

September 19, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**IMMUNIZATION PROGRAM FUNDING FOR FISCAL YEAR 2002-2003
REGISTRY PROJECT AND AMENDMENT NO. 1 WITH
PASADENA PUBLIC HEALTH DEPARTMENT (All Districts) (4 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to sign the attached Standard Agreement No. 02-25647 (Exhibit I) with the California Department of Health Services (CDHS), to accept continued funding support for the Statewide Immunization Information System (SIIS), effective July 1, 2002 through June 30, 2003, in the amount of \$373,742, which includes \$74,209 to amend the subcontract agreement discussed below.
2. Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H-213113, substantially similar to Exhibit II, with Pasadena Public Health Department (PPHD) to continue the development, implementation, evaluation, and support of the Los Angeles Immunization Network (LINK), increasing the maximum obligation from \$68,072 to \$74,209, retroactive to July 1, 2002 through June 30, 2003, with provisions for a 12-month automatic renewal through June 30, 2004, contingent upon receipt of CDHS funding for FY 2003-2004, and upon review and approval by County Counsel and notification of Board offices.

3. Delegate authority to the Director of Health Services, or his designee, to sign any forthcoming amendments to the Standard Agreement No. 02-25647 with CDHS, to accept future funding to continue SIIS, including funding support of the PPHD LINK agreement, that do not individually exceed 25% of the total amount of the Standard Agreement for FY 2002-03, upon review and approval by County Counsel and notification of Board offices.
4. Delegate authority to the Director of Health Services, or his designee, to accept and sign Standard Agreements for subsequent fiscal years (up to 3 years) from CDHS to provide funding support for the SIIS in an amount up to \$500,000 each fiscal year to support the Immunization Program's Registry Project, upon review and approval by County Counsel and notification of the Board offices.
5. Delegate authority to the Director of Health Services, or his designee, to accept and sign any forthcoming amendments to the Standard Agreements for future fiscal years (up to 3 years), which do not exceed 25% of the total amount of the Standard Agreement, upon review and approval by County Counsel and notification of the Board offices.
6. Authorize the Department of Health Services to fill one new Full Time Equivalent position (FTE) (Data Systems Analyst II) in excess of that which is provided for in the Department's staffing ordinance pursuant to Section 6.06.020 of the County Code, pending allocation by the Department of Human Resources.
7. Approve a related appropriation adjustment in the total amount of \$80,000 for FY 2002-03 projected expenditures.

PURPOSE OF THE RECOMMENDED ACTIONS/JUSTIFICATION:

In approving the recommended actions, the Board is:

- authorizing the Director of Health Services, or his designee, to sign the attached Standard Agreement No. 02-25647, with CDHS in the amount of \$373,742, effective July 1, 2002 through June 30, 2003.
- authorizing the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H-213113, substantially similar to Exhibit II, with the PPHD to continue the development, implementation, evaluation, and support of the LINK, increasing the maximum obligation from \$68,072 to \$74,209 retroactive to July 1, 2002 through June 30, 2003, with provisions for a 12-month automatic renewal through June 30, 2004, contingent upon receipt of CDHS funding for FY 2003-2004, and upon review and approval by County Counsel and notification of the Board offices.

- delegating authority to the Director of Health Services, or his designee, to sign any forthcoming amendments to the Standard Agreement with CDHS, to accept future funding to continue SIIS, including funding support of the PPHD LINK agreement, that do not individually exceed 25% of the total amount of the Standard Agreement for FY 2002-03, upon review and approval by County Counsel and notification of the Board offices.
- delegating authority to the Director of Health Services, or his designee, to accept and sign Standard Agreements for subsequent fiscal years (up to 3 years) from CDHS to provide funding support for the SIIS in an amount up to \$500,000 each fiscal year to support the Immunization Program's Registry Project, upon review and approval by County Counsel and notification of the Board offices.
- delegating authority to the Director of Health Services, or his designee, to accept and sign any forthcoming amendments to the Standard Agreements for future fiscal years (up to 3 years), which do not exceed 25% of the total amount of the Standard Agreement, upon review and approval by County Counsel and notification of the Board offices.
- authorizing the hiring of one new FTE (Data Systems Analyst II) will provide the support needed by the Immunization Program to function as the primary technical support analyst, providing phone, e-mail, and on-line technical assistance and user Help Desk services for users of the Los Angeles Immunization Network at provider offices.
- approve an appropriation adjustment in the total amount of \$80,000 for FY 2002-03 projected expenditures.

Board approval of the Standard Agreement with the CDHS is required in order to receive State financial support for the Immunization Program for FY 2002-03 to continue planning and implementation of LINK, a local automated immunization and reminder system designated to monitor and track immunized children through the use of an automated registry and recall system.

PPHD will participate in the development, implementation, evaluation, and support of LINK. Approval of the subcontract agreement amendment with PPHD will enable the Department of Health Services (DHS or Department) to continue providing vital immunization services to Los Angeles County communities.

Existing County policy and procedures require timely submission of contracts for Board approval. However, this request for approval was not scheduled for placement on the Board's agenda prior to its effective date because the Department did not receive the agreement until July 30, 2002.

FISCAL IMPACT/FINANCING:

The total program cost for FY 2002-2003 is \$434,671, which is funded by \$373,742 in State funds and a net County cost of \$60,929 for indirect costs.

The maximum County obligation for the Agreement Amendment No. 1 with PPHD is \$74,209 for FY 2002-03, 100% offset by State funding as received under subject Standard Agreement No. 02-25647. The maximum County obligation for FY 2003-04 is \$74,209, contingent upon the award of additional funds from CDHS.

An appropriation adjustment in the amount of \$80,000 is being requested to fund projected expenditures for FY 2002-03. Funding for the program will be requested in subsequent fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In October 1995, DHS submitted a proposal for immunization funds to support the development of the automated system. On November 26, 1996, the Board accepted the Memorandum of Encumbrance from CDHS in the amount of \$260,000 for the period January 1, 1996 through June 30, 1996.

On subsequent occasions, the Board has approved Standard Agreements with CDHS for the continuation of the immunization and reminder system.

On October 9, 2001, the Board approved a Standard Agreement with CDHS in the amount of \$293,870 in funds to support the Immunization Program Registry Project (also know as LINK) for the period of July 1, 2001 through June 30, 2002.

On July 30, 2002, DHS received Standard Agreement 02-25647 (Exhibit I) for supplemental funding for the Immunization Program Registry Project. The term of the Standard Agreement is July 1, 2002 through June 30, 2003. The term of the subcontract amendment is July 1, 2002 through June 30, 2003, with provisions for a 12-month automatic renewal through June 30, 2004, contingent upon receipt of CDHS funding for FY 2003-04.

County Counsel has reviewed and approved the Standard Agreement (Exhibit I) and subcontract amendment (Exhibit II) as to use and form.

Attachment A and B provide additional information. Attachment C is the Grant Management Statement for grant awards exceeding \$100,000.

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CONTRACT PROCESS:

Not applicable. Advertisement of the Office of Small Business' Countywide Web Site is not appropriate at this time, as services are being provided on a sole source basis through a provider selected by CDHS.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Immunization Registry Project continues to support the Los Angeles County Immunization Program's objectives to decrease the occurrence of vaccine-preventable disease by giving public and private providers access to complete and accurate client immunization histories, recommended immunization schedules, and reminder/recall functions.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:po

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLET/2272.PO

SUMMARY OF AGREEMENTS

1. SERVICES:

Provision of a local automated immunization information and reminder system to ensure adequate immunization of all children in the community from vaccine-preventable disease.

2. AGENCY ADDRESS AND CONTACT PERSON:

Immunization Branch
 California Department of Health Services (CDHS)
 2151 Berkeley Way, Room 712
 Berkeley, California 94704
 Attention: John L. Dunajski, Assistant Chief,
 Immunization Branch
 Telephone: (510) 540-2065;
 Facsimile/FAX: (510) 883-6015

Pasadena Public Health Department
 1845 North Fair Oaks Avenue
 Pasadena, California 91103
 Attention: Wilma Allen, Director
 Telephone: (626) 744-6044
 Facsimile (FAX): (626) 396-7316

3. TERM OF CDHS AGREEMENT

The term of Standard Agreement No. 02-25647 is for the period July 1, 2002 through June 30, 2003. The term of Amendment No. 1 with PPHD will be retroactive to July 1, 2002 through June 30, 2003, with provisions for a 12-month automatic renewal through June 30, 2004, contingent upon receipt of CDHS funding for Fiscal Year (FY) 2003-04.

4. FINANCIAL INFORMATION:

	<u>FY 2002-03</u> <u>Budget</u>	<u>FY 2003-04</u> <u>Budget *</u>
Total Program Costs	\$434,671	\$434,671
Less: State reimbursement	<u>373,742</u>	<u>373,742</u>
Net County Cost	\$ 60,929	\$ 60,929
 Pasadena Public Health Department	 \$ 74,209	 \$ 74,209

*Contingent upon receipt of FY 2003-04 CDHS funding.

6. PRIMARY GEOGRAPHIC AREA TO BE SERVED:

Countywide

7. DESIGNATED ACCOUNTABLE FOR PROGRAM EVALUATION:

James G. Haughton, M.D., MPH., Medical Director, Public Health.

8. APPROVALS:

Public Health: John F. Schunhoff, Ph.D., Chief of Operations

Contract and Grants Division: Riley Austin, Acting Chief

County Counsel (as to form): Robert Ragland, Deputy County Counsel

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services, Public Health

Grant Project Title and Description

Standard Agreement No. 02-25647 - Statewide Immunization Information System (SIIS)

Grant fund provide for the provision of a local automated immunization information and reminder system to ensure adequate immunization of all children in the community.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
CDHS	Standard Agreement No. 02-25647	ASAP

Total Amount of Grant Funding:	\$373,742	County Match Requirements	N/A		
Grant Period:	FY 2002-2003	Begin Date:	July 1, 2002	End Date:	June 30, 2003
Number of Personnel Hired Under this Grant:	4	Full Time	3	Part Time	1

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Is the County obligated to continue this program after the grant expires	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:				
a). Absorb the program cost without reducing other services	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
b). Identify other revenue sources (Describe)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Impact of additional personnel on existing space: N/A

Other requirements not mentioned above N/A

Department Head Signature _____

Date _____