



Jeffrey A. Meyers  
Acting Commissioner

Marcella Jordan Bobinsky  
Acting Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503  
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15

January 8, 2016

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau Of Infectious Disease Control, to accept and expend federal funds in the amount of \$678,574 from the US Centers for Disease Control and Prevention (CDC) to fund the New Hampshire Adult Immunization Program effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2017 will be included in the future operating budgets for SFY 2018 and SFY 2019. 100% Federal Funds

2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Infectious Disease Control, Adult Immunization Program to establish two positions utilizing funds from the US Centers for Disease Control and Prevention, Adult Immunization Program Cooperative Agreement effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017.

Full-time, temporary (Class 059) position – Public Health Nurse Coordinator, Labor Grade 23  
Full-time, temporary (Class 059) position – Program Assistant II, Labor Grade 15

05-95-90-902510-5093 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, ADULT IMMUNIZATION

**SFY 2016**

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-403326	Federal Funds	\$0	\$186,906	\$186,906
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$186,906.00</b>	<b>\$186,906.00</b>
020-500200	Current Expenses	\$0	\$4,060	\$4,060
030-500311	Equipment New Replacement	\$0	\$4,000	\$4,000
039-500188	Telecommunications	\$0	\$400	\$400
041-500801	Audit Fund Set Aside	\$0	\$187	\$187
042-500620	Additional Fringe Benefits	\$0	\$3,830	\$3,830
059-500117	Temp Full Time	\$0	\$38,306	\$38,306
060-500601	Benefits	\$0	\$34,563	\$34,563
070-500704	In State Travel Reimbursement	\$0	\$2,128	\$2,128
080-500710	Out of State Travel Reimbursement	\$0	\$9,000	\$9,000
102-500731	Contracts for Program Services	\$0	\$90,432	\$90,432
<b>Total Expenses</b>		<b>\$0.00</b>	<b>\$186,906.00</b>	<b>\$186,906.00</b>

**SFY 2017**

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-403326	Federal Funds	\$0	\$491,668.00	\$491,668.00
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$491,668.00</b>	<b>\$491,668.00</b>
020-500200	Current Expenses	\$0	\$13,500	\$13,500
030-500311	Equipment New Replacement	\$0	\$1,000	\$1,000
039-500188	Telecommunications	\$0	\$1,440	\$1,440
041-500801	Audit Fund Set Aside	\$0	\$448	\$448
042-500620	Additional Fringe Benefits	\$0	\$9,054	\$9,054
059-500117	Temp Full Time	\$	\$90,540	\$90,540
060-500601	Benefits	\$0	\$81,692	\$81,692
070-500704	In State Travel Reimbursement	\$0	\$2,128	\$2,128
080-500710	Out of State Travel Reimbursement	\$0	\$9,000	\$9,000
102-500731	Contracts for Program Services	\$0	\$282,866	\$282,866
<b>Total Expenses</b>		<b>\$0.00</b>	<b>\$491,668.00</b>	<b>\$491,668.00</b>

**EXPLANATION**

The New Hampshire Adult Immunization Program (NHAIP) will implement interventions to improve overall adult vaccination rates through education, collaboration, and interventions to utilize Section 317 vaccine funds. Consistent with the Healthy People 2020 goals, the NHAIP will place particular focus on 1) increasing the percentage of adults aged 18 and older who are vaccinated against influenza, 2) increasing the percentage of hepatitis B vaccine coverage among high risk

populations, 3) increasing the percentage of adults who are vaccinated against pneumococcal disease, 4) increasing the percentage of adults vaccinated with Tdap vaccine and, 5) increasing the percentage of adults who are vaccinated against zoster. Through partnerships with community health centers, pharmacies, a hospital practice system and a local health department, NHAIP will, 1) increase the percentage of providers enrolled in the Adult Immunization Program for uninsured adults, 2) increase the percentage of providers routinely assessing and recommending adult vaccines, 3) increase the percentage of providers who establish health care systems interventions and referral mechanisms to improve access to vaccines, and 4) increase the number of providers who are documenting adult vaccines administered.

Funds are budgeted for Current Expenses (Class 020) for the purchase of office supplies, photocopying, printing, postage, and other consumables.

Funds are budgeted for Equipment (Class 030) for the purchase of one tablet and one desktop computer and software licenses for the newly created positions as well as an LCD projector and two new VOIP desk phones.

Funds are budgeted in Telecommunications (Class 039) for monthly VOIP expenses and conference calls to support programmatic activities.

Funds are budgeted for Audit costs (Class 041) per state requirements.

Funds are budgeted for Additional Fringe Benefits (Class 042) for post-retirement benefits.

Funds are budgeted for Temporary Full Time Personal (Class 059) to hire the two positions requested above.

Funds are budgeted for Benefits (Class 060) for benefits for the new positions.

Funds are budgeted for In-State Travel (Class 070) to cover travel expenses that staff will incur while performing their duties.

Funds are budgeted for Out-of-State Travel (Class 080) for the Adult Immunization Program staff to attend regional and national training required of the program. Conferences include the National Immunization Conference, the National Adult & Immunization Summit and a Grant Implementation Summit all anticipated taking place in Atlanta, Georgia.

Funds are budgeted for Contracts for Program Services (Class 102) to contract with local health departments for community outreach in underserved populations, to contribute towards module enhancements for the immunization information systems and to purchase and analyze aggregate adult immunization data for nine community health centers in New Hampshire. The first year baseline data will be received and assessed to determine adult immunization coverage rates. The second year data will be analyzed to determine the effectiveness of promotional and educational activities.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

- 1) List of personnel involved:

Full-time Public Health Nurse Coordinator, LG 23, Position # 9T2809  
Full-time Program Assistant LG 15, Position # 9T2807

2) Nature, need and duration:

Full-time Public Health Nurse Coordinator, LG 23, Position # 9T2809

Public Health Nurse Coordinator (PHNC) position is essential to assist with developing adult immunization education materials for implementation of the Standards for Adult Immunization Practice, and to conduct webinar presentations for adult vaccine providers (private practices, community health centers and pharmacies). The PHNC will reach out to adult immunization providers and establish partnerships to increase adult immunization awareness to the public and adult providers. The PHNC will be responsible to conduct site visits to adult immunization providers to provide education and technical assistance.

Full-time Program Assistant II, LG 15, Position# 9T2807

The program assistant is essential to assist with the development of the immunization survey and to provide technical assistance for the immunization survey to the adult immunization providers. This position is essential in the Immunization Section to assist with developing and disseminating adult immunization materials, upcoming educational webinars and tracking the responses of webinar attendees. This position will assist with scheduling weekly meetings for the adult immunization team and recording minutes of the meeting. The program assistant will create email lists of the participating community health centers, hospital system practices, pharmacy and community partners who will be working with NHIS on the adult immunization agreement. The program assistant will be responsible for data entry and tracking of adult immunization information.

All positions are from the date of hire until the project completion.

3) Relationship to existing agency programs:

The Cooperative agreement for Increasing Awareness and Implementation of the Standard for Adult Immunization Practices Through Partnerships with the State and Local Immunization Programs will enhance the adult immunization program's existing capabilities and complement the childhood immunization program.

4) Has similar program been requested of the Legislature and denied? No

5) Why wasn't funding included in the agency's budget request?

These funds were awarded effective September 30, 2015. It was not known that these funds would be available at the time the agency established its SFY 2016-2017 biennial budget.

6) Can portions of the grant funds be utilized for other purposes?

This request is 100% federally funded and can only be used for the purpose of the grant award.

7) Estimate the funds required to continue these positions:

Position (Salary & Benefits)	SFY 2016	SFY 2017
Public Health Nurse Coordinator	\$40,256	\$95,147
Program Assistant	\$32,613	\$77,085

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide.

Source of funds: These funds are 100% Federal from the US Centers for Disease Control and Prevention to fund the Adult Immunization Program

Attached are the Division of Personnel authorizations, Notice of Grant Award and Award History. Notice of these funds was received on September 11, 2015.

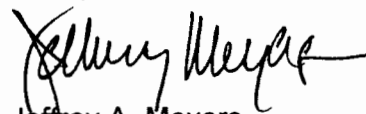
In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Marcella Jordan Bobinsky, MPH  
Acting Director

Approved by:



Jeffrey A. Meyers  
Acting Commissioner



**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
State House Annex – 28 School Street  
Concord, New Hampshire 03301

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

December 31, 2015

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Public Health Nurse Coordinator, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 20, 2015 to establish a full-time temporary Public Health Nurse Coordinator, labor grade 23 for the Division of Public Health Services, Bureau of Infectious Disease Control, Immunization Section, and have assigned the position number of 9T2809 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
State House Annex – 28 School Street  
Concord, New Hampshire 03301

**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

November 16, 2015

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Program Assistant II, labor grade 15

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 3, 2015 to establish a full-time temporary Program Assistant II, labor grade 15 for the Division of Public Health Services, Bureau of Infectious Disease Control, Immunization Section, and have assigned the position number of 9T2807 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

**AWARD HISTORY  
Adult Immunization - new A/U 5093  
1H23IP000986**

Award ending 9/29/2017 -01 =(897150/24)*9	336,431
Expended through 6/30/15	-
Unobligated Balance Unable to Spend	
Award Balance 01/04/16	336,431
SFY 16 Appropriation **	(77,810)
OYR	<u>-</u>
Available to Accept in SFY 16	258,621
Amount Requested this Action	<u><u>186,906</u></u>

**\*\* SFY 16 Appropriation**

50930000 403326	Current	OYR	Total	This Action	Revised Budget
<b>Adult Immunization</b>	-		-	186,906	186,906
	-	-	-	<u>186,906</u>	<u>186,906</u>
Adj for other Allocated cost	77,810		77,810		77,810



**AWARD HISTORY**  
**Adult Immunization - new A/U 5093**  
**1H23IP000986**

Award ending 9/29/2017 -01 =(897150/24)*21	785,006
Anticipated expended through 6/30/16	(186,906)
Unobligated Balance Unable to Spend	<u>-</u>
Available award Balance	598,100
SFY 17 Appropriation **	(77,810)
OYR	<u>-</u>
Available to Accept in SFY 17	520,290
Amount Requested this Action	<u><u>491,668</u></u>

**\*\* SFY 17 Appropriation**

50930000 403326	Current	OYR	Total	This Action	Revised Budget
<b>Adult Immunization</b>	-	-	-	491,668	491,668
	-	-	-	<u>491,668</u>	<u>491,668</u>
Adj for other Allocated cost	77,810		77,810		77,810



**Grant Number:** 1H23IP000986-01  
**FAIN:** H23IP000986

**Principal Investigator(s):**  
Karen E DONOGHUE

**Project Title:** Increasing Awareness and Implementation of the Standards for Adult Immunization Practice Through Partnerships With State and Local Immunization Programs

Bobinsky, Marcella Jordan  
Acting Director, Public Health Services  
State of New Hampshire  
29 Hazen Drive  
Concord, NH 03301

**Budget Period:** 09/30/2015 – 09/29/2017  
**Project Period:** 09/30/2015 – 09/29/2017

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$897,150 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of PHS 317, 42 USC, SEC. 247B and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Anella Higgins  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

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**SECTION I – AWARD DATA – 1H23IP000986-01****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$169,106
Fringe Benefits	\$147,930
Equipment	\$7,139
Supplies	\$22,000
Travel Costs	\$22,256
Other Costs	\$155,421
Consortium/Contractual Cost	\$373,298

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<b>Federal Direct Costs</b>	<b>\$897,150</b>
Approved Budget	\$897,150
Federal Share	\$897,150
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$897,150</b>

<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$897,150</b>
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**Fiscal Information:**

CFDA Number:	93.733
EIN:	1026000618B3
Document Number:	000986SP15

IC	CAN	2015
IP	939ZMPT	\$897,150

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$897,150	\$897,150

**CDC Administrative Data:**

PCC: N / OC: 4151 / Processed: ERAAPPS 09/11/2015

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H23IP000986-01**

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

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**SECTION III – TERMS AND CONDITIONS – 1H23IP000986-01**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- The grant program legislation and program regulation cited in this Notice of Award.
- The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- 45 CFR Part 74 or 45 CFR Part 92 as applicable.