



Kerrin A. Rounds
Acting Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

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January 14, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$2,820.00 as follows:

Institution:	Southern New Hampshire University 33 South Commercial Street Manchester, NH 03101
Course Title(s):	IHP 515 Population-Based Epidemiology HIM 500 Healthcare Informatics
Course Date(s):	Begin: 04/06/2020 End: 08/30/2020
Employee:	Amy Jordan
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$2,820.00
State Share:	\$2,820.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Population-Based Epidemiology and Healthcare Informatics will benefit Ms. Jordan and the Department as completion of the Masters of Public Health degree will allow Ms. Jordan to better understand the connections between the Public Health Lab and the other sections of the Division of Public Health. This will strengthen inter-department cooperation. These courses will also give a better understanding of public health outside of the laboratory environment and help create connections between the testing provided by Ms. Jordan and the population she serves.

Population Based Epidemiology focuses on research designs and methods to describe measures of disease occurrence and risk factor associations, utilizing quantitative information to ascertain whether relationships exist between risk or protective factors and diseases in population. When looking at potential causal associations, it explores the role of chance, bias, and confounding and effect modification and how this may influence the design and interpretation of epidemiologic studies. Healthcare Informatics discusses the history and current state of healthcare and how the industry uses information systems. Throughout the course students will discuss types of information systems, such as the electronic medical record (EMR), laboratory and radiology systems and more. Trends in new practices, such as telemedicine and home healthcare, and how they function in various healthcare settings, as well as how these and other industry trends, with the use of technology, can improve patient care will also be discussed.

Amy Jordan had been employed by the Department of Health and Human Services, Public Health Laboratory for one (1) year and is currently a Laboratory Scientist III in the Environmental Microbiology unit. She participates in dairy and food microbiological testing, shellfish toxin testing, and rabies virus detection. The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Kerrin Rounds
Acting Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 13 day of January 2020 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Amy Jordan (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- 1. The State shall pay to the named institution the sum of \$2,820.00, which monies shall be used for the purpose of enrolling the Recipient in: Population-based Epidemiology and Healthcare Informatics, which course(s) are being offered by Southern New Hampshire University and which course(s) shall commence on April 6, 2020 and terminate on August 30, 2020.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature) Amy Jordan (printed name) Amy Jordan

NOTARY

State of New Hampshire, County of Merrimack:

On this the 13th day of Jan, 2020, before me, Sandra White the undersigned officer, personally appeared, Amy Jordan (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

Sandra J. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Ron Weaver (date) 1.21.20

(printed name, title) Ron Weaver Associate Commissioner
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