**InterLocal Application**

**For**

**Immunization Program Funds**

**Fiscal Year 2023**

[**www.ImmunizeTexas.com**](http://www.ImmunizeTexas.com)

**Issue date: 1/26/2022**

 **Due date: 2/11/2022**

Immunization Unit

P.O. Box 149347

Austin, Texas 78714-9347

I. INTRODUCTION

The Department of State Health Services (DSHS)Immunization Unit announces the expected availability of Fiscal Year (FY) 2023general revenue and federal funding to prevent and control the transmission of vaccine-preventable diseases in children and adults, with emphasis on accelerating strategic interventions to improve their vaccine coverage levels.

This Inter-Local Application (ILA) contains the requirements that all applicants shall meet to be considered for funding. Each applicant is solely responsible for the preparation and submission of an application in accordance with instructions contained in this ILA.

**Please submit the completed renewal application electronically no later than January 15, 2022 to** **DSHSImmunizationContracts@dshs.texas.gov**and Holly Zoerner at **holly.zoerner@dshs.texas.gov**.

The renewal application includes a form for Indirect Costs (I-7) within the budget template. DSHS Contract Oversight and Support (COS), the section that conducts fiscal audits of contractors, strongly urges that indirect costs be included. Please note that DSHS Immunization Unit has a cap on indirect costs. The total cost that may be funded under this renewal application may not be more than 10% of the personnel costs listed on Form I-1.

II. APPLICATION POINT OF CONTACT

For purposes of addressing questions concerning this Application, the contact is **Holly Zoerner** of the Contract Management Section. Communications concerning this Application may be addressed by email or fax to:

 **Phone and Fax Numbers:**

 512.776.3742

 512.776.7391 fax

 **CMS Contact Email:**

holly.zoerner@dshs.texas.gov

III. TABLE OF CONTENTS

**THE APPLICATION SHOULD INCLUDE A TABLE OF CONTENTS AND BE ORGANIZED AND ARRANGED IN THE FOLLOWING ORDER:**

Form A. Face Page - Application for Financial Assistance

Form A-1. Texas Counties and Regions List (see separate file)

Form B. Table of Contents and Checklist

Form C. Contact Person Information (last block is for emergency contact)

Form C-1 Program Contract Information (see separate file)

Form D. Job Descriptions (if applicable)

Form E. Program Income Spending Plan

Form F. Budget (see separate file)

Form G. FFATA Form

 Appendix B. Copy of Approved Indirect Rate (if applicable)

**Department of State Health Services**

 FORM A: FACE PAGE

|  |
| --- |
| CONTRACTOR INFORMATION |
| 1) LEGAL BUSINESS NAME: **Fort Bend County** |
| 2) MAILING Address Information: Include mailing address, street, city, county, state, and zip code): **301 Jackson Street; Health and Human Services – Clinical Health Services (CHS)****Richmond, Texas 77469-3108** | Check if address change ☐ |
| 3) PAYEE Name and Mailing Address (if different from above:**Fort Bend County Auditor’s Office; 301 Jackson Street, Richmond, Texas 77469** | Check if address change ☐ |
| 4) DUNS Number (9 digit) required if receiving American Recovery and Reinvestment Act of 2009 (ARRA) funds: **08-149-7075** |
| 5) Federal Tax ID no. (9 digit), State of Texas Comptroller Vendor ID No. and Mail Code **746001969 and 77469-3108**\**The contractor acknowledges, understands and agrees that the contractor’s choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.* |
| 6) TYPE OF ENTITY (check all that apply): |
|  CityX County☐ Other Political Subdivision☐ State Agency☐ Indian Tribe  | ☐ Nonprofit Organization \*☐ For Profit Organization\*\*☐ HUB Certified☐ Community-Based Organization☐ Minority Organization | ☐ Faith Based (nonprofit Org)☐ Individual☐ Federally Qualified Health Centers☐ State Controlled Institution of Higher Learning  | ☐ Hospital☐ Private☐ Other (specify):  |
| \*If incorporated, provide 10-digit charter number assigned by Secretary of State:  |
| 7) PROPOSED BUDGET PERIOD: Start Date: **September 1, 2022** End Date: **August 31, 2023** |
| 8) COUNTIES SERVED BY PROJECT: **Fort Bend County** |
| 9) AMOUNT OF FUNDING REQUESTED: **$258,364** | 11) PROJECT CONTACT PERSON |
| 10)PROJECTED EXPENDITURESDoes contractor’s projected federal expenditures exceed $500,000, or its projected state expenditures exceed $500,000, for contractors current fiscal year (excluding amount requested in line 9 above)?\*\* Yes **X** No ☐\*\**Projected expenditures should include anticipated expenditures under all**Federal grants including “pass through” federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable* | Name **Barbarah Martinez, MSN, APRN, FNP-BC**Phone: **(281) 238-3548**Fax: **(281) 471-1808**Email: **Barbarah.Martinez@fortbendcountytx.gov** |
| 12) FINANCIAL OFFICERName: **Ed Sturdivant**Phone: **(281) 341-3760**Fax: **(281) 341-3374**Email: **Ed.Sturdivant@fortbendcountytx.gov** |
| The facts affirmed by me in this proposal are truthful and I warrant the contractor is in compliance with assurances and certifications contained in APPENDIX **A: DSHS Assurances and Certification.** I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract.  |
| 13) AUTHORIZED SIGNATORY (DocuSign) Check if change ☐Name: **KP George**Title: **County Judge**Phone: **(281) 341-8608**Fax: **(281) 341-8609**Email: county.judge@fortbendcountytx.gov |
|

FORM A: FACE PAGE INSTRUCTIONS

This form provides basic information about the contractor and the proposed project with the Department of State Health Services (DSHS), including the signature of the authorized representative. It is the cover page of the renewal and is required to be completed. Signature affirms the facts contained in the contractor’s response are truthful and the contractor is in compliance with the assurances and certifications contained in **APPENDIX A: DSHS Assurances and Certifications** and acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below to complete the face page form and return with the contractor’s renewal application.

1. **LEGAL BUSINESS NAME** -Enter the legal name of the contractor.
2. **MAILING ADDRESS INFORMATION** -Enter the contractor’s complete physical address and mailing address, city, county, state, and zip code.
3. **PAYEE NAME AND MAILING ADDRESS** -Payee – Entity involved in a contractual relationship with contractor to receive payment for services rendered by contractor and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE’s name and mailing address if PAYEE is different from the contractor. The PAYEE is the corporation, entity or vendor who will be receiving payments.
4. **DUNS Number** – 9 digit Dun and Bradstreet Data Universal Numbering System (DUNS) number or Central Contractor Registration number plus 4 digit extended DUNS number. This number is required if receiving **ANY** American Recovery and Reinvestment Act (ARRA) funds and can be obtained at: <http://fedgov.dnb.com/webform>
5. **FEDERAL TAX ID/STATE OF TEXAS COMPTROLLER VENDOR ID/SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Vendor Identification Number assigned by the Texas State Comptroller (14-digit). \*The contractor acknowledges, understands and agrees the contractor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.
6. **TYPE OF ENTITY** -Check the type of entity as defined by the Secretary of State at <http://www.sos.state.tx.us/corp/businessstructure.shtml>

or http://www.sos.state.tx.us/corp/nonprofit\_org.shtmland/or theTexas State Comptroller at <https://fmx.cpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS_Guide_0409.pdf>  and check all other boxes that describe the entity.

Historically Underutilized Business**:** A minority or women-owned business as defined by Texas Government Code, Title 10, Subtitle D, Chapter 2161. (<http://www.window.state.tx.us/procurement/prog/hub/>)

State Agency**:** an agency of the State of Texas as defined in Texas Government Code §2056.001.ii

Institutions of higher education as defined by §61.003 of the Education Code.

MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.

If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.

1. **PROPOSED BUDGET PERIOD** - Enter the budget period for this proposal. Budget period is 09/01/2022 – 08/31/2023.
2. **COUNTIES SERVED BY PROJECT** - Enter the proposed counties served by the project.
3. **AMOUNT OF FUNDING REQUESTED -** Enter the amount of funding requested from DSHS for proposed project activities (not including possible renewals). This amount must match column (1) row K from the BUDGET SUMMARY used for cost reimbursement budgets.
4. **PROJECTED EXPENDITURES** -If contractor’s projected federal expenditures exceed $500,000 or its projected state expenditures exceed $500,000 for contractor’s current fiscal year, contractor must arrange for a financial compliance audit (Single Audit).
5. **PROJECT CONTACT PERSON** -Enter the name, phone, fax, and email address of the person responsible for the proposed project.
6. **FINANCIAL OFFICER** - Enter the name, phone, fax, and email address of the person responsible for the financial aspects of the proposed project.
7. **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and email address of the person authorized to represent the contractor. Check the “Check if change” box if the authorized representative is different from previous submission to DSHS.
8. **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the contractor must sign in this blank.
9. **DATE** - Enter the date the authorized representative signed this form.

**FORM B: TABLE OF CONTENTS AND CHECKLIST**

|  |  |
| --- | --- |
| **Legal Business Name of Contractor:**  |  **Fort Bend County** |

*This form is provided as your Table of Contents and to ensure the proposal is complete, proper signatures are included, and the required assurances, certifications, and attachments have been submitted. Be sure to indicate page number.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FORM** | **DESCRIPTION** | **Included** | **Page #** | **Not Applicable** |
| **A** | Face Page - completed, and proper signatures and date included | **X** | **Page 4** |  |
| **A-1** | Texas Counties and Regions List | **X** | **Page 11** |  |
| **B** | Table of Contents and Checklist – completed and included | **X** | **Page 6** |  |
| **C** | Contact Person Information – completed and included | **X** | **Page 7** |  |
| **C-1** | Program Contact Information – completed and included  | **X** | **Separate File attached** |  |
| **D** | Job Descriptions (with supplemental documentation attached if required) | **X** | **Page 8, 13 & 14** |  |
| **E** | Program Income Spending Page | **X** | **Page 9** |  |
| **F** | Budget Summary Form and Detail Pages  | **X** | **Separate File attached** |  |
| **G** | FFATA Form - completed and included | **X** | **Page 10** |  |
| **Appendix B** | Copy of Approved Indirect Rate – included (if applicable) | **☐** |  | **N/A** |

FORM C: CONTACT PERSON INFORMATION

|  |  |
| --- | --- |
| **Legal Business Name of Contractor:** |  **Fort Bend County** |

This form provides information about the appropriate contacts in the contractor’s organization in addition to those on FORM A: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the **Contract Management Section.**

**Contacts must include, but are not limited to: Executive Director, Financial Contact, Program Contact, and Emergency Contact information.**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact: | Barbarah Martinez MSN, APRN, FNP-BC |  | Mailing Address |
| Title: | Division Manager - Clinical Health Services |  | Street: | 4520 Reading Rd. Suite A-200 |
| Phone: | (281) 238-3548 |  |  |  | City: | Rosenberg |
| Fax: | (832) 471-1808 |  | County: | Fort Bend County |
| Email: | Barabarah.Martinez@fortbendcountytx.gov |  | State, Zip: | Texas, 77471 |
| Contact: | Joyce Brown RN, BSN, OCN |  | Street: | 4520 Reading Rd. Suite A-200 |
| Title: | Immunization Program Manager |  | City: | Rosenberg |
| Phone: | (281) 238-3552 | Ext: |  |  | County: | Fort Bend County |
| Fax: | (281) 471-1815 |  | State, Zip: | Texas, 77471 |
| Email: | Joyce.Brown@fortbendcountytx.gov |  |  |  |
| Contact: | Robert Castaneda |  | Street: | 4520 Reading Rd. Suite A-200 |
| Title: | IPOS/TVFC |  | City: | Rosenberg |
| Phone: | (281) 238-3590 | Ext: |  |  | County: | Fort Bend County |
| Fax: | (832) 471-1815 |  | State, Zip: | Texas, 77471 |
| Email: | Robert.Castaneda@fortbendcountytx.gov |  |  |  |
| Contact: | Cynthia Smith |  | Street: | 4520 Reading Rd. Suite A-200 |
| Title: | Administrative Assistant |  | City: | Rosenberg |
| Phone: | (281) 238-3558 | Ext: |  |  | County: | Fort Bend County |
| Fax: | (832) 471-1808 |  | State, Zip | Texas, 77471 |
| Email: | Cynthia.Smith@fortbendcountyx.gov |  |  |  |
| **Emergency Contact:** | Cynthia Smith |  | Street: | 4520 Reading Rd. Suite A-200 |
| Title: | Administrative Assistant |  | City: | Rosenberg |
| Phone: | (281) 238-3558 | Ext: |  |  | County: | Fort Bend County |
| Fax: | (832) 471-1808 |  | State, Zip | Texas, 77471 |
| Email: | Cynthia.Smith@fortbendcountyx.gov |  |  |  |

FORM D: JOB DESCRIPTIONS

Please insert job descriptions here for all positions listed on the Personnel Detail which were not listed last year. Also include any job description that was updated during fiscal year 2022.

Job Descriptions for proposed positions (See Appendix 1)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONNELE = Existing or P = Proposed | Vacant Y/N | Justification | FTE's | Certification or License (Enter NA if not required) | Total Average Monthly Salary/Wage | Number of Months | Salary/Wages Requested for Project |
| Immunization Nurse P =1 | Y | Provide Immunization Services | 0 | LVN  | $4,878.92 | 12 | $0 |
| IMMTRAC/ PIC/ VFC Outreach Specialist P=1 | Y | Provides Immtrac and VFC activity support | 0 | N/A | $4,344.78  | 12  | $0 |

Form E: PROGRAM INCOME SPENDING PLAN

Projected amount of the DSHS share of Program Income (from page 30, Budget Summary, Line K, Row 2) $

Please forecast how DSHS’ share of Program income will be used. This money is available for immunization activities in addition to contract funds. Throughout the year, LHDs are responsible for monitoring program income collections to assure that projections are being met prior to expending funds as described below. Use of these funds is subject to the same restrictions as apply to grant funds.

|  |  |  |
| --- | --- | --- |
| Cost Categories | Funds Projected | Purpose and Justification |
| A. Personnel | $ 7,911.00 | Immunization Program Staff Salaries |
| B. Fringe Benefits | $ |  |
| C. Travel | $ |  |
| D. Supplies | $ |  |
| E. Contractual | $ |  |
| F. Other | $ |  |
| Total (DSHS Share Program Income) | $ 7,911.00 |  |

**FORM G:** [**Federal Funding Accountability and Transparency Act (FFATA)**](http://www.google.com/url?q=http://grants.nih.gov/grants/public_accountability/ffata.htm&sa=U&ei=bwa1T8CrB4GC2wWG0p0O&ved=0CCQQFjAD&usg=AFQjCNF1jRDxERwdIBbd3_uPAW52CBZKQw)

**Personnel Activity Detail Form for Local Health Department Immunization Staff**

|  |  |
| --- | --- |
| **Legal Name of Applicant:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List Personnel** | **I.****Program & Contract Management** | **II.****Facility Immunization Assessments** | **III.****Managing TVFC and ASN Providers** | **IV.****Epidemiology and Surveillance** | **V.****Providing a Vaccine Safety Net** | **VI.****Increasing Use of the Texas Immunization Registry** | **VII.****Education and Partnerships** | **Total equals 100%** |
| **Functional Title + Code****E=Existing or P=Proposed** | **%****Time** | **%****Time** | **%****Time** | **%****Time** | **%****Time** | **%****Time** | **%****Time** | **100%****Time** |
| Immunization Program Manager (1) / E | 30 | 20 | 10 | 10 | 10 | 10 | 10 | 100 |
| Immunization Nurse (4) / E | 0 | 10 | 5 | 10 | 40 | 25 | 10 | 100 |
| Community Service Aides (4) / E | 0 | 10 | 0 | 0 | 0 | 80 | 10 | 100 |
| IMMTRAC/ PIC/ VFC Outreach Specialist (1) / E | 0 | 0 | 70 | 0 | 0 | 20 | 10 | 100 |
| Division Manager Clinical Health Services (1) / E | 60 | 20 | 20 | 0 | 0 | 0 | 0 | 100 |
| Administrative Assistance (1) / E | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
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FORM A-1: TEXAS COUNTIES AND REGIONS LIST

(in Alphabetical Order)

**COUNTIES SERVED BY PROJECT** - **Item 7 of Form A: Face Page:** Check **🗹** counties to be served and include behind Form A: Face Page.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Counties** | **🗹** | **R** | **Counties** | **🗹** | **R** | **Counties** | **🗹** | **R** | **Counties** | **🗹** | **R** | **Counties** | **🗹** | **R** |
| **-A-** |  |  | [Crosby](http://www.co.crosby.tx.us/) | ***[ ]***  | 01 | [Hays](http://www.co.hays.tx.us/) | ***[ ]***  | 07 | Martin | ***[ ]***  | 09 | Schleicher | ***[ ]***  | 09 |
| [Anderson](http://www.co.anderson.tx.us/) | ***[ ]***  | 04 | [Culberson](http://www.co.culberson.tx.us/) | ***[ ]***  | 10 | Hemphill | ***[ ]***  | 01 | [Mason](http://www.co.mason.tx.us/) | ***[ ]***  | 09 | Scurry | ***[ ]***  | 02 |
| [Andrews](http://www.co.andrews.tx.us/) | ***[ ]***  | 09 | **-D-** |  |  | [Henderson](http://www.co.henderson.tx.us/) | ***[ ]***  | 04 | [Matagorda](http://www.co.matagorda.tx.us/) | ***[ ]***  | 06 | Shackelford | ***[ ]***  | 02 |
| [Angelina](http://www.angelinacounty.net/) | ***[ ]***  | 05 | [Dallam](http://www.dallam.org/county/) | ***[ ]***  | 01 | [Hidalgo](http://www.co.hidalgo.tx.us/) | ***[ ]***  | 11 | [Maverick](http://www.co.maverick.tx.us/) | ***[ ]***  | 08 | Shelby | ***[ ]***  | 05 |
| [Aransas](http://www.aransascounty.org/) | ***[ ]***  | 11 | [Dallas](http://www.dallascounty.org/) | ***[ ]***  | 03 | [Hill](http://www.co.hill.tx.us/) | ***[ ]***  | 07 | [McCulloch](http://www.co.mcculloch.tx.us/) | ***[ ]***  | 09 | Sherman | ***[ ]***  | 01 |
| [Archer](http://www.co.archer.tx.us/) | ***[ ]***  | 02 | [Dawson](http://www.co.dawson.tx.us/) | ***[ ]***  | 09 | [Hockley](http://www.co.hockley.tx.us/) | ***[ ]***  | 01 | [McLennan](http://www.co.mclennan.tx.us/) | ***[ ]***  | 07 | Smith | ***[ ]***  | 04 |
| [Armstrong](http://www.co.armstrong.tx.us/) | ***[ ]***  | 01 | [Deaf Smith](http://www.co.deaf-smith.tx.us/) | ***[ ]***  | 01 | [Hood](http://www.co.hood.tx.us/) | ***[ ]***  | 03 | McMullen | ***[ ]***  | 11 | Somervell | ***[ ]***  | 03 |
| Atascosa | ***[ ]***  | 08 | [Delta](http://www.co.delta.tx.us/) | ***[ ]***  | 04 | [Hopkins](http://www.hopkinscountytx.org/) | ***[ ]***  | 04 | [Medina](http://www.medinacountytexas.org/) | ***[ ]***  | 08 | Starr | ***[ ]***  | 11 |
| [Austin](http://www.austincounty.com/) | ***[ ]***  | 06 | [Denton](http://www.co.denton.tx.us/) | ***[ ]***  | 03 | [Houston](http://www.co.houston.tx.us/) | ***[ ]***  | 05 | [Menard](http://www.menardtexas.com/) | ***[ ]***  | 09 | Stephens | ***[ ]***  | 02 |
| **-B-** |  |  | [DeWitt](http://www.co.dewitt.tx.us/) | ***[ ]***  | 08 | [Howard](http://www.co.howard.tx.us/) | ***[ ]***  | 09 | [Midland](http://www.co.midland.tx.us/) | ***[ ]***  | 09 | Sterling | ***[ ]***  | 09 |
| [Bailey](http://www.co.bailey.tx.us/) | ***[ ]***  | 01 | Dickens | ***[ ]***  | 01 | [Hudspeth](http://www.co.hudspeth.tx.us/)  | ***[ ]***  | 10 | Milam | ***[ ]***  | 07 | Stonewall | ***[ ]***  | 02 |
| [Bandera](http://www.banderacounty.org/) | ***[ ]***  | 08 | Dimmit | ***[ ]***  | 08 | [Hunt](http://www.huntcounty.net/) | ***[ ]***  | 03 | [Mills](http://www.co.mills.tx.us/) | ***[ ]***  | 07 | Sutton | ***[ ]***  | 09 |
| [Bastrop](http://www.co.bastrop.tx.us/) | ***[ ]***  | 07 | [Donley](http://www.co.donley.tx.us/ips/cms) | ***[ ]***  | 01 | [Hutchinson](http://www.co.hutchinson.tx.us/) | ***[ ]***  | 01 | Mitchell | ***[ ]***  | 02 | Swisher | ***[ ]***  | 01 |
| Baylor | ***[ ]***  | 02 | Duval | ***[ ]***  | 11 | **-I-** |  |  | [Montague](http://www.co.montague.tx.us/) | ***[ ]***  | 02 | **-T-** |  |  |
| [Bee](http://www.co.bee.tx.us/) | ***[ ]***  | 11 | **-E-** |  |  | [Irion](http://www.co.irion.tx.us/) | ***[ ]***  | 09 | [Montgomery](http://www.co.montgomery.tx.us/) | ***[ ]***  | 06 | Tarrant | ***[ ]***  | 03 |
| [Bell](http://www.bellcountytx.com/) | ***[ ]***  | 07 | Eastland | ***[ ]***  | 02 | **-J-** |  |  | [Moore](http://www.co.moore.tx.us/) | ***[ ]***  | 01 | Taylor | ***[ ]***  | 02 |
| [Bexar](http://www.co.bexar.tx.us/) | ***[ ]***  | 08 | [Ector](http://www.co.ector.tx.us/) | ***[ ]***  | 09 | [Jack](http://www.jackcounty.org/) | ***[ ]***  | 02 | [Morris](http://www.co.morris.tx.us/) | ***[ ]***  | 04 | Terrell | ***[ ]***  | 09 |
| [Blanco](http://www.co.blanco.tx.us/) | ***[ ]***  | 07 | Edwards | ***[ ]***  | 08 | [Jackson](http://www.co.jackson.tx.us/) | ***[ ]***  | 08 | [Motley](http://www.co.motley.tx.us/) | ***[ ]***  | 01 | Terry | ***[ ]***  | 01 |
| [Borden](http://www.co.borden.tx.us/) | ***[ ]***  | 09 | [Ellis](http://www.co.ellis.tx.us/) | ***[ ]***  | 03 | [Jasper](http://www.co.jasper.tx.us/) | ***[ ]***  | 05 | **-N-** |  |  | Throckmorton | ***[ ]***  | 02 |
| [Bosque](http://www.bosquecounty.us/) | ***[ ]***  | 07 | [El Paso](http://www.co.el-paso.tx.us/) | ***[ ]***  | 10 | [Jeff Davis](http://www.co.jeff-davis.tx.us/) | ***[ ]***  | 10 | [Nacogdoches](http://www.co.nacogdoches.tx.us/) | ***[ ]***  | 05 | Titus | ***[ ]***  | 04 |
| [Bowie](http://www.co.bowie.tx.us/) | ***[ ]***  | 04 | [Erath](http://www.co.erath.tx.us/ips/cms) | ***[ ]***  | 03 | [Jefferson](http://www.co.jefferson.tx.us/) | ***[ ]***  | 05 | [Navarro](http://www.co.navarro.tx.us/) | ***[ ]***  | 03 | Tom Green | ***[ ]***  | 09 |
| [Brazoria](http://www.brazoria-county.com/) | ***[ ]***  | 06 | **-F-** |  |  | [Jim Hogg](http://www.co.jim-hogg.tx.us/) | ***[ ]***  | 11 | [Newton](http://www.co.newton.tx.us/) | ***[ ]***  | 05 | Travis | ***[ ]***  | 07 |
| [Brazos](http://www.co.brazos.tx.us/) | ***[ ]***  | 07 | Falls | ***[ ]***  | 07 | [Jim Wells](http://www.co.jim-wells.tx.us/) | ***[ ]***  | 11 | [Nolan](http://www.co.nolan.tx.us/) | ***[ ]***  | 02 | Trinity | ***[ ]***  | 05 |
| [Brewster](http://www.co.brewster.tx.us/) | ***[ ]***  | 10 | [Fannin](http://www.co.fannin.tx.us/) | ***[ ]***  | 03 | [Johnson](http://www.johnsoncountytx.org/) | ***[ ]***  | 03 | [Nueces](http://www.co.nueces.tx.us/) | ***[ ]***  | 11 | Tyler | ***[ ]***  | 05 |
| [Briscoe](http://www.co.briscoe.tx.us/) | ***[ ]***  | 01 | [Fayette](http://www.co.fayette.tx.us/) | ***[ ]***  | 07 | [Jones](http://www.co.jones.tx.us/) | ***[ ]***  | 02 | **-O-** |  |  | **-U-** |  |  |
| [Brooks](http://www.co.brooks.tx.us/) | ***[ ]***  | 11 | [Fisher](http://www.co.fisher.tx.us/) | ***[ ]***  | 02 | **-K-** |  |  | [Ochiltree](http://www.co.ochiltree.tx.us/) | ***[ ]***  | 01 | Upshur | ***[ ]***  | 04 |
| Brown | ***[ ]***  | 02 | Floyd | ***[ ]***  | 01 | [Karnes](http://www.co.karnes.tx.us/) | ***[ ]***  | 08 | [Oldham](http://www.co.oldham.tx.us/) | ***[ ]***  | 01 | Upton | ***[ ]***  | 09 |
| [Burleson](http://www.co.burleson.tx.us/) | ***[ ]***  | 07 | Foard | ***[ ]***  | 02 | [Kaufman](http://www.co.kaufman.tx.us/) | ***[ ]***  | 03 | [Orange](http://www.co.orange.tx.us/) | ***[ ]***  | 05 | Uvalde | ***[ ]***  | 08 |
| [Burnet](http://www.burnetcountytexas.org/) | ***[ ]***  | 07 | [Fort Bend](http://www.co.fort-bend.tx.us/) | ***[x]***  | 06 | [Kendall](http://www.co.kendall.tx.us/) | ***[ ]***  | 08 | **-P-** |  |  | **-V-** |  |  |
| **-C-** |  |  | Franklin | ***[ ]***  | 04 | [Kenedy](http://www.co.kenedy.tx.us/) | ***[ ]***  | 11 | [Palo Pinto](http://www.co.palo-pinto.tx.us/) | ***[ ]***  | 03 | Val Verde | ***[ ]***  | 08 |
| [Caldwell](http://www.co.caldwell.tx.us/) | ***[ ]***  | 07 | [Freestone](http://www.co.freestone.tx.us/) | ***[ ]***  | 07 | [Kent](http://www.co.kent.tx.us/) | ***[ ]***  | 02 | [Panola](http://www.co.panola.tx.us/) | ***[ ]***  | 04 | Van Zandt | ***[ ]***  | 04 |
| [Calhoun](http://www.tisd.net/~calhoun/) | ***[ ]***  | 08 | [Frio](http://www.co.frio.tx.us/) | ***[ ]***  | 08 | [Kerr](http://www.co.kerr.tx.us/) | ***[ ]***  | 08 | [Parker](http://www.co.parker.tx.us/) | ***[ ]***  | 03 | Victoria | ***[ ]***  | 08 |
| [Callahan](http://www.co.callahan.tx.us/) | ***[ ]***  | 02 | **-G-** |  |  | [Kimble](http://www.co.kimble.tx.us/) | ***[ ]***  | 09 | [Parmer](http://www.co.parmer.tx.us/) | ***[ ]***  | 01 | **-W-** |  |  |
| [Cameron](http://www.co.cameron.tx.us/) | ***[ ]***  | 11 | [Gaines](http://www.co.gaines.tx.us/) | ***[ ]***  | 09 | King | ***[ ]***  | 01 | [Pecos](http://www.co.pecos.tx.us/) | ***[ ]***  | 09 | Walker | ***[ ]***  | 06 |
| [Camp](http://www.co.camp.tx.us/) | ***[ ]***  | 04 | [Galveston](http://www.co.galveston.tx.us/) | ***[ ]***  | 06 | [Kinney](http://www.co.kinney.tx.us/) | ***[ ]***  | 08 | [Polk](http://www.co.polk.tx.us/) | ***[ ]***  | 05 | Waller | ***[ ]***  | 06 |
| [Carson](http://www.co.carson.tx.us/) | ***[ ]***  | 01 | [Garza](http://www.garzacounty.net/) | ***[ ]***  | 01 | [Kleberg](http://www.co.kleberg.tx.us/) | ***[ ]***  | 11 | [Potter](http://www.co.potter.tx.us/) | ***[ ]***  | 01 | Ward | ***[ ]***  | 09 |
| [Cass](http://www.co.cass.tx.us/) | ***[ ]***  | 04 | [Gillespie](http://www.gillespiecounty.org/) | ***[ ]***  | 08 | Knox | ***[ ]***  | 02 | [Presidio](http://www.co.presidio.tx.us/) | ***[ ]***  | 10 | Washington | ***[ ]***  | 07 |
| [Castro](http://www.co.castro.tx.us/) | ***[ ]***  | 01 | [Glasscock](http://www.co.glasscock.tx.us/) | ***[ ]***  | 09 | **-L-** |  |  | **-R-** |  |  | Webb | ***[ ]***  | 11 |
| [Chambers](http://www.co.chambers.tx.us/) | ***[ ]***  | 06 | [Goliad](http://www.co.goliad.tx.us/) | ***[ ]***  | 08 | [Lamar](http://www.co.lamar.tx.us/) | ***[ ]***  | 04 | [Rains](http://www.co.rains.tx.us/) | ***[ ]***  | 04 | Wharton | ***[ ]***  | 06 |
| [Cherokee](http://www.co.cherokee.tx.us/) | ***[ ]***  | 04 | [Gonzales](http://www.co.gonzales.tx.us/) | ***[ ]***  | 08 | [Lamb](http://www.co.lamb.tx.us/) | ***[ ]***  | 01 | [Randall](http://www.co.randall.tx.us/) | ***[ ]***  | 01 | Wheeler | ***[ ]***  | 01 |
| [Childress](http://www.co.childress.tx.us/) | ***[ ]***  | 01 | [Gray](http://www.co.gray.tx.us/) | ***[ ]***  | 01 | [Lampasas](http://www.co.lampasas.tx.us/) | ***[ ]***  | 07 | Reagan | ***[ ]***  | 09 | Wichita | ***[ ]***  | 02 |
| [Clay](http://www.co.clay.tx.us/) | ***[ ]***  | 02 | [Grayson](http://www.co.grayson.tx.us/) | ***[ ]***  | 03 | [La Salle](http://www.co.la-salle.tx.us/) | ***[ ]***  | 08 | [Real](http://www.co.real.tx.us/) | ***[ ]***  | 08 | Wilbarger | ***[ ]***  | 02 |
| [Cochran](http://www.co.cochran.tx.us/) | ***[ ]***  | 01 | [Gregg](http://www.co.gregg.tx.us/) | ***[ ]***  | 04 | [Lavaca](http://www.co.lavaca.tx.us/) | ***[ ]***  | 08 | Red River | ***[ ]***  | 04 | Willacy | ***[ ]***  | 11 |
| [Coke](http://www.co.coke.tx.us/) | ***[ ]***  | 09 | [Grimes](http://www.co.grimes.tx.us/) | ***[ ]***  | 07 | [Lee](http://www.co.lee.tx.us/) | ***[ ]***  | 07 | Reeves | ***[ ]***  | 09 | Williamson | ***[ ]***  | 07 |
| [Coleman](http://www.co.coleman.tx.us/) | ***[ ]***  | 02 | [Guadalupe](http://www.co.guadalupe.tx.us/) | ***[ ]***  | 08 | [Leon](http://www.co.leon.tx.us/) | ***[ ]***  | 07 | Refugio | ***[ ]***  | 11 | Wilson | ***[ ]***  | 08 |
| [Collin](http://www.co.collin.tx.us/) | ***[ ]***  | 03 | **-H-** |  |  | [Liberty](http://www.co.liberty.tx.us/) | ***[ ]***  | 06 | Roberts | ***[ ]***  | 01 | Winkler | ***[ ]***  | 09 |
| [Collingsworth](http://www.co.collingsworth.tx.us/) | ***[ ]***  | 01 | Hale | ***[ ]***  | 01 | [Limestone](http://www.co.limestone.tx.us/) | ***[ ]***  | 07 | Robertson | ***[ ]***  | 07 | Wise | ***[ ]***  | 03 |
| [Colorado](http://www.co.colorado.tx.us/) | ***[ ]***  | 06 | [Hall](http://www.co.hall.tx.us/) | ***[ ]***  | 01 | [Lipscomb](http://www.co.lipscomb.tx.us/) | ***[ ]***  | 01 | Rockwall | ***[ ]***  | 03 | Wood | ***[ ]***  | 04 |
| [Comal](http://www.co.comal.tx.us/) | ***[ ]***  | 08 | [Hamilton](http://www.co.hamilton.tx.us/) | ***[ ]***  | 07 | [Live Oak](http://www.co.live-oak.tx.us/) | ***[ ]***  | 11 | Runnels | ***[ ]***  | 02 | **-Y-** |  |  |
| Comanche | ***[ ]***  | 02 | [Hansford](http://www.co.hansford.tx.us/) | ***[ ]***  | 01 | [Llano](http://www.co.llano.tx.us/) | ***[ ]***  | 07 | Rusk | ***[ ]***  | 04 | Yoakum | ***[ ]***  | 01 |
| [Concho](http://www.co.concho.tx.us/) | ***[ ]***  | 09 | Hardeman | ***[ ]***  | 02 | Loving | ***[ ]***  | 09 | **-S-** |  |  | Young | ***[ ]***  | 02 |
| [Cooke](http://www.co.cooke.tx.us/) | ***[ ]***  | 03 | [Hardin](http://www.co.hardin.tx.us/) | ***[ ]***  | 05 | [Lubbock](http://www.co.lubbock.tx.us/) | ***[ ]***  | 01 | Sabine | ***[ ]***  | 05 | **-Z-** |  |  |
| [Coryell](http://www.co.coryell.tx.us/) | ***[ ]***  | 07 | [Harris](http://www.co.harris.tx.us/) | ***[ ]***  | 06 | [Lynn](http://www.co.lynn.tx.us/) | ***[ ]***  | 01 | San Augustine | ***[ ]***  | 05 | Zapata | ***[ ]***  | 11 |
| [Cottle](http://www.co.cottle.tx.us/) | ***[ ]***  | 02 | [Harrison](http://www.co.harrison.tx.us/) | ***[ ]***  | 04 | **-M-** |  |  | San Jacinto | ***[ ]***  | 05 | Zavala | ***[ ]***  | 08 |
| [Crane](http://www.co.crane.tx.us/) | ***[ ]***  | 09 | [Hartley](http://www.co.hartley.tx.us/) | ***[ ]***  | 01 | [Madison](http://www.co.madison.tx.us/) | ***[ ]***  | 07 | San Patricio | ***[ ]***  | 11 |  |  |  |
| [Crockett](http://www.co.crockett.tx.us/) | ***[ ]***  | 09 | [Haskell](http://www.co.haskell.tx.us/) | ***[ ]***  | 02 | [Marion](http://www.co.marion.tx.us/) | ***[ ]***  | 04 | San Saba | ***[ ]***  | 07 | **STATEWIDE** | ***[ ]***  |  |

**Regional Program Managers FY 2023**

|  |  |
| --- | --- |
| **PUBLIC** [**HEALTH REGION 1**](http://www.dshs.state.tx.us/region1/default.shtm)Marie HernandezImmunization Program Manager6302 Iola Ave.Lubbock, Texas 79424(806) 783-6412(806) 783-6435 - FaxMarieD.Hernandez@dshs.texas.gov | [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **7**](http://www.r07.tdh.state.tx.us/templet.html)Debbie SheltonImmunization Program Manager2408 South 37th StreetTemple, Texas 76504-7168(254) 778-6744 (254) 771-2612 - FaxDebbie.Shelton@dshs.texas.gov |
| [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **2 & 3**](http://www.r03.tdh.state.tx.us)Cheryl MillicanImmunization Program Manager 1301 South Bowen Road, Suite 200Arlington, Texas 76013-2262(817) 264-4795(817) 264-4800 – FaxCheryl.Millican@dshs.texas.gov | [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **8**](http://www.r08.tdh.state.tx.us/t8home.html)Laurie Henefey Immunization Program Manager112 Joe Carper DriveUvalde, Texas 78801 (830) 591-4386 Extension 213(830) 278-1831 - FaxLaurie.Henefey@dshs.texas.gov |
| [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **4 & 5 NORTH**](http://www.r04.tdh.state.tx.us)Amanda RichImmunization Program Manager1517 W. Front Street Tyler, Texas 75702(903) 533- 5350(903) 533-9502 - Fax Amanda.Rich@dshs.texas.gov | [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **9 & 10**](http://www.r10.tdh.state.tx.us/)Donna AndersImmunization Program Manager2301 N. Big Spring #300Midland, Texas 79705-7649(432) 571-4137(432) 571-4190 – FaxDonna.Anders@dshs.texas.gov |
| [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **6 & 5 SOUTH**](http://www.r06.tdh.state.tx.us) Sabrina StanleyImmunization Program Manager 5425 Polk, Suite J Houston, Texas 77023(713) 767-3411(713) 767-3889 - FaxSabrina.Stanley@dshs.texas.gov | [**PUBLIC** [**HEALTH REGION**](http://www.dshs.state.tx.us/region1/default.shtm) **11**](http://www.r11.tdh.state.tx.us/)Laura MorenoImmunization Program Manager601 W. Sesame Drive Harlingen, Texas 78550(956) 4215581(956) 443-3216 - Fax Laura.Moreno@dshs.texas.gov |

**APPENDIX 1**

**FORT BEND COUNTY**

**DEPARTMENT: CLINICAL HEALTH SERVICES**

**JOB TITLE: LICENSED VOCATIONAL NURSE – IMMUNIZATIONS**

**JOB SUMMARY:**

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**DUTIES & RESPONSIBILITIES:**

Provides disease prevention measures to residents of Fort Bend County, such as immunizations, epidemiologic investigations, tuberculosis testing, and directly observed therapy (DOT). Monitors inventory and orders medications and supplies on a monthly basis or as needed. Transports medications and equipment as needed. Maintains records to document activities. Provides counseling to public regarding the prevention of disease. Conducts home visits to assess patients and to provide services such as administering medications as indicated. Assists and/or instructs other employees with their duties. Recruit, train and provide support for doctor offices. Verify grant specifications are met. May be asked to participate in community outreach events. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

**REQUIREMENTS:**

High School Diploma/GED; One year technical school. Licensed Vocational Nurse (LVN). One year job related experience as a Licensed Vocational Nurse. Good verbal and written communication skills. Good interpersonal skills and ability to deal effectively with the public, other employees, and elected officials. Ability to complete assigned projects in a timely manner. Valid Texas Driver’s License and reliable transportation. This position rotates between Missouri City, Rosenberg and Katy locations. May be required to work after hours and on weekends due to community needs.

**SALARY RANGE:** Public HealthGrade 9, Commensurate with experience; Range potential from $1,820.80 - $2,141.60 biweekly

**APPENDIX 1**

**FORT BEND COUNTY**

**DEPARTMENT: CLINICAL HEALTH SERVICES**

**JOB TITLE: IMMTRAC/PICS OUTREACH SPECIALIST – IMMUNIZATIONS**

**JOB SUMMARY:**

Provides identification, outreach, education, data entry and follow-up with families and children within the statewide and local immunization program. Participates in planning of programs, policies and objectives of department.

**DUTIES & RESPONSIBILITIES:**

Identifies and locates individuals with incomplete immunization histories and provide education on the purpose of utility of the statewide immunization registry; locate additional immunizations records and ensure that all information is entered into ImmTrac. Resolve questionable matches in ImmTrac and maintain records of all clients’ contact and the results of outreach activities. Identify and recruit new registry users (hospitals, pediatricians, and other health care providers), promote the registry to parents and expectant parents and provide education and technical assistance to birth registrars to increase number of children included in registry. Maintain client files and document all contact and education provided; Promote data registry quality and completeness; trains registry users. Promote efficient inventory control and ordering practices in private provider offices by providing education on the advantages of the Pharmacy Inventory Control System (PICS) including automatic vaccine ordering and paperless vaccine reporting; Train providers on PICS and perform data entry of paper reporting forms.

**REQUIREMENTS:**

High School Diploma/GED; Licensed Vocational Nurse, Medical Assistant or previous medical experience preferred. Three years job related experience. Strong computer skills and typing skills (40 WPM preferred); strong verbal and written communication skills; interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Ability to explain complex information at an appropriate level for individuals or groups; Ability to interpret policies and to implement procedures. Bi-lingual preferred. Knowledge of ImmTrac and PICS preferred.

**SALARY RANGE:** Public HealthGrade 9, Commensurate with experience; Range potential from $1,820.80 - $2,141.60 biweekly