

**Contract for School Nursing Services**  
**Between the**  
**County of Brunswick and Brunswick County Schools**  
 (Subcontracting Agency)  
 June 1, 2021 – May 31, 2022

This agreement between the Brunswick County Health Department, hereinafter referred to as the “Department” and Brunswick County Schools, hereinafter referred to as the “Subcontractor” is entered into for the purpose of providing school nursing services to the students of the Brunswick County School System.

Whereas both the Department and the Subcontractor mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Brunswick County Schools, and

Whereas both the Department and the Subcontractor mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the Subcontractor mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets a national and state recommendation of 1:750, and

Whereas both the Department and the Subcontractor mutually agree to continue providing school nursing services as specified in the annually developed “Memorandum of Agreement between Brunswick County Health Department and Brunswick County Schools;”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and the Subcontractor agree as follows:

**The Department agrees:**

1. To provide funds not to exceed \$150,000.00 to the Subcontractor for the purpose of supporting (one or more) (10, 11 or 12-month) nationally certified school nurse(s), or registered nurse(s) working toward certification, to provide school nursing services for the 2021-2022 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies an amount not to exceed actual personnel and other allowable costs incurred, and that the Department shall pay the Subcontractor-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

**The Subcontractor agrees:**

1. To provide a detailed budget (Attachment III) to the Department by August 31, 2021 that specifies the planned monthly invoice amount for each position funded.
2. To utilize funds not to exceed \$150,000.00 for the purpose of supporting (one or more) (10,11 or 12-month) nationally certified school nurse(s), or registered

nurse(s) working toward certification, to provide school nursing services for the 2021-2022 school year.

3. To comply with assurances in Attachment I.
4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
5. To submit an invoice to the Department monthly that specifies an amount not to exceed personnel and other allowable costs incurred for the period and is consistent with the monthly invoice plan.
4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department and/or the Subcontractor.
5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
7. To provide supervision within the Subcontract consistent with the annual Memorandum of Agreement.
8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this Subcontract for the contracted positions and for all nurses employed directly by the Subcontractor but functioning under the direction of the annual Memorandum of Agreement or Understanding (MOA/MOU).

This contract shall be in effect for the period June 1, 2021 through May 31, 2022 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon 60 days written notice.

FOR AND ON BEHALF OF

\_\_\_\_\_  
(HEALTH DIRECTOR)

FOR AND ON BEHALF OF

  
\_\_\_\_\_  
(SUPERINTENDENT OR SUB-  
CONTRACTOR CEO)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

\_\_\_\_\_  
(COUNTY FINANCE DIRECTOR)

  
\_\_\_\_\_  
(SUBCONTRACTOR FINANCE  
OFFICER)

Date: \_\_\_\_\_

Date: 7/6/21


FOR AND ON BEHALF OF THE COUNTY OF \_\_\_\_\_  
(CHAIR COUNTY COMMISSIONERS, optional)


Date: \_\_\_\_\_

**Attachment I****ASSURANCES**

(To be initialed by Superintendent of Local Education Agency or other Subcontractor Agency CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses. 

Assure that school nurses will be allowed to participate in required trainings. 

## Attachment II

### Scope of Work

#### I. Background:

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in minimizing the effects of chronic health problems including obesity, diabetes and other chronic conditions that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

#### II. Purpose:

This Subcontract improves the school nurse to student ratio in the school district to increase access to school nursing services and to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s), or registered nurse(s) working toward national certification, to work full time in local schools and enhance the local capacity to provide basic health services to students.

#### III. Scope of Work and Deliverables:

1. The Subcontracting Agency shall employ nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time in the local schools.
2. Assure implementation of an annual work plan for each SNFI nurse, consistent with scope of work requirements.
  - A. The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
    - a) Preventing and responding to communicable disease outbreaks.
    - b) Developing and implementing plans for emergency medical assistance for students and staff.
    - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs.
    - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service.
    - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals.
    - f) Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments for students new to NC public schools, immunization compliance reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education

Act, Healthy Active Children (GCS-S-000) requirements for school health advisory councils, and other mandated laws, rules and regulations pertaining to school health.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b), school nurses funded by School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program in their assigned schools and provide nursing care.
- h) Provide health education to students, staff, and parents.
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment.
- j) Support healthy food services programs.
- k) Promote healthy physical education, sports policies, and practices.
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff.
- o) Be available to assist the county health department during a public health emergency.

B. The work plan shall also outline the certification plan the nurse(s) will use toward completing degree and certification requirements, if not already certified. The nurse(s) must be certified no later than three years from the date of employment as a school nurse in North Carolina.

C. Work plan progress will be monitored via annual site visits conducted by the RSHNC.

#### **IV. Performance Measures/Reporting Requirements:**

The Subcontractor shall:

1. Employ, or assure employment of, nationally certified school nurse(s) or registered nurse(s), who will be certified within program requirement period, to work full time in the assigned LEA.
2. Assure completion of an annual work plan consistent with program requirements.
3. Notify the RSHNC in the Division of Public Health (DPH) within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DPH Program Contact during the service period of the subcontract. This notification must include all items

listed on the form, including information about nursing education and certification.

4. Notify the RSHNC within four working days if the SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DPH. The form must include the plan to recruit for this position.
5. Upon hiring, assure that those nurses hired into this position are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
6. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of School Health Services. The data must be provided to the LEA in time for its submission of the report to the RSHNC prior to the conclusion of the academic year.
7. Assure that every newly hired School Nurse Funding Initiative nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The school nurse(s) must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If the nurse(s) has (have) previously attended that workshop, assure that the school nurse(s) will be allowed to participate in a School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.
8. Collaborate with the School Health Nurse Consultants on DPH initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).
9. Assure that SNFI nurse(s) employed through this subcontract will be supported at the same level as other school nurse(s) in the LEA, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
10. For any SNFI nurse who is not certified at the time of hire, submit a education/certification plan that describes the plan to the RSHNC that achieves certification within the required timeframe, including timelines for achieving education and certification goals. This certification plan must be updated at least twice annually and show progress towards the goals, as indicated in paragraph 2B of Section III of this document, until the nurse is certified.
11. Assure that the Memorandum of Agreement that exists between all health departments and LEAs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time and states the way SNFI nurses are to be made available to assist the Local Health Department during a public health

emergency. The following should be addressed for emergency and disaster preparedness and response:

- A. Areas of responsibility and oversight
  - B. Liability issues
  - C. Responsible party for cost of non-health department staff providing shelter duty.
  - D. Training for specific roles in emergencies
  - E. Periodic assessment and evaluation of emergency plans
  - F. School nurses' roles and responsibilities during emergency and disaster response
12. Assure that the priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurse(s). Where the allocation exceeds the amount needed to fully fund the SNFI nurse(s) salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph 8 above. **No other expenditures are allowable using this allocation.**
  13. Assure that if salaries and fringe benefits exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than \$50,000 and another for less than \$50,000.
  14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.
  15. Provide notification to the RSHNC, within four working days, regarding any change in local school nurse full time equivalencies or assignment that might be expected to reduce access by students to basic health services provided by the SNFI nurse through changing the local school nurse to student ratio.

#### **V. Performance Monitoring and Quality Assurance:**

1. **The Subcontracting Agency shall adhere to the following service quality measures for this subcontract:**
  - A. Service is provided by a nationally certified school nurse(s). If the nurse(s) hired with these funds is (are) not nationally certified, service is provided by a registered nurse(s) working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
  - B. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing, latest edition, developed by American Nurses Association and National Association of School Nurses.
  - C. Services are provided in a culturally sensitive manner.

- D. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.
2. **This subcontract will be monitored according to the following plan:**
- A. The DPH Regional School Health Nurse Consultants (RSHNC) will review budgets and expenditures to assure that funds are spent according to the approved plan on a monthly basis.
  - B. The RSHNC will monitor vacancies, recruitment, hiring, and certification status or progress towards certification.
  - C. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables no less than twice a year.
  - D. Deliverables, as outlined in this subcontract, will be monitored via reported workplan progress, including certification for non-certified school nurses during annual site visits by the RSHNC. A sub-recipient monitoring report will be completed by the DPH program staff and a copy made available to the Local Health Director. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this subcontract, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan. If the corrective action does not meet contract requirements, the DPH may take action resulting in cessation of funding.

## **VI. Funding Guidelines or Restrictions:**

- 1. The Subcontracting Agency shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.
- 2. The Subcontracting Agency shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
- 3. Vacancies that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.
- 4. When subcontracting with other employers (such as an LEA, hospital or Alliance), the draw down may be no more than is billed monthly to the Local Health Department without prior approval of the DPH Program Contact.

## Attachment III

## BUDGET

## SNFI Subcontract Budget

## I. SALARIES

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by SNFI Funds
1. Nurse 1	Name Judy Thompson	\$47,341.00	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month X 10-month	\$11,573.24	\$35,767.66
2. Nurse 2	Name Sharon Martin	\$48,400.00	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month X 10-month	11,832.15	\$36,567.85
3. Nurse 3	Name Savannah Caison	\$41,800.00	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month X 10-month	\$10,218.68	\$31,581.32
TOTAL SALARY PAID BY CONTRACT					\$103,916.84

\* List VACANT if position not filled at the time of this report.

## II. FRINGE

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by SNFI Funds
1. Nurse 1	Name	<input type="checkbox"/> Retirement Rate: %.2268	2624.81	8112.11
		<input type="checkbox"/> FICA Rate: %.765	885.35	2736.23
		<input type="checkbox"/> Medical Rate/Amount: \$.6426	1570.94	4855.06
		<input type="checkbox"/> Other: Rate:		
2. Nurse 2	Name	<input type="checkbox"/> Retirement Rate: %.2268	2683.53	8293.59
		<input type="checkbox"/> FICA Rate: %.765	905.16	2797.44
		<input type="checkbox"/> Medical Rate/Amount: \$.6426	1570.94	4855.06
		<input type="checkbox"/> Other: Rate:		
3. Nurse 3	Name	<input type="checkbox"/> Retirement Rate: %.2268	2317.60	7162.14
		<input type="checkbox"/> FICA Rate: %.765	781.73	2415.97
		<input type="checkbox"/> Medical Rate/Amount: \$.6426	1570.94	4855.06
		<input type="checkbox"/> Other: Rate:		
<b>TOTAL FRINGE PAID BY CONTRACT</b>				<b>\$46,083.16</b>

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

## III. Other, Training Related

<b>STAFF TRAVEL</b>				
<b>In-State</b>		<b>Total miles</b>	<b>Cost per mile</b>	<b>Total Cost</b>
In-state Mileage				\$ 0.00 -
		<b>Number of nights</b>	<b>Cost per night</b>	<b>Total Cost</b>
In-state Lodging				\$ 0.00 -
	<b># of breakfasts</b>	<b># of lunches</b>	<b># of dinners</b>	<b>Total Cost (State rate)</b>
State funded Meals, Instate				\$ 0.00 -
Conference Registration				0.00
<b>TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of</b>				<b>0.00</b>

<b>Work for Allowable Costs)</b>	
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<b>CONTRACT TOTAL AMOUNT</b>	<b>\$150,000.00</b>
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#### **IV. Invoice Schedule**

Use the Table below to indicate the planned monthly invoice amounts that reflect salary and fringe if all positions are filled. It is understood that adjustments will be needed if vacancies occur. Total monthly salary and fringe amount per position should be invoiced until Program 803 funds have been expended using local funds later in the year, if needed to supplement.”

<b>Invoice Month</b>	<b>803 Amount</b>
July	0
August	15,000.00
September	15,000.00
October	15,000.00
November	15,000.00
December	15,000.00
January	15,000.00
February	15,000.00
March	15,000.00
April	15,000.00
May	15,000.00
June	0
<b>803 Fund Total</b>	<b>150,000.00</b>

# Division of Public Health Agreement Addendum FY 21-22

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Brunswick County Health and Human Services  
**Local Health Department Legal Name**

803 School Nurse Funding Initiative  
**Activity Number and Description**

06/01/2021 – 05/31/2022  
**Service Period**

07/01/2021 – 06/30/2022  
**Payment Period**

☒ **Original Agreement Addendum**  
☐ **Agreement Addendum Revision #** \_\_\_\_\_

Women's & Children's Health /  
Children & Youth  
**DPH Section / Branch Name**

Ann Nichols, 919-707-5667  
ann.nichols@dhhs.nc.gov  
**DPH Program Contact**  
(name, phone number, and email)

**DPH Program Signature** **Date**  
(only required for a negotiable agreement addendum)

## I. Background:

The mission of the North Carolina Children and Youth Branch includes the development and promotion of programs and services that protect and enhance the health of children. According to the Centers for Disease Control and Prevention (CDC), the academic success of America's youth is strongly linked with their health. Health-related factors such as hunger, physical and emotional abuse, chronic illness, and deficits in vision and hearing can lead to poor school performance. Health-risk behaviors such as early sexual initiation, violence, and physical inactivity also are consistently linked to poor grades and test scores, and lower educational attainment. In turn, academic success is an excellent indicator for the overall well-being of youth and a primary predictor and determinant of adult health outcomes. Leading national education organizations recognize the close relationship between health and education, as well as the need to foster health and well-being within the educational environment for all students. Scientific reviews have documented that school health programs can have positive effects on educational outcomes, as well as health-risk behaviors and health outcomes.

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in minimizing the effects of chronic health conditions including obesity, diabetes and other chronic diseases that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

LC Haukel  
**Health Director Signature** (use blue ink)

3/31/21  
**Date**

Local Health Department to complete:  
(If follow-up information is needed by DPH)

LHD program contact name:  
Phone number with area code:  
Email address:

Cherie Browning  
910-253-2319  
cherie.browning@brunswickcountync.gov

Signature on this page signifies you have read and accepted all pages of this document. Template rev. July 2020

**II. Purpose:**

This Agreement Addendum improves the school nurse to student ratio in the school district to increase access to school nursing services and have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ one or more nationally certified school nurses or registered nurses working toward national certification, to work full time in local schools and enhance the local capacity to provide basic health services to students.

**The long-term program outcome supported by this Agreement Addendum is:**

For Brunswick County Health and Human Services to decrease the Brunswick County Schools nurse to student ratio from 1:1,299 (at most) to 1:750 to have a positive impact on improving children's health and their readiness to learn.

**The short-term and/or interim outcomes of this Agreement Addendum are:**

1. Reduce the nurse to student ratio in Brunswick County Schools from 1:1,299 to 1:988.
2. Improve access to basic health services for 100% of students served.

**III. Scope of Work and Deliverables:**

The Local Health Department shall, for approximately 2,965 students, (per LEA ratio):

1. Employ or assure the employment of nationally certified school nurses or registered nurses working toward national certification, in the quantity listed in the table below, to work full time as school nurses consistent with the requirements of the School Nurse Funding Initiative (SNFI):

School Nurse Assignment	# SNFI Nurses
Brunswick County Schools	3

- A. Notify the DPH Regional School Health Nurse Consultant (RSHNC) within four working days if a SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DPH.
- B. Submit to the RSHNC, within 30 days of a position being made vacant, a recruitment plan for any SNFI nurse position that is vacated during the service period of this Agreement Addendum.
- C. Notify the RSHNC within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DPH RSHNC during the service period of the Agreement Addendum. This notification must include all items listed on the form, including information about nursing education and certification.
- D. Upon hiring, assure that those nurses hired into SNFI school nurse positions are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
- E. Assure that SNFI nurses employed through this Agreement Addendum will be supported at the same level as other school nurses in the LEA, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
- F. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.
- G. Provide notification to the RSHNC, within four working days, should a change in local school nurse full-time equivalencies or assignment be expected to reduce access by students to basic health services provided by the SNFI nurse through changing the local school nurse to student ratio.

2. Assure implementation of an annual work plan for each SNFI nurse, consistent with the Scope of Work requirements.

- A. The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
  - a. Preventing and responding to communicable disease outbreaks;
  - b. Developing and implementing plans for emergency medical assistance for students and staff;
  - c. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
  - d. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
  - e. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
  - f. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments, Immunization Status Reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b), school nurses funded by School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g. Serve as coordinator of the health services program in their assigned schools and provide nursing care;
  - h. Provide health education to students, staff, and parents;
  - i. Identify health and safety concerns in the school environment and promote a nurturing school environment;
  - j. Support healthy food services programs;
  - k. Promote healthy physical education, sports policies, and practices;
  - l. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
  - m. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
  - n. Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
  - o. Be available to assist the county health department during a public health emergency.
- B. The work plan shall also outline the certification plan the SNFI nurses will use toward completing degree and certification requirements, if not already certified. It shall describe the plan to achieve certification, including timelines for achieving education and certification goals. This certification plan must be updated at least twice annually and show progress towards the goals. The SNFI nurses must be certified no later than three years from the date of employment as a school nurse in North Carolina.

3. Assure that every newly hired SNFI nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The SNFI nurses must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If any SNFI nurse has previously attended that workshop, assure that the SNFI nurse will be allowed to participate in other related training such as the School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.
4. Assure that the Memorandum of Agreement that exists between all health departments and LEAs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time, and states the way SNFI nurses are to be made available to assist the Local Health Department during a public health emergency. The following should be addressed for emergency and disaster preparedness and response:
  - A. Areas of responsibility and oversight
  - B. Liability issues
  - C. Training for specific roles in emergencies
  - D. Periodic assessment and evaluation of emergency plans
  - E. School nurses' roles and responsibilities during emergency and disaster response
5. Collaborate with the School Health Nurse Consultants on DPH initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).

#### **IV. Performance Measures/Reporting Requirements:**

1. Performance Measures:
  - A. Employ or assure the employment of nationally certified school nurses or registered nurses to work full time as school nurses consistent with the requirements of the SNFI in the assigned LEA.
  - B. Assure completion of an annual workplan consistent with program requirements for each SNFI Nurse.
2. Reporting Requirements:
  - A. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of Public-School Health Services. The data must be provided to the LEA in time for the LEA to include that data in its report submitted to the RSHNC prior to the end of the academic year.

#### **V. Performance Monitoring and Quality Assurance:**

1. This Agreement Addendum will be monitored according to the following plan:
  - A. Work plan progress will be monitored via annual site visits conducted by the RSHNC.
  - B. The RSHNC will review expenditures to assure that funds are spent according to the approved plan on a monthly basis.
  - C. The RSHNC will monitor vacancies, recruitment, hiring, and certification status or progress towards certification.
  - D. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables no less than twice a year.

- E. Deliverables, as outlined in this Agreement Addendum, will be monitored via reported workplan progress, including certification for non-certified school nurses during annual site visits by the RSHNC.
  - F. An annual monitoring report will be completed by the DPH program staff and a copy made available to the Local Health Director. If the report indicates failure to adhere to deliverables in this Agreement Addendum, the Local Health Director or designee will work with the RSHNC to develop a corrective action plan. If the corrective action does not meet contract requirements, the DPH may take action resulting in cessation of funding.
2. The Local Health Department shall adhere to the following service quality measures for this Agreement Addendum:
- A. Service is provided by nationally certified school nurses. If the nurses hired with these funds are not nationally certified, service is provided by registered nurses working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
  - B. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
  - C. Services are provided in a culturally sensitive manner.
  - D. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

#### VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - A. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - B. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. The Local Health Department shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.

3. The Local Health Department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
4. Vacancies that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.
5. Funds shall be drawn down each month to support the SNFI nurse salary, fringe benefits, and continuing education. If SNFI funds are used when subcontracting with other employers (such as an LEA or hospital), the draw down shall be consistent with the amount billed to the Local Health Department for expenses incurred.
6. The priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurses. Where the allocation exceeds the amount needed to fully fund the SNFI nurses' salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph III.3 above. **No other expenditures are allowable using this allocation.**
7. If salaries and fringe benefits exceed the state allocation, local funds must be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than \$50,000 and another for less than \$50,000.

FY22 Activity: 803 School Nurse Funding Initiative

Supplement reason: ☒ In AA+BE or AA+BE Rev -OR- ☐ -

CFDA #: 93.994 Fed awd date: 12/17/19 Is award R&amp;D? no FAIN: B0MC33857 Total amount of fed awd: \$ 3,875,098

CFDA name: Maternal and Child Health Services

Fed award project description: Maternal and Child Health Services

Fed awarding agency: DHHS, Health Resources and Services Administration

Federal award indirect cost rate: n/a %

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	0	0	Jackson	019728518	0	0
Albemarle	130537822	58786	58786	Johnston	097599104	0	0
Alexander	030495105	0	0	Jones	095116935	0	0
Anson	847163029	0	0	Lee	067439703	0	0
Appalachian	780131541	0	0	Lenoir	042789748	0	0
Beaufort	091567776	0	0	Lincoln	086869336	0	0
Bladen	084171628	0	0	Macon	070626825	0	0
Brunswick	091571349	0	0	Madison	831052873	0	0
Buncombe	879203560	0	0	MTW	087204173	0	0
Burke	883321205	0	0	Mecklenburg	074498353	0	0
Cabarrus	143408289	0	0	Montgomery	025384603	0	0
Caldwell	948113402	0	0	Moore	050988146	0	0
Carteret	058735804	0	0	Nash	050425677	0	0
Caswell	077846053	0	0	New Hanover	040029563	0	0
Catawba	083677138	0	0	Northampton	097594477	0	0
Chatham	131356607	0	0	Onslow	172663270	0	0
Cherokee	130705072	0	0	Orange	139209659	0	0
Clay	145058231	0	0	Pamlico	097600456	0	0
Cleveland	879924850	0	0	Pender	100955413	0	0
Columbus	040040016	0	0	Person	091563718	0	0
Craven	091564294	0	0	Pitt	080889694	0	0
Cumberland	123914376	0	0	Polk	079067930	0	0
Dare	082358631	0	0	Randolph	027873132	0	0
Davidson	077839744	0	0	Richmond	070621339	0	0
Davie	076526651	0	0	Robeson	082367871	0	0
Duplin	095124798	0	0	Rockingham	077847143	0	0
Durham	088564075	0	0	Rowan	074494014	0	0
Edgecombe	093125375	0	0	Sampson	825573975	0	0
Foothills	782359004	0	0	Scotland	091564146	0	0
Forsyth	105316439	0	0	Stanly	131060829	28570	28570
Franklin	084168632	0	0	Stokes	085442705	0	0
Gaston	071062186	0	0	Surry	077821858	0	0
Graham	020952383	0	0	Swain	146437553	0	0
Granville-Vance	063347626	0	0	Toe River	113345201	0	0
Greene	091564591	0	0	Transylvania	030494215	0	0
Guilford	071563613	0	0	Union	079051637	0	0
Halifax	014305957	0	0	Wake	019625961	0	0
Harnett	091565986	0	0	Warren	030239953	0	0
Haywood	070620232	0	0	Wayne	040036170	0	BO
Henderson	085021470	0	0	Wilkes	067439950	0	0
Hoke	091563643	0	0	Wilson	075585695	0	0
Hyde	832526243	0	0	Yadkin	089910624	0	0
Iredell	074504507	0	0				

DPH-Aid-To-Counties

For Fiscal Year: 21/22

Budgetary Estimate Number : 0

Activity 803	AA	1332 5358 00	1332 5358 AP	1332 5358 AP	Proposed Total	New Total
Service Period		06/01-05/31	06/01-05/31	02/01-05/31		
Payment Period		07/01-06/30	07/01-06/30	03/01-06/30		
01 Alamance	* 0	100,000	0	0	100,000	100,000
D1 Albemarle	* 0	347,120	51,440	51,440	450,000	450,000
02 Alexander	* 0	150,000	0	0	150,000	150,000
04 Anson		0	0	0	0	0
D2 Appalachian	* 0	250,000	0	0	250,000	250,000
07 Beaufort	* 0	250,000	0	0	250,000	250,000
09 Bladen	* 0	250,000	0	0	250,000	250,000
10 Brunswick	* 0	150,000	0	0	150,000	150,000
11 Buncombe	* 0	150,000	0	0	150,000	150,000
12 Burke	* 0	100,000	0	0	100,000	100,000
13 Cabarrus	* 0	50,000	0	0	50,000	50,000
14 Caldwell	* 0	100,000	0	0	100,000	100,000
16 Carteret	* 0	50,000	0	0	50,000	50,000
17 Caswell	* 0	200,000	0	0	200,000	200,000
18 Catawba	* 0	200,000	0	0	200,000	200,000
19 Chatham	* 0	100,000	0	0	100,000	100,000
20 Cherokee	* 0	100,000	0	0	100,000	100,000
22 Clay	* 0	50,000	0	0	50,000	50,000
23 Cleveland	* 0	200,000	0	0	200,000	200,000
24 Columbus	* 0	400,000	0	0	400,000	400,000
25 Craven		0	0	0	0	0
26 Cumberland	* 0	189,406	0	0	189,406	189,406
28 Dare		0	0	0	0	0
29 Davidson	* 0	400,000	0	0	400,000	400,000
30 Davie	* 0	50,000	0	0	50,000	50,000
31 Duplin		0	0	0	0	0
32 Durham	* 0	100,000	0	0	100,000	100,000
33 Edgecombe	* 0	250,000	0	0	250,000	250,000
D7 Foothills	* 0	400,000	0	0	400,000	400,000
34 Forsyth	* 0	100,000	0	0	100,000	100,000
35 Franklin	* 0	150,000	0	0	150,000	150,000
36 Gaston	* 0	100,000	0	0	100,000	100,000
38 Graham	* 0	50,000	0	0	50,000	50,000
D3 Gran-Vance	* 0	200,000	0	0	200,000	200,000
40 Greene		0	0	0	0	0
41 Guilford	* 0	100,000	0	0	100,000	100,000
42 Halifax	* 0	250,000	0	0	250,000	250,000
43 Harnett	* 0	150,000	0	0	150,000	150,000
44 Haywood	* 0	100,000	0	0	100,000	100,000
45 Henderson	* 0	100,000	0	0	100,000	100,000
46 Hertford		0	0	0	0	0
47 Hoke	* 0	150,000	0	0	150,000	150,000
48 Hyde		0	0	0	0	0
49 Iredell	* 0	100,000	0	0	100,000	100,000
50 Jackson	* 0	50,000	0	0	50,000	50,000

51 Johnston	* 0	100,000	0	0	100,000	100,000
52 Jones	* 0	50,000	0	0	50,000	50,000
53 Lee	* 0	150,000	0	0	150,000	150,000
54 Lenoir	* 0	150,000	0	0	150,000	150,000
55 Lincoln	* 0	150,000	0	0	150,000	150,000
56 Macon	* 0	150,000	0	0	150,000	150,000
57 Madison	* 0	150,000	0	0	150,000	150,000
D4 M-T-W	* 0	200,000	0	0	200,000	200,000
60 Mecklenburg	* 0	50,000	0	0	50,000	50,000
62 Montgomery	* 0	100,000	0	0	100,000	100,000
63 Moore	* 0	50,000	0	0	50,000	50,000
64 Nash	* 0	250,000	0	0	250,000	250,000
65 New Hanover		0	0	0	0	0
66 Northampton	* 0	150,000	0	0	150,000	150,000
67 Onslow	* 0	100,000	0	0	100,000	100,000
68 Orange		0	0	0	0	0
69 Pamlico		0	0	0	0	0
71 Pender	* 0	150,000	0	0	150,000	150,000
73 Person	* 0	150,000	0	0	150,000	150,000
74 Pitt	* 0	250,000	0	0	250,000	250,000
75 Polk	* 0	150,000	0	0	150,000	150,000
76 Randolph	* 0	250,000	0	0	250,000	250,000
77 Richmond	* 0	150,000	0	0	150,000	150,000
78 Robeson	* 0	250,000	0	0	250,000	250,000
79 Rockingham	* 0	200,000	0	0	200,000	200,000
80 Rowan	* 0	100,000	0	0	100,000	100,000
D5 R-P-M		0	0	0	0	0
82 Sampson	* 0	400,000	0	0	400,000	400,000
83 Scotland		0	0	0	0	0
84 Stanly	* 0	50,000	25,000	25,000	100,000	100,000
85 Stokes	* 0	150,000	0	0	150,000	150,000
86 Surry	* 0	250,000	0	0	250,000	250,000
87 Swain		0	0	0	0	0
D6 Toe River	* 0	250,000	0	0	250,000	250,000
88 Transylvania	* 0	50,000	0	0	50,000	50,000
90 Union	* 0	50,000	0	0	50,000	50,000
92 Wake	* 0	50,000	0	0	50,000	50,000
93 Warren	* 0	150,000	0	0	150,000	150,000
96 Wayne	* 0	250,000	0	0	250,000	250,000
97 Wilkes	* 0	150,000	0	0	150,000	150,000
98 Wilson	* 0	150,000	0	0	150,000	150,000
99 Yadkin	* 0	50,000	0	0	50,000	50,000
Totals		11,636,526	76,440	76,440	11,789,406	11,789,406

Sign and Date - DPH Program Administrator <i>Marshall Tyson</i> 12/4/2020	Sign and Date - DPH Section Chief <i>Kelly Lynn</i> 12/4/2020
Sign and Date - DPH Contracts Office <i>Greneko Stuart</i> 12/22/2020	Sign and Date - DPH Budget Officer <i>Pamela J. Allen</i> 12/29/2020

bgb 12/23/2020