

Interlocal Application For Immunization Program Funds Fiscal Year 2025

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Issue date: 12/4/2023

Due date: 12/19/2023

I. INTRODUCTION

The Department of State Health Services (DSHS) Immunization Unit announces the expected availability of Fiscal Year (FY) 2025 general 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 December 19, 2023 to cms_covidimm@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 **Shelva Mays and Michelle Hilscher** of the Contract Management Section. Communications concerning this Application may be addressed by email or fax to:

CMS Contact Email:

Shelva.Mays@dshs.texas.gov

Michelle.Hilscher@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 – INCLUDED on Budget template

Form B. Table of Contents and Checklist

Form C. Contact Person Information – INCLUDED on Budget template

Form D. Job Descriptions

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)

NOTE: FORM A: Face Page and FORM C: CONTACT PERSON INFORMATION are located on the first two tabs of the attached FY25 Budget Template.

FORM B: TABLE OF CONTENTS AND CHECKLIST

Legal Business Name 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	<input checked="" type="checkbox"/>	FY25 Budget tab 1	
B	Table of Contents and Checklist – completed and included	<input checked="" type="checkbox"/>	FY25 ILA Renewal Packet page 3-4	
C	Contact Person Information – completed and included	<input checked="" type="checkbox"/>	FY25 Budget tab 2	
D	Job Descriptions (with supplemental documentation attached if required)	<input checked="" type="checkbox"/>	FY25 ILA Renewal Packet page 5 – Appendix A	
E	Program Income Spending Page	<input checked="" type="checkbox"/>	FY24 ILA Renewal Packet page 6	
F	Budget Summary Form and Detail Pages	<input checked="" type="checkbox"/>	FY25 Budget tab 4	
G	FFATA Form - completed and included	<input checked="" type="checkbox"/>	FY24 ILA Renewal Packet page 7	
Appendix B	Copy of Approved Indirect Rate – included (if applicable)	<input checked="" type="checkbox"/>		N/A

FORM D: JOB DESCRIPTIONS

Please attach or insert job descriptions here for all NEW for FY25 positions listed on the Personnel Detail. Also include any job description that was updated during fiscal year 2024. **Note: There is no need to include all job descriptions if the job description was previously provided for FY24 Application.**

Please see the attached Job Description APPENDIX A, for current positions listed on the Personnel Detail Form.

Form E: PROGRAM INCOME SPENDING PLAN

What is program income?

Program income is gross income earned by a recipient, a consortium participant, or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award.

Note: Program income is **NOT** non-DSHS local funds used with DSHS funds to support and carry-out the program.

Examples of program income:

- Conference or workshop participant registration fees
- Income from sales of educational materials
- Sale of equipment that was purchased with grant funds
- Fees, payments, or reimbursement for the provision of a specific service, such as patient care reimbursements received under Medicare, Medicaid, or Children's Health Insurance Program.

Instructions:

Projected amount of the of Program Income (from page 30, Budget Summary, Line K, Row 2) \$ 47,000

Please forecast how 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	\$ 0	
B. Fringe Benefits	\$ 0	
C. Travel	\$ 4,000	Staff to attend DSHS training/education, and conferences
D. Supplies	\$ 13,000	Immunization Clinic Supplies
E. Contractual	\$0	
F. Other	\$ 30,000	Maintaining Vaccine Storage Units (Refrigerators and Freezers). Provide routine check-ups and maintenance x 14 units
TOTAL PROGRAM INCOME	\$ 47,000	Maintaining standards for the Immunization Program

**FORM G: [Federal Funding Accountability and Transparency Act \(FFATA\)](#)
 Personnel Activity Detail Form for Local Health Department Immunization
 Staff**

Legal Name of Applicant:	Fort Bend County
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List Personnel	I. Program & Contract Management	II. Facility Immunization Assessments	III. Managing TVFC and ASN Providers	IV. Epidemiolog y 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 Nurse (LVN)/ E	0	10	5	5	50	10	20	100
Community Service Aides / E	0	10	0	0	0	80	10	100
IMMTRAC/ PICS/ Outreach Specialist / E	0	0	70	0	0	10	20	100

APPENDIX A FORT BEND COUNTY JOB DESCRIPTION

Job Title:	ImmTrac/PICS Outreach Specialist	Job Code:	J104031
Department:	Health Department - Clinical	Department Number:	6301
Supervisor:	PHN III- Immunization Program Manager	FLSA Status:	NE
Supervises:	N/A	Job Grade:	104
SIP/DOT:	SIP	Policy Group:	GEN

Job Summary: ImmTrac Coordinator/ImmTrac Program Outreach Specialist (IPOS) assists with conducting ImmTrac2 registry outreach for FBC TVFC/ASN Provider Organizations to improve the ImmTrac2 data and outreach to individual client groups to increase the ImmTrac2 consent rate. The IPOS provides outreach education, recruits FBC Providers to enroll in the TVFC/ASN Program and ImmTrac2, ensures TVFC/ASN Provider ImmTrac2 data entry and ensures ImmTrac2 registry consent for families and children. Participates in planning of programs, policies and objectives of department.

Essential Duties and Responsibilities:

- Identifies and locates individuals with incomplete immunization histories and provides education on the purpose of utility of the statewide immunization registry; locates additional immunizations records and ensures that all information is entered into ImmTrac2.
- Resolves questionable matches in ImmTrac2 and maintain records of all clients' contact and the results of outreach activities.
- Identifies and recruits 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.
- Maintains FBC TVFC/ASN Provider files and documents all contact and education provided; Promotes data registry quality and completeness; trains registry users.
- Promotes 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; Trains providers on PICS and perform data entry of paper reporting forms.
- Educates staff on maximum level of vaccines. Reviews and approves vaccine orders for all FBC providers.
- Works with FBC providers to troubleshoot issues in the Vaccine Allocation Ordering System (VAOS) and the ImmTrac2 immunization registry.
- Enrolls and trains new TVFC/ASN Providers.
- Assists providers with the State Re-enrollment process.
- Ensures communication between Providers and the Region, as well as Central Office.
- Follow-up on the FBC Provider Texas Medical Foundation auditors' visits to ensure out of compliance issues are resolved and documents the data in the CDC database – Provider Education Assessment and Reporting (PEAR).
- Completes unannounced vaccine storage and handling visits and reports the information to the state.
- Functions as the FBC IMMU Program Point of Contact (POC) for the ImmTrac2, assisting FBC Providers with enrollment and staff access.
- Ensures ImmTrac2 Quality Improvement Assessments to ensure data accuracy and integrity.
- Educates FBC Providers on understanding and improving clinical immunization rates.
- Performs Immunization Quality Improvement (IQIP) visits x 4 per FBC TVFC Provider and documents the data in REDCAP.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Job Title:	ImmTrac/PICS Outreach Specialist	Job Code:	J104031
Department:	Health Department - Clinical	Department Number:	6301

Minimum Job Requirements:

Knowledge: Associate Degree. Licensed Vocational Nurse, Medical Assistant or previous medical experience preferred. Experience may substitute for the Associate's Degree, in addition to the 3 years of experience required.

Experience: Three years job related experience.

Skills and Abilities: 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.

Special Requirements: Bi-lingual preferred. Knowledge of ImmTrac2 and PICS preferred.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

<u>Equipment Used:</u>	Telephone	Personal Computer
	Mainframe Computer	Fax Machine
	Calculator	Photocopier
	Computer Software	Automobile

Job Title: ImmTrac/PICS Outreach Specialist Job Code: J104031
Department: Health Department - Clinical Department Number: 6301

Contacts: Daily contact with co-workers, department employees, the public, regulatory agencies, and outside community organizations in writing, in person or on the telephone. Communication to provide service and/or information, exchange routine information, interpret or explain complicated information and make presentations as applicable. As well as occasional contact with employees in other departments, elected officials and contractors in person or on the telephone to exchange routine information and provide instruction as applicable.

Supervision Required: Works under broadly defined guidelines; uses independent judgment in making routine decisions; needs assistance only for unusual, non-routine situations.

Physical Demands: Daily use of hands or fingers to grasp, handle, pickup, pinch, type, and or feel; frequent standing, walking, sitting and talking; occasional lifting of objects up to 25 pounds, stooping, kneeling and/ or crouching, and reaching with hands or arms; close vision, depth perception, and ability to adjust focus.

Work Environment: Work is performed in a climate-controlled crowded, open work area shared with other employees; open to public and office traffic and out of the office for public visits and home visits. Job requires exposure to fumes or airborne particles, toxic or caustic chemicals, and weather. Worker is subject to physical hazards from traffic and infection from exposure to communicable disease. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or encountered by an employee, to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.