled substances, to increase public knowledge on the consequences of prescription drug misuse and abuse, and to provide information on prescription drug drop off sites and disposal methods.

Efforts will be directed towards: 1) program system enhancements that will strengthen and augment the ability to collect, clean, and validate the data that is uploaded to the program ensuring that prescribers and pharmacists have accurate and complete information regarding their patients' prescription histories; 2) the creation of more robust education and training opportunities for providers aimed at improving prescribing practices and increasing capacity and expertise in the management of chronic pain; and 3) provide the public with enhanced awareness of the risks of prescription drug misuse thru a public health campaign. The funding supports and furthers progress towards the healthy Vermonters 2020 goals and the VDH Strategic Plan by enhancing an already effective and integrated prescription drug monitoring system.

The funds will be used primarily to establish several personal service contracts to provide: several IT system enhancements; a quality improvement opioid toolkit; a public health campaign; and educational sessions designed to improve care for patients. An Administrative Assistant will also be established as well as funding for travel expenditures.

The Health Department is hereby seeking approval to receive $138,981 in new Federal funds in State Fiscal Year 2015 and the establishment of one limited service position. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.
STATE OF VERMONT REQUEST FOR GRANT (ACCEPTANCE) (Form AA-1)

1. Agency: Agency of Human Services
2. Department: Health
3. Program: Alcohol & Drug Abuse Prevention
4. Legal Title of Grant: Harold Rogers Prescription Drug Monitoring Program
5. Federal Catalog #: 16.754

6. Grant/Donor Name and Address:
   U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

7. Grant Period: From: 10/1/2014  To: 3/31/16

8. Purpose of Grant:
   See Attached Summary

9. Impact on existing program if grant is not Accepted:
   None

10. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>SFY 1 FY 15</th>
<th>SFY 2 FY 16</th>
<th>SFY 3 FY</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Personal Services</td>
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<td>$152,296</td>
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<td></td>
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<tr>
<td>Operating Expenses</td>
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<td>$9,112</td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
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<tr>
<td>Total</td>
<td>$138,981</td>
<td>$161,408</td>
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<table>
<thead>
<tr>
<th>Revenues:</th>
<th>SFY 1 FY 15</th>
<th>SFY 2 FY 16</th>
<th>SFY 3 FY</th>
<th>Comments</th>
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<tr>
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<tr>
<td>Cash</td>
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<tr>
<td>In-Kind</td>
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<td>$0</td>
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<tr>
<td>Federal Funds</td>
<td>$138,981</td>
<td>$161,408</td>
<td></td>
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<tr>
<td>(Direct Costs)</td>
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<tr>
<td>(Statewide Indirect)</td>
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<td>(Departmental Indirect)</td>
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<tr>
<td>Other Funds</td>
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<tr>
<td>Grant (source)</td>
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<td>$0</td>
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</tr>
<tr>
<td>Total</td>
<td>$138,981</td>
<td>$161,408</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appropriation No: 3420010000 Amount: $3,251
3420060000 $135,730

Has current fiscal year budget detail been entered into Vantage? Yes  No
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

11. Will monies from this grant be used to fund one or more Personal Service Contracts?  
   Yes  No  
   If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

   Appointing Authority Name: Tracy Dolan, Acting Commissioner of Health

   Initial:  

12. Limited Service Position Information:  

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant B</td>
</tr>
</tbody>
</table>

   Total Positions: 1

12a. Equipment and space for these positions:  

   |                      |
   | Is presently available.  Can be obtained with available funds. |

   Signature:  

   Title: Acting Commissioner of Health

   Signature:  

   Date:  

   Title:  

   Date:  

   Approved:  

   (Secretary or designee signature)  

   Date:  

   Accepted:  

   (Governor's signature)  

   Date:  

   Rejected:  

   Required GRANT Documentation

   - Request Memo
   - Dept. project approval (if applicable)
   - Notice of Award
   - Grant Agreement
   - Grant Budget
   - Notice of Donation (if any)
   - Grant (Project) Timeline (if applicable)
   - Request for Extension (if applicable)
   - Form AA-1PN attached (if applicable)

(*) 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).
### VISION Account

<table>
<thead>
<tr>
<th></th>
<th>Admin &amp; Support (34200100000)</th>
<th>ADAP (34200600000)</th>
<th>VDH Total</th>
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<tr>
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<tr>
<td>Fringe Benefits</td>
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<td>3rd Party Contracts</td>
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<td></td>
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</tr>
<tr>
<td>Equipment</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies</td>
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<tr>
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<tr>
<td>Total Operating Expenses</td>
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<td>$8,507</td>
<td>$8,507</td>
</tr>
<tr>
<td>Subgrants</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Direct Costs</td>
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<td>$132,065</td>
<td>$132,065</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
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<td>$6,916</td>
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<tr>
<td>Total SFY14 Grant Costs</td>
<td>$3,251</td>
<td>$135,730</td>
<td>$138,981</td>
</tr>
</tbody>
</table>

### Appropriation Summary

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personal Services</td>
<td>$3,251</td>
<td>$127,223</td>
<td>$130,474</td>
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<tr>
<td>Total Operating Expenses</td>
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<td>$8,507</td>
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<tr>
<td>Total Subgrants</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td></td>
<td>$3,251</td>
<td>$135,730</td>
<td>$138,981</td>
</tr>
</tbody>
</table>
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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

Agency/Department: AHS/Health
Date: 9/26/2014

Name and Phone (of the person completing this request): Emily Trutor, 802 651-1552

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):
   1) US Department Of Justice; FY14 Harold Rogers Prescription Drug Monitoring Program, grant # 2014-PM-BX-0008.

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>Administrative Assistant B</td>
<td>1</td>
<td>ADAP</td>
<td>10/01/14 - 3/31/16</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:

   This position will provide administrative and technical support for the following two areas:
   1) VT Prescription Monitoring Program, as described in the budget justification submitted as part of the federal application and approved by the granting Agency (.5 FTE);
   2) The remaining .5 FTE will be funded by the Substance Abuse Prevention and Treatment Block Grant.

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:

DHR - 11/7/05
Position Information:

Incumbent: Vacant or New Position

Position Number:   Current Job/Class Title: Administrative Assistant B
Agency/Department/Unit: AHS/VDH/ADAP  GUC: 74601
Position Type: ☑ Permanent  ☑ Limited Service (end date) 3/31/18
Funding Source: ☑ Core ☑ Sponsored ☐ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 50% Federal Grant Award, 50% SA Block Grant
Supervisor's Name, Title and Phone Number: Emily Trutor, ADAP Division Administrator, 802-651-1552

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

☑ New Position(s):

a. REQUIRED: Allocation requested: Existing Class Code 050200  Existing Job/Class Title: Administrative Assistant B
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:

   Major Job Duty #1:

   Provide administrative and technical support to the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs’ (ADAP) Vermont Prescription Monitoring Program and Program Manager (.5 FTE).

   Performance Expectations:

   1. Produce a variety of documents including meeting agendas, meeting minutes, narrative and data reports, letters and PowerPoint presentations. These documents, at times, will be highly sensitive and confidential communication with the Governor, Secretary of the Vermont Agency of Human Services, department commissioners, non-profit agency directors, federal project officers, etc. Accuracy of communications, such as meeting minutes, will be crucial.

   2. Assure proper logistical support for the program including scheduling of Grand Rounds, training and meeting sites, completing prior approval form, equipment, food, travel arrangements, etc.

   3. Continuing Education Unit (CEU)/Continuing Medical Education (CME) credits administration for eight Complex Care Learning Collaborative sessions to include approximately 1,400 participants.

   4. Telephone line response, filing, copying, typing, collating, etc.

   5. Other administrative and technical duties as assigned by VPMS Program Manager.
Major Job Duty #2: Provide administrative and technical support to the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs' (ADAP) newly acquired Division Director (.5 FTE).

Performance Expectations:

1. Provide prompt and accurate preparation of written reports and general correspondence. These documents, at times, will be highly sensitive and confidential communication with the Governor, Secretary of the Vermont Agency of Human Services, department commissioners, non-profit agency directors, federal project officers, etc. Accuracy of communications, such as meeting minutes, will be crucial;

2. Schedule meetings and make travel arrangements according to the VDH and State procedures;

3. Appropriate triage and response to public inquires regarding ADAP programs;

4. Project management assistance including timeline development and monitoring;

5. Key Contacts: VDH Commissioner's Office, Agency of Human Services Central Office and Departments; Substance Abuse Prevention, Intervention, Treatment and Recovery Provider Systems; VDH Division Directors, ADAP Management and staff; general public;

6. Full use of the Microsoft Office Suite including Word, Excel, Outlook and PowerPoint;

7. Telephone line response, filing, copying, typing, collating, etc.

8. Other administrative and technical duties as assigned

2. Provide a brief justification/explanation of this request: This position will be used to support the VPMS program and the ADAP Division Director.

This position will provide .5 FTE of administrative and technical support to the VPMS program as described in the budget justification submitted as part of the federal application to the US Department of Justice (DOJ), Office of Justice Programs. DOJ approved the position as part of the federal grant award, award number 2014-PM-BX-0008, dated 9/9/2014.

This position will provide .5 FTE of administrative and technical support to the ADAP Division Director. These duties will be funded by the Substance Abuse Prevention and Treatment Block Grant awarded to the State annually from the Substance Abuse and Mental Health Services Administration. The current award number is 3B08TI010055-14S2, dated 7/15/2014. The next funding period notice of grant award should be available on or before March 1, 2015. With the increasing workload and heightened visibility, both statewide and nationally, the Division is in the implementation phase of a staffing and workload reorganization. As a result, the Division has acquired a new Division Director position, effective 10/1/14. This position will require a high level of administrative support and the Division's current staffing model only includes .5 FTE of administrative support for the entire ADAP management team.

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 X
5. The name and title of the person who completed this form: Emily Trutor, Division Administrator

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

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

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

Attachments:

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

Personnel Administrator's Signature (required)*

Emily Trutor

Date

Supervisor's Signature (required)*

Date

Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.