

**CERTIFICATION FOR RETROACTIVE PAYMENT
COUNTY PUBLIC HEALTH UNIT**

Background:

Chapter 154, Florida Statutes, strengthened the state/county partnership in providing county public health unit (CPHU) services by mandating a contractual relationship between the department and the counties. With 67 CPHUs involved, contracts had to cover a multiplicity of issues and respond to local concerns. Model contracts were developed and approved by the Public Health Unit Subcouncil to ensure statewide compliance with legislative requirements. Consultation and technical assistance was necessary with all HRS districts and CPHUs. Negotiations with Boards of County Commissioners (BCC) have proven difficult and the BCC budgeting process was not completed by October 1, 1986 in several counties. Consequently, contracts with some counties were not consummated by October 1, the effective date of the contract.

Justification:

To avoid an interruption of services, those CPHUs without a signed contract by the department and County Commissioners have continued to provide services with available resources. In order to provide the funding specified in each contract for the full contract year, 10/1/86 - 9/30/87 and to avoid a reduction in service, retroactive payment is required for those contracts signed after October 1, 1986.

Certification:

I hereby certify that the above described situation constitutes an emergency which justifies that payment be made on these contracts between the department and NASSAU CPHU retroactive to October 1, 1986.

James T. McGibony, M.D., M.P.H.
James T. McGibony, M.D., M.P.H.
District Health Program Supervisor

Nov 21, 1986
Date

STANDARD MODEL CONTRACT FORMAT FOR COUNTY PUBLIC HEALTH UNITS

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 the county public health unit, hereinafter referred to as the CPHU, 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 CPHU "to promote, protect, maintain, and improve the health and safety of its citizens and visitors through a statewide system of coordinated public health unit services."

I. General Provision:

Both parties agree that the CPHU shall:

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

II. Federal and State Laws and Regulations:

Both parties agree that the CPHU shall:

- A. comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III;
- B. comply with the provisions of 45 CFR, Part 74, and other applicable regulations if this contract contains federal funds;
- C. 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; and

- D. comply with applicable sections of Chapter 427, Florida Statutes, (Transportation Services) and Chapter 41-1, Florida Administrative Code, (Coordinated Community Transportation Services) regarding the provision of transportation services for the Transportation Disadvantaged if this contract contains any state or federal funds which are used to provide for direct or indirect (ancillary) transportation services.

III. Records, Reports and Audits:

Both parties agree that the CPHU shall:

- A. 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 CPHU to comply with the following reporting requirements:
 - 1. The revenue and expenditure requirements in the State Automated Management Accounting System 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 Client Information System/Health Management Component Manual and any revisions subsequent to the January 1, 1984 version, or the equivalent as approved by the Health Program Office. Any reporting system used by or on behalf of the CPHU to produce the above information must provide data in a machine readable format approved by the department which can be transferred electronically to the Client Information System;
 - 3. Financial procedures specified in the department's Accounting Procedures Manuals and Accounting Memoranda;
 - 4. All appropriate CPHU employees shall report time, in Client Information System/Health Management Component 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 to this contract.
- B. 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. 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. 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; and
- E. 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 for each level of service on a quarterly basis to the county and to the director or administrator of the CPHU.

IV. Monitoring:

Both parties agree that, as either determines necessary, the department and/or the county shall monitor the budget and services as detailed in Attachment II and operated by the CPHU or its subcontractor or assignee.

V. Safeguarding Information:

Both parties agree that the CPHU 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 CPHU 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 CPHU shall be permitted to execute subcontracts with the approval of the delegated authority in the department for services necessary to enable the CPHU 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 CPHU 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 \$ 729,098.00 . 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. The state's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

B. The county agrees:

To pay for services identified in Attachment II as the county's responsibility in an amount not to exceed \$ 309,752.00 . This amount includes all revenues from whatever sources to be appropriated to the County Public Health Unit Trust Fund for services provided by the county public health unit, 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, 1986 or the date on which the contract has been signed by both parties, whichever is later.
2. This contract shall end on September 30, 1987.

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 John Tucker. The representative of the county for this contract is Mr. James Testone. 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, P.O. Box 494, Fernandina Beach, Florida 32034.

F. All terms and conditions included:

This contract and its attachments as referenced, (Attachments I through x), contain all the terms and conditions agreed upon by the parties.

IN WITNESS THEREOF, the parties hereto have caused this 40 page contract to be executed by their undersigned officials as duly authorized.

STATE OF FLORIDA
DEPARTMENT OF HEALTH AND
REHABILITATIVE SERVICES

COUNTY

BY:

James E. Testone

BY:

Lucy Hadi
(Departmental Authority)

NAME:

James E. Testone

NAME:

Lucy Hadi

TITLE:

Chairman

TITLE:

District Administrator

DATE:

11-18-86

DATE:

12/2/86

ATTESTED TO:

BY:

T. J. Greeson
(County Clerk)

BY:

(County Public Health Unit Director)

NAME:

N. G. Lund, M.D.

NAME:

T. J. Greeson

TITLE:

CPHU Director

TITLE:

Clerk of Courts, Nassau County

DATE:

DATE:

11-18-86

ATTACHMENT I

SPECIAL PROVISIONS

I. Public Health Unit Trust Fund:

Both parties agree:

- A. That all funds to be expended by the CPHU shall be deposited in the Public Health Unit Trust Fund maintained by the State Treasurer.
- B. That all 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 CPHU 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. That 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. The planned use of all such surplus funds plus surplus accumulated subsequent to October 1, 1984 must be included in the contract as:
 1. county and state contributions to the annual budget and shown in Sections I and II of Attachment II; and/or
 2. CPHU reserve to cover cash flow problems or public health emergencies as specified in Section I of Attachment II; and/or
 3. one time special projects which directly enhance the delivery of services by the CPHU. The amount for such projects shall be reflected in Attachment II, Section I and explained in Attachment IX.
- E. That any surplus funds, including fees or accrued interest, remaining in the CPHU account at the end of the contract year, excluding funds accrued prior to October 1, 1984, 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 County Public Health Unit Trust Fund 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.
- F. 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 CPHU director/administrator 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 CPHU within 30 days after the transfer.

The contract shall include as part of Attachment II a section entitled "Planned Staffing, Clients/Services and Expenditures by Program Service Area 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 fulltime equivalents (FTE's) by 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.

Expenditure information shall be displayed in a quarterly plan to facilitate monitoring of contract performance.

Adjustments in the planned expenditure of funds for program service areas within each level of service are permitted without a modification to this contract or a budget amendment. If the CPHU exceeds the tolerance levels as specified below as of the end of the report period, the director/administrator of the CPHU must prepare a written explanation for each program service area which is out of compliance:

1. The cumulative percent variance cannot exceed by more than 25 percent the planned expenditures for a particular program service area or fall below planned expenditures by more than 25 percent.
 2. However, if the cumulative amount of variance between actual and planned expenditures for the report period for a program service area does not exceed one percent of the cumulative planned expenditures for the level of service in which the program service area is included, a variance explanation is not required.
- G. The required dates for the CPHU director's/administrator's quarterly report to the county and the department shall be as follows:
1. March 1, 1987 for the report period October 1, 1986 through December 31, 1986;
 2. June 1, 1987 for the report period October 1, 1986 through March 31, 1987;
 3. September 1, 1987 for the report period October 1, 1986 through June 30, 1987; and
 4. December 1, 1987 for the report period October 1, 1986 through September 30, 1987.
- H. Quarterly reports submitted by CPHU directors/administrators to the county and the department shall include at least the following sections:
1. A transmittal letter briefly summarizing CPHU activity year-to-date;

2. A contract variance analysis which:
 - a. explains the reason for the variances in expenditures in any program service area which exceeds the tolerance levels established in paragraph F. 1 and 2 above;
 - b. specifies steps that will be taken to comply with the contract expenditure plan, including a contract amendment, if necessary; and
 - c. gives a time table for completing the steps necessary to comply with the plan. Failure of the CPHU to accomplish the planned steps by the dates established in the written explanation shall constitute non-performance under the contract and the county or the department may withhold funds from the contract or take other appropriate administrative action to achieve compliance.
3. DE140L1 - "CPHU Contract Management Report;"
4. DE235L1 - "Analysis of Fund Equities;" and
5. DE250L1 - "Statement of Budget and Actual Expenditures Per Revenue Contribution Ratio."

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 CPHU. 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, Section 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 CPHU. 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, Section 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 CPHU, 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 CPHU;
3. That personal health and primary care fees shall be listed in Attachments V (state) and VI (county) of this contract.

D. Collection and use of fees:

Both parties agree that:

1. proceeds from all fees collected by or on behalf of the CPHU, whether for public, personal, or primary care services, shall only be used to fund services provided by the CPHU;
2. all fees collected by or on behalf of the CPHU 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; and
3. (NOT APPLICABLE)
(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 Policies and Standards:

Both parties agree that the CPHU shall adhere to the service policies and standards 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 CPHU 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 fulltime community health nurse;
3. An environmental health specialist; and
4. A clerk.

- B. That all department employees working in the CPHU 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, section IV as FTE's, 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 that:

- A. CPHU 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 CPHU, including the annual rental equivalent value, and by whom they will be funded;
- B. 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. the county shall own the facilities used by the CPHU unless otherwise provided in Attachment VIII of this contract; and
- D. facilities and equipment provided by either party for the CPHU 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 CPHU.

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 County Public Health Unit Trust Fund. 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 state contributions to this contract as follows:
 - 1. Funds appropriated as "Aid to Local Government, Contributions to County Health Units" shall be released in four equal amounts at the beginning of each quarter of the contract year;
 - 2. With the exception of the WIC program, funds appropriated in a special category for categorical programs shall be released as follows:
 - a. one fourth of the contracted amount for each program will be released at the beginning of the first quarter of the contract year; and
 - b. subsequent releases shall be based on actual expenditures as reflected in the monthly and quarterly CPHU contract management system fiscal reports.

3. Funds for the WIC program shall be released on the basis of actual expenditures as required by federal regulations.

VII. Laboratory and Pharmacy Support:

The department agrees to supply laboratory and pharmacy support services for the CPHU at least at the level provided in the prior state fiscal year if funds are available.

VIII. Other County Public Health Unit Activity: (optional)

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.

IX. 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. PLANNED USE OF COUNTY PUBLIC HEALTH UNIT TRUST FUND BALANCES:

	Estimated County Share Of CPHU Trust Fund Balance As Of September 30, 1986	Estimated State Share Of CPHU Trust Fund Balance As Of September 30, 1986	Total
1. Draw Down For Contract Year October 1, 1986 - September 30, 1987	-0-	-0-	-0-
2. Reserve For Cash Flow October 1, 1986 - September 30, 1987	-0-	\$75,000	\$75,000
3. Special Project: October 1, 1986 - September 30, 1987	-0-	-0-	-0-
Total	-0-	\$75,000	\$75,000

II. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH

State	CFHU Trust Fund	Other Contributions	Total
1. General Revenue:			
<i>State (Formula Dist.)</i>	424,086		424,086
<i>School Health Services</i>	26,193		26,193
<i>Cardiovascular Screening</i>	2,456		2,456
<i>Cervical Cytology Screening</i>	3,705		3,705
<i>I.P.O.</i>	41,387		41,387
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Total General Revenue	497,827		497,827
2. Federal Funds:			
<i>Child Health (M.C.H. Block)</i>	13,300		13,300
<i>W.I.C.</i>	48,000	276,597	324,597
<i>M.C.H. Special Project (U.H.J.)</i>		16,101	16,101
<i>I.P.O.</i>	20,495		20,495
<i>Hypertension</i>	2,346		2,346
<i>Family Planning</i>	23,937		23,937
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Total Federal Funds	108,078	292,698	400,776
3. Fees Assessed by State or Federal Rules or Regulations:			
<i>O.S.D. Program</i>	50,786		50,786
<i>Mobile Home & Rec. Park Services</i>	1,025		1,025
<i>Swimming Pools/Bathing Places</i>	3,800		3,800
<i>Family Planning</i>	25,998		25,998
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Total Fees	81,609		81,609

II. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH, continued

State	CPHU Trust Fund	Other Contributions	Total
4. Other Revenues:			
a. Draw Down From Public Health Unit Trust Fund Balance, if any			
b. DBR - Food Service	1,584		1,584
<u>Laboratory</u>		25,632	25,632
<u>Tuberculosis Control</u>		3,310	3,310
<u>S.T.D. Program</u>		1,236	1,236
<u>Pharmacy</u>		36,574	36,574
<u>Medicaid (Family Planning)</u>	20,000		20,000
<u>Medicaid (EPSDT Screening)</u>	20,000		20,000
<hr/>	<hr/>	<hr/>	<hr/>
Total Other Revenues	41,584	66,752	108,336
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Total State Contributions	729,098	359,450	1,088,548

II. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH

County	CPHU Trust Fund	Other Contributions	Total
1. Board of County Commissioners:			
Annual Appropriation	238,720		238,720
Draw Down From Public Health Unit Trust Fund Balance, if any			
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Total Board of County Commissioners	238,720		238,720
2. Fees Authorized by County Ordinance or Resolution:			
<i>School Physical Exams</i>			
<i>Flu Vaccine, CVS Screening, UCG's and Other Misc. Donations</i>	28,029		28,029
<i>I.P.O. Fees</i>	18,000		18,000
<i>Vital Statistics</i>	5,500		5,500
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Total Fees	51,529		51,529
3. Buildings:			
Annual Rental Equivalent Value		73,620	73,620
Maintenance			
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Total Buildings		73,620	73,620

II. SOURCES OF CONTRIBUTIONS TO PUBLIC HEALTH, continued

<u>Count</u>	<u>CPHU Trust Fund</u>	<u>Other Contributions</u>	<u>Total</u>
4. <u>Other Local Contributions:</u>			
<u>School Board</u>	19,503		19,503
<u>Other (Specify)</u>			
<u>Total Other</u>	19,503		19,503
<u>Total County Contributions</u>	309,752	73,620	383,372
<u>Total State Contributions</u>	729,098	359,450	1,088,548
<u>GRAND TOTAL CPHU PROGRAM</u>	1,038,850	433,070	1,471,920

III. BUDGET BY LEVEL OF SERVICE
(Amounts rounded to \$1.00)

	Budget (CPHUTF)		Total
	State	County	
A. Public Health Level			
1. Salaries and Benefits	\$ 110,015	\$ 44,289	\$ 154,304
2. OPS	\$ 887	\$ 363	\$ 1,250
3. Expenses	\$ 27,865	\$ 11,381	\$ 39,246
4. Operating Capital Outlay	\$ 2,556	\$ 1,044	\$ 3,600
Subtotal	\$ 141,323	\$ 57,077	\$ 198,400
B. Personal Health Level			
1. Salaries and Benefits	\$ 474,227	\$ 206,294	\$ 680,521
2. OPS	\$ 17,215	\$ 7,032	24,247
3. Expenses	\$ 90,004	\$ 34,278	\$ 124,282
4. Operating Capital Outlay	\$ 8,094	\$ 3,306	\$ 11,400
Subtotal	\$ 589,540	\$ 250,910	\$ 840,450
C. Primary Care Level N/A			
1. Salaries and Benefits	\$ NA	\$ NA	\$ NA
2. OPS	\$	\$	\$
3. Expenses	\$	\$	\$
4. Operating Capital Outlay	\$	\$	\$
Subtotal	\$	\$	\$
D. Total Public Health Services Budget			
1. Salaries and Benefits	\$ 584,242	\$ 250,583	\$ 834,825
2. OPS	\$ 18,102	\$ 7,395	\$ 25,497
3. Expenses	\$ 117,869	\$ 45,659	\$ 163,528
4. Operating Capital Outlay	\$ 10,650	\$ 4,350	\$ 15,000
TOTAL BUDGET	\$ 730,863	\$ 307,987	\$1,038,850

IV. PLANNED STAFFING, CLIENTS/SERVICES, AND EXPENDITURES BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE

October 1, 1986 to September 30, 1987

9-10-86
10/31/86
11-03-86
11-11-86

	FTE's	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd	3rd	4th	State	County	
A. Public Health:										
Immunization (101)	.99	1,750	3,950	7,210	7,210	7,209	7,209	20,475	8,363	28,838
STD (102)	.18	312	370	1,207	1,207	1,207	1,208	3,429	1,400	4,829
AIDS (103) N/A	-	-	-	-	-	-	-	-	-	-
TB Control Services (104)	.32	1,400	1,925	2,273	2,272	2,273	2,272	6,454	2,636	9,090
Communicable Disease Surveillance/Investigation (106)	.07	15	250	584	584	584	584	1,659	677	2,336
Non-Communicable Disease Surveillance/Investigation (143) N/A	-	-	-	-	-	-	-	-	-	-
Water Services (157, 158, 159, 160)	1.44	520	1,630	3,798	3,799	5,981	5,982	13,888	5,672	19,560
Sewage and Waste Services (161, 162, 163, 170)	2.56	682	3,207	14,813	14,814	14,814	14,814	42,071	17,184	59,255
Food Hygiene (148, 150)	1.07	210	900	6,538	6,538	6,538	6,538	19,027	7,125	26,152
Facilities (151, 152, 153, 154)	.42	127	382	2,534	2,535	2,535	2,535	7,199	2,940	10,139
Community Hygiene (144, 145, 155, 165, 171, 172, 173)	.60	548	1,030	3,923	3,923	3,925	3,929	11,147	4,553	15,700
Vector Control (166, 167, 168, 169)	.75	935	1,365	4,513	4,515	4,516	4,515	12,821	5,238	18,059
Emergency Medical Services (146)	.06	6	81	345	344	344	345	978	400	1,378
Vital Statistics (180)	.34	XXXX	-	766	766	766	766	2,175	889	3,064
Subtotal	8.80	6,505	15,090	48,504	48,507	50,692	50,697	141,323	57,077	198,400

IV. PLANNED STAFFING, CLIENTS/SERVICES, AND EXPENDITURES BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE

October 1, 1986 to September 30, 1987

9-10-86
10/31/86
11/3/86
11/1/86

	FTE's	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd	3rd	4th	State	County	
B. Personal Health:										
Chronic Disease Services (210, 211, 212, 213, 219)	1.96	2,430	4,900	12,983	12,985	12,984	12,986	36,876	15,062	51,938
Home Health (215) N/A	-	-	-	-	-	-	-	-	-	-
General Nutrition (220)	.50	400	4,000	1,916	1,916	1,916	1,916	5,427	2,237	7,664
WIC (221)	5.53	1,600	1,600	18,116	18,116	18,116	18,117	48,000	24,465	72,465
Family Planning (223)	5.38	2,350	7,400	46,870	46,870	46,870	46,870	133,111	54,369	187,480
Improved Pregnancy Outcome (old maternity) (225)	2.91	200	2,400	24,700	24,700	24,700	24,700	61,882	36,918	98,800
Infant, Child and Adolescent (230)	6.57	4,000	15,600	40,785	40,785	40,785	40,786	124,310	38,831	163,141
School Health (234)	6.95	XXXX	57,100	44,760	44,760	44,760	44,761	128,225	50,816	179,041
Adult Health (physical exams, etc.) (236)	2.89	2,800	10,800	19,980	19,980	19,980	19,981	51,709	28,212	79,921
Dental Services (240) N/A	-	-	-	-	-	-	-	-	-	-
Subtotal	32.69	13,780	103,800	210,110	210,112	210,111	210,117	589,540	250,910	840,450

IV. PLANNED STAFFING, CLIENTS/SERVICES, AND EXPENDITURES BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE
 October 1, 198__ to September 30, 198__

9-10-86
 10/31/86
 11-03-86
 11-4-86

	FTE's	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd	3rd	4th	State	County	
C. <u>Primary Care:</u> N/A										
Child Primary Care (329) N/A	-	-	-	-	-	-	-	-	-	-
Adult Primary Care (337) N/A	-	-	-	-	-	-	-	-	-	-
Subtotal										
TOTAL CONTRACT	41.49	20,285	118,890	258,614	258,619	260,803	261,814	730,863	307,987	1,038,850

* FLORIDA HEALTH CARE ACCESS PROGRAM

* Specific for Applicable CPHUs

DATE PREPARED September 10, 1986

ORIGINAL: Yes NO X

REVISION NO. 1 - 2 10-31-86/11-03-86/11/4/87

DATE REC'D PDHEG _____

DATE ENTERED _____

WORKSHEET FOR NASSAU CPHU

PLANNED STAFFING, CLIENTS/SERVICES, AND EXPENDITURES BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE

October 1, 1986 to September 30, 1987

	FTE's (0.00)	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd <small>(Whole dollars only)</small>	3rd	4th	State	County	
A. Public Health:										
Immunization (101)	.99	1,750	3,950	7,210	7,210	7,209	7,209	20,475	8,363	28,838
STD (102)	.18	312	370	1,207	1,207	1,207	1,208	3,429	1,400	4,829
AIDS (103)	-	-	-	-	-	-	-	-	-	-
TB Control Services (104)	.32	1,400	1,925	2,273	2,272	2,273	2,272	6,454	2,636	9,090
Communicable Disease Surveillance/Investigation (106)	.07	15	250	584	584	584	584	1,659	677	2,336
Non-Communicable Disease Surveillance/Investigation (143)	-	-	-	-	-	-	-	-	-	-
Water Services XXX										
Private Water Systems (157)	.42	200	350	1,266	1,266	1,267	1,267	3,597	1,469	5,066
Public Drinking Water Systems (158)	.83	250	1,000	2,532	2,533	2,533	2,533	7,193	2,938	10,131
Bottled Water (159)	-	-	-	-	-	-	-	-	-	-
Swimming Pools/Bathing Places (160)	.19	70	280	-	-	2,181	2,182	3,098	1,265	4,363
Sewage and Waste Services XXX										
Individual Sewage Disposal (161)	2.54	675	3,200	14,580	14,580	14,580	14,580	41,407	16,913	58,320
Public Sewage (162)	-	-	-	-	-	-	-	-	-	-
Solid Waste Disposal (163)	.01	4	4	120	120	120	120	341	139	480
Water Pollution Control (170)	.01	3	3	113	114	114	114	323	132	455
Food Hygiene XXX										
Food Hygiene (148)	1.07	210	900	6,538	6,538	6,538	6,538	19,027	7,125	26,152
Food Training (150)	-	-	-	-	-	-	-	-	-	-

WORKSHEET FOR NASSAU CPHU
 PLANNED STAFFING, CLIENTS/SERVICES, AND EXPENDITURES BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE
 October 1, 1986 to September 30, 1987

9-10-86
 10-31-86
 11-03-86
 11-21-86

	FTE's	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd	3rd	4th	State	County	
B. Personal Health:										
Chronic Disease Services	XX									
Cardiovascular Disease Services (210)	1.02	600	950	7,243	7,244	7,244	7,243	20,572	8,402	28,974
Hypertension (211)	.51	750	2,250	3,028	3,028	3,028	3,029	8,600	3,513	12,113
Diabetes (212)	.22	450	900	1,221	1,222	1,221	1,222	3,469	1,417	4,886
Cancer (213)	.21	630	800	1,491	1,491	1,491	1,492	4,235	1,730	5,965
Health Risk Reduction (219) _{N, i}	-	-	-	-	-	-	-	-	-	-
Home Health (215) <i>N/A</i>	-	-	-	-	-	-	-	-	-	-
General Nutrition (220)	.50	400	4,000	1,916	1,916	1,916	1,916	5,427	2,237	7,664
WIC (221)	5.53	1,600	1,600	18,116	18,116	18,116	18,117	48,000	24,465	72,465
Family Planning (223)	5.38	2,350	7,400	46,870	46,870	46,870	46,870	133,111	54,369	187,480
Improved Pregnancy Outcome (old maternity) (225)	2.91	200	2,400	24,700	24,700	24,700	24,700	61,882	36,918	98,800
Other Infant, Child and Adolescent (230)	6.57	4,000	15,600	40,785	40,785	40,785	40,786	124,310	38,831	163,141
School Health (234)	6.95	XXXX	57,100	44,760	44,760	44,760	44,761	128,225	50,816	179,041
Other Adult Health (physical exams, etc.) (236)	2.89	2,800	10,800	19,980	19,980	19,980	19,981	51,709	28,212	79,921
Dental Services (240) <i>N/A</i>	-	-	-	-	-	-	-	-	-	-
Subtotal	32.69	13,780	103,800	210,110	210,112	210,111	210,117	589,540	250,910	840,450

WORKSHEET FOR NASSAU CPHU
 PLANNED EXPENDITURES STAFFING, CLIENT/SERVICES AND BY PROGRAM SERVICE AREA WITHIN EACH LEVEL OF SERVICE
 October 1, 1986 to September 30, 1987

9-10-86
 10-31-86
 11-03-86
 11-04-86

	FTE's	Number of Individual Units	Number of Services	Quarterly Expenditure Plan				State/County Totals		Grand Total
				1st	2nd	3rd	4th	State	County	
C. <u>Primary Care:</u> N/A										
Child Primary Care (329) N/A	-	-	-	-	-	-	-	-	-	-
Adult Primary Care (337) N/A	-	-	-	-	-	-	-	-	-	-
Subtotal										
TOTAL CONTRACT	41.49	20,285	118,890	258,614	258,619	260,803	260,814	730,863	307,987	1,038,850

* FLORIDA HEALTH CARE ACCESS PROGRAM

* Specific for Applicable CPHUs

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 County Public Health Unit Trust Fund that cannot be conveniently charged to a specific program component. Career Service and 1200 OPS Salaries will be coded to ORG Code Level 3 (L5 Code = 000) through Personnel Management Data System (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 (program service area) at Level 5 of the Organization Code. Similarly, Expenses and OCO will be coded to the lowest uniquely identifiable Level 5 code.

County public health unit 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. County public health units 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 PMDS, personnel costs are generated for each program component for which county public health unit 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 county public health unit 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 county public health unit as approved by the District Fiscal Office (limited to 52-89)
- 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 county public health unit 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.
109	Expenses and OCO allocable only to Communicable Disease Control Program Components (L5 codes: 101 through 106) 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: 143 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.
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.

Level 5
Code

Allocation Criteria

400	Salaries and Other Expenditures for General Administrative and Support Services allocable to all other county public health unit 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 county public health unit's option by the L4 Organization Codes. Such identification will allow the county public health unit to develop supplemental cost data from the SAMAS reports, but the county public health unit cost allocation system will ignore L4 codes in making its distributions to the Program Component accounts.

SAMAS CODES

Level 4 CPHU Option	Level 5 Codes	Public Health
XX	000	*CPHU Allocable Costs
XX	101	Immunization Services
XX	102	Sexually Transmitted Disease Services (formerly VD)
XX	103	Acquired Immune Deficiency Syndrome (AIDS)
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	143	Non-Communicable Disease Surveillance/Investigation
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 and Public Building Safety and Sanitation
XX	154	Mobile Home and Recreational Park Services
XX	155	Common Carrier Sanitation
XX	157	Private Water Systems
XX	158	Public Drinking Water Systems (Safe Drinking Water Act)
XX	159	Bottled Water
XX	160	Swimming Pools/Bathing Places
XX	161	Individual Sewage Disposal
XX	162	Public Sewage

Level 4 CPHU Option	Level 5 Codes	Public Health
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
XX	174	*Environmental Health Laboratory
XX	175	*General Environmental Health
XX	180	Vital Statistics
<u>Personal Health</u>		
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	Improved Pregnancy Outcome
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
<u>Primary Care</u>		
XX	300	*General Primary Health Care Program
XX	329	Child Primary Care
XX	331	Adult Primary Care
XX	338	*Primary Care Pharmacy
XX	339	*Primary Care Laboratory
<u>General Administrative and Support Services</u>		
XX	400	*General Administrative and Support Services
XX	491	*Inventory
XX	495	*Administrative Services

*Allocable 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 CPHU Trust Fund</u>
I. Public Health/Environmental Health		
<u>Mobile Home Parks:</u>		<u>Subtotal</u>
6 - 10 spaces	25.00	<u>\$ 1,025</u>
11 - 50 spaces	50.00	
51 - 200 spaces	75.00	
<u>Septic Tanks:</u>		<u>Subtotal</u>
Soil Testing	30.00	\$ 50,786
Permit (Standard Subsurface)	30.00	
Permit (Mound)	50.00	
Repair Permit	30.00	
Existing System	30.00	
Septic Tank Man. Insp.	45.00	
Septage Disp. Service Permit	25.00	
Septic Tank Pump-out Vehicle Insp.	10.00	
Port/Temp. Toilet Service Permit	25.00	
Port. Toilet Pump-out Vehicle	10.00	
Percolation Test	100.00	
Reinspection of non-comp onsite sewage disposal system	15.00	
Variance Appl. OSD System (Sg. Fam.)	80.00	
Variance Appl. OSD System (Mult. family or Commercial site)	100.00	
<u>Swimming Pools:</u>		<u>Subtotal</u>
Plan review and approval	150-275.00	<u>\$ 3,800</u>
Modification of original construction	85-100.00	
Initial Operating permit	100-125.00	
Annual operating permit up to 25,000 gallons	Not more than 25.00	
Annual operating permit in excess of 25,000 gallons	Not more than 75.00	
II. Personal Health		
Family Planning by Sliding Scale	<u>Subtotal</u>	<u>\$ 25,998</u>
III. Primary Care		
NOT APPLICABLE		
<u>Total State Fees</u>		<u>\$ 81,609</u>

ATTACHMENT VI

COUNTY FEE SCHEDULES, BY SERVICE

<u>Level of Service/Service</u>	<u>Fee/Range</u>	<u>Estimated Annual Revenue Accruing To the CPHU Trust Fund</u>
I. Public Health		
A. <i>Vital Statistics</i>		
<i>Certified Copies</i>	\$7.00 (first) - - - - -	
<i>Birth Certificate</i>	3.00 (second) - - - - -	\$ 5,500
<i>Death Certificate</i>	3.00 (second) - - - - -	
B. <i>Influenza Immunization</i>	\$5.00	\$ 1,500
	<u>Subtotal</u>	<u>\$ 7,000</u>
II. Personal Health		
A. <i>CVS Screening</i>	\$10.00 - - - - -	
B. <i>School Entrance Physicals</i>	5.00 - - - - -	28,029
C. <i>Donations</i>	- - - - -	
D. <i>Pregnancy Tests</i>	5.00 - - - - -	
E. <i>Maternity Program Fees</i>	(Sliding Scale)	\$ 18,000
	<u>Subtotal</u>	<u>\$ 44,529</u>
III. Primary Care		
<i>NOT APPLICABLE</i>		
	<u>Total County Fees</u>	<u>\$ 51,529</u>

ATTACHMENT VII

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

<u>Level of Service/Service</u>	<u>Position Classification</u>	<u>Number</u>
I. Personal Health		

NA.

II. Primary Care

NA

ATTACHMENT IX

DESCRIPTION OF USE OF PUBLIC HEALTH UNIT TRUST FUND BALANCES
FOR SPECIAL PROJECTS, IF APPLICABLE
(From Attachment II, Section I)

N/A

ATTACHMENT \ (optional)

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>				
<i>MCH Special Project (UHJ)</i>	<i>Contract</i>	<i>University Medical Center</i>		<i>16,101</i>

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. ^c
2. Dental Health	Monthly reporting on HRSH Form 1008 and HRSM 50-11. ^f
3. WIC	Service documentation and monthly financial reports as specified in HRSM 150-24.
4. Improved Pregnancy Outcome Program	Quarterly reports on services, results of services and expenditures on HRSH 3096.
5. Improved Pregnancy Outcome/ Vital Records Reporting	Code all certificates of live birth and certificates of fetal death to delineate the source 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 150-27.
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.
8. Primary Care	<u>Periodic financial and programmatic reports as specified in HRSM _____.</u>

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. Improved Pregnancy Outcome	<u>HRSM 150-13, all other manuals pertaining to the IPO Program and March of Dimes Training Module 5, Preterm Labor</u>
2. School Health Services	HRSM 150-25, including the requirement for an annual plan as a condition for receipt of funding.
3. Family Planning	HRSM 150-27 and all other manuals pertaining to the Family Planning Program.
4. WIC	HRSM 150-24, and all other manuals pertaining to the WIC program.
5. AIDS	HRSM 150-30

ATTACHMENT XIII

FAMILY PLANNING PROGRAM

(This attachment must be completed by all county public health units)

A. Special Provisions

1. The county public health unit will provide family planning services to the number of clients as stated on Attachment II, Section IV by September 30, 1987.
2. The county public health unit will assure that at least 90 percent of the clients served by the county public health unit in the family planning program have incomes at or below 150 percent of the OMB poverty guidelines.
3. The county public health unit will work to assure that 60 percent of family planning clients maintain a method of family planning for one year or until a pregnancy is desired.
4. The county public health unit will provide family planning for information/counseling to 90 percent of all Maternal and Child Health/IPO clients by September 30, 1987.
5. The county public health unit will work to assure that 75 percent of all IPO clients adopt a method of family planning in the postpartum period.
6. The county public health unit will work to assure that clients are being provided integrated services and receiving appropriate referrals to other programs.
7. The county public health unit will report annually, or upon request, on information necessary to meet federal requirements, including the Family Planning Supplement, and on the goals and objectives listed in the Florida Statewide Plan for Family Planning Services. Data included in the CPHU Contract Management System will not be requested in these reports.
8. The planned budget for the county public health unit family planning program, by source of revenue, is included as part B of this Attachment.

B. COUNTY PUBLIC HEALTH UNIT PLANNED FAMILY PLANNING BUDGET FOR CONTRACT YEAR
 October 1, 198__ to September 30, 198__

Schedule C

Object Class	Title X	State Family Planning General Revenue	Title XIX	Other (Include G.R. Non-Categorical for Family Planning)	Fees and 3rd Party	Total
Personnel Salaries	23,937			41,625	46,000	111,562
Fringe Benefits				37,405		37,405
Other				27,291		27,291
Contracts (excluding sterilization)				8,722 2,500		11,222
Subtotal (Must Equal - Schedule C Title X and/or State Family Planning General Revenue)	23,937					
Sterilizations (If funds are in CPHU Trust Fund)						
TOTAL	23,937			117,543	46,000	187,480 *

* Must equal Family Planning Goal Total on Attachment II, Section IV of the contract and the accompanying worksheet.

ATTACHMENT XIV

IMPROVED PREGNANCY OUTCOME PROGRAM (IPO) (This attachment must be completed for all county public health units which have an IPO program)

A. The county public health unit shall:

1. Provide maternity services in accordance with HRSM 150-13.
2. Ensure that women whose income is at or below 100% of poverty are not charged a fee for services.
3. Ensure that all applicants for IPO services are screened for possible eligibility for third party reimbursement and that providers bill third party payers for all clients determined eligible.
4. Ensure that state and federal IPO funds will not be used to pay any hospital costs associated with any client's pregnancy.
5. Ensure that funds provided by the state, and any fees collected for IPO services provided, do not supplant funds from any other sources used to support IPO services provided by the CPHU and its subcontractors.
6. Input into the CIS/HMC system on a timely basis, the number of services provided and the number of clients served by all subcontractors who are funded by it to provide IPO services.
7. Provide outcome data required to complete the IPO quarterly status report according to the schedule specified by the Health Program Office.

B. Special Requirements For Subcontractors:

The following requirements shall be included in all subcontracts with any agency, organization or person whom the county public health unit funds to provide IPO services:

1. The subcontractor shall provide whatever service and client data the county public health unit requires to enable the county public health unit to enter this information for the subcontract into the CIS/HMC contract management system. The subcontractor shall submit such data in the format and according to the schedule specified by the county public health unit.
2. The subcontractor shall provide whatever outcome data the county public health unit requires to enable the county public health unit to complete its Quarterly IPO Status Reports. The subcontractor shall submit such data in the format and according to the schedule specified by the county public health unit.
3. The subcontractor shall comply with the personal health clinic standards and the IPO standards specified in the department's Performance Review System and HRSM 150-13.

ATTACHMENT XV

PRIMARY CARE PROGRAM

N/A

(This attachment must be completed for all county public health units which have a Primary Care Program funded in whole or in part by the Health Care Access Act, Subsection 409.266(6)(b), Florida Statutes.

- A. The county public health unit shall:
1. Provide the services according to the schedule of hours described, including 24 hour coverage.
 2. Provide medical supervision as appropriate and approved by the department.
 3. Conduct a quality assurance program satisfactory to the department.
 4. Participate in program accreditation activities and costs as requested by the department with the objective of becoming accredited within five years of the program's inception.
 5. Participate in the department's developmental activities related to a standard medical records system that will be used by all primary care providers.
 6. Make available to department representatives medical and dental records and any other files and records of program patients for review.
 7. Provide the department with utilization, cost and revenue reports in the form and frequency specified by the department.
 8. Charge fees for services rendered in accordance with a fee schedule approved by the county and the department and apply a schedule of discounts to fees charged to individuals with family incomes below 200 percent of the federal (OMB) poverty guidelines. Individuals with family incomes below 100% of the OMB poverty level must receive 100 percent discounts.
 9. Ensure that funds provided by the Health Care Access Act for the primary care program and any fees collected for services provided in this primary care program do not supplant funds from any other sources used to support public health services provided by the contractor and its subcontractors.
 10. Ensure that the primary care program is integrated with other County Public Health Unit programs and services to the maximum extent possible. Interprogram coordination and referral mechanisms will be used to ensure client access to programs and services for which clients are otherwise eligible.
 11. Provide the Health Program Office in the department with copies of all subcontracts.

N/A

12. Identify the fees collected from the primary care program in its accounting system. Primary care fees collected by the county public health unit must be deposited in the County Public Health Unit Trust Fund and shall only be used to support the primary care program funded by this contract. Fees collected by any subcontractors must be used exclusively for the primary care program funded by this contract. All fees collected in excess of budgeted amounts must be used for the primary care program and as approved by the department through a contract amendment.

A. Budget (Complete for CPHU Programs) *N/A*

1. Total amount of Florida Health Care Access Program contract:

2. Total county and other funds: _____

3. Total in-kind contributions: _____

4. Total collections: _____

5. Total amount of budget: _____

B. Budget (Combines CPHU and Subcontractor Budgets) *N/A*

1. Total amount of Florida Health Care Access Program Contract:

2. Total county and other funds: _____

3. Total in-kind contributions: _____

4. Total estimated collections: _____

5. Total amount of budget: _____

C. Total Services and Units (Combine CPHU Subcontract) *N/A*

	<u>CPHU</u>	<u>Subcontractors</u>	<u>Totals</u>
Services	_____	_____	_____
Units	_____	_____	_____

D. Sliding fee scale for the primary care program is attached. *N/A*