SCHOOL BOARD OF BREvard COUNTY, FLORIDA
BOARD AGENDA ITEM – May 28, 2019

DEPARTMENT/SCHOOL INITIATED AGREEMENT 19-708-BW-JW Comprehensive Health Services

☒ (BW) Bids Waived ☐ (CA) Consultant Agreement ☐ (SSA) Sales and Services Agreement

REQUESTOR: Student Services

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>AMOUNT AWARDED</th>
<th>REQUIRED PRODUCTS/SERVICES</th>
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<tbody>
<tr>
<td>Florida Department of Health Brevard County</td>
<td>$3,073,938.00 annually</td>
<td>On-Site health care services for Brevard Public Schools</td>
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<tr>
<td>Initial Total (3) three years</td>
<td>$9,221,814.00</td>
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</tbody>
</table>

☐ Contract Renewal  ☑ New Contract
☐ Recurring Contract  ☒ New Contract Amount $3,073,938.00 annually

Previous Contract Amount $3,073,938.00 annually
Variance $0.00

PRICE INCREASE / DECREASE EXPLANATION: N/A

DISCUSSION:
Brevard Public Schools is re-entering into an agreement with Florida Department of Health in Brevard County to provide health care services in schools. The current agreement will end on June 30, 2019. This new agreement identifies responsibilities of Brevard Public Schools and Florida Department of Health in Brevard County in meeting the health needs of students.

CONTRACT TERM:
The initial contract term shall commence July 1, 2019 and continue until June 30, 2022.

RECOMMENDATION:
It is the recommendation of Christine Moore, Assistant Superintendent of Student Services and Melissa Catechis, Director of Student Support Services to approve the attached agreement with the Florida Department of Health. Request authority for Purchasing & Warehouse Services to renew the contract for (3) three – (1) one-year renewal periods. Contract renewal shall be contingent upon the Assistant Superintendent of Student Services request for continuance of services and annual contract review.

AUTHORITY FOR ACTION:
Florida Administrative Code 6A-1.012 (11) (a)
MEMORANDUM OF AGREEMENT
between

The Florida Department of Health, Brevard County
and
The School Board of Brevard County, Florida

THIS AGREEMENT, effective this 1st day of July 2019, is made by and between The Florida Department of Health, Brevard County (hereinafter referred to as “PROVIDER”), and The School Board of Brevard County, Florida, as the governmental agency with jurisdiction over all DISTRICT SCHOOLS (hereinafter referred to as “DISTRICT”).

WITNESSETH

WHEREAS, the parties entered into an initial Agreement on July 1, 2016 for an initial three (3) year period;

WHEREAS, pursuant to Section 2 Term of that original Agreement, renewals for additional one (1) year periods up to a cumulative total of three (3) years at the same terms and conditions as the initial contract period were permitted by mutual agreement between the parties; and

WHEREAS, though the parties desire to continue their partnership with PROVIDER providing the same services to the DISTRICT, the parties find it necessary to revise, clarify, and amend some of the original terms and conditions of the initial Agreement.

NOW THEREFORE, the parties agree as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein.

2. Purpose. The purpose of this Agreement is to establish the terms and conditions under which the PROVIDER shall deliver or perform the following services indicated for the DISTRICT.

   a. Provide comprehensive School Health Services to public schools located in Brevard County and under the jurisdiction of the DISTRICT in accordance with Sections 381.0056, 381.0057, 381.0059, and 402.3026, Florida Statutes, and with Rule 64F-6.001-6.006, Florida Administrative Code, and other related Florida Statutes and Rules and in accordance with applicable policies and procedures of the DISTRICT and the PROVIDER.

   b. These health services are specified in the local school health services plan as approved every two (2) years by the DISTRICT and the PROVIDER and as required pursuant to Section 381.0056(5)(a), Florida Statutes.

3. Term. This Agreement shall begin on the 1st day of July, 2019, and shall end on the 30th day of June, 2022. This Agreement may be renewed, by mutual written agreement between the parties, for additional one (1) year periods up to a cumulative total of three (3) years at the same terms and conditions as the initial term. Such renewals shall be contingent upon satisfactory fiscal and programmatic performance evaluations by both parties. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions set forth in this Agreement.
4. **Responsibilities of PROVIDER.**

   a. **Delivery of Services:** The PROVIDER shall deliver the services required under this Agreement on the dates and at the times and places as specified herein:

      i. Provide onsite school health services for twenty-nine (29) work hours per week during the school year (1/2 hour required lunch break per day not included or paid) for designated public schools in accordance with the school hours of each school and the school calendar year.

      ii. Provide administrative and professional management for school health services.

      iii. The PROVIDER shall not provide staffing to function in a non-medical role such as, but not limited to, performing procedures related to student attendance or discipline (i.e., signing students off campus, involvement in dress code enforcement, etc.).

      iv. Perform student health screenings pursuant to Section 381.0056, Florida Statutes, and Rule 64F-6.003, Florida Administrative Code. This includes documentation, referral, and follow up on all screening failures in accordance with the DISTRICT’s Health Services Manual. Screenings may be performed in mass screening style by a pool of volunteers and PROVIDER’s staff, including the onsite nurse and other PROVIDER school health nurses and school health staff. The PROVIDER is responsible for coordinating staffing, equipment, and supplies for mass screening; grouping the schools to be screened and scheduling the screening with onsite nurses and the principal.

   b. **Staff and Personnel:** The PROVIDER shall make available the following personnel and/or other resources to provide the services required under this Agreement:

      i. Provide a Registered Nurse (RN), Licensed Practical Nurse (LPN), or Health Support Technician (HST), Other Personnel Service (OPS), for each of the schools under the control of the PROVIDER. Recruitment of these positions is the responsibility of the PROVIDER’s School Health Program Coordinator. Vacant positions will be advertised through the PROVIDER’s human resources office.

         a. Each Registered Nurse (RN) and Licensed Practical Nurse (LPN) must be licensed in the State of Florida with pediatric experience.

         b. Each Health Support Technician (HST) must have a minimum of a high school diploma or equivalent with current certification in First Aid and CPR. Medication administration as well as other health support staff training may be received prior to and during employment as necessary to provide essential health services. Each HST shall have data entry skills.

      ii. Maintain evidence of nurse licensure in Florida, CPR, I-9 documentation, and employment application for all PROVIDER school health positions.
iii. Assure that all employees meet Level 2 background screening as required by Section 381.0059, Florida Statutes, and pursuant to Chapter 435, Florida Statutes.

iv. Assure that all nurses work within the scope of their practice and according to the Florida Nurse Practice Act and be licensed as a RN/LPN in accordance with Chapter 464, Florida Statutes.

v. Assure that all nurses are knowledgeable of Competencies and Performance Evaluation tools.

vi. Assure that all nurses are familiar with the requirements of the Florida Statutes related to student health and welfare.

vii. Assure that all nurses have documented pediatric experience and training in growth and development.

viii. Assure that school assignments of nurses are jointly determined by the PROVIDER and the DISTRICT.

ix. Coordinate with the DISTRICT for necessary substitute coverage due to school nurse absences, which are beyond the control of the PROVIDER in excess of one (1) consecutive school day when students are in attendance.

x. Assure that all nurses follow all DISTRICT policies and procedures, including adherence to all applicable confidentiality laws, both federal and state, including, but not limited to FERPA and HIPAA, governing school and health records.

xi. Assure that each principal of DISTRICT schools can participate or provide input into the assigned nurse’s annual performance evaluation.

xii. Understand that all nurses assigned at DISTRICT schools are not considered to be agents or employees of the DISTRICT and will not, except as expressly provided by this Agreement, be entitled to any of the benefits the DISTRICT provides for its full time employees, including, but not limited to, workers’ compensation coverage and unemployment insurance.

xiii. With respect to the Head Start and Student Parent Programs:

   a. Assure staffing of RNs, LPNs, and HSTs as deemed necessary under the control of the PROVIDER.

   b. Staffing levels will follow the Florida Statutes, the Nurse Practice Act, Head Start Standards, and the policies and procedures of the DISTRICT and the PROVIDER.

xiv. Provide a School Health Coordinator - Total 1 person – who shall perform the responsibilities defined in Attachment A, which is incorporated herein.
xv. Provide School Health Nursing Supervisors – **Total 7 people** – who shall perform the responsibilities defined in *Attachment B*, which is incorporated herein.

xvi. Provide Nurse Liaisons – Registered Nurses (RNs) – **Total 5 people** - who shall perform the responsibilities defined in *Attachment C*, which is incorporated herein.

xvii. Provide Immunization Technicians – **Total 4 people** - who shall perform the responsibilities defined in *Attachment D*, which is incorporated herein.

xviii. Provide Screening Technicians – **Total 4 people**- who shall perform the responsibilities defined in *Attachment E*, which is incorporated herein.

xix. Provide Data Entry Health Management System (HMS) – **Total 1 person** – who shall perform the responsibilities defined in *Attachment F* which is incorporated herein.

xx. The Data Entry AS400 Technicians – **Total 2 people** - who shall perform the responsibilities defined in *Attachment G*, which is incorporated herein.

xxi. The School-Based Clinic Staff – **Total TBD** - who shall perform the responsibilities defined in *Attachment H*, which is incorporated herein.

xxii. The Hourly Rates of the School-Based OPS School Health Staff is set forth in *Attachment I*, which is incorporated herein.

5. **Finances:**

   a. The PROVIDER will submit invoice to the DISTRICT quarterly for the actual salary and benefits of employees, School Health Supervisors’ salary and benefits, as well as background screening, unemployment assessments, travel/mileage, other employment related assessments, and People First payroll system fees used by the PROVIDER to meet responsibilities of Agreement.

   b. The DISTRICT shall pay the PROVIDER, within forty-five (45) days of receipt of invoice, for actual salary and benefits of employees, School Health Supervisors salary and benefits, as well as background screening, unemployment assessments, travel/mileage, other employment related assessments and People First payroll system fees used by PROVIDER to meet the responsibilities of this Agreement.

6. **Supervision and Evaluation:**

   a. The PROVIDER shall be responsible for the supervision of all of its personnel and/or agents assigned to provide services under this Agreement. Additionally, the PROVIDER shall be responsible for the monitoring of the quality of service delivered to insure the highest standards of services are being provided to the DISTRICT under this Agreement in order to achieve a maximum benefit to the DISTRICT, its Chairman, and the families of students that are to be the recipients of these services.
b. The PROVIDER shall work mutually with the DISTRICT to provide an evaluation of the delivery and impact of the services made available under this Agreement and shall further provide to the DISTRICT any and all data or other materials maintained or collected by PROVIDER in the course of performing this Agreement.

7. Confidentiality: The PROVIDER shall only be entitled to receive records and information from the DISTRICT which can be lawfully made available to the PROVIDER, and, in such event, the PROVIDER shall be held strictly accountable for the protection of such records and information consistent with both state and federal laws, including FERPA, protecting the confidentiality of student records, and other information which may be available through the DISTRICT which is necessary for the PROVIDER to deliver the services required hereunder.

8. Official Representative: The PROVIDER shall be responsible for providing an official representative and contact person to conduct all communications with the DISTRICT and to be responsible for the ongoing administration of this Agreement. The PROVIDER hereby designates the Community Health Nurse Consultant, also known as School Health Coordinator, as the official representative for the purposes of administering this Agreement with the DISTRICT.

   a. The School Health Coordinator will serve as contract manager for this Agreement.
   b. The School Health Coordinator will be responsible for recruitment of positions within the terms of this Agreement.
   c. The School Health Coordinator will provide administrative oversight of the nurses funded by this Agreement.
   d. The School Health Coordinator must ensure and document that meetings with the DISTRICT are held as necessary to discuss issues concerning the implementation of this Agreement.

9. Responsibilities of the DISTRICT.

   a. Confidentiality: The DISTRICT shall be responsible for ensuring that all records and other information in its possession are properly handled under both state and federal confidentiality laws protecting the rights of students and assure that PROVIDER’s staff has access to records and other information that is pertinent to the health management of the students.

   b. Monitoring and Evaluation:

      i. The DISTRICT and/or its designee under this Agreement shall participate with the PROVIDER to monitor the delivery of services under this Agreement and further to coordinate any service or program evaluation that may be necessary during or at the conclusion of the term of this Agreement.

      ii. The DISTRICT will report all service data as required by Public Health Title XXIX, Section 381.0056, Florida Statutes, and Rule 64F-6, Florida Administrative Code. The DISTRICT will report all data necessary for sections of the School Health Annual Services Report that encompass services, disease counts, staffing, revenue and expenditure data related to basic school health. This data will be reported to the PROVIDER in the form of the DISTRICT’S end of year school board report.
c. **Program Support:** The DISTRICT shall make available to the PROVIDER, its employees and/or agents in the course of their delivery of services under this Agreement, the following facilities and/or resources to assist the PROVIDER in the quality delivery of services.

i. Assure each school principal provides direct onsite administrative supervision (no supervision of medical/health services) of the PROVIDER’s assigned staff.

ii. Provide programmatic management for school health nursing services.

iii. Provide relief coverage as needed during the PROVIDER’s required daily thirty (30) minute lunch break.

iv. School principals will provide input to the PROVIDER’s School Health Coordinator, and they will jointly complete performance evaluations, coordinate and approve training, and complete discipline or award procedures, if applicable, for school nurses and clerical staff.

v. Assure available and adequate physical facilities and equipment for school health services at each school as defined in State Requirements for Educational Facilities.

vi. Provide each clinic with supplies including clinic passes and computerized access to the DISTRICT’s Student Information System.

vii. Provide list of staff to the PROVIDER for each school that is certified to provide first aid and CPR, no later than thirty (30) calendar days from the start of the school year.

viii. The DISTRICT will ensure that within the first thirty (30) days of the beginning of each school year that at least two (2) school staff members, excluding the PROVIDER’s staff, are chosen by the principal to be trained in the administration of medication and provision of medical services under the Florida Statutes. A two (2) day class will be scheduled to provide training of all back-up county-wide DOE staff by DOH Nurse Liaisons or Nurse Supervisors. The DISTRICT will provide the DOH with substitute staff when the PROVIDER’s staff, floats, and substitutes are unavailable.

ix. The DISTRICT will ensure that adequate provisions are made for the PROVIDER’s staff when necessary that they attend school sponsored field trips to care for medically complex students.

x. Assure that appropriately trained school staff provides back-up coverage for the PROVIDER’s nurses.

xi. Understands that all PROVIDER staff must follow all protocols and procedures outlined in the PROVIDER’s School Health Services Manual.

xii. Understands that all of PROVIDER’s staff must attend periodic trainings and meetings as organized by the PROVIDER and that the DISTRICT must provide relief coverage during these PROVIDER required absences.

xiii. The DISTRICT understands that, on behalf of its school principal, it reserves the right to request the replacement of any clinic staff for just cause assigned to perform services under this Agreement who has not provided to be satisfactory or whose performance is inadequate as noticed by the PROVIDER. The DISTRICT will provide documentation for requested disciplinary issues. Final determination of just cause and final decisions pertaining to the replacement of or disciplinary actions against any of PROVIDER’s clinic staff shall be the sole discretion of the PROVIDER in accordance with applicable laws and procedures.
10. **Official Representative:** The DISTRICT shall be responsible for providing an official representative and contact person to conduct all communications with the PROVIDER and to be responsible for the ongoing administration of this Agreement.

11. **Modification.** This Agreement represents the full understanding of the parties and supersedes all previous communications on the subject, either written or oral, between the parties. Any modification or waivers shall only be valid upon written mutual consent of the parties hereto.

12. **Disputes.** In the event a dispute should arise between the parties as to the delivery of services under this Agreement, the DISTRICT hereby authorizes its Superintendent of Schools to work with the PROVIDER to resolve any such disputes. The PROVIDER hereby authorizes its County Health Department Administrator to serve as its representative. In the event that the Superintendent of Schools and the County Health Department Administrator are unable to resolve the dispute, the matter shall be referred back to the DISTRICT’s Board for final resolution.

13. **Termination.** This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice by registered mail, specifying the effective date of such termination.

14. **Termination Because of Lack of Funds.** In the event funds to finance this Agreement become unavailable, the DISTRICT or the PROVIDER may terminate this Agreement upon not less than sixty (60) days written notice to either party. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Each entity shall be the final authority as to the availability and adequacy of funds for this Agreement. Any state, county, or school district agency’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other agreement or from any other source are not eligible for reimbursement under this Agreement.

15. **Indemnification.** Each party shall be solely responsible for the negligent or wrongful acts of its employees and agents. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.

16. **Insurance.** At its sole expense, the PROVIDER will provide, before commencement of the Services, and submit to the DISTRICT along with this Agreement, a certificate(s) evidencing such insurance coverage to the extent listed in 16.1 to 16.4 below.

   a. Any contractor transporting district employees, delivering or transporting district owned equipment or property, or providing services or equipment where a reasonable person would believe that BPS is responsible for the work of the PROVIDER from portal to portal is required to carry this insurance to the limit listed below.

   b. All contractors that have one (1) or more employees or that subcontract any portion of their work to another individual or company is required to have workers’ compensation insurance to the limits listed below. For contracts of $25,000.00 or more, no State of Florida, Division of Workers’ Compensation, Exemption forms will be accepted. All entities and individuals are required to purchase a commercial workers’ compensation insurance policy.
c. All contractors providing professional services such as architects, engineers, attorneys, auditors, accountants, medical professionals, etc. are required to have this insurance to the limits listed below.

d. The PROVIDER will carry and maintain policies as described below. All required insurance must be from insurance carriers that have a rating of “A” or better and a financial size category of “VII” or higher according to the A. M. Best Company. Such certificates must contain a provision for notification to the DISTRICT thirty (30) days in advance of any material change in coverage or cancellation. This is applicable to the procurement and delivery of products, goods, or services furnished to the DISTRICT.

16.1 Self-Insurance for Public Entities covered under Section 768.28, Florida Statutes:

Negligence including Bodily Injury and Property Damage

- Per Occurrence - $200,000
- General Aggregate - $300,000

16.2 Automobile Liability:

Negligence Including Bodily Injury and Property Damage:

- Per Claim - $500,000
- Combined Single Limit (each accident) - $1,000,000

16.3 Workers’ Compensation/Employer’s Liability may also be self-insured:

- W.C. Limit Required* - Statutory Limits
- E.L. Each Accident - $100,000
- E.L. Disease – Each Employee - $100,000
- E.L. Disease – Policy Limit - $500,000

16.4 Professional Liability/Medical Malpractice Insurance (Errors and Omissions):

For services, goods, or projects that will exceed $1,000,000 in value over a year.

- Each Claim - $1,000,000
- Annual Aggregate - $2,000,000
e. Professional Liability coverage must be maintained for a two (2) year period following completion of the Services in this Agreement.

f. All insurance shall be primary and not contributory to any other insurance carried by The School Board of Brevard County, Florida. This shall also apply to any self-insurance maintained by The School Board of Brevard County, Florida.

g. The PROVIDER shall notify the DISTRICT’s Risk Management Department within thirty (30) days of any material changes or notice of cancellation The PROVIDER received from its insurer on above required insurance.

h. The PROVIDER shall provide evidence of all insurance in the form of a Certificate of Insurance (Acord) and specify any deductible or retention applicable to above required insurance.

i. The PROVIDER agrees that proof of insurance shall be provided prior to execution of this Agreement and that no Services shall begin until proof of insurance is received by the DISTRICT. Receipt of proof of insurance shall not be construed as an approval of the PROVIDER’s insurance or a release or waiver of the PROVIDER’s obligation to provide insurance required in this Agreement.

j. To the extent permitted by law, the PROVIDER’s insurance shall contain a waiver of rights to recover from the DISTRICT or its insurance.

17. Independent Contractor. By this Agreement, the parties intend to establish between them the relationship of mutually independent contractors. Each party and the officers, employees, agents, subcontractors, or other contractors thereof shall not be deemed by virtue of this Agreement to be officers, agents, or employees of the other party.

18. The PROVIDER (Florida Department of Health in Brevard County) reserves the right to assign/transfer its rights/duties under this Agreement to another state agency, if required to do so by operation of Florida law.

19. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Florida, USA. Both parties each agree that sole and exclusive jurisdiction and venue for any action or litigation relating to this Agreement shall reside with the courts of Brevard County, Florida.

20. This Agreement is entered into and made effective as of July 1, 2019.

**SIGNATURES TO FOLLOW**
IN WITNESS THEREOF, the parties hereto have caused this twenty-nine (29) page AGREEMENT, including Attachments A through H, to be executed by their official's thereunto duly authorized.

The Florida Department of Health, County

Signed by: Anita Shemmel
Maria Stahl, RN, DNP
Administrator

DATE: 5/11/19

The School Board of Brevard County, Brevard Florida

Signed by: Tina Descovich
Chairman

DATE: 

Attest:
Mark W. Mullins, Ed.D
Superintendent
The School Board of Brevard County, Florida

DATE: 

Attachment A

School Health Coordinator

The School Health Coordinator - **Total 1 person** – is responsible for the following:

1. Shall serve as the contract manager, official representative and contact person to conduct all communications with the DISTRICT and to be responsible for the ongoing administration of the agreement.
2. Shall work mutually with the DISTRICT to provide continuous information on the delivery and impact of the services made available under this agreement and shall ensure and document that meetings with the DISTRICT are held as necessary to discuss issues concerning the implementation of this Agreement.
3. Shall provide any and all data or materials to the DISTRICT that are maintained or collected by request in the course of performing this Agreement.
4. Shall be responsible for the recruitment of positions within the terms of this Agreement.
5. Shall be responsible for the oversight of all personnel and/or agents to provide health services under this Agreement.
6. Shall be responsible for monitoring of the quality of health services delivered to insure the highest standards of service being provided to all Recipients under this Agreement.
7. Complete the Florida Annual School Health Services Report in conjunction with the DISTRICT and submit same by the deadline each year.
8. Complete the Florida School Health Services Plan, assure review by the DISTRICT, and obtain the signatures of the appropriate parties prior to requested submission by the state.
9. Assure that all employees meet Level 2 background screening as required by Section 381.0059, Florida Statutes, and Chapter 435, Florida Statutes.
10. Discuss with DISTRICT personnel any issues relating to school-based personnel as necessary.
11. Attend School Health Advisory Committee Meetings.
12. Discuss with the DISTRICT any issues related to personnel.
Attachment B

School Health Nursing Supervisors

The School Health Nursing Supervisors - **Total 7 people** – shall be responsible for the following:

1. Shall interview and hire Licensed Practical Nurses (LPN) and Health Support Technician (HST) staff under the control of the PROVIDER.

2. Assure that all employees meet Level 2 background screening as required by Section 381.0059, Florida Statutes, Public Health.

3. Assure that all school based clinic staff work within the scope of their practice and according to the Florida Nurse Practice Act.

4. Assure that PROVIDER clinic staff is familiar with the requirements of Chapter 1006, Florida Statutes, related to student safety and medical services. All medical care and procedures will be performed thru medical direction of a private medical doctor in conjunction with PROVIDER’s medical director.

5. Assure that all PROVIDER clinic staff follow all DISTRICT policies and procedures, including adherence to all applicable FERPA and HIPAA confidentiality laws, both federal and state governing school and health records.

6. Shall determine all clinic staff assignments notifying DISTRICT of all necessary changes.

7. Coordinate with the DISTRICT for necessary substitute coverage when available due to school clinic staff absences that are beyond the control of the PROVIDER.

8. Shall provide training to school personnel designated by the school principal to assist students in the administration of prescribed medication.

9. Coordinate with school principal to ensure that the principal and/or the principal’s designees, excluding health room staff are trained in the administration of medication and provision of medical services per Section 1006.062, Florida Statutes.

10. Coordinate with school principal to provide relief coverage as needed for clinic staff required thirty (30) minute lunch break.

11. Provide age-appropriate district approved health education classes and trainings to the DISTRICT as requested and approved by principal.

Shall be responsible for no more than twelve (12) DISTRICT schools and all personnel under their direct supervision in assigned schools to provide health services under this Agreement and shall be responsible for the monitoring of the quality of services delivered to insure the highest standards of service in conjunction with the School Health Coordinator.

**Services to be Monitored Include:**

- Nurse assessments and Health Care Plans
- Health Counseling
- First Aid and Emergency Health Services
- Medication Administration
- Health Care Procedures
- Dental Screenings
- Vision / Hearing / Scoliosis / Growth & Development (BMI)
Attachment C

Nurse Liaisons

The Nurse Liaisons – Registered Nurses (RNs) – **Total 5 people** – shall be responsible for the following:

1. Works under the direct supervision of the School Health Coordinator following guidelines set forth under Chapter 381, Florida Statutes, titled Public Health.
2. Provides CPR update training for all school-based clinic staff.
3. Provides orientation sessions for new school-based clinic staff.
4. Coordination and arrangement of all clinic staff in-service and educational updates.
5. Shall provide assistance concerning student’s health conditions working with the DISTRICT designated staff.
6. Works closely with teachers concerning matters of physical and mental health and environmental problems, which can affect children’s health.
7. Advises principals or designee of medical problems of which he/she should be aware.
8. At the request of the DISTRICT, the Nurse Liaison will participate in 504 and IEP meetings in order to work with the DISTRICT and parents for students with medical issues to have a smooth transition into the educational environment.
9. Provides nursing assessments and will develop Individualized Health Care Plans as required by the DISTRICT.
10. Provides child-specific training on conditions and health related procedures to the DISTRICT as necessary.
11. Provides training on various diseases and conditions, including food allergies, to DISTRICT personnel.
12. Coordinates medical information between child’s physician, parent/legal guardian, and the DISTRICT as necessary.
13. Reports all students with known food allergies to the DISTRICT’s cafeteria staff/guidance.
Attachment D

Immunization Technicians

The Immunization Technicians – **Total 4 people** – shall be responsible for the following:

1. Under the direct supervision of the School Health Coordinator, follow Section 1003.22, Florida Statutes.
2. Inspection of school entry health examinations.
3. Inspection of school entry immunizations against communicable diseases.
4. Examination and documentation of all health exam and immunization exemptions.
5. Works in conjunction with school principals for all student exclusions from school according to statute.
6. Shall provide yearly Immunization Report to the State.
Attachment E

Screening Technicians

The Screening Technicians – **Total 4 people** – shall be responsible for the following:

1. Under the direct supervision of the School Health Coordinator, follow Rule 64F-6.003, Florida Administrative Code, School Health Services Program.
2. Performs student health screenings including documentation of results, referral, and shall be responsible for the following:
   a. Along with other PROVIDER staff, responsible for scheduling schools, coordinating staff, providing equipment, and supplies for mass screenings.
   b. Along with the PROVIDER’s clinic staff, may be called upon if available to assist with screenings of students.
3. State Mandate Screenings are as follows:
   a. Vision screening shall be provided at a minimum in grades kindergarten, 1, 3, and 6 and students entering Florida schools for the first time in grades kindergarten through 5.
   b. Hearing screening shall be provided at a minimum in grades kindergarten, 1, and 6 and to students entering Florida schools for the first time in grades kindergarten through 5. The DISTRICT will do a final follow up on hearing screening pending DISTRICT audiologist findings.
   c. Growth and Development screening shall be provided at a minimum to students in grades 1, 3, and 6.
   d. Scoliosis screening shall be provided at a minimum to students in grade 6.
Attachment F

Data Entry HMS

The Data Entry -Health Management System (HMS) – Total 1 person -- shall be responsible for the following:

Under the direct supervision of the School Health Coordinator, follow state guidelines documenting into the state accountability system (HMS) services and time provided by the PROVIDER’s staff to the DISTRICT in school-based clinic sites.
Attachment G

Data Entry AS400 Technicians

The Data Entry AS400 Technicians – **Total 2 people** – are responsible for the following:

1. Under the direct supervision of the School Health Coordinator, follows guidelines of the DISTRICT in the inputting of student health conditions, immunizations, physical exam status, and health screening information and outcomes into the AS400 school-based system for direct access and use by the DISTRICT.
The School Based Clinic Staff – **Total TBD** - are responsible for the following:

1. Under the direct supervision of the School Health Nursing Supervisor, provides direct care to school-based students and staff. Level of knowledge and professional licensure for care implemented will be modified accordingly based on level of the DISTRICT’s need.
2. Provides first aid to injured students and staff, daily care of acutely ill and chronically ill students.
3. Manages and coordinates care for students with medical procedures to be performed and manages care for students diagnosed with communicable diseases.
4. Provides evaluation and health counseling as appropriate for students and staff.
5. Interfaces and communicates with school base staff, parents, students, and medical providers as necessary for coordinated care of individuals.
6. Following Section 1006.62, Florida Statutes, organizes known or identified student medication(s). Counts, records, and administers medications to students and maintains accurate records.
7. Records and reports all students with known health conditions to appropriate DISTRICT staff.
8. Documents and reports any indication of child abuse to appropriate authorities.
9. Assists Nurse Liaison as necessary with information in development and implementation of Child Specific Health Care Plans.
10. Assists assigned PROVIDER staff as necessary with school-based screenings.
11. Carries out communicable disease prevention and infection control based on current guidelines for standard precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal. Reports to the PROVIDER as appropriate.
12. Maintains and updates school clinic-based health records.
13. Utilizes health related forms as per the PROVIDER and the DISTRICT.
14. Maintains documentation of daily clinic visits and activities as appropriate.
15. Provides quantitative data as requested by direct nursing supervisor including employee activity reports, time sheets and other state mandated information.
16. Reports all students with known food allergies to cafeteria staff/guidance.
Attachment I

Hourly Rates of the School-Based OPS School Health Staff

A. The hourly rates of the school-based OPS School Health staff will be as follows:
   1. Health Support Technicians (HST) - $ 12.00 per hour plus 1.45% FICA tax
   2. Licensed Practical Nurses (LPN) - $ 17.00 per hour plus 1.45% FICA tax
   3. Registered Nurses (RN) - $ 23.00 per hour plus 1.45% FICA tax

B. Staffing levels in each school will be based on collaboration of the DISTRICT and the PROVIDER based on medical needs of the students.

C. Other Positions - Information based on January 2019 Salaries and Benefits. May be subjected to State Legislature Cost of Living pay increases in Salaries and Benefits for all State employees.
   1. Nurse Liaison – Position # 084635, Registered Nurse, $17.31/hour salary, $10.28/hour benefits
   2. Nurse Liaison – Position # 006618, Registered Nurse, $20.34/hour salary, $7.85/hour benefits
   3. Nurse Liaison – Position # 003210, Registered Nurse, $17.31/hour salary, $10.28/hour benefits
   4. Nurse Liaison – Currently Vacant, Registered Nurse, $17.31/hour salary, $10.28/hour benefits
   5. HMS Data Entry – Position # 057459, Admin Assistant I, $13.91/hour salary, $7.66/hour benefits
   6. AS400 Data Entry – Position # 084026, Health Support Technician, $12.53/hour salary, $9.78/hour benefits
   7. AS400 Data Entry – Position # 003215, Health Support Technician, $9.67/hour salary, $6.01/hour benefits
   8. RN Supervisor – Additional Position, Sr. CHN Supervisor, $20.97/hour salary, $11.22/hour benefits
   9. RN Supervisor – Position # 080395, Sr. CHN Supervisor, $20.97/hour salary, $5.01/hour benefits
  10. RN Supervisor – Position # 006615, Sr. CHN Supervisor, $20.97/hour salary, $11.22/hour benefits
11. RN Supervisor – Position # 069468, Sr. CHN Supervisor, $20.49/hour salary, $10.98/hour benefits

12. RN Supervisor – Position # 006617, Sr. CHN Supervisor, $20.97/hour salary, $8.23/hour benefits

13. RN Supervisor – Two Positions currently vacant, $20.58/hour salary, $7.90/hour benefits

14. Immunization Tech – Position # 001410, Health Support Tech, $13.31/hour salary, $2.00/hour benefits

15. Immunization Tech – Position # 027019, Health Support Tech, $11.54/hour salary, $1.74/hour benefits


17. Immunization Tech – Position # 041996, Health Support Tech, $11.41/hour salary, $9.63/hour benefits

18. TAP Program – Position # 000187, Registered Nurse, $16.41/hour salary, $10.29/hour benefits

19. Head Start Program – Position # 060907, Sr CHN Supervisor, $22.60/hour salary, $9.95/hour benefits


21. Head Start Program – Two Health Support Tech OPS positions, $12.00/hour salary, $.18/hour benefits

22. Head Start Program – One Licensed Practical Nurse position, $17.00/hour salary, $.25/hour benefits

23. BLAST Program – One Health Support Tech OPS position, $12.00/hour salary, $.18/hour benefits

24. Screening Tech – Position # 067741, Health Support Tech, $10.08/hour salary, $6.09/hour benefits

25. Screening Tech – Position # 084163, Health Support Tech, $11.22/hour salary, $6.32/hour benefits

26. Screening Tech – Position # 905035, Health Support Tech, $12.00/hour salary, $.18/hour benefits

27. Screening Tech – Position # 001446, Health Support Tech, $9.18/hour salary, $6.09/hour benefits
Brevard Public Schools
Cost/Benefit Analysis
For Fiscal Year 2016-2017

Date of Board Meeting to be Submitted
May 28, 2019

Proposed Purchase/Program/Project
19-1708-8W-JW Comprehensive Health Services for Brevard Public Schools

Detailed Description of Proposed Purchase/Program/Project
The purpose of the contract is to provide comprehensive school health services to Brevard Public Schools, including, but not limited to staffing school clinics, providing medication management, triaging illnesses and injuries, providing care to medically fragile students, administering medical procedures as necessary, developing and implementing health care plans, providing health screenings at appropriate grade levels as delineated in Florida Statute, and providing immunization verification.

Estimated Costs

<table>
<thead>
<tr>
<th>Start-up Costs</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase price</td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Salaries/Benefits</td>
<td></td>
<td>$3,073,939.00</td>
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<tr>
<td>Transportation</td>
<td></td>
<td></td>
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<tr>
<td>Supplies/Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
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<td></td>
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<tr>
<td>Total Start-up Costs</td>
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<td>$3,073,939.00</td>
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</table>

<table>
<thead>
<tr>
<th>Annual Recurring Costs</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td></td>
<td>$3,073,938.00</td>
</tr>
<tr>
<td>Transportation</td>
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<td>Supplies/Equipment</td>
<td></td>
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<tr>
<td>Purchased Services</td>
<td></td>
<td></td>
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<tr>
<td>Total Annual Recurring Costs</td>
<td></td>
<td>$3,073,938.00</td>
</tr>
</tbody>
</table>

Will this purchase/program/project generate revenue? Yes No
XX If so, please estimate the amount of revenue to be provided annually.
Annual Revenue

Will this purchase/program/project generate cost savings? Yes No
XX If so, please estimate the amount of savings to be provided annually.
Annual Savings

Please provide a detailed description of the benefits that will be gained and how the proposed purchase/program/project aligns to the strategic plan.
Provide comprehensive School Health Services to public schools located in Brevard County and under the jurisdiction of the DISTRICT in accordance with Sections 381.0056, 381.0057, 381.0059, and 402.3026, Florida Statutes, and with Rule 64F-6.001-6.006, Florida Administrative Code, and other related Florida Statutes and Rules and in accordance with applicable policies and procedures of the DISTRICT and the PROVIDER.

How does the proposed purchase/program/project align with the District’s strategic plan?
Perform student health screenings pursuant to Section 381.0056, Florida Statutes, and Rule 64F-6.003, Florida Administrative Code. This includes documentation, referral, and follow up on all screening failures in accordance with the DISTRICT'S Health Services Manual. Screenings may be performed in mass screening style by a pool of volunteers and PROVIDER's staff, including the onsite nurse and other PROVIDER school health nurses and school health staff. The PROVIDER is responsible for coordinating staffing, equipment, and supplies for mass screening; grouping the schools to be screened and scheduling the screening with onsite nurses and the principal.

Return on Investment

<table>
<thead>
<tr>
<th>Start-up Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,073,939.00</td>
<td></td>
</tr>
<tr>
<td>Number years pay back</td>
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</tr>
<tr>
<td>Annual Revenue</td>
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<tr>
<td>Cost Savings</td>
<td>$0.00</td>
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<tr>
<td>Less: Annual Recurring costs</td>
<td>$3,073,938.00</td>
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<tr>
<td>Net Annual Revenue</td>
<td>($3,073,938.00)</td>
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<tr>
<td>Pay Back Period</td>
<td>(1.00) Years</td>
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Chief Financial Officer Date 3/1/19

Principal / Director Date 4-30-17

Cabinet Member Date 5-1-19

Effective February 1, 2017