

AMENDMENT #2 BETWEEN THE PENNSYLVANIA DEPARTMENT OF HEALTH AND
YORK CITY BUREAU OF HEALTH

(Name)

WHEREFORE, in witness of the covenants set forth below on the attached pages, the parties have affixed their signatures hereto:

BY: _____ DATE: _____
Signature

Print/Type Title

Print/Type Name

BY: _____ DATE: _____
Signature

Print/Type Title

Print/Type Name

BY: _____ DATE: _____
Pennsylvania Department of Health

Approved as to form and legality:

BY: _____ DATE: _____
Office of Legal Counsel
Pennsylvania Department of Health

AND
BY: Not Required _____ DATE: _____
Office of General Counsel
Commonwealth of Pennsylvania

AND
BY: Not Required _____ DATE: _____
Office of Attorney General
Commonwealth of Pennsylvania

I hereby certify that funds are available in the amount(s) and in the appropriation symbol(s) as shown below:

BY: _____ DATE: _____
Comptroller
Public Health and Human Services

Amanda Santana, Project Officer
(717) 787-5681

Harryl Allen, Alternate Project Officer
(717) 787-5681

SAP #: 4100070651

**GRANT AMENDMENT #2 BETWEEN THE PENNSYLVANIA
DEPARTMENT OF HEALTH**

AND

YORK CITY BUREAU OF HEALTH

THIS AMENDMENT to the Agreement, hereinafter referred to as "Amendment", is made by and between the Commonwealth of Pennsylvania, Department of Health, hereinafter referred to as "Department", and York City Bureau of Health, hereinafter referred to as "Grantee."

WHEREAS, the Department and the Grantee entered into a Grant Agreement ("Agreement"), effective January 1, 2016 through December 31, 2016 for the purpose of the Grantee providing immunization services for populations of all ages in accordance with the Grant objectives in the following areas: service delivery, assessment, education and outreach, surveillance and outbreak control, and vaccine management; and

WHEREAS, the parties now desire to amend the Agreement, as more fully set forth herein; and

WHEREAS, the Department has the power and duty to protect the health of the people of this Commonwealth, and to determine and employ the most efficient and practical means for the prevention and suppression of disease pursuant to 71 P.S. §532; and

WHEREAS, the Department is in receipt of or anticipates receipt of Federal funds or state funds or both pursuant to 42 USC §247b to provide for the purposes of this Amendment, and this Amendment is contingent upon appropriation and receipt of such funds.

WHEREAS, this Amendment is not subject to the Commonwealth Procurement Code, P.L. 358, No. 57, May 15, 1998, 62 Pa.C.S.A. §101 et seq., (Act 57).

NOW, THEREFORE, the parties, intending to be legally bound, hereby agree as follows:

I. AMENDMENT TERM

This Amendment shall be effective from January 1, 2017 through March 31, 2017, subject to its other provisions, and the availability of funds, whether state or Federal unless terminated earlier by either party according to the termination provisions of the Agreement.

II. AMENDMENT AMOUNT

Subject to the availability of funds, whether state or Federal, and the other terms and conditions of this Amendment, Department will make payments up to the new maximum Agreement amount of \$173,168.00.

III. FUNDING SOURCE(S)

Pursuant to Management Directive 305.21, *Payments to Local Governments and Other Subrecipients*, Department must identify the amounts of Federal and state funding it provides to Grantees. This identification follows and includes the breakdown of Federal and state dollars provided and the related Federal and state financial assistance program name and number:

\$24,843.00, 93.539, DHHS/CDC, Immunization Services & Disease Prevention and Investigation Across Life Span (PPHF)

IV. APPENDICES AND ATTACHMENTS

The following Appendices and Attachments are incorporated into and made a part of this Amendment and the original Agreement and any subsequent amendments to that Agreement. The parties agree to be bound by these Appendices and Attachments:

- A. Appendix A-2 - Amended Work Statement** replaces Appendix A of the Agreement.
- B. Appendix C-2 - Budget** replaces Appendix C of the Agreement for the time period January 1, 2017 through March 31, 2017.

V. ADDITIONAL TERMS AND CONDITIONS

All other terms and conditions of the original Agreement and any subsequent amendments to that Agreement not changed by this Amendment shall remain in full force and effect.

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Appendix A-2

AMENDED WORK STATEMENT

I. Tasks

A. Grantee Responsibilities

The Grantee shall provide services for a comprehensive Immunization Program with the focus on the elimination or control of vaccine-preventable diseases. The Department of Health (the Department or DOH) will provide vaccines to public and private health care providers for infants, children, adolescents and adults to protect against measles, diphtheria, tetanus, pertussis (whooping cough), polio, mumps, rubella, hepatitis A, hepatitis B, influenza, *Haemophilus influenzae* type b, pneumonia, varicella (chickenpox), meningitis, human papilloma virus and rotavirus. The Grantee shall do the following:

1. The Grantee shall improve the immunization coverage level for children to the recommended four doses of a diphtheria-tetanus-pertussis vaccine, three doses of polio, one dose of MMR, three doses of haemophilus influenza type b meningitis, three doses of hepatitis B, one dose of varicella, and four doses of pneumococcal (4:3:1:3:3:1:4); and the Centers for Diseases Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) approved and recommended vaccines as provided by the Department by providing the following immunization services:
 - a. Provide outreach to 100% of the birthing facilities in the Grantees jurisdiction by promoting the Departments hospital based Tot Trax Program and deliver education materials to new mothers during the period of the Grant Agreement.
 - b. Schedule monthly or weekly off site and walk-in immunization clinics during times and places easily accessible to working parents and children from minority, culturally significant and disparity areas.
 - c. Enter and maintain all childhood immunization histories into the Pennsylvania Statewide Immunization Information System (PA-SIIS) in accordance with PA-SIIS protocols, which are incorporated herein by reference. Protocol states that Immunization data shall be entered into PA-SIIS within two business days of patient encounters so that data integrity can be assured. Grantee acknowledges having copies of the protocols.
 - d. Screen each child visiting a childhood immunization clinic for Vaccines For Children (VFC) Program and Section 317 (42 U.S.C.A. § 247b) vaccine eligibility during the period of the Grant Agreement.
 - e. Provide vaccine information to the Women, Infant and Children (WIC) Program; Head Start and any other local agencies providing services to children during the period of the Grant Agreement.
2. The Grantee shall improve immunization coverage levels for influenza, hepatitis B, varicella, tetanus, diphtheria, acellular pertussis (Td/Tdap),

meningitis, MMR and human papilloma virus (HPV) immunizations in the adolescent population by providing the following immunization services:

- a. Schedule monthly or weekly and walk-in immunization clinics at times after school that are accessible for adolescent visits. These clinics shall provide age-appropriate vaccines including varicella, hepatitis B, MMR, HPV and a booster of Td/Tdap and meningococcal vaccines.
 - b. Screen each adolescent visiting an adolescent immunization clinic for VFC Program and Section 317 vaccine eligibility during the period of the Grant Agreement.
 - c. Promote adolescent immunizations by providing immunization educational materials to all local schools during the school year.
 - d. Complete at least one outreach activity, approved by the Department, to increase public awareness of adolescent immunizations during the period of this Grant Agreement.
3. The Grantee shall provide the following comprehensive immunization services for adults:
- a. Schedule routine monthly or weekly and walk-in immunization clinics to accommodate the adult population for influenza, pneumococcal, Td/Tdap, MMR, meningitis, varicella, and shingles vaccines; and hepatitis A & B vaccines for the high-risk adults during the period of the Grant Agreement.
 - b. Complete at least one outreach activity, approved by the Department, to increase public awareness of adult immunizations during the period of the Grant Agreement.
4. The Grantee shall reduce or eliminate indigenous cases of Vaccine Preventable Diseases (VPD) including: tetanus, diphtheria, pertussis, haemophilus influenza type b meningitis (Hib), varicella, MMR, poliomyelitis, and hepatitis B in accordance with the national Healthy People 2020 Immunization Objectives, which are incorporated herein by reference. Grantee acknowledges having a copy of the Healthy People 2020 Immunization Objectives.
- a. The Grantee shall conduct active and passive morbidity reporting for VPD from all local physicians, hospitals, schools, colleges, day care centers, and other facilities housing persons at risk for vaccine preventable diseases by utilizing the National Electronic Disease Surveillance System (NEDSS) during the period of the grant.
 - b. The Grantee shall participate in all outbreaks of VPD by performing case identification, investigation, and follow up. The Grantee shall collaborate with outside agencies including, but not limited to, the Centers for Disease Control and Prevention (CDC) as needed for collecting, compiling and completing information during disease outbreak activities.
 - c. The Grantee shall receive, evaluate and investigate all cases of VPD within 24 hours of receipt of report. The Grantee shall notify the Department of all VPD cases as outlined in the VPD Follow Up Protocol. These protocols and any updates are incorporated herein by reference. The Grantee acknowledges

- having copies of the VPD Follow Up Protocol which is subject to periodic revision by the Department.
- d. All Grantee staff shall have appropriate training for the current VPD Follow Up Protocol prior to conducting VPD follow up.
 - e. All Grantee staff shall be trained regarding the requirement to enter all completed case reports into NEDSS within 10 business days of the VPD report.
 - f. The Grantee shall complete and enter into the NEDSS all VPD Case Reports and Case Investigations in accordance with Department protocols. These NEDSS protocols and VPD protocols are incorporated by reference herein. The Grantee acknowledges having copies of all NEDSS protocols and VPD Follow Up protocols.
5. The Grantee shall report to the Vaccine Adverse Events Reporting System (VAERS) in accordance with established guidelines for 100% of suspected adverse events for vaccines administered by the Grantee. The Grantee acknowledges having copies of the program reporting guidelines and the VAERS form for each vaccine it administers. These guidelines and forms are incorporated herein by reference.
- a. The Grantee shall initiate investigations of all suspected vaccine associated adverse events by contacting the client and health care provider within one working day of receipt of the report.
 - b. The Grantee shall maintain, monitor, review and submit all VAERS forms and reports in accordance with program reporting guidelines.
6. The Grantee shall maintain a vaccine accountability system that ensures vaccines are administered, stored and handled appropriately for optimal vaccine safety and protection against fraud and abuse.
- a. All Grantee staff shall be trained in the implementation of sound vaccine management practices in accordance with the Department VFC protocols for vaccine ordering, receiving, storage, handling, shipping, tracking, disposal and reporting loss and wastage when hired and as information is updated. These protocols are mailed to the Grantee annually and are available for viewing on the Pennsylvania DOH VFC website. The protocols are incorporated herein by reference, and the Grantee acknowledges being familiar with those protocols.
 - b. The Grantee shall maintain security equipment and upgrade as needed to monitor vaccine storage and to ensure vaccine safety on an ongoing basis.
 - c. The Grantee shall maintain an alarm (temperature-sensitive/telephone notification) system on the main vaccine cold storage facility for the purposes of quality control and protection of vaccines to avoid vaccine and financial losses on an ongoing basis.
 - d. The Grantee shall rotate vaccine in accordance with section four of the Vaccines For Children Program handbook upon the Statewide Immunization Information System (PA-SIIS) automatic notification of all vaccine with an expiration date within 90 business days use so that annual vaccine wastage is 3% or less

7. The Grantee shall maintain follow up for 100% of all identified infants born to Hepatitis B Surface Antigen positive females and their contacts in accordance with the Department Hepatitis B protocols, which are incorporated herein by reference. The Grantee acknowledges having a copy of such protocols.
 - a. All Grantee staff shall be trained regarding current hepatitis and perinatal hepatitis B protocols when hired and as information is updated.
 - b. Appropriate protocol follow up shall be conducted within the protocol timeframes prescribed by the Department in "Prevention of Perinatal Hepatitis B Infection and Management of Pregnant Women Guidelines for Medical Care Providers Revised November 2013" and any updates thereto. This document and updates are incorporated herein by reference. The Grantee acknowledges being familiar with this document.
8. The Grantee shall identify geographic Pockets of Need (PON) within the Grantees jurisdiction and implement strategies to improve the immunization coverage rates for all age groups.
 - a. The Grantee shall implement strategies during the period of this Grant Agreement that shall be approved by the Department and shall include methods to promote all recommended immunizations. The Grantee shall collaborate with the Pennsylvania Immunization Coalition (PAIC) and local immunization coalition on these strategies to reach children in identified PON areas with a predicted immunization coverage rate of less than 80% as determined by the Grantee or from data provided by PA-SIIS.
 - b. The Grantee shall utilize data from PA-SIIS annually identifying geographic PON areas for adult influenza vaccination and implement an education initiative during the period of the Grant Agreement in collaboration with the local Area Agency on Aging (AAA) to promote influenza vaccinations and identify locations where the vaccine is offered to improve immunization coverage rates. The Grantee shall submit any education initiative to the Department for review and approval prior to implementing the initiative.
9. The Grantee shall promote and maintain a local immunization coalition which convenes at least quarterly meetings and includes working committees that meet monthly to plan and conduct specific immunization outreach activities. The Grantee shall perform the following activities:
 - a. Serve as an advisor to the local coalition and participate in the PAIC on an ongoing basis.
 - b. Promote the idea that local coalition membership should be comprised of a majority of community-based organizations and businesses including representation from minority and disparity populations with the officers elected from within their ranks on an ongoing basis.
 - c. Promote the focus of the coalition to be mainly on the mobilization of immunization activities by the coalition membership through the resources and volunteers they provide

to enhance the efforts of the Grantees Immunization Program on an ongoing basis.

- d. Provide financial support of not less than 2% of the total amount of this Grant Agreement to the local coalition to aid in the effort to increase immunization rates and educate the public about immunization related issues during the period of the Grant Agreement.
 - e. Inform the Department of scheduled coalition meetings and events at least 30 business days prior to meetings and events, and provide copies of meeting minutes, activities conducted and all literature generated by the coalition within 30 business days of the date of the meeting or event.
10. The Grantee shall maintain linkage to the PA-SIIS annually, marketing immunizations and PA-SIIS to all Federally Qualified Health Centers (FQHC), Rural Health Clinics (RHC) and private providers within the Grantee jurisdiction, and enroll a FQHC, RHC and private provider in PA-SIIS during the period of the Grant. The Grantee shall perform the following activities:
- a. Maintain compliance with PA-SIIS protocol on an ongoing basis. Grantee acknowledges having copies of the PA-SIIS protocol, which is incorporated herein by reference.
 - b. Conduct annual immunization education and outreach mass mailings to all FQHC, RHC and private providers within the Grantee's jurisdiction including, but not limited to, immunization promotional and educational materials and PA-SIIS information with a referral form for those who desire to enroll in PA-SIIS to be returned to the Grantee. The Grantee shall contact the Departments PA-SIIS staff to initiate a site visit to the designated FQHC, RHC or private providers and participate in their linkage to PA-SIIS.
 - c. Ensure that one FQHC, one RHC and two private providers that have adopted an Office of National Coordinator (ONC) certified Electronic Health Record System as required by stage one meaningful use on immunization reporting to public health are enrolled in PA-SIIS during the period of the grant.
 - d. Maintain reminder/recall system at all clinic sites and convert to the PA-SIIS reminder/recall system when it becomes available for tracking and follow up of immunizations for infants and preschool children.
 - e. Utilize reminder/recall systems in all clinics to track clients who are delinquent with immunizations, including minority and disparity populations, and to motivate parents to maintain compliance with the recommended vaccine schedule as needed.
11. The Grantee shall provide comprehensive immunization education and outreach services for populations of all ages including minority and disparate populations. The Grantee shall:
- a. Ensure that the official Pennsylvania Immunization Card is provided to all clients receiving immunizations at all clinic sites, inform clients of the need to bring the immunization record to all clinic visits, stress the importance of retaining an immunization record for a lifetime and include this card with all mass mailings

of immunization literature for the purpose of educating the public and private sectors.

- b. Promote Department immunization outreach materials and initiatives to 100% of clients and providers.
 - c. Provide language specific, culturally sensitive and ethnicity appropriate outreach materials to minority and disparity populations as needed.
 - d. Develop and implement local media activities during the grant period including, but not limited to, Public Service Announcements (PSA) and various print media, in collaboration and conjunction with the Department media campaigns. The Grantee shall obtain written Departmental approval prior to instituting any media campaign, in accordance with Paragraph 21 of the Standard General Terms and Conditions (rev. 2-15), which is incorporated herein by reference. The Contractor acknowledges being familiar with these Terms and Conditions.
 - e. Provide a minimum of one immunization outreach awareness activity to schools annually and promote immunization activities initiated by the Department to schools as requested. The Grantee shall obtain written Departmental approval prior to carrying out any outreach activity.
 - f. Use of the Department logo in conjunction with any media campaign or outreach activity shall be carried out in accordance with Paragraph 21 of the Standard General Terms and Conditions at all times.
12. The Grantee shall work with new and existing partners to increase demand for seasonal influenza vaccine to improve preparedness for an influenza pandemic, including school-located vaccination.
13. The Grantee shall have at least one professional staff person participate in the National Partnership for Immunization sponsored biennial National Conference on Immunization Coalitions which provides information, resources and skill-building sessions for the development of local, state and national coalitions and addresses childhood, adolescent and adult immunization issues as they relate to coalition efforts and any other immunization conferences, meetings and training sessions sanctioned by the Department that are scheduled periodically to provide information concerning newly developed vaccines and current immunization initiatives and issues.

II. Timelines

- A. The Grantee shall complete the tasks set forth in Section (I)(A)(9), by December 31, 2016.
- B. Unless otherwise specifically set forth in this Grant Agreement, the tasks set forth in Section I shall be performed during the period of this Grant Agreement which shall terminate on March 31, 2017.

III. Reporting Requirements

- A. The Grantee shall complete and submit the Immunization Annual Highlights Report (AHR) to the Department by March 31, 2017 or as requested by the Department for the previous calendar year. The Grantee shall submit the report via email. The Grantee acknowledges having copies of the Immunization AHR, which is subject to revision by the Department. The documents and revisions to the same are incorporated herein by reference.
- B. The Grantee shall provide other routine reports related to program activities to the Department as requested and within timeframes requested.

Appendix C-2

BUDGET SUMMARY

York City Bureau of Health
 SAP #4100070651
 July 1, 2016 - March 31, 2017

CATEGORIES	Original Budget	Amendment2	Total Budget
I. PERSONNEL SERVICES	49,686.68	24,843.00	74,529.68
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	1,483.25	-	1,483.25
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	6,890.00	-	6,890.00
VII. TRAVEL	1,150.00	-	1,150.00
VIII. OTHER COSTS	14,502.57	-	14,502.57
TOTAL	73,712.50	24,843.00	98,555.50

Appendix C-2
York City Bureau of Health
SAP #4100070651
July 1, 2016 - March 31, 2017

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment2	Total Budget
	Y63041 07/01/16 - 12/31/16	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	Y63042 01/01/17 - 03/31/17	
IV. PATIENT SERVICES						
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	-	-	-	-	-	-

V. EQUIPMENT						
	<u>Quantity</u>	<u>Unit Cost</u>				
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total			-	-	-	-

Appendix C-2
York City Bureau of Health
SAP #4100070651
July 1, 2016 - March 31, 2017

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment2	Total Budget
	Y63041 07/01/16 - 12/31/16	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	Y63042 01/01/17 - 03/31/17	
VI. SUPPLIES						
Clinical/Office/Computer (Central Services and IS Allocations/ Other)	6,400.00					6,400.00
Educational/Promotional Supplies	1,400.00					1,400.00
FRCO1						-
Clinical/Office/Computer (Central Services and IS Allocations/ Other)	(100.00)					(100.00)
Educational/Promotional Supplies	(810.00)					(810.00)
						-
						-
						-
						-
						-
Total	6,890.00	-	-	-	-	6,890.00
VII. TRAVEL						
Mileage	550.00					550.00
Lodging	350.00					350.00
Airfare	300.00					300.00
Subsistence	100.00					100.00
Parking\Tolls	50.00					50.00
FRCO1						-
Mileage	(250.00)					(250.00)
Airfare	50.00					50.00
						-
						-
						-
						-
						-
						-
						-
Total	1,150.00	-	-	-	-	1,150.00

