

CONSENT AGENDA
ITEM NO. 26

**CITY OF SAN ANTONIO
SAN ANTONIO METROPOLITAN HEALTH DISTRICT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

FROM: Fernando A. Guerra, MD, MPH, Director of Health

SUBJECT: ORDINANCE ACCEPTING ADDITIONAL FUNDS FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES FOR THE INNER-CITY SCHOOL IMMUNIZATION PROGRAM

DATE: March 31, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the Interim City Manager to accept and execute a contract change granting an additional \$286,541.00 from the Texas Department of State Health Services (TDSHS) to augment support for the Inner-City School Immunization Program in the San Antonio Metropolitan Health District (SAMHD) and extend the budget period through August 31, 2005. The ordinance also revises the program budget and amends the personnel complement.

Staff recommends approval.

BACKGROUND INFORMATION

The City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract with TDSHS through an ordinance passed and approved on December 4, 2003 providing annual assistance to the City in support of the core public health activities provided by the SAMHD. TDSHS has now offered a contract change totaling \$286,541.00 through Contract Change Notice No. 21, Attachment 04C, to augment support for the ongoing Local Public Health Support Program in the SAMHD and extend the budget period from January 1, 2004 through August 31, 2005 (See Attachment II).

One of the SAMHD core public health activities in the Local Public Health Support Program is the Inner-City School Immunization Program. This program works to eliminate barriers, expand immunization delivery, and establish consistent policies to immunize pre-school age children. The goal of the program is to prevent, control, and eliminate indigenous vaccine-preventable diseases by providing immunizations and applying epidemiological principles and outbreak control measures in San Antonio and Bexar County.

The personnel complement, previously eleven (11) positions, will be revised to twelve (12) positions (See Attachment I). The addition of a Health Program Supervisor position will promote better planning and coordination of program activities.

POLICY ANALYSIS

Thirteen thousand (13,000) children are directly impacted by three (3) SAMHD immunization clinics located within the targeted nine zip codes: 78201, 78207, 78210, 78211, 78223, 78227, 78228, 78237,

and 78242. Money from this activity supports these clinics in service delivery and salaries of individuals in the clinics.

Acceptance of this contract change from TDSHS will continue the long-standing practice of utilizing Federal and State aid to support the local public health programs of the City.

FISCAL IMPACT

This TDSHS contract change provides an additional \$286,541.00 in funding to augment the Inner-City School Immunization Program in the SAMHD and extend the program through August 31, 2005. This contract change brings total TDSHS support for this program to \$716,353.00. In addition, co-payments from patients receiving services from the Inner-City School Immunization Program will add an estimated \$40,000.00 in program revenues.

Acceptance of this contract change will place no demand on the City General Fund.

COORDINATION

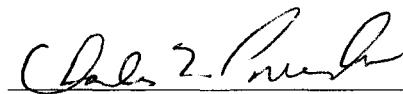
The City Attorney's Office and the Human Resources Department, Risk Management Division have reviewed the contract with TDSHS.

SUPPLEMENTARY COMMENTS

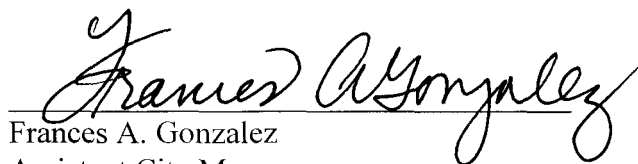
Provisions of the Ethics Ordinance do not apply.

Attachments:

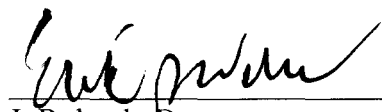
- Attachment I: Public Health State Support Project 2004-2005 (State) Budget and Personnel Complement
- Attachment II: Texas Department of State Health Services Contract Change Notice No. 21, Attachment No. 04C



✓ Fernando A. Guerra, MD, MPH
✓ Director of Health



Frances A. Gonzalez
Assistant City Manager



✓ J. Rolando Bono
Interim City Manager

AN ORDINANCE

AUTHORIZING THE ACCEPTANCE OF AN ADDITIONAL \$286,541.00 FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES (TDSHS) TO AUGMENT SUPPORT FOR THE ONGOING INNER-CITY SCHOOL IMMUNIZATION PROGRAM IN THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT AND EXTEND THE GRANT PERIOD THROUGH AUGUST 31, 2005; APPROVING THE EXECUTION OF A CHANGE TO THE CONTRACT WITH TDSHS; REVISING THE PROGRAM BUDGET; AND AMENDING THE PERSONNEL COMPLEMENT.

* * * * *

WHEREAS, the Texas Department of Health (TDH) provides annual financial assistance to the San Antonio Metropolitan Health District (SAMHD) to supplement the delivery of various comprehensive public health services to protect the health of all residents within the jurisdiction of the SAMHD; and

WHEREAS, Ordinance 98536, passed and approved on December 4, 2003, authorized the execution of Contract 7460020708 2005 between the City of San Antonio and TDSHS, covering operation of the Public Health State Support Project 2004/2005 in the SAMHD; and

WHEREAS, Ordinance 98736, passed and approved on January 29, 2004, authorized the acceptance of \$214,955.00 from TDSHS through Contract Change Notice No. 03, Attachment No. 04 to the above contract to fund the ongoing Inner-City School Immunization Program in the SAMHD for the period January 1, 2004 through December 31, 2004; and

WHEREAS, Ordinance 99414, passed and approved on June 24, 2004, authorized the acceptance of an additional \$71,586.00 from TDSHS through Contract Change Notice No. 07, Attachment No. 04A to the above contract to augment support for said program; and

WHEREAS, Ordinance 100099, passed and approved on December 9, 2004, authorized the acceptance of TDSHS Contract Change Notice No. 15, Attachment No. 04B to the above contract, providing an additional \$143,271.00 to augment support for the Program; and

WHEREAS, TDSHS has now offered Contract Change Notice No. 21, Attachment No. 04C to extend the budget period from December 31, 2004 through August 31, 2005 and provide an additional \$286,541.00 to augment the extended program coverage; and

WHEREAS, it is now necessary to authorize the acceptance of the additional contract support from TDSHS, approve the execution of the contract change notice, revise the program budget and amend the personnel complement; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The Interim City Manager, or his designee, is authorized to accept an additional \$286,541.00 from TDSHS to augment support for the Inner-City School Immunization Program in the SAMHD and extend the budget period through August 31, 2005. The Interim City Manager, or his designee, is further authorized to execute Contract Change Notice No. 21, Attachment No. 04C to Grant Contract 7460020708 2005 with TDSHS. A copy of Contract Change Notice No. 21 is set out in Attachment II and incorporated herein for all purposes.

SECTION 2. SAP Fund No. 26016000, Funds Center 3607300000, Cost Center 3607300001, Internal Order 136000000150, is hereby designated for use in accounting for the fiscal transactions of this program.

SECTION 3. The additional sum of \$286,541.00 is hereby appropriated in the above-designated, and the budget set out in Attachment I is approved and adopted for entry on the City books.

SECTION 4. Co-payments obtained from patients receiving services through Inner-City School Immunization Program will be deposited into SAP Fund 26016000, Funds Center 3607300000, Cost Center 3607300001, Internal Order No. 136000000150, SAP GL Account No. 4502230.

SECTION 5. The previous eleven (11) personnel positions are hereby increased by one (1) to twelve (12) as set out in Attachment I and are hereby authorized for Cost Center 3607300001, Internal Order No. 136000000150.

SECTION 6. The Director of Finance may, subject to concurrence by the Interim City Manager or the Interim City Manager's designee, correct allocation to specific fund numbers, account numbers, and internal order numbers as necessary to carry out the purpose of this ordinance.

SECTION 7. Should the grant awarded be in an amount other than that budgeted for, or should the grant contain terms and conditions different than those currently existing, acceptance of the grant, budget and corresponding personnel complement will be subject to subsequent City Council ordinance.

SECTION 8. This ordinance shall be effective on and after the tenth day after passage hereof.

PASSED AND APPROVED this _____ day of March, 2005.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM: _____

City Attorney

ATTACHMENT I
Public Health State Support Project 2004-2005 (State)
Fund 26016000
Funds Center 3607300000
TDSHS Contract No. 7460020708 2005

<u>ESTIMATED REVENUES</u>	<u>OBJECT CODE</u>	<u>CURRENT BUDGET</u>	<u>ADD (DEDUCT)</u>	<u>REVISED BUDGET</u>
Attachment #04C	4501110	\$ 429,812	286,541	\$716,353
Immunization Co-Pay	4502230	24,000	16,000	\$40,000
Total Estimated Revenues		<u>453,812</u>	<u>302,541</u>	<u>756,353</u>

APPROPRIATIONS

Inner-City School Immunization Program

Activity: 36-07-30 01/01/04 to 08/31/05
Cost Center 3607300001
Internal Order 136000000150

Regular Salaries & Wages	5101010	300,373	203,988	504,361
Language Skill Pay	5101050	2,400	0	2,400
Retirement Benefits - Soc. Sec.	5103005	23,003	15,300	38,303
Retirement Benefits - TMRS	5105010	34,339	22,840	57,179
Flexible Benefits Contribution	5405040	59,928	59,928	119,856
Life Insurance	5103010	311	485	796
Workers' Disability Compensation	5405020	1,302	0	1,302
Personal Leave Buy Back Pay	5103035	0	0	0
Communications: Telephones	5403010	4,318	0	4,318
Pagers/Mobile Phones	5403030	200	0	200
Mail & Parcel Post Service	5205010	3,400	0	3,400
Travel- Official	5207010	1,577	0	1,577
Car Expense Allowance	5103055	1,800	0	1,800
Automatic Data Processing	5403520	4,000	0	4,000
Advertising and Publication	5203040	2,000	0	2,000
Binding, Printing and Reproduction	5203060	2,500	0	2,500
Office Supplies	5302010	9,917	0	9,917
Computer Software	5304075	500	0	500
Indirect Cost	5406530	1,631	0	1,631
Computer Equipment	5501000	0	0	0
Furniture & Fixtures	5501065	313	0	313
Total Appropriations		<u>\$ 453,812</u>	<u>302,541</u>	<u>756,353</u>

PERSONNEL COMPLEMENT:

Cost Center 3607300001
Internal Order 136000000150

	<u>PREVIOUS POSITIONS</u>	<u>ADD (DEDUCT)</u>	<u>REVISED POSITIONS</u>
0010 Office Assistant	1	0	1
0041 Administrative Assistant II	1	0	1
0067 Administrative Aide	2	0	2
0244 Senior Public Health Nurse	1	0	1
0246 Public Health Nurse	2	0	2
0267 LVN	2	0	2
0282 Health Program Specialist	1	0	1
0284 Health Program Supervisor	1	1	2
Total 36-07-30:	<u>11</u>	<u>1</u>	<u>12</u>



ATTACHMENT II

DEPARTMENT OF STATE HEALTH SERVICES
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS

DSHS Document No. 7460020708 2005

COUNTY OF TRAVIS

Contract Change Notice No. 21

The Department of State Health Services, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:

ATT NO. 04C : IMMUNIZATION BRANCH - LOCALS

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

By: _____
(Signature of person authorized to sign)

(Name and Title)

Date: _____

RECOMMENDED:

By: _____
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

RECEIVING AGENCY :

DEPARTMENT OF STATE HEALTH SERVICES

By: _____
(Signature of person authorized to sign)

Bob Burnette, Director
Procurement and Contracting Services Division
(Name and Title)

Date: _____

SG PCSD - Rev. 6/04

DETAILS OF ATTACHMENTS

Att/ Amd No.	DSHS Program ID/ DSHS Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (DSHS Share)
		Begin	End	Source of Funds*	Amount		
01	TB/PC 0000001629	01/01/04	12/31/04	93.116	356,700.00	0.00	356,700.00
02	HIV/PREV 0000001706	01/01/04	12/31/04	93.940	232,350.00	0.00	232,350.00
03A	STD/HIV 0000001818	01/01/04	12/31/04	93.977	258,617.00	0.00	258,617.00
04C	IMM/LOCALS 0000001769	01/01/04	08/31/05	State	716,353.00	0.00	716,353.00
05A	HIV/SURV 0000002157	04/01/04	12/31/04	93.944	86,303.00	0.00	86,303.00
06	EPI/LEAD 0000002255	07/01/04	06/30/05	93.262	45,000.00	0.00	45,000.00
07	DIAB/CDSP 0000002262	07/01/04	03/29/05	93.988	90,000.00	0.00	90,000.00
08	TB/PC C038632000	09/01/04	08/31/05	State	199,444.00	0.00	199,444.00
09A	STD/HIV C038634000	09/01/04	12/31/04	State	25,682.00	0.00	25,682.00
10	ACFH/POP C038881000	09/01/04	08/31/05	93.994	66,000.00	0.00	66,000.00
11	OPHP/LPHS C039361000	09/01/04	08/31/05	State 93.991	305,776.00	0.00	305,776.00
12	BNS/WIC-CARD C039468000	10/01/04	09/30/05	10.557	0.00	0.00	0.00
13A	CPS/BIOTERR 0000300716	09/01/04	08/31/05	93.283	2,101,304.00	0.00	2,101,304.00
14	BWH/TITLE X 0000300863	09/01/04	08/31/05	93.217	50,000.00	0.00	50,000.00
15	REFUGEE 0000301008	10/01/04	09/30/05	93.566 93.576	143,495.00	0.00	143,495.00
DSHS Document No.7460020708 2005 Change No. 21					Totals	\$ 0.00	\$4,677,024.00
					\$4,677,024.00	\$ 0.00	\$4,677,024.00

*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DEPARTMENT OF STATE HEALTH SERVICES

RECEIVING AGENCY PROGRAM: IMMUNIZATION BRANCH

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

CONTRACT TERM: 01/01/04 THRU: 08/31/05 BUDGET PERIOD: 01/01/04 THRU 08/31/05

DSHS DOC. NO. 7460020708 200504C CHG. 21

REVISED CONTRACT BUDGET

FINANCIAL ASSISTANCE			
OBJECT CLASS CATEGORIES	CURRENT APPROVED BUDGET (A)	CHANGE REQUESTED (B)	NEW OR REVISED BUDGET (C)
Personnel	\$300,692.00	\$211,656.00	\$512,348.00
Fringe Benefits	114,997.00	71,635.00	186,632.00
Travel	938.00	625.00	1,563.00
Equipment	0.00	0.00	0.00
Supplies	2,160.00	0.00	2,160.00
Contractual	0.00	0.00	0.00
Other	8,578.00	2,625.00	11,203.00
Total Direct Charges	\$427,365.00	\$286,541.00	\$713,906.00
Indirect Charges	2,447.00	0.00	2,447.00
TOTAL	\$429,812.00	\$286,541.00	\$716,353.00
PERFORMING AGENCY SHARE:			
Program Income	0.00	0.00	0.00
Other Match	0.00	0.00	0.00
RECEIVING AGENCY SHARE	\$429,812.00	\$286,541.00	\$716,353.00
PERFORMING AGENCY SHARE	\$0.00	\$0.00	\$0.00
<div> <div>Detail on Indirect Cost</div> <div>Rate Type:</div> <div> <div>Rate</div> <div>0.01</div> <div>Base</div> <div>\$512,348.00</div> <div>Total</div> <div>\$2,447.00</div> </div> </div>			
Budget Justification: Amendment to extend contract term and increase contract amount with 8 months of funding in order to return contract term to the State Fiscal year. No change in number served.			

Form No. GC-9 ECPS - Rev. 10/04

Financial status reports are due the 30th of April, 30th of July, 30th of October, 30th of January, 30th of April, 30th of July, and the 30th of November.

The negotiated indirect cost amount shown above is less than the maximum allowed by UGMS. Indirect charges to this contract may not exceed the amount shown above, except by prior written approval of RECEIVING AGENCY.

DOCUMENT NO. 7460020708-2005
ATTACHMENT NO. 04C
PURCHASE ORDER NO. 0000001769

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: IMMUNIZATION BRANCH

TERM: January 01, 2004 THRU: August 31, 2005

It is mutually agreed by and between the contracting parties to amend the conditions of Document No. 7460020708 2005 -04B as written below. All other conditions not hereby amended are to remain in full force and effect.

SECTION I. SCOPE OF WORK, 2nd paragraph, is replaced with the following:

PERFORMING AGENCY will provide essential public health services as specified in PERFORMING AGENCY'S approved 2004 *Interlocal Application for Immunization Services*, dated June 16, 2003, and subsequent renewal applications, incorporated herein and made part of this contract Attachment. Any revisions to these documents shall be approved by RECEIVING AGENCY Program and transmitted in writing to PERFORMING AGENCY.

SECTION I. SCOPE OF WORK, 8th paragraph, is replaced with the following:

PERFORMING AGENCY shall ensure a health care workforce that is knowledgeable about vaccines, vaccine safety, vaccine-preventable diseases, and delivery of immunization services.

SECTION I. SCOPE OF WORK, 16th paragraph, is replaced with the following:

PERFORMING AGENCY shall provide to RECEIVING AGENCY Program periodic data transfers of all vaccines administered in a format that is compatible for inclusion in the statewide immunization registry, ImmTrac, and in accordance with the schedule provided by RECEIVING AGENCY.

SECTION I. SCOPE OF WORK, 17th paragraph, bullets 1, 10, and 14, are replaced with the following:

- PERFORMING AGENCY'S approved 2004 *Interlocal Application for Immunization Services*, and any revisions or subsequent renewal applications;
- RECEIVING AGENCY'S Standards for Public Health Clinic Services, revised August 31, 2004;
- Standards for Child and Adolescent Immunization Practices, February 8, 2002, recommended by the National Vaccine Advisory Committee, approved by the

United States Public Health Service, and endorsed by the American Academy of Pediatrics.

SECTION I. PERFORMANCE MEASURES, is replaced in its entirety with the following:

All activities shall be performed in accordance with PERFORMING AGENCY'S Annual Plan and detailed budget as approved by RECEIVING AGENCY Program based on the *Interlocal Application for Immunization Services*, dated June 16, 2003 and any subsequent renewal applications. The following performance measure(s) will be used, in part, to assess PERFORMING AGENCY'S effectiveness in providing the services described in this contract Attachment to the service area, without waiving the enforceability of any of the terms of the contract Attachment.

PERFORMING AGENCY shall submit to RECEIVING AGENCY Program the monthly reports of doses administered and the monthly biological order form in a format provided by RECEIVING AGENCY and in accordance with the schedule provided to PERFORMING AGENCY by RECEIVING AGENCY Program.

PERFORMING AGENCY shall implement an immunization reminder and recall system to notify parents or guardians of children less than 36 months of age when immunizations are due or past due. The notifications may be automated or manual and may consist of mail or telephone contacts.

PERFORMING AGENCY shall complete 100% of annual assessments in sub-contracted entities and local Women, Infant and Children (WIC) clinics using the Assessment, Feedback, Incentives, and eXchange (AFIX) methodology as assigned by RECEIVING AGENCY. PERFORMING AGENCY shall submit assessment results to RECEIVING AGENCY Program within two (2) weeks after completion.

PERFORMING AGENCY shall recruit and enroll providers into the Texas Vaccines for Children (TVFC) program.

PERFORMING AGENCY will perform the following applicable required activities:

1. Implement a plan to improve vaccination coverage levels;
2. Work with the local WIC agencies for referral of under-vaccinated WIC enrollees;
3. Ensure that expired, wasted, and unaccounted for vaccines do not exceed 5% for DTaP, Hib, hepatitis B, IPV, MMR, PCV7, and varicella vaccines;
4. Decrease the proportion of duplicate records or questionable matches in ImmTrac;
5. Increase the percentage of children less than six (6) years of age participating in ImmTrac;
6. Increase the number of registered provider sites for ImmTrac;
7. Increase TVFC provider enrollment;
8. Increase the number of educational opportunities on vaccine-preventable diseases available to public and private providers;

9. Complete 100% of assigned TVFC follow-up site visits;
10. Promote and ensure immunization services are provided for all age groups with emphasis on pockets of need;
11. Increase the reporting of varicella cases;
12. Complete 90% of vaccine-preventable disease investigations within thirty (30) days from date reported;
13. Identify all infants born to hepatitis B surface antigen (HBsAg)-positive pregnant women. PERFORMING AGENCY shall investigate 100% of suspected hepatitis B infections in pregnant women to ensure appropriate treatment and follow-up as directed by Health and Safety Code §81.090 and RECEIVING AGENCY'S Vaccine-Preventable Disease Surveillance Guidelines;
14. Ensure all reported infants born to HBsAg positive women receive hepatitis B vaccine and Hepatitis B Immune Globulin (HBIG) within seven (7) days of birth;
15. Complete 100% of assigned childcare facility assessments or surveys; and,
16. Complete 100% of assigned private school assessments or surveys.

Activities may be subsequently amended as directed by the Centers for Disease Control and Prevention and RECEIVING AGENCY Program. RECEIVING AGENCY Program must approve, in writing, any revisions to the PERFORMING AGENCY'S Annual Plan.

SECTION II. SPECIAL PROVISIONS, 2nd, 3rd, and 5th paragraphs are replaced with the following:

Funds shall not be used for purchase of vaccines, inpatient care, construction of facilities, or debt retirement in accordance with RECEIVING AGENCY *Interlocal Application for Immunization Services*, dated June 16, 2003 and any subsequent renewal applications.

Travel expenses shall be reimbursed according to current state travel regulations and shall not exceed the reimbursement for mileage allowed under the Appropriations Act.

PERFORMING AGENCY is required to complete and submit the following reports utilizing a format provided by RECEIVING AGENCY Program:

Report Type	Reporting Period	Report Due Date
Programmatic	1/1/04 – 3/31/04	4/30/04
Programmatic	4/1/04 – 6/30/04	7/30/04
Programmatic	7/1/04 – 9/30/04	10/30/04
Programmatic	10/1/04 – 12/31/04	1/30/05
Programmatic	1/1/05 – 4/30/05	5/30/05
Programmatic	5/1/05 – 8/31/05	9/30/05
Final Summary	1/1/04 – 8/31/05	10/30/05