



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

August 3, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdy/gf*

RE: Memo of Understanding
Pasco County Health Department

The attached memo of understanding between the Pasco County Health Department and the District's Student Services Department is being forwarded to the Board for approval. The Pasco County Health Department will provide school-based immunization clinics to John Long Middle School, River Ridge Middle School, and Gulf Middle School. Presently, 80% of students enrolled on these campuses are lacking vaccination requirements for 7th grade attendance. The Pasco County Health Department will be responsible for providing adequate trained personnel necessary to implement this program. There will be no charge to the District for these services. Please reference the attached memo from Lizette Alexander, Director of Student Services, for further information regarding this agreement.

At this time, we respectfully request your approval to enter into the one-year contract with the above-referenced facility. This agreement will commence on August 4, 2010 and continue through August 3, 2011.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sn
Attachments



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Contact: Lizette R. Alexander, Director of Student Services
Extension: 42362

DATE: August 3, 2010
TO: Honorable School Board Members
FROM: Heather Fiorentino, Superintendent
Ruth B. Reilly, Assistant Superintendent for Curriculum & Instructional Services
SUBJECT: Memorandum of Understanding between The District School Board of Pasco County and the Pasco County Health Department regarding School-based Immunization Clinics for Select Middle Schools

Introduction

The Student Services Department has enhanced their collaborative partnership with the Pasco County Health Department in order to provide vaccination services on three middle school campuses: John Long, River Ridge, and Gulf Middle Schools, during secondary back-to-school registration.

Description

Presently 80% of students enrolled on these campuses are lacking vaccination requirements for 7th grade attendance (F.A.C. 64D-3.046). Pasco County Health Department would be responsible for obtaining vaccine supply and providing adequate trained personnel necessary to implement this program. Parent permission would be obtained prior to vaccination and this service will be available free-of-charge through the Vaccine For Children program.

Action Requested

The approval of the Memorandum of Understanding to reflect the continued effort on the part of the Pasco County Health Department to provide additional collaborative health services to the District School Board of Pasco County is requested.

Recommendation

The staff respectfully requests the Board approve this Memorandum of Understanding between The District School Board of Pasco County and the Pasco County Health Department.



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
Secretary of Health

July 8, 2010

District School Board Pasco County
Student Services Department
7227 Land O Lakes
Land O Lakes, FL 34638

Dear Linda Graham:

I have attached the Memorandum of Understanding between Pasco County Health Department and The District School Board of Pasco County. The MOU needs to be signed by Heather Fiorentino and Allen Altman. Please review and return the signed original to me. I will send you a copy of the executed MOU.

Please feel free to contact me with any questions at 727-861-5250 Ext. 180

Thank you,

A handwritten signature in cursive script that reads "Monica Makhholm".

Monica Makhholm, BS
Purchasing Agent/Contract Manager
Pasco County Health Department
10841 Little Road
New Port Richey, FL 34654



Pasco County Health Department
David R. Johnson, M.D., M.S., M.H.A., Director
10841 Little Road • New Port Richey, FL 34654-2533
(727) 861-5250





**MEMORANDUM OF UNDERSTANDING BETWEEN
THE PASCO COUNTY HEALTH DEPARTMENT
10841 Little Rd, New Port Richey, FL 34654
AND
THE DISTRICT SCHOOL BOARD OF PASCO COUNTY
7227 Land O Lakes Blvd, Land O Lakes, FL 34638**

Preface

This is a legal and binding agreement, with which no funds are associated. The terms and conditions of this Memorandum of Understanding (MOU) are effective upon execution on August 1, 2010, or the date on which the agreement is signed by both parties, whichever is later, and shall terminate within one year of the effective date.

A. Services to be provided

1. Definition of Terms

a. Agreement Terms

Pasco County Health Department (PasCHD): The PasCHD is a state and county funded health department of the Florida Department of Health (DOH) with jurisdiction over Pasco County.

The District School Board of Pasco County: (Provider)

2. General Description

a. General Statement.

PasCHD in collaboration with the Pasco County Schools shall administer Tdap and Menactra vaccines on August 10, 2010 and August 12, 2010 at the following middle schools in Pasco County known as the inoculation sites:

- John Long Middle School** 2025 Mansfield Blvd. Wesley Chapel, New Port Richey
- River Ridge Middle School** 11646 Town Center Road, New Port Richey
- Gulf Middle School** 6419 Louisiana Avenue, New Port Richey

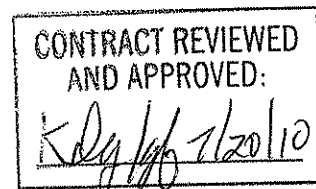
b. Scope of Service.

To administer Tdap and Menactra vaccines to middle school students.

B. Manner of Service Provision

1. Service Tasks

a. Nurses being supplied by Pasco County Health Department through Finch-Hatton will administer Tdap and Menactra vaccines to students entering 7th grade or higher at the inoculation sites. Clerical staff will also be obtained through Finch-Hatton to complete vaccination data entry onto DOH-680 forms for parent/caregiver to provide to Pasco County Schools. Parent/caregiver must be present for vaccination to be administered. The Menactra vaccine will be available while supplies last upon request of parent/caregiver.



2. Service Location

a. Service Delivery Location

School-Inoculation Sites	Clinic Location	Daytime Clinic Hrs (8/10)	Evening Clinic Hrs/Date
Gulf Middle	Cafeteria	8:00 am – 2:30 pm	5:00 – 7:00 (8/12)
River Ridge Middle	Gymnasium	7:30 am – 2:00 pm	6:30 – 7:30 (8/10)
John Long Middle	Gymnasium	8:00 am – 3:00 pm	None

3. Deliverables

a. Records and Documentation. When this agreement ends, it is the responsibility of the Provider to return all client records generated under this Agreement to the PasCHD within two (2) weeks of the Agreement ending date.

b. Monitoring and Evaluation Methodology. By execution of this Agreement the provider hereby acknowledges and agrees that its performance under the agreement must meet the standards set forth above and will be bound by the conditions set forth below. If the provider fails to meet these standards, PasCHD, at its exclusive option, may allow up to three months for the provider to achieve compliance with the standards. If PasCHD affords the provider an opportunity to achieve compliance, and the provider fails to achieve compliance within the specified time frame, PasCHD will terminate the agreement in the absence of any extenuating or mitigating circumstances. The determination of the extenuating or mitigating circumstances is the exclusive determination of PasCHD.

It is the responsibility of the PasCHD to advise sub-recipients of requirements imposed on them by Federal laws, regulations and the provisions of contracts, memorandum of agreement (MOA) or memorandums of understanding (MOU) connected to a Federal or State Grant. The attachment "Financial and Compliance Audit" must be part of every contract, MOA or MOU or connected to a Federal or State Grant.

C. Provider Responsibilities

1. Provider Unique Activities:

- Provide table, 4 – 6 chairs, power outlet, wheelchair, pens, stapler, highlighters, garbage pails, and hand stamps (2).
- Provide a printer to generate HRS-680 forms.
- Provide a computer with capability of connection to FLSHOTS website.
- Provide signs to assist parents with locating vaccination area and nurse area.
- Provide a hand stamp for shot completion.
- Notify all front office personnel and administrative staff of vaccine clinic.



- Notify parents through School Connect, newsletter and website.
- Entering 7th grade students with parents will be directed to a location where school nurse maintains immunization database. A list of students who have met Tdap requirement will be posted. Those students on that list can go directly to area where schedules are located. Staff monitoring schedule area will have list of completed students.
- Those students who have documentation of Tdap vaccine will receive a stamp from a nurse after records have been reviewed. Staff at the schedule area will check for stamped hand before releasing schedule.
- Those students without documentation of Tdap vaccine will be given a vaccine information statement (VIS) and directed to the vaccine area.

D. PasCHD Responsibilities

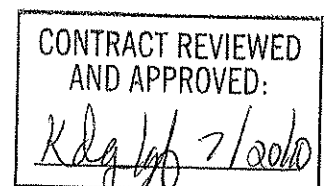
1. PasCHD agrees to provide the following:

- Provide a vaccine information sheet (VIS) to parents/caregivers of students waiting for vaccination.
- Provide adolescent vaccination brochure.
- Pediatric Epi-pens, 1 box of ammonia caps for emergency use and provide all vaccination supplies such as vaccine, syringes/needles, gloves, alcohol preps, cotton balls, band aids and sharps containers.
- Nurses and clerks from Finch-Hatton to administer the vaccine, enter available vaccine information into FLSHOTS, and print out 2 copies of the HRS-680. One copy is given to be given to parent/caregiver and the other is retained for school use. Nurses and/or clerks will enter student ID number from database on blue card. Student's hand is to be stamped and student with his/her parent/caregiver are to be directed to schedule pickup area. Staff at the schedule pickup area will check for stamped hand before releasing class schedule.
- Pasco County Health Department personnel will be available at school site ½ hour before and ½ after registration start/end times.

E. Termination

1. Termination at Will: This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination for Breach: This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the department may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a



waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the department's right to remedies at law or in equity.

4. Termination for Failure to Satisfactorily Perform Prior Agreement: Failure to have performed any contractual obligations with the department in a manner satisfactory to the department will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the department, been notified by the department of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the department; or (2) had a contract terminated by the department for cause.

F. Special Provisions

1. No Lobbying: State funds cannot be used to lobby the Executive or Legislative branches of the Federal Government in connection with the PasCHD.

2. Discriminatory Vendor List: Provider acknowledges it is informed of the provisions of 287.134 (2) (a), F.S., and represents to the Department that those provisions do not prohibit the Department from contracting with the Provider or any subcontractors hereunder.

3. Background Check: The provider must comply with the policy of the Department of Health, which requires employees and certain other persons in positions of special trust, responsibility or sensitive location to be background screened in accordance with Sections 110.1127 and 435.4, Florida Statutes. Initial screening includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). Re-screening requires only correspondence checks through FDLE every five (5) years. In addition, all cooperative agreements and contracts must be in compliance with the department's Information Security Policies, Protocols, and Procedures.

4. Security: The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies 1999-2000, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality. There must be an individual designated with specified responsibility for managing the security and confidentiality of these data. It is the responsibility of the provider designee to develop policies, which ensure the confidential flow of client information between authorized staff and provider. Discipline will be applied for breach of security of confidential information consistent with Florida Statutes, Florida Administrative Code, and Department of Health

CONTRACT REVIEWED
AND APPROVED:
K. D. [Signature] 7/20/10

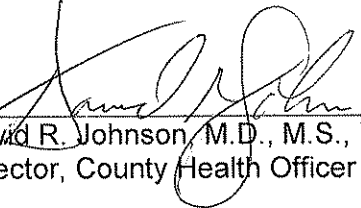
protocols, policies and procedures. The contract manager performs information security assessments of agreement providers during scheduled compliance visits.

5. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability and Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

6. Change in Signing Authority: If the signing authority changes for this agreement, the PasCHD must be notified immediately so that a new agreement can be executed.

PASCO COUNTY HEALTH
DEPARTMENT

DISTRICT SCHOOL BOARD OF PASCO
COUNTY

By: 
David R. Johnson, M.D., M.S., M.H.A.
Director, County Health Officer

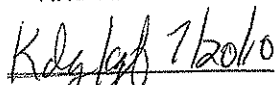
By: _____
Heather Fiorentino
Superintendent

Date: 7-13-2010

Date: _____

By: _____
Allen Altman
Chairman

Date: _____

CONTRACT REVIEWED
AND APPROVED:
 7/20/10