

STANDARD MODEL CONTRACT FORMAT FOR COUNTY PUBLIC HEALTH UNITS:  
(Approved by the Subcouncil on February 8, 1984  
as required by Laws of Florida, Chapter 83-177.)

CONTRACT BETWEEN

NASSAU COUNTY  
(BOARD OF COUNTY COMMISSIONERS)

AND

STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

Pursuant to the Laws of Florida, Chapter 83-177, this contract is entered into between the Department of Health and Rehabilitative Services, hereinafter referred to as the "Department," and Nassau County, hereinafter referred to as the "County." This contract stipulates the services that will be provided by County Public Health Units, the sources and amount of funds that will be committed to the provision of these services, the administrative and programmatic requirements which will govern the use of these funds and the respective responsibilities of the Department and the County in enabling the County Public Health Units "to promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated public health unit services."

All contract negotiations should be completed at least thirty (30) days prior to the County's annual public budget hearing.

I. General Provision:

Both Parties Agree that the County Public Health Unit:

- A. Shall provide services according to the conditions specified in Attachment I and all other attachments to this contract.
- B. Shall fund the services specified in Attachment II at the funding level specified for each service in that attachment.

II. Federal and State Laws and Regulations:

Both Parties Agree that the County Public Health Unit:

- A. Shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.
- B. Shall comply with the provisions of 45 CFR, Part 74, and other applicable regulations if this contract contains Federal Funds.
- C. Shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act as amended (42 USC 1857 et seq.) and the Federal Water Pollution Control Act as amended (33 USC 1368 et seq.), if this contract contains Federal Funds and the total contract amount is over \$100,000.

III. Records, Reports & Audits:

Both Parties Agree that the County Public Health Unit:

- A. Shall maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the Department, the County, and other sources under this contract. Books, records and documents must be adequate to enable the County Public Health Unit to comply with the following reporting requirements:
1. The revenue and expenditure requirements in the State Automated Accounting System 2.2 (SAMAS 2.2) at the coding level specified in Attachment IV of this contract;
  2. The client registration and service reporting requirements of the minimum data set as specified in CIS/HMC Manual revision dated 01/01/84, or the equivalent as approved by the Health Program Office. Any reporting system used by or on behalf of the County Public Health Unit to produce the above information must provide data in a machine readable format approved by the Department which can be transferred to the CIS system without additional processing;
  3. Financial procedures specified in the Department's Accounting Procedures Manuals and Accounting Memoranda.
  4. All appropriate CPHU employees shall report time, in CIS/HMC compatible format by program component for at least the sample periods specified by the Department; and
  5. Any other State and County program specific reporting requirements detailed in attachments XI and following to this contract.
- B. Shall assure these records shall be subject during normal business hours to inspection, review or audit by State or County personnel duly authorized by the Department or the County, as well as by Federal personnel.
- C. Shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this contract in conformance with the retention schedules required in HRSM 15-1, "Records Management Manual."
- D. Shall allow persons duly authorized by State or County, and Federal auditors, pursuant to 45 CFR, Part 74.24(a), (b), and (d), to have full access to, and the right to examine any of said records and documents during said retention period.
- E. Shall include these aforementioned audit and record-keeping requirements in all approved subcontracts and assignments.

Both Parties Further Agree That:

The Department shall provide uniform financial statements of program account balances on a quarterly basis to the County and to the Director or Administrator of the County Public Health Unit.

IV. Monitoring:

Both parties agree that the County Public Health Unit shall permit the Department and the County to monitor, as either determines necessary, the service program operated by the County Public Health Unit or its subcontractor or assignee.

V. Safeguarding Information:

Both parties agree that the County Public Health Unit shall not use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with the State law, regulations or manual (HRSM 50-1), and Federal regulations (45 CFR, Part 205.50), except on written consent of the recipient, or his responsible parent or guardian when authorized by law.

VI. Assignments:

Both parties agree that the County Public Health Unit shall not assign the responsibility of this contract to another party without prior written approval of the Department and the County. No such approval by the Department and the County of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Department or the County in addition to the dollar amount agreed upon in this contract. All such assignments shall be subject to the conditions of this contract and to any conditions of approval that the Department and the County shall deem necessary.

VII. Subcontracts:

Both parties agree that the County Public Health Unit shall be permitted to execute subcontracts with the approval of the delegated authority in the Department for services necessary to enable the County Public Health Unit to carry out the programs specified in this contract, provided that the amount of any such subcontract shall not be for more than ten (10) percent of the total value of this contract.

In the event that the County Public Health Unit needs to execute a subcontract for an amount greater than ten (10) percent of the value of this contract, both parties to this contract must agree in writing to such a subcontract prior to its execution.

No subcontracts shall be deemed in any manner to provide for the incurrence of any obligation of the Department or the County in addition to the total dollar amount agreed upon in this contract. All such subcontracts shall be subject to the conditions of this contract and to any conditions of approval that the Department and the County shall deem necessary.

VIII. Payment for Services:

A. The Department agrees:

To pay for services identified in Attachment II as the State's responsibility in an amount not to exceed \$ 492,953.00 . This amount includes all revenues from whatever source to be appropriated by the State to the Public Health Unit Trust Fund, including the State's share of all public, personal or primary care fees.

B. The County agrees:

To pay for services identified in Attachment II as the County's responsibility in an amount not to exceed \$ 264,539.00. This amount includes all revenues from whatever sources to be appropriated by the County to the Public Health Unit Trust Fund for services provided by the CPHU, including the county's share of all public, personal and primary care fees.

IX. The Department and the County mutually agree:

A. Effective Date:

1. This contract shall begin on October 1, 1984 or the date on which the contract has been signed by both parties, whichever is later.
2. This contract shall end on September 30, 1985

B. Termination:

1. Termination Because of Lack of Funds:

In the event funds to finance this contract become unavailable, either party may terminate the contract upon no less than twenty-four (24) hours notice in writing to the other party. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department or the County shall be the final authority as to the availability of their respective funds as applicable. In case of cancellation due to the unavailability of funds, staffing and services shall be reduced appropriately.

2. Termination for Breach:

Unless breach is waived by either party in writing, either party may, by written notice to the other party, terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. If applicable, either party may employ the default provisions in Chapter 13A-1, Florida Administrative Code. Waiver of breach of any provision 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 the contract. The provisions herein do not limit either party's right to remedies at law or to damages.

3. Termination at Will:

This contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

C. Notice and Contact:

The Contract Manager for the Department for this contract is Naomi Lund, M.D.. The representative of the County for this contract

is John Claxton. In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

D. Modification:

Modifications of provisions of this contract shall only be enforceable when they have been reduced to writing and duly signed by both parties to this contract.

E. Name and Address of Payee:

The name and address of the official payee to whom the payment shall be made:

Public Health Unit Trust Fund,  
Nassau County Public Health Unit  
4th and Ash Street  
P.O. Box 494  
Fernandina Beach, Florida 32034

F. All Terms and Conditions Included:

This contract and its attachments as referenced, (All Attachments as listed in Attachment XIII.).

IN WITNESS THEREOF, the parties hereto have caused this 34 page contract to be executed by their undersigned officials as duly authorized.

COUNTY

BY: John F. Claxton

NAME: John F. Claxton

TITLE: Chairman

DATE: 10/10/84

ATTESTED TO:

BY: T. J. Greeson

NAME: T. J. Greeson

TITLE: Ex-Officio Clerk

DATE: 10/10/84

STATE OF FLORIDA  
DEPARTMENT OF HEALTH AND  
REHABILITATIVE SERVICES

BY: \_\_\_\_\_

(Departmental Authority)

NAME: David H. Pingree

TITLE: Secretary

DATE: \_\_\_\_\_

BY: N. G. Lund, M.D.  
(County Public Health Unit Director)

NAME: N. G. Lund, M.D.

TITLE: County Public Health Unit Director

DATE: 10/10/84

ATTACHMENT I  
SPECIAL PROVISIONS

I. Public Health Unit Trust Fund:

Both Parties Agree:

- A. That all State and local funds to be expended by the County Public Health Unit shall be deposited in the Public Health Unit Trust Fund maintained by the State Treasurer.
- B. That all State and local funds deposited in the Public Health Unit Trust Fund shall be expended by the Department solely for services rendered by the CPHU as specified in this contract, except that nothing shall prohibit the rendering of additional services not specified in this contract.
- C. That funds deposited in the Public Health Unit Trust Fund for the County Public Health Unit in Nassau County shall be accounted for separately from funds deposited for other CPHUs, and shall be used only for Public Health Unit services in Nassau County.
- D. CPHU surplus funds accumulated prior to October 1, 1984 are county funds to be used solely for public health purposes in the county where they were generated. To ensure the CPHU's ability to provide continuous service throughout the contract year, an amount equal to not less than (.17...) percent of the total cash value of this contract shall be reserved from the Trust Fund balance for Nassau County as a cash flow cushion against late CPHUTF deposits or emergencies.

That any surplus funds, including fees or accrued interest, remaining in any public health unit account at the end of the fiscal year, shall be credited to the state or county, as appropriate, in such amounts as may be determined by multiplying the surplus funds remaining in a program account by the percentage of funding provided by each governmental entity for the rendering of the particular health service for which such account was established. Such surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year; however, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund and shall be accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity.

- E. That under no circumstances shall there be transfers of funds between the three levels of service without a contract amendment duly signed by both parties to this contract and the proper budget amendments unless the County Public Health Unit director determines that an emergency exists wherein a time delay would endanger the public's health and the Director of the Health Program Office has approved the transfer. The Director of the Health Program Office shall forward written evidence of this approval to the County Public Health Unit within 30 days after the transfer.

The contract shall include as part of Attachment II a section entitled "Planned Expenditures and Planned Services Within Each Level of Service." This section shall include the following information for each program service area within each level of service:

- the planned number of services to be provided;
- the planned number of individuals/units to be served; and
- the planned state and county expenditures.

This information shall be displayed in a quarterly plan to facilitate monitoring of program service and expenditure levels.

Adjustments in the planned expenditure of funds for individual services within each level of service shall be permitted without a modification to this contract or a budget amendment. If the County Public Health Unit exceeds the planned expenditure levels as specified below in a single quarter or cummulative throughout the contract year, the director/administrator of the County Public Health Unit must prepare a written explanation for each service area which is out of compliance.

1. The amount of variance from planned expenditure levels for a particular service is not greater or less than 25% of the amount planned for a single quarter; and
2. The cummulative amount of variance from planned expenditure levels for a particular service is not greater or less than 25% of the total amount planned for that sevice for the contract year. The required reporting periods shall be as follows:
  - a. March 1, 1985 for the period October 1, 1984 through December 31, 1984;
  - b. June 1, 1985 for the period January 1, 1985 through March 31, 1985;
  - c. September 1, 1985 for the period April 1, 1985 through June 30, 1985; and
  - d. December 1, 1985 for the period July 1, 1985 through September 30, 1985.

Written explanations must be submitted to the Department and the County by the last day of the month following the report date and must address the following:

1. The reason for the variance from contract expenditure planned levels;
2. The steps that will be taken to comply with the contract expenditure plan, including a contract amendment, if necessary; and
3. A time table for completing the steps necessary to comply with the plan.

Failure of the County Public health Unit to accomplish the planned steps by the dates established in the written explanation shall constitute a breach of the contract and the County or the Department may withhold funds from the contract or take other appropriate administrative action to achieve compliance.

II. Fees:

A. Environmental, Regulatory Fees:

The Department shall establish by rule fees for environmental, regulatory functions designated in this contract and conducted by the County Public Health Unit. Such fees shall supersede any environmental, regulatory fees existing prior to the effective date of the Department's rule. The County may, however, establish fees pursuant to Florida Statutes, Chapter 381.311 which are not inconsistent with Department rules and other statutes, after consultation with the Department.

B. Public Health Services Fees:

The Department may establish by rule fees for public health services, other than environmental, regulatory services, designated in this contract and conducted by the County Public Health Unit. Such fees shall supersede any other fees for a public health service which existed prior to the effective date of the Department's rule. The County may, however, establish fees pursuant to Florida Statutes, Chapter 381.311 which are not inconsistent with Department rules and other statutes. All state or federally authorized public health services fees shall be listed in Attachment V of this contract. All county authorized public health services fees shall be listed in Attachment VI of this contract.

C. Personal Health and Primary Care Fees:

Either party may establish fees for personal health and primary care services designated in this contract and conducted by the County Public Health Unit, except for those services for which fee schedules are specified in Federal or State law or regulations. Both parties further agree:

1. That such fees shall be established by resolution of the Board of County Commissioners, if promulgated by the County, or by rule, if promulgated by the Department;
2. That there shall be no duplication of fees by the Department and the County for personal health or primary care services provided by the County Public Health Unit;
3. That personal health and primary care fees shall be listed in Attachments V and VI of this contract.

D. Collection and Use of Fees:

Both Parties Agree:

1. That proceeds from all fees collected by or on behalf of the County Public Health Unit, whether for public, personal, or primary care services, shall only be used to fund services provided by the CPHU;
2. That all fees collected by or on behalf of the County Public Health Unit shall be deposited with the State Treasury and credited to the Public Health Unit Trust Fund or other appropriate state account if required by Florida Statute or the State Comptroller;

3. That N/A  
(Specific Fee)

is exempted from the above provisions until \_\_\_\_\_ because  
this fee was committed prior to July 1, 1983 toward retirement of the  
obligation on \_\_\_\_\_ (Specific Public Health Facility) \_\_\_\_\_ ;

III. Service Protocols:

Both parties agree that the County Public Health Unit shall use the service protocols published by the Department in program manuals and other guidelines provided by the Department as a guide for providing each funded service specified in Attachment II of this contract where such manuals or guidelines exist.

IV. Personnel:

Both Parties Agree:

- A. The County Public Health Unit shall have at least the following employees:
1. A director or administrator appointed by the Secretary of the Department after consultation with the Staff Director of the Health Program Office and with the concurrence of the Board of County Commissioners.
  2. A full time community health nurse;
  3. An environmental health specialist; and
  4. A clerk.
- B. That all Department employees working in the County Public Health Unit shall be supervised by the Department and subject to Department of Administration rules.
- C. Staffing levels shall be established in this contract in Attachment II, and may be changed as funds become available.
- D. The number and classification of employees working in the CPHU that are County employees rather than Department employees shall be listed in Attachment VII of this contract.

V. Facilities:

Both Parties Agree:

- A. That County Public Health Unit facilities shall be provided as specified in Attachment VIII of this contract. This attachment shall include a description of all the facilities used by the County Public Health Unit, including the annual rental equivalent value, and by whom they will be funded;
- B. That responsibility for maintenance of facilities shall be described in Attachment VIII, including the cost of such maintenance and by whom it will be funded;

- C. That the Department in conjunction with the County will conduct an annual assessment of the adequacy of County Health Unit facilities, and submit a report by the end of the contract year describing needed facility improvements or expansion, including the estimated cost of such improvements or expansions.
- D. That the County shall own the facilities used by the County Public Health Unit unless otherwise provided in Attachment VIII of this contract; and
- E. That facilities and equipment provided by either party for the County Public Health Unit shall be used for public health services provided that the County shall have the right to use such facilities and equipment, owned or leased by the County, as the need arises, to the extent that such use would not impose an unwarranted interference with the operation of the County Public Health Unit.

VI. Method of Payment:

- A. In each quarter of the contract year, the county shall deposit at least one fourth of its total annual contribution to the CPHUTF. At least one third of this quarterly contribution shall be deposited no later than the last day of the first month in each quarter.
- B. The Department shall release on a quarterly basis, beginning the first day of the contract, an amount equal to one quarter of the total amount specified in this contract for State expenditure excluding amounts for the following:

Improved Pregnancy Outcome  
Maternal & Child Health  
Women, Infants, & Children  
Family Planning

VII. Primary Care:

Both parties agree that if the County wants to fund primary care services for operation by the CPHU, these services shall be included in the budget in Attachment II and described in detail in Attachment IX.

VIII. Laboratory and Pharmacy Support:

The Department agrees to supply laboratory and pharmacy support services for the CPHU at least at the level provided in FY 83-84 if funds are available.

IX. Other County Public Health Unit Activity:

Attachment X shall contain a listing of all public health activities in the County which supplement or support the activities of the CPHU, but are not financed through the Public Health Unit Trust Fund. The Contract Manager for the Department and the contract representative for the County should be notified in writing of changes in the agreements or amounts listed in Attachment X which occur during the life of this contract, but such changes do not require a contract amendment.

λ. Emergencies:

Both parties agree, to the extent of their respective resources, that they may assist each other in meeting public health emergencies.

ATTACHMENT II

I. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH

<u>STATE</u>	<u>CASH</u>	<u>IN-KIND</u>	<u>TOTAL</u>
1. General Revenue:			
<u>State (Formula Dist.)</u>	\$331,883.00		\$331,883.00
<u>School Health Services</u>	24,027.00		24,027.00
<u>Cardio. Screening</u>	1,432.00		1,432.00
<u>Cancer Screening</u>	6,137.00		6,137.00
<u>Vital Records</u>	100.00		100.00
	<hr/>	<hr/>	<hr/>
Total General Revenue	\$363,579.00		\$363,579.00
2. Federal Funds:			
<u>WIC</u>	\$ 43,000.00	\$161,280.00	\$204,280.00
<u>MCH-Home Visits</u>	1,400.00		1,400.00
<u>MCH Block</u>	13,300.00		13,300.00
<u>Family Planning (Title X)</u>	13,932.00		13,932.00
<u>Hypertension Screening</u>	3,793.00		3,793.00
	<hr/>	<hr/>	<hr/>
Total Federal Funds	\$ 75,425.00	\$161,280.00	\$ 236,705.00
3. Fees Assessed by State or Federal Rules or Regulations:			
<u>Family Planning</u>	\$ 11,645.00		\$ 11,645.00
<u>Swimming Pools</u>	375.00		375.00
<u>Mobile Home Parks</u>	550.00		550.00
<u>Septic Tanks</u>	20,000.00		20,000.00
	<hr/>	<hr/>	<hr/>
Total Fees	\$ 32,570.00		\$ 32,570.00

I. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH

<u>STATE</u>	<u>CASH</u>	<u>IN-KIND</u>	<u>TOTAL</u>
4. Other Revenues			
<u>Medicaid</u>	\$ 21,379.00		\$ 21,379.00
<u>Immunization</u>		\$ 10,626.00	10,626.00
<u>State Pharmacy</u>		21,102.00	21,102.00
<u>TB Control Services</u>		3,170.00	3,170.00
<u>STD Services</u>		1,200.00	1,200.00
<u>Maternity Services (MCH)</u>		29,000.00	29,000.00
<u>State Laboratory</u>		16,092.00	16,092.00
Total Other Revenues	\$21,379.00	\$ 81,190.00	\$ 102,569.00
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Total State Contributions	\$492,953.00	\$ 242,470.00	\$ 735,423.00
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I. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH

<u>COUNTY</u>	<u>CASH</u>	<u>IN-KIND</u>	<u>TOTAL</u>
1. Board of County Commissioners:			
Annual Appropriation	\$228,440.00		\$228,440.00
Draw Down from Public Health Unit Trust Fund, if Any (Do not confuse with minimum cash flow balance reserved in Section I.D. of Attachment I.)			
Total Board of County Commissioners	\$228,440.00		\$228,440.00
2. Fees Authorized by County Ordinance or Resolution:			
<u>Premarital Blood Tests</u>	\$ 500.00		\$ 500.00
<u>Influenza Immunizations</u>	1,500.00		1,500.00
<u>UCG</u>	4,500.00		4,500.00
<u>Vital Records</u>	4,715.00		4,715.00
<u>Donations</u>	8,392.00		8,392.00
Total Fees	\$ 19,607.00		\$ 19,607.00
3. Buildings:			
Annual Rental Equivalent Value		\$73,620.00	\$ 73,620.00
Maintenance			
Total Buildings		\$73,620.00	\$ 73,620.00



II. Budget by Level of Service:

		<u>Budget</u>		
		<u>State</u>	<u>County</u>	<u>Total</u>
A.	Public Health Level			
1.	Salaries & Benefits	\$131,988	\$ 68,368	\$200,356
2.	OPS			
3.	Expenses	19,500	10,500	30,000
4.	Operating Capital Outlay	205	110	315
E.	Personal Health Level			
1.	Salaries & Benefits	\$289,840	\$158,171	\$448,011
2.	OPS	13,000	7,000	20,000
3.	Expenses	37,000	19,625	56,625
4.	Operating Capital Outlay	1,420	765	2,185
C.	Primary Care Level			
1.	Salaries & Benefits	N/A		
2.	OPS			
3.	Expenses			
4.	Operating Capital Outlay			
D.	Total Public Health Services Budget			
1.	Salaries & Benefits	\$ 421,828	\$ 226,539	\$ 648,367
2.	OPS	13,000	7,000	20,000
3.	Expenses	56,500	30,125	86,625
4.	OCO	1,625	875	2,500
TOTAL BUDGET		\$ 492,953	\$ 264,539	\$ 757,492

III PLANNED EXPENDITURES AND PLANNED SERVICES BY PROGRAM SERVICE AREA (PROGRAM COMPONENT) WITHIN EACH LEVEL OF SERVICE

PUBLIC HEALTH	FTE'S	# OF INDIVIDUAL UNITS	# OF SERVICES	QUARTERLY EXPENDITURE PLAN				STATE/COUNTY STATE	TOTALS COUNTY	GRAND TOTAL
				1st	2nd	3rd	4th			
01 Immunization	.96	3500	7000	6494	6493	6495	6493	17431	8544	25975
02 STD	.30	600	888	1723	1723	1723	1723	4525	2367	6892
04 TB	.89	1500	6900	5120	5120	5120	5121	13459	7022	20481
06 Communicable Disease	.13	50	75	741	740	741	740	1940	1022	2962
45 Consumer Product Safety	.05			296	295	296	295	776	406	1182
46 EMS	.04	6	25	224	223	224	223	587	307	894
48 Food Hygiene	1.12	246	771	6644	6644	6644	6647	17537	9042	26579
51 Group Care Facility	.28	84	163	1034	1034	1034	1033	2733	1402	4135
53 Housing/Public Building	.27	117	134	1515	1514	1515	1514	3983	2075	6058
54 Parks and Camps	.15	24	90	784	784	783	784	2053	1082	3135
57 Private Water	.18	288	576	988	988	989	988	2600	1353	3953
58 Public Water	2.09	235	5520	11742	11742	11742	11744	30884	16086	46970
60 Swimming and Bathing	.22	54	220	1182	1181	1182	1181	3102	1624	4726
61 Septic Tanks	2.23	501	2263	12461	12461	12461	12462	32767	17078	49845
63 Solid Waste	.01	6	13	72	72	72	72	189	99	288
65 Nuisances	.36	161	185	2029	2029	2029	2028	5333	2782	8115
66 Rabies	.46	7	1305	1826	1826	4741	1826	6715	3504	10219
67 SLE	.13	4	24	720	719	719	719	1885	992	2877
68 Rodent Control	.03		48	152	151	152	151	399	207	606
72 Rad. Health	.04		80	224	223	224	223	587	307	894
73 Toxic/Hazardous Material	.03		24	152	151	152	151	399	207	606
80 Vital Statistics	.20	402	1321	820	820	819	820	2161	1118	3279
<b>TOTAL PUBLIC HEALTH</b>	<b>10.07</b>	<b>7781</b>	<b>27700</b>	<b>56943</b>	<b>56933</b>	<b>59857</b>	<b>56938</b>	<b>152045</b>	<b>78626</b>	<b>230671</b>

III PLANNED EXPENDITURES AND PLANNED SERVICES BY PROGRAM SERVICE AREA (PROGRAM COMPONENT) WITHIN EACH LEVEL OF SERVICE

PERSONAL HEALTH	FTE'S	# OF INDIVIDUAL UNITS	# OF SERVICES	QUARTERLY EXPENDITURE PLAN				STATE/COUNTY STATE	TOTALS COUNTY	GRAND TOTAL
				1st	2nd	3rd	4th			
10 Cardiovascular	.32	750	1310	1817	1816	1816	1816	4767	2498	7265
11 Hypertension	.26	3500	8300	1484	1484	1484	1483	3901	2034	5935
12 Diabetes	.05	80	716	290	290	290	290	763	397	1160
13 Cancer	.43	800	1024	2569	2569	2569	2568	6767	3508	10275
20 Nutrition	.27	400	4800	1162	1162	1162	1162	3075	1573	4648
21 WIC	3.78	700	12000	22442	22442	22442	22441	59114	30653	89767
23 Family Planning	3.24	1900	8648	19224	19223	19224	19223	50634	26260	76894
25 Maternal Health	1.01	220	1892	6001	6001	6001	6001	15806	8198	24004
30 Infant/Child/Adol.	4.72	2700	14336	27154	27154	27155	27155	68766	39852	108618
34 School Health	4.36	7500	50000	31435	31435	31435	19438	72019	41724	113743
36 Adult Health	3.22	3200	8980	19135	19135	19135	19134	50399	26140	76539
42 Lab. Personal Health	.34	300	1000	1994	1993	1993	1993	5249	2724	7973
<b>TOTAL PERSONAL HEALTH</b>	<u>22.</u>	<u>22050</u>	<u>113006</u>	<u>134707</u>	<u>134704</u>	<u>134706</u>	<u>122704</u>	<u>341260</u>	<u>185561</u>	<u>526821</u>

## ATTACHMENT III

### CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND THE OMNIBUS BUDGET RECONCILIATION ACT OF 1981.

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to programs or activities receiving or benefiting from Federal financial assistance.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from Federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from Federal financial assistance.
6. All regulations, guidelines and standards lawfully adopted under the above statutes.

The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the Grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

ATTACHMENT IV  
REVENUE AND EXPENDITURE CODING  
REQUIREMENTS

General Principles

The automated cost allocation system for the County Public Health Units (CPHUs) will provide for the allocation of expenditures recorded in the CPHU Trust Fund that cannot be conveniently charged on payment to a specific program component. Career Service and 1200 OPS Salaries will be coded to ORG Code Level 3 (L5 Code = 000) through PMDS, except central administrative salaries chargeable to L5 Code 400. All 1300 OPS Salaries must be charged in State Automated Management Accounting System (SAMAS) to a specific program component at Level 5 of the Organization Code. Similarly Expenses and OCO will be coded to the lowest uniquely identifiable Level 5 code.

CPHU expenditures coded in SAMAS will be allocated on the basis of data collected through the Client Information System/Health Management Component (CIS/HMC) time reporting system. Employee Activity Records (EAR) are used to record the time each employee spends in various program components. CPHU's using their own data systems will provide employee time information to the CIS/HMC system and this data will be processed in the same fashion.

Using employee salary information from the Personnel Management Data System (PMDS), personnel costs are generated for each program component for which CPHU staff have coded their time. Time and costs associated with general support program components, such as those for general personal or general public health, will be allocated to direct service program components based on the relative percentage of direct service time in each of the relevant program components. For instance, if family planning direct service time was 20 percent of the direct service time coded in all personal health program components, then 20 percent of the costs associated with general personal health would be distributed to family planning.

Once the appropriate time-cost percentages are determined for each program component, then these percentages will be used to distribute allocable expenditures coded in SAMAS.

Coding Plan

The SAMAS organization codes will be used to identify specific program components (program service areas) within each of the three Program Service Levels as follows:

L5 Codes	Program Service Levels
100 through 199	Public Health Services
200 through 299	Personal Health Services
300 through 399	Primary Health Services

Codes 400 through 499 will be used for general administrative and support services, and expenditures charged to these accounts will be allocated to the specific Program Components.

Revenues and expenditures of each CPHU funded through the County Health Unit Trust Fund will be coded with the appropriate SAMAS codes for Category, Object, and Other Cost

Accumulator (OCA) as prescribed by the State Comptroller and/or as may be determined by the Department's Comptroller. The SAMAS Organization Code will be used as follows:

- L1 = 60
- L2 = District
- L3 = County Code as assigned by the District Fiscal Office (71-89)
- L4 = Optional use by CPHU as approved by the District Fiscal Office
- L5 = Program Service Level and Program Component described below.  
A complete list of these codes is included at the end of this Attachment.

L5 = 000 - Revenues from State and County sources for the general use of the CPHU and which are available to specific Program Components as specified in the Contract.

All other revenues will be coded to the appropriate L5 code for the Service Level or Program Component as specified in the contract.

Expenditures made specifically for any Program Component not expected to benefit any other Program Component shall be coded to the specific L5 Organization Code representing the Program Component receiving the benefit.

Allocable expenditures will be charged to the following SAMAS accounts:

Level 5 Code	Allocation Criteria
000	Salaries, OPS (1200) Expenses and Operating Capital Outlay (other than those chargeable to General Administrative and Support Services) that will be allocated on the basis of time/cost percentages to the Program Components within the three major Levels of Service.
100	Expenses and OCO allocable to all Program Components within the Public Health Service Level (L5 codes: 101 through 199) in proportion to the time/cost percentages determined for such Program Components.
109	Expenses and OCO allocable only to Communicable Disease Control Program Components (L5 codes: 101 through 109) in proportion to the time/cost percentages determined for such Program Components.
175	Expense and OCO allocable only to Environmental Health Program Components (L5 codes: 144 through 174) in proportion to the time/cost percentages determined for such Program Components.
200	Expense and OCO allocable only to Personal Health Program Components (L5 codes: 201 through 299) in proportion to the time/cost percentages determined for such Program Components.

Level 5 Code	Allocation Criteria
300	Expense and OCO allocable only to Primary Care Program Components (L5 codes: 301 through 399) in proportion to the time/cost percentages determined for such Program Components.
400	Salaries and Other Expenditures for General Administrative and Support Services allocable to all other CPHU Program Components (except codes L5 = 401 through 499) in proportion to the time/cost percentages determined for such Program Components. All expenditures charged to L5 = 400 and 491 will be added to those charged at Level 3 (L5 = 000) for allocation.
491	Inventory
495	Administrative Services

Local projects or sub-unit activities for any of the Program Components identified by the L5 codes may be identified at the CPHU's option by the L4 Organization Codes. Such identification will allow the CPHU to develop supplemental cost data from the SAMAS reports, but the CPHU cost allocation system will ignore L4 codes in making its distributions to the Program Component accounts.

#### PROPOSED SAMAS CODING CHANGES

Level 4 CPHU Code	Level 5 Proposed Codes	Public Health
XX	100	*General Public Health
XX	101	Immunization Services
XX	102	Sexually Transmitted Disease Services (formerly VD)
XX	104	Tuberculosis Control Services
XX	106	Communicable Disease Surveillance/Investigation
XX	107	Communicable Disease Pharmacy
XX	108	Communicable Disease Laboratory
XX	109	*General Communicable Disease Control
XX	144	Occupation Health Services
XX	145	Consumer Product Safety
XX	146	Emergency Medical Services
XX	148	Food Hygiene
XX	150	Food Hygiene Training
XX	151	Group Care Facilities
XX	152	Migrant Labor Camp Services
XX	153	Housing & Public Building Safety & Sanitation
XX	154	Mobile Home, Recreational Parks, Camp Services
XX	155	Common Carrier Sanitation
XX	157	Private Water Systems
XX	158	Public Drinking Water Systems
XX	159	Bottled Water
XX	160	Swimming Pools/Bathing Places

Level 4 CPHU Option	Level 5 Proposed Codes	Public Health
XX	161	Individual Sewage Disposal
XX	162	Public Sewage
XX	163	Solid Waste Disposal
XX	165	Sanitary Nuisance
XX	166	Rabies Surveillance/Control Services
XX	167	Arbovirus Surveillance
XX	168	Rodent Control
XX	169	Arthropod Control
XX	170	Water Pollution Control
XX	171	Air Pollution Control
XX	172	Radiological Health
XX	173	Toxic Substances/Hazardous Materials
XX	174	Environmental Health Laboratory
XX	175	*General Environmental Health
XX	180	Vital Statistics
<hr/> Personal Health <hr/>		
XX	200	*General Personal Health
XX	210	Cardiovascular Disease Services
XX	211	Hypertension
XX	212	Diabetes
XX	213	Cancer
XX	215	Home Health
XX	219	Health Risk Reduction
XX	220	Nutrition
XX	221	WIC
XX	223	Family Planning
XX	225	Maternal Health
XX	230	Infant, Child & Adolescent
XX	234	School Health
XX	236	Adult Health
XX	240	Dental Health
XX	241	Personal Health Pharmacy
XX	242	Personal Health Laboratory
<hr/> Primary Care <hr/>		
XX	300	*General Primary Health Care Program
XX	329	Child Primary Care
XX	337	Adult Primary Care
XX	338	Primary Care Pharmacy
XX	339	Primary Care Laboratory
<hr/> General Administrative and Support Services <hr/>		
XX	400	*General Administrative and Support Services
XX	491	*Inventory

\*Allcable Accounts

ATTACHMENT V  
STATE FEE SCHEDULES, BY SERVICE

<u>Level of Service/Service</u>	<u>Fee/Range</u>	<u>Estimated Annual Revenue Accruing To The PHU Trust Fund</u>
<b>I. Public Health</b>		
Environmental Health		
Mobile Home Parks	\$25.00-\$75.00	\$ 550.00
Septic Tanks	\$70.00	20,000.00
Swimming Pools		
	\$ 7.50	375.00
 <b>II. Personal Health</b>		
Medicaid		
(Family Planning and S.D.T.)		21,379.00
Family Planning by sliding scale		11,645.00
 <b>III. Primary Care</b>		
N/A		

ATTACHMENT VI  
COUNTY FEE SCHEDULES, BY SERVICE

<u>Level of Service/Service</u>	<u>Fee/Range</u>	<u>Estimated Annual Revenue</u>
I. Public Health		
Vital Statistics		
Certified Copies	\$ 3.00	
Birth Certificates	3.00	\$ 4,715.00
Death Certificates	3.00	
Premarital Bloods	\$ 5.00	500.00
Influenza Immunization	\$ 5.00	1,500.00
II. Personal Health		
C.V.S. Screening	\$ 5.00 donation	\$ 2,900.00
Pregnancy Tests	\$ 5.00	4,500.00
School Entrance Physicals	\$ 3.00 donation	\$ 2,000.00
III. Primary Care		
N/A		
		TOTAL      \$12,800.00

ATTACHMENT VII

CLASSIFICATION AND NUMBER OF EMPLOYEES WORKING IN THE  
COUNTY PUBLIC HEALTH UNIT WHO ARE PAID BY THE  
COUNTY, BY LEVEL OF SERVICE

Level of Service/Service

Position Classification

Number

N/A

I. Personal Health

II. Primary Care

ATTACHMENT VIII

FACILITIES

<u>Facility Description</u>	<u>Location</u>	<u>Annual Rental Equivalent Value</u>	<u>Owned By</u>
Clinic & Admin. Spaces 6220 Sq. Ft.	Fernandina Bch.	\$37,320	Nassau County
Clinic 2300 Sq. Ft.	Yulee	\$13,800	Nassau County
Clinic 2850 Sq. Ft.	Callahan	\$17,100	Nassau County
Clinic Total	Hilliard	<u>\$ 5,400</u> <u>\$73,620</u>	Nassau County

ATTACHMENT IX

DESCRIPTION OF PRIMARY CARE SERVICES, IF APPLICABLE

N/A

ATTACHMENT X

OTHER PUBLIC HEALTH ACTIVITIES IN THE COUNTY WHICH  
SUPPLEMENT THE ACTIVITIES OF THE COUNTY PUBLIC HEALTH UNIT  
(Programs Not Financed Through The Public Health Unit Trust Fund)

<u>Activity/Program</u>	<u>Relationship (contract, memorandum of agreement, etc.</u>	<u>Contractor or Sponsor of an Agreement</u>	<u>Provider</u>	<u>Amount</u>
<u>State Funded:</u>				
Maternity Health Clinics	Contract	University Medical Center		\$29,000

County Funded:

## ATTACHMENT XI

### PROGRAM SPECIFIC REPORTING REQUIREMENTS

Some health services must comply with specific reporting requirements in addition to the CIS/HMC minimum data set and the SAMAS 2.2 requirements because of federal or state law, regulation or rule. If a County Public Health Unit is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Morbidity, screening and surveillance reports specified by the Department.
2. Dental Health	Monthly reporting on HRSH Form 1008 and HRSM 50-11.
3. WIC	Service documentation and monthly financial reports as specified in HRSM 150-24.
4. Maternal and Infant Care/ Improved Pregnancy Outcome Program	Quarterly reports on services, results of services and expenditures on HRSH 3096.
5. Maternal Health/Vital Records Reporting	Code all certificates of live birth and certificates of fetal death to delineate the course of the prenatal care as required in HRSM 150-13 and the Florida Vital Statistics Code Manual.
6. Family Planning	Periodic financial and programmatic reports as specified in HRSM 150-13, Chapter 14.
7. Immunization	Periodic reports as specified by the Department regarding the surveillance/investigation of reportable vaccine preventable diseases, vaccine usage accountability and the assessment of various immunization levels.

ATTACHMENT XII

PROGRAMS REQUIRING COMPLIANCE  
WITH THE PROVISIONS OF SPECIFIC MANUALS

Some health services must comply with the specifics of their program manual to satisfy federal and state law, regulation or rule. If the County Public Health Unit contract includes funds to provide one of these programs, the County Public Health Unit must comply with the details of the manual(s) related to that program. The programs and their required manual are as follows:

<u>Service</u>	<u>Requirement</u>
1. Maternal and Infant Care/ Improved Pregnancy Outcome Program	HRSM 150-13, including the requirements for an annual plan as a condition for receipt of funding.
2. School Health Services	HRSM 150-25, including the requirement for an annual plan as a condition for receipt of funding.
3. Family Planning	HRSR 150-13, Chapter 14, and all other manuals pertaining to the Family Planning Program.
4. WIC	HRSM 150-24, and all other manuals pertaining to the WIC program.

## ATTACHMENT XIII

Attachment I	Special Provisions
Attachment II	Sources of Contributions to Public Health
Attachment III	Civil Rights Certificate
Attachment IV	Revenue and Expenditure Coding Requirements
Attachment V	State Fee Schedules, By Service
Attachment VI	County Fee Schedules, By Service
Attachment VII	Classification and Number of Employees Working In The County Public Health Unit Who Are Paid By The County, By Level of Service
Attachment VIII	Facilities
Attachment IX	Description of Primary Care Services, If Applicable
Attachment X	Other Public Health Activities in the County Which Supplement the Activities of the County Public Health Unit
Attachment XI	Program Specific Reporting Requirements
Attachment XII	Programs Requiring Compliance with the Provisions of Specific Manuals