



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

July 24, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdg/af*

RE: Pasco County Health Department
Memorandum of Understanding

The attached agreement between the Pasco County Health Department and the District School Board of Pasco County is being forwarded to the Board for approval. The Pasco County Health Department will provide the District with staff to administer vaccinations to students at fifteen (15) middle schools on August 14, 2012. There will be no charge to the District for these services. Please refer to the attached memo from Lizette Alexander, Director of Student Services, for further information regarding this agreement.

At this time, we respectfully request your approval to enter into the one-year agreement with the Pasco County Health Department. The agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney, on June 24, 2012.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sb
Attachments

July 17, 2012 11:00:00



District School Board of Pasco County


7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

MEMORANDUM

Student Services Department
Lisa Kern, Supervisor
813/794-2360 Fax: 813/794-2120
727/774-2360
352/524-2360

Date: July 2, 2012
To: Kendra Goodman, CPPB, Purchasing Agent
From: Lisa Kern, Supervisor of Student Services (Health)
Lizette Alexander, Director of Student Services 
Subject: Pasco County Health Department Memorandum of Agreement

Please find the following Agreement that assists in the provision of health services for students and families:

Memorandum of Agreement between the Pasco County Health Department and the District School Board of Pasco County – Immunization Outreach

This agreement is intended to allow Pasco County Health Department staff to administer vaccinations to middle school students on August 14, 2012 on school campuses. This agreement with the Pasco County Health Department does not involve any funds. At this time, we respectfully request that The Board approve the above-referenced item.

Thank you

LK/lg



RECEIVED
7-2-12 Dan

**MEMORANDUM OF AGREEMENT
BETWEEN
THE PASCO COUNTY HEALTH DEPARTMENT
10841 Little Rd, New Port Richey, FL 34654
AND
THE DISTRICT SCHOOL BOARD OF PASCO COUNTY
7227 Land O Lakes Blvd, Land O Lakes, FL 34638**

This Agreement between **Pasco County Health Department**, hereinafter referred to as **Pasco CHD**, and the District School Board of Pasco County, hereinafter referred to as **Pasco County Schools**, pertains to services to be provided by **Pasco CHD** from August 1, 2012 through August 31, 2012. This Memorandum of Agreement (MOA) is effective on August 1, 2012, or the date on which the agreement is signed by both parties, whichever is later.

A. Services to be provided

1. Definition of Terms

a. Agreement Terms

Pasco County Health Department (Pasco CHD): The **Pasco CHD** is a state and county funded health department of the Florida Department of Health (DOH) with jurisdiction over **Pasco** County, hereinafter referred to as the Department.

The District School Board of Pasco County: The governing body of the **Pasco County Schools**, hereinafter also referred to as the Provider.

Suncoast Federal Credit Union: Is the party donating the sum of Five Thousand and no/100 dollars to the Pasco County Health Department to defray the cost of the immunization campaign contemplated under this Agreement.

2. General Description

a. General Statement.

Pasco CHD in collaboration with the **Pasco County Schools** shall administer Tdap and Menactra vaccines on August 14, 2012, at 15 public middle schools located in Pasco County, listed on the attached Exhibit "A", hereinafter known as inoculation sites.

b. Scope of Service.

To administer Tdap and Menactra vaccines to school students enrolled in public middle schools named in Exhibit "A".

B. Manner of Service Provision

1. Service Tasks

a. Nurses will be supplied by Pasco County Health Department to administer Tdap and Menactra vaccines to students entering 7th grade, or such other students in higher grades as may be necessary. Inoculation services will be provided on August 14, 2012 at the locations and times indicated in Exhibit "A". School Health Nursing staff will be present to

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Kdglaf 7/3/12

assist Pasco CHD staff as well as parents/caregivers as needed. Parent/caregiver must be present for vaccination to be administered. The Tdap and Menactra vaccines will be available while the supply lasts; Menactra will be administered only upon the request of parent/caregiver.

2. Service Location

- a. The fifteen (15) inoculation sites, along with the times inoculations will be administered, are listed on the attached Exhibit "A".

3. Deliverables

a. **Records and Documentation.** When this agreement ends, it is the responsibility of the **Pasco County Schools** to return all client records generated under this Agreement to the **Pasco CHD** within two (2) weeks of the Agreement ending date.

b. **Monitoring and Evaluation Methodology.** As the parties acknowledge that the inoculation exercise contemplated by this agreement is for a single day, no monitoring will be necessary.

It is the responsibility of the **Pasco CHD** to advise sub-recipients of requirements imposed on them by Federal laws, regulations and the provisions of contracts, memorandum of agreement (MOA) or memorandums of understanding (MOU) connected to a Federal or State Grant. The attachment "Financial and Compliance Audit" must be part of every contract, MOA or MOU or connected to a Federal or State Grant.

C. Pasco County School's Responsibilities

1. Pasco County School Unique Activities at Each Inoculation Site:

- Provide table, chairs, wheelchair, pens, stapler, highlighters, and garbage pails.
- Provide orange juice, and simple snacks for any students who may become dizzy after vaccination.
- Provide signs to assist parents with locating vaccination area and nurse area.
- Provide a hand stamp or some other means of indicating shot completion.
- Notify all front office personnel and administrative staff of vaccine clinic.
- Notify parents through School Connect, newsletter and/or website.
- Those students without documentation that they have previously received Tdap vaccine will be given a vaccine information statement (VIS) and will be directed to the inoculation area.

D. PasCHD Responsibilities

1. PasCHD agrees to provide the following services:



- Provide a vaccine information sheet (VIS) to parents/caregivers of students waiting for vaccination.
- Provide adolescent vaccination brochures.
- **Pasco CHD** will purchase pediatric Epi-pens, 1 box of ammonia caps for emergency use and provide all vaccination supplies such as vaccine, syringes/needles, gloves, alcohol preps, cotton balls, band aids and sharps containers.
- **Pasco CHD** will provide nurses to administer the vaccine, enter available vaccine information into FLSHOTS, and generate the HRS-680. One copy is given to parent/caregiver and the other is retained for school use. Nurses and/or clerks will place student ID number from database on blue card.
- **Pasco CHD** provided nurses will be available at school site ½ hour before and ½ after registration start/end times.

E. Manner of Payment:

1. **Pasco County Health Department** acknowledges that it has received a donation of \$5,000.00 from Suncoast Federal Credit Union to accomplish the inoculation of Pasco County middle school students contemplated under this Agreement.

F. Termination

1. Termination at Will: This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination for Breach: This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the department may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the department's right to remedies at law or in equity.

4. Termination for Failure to Satisfactorily Perform Prior Agreement: Failure to have performed any contractual obligations with the department in a manner satisfactory to the department will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the department, been notified by the department of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the department; or (2) had a contract terminated by the department for cause.

G. Special Provisions

1. No Lobbying: State funds cannot be used to lobby the Executive or Legislative branches of the Federal Government in connection with the PasCHD.

2. Discriminatory Vendor List: Provider acknowledges it is informed of the provisions of 287.134 (2) (a), F.S., and represents to the Department that those provisions do not prohibit the Department from contracting with the Provider or any subcontractors hereunder.



3. Background Check: The provider must comply with the policy of the Department of Health, which requires employees and certain other persons in positions of special trust, responsibility or sensitive location to be background screened in accordance with Sections 110.1127 and 435.4, Florida Statutes. Initial screening includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). Re-screening requires only correspondence checks through FDLE every five (5) years. In addition, all cooperative agreements and contracts must be in compliance with the department's Information Security Policies, Protocols, and Procedures.

4. Security: The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies 1999-2000, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality. There must be an individual designated with specified responsibility for managing the security and confidentiality of these data. It is the responsibility of the provider designee to develop policies, which ensure the confidential flow of client information between authorized staff and provider. Discipline will be applied for breach of security of confidential information consistent with Florida Statutes, Florida Administrative Code, and Department of Health protocols, policies and procedures. The contract manager performs information security assessments of agreement providers during scheduled compliance visits.

5. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability and Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

6. Change in Signing Authority: If the signing authority changes for this agreement, the PasCHD must be notified immediately so that a new agreement can be executed.

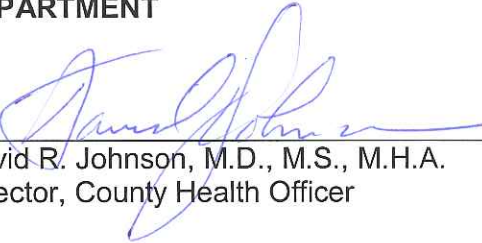
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This agreement consisting of _____ pages, and the following exhibits and attachments, shall begin on July 1, 2012, or on the date on which this Agreement has been signed by both parties, whichever is later, and shall end on August 31, 2012.

PASCO COUNTY HEALTH DEPARTMENT

By: 
David R. Johnson, M.D., M.S., M.H.A.
Director, County Health Officer

Date: 6-26-2012

DISTRICT SCHOOL BOARD OF PASCO COUNTY

By: _____
Heather Fiorentino
Superintendent

Date: _____

By: _____
Joanne Hurley
Chairman

Date: _____

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Kdg/a/7/3/12

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Exhibit "A"

**Schedule of Vaccine Administration at
Inoculation Sites**

School	Daytime Registration Hours	Evening Registration Hours (if available on that date)
River Ridge Middle	8:00 AM – 2:00 PM	6:00 PM - 7:30 PM
John Long Middle	8:00 AM – 3:00 PM	
Gulf Middle	8:30 AM – 2:30 PM	
Rushe Middle	8:30 AM – 2:30 PM	
Smith Middle	8:00 AM – 3:00 PM	5:00 PM – 7:00 PM
Stewart Middle	8:00 AM – 3:00 PM	
Seven Springs Middle	8:00 AM – 3:00 PM	
Bayonet Point Middle	8:30 AM – 2:30 PM	
Crews Lake Middle	8:00 AM – 2:30 PM	6:00 PM – 8:00 PM
Centennial Middle	8:00 AM – 2:30 PM	
Weightman Middle	8:00 AM – 3:00 PM	
Pasco Middle	8:00 AM – 3:00 PM	
Hudson Middle	8:30 AM – 2:00 PM	5:00 PM – 6:30 PM
Pine View Middle	8:30 AM – 3:30 PM	
Chasco Middle	8:30 AM – 2:30 PM	5:00 PM – 7:00 PM

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