

Jeffrey A. Meyers
Commissioner

Lisa Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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NH DIVISION OF
Public Health Services
Improving health, preventing disease, reducing costs for all

January 20, 2017

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

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

[Signature] 2/2/17
Approved by Fiscal Committee Date

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 Maternal and Child Health Services to accept and expend federal funds in the amount of \$143,198.00 from The Centers for Disease Control and Prevention (CDC) to fund the Opioid Surveillance program, effective the date of approval by the Fiscal Committee and the 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 SFY2018 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, Maternal and Child Health Services, Opioid Surveillance program to establish an Opioid Overdose Surveillance Coordinator, utilizing funds from CDC, New Hampshire Enhanced State Surveillance of Opioid-Involved Morbidity and Mortality grant effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017.

05-95-90-902010-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, MATERNAL AND CHILD HEALTH SECTION, INJURY PREVENTION PROGRAM, OPIOID SURVEILLANCE

SFY 2017

Class / Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Amount
000-401353	Federal Funds	\$0.00	\$143,198.00	\$143,198.00
000-000000	General Funds	\$0.00	\$0.00	\$0.00
Total Revenue		\$0.00	\$143,198.00	\$143,198.00
020-500200	Current Expenses	\$0.00	\$804.00	\$804.00
037-500174	PC Desktop Hardware - Replacement	\$0.00	\$1,051.00	\$1,051.00

Class / Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Amount
038-500175	Desktop Software	\$0.00	\$10,608.00	\$10,608.00
039-500188	Telecommunications	\$0.00	\$719.00	\$719.00
041-500801	Audit Fund Set Aside	\$0.00	\$255.00	\$255.00
042-500620	Additional Fringe Benefits	\$0.00	\$7,053.00	\$7,053.00
059-500100	Temporary Full Time	\$0.00	\$9,101.00	\$9,101.00
060-500601	Benefits	\$0.00	\$6,350.00	\$6,350.00
070-500707	In-State Travel Reimbursement	\$0.00	\$270.00	\$270.00
080-500717	Out-Of-State Travel Reimbursement	\$0.00	\$12,659.00	\$12,659.00
102-500731	Contracts For Program Services	\$0.00	\$94,328.00	\$94,328.00
Total Expenses		\$0.00	\$143,198.00	\$143,198.00

EXPLANATION

The federally funded *New Hampshire Enhanced State Surveillance of Opioid-Involved Morbidity and Mortality grant* (Opioid Surveillance Grant), will 1) support the development of quarterly reports on non-fatal opioid overdoses in the Emergency Department discharges (ED) or Emergency Medical Service (EMS) data using Automated Hospital Emergency Department Data (AHEDD) system and/or Trauma Emergency Medical Services Information System (TEMSIS) data; 2) enhance use of the New Hampshire National Violent Death Reporting Systems (NH-VDRS) to include accidental intent opioid overdose deaths (i.e. approximately 80 deaths in 2015) with annual aggregated reports available and ad-hoc queries available upon request; and 3) disseminate timely information to opioid overdose prevention partners to assist in informing and targeting program activities. Enhanced surveillance will assist key stakeholders in improving prevention and response efforts by providing more timely data on fatal and nonfatal opioid overdoses and more in-depth information on risk factors that can be targeted for intervention. The Division of Public Health Services, Injury Prevention Program staff are well positioned to coordinate the efforts across these systems because it has decades of working relationships with them on injury surveillance and prevention projects. For example, sharing data at annual state injury-related conferences, and assisting with urgent H1N1 flu epidemic data analysis.

Funds are budgeted as follows:

Class 020 - Current Expenses will be used to purchase general office supplies needed for the day to day work on this project.

Class 037 – PC Desktop Hardware - Replacement will be used to purchase a computer, if the laptop currently at the desk is not powerful enough to manage large data sets.

Class 038 – Desktop Software will be used to purchase basic and specialized software needed to facilitate data linkage.

Class 039 –Telecommunications will be used to provide telephone service to the Opioid Overdose Surveillance Coordinator.

Class 041 - Audit Fund Set Aside funds per state requirements

Class 042 -Additional Fringe Benefits for post-retirement benefits per state requirements.

Class 059 -Temporary Full Time will fund 1.00 FTE The 1.00 FTE (Position # 9T2896), Planning Analyst/Data Systems/Opioid Overdose Surveillance Coordinator, working within the Maternal and Child Health Section, will serve as Principle Investigator on this grant ensuring that all grant objectives and reporting requirements are met, will be responsible for data access and analysis of statistical data and the methods of collection, processing and dissemination for opioid overdose surveillance requests and the development and release of overdose specific topic reports; will work in collaboration with the Bureau of Infectious Disease surveillance staff using the Automated Hospital Emergency Department Data Surveillance (AHEDD) and the Department of Justice, Office of Chief Medical Examiner New Hampshire (National) Violent Death Reporting System (NH-VDRS) Analyst providing vital records data on opioid-related deaths in New Hampshire; and will work with the New Hampshire Information and Analysis Center (NHIAC) providing surveillance data for reports. The NH Bureau of Drug and Alcohol Services already provides an excellent monthly Drug Monitoring Initiative report (<http://www.dhhs.nh.gov/dcbcs/bdas/data.htm>) using some of these data. The new Opioid Overdose Surveillance Coordinator will assist in the enhancement of these reports according to the guidelines of this grant, and facilitate meetings between data partners and stakeholders who need to use these data.

Class 060 - Benefits for the position noted above.

Class 070 - In-State Travel Reimbursement funds will be used for travel by the Injury Prevention Program Manager, MCH/Injury Prevention Surveillance Analyst and Opioid Overdose Surveillance Coordinator for grant-related in-state meetings at Office of the Chief Medical Examiner for data quality assurance meetings, data dissemination meetings at the New Hampshire Information and Analysis Center (NHIAC), and to present data at injury prevention meetings state wide.

Class 080 - Out-Of-State Travel Reimbursement will be used by Injury Prevention Program Manager, MCH/Injury Prevention Surveillance Analyst and Opioid Overdose Surveillance Coordinator to attend: 1) CDC the required annual reverse site visit conference in Atlanta, GA; 2) The Annual International Society of Disease Surveillance Conference in Atlanta, GA; and 3) to send the Opioid Overdose Surveillance Coordinator to attend the Council of State and Territorial Epidemiologist 2017 Annual Conference (CSTE) in Atlanta, GA.

Class 102 - Contracts for Program Services will be used for 2 contracts. The first contract will be with the Office of the Chief Medical Examiner (OCME) to enter accidental and undetermined manner opioid death cases into the National Violent Death Record System (NVDRS), which is already in place to track New Hampshire violent deaths. The Office of the Chief Medical Examiner will have the role of carrying out collection and abstraction of mortality data for this grant. The second contract will be with a vendor for short-term information Technology (IT) Service projects, to include, but not be limited to, the provision of application development, web services, infrastructure support, data center services, and other information technology services as required by the State

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

- 1) List of personnel involved:

Planning Analyst (Data Systems), LG 24, Position # 9T2896

2) Nature, need and duration:

The Opioid Overdose Surveillance Coordinator (Position # 9T2896), Planning Analyst/Data Systems responsibilities are noted in detail above. In brief the Opioid Overdose Surveillance Coordinator will serve as Principle Investigator on this grant ensuring that all grant objectives and reporting requirements are met, assist in the enhancement of the monthly Drug Monitoring Initiative reports according to CDC guidelines in this grant, and facilitate meetings between data partners and stakeholders who need to use these data.

3) Relationship to existing agency programs:

The activities will enhance collaboration between the Department of Health and Human Services, Maternal and Child Health, Injury Prevention Program and Infectious Disease Prevention, Syndromic Surveillance; the Department of State, NH Information & Analysis Center; and the Department of Justice, Office of Chief Medical Examiner, NH-VDRS 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 August 24, 2016. 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?

Federal funds allocated to the state cannot be used for other purposes.

7) Estimate the funds required to continue this position:

<u>Position (Salary & Benefits)</u>	<u>FY 2017</u>	<u>FY 2018</u>
Position # 9T2896, Planning Analyst Data Systems, New, 1.00 FTE	\$15,451	\$80,345

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information:

These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

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

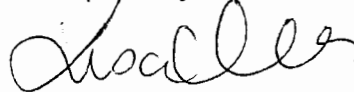
Area served: state-wide and contribution to national level data.

Source of funds: These funds are 100% Federal from Centers for Disease Control and Prevention (CDC) to fund the Injury Prevention Program's Opioid Overdose Surveillance Project.

Attached are the Division of Personnel authorization, and Notice of Grant Award and award history. Notice of these funds was received on August 24, 2016, and a revised notice of award was received on October 27, 2016. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

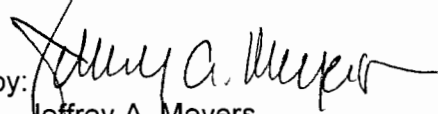
In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lisa Morris, MSSW
Director

Approved by:



Jeffrey A. Meyers
Commissioner

JAM/LM/JMH/baw

Award History
 NH Enhanced State Surveillance of Opioid-Involved Morbidity and Mortality
Opioid Surveillance

Award Ending 8/31/2017 212,127
 (Award 254,552/12 Months times 10 mo)

Expended Through 6/30/16

Available Award Balance 7/1/17 212,127

SFY 17 Appropriations * (23,142)

OYR - brought forward

Available To Accept 188,985

Amount Requested this Action 143,198

*** SFY 17 Appropriations:**

10-090-50400000 (401353)	2017 Budget	OYR	Total	This Action	Revised Budget
Opioid Surveillance	-	-	-	143,198	143,198
	-	-	-	-	-
Total	-	-	-	143,198	143,198

Adj. for Other AU _Allocated	23,142		23,142		23,142
Total					



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 30, 2016

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

Regarding: Request to establish a full-time temporary Planning Analyst (Data Systems), labor grade 24

Dear Ms. Doe:

The Division of Personnel approves of your request dated December 30, 2016 to establish a full-time temporary Planning Analyst (Data Systems), labor grade 24 for the Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, and have assigned the position number of 9T2896 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 approved by the Department of Administrative Services Budget Office for funding.

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

1. DATE ISSUED MM/DD/YYYY 10/27/2016 2. CFDA NO. 93.136 3. ASSISTANCE TYPE Cooperative Agreement

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

AUTHORIZATION (Legislation/Regulations)
SEC 301,317,&391A 42USC241,247B&280B-B3

1a. SUPERSEDES AWARD NOTICE dated 08/24/2016
except that any additions or restrictions previously imposed remain
in effect unless specifically rescinded

4. GRANT NO. 6 NU17CE924879-01-02
Formerly 5. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MM/DD/YYYY
From 09/01/2016 Through 08/31/2019

7. BUDGET PERIOD MM/DD/YYYY
From 09/01/2016 Through 08/31/2017

8. TITLE OF PROJECT (OR PROGRAM)

New Hampshire Enhanced State Surveillance of Opioid-Involved Morbidity and Mortality

9a. GRANTEE NAME AND ADDRESS

New Hampshire Department of Health and Human Services
129 Pleasant St
Concord, NH 03301-3852

9b. GRANTEE PROJECT DIRECTOR

JoAnne Miles
29 Hazen Drive
Concord, NH 03301-6504
Phone: 603-271-5384

10a. GRANTEE AUTHORIZING OFFICIAL

Mrs. Dolores Cooper
29 Hazen Drive
CONCORD, NH 03301-6504
Phone: 603-271-4613

10b. FEDERAL PROJECT OFFICER

Terry Davis
4770 Buford Hwy
DUIP
Atlanta, GA 30341
Phone: 770-488-3940

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only

II Total project costs including grant funds and all other financial participation

I

a. Salaries and Wages	67,173.00
b. Fringe Benefits	43,543.00
c. Total Personnel Costs	110,716.00
d. Equipment	0.00
e. Supplies	12,463.00
f. Travel	12,929.00
g. Construction	0.00
h. Other	975.00
i. Contractual	94,328.00
j. TOTAL DIRECT COSTS	231,411.00
k. INDIRECT COSTS	23,141.00
l. TOTAL APPROVED BUDGET	254,552.00
m. Federal Share	254,552.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from item 11m)	254,552.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	254,552.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	0.00
13. Total Federal Funds Awarded to Date for Project Period	254,552.00

14. RECOMMENDED FUTURE SUPPORT

(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION
b. ADDITIONAL COSTS
c. MATCHING
d. OTHER RESEARCH (Add / Deduct Option)
e. OTHER (See REMARKS)

b

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:

a. The grant program legislation
b. The grant program regulations.
c. This award notice including terms and conditions, if any, noted below under REMARKS.
d. Federal administrative requirements, cost principles and audit requirements applicable to this 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.

REMARKS (Other Terms and Conditions Attached -

☒ Yes

☐ No)

GRANTS MANAGEMENT OFFICIAL: Barbara (Rene) Benyard, Grants Management Officer, Team Lead

17. OBJ CLASS 41.51	18a. VENDOR CODE 1026000618B1	18b. EIN 026000618	19. DUNS 011040545	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST
21. a. 6-93905UW	b. 16CE924879	c. 93.136	d. CE	e. \$0.00
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.