



November 01, 2019

Mr. Vincent Davis  
State Agency Director  
Tennessee Department of Health  
710 James Robertson Parkway  
Nashville, TN 37243

Dear Mr. Davis,

The Tennessee Department of Health's Vaccine-Preventable Diseases and Immunization Program (TN VPDIP) has made it a priority to ensure that Tennesseans across the lifespan are protected from vaccine-preventable diseases. The CDC estimates more than 959,000 hospitalizations in the United States were due to influenza during the 2017-2018 influenza season, with more than 79,000 deaths. Adults ages 65 years and older account for up to 90% of deaths due to influenza each year.

Each year, nursing homes are required to report their healthcare effectiveness data information sets (HEDIS) for flu and pneumococcal vaccination rates for their residents. 2018 HEDIS measures for influenza and pneumococcal vaccines reflect that several Tennessee nursing homes have vaccination coverage rates below the Healthy People 2020 (HP2020) goals of >90% of institutionalized adults and healthcare workers receiving annual flu vaccine, and >90% of institutionalized adults receiving pneumococcal vaccine.

The Tennessee Department of Health's (TDH) Vaccine-Preventable Diseases and Immunization Program requests \$440,500 over an 18-month period for the development, implementation, and evaluation of the Nursing Home Immunization Improvement Initiative. According to the CDC, Tennessee nursing homes' overall influenza vaccination coverage was 73.4 percent for the 2017-2018 season, and pneumococcal vaccination coverage was 34.9 percent for the year 2017. Adults 65 years and older are among those most susceptible to these life-threatening illnesses; therefore, it is in the best interest of these facilities, as well as that of public health, to improve these coverage rates.

Up to 20 Tennessee nursing homes with flu immunization coverage HEDIS rates falling below HP2020 goals have been identified and are being recruited via phone to complete a needs assessment survey. Survey results will be used to provide individualized technical assistance to address barriers to successful immunization of staff and residents. Facilities that also have pneumococcal vaccination rates below HP2020 goals will also receive technical assistance to improve that rate. Nursing homes will also receive training in the use of the Tennessee Immunization Information System (TennIIS) so they can query the immunization status of residents and staff, as well as report administered vaccines into the system. This project will directly benefit nursing home residents, as well as the staff who care for them, and will assist enrolled facilities in achieving HP2020 goals.

If funded, TDH VPDIP will hire temporary nurses to develop educational materials and visit nursing home facilities to provide technical assistance to improve HEDIS influenza and pneumococcal rates. Project staff will assist facilities in the development of standard operating procedures, provide staff education around the importance of these vaccines in reducing morbidity and mortality, coach staff in appropriate messaging when discussing vaccines with residents and families, troubleshoot barriers, and assist with other indicated improvements needed to raise coverage rates. Funding will also be used to cover travel costs for the delivery of on-site technical assistance, printing and dissemination of educational materials, contracted staff resources, project evaluation, and potential program activities.

The overall program objective is to increase facility 2020-2021 flu and pneumococcal HEDIS measures by 20 percent above 2018-2019 rates or above HP2020 goals (whichever is greater) and to successfully enroll 50 percent of the partnering nursing homes as TennIIS users by September 30, 2021. The success of this project may provide a model for future quality improvement projects that seek to improve the quality of care provided by facilities caring for this and other vulnerable populations.

Your consideration of this application is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Fiscus", with a stylized flourish at the end.

Michelle Fiscus, MD FAAP  
Medical Director  
Tennessee Vaccine-Preventable Diseases and Immunization  
Program

### **Key Personnel Job Description**

**Michelle Fiscus, MD FAAP**, Medical Director, Tennessee Vaccine-Preventable Diseases and Immunization Program (in kind). Will serve as the program medical consultant, overseeing the development and implementation of the program. Dr. Fiscus will also provide subject matter expertise, assisting and solving complex facility problems. Dr. Fiscus will serve as a liaison between participation facilities and Tennessee Department of Health and will review any protocols or educational resources that are developed to ensure they adhere to best practices.

**Future Intern position** (in kind) Responsible for implementing program strategies, assessing additional nursing home facility needs, assisting support staff with program needed material. This may include the creations of infographics, data visuals, or reports. Will serve as a liaison between support staff and Tennessee Department of Health.

**Samantha Chao, Deputy Manager**, Tennessee Immunization Information System (TennIIS) (0.10 FTE) Ms. Chao will oversee development of connections between enrolled facilities and the TennIIS system. Ms. Chao will oversee the educational components related to TennIIS.

**Karen Curtis, Onboarding Administrator**, Tennessee Immunization Information System (TennIIS) (0.10 FTE). Ms. Curtis will facilitate the facility onboarding to the TennIIS system.

**Assiatou Bah, Senior Epidemiologist**, Program Improvement and Evaluation Team (0.10 FTE) Ms. Bah will provide technical assistance to program interns and assist the program's Medical Director in ensuring grant deliverables are met. Ms. Bah will also assist with analysis of outcomes data related to this project.

#### **Temporary Support Staff:**

**Registered Nurse 3**-- will be employed fulltime for the duration of the project to develop education materials, supervise two part-time registered nurse 2 employees and visit nursing home facilities to provide technical assistance to improve HEDIS influenza and pneumococcal rates. This position will assist facilities in the development of standard operating procedures, provide staff education around the importance of flu and pneumococcal vaccines in preventing morbidity and mortality, provide coaching to staff around messaging of the importance of vaccinations to residents and their families, troubleshoot barriers, and assist with other indicated improvements needed to raise coverage rates. This position will also aid in recruitment facilities/providers to participate in other programs offered by TDH VPDIP.

**Registered Nurse 2** (two positions)-- will be employed part-time for twelve months and be supervised by the RN3 position. These employees will visit nursing home facilities to provide technical assistance to improve HEDIS influenza and pneumococcal rates. These positions will assist facilities in the development of standard operating procedures, provide staff education around the importance of flu and pneumococcal vaccines in preventing morbidity and mortality, provide coaching to staff around messaging of the importance of vaccinations to residents and their families, troubleshoot barriers, and assist with other indicated improvements needed to raise coverage rates.

## Biographical Sketches for Key Personnel

### **Michelle Fiscus, MD FAAP**

Michelle Fiscus, MD FAAP serves as medical director of the Tennessee Vaccine-Preventable Diseases and Immunization Program at the Tennessee Department of Health. Dr. Fiscus is a board-certified pediatrician. Prior to joining the department, she was the co-founder of Cool Springs Pediatrics in Franklin, TN where she practiced general pediatrics for 17 years. Dr. Fiscus is an Associate Clinical Professor in the Department of Pediatrics at the Monroe Carell Jr. Children's Hospital at Vanderbilt and was recently elected to the Board of Directors of the American Academy of Pediatrics.

### **Samantha Chao**

Samantha Chao, MPH is the Deputy Manager for the Tennessee Immunization Information System (TennIIS) in the Tennessee Vaccine-Preventable Diseases and Immunizations Program at the Tennessee Department of Health. She has worked for the program for over three years, previously serving as an epidemiologist on the team. In her current role, she supervises the TennIIS Data Exchange Team and leads the planning and implementation of TennIIS's five year outreach plan. She has a Master of Public Health from the Rollins School of Public Health at Emory University in Behavioral Sciences and Health Education.

### **Karen Curtis**

Karen Curtis is the Onboarding Administrator on the Tennessee Immunization Information System Data Exchange Team within the Tennessee Vaccine-Preventable Diseases and Immunizations Program at the Tennessee Department of Health. She has been in this role for over two years. Her primary duties include the onboarding of new electronic trading partners, working with new providers to submit test messages, and working on TennIIS outreach activities. She also provides administrative support for the entire Data Exchange Team.

### **Assiatou Bah, MPH**

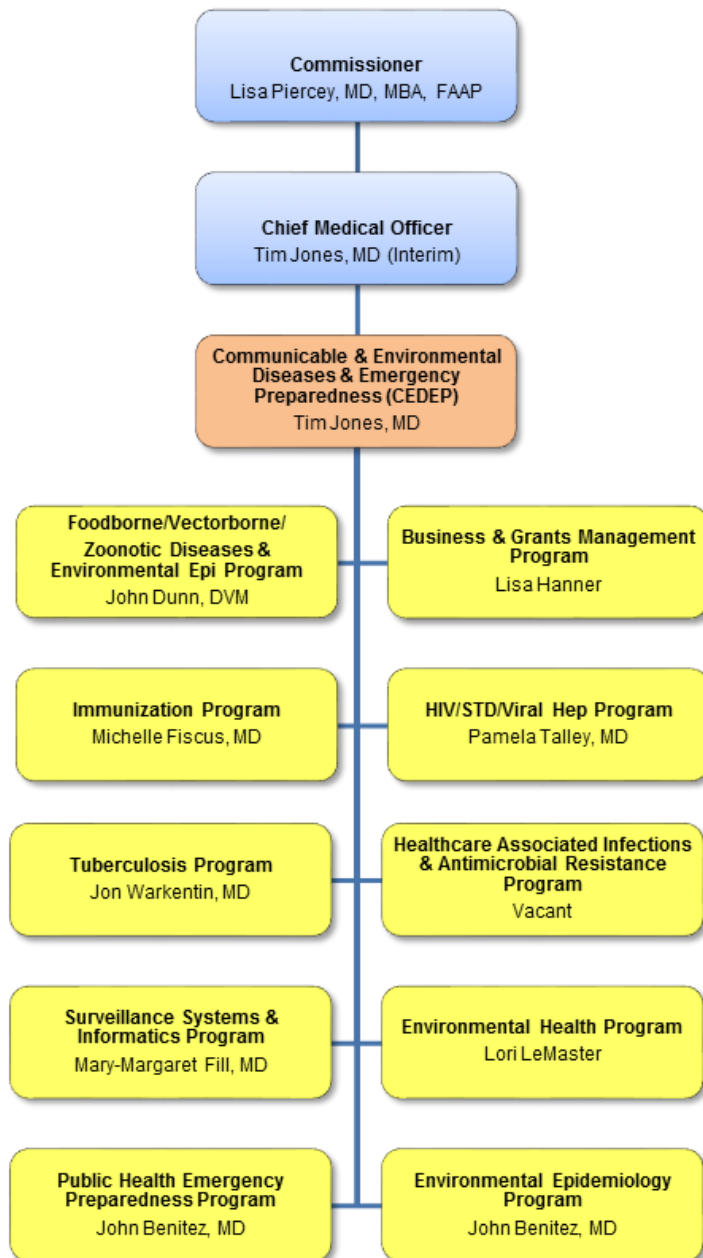
Assiatou Bah, MPH is the Program Improvement and Evaluation Manager for the Tennessee Vaccine-Preventable Diseases and Immunization Program at the Tennessee Department of Health. She has worked for program for over five years conducting and supervising the completion of various data analysis projects. Assiatou has directly supervised seven employees and three interns during her tenure at the state. She has also provided technical assistance on program specific projects and division wide outbreak responses.

### **Registered Nurse 2 and 3**

Education and Experience: Currently licensed as a Registered Nurse in the State of Tennessee or holds a privilege to practice in the State of Tennessee under the Nurse Licensure Compact (NLC) and experience equivalent to three years of registered nursing.

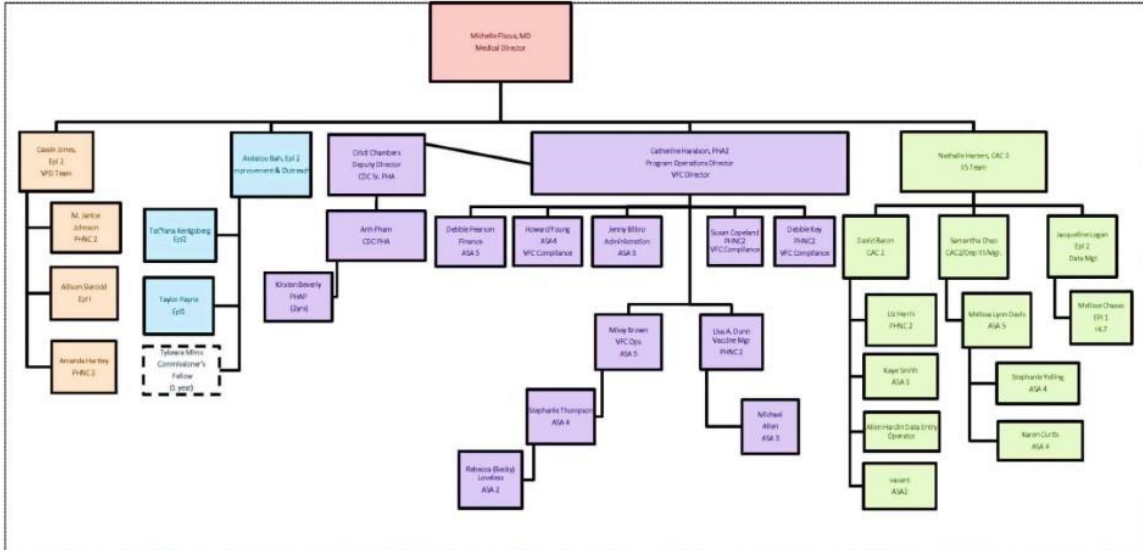
(Complete CVs are available upon request)

# Division of Communicable & Environmental Diseases & Emergency Preparedness (CEDEP)



# Tennessee Vaccine-Preventable Diseases and Immunization Program

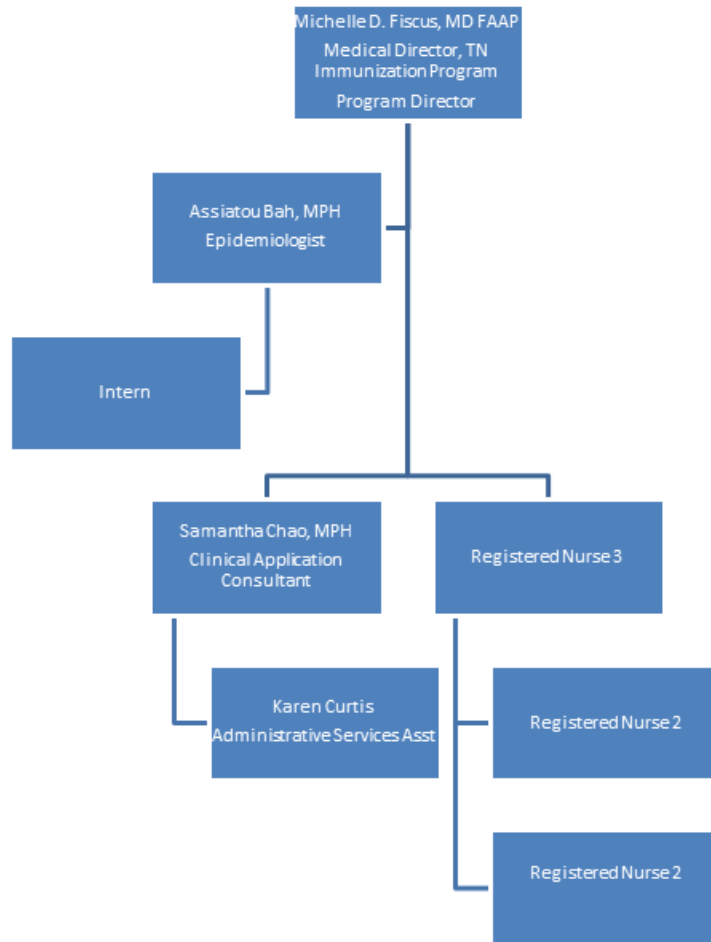
Organizational Flow Chart: As of October 24, 2019



Revised: 10/24/19

Organizational Flow Chart

Draft Program Organizational Chart



**Project Title Information**

This project will be called “**The Nursing Home Immunization Improvement Initiative**”.

## **ABSTRACT**

The Tennessee Department of Health's Vaccine-Preventable Diseases and Immunization Program has made it a priority to ensure that Tennesseans across the lifespan are protected from vaccine-preventable diseases. According to the CDC, Tennessee nursing homes' overall influenza vaccination coverage was 73.4 percent for the 2017-2018 season, and pneumococcal vaccination coverage was 34.9 percent for the year 2017. Populations 65 years and older are among those most susceptible to these life-threatening illnesses; therefore, it is in the best interest of nursing home facilities, as well as public health, to improve these coverage rates.

**Background:** Each year, nursing homes are required to report their healthcare effectiveness data information sets (HEDIS) for flu and pneumococcal vaccination rates for their residents. Influenza and pneumococcal vaccinations have been shown to improve hospitalization and death rates among the highest of risk groups-- institutionalized adults. 2018 HEDIS measures of influenza and pneumococcal vaccines reflect that Tennessee nursing homes have influenza and pneumococcal vaccination coverage rates below the Healthy People 2020 goals. These low HEDIS measures may be attributable to lack of systematic vaccination protocols, vaccine hesitancy among staff and/or residents, and inadequate messaging around the importance of preventing these diseases.

**Methods:** Tennessee nursing homes with flu immunization coverage HEDIS rates below HP2020 goals have been identified and are being recruited via phone to complete a needs assessment survey. Survey results will be used to provide individualized technical assistance to address barriers to successful immunization of staff and residents. Those recruited facilities that also have pneumococcal vaccination rates below HP2020 goals will also receive technical assistance to improve that rate. Nursing homes will also receive training in the use of the Tennessee Immunization Information System (TennIIS) so they can query the immunization status of residents and staff, as well as report administered vaccines into the system.

**Objective:** The objective of the program is to increase flu and pneumococcal HEDIS rates by 20 percent or above HP2020 goals (whichever is greater) and to successfully enroll 50 percent of the partnering nursing homes as TennIIS users by June 30, 2021.

**Evaluation:** The number of facilities with a standard operating procedure in place prior to Oct 1, 2020 will be measured, and comparison of HEDIS measures from 2018-19, 2019-20, and 2020-21 will be made. At the end of the program period, TDH will send out post-surveys to facility leadership to assess changes they made and determine successes and challenges. The program epidemiologist, in coordination with the projects RN3 and medical director, will be primarily responsible for this evaluation.



### **Statement of Need**

The CDC estimates more than 959,000 hospitalizations in the United States were due to influenza during the 2017-2018 influenza season, with more than 79,000 deaths. Adults ages 65 years and older account for up to 90% of deaths due to influenza each year. ([www.CDC.gov/flu](http://www.CDC.gov/flu)) According to the CDC, Tennessee nursing homes' influenza vaccination coverage was 73.4 percent for the 2017-2018 season, and pneumococcal vaccination coverage was 34.9 percent for the year 2017. ([www.CDC.gov/fluview](http://www.CDC.gov/fluview)) Populations 65 years and older are among those most susceptible to these life-threatening illnesses; therefore, it is in the best interest of public health to improve these coverage rates.

2018 HEDIS measures of influenza and pneumococcal vaccines reflect that Tennessee nursing homes have influenza and pneumococcal vaccination coverage rates below the Healthy People 2020 goals of >90% of institutionalized adults and healthcare workers receiving annual flu vaccine, and >90% of institutionalized adults receiving pneumococcal vaccine. These low HEDIS measures may be attributable to lack of systematic vaccination protocols, vaccine hesitancy among staff and/or residents, and inadequate messaging around the importance of preventing these diseases. Tennessee Department of Health's Vaccine-Preventable Diseases and Immunization Program will assist nursing homes in identifying their barriers to successful vaccination and provide resources such as flu vaccination educational materials, development of standard operating procedures, provide staff education around the importance of these vaccines in reducing morbidity and mortality, coach staff in appropriate messaging when discussing vaccines with residents and families, troubleshoot barriers, and assist with other indicated improvements needed to raise coverage rates. Improvement in the rates of influenza and pneumococcal vaccination will protect residents and staff from these diseases, reducing morbidity and mortality in this vulnerable population.

For more information about vaccination against [pneumococcal disease](#) and [flu](#) follow links.

## **Project Description**

Tennessee Department of Health Vaccine-Preventable Diseases and Immunization Program will enroll up to 20 Tennessee nursing homes that have flu and pneumococcal HEDIS measures that fall below Healthy People 2020 goals. Facility nursing directors have already been recruited via phone to complete a needs assessment survey. Survey results will be used to provide individualized technical assistance to address barriers to successful immunization of staff and residents. Enrolled facilities that also have pneumococcal vaccination rates below HP2020 goals will also receive technical assistance to improve that rate. Nursing homes will also receive training in the use of the Tennessee Immunization Information System (TennIIS) so they can query the immunization status of residents and staff, as well as report administered vaccines into the system.

TDH VPDIP intends to use CMP funding to hire temporary registered nurses to develop education materials and visit nursing home facilities to provide technical assistance to improve HEDIS influenza and pneumococcal rates. Project staff will assist facilities in the development of standard operating procedures, provide staff education around the importance of these vaccines in reducing morbidity and mortality, coach staff in appropriate messaging when discussing vaccines with residents and families, troubleshoot barriers, and assist with other indicated improvements needed to raise coverage rates. Funding will also be used to cover travel costs for the delivery of on-site technical assistance, printing and dissemination of educational materials, contracted staff resources, project evaluation, and potential program activities.

## **Results Measurements and Program Evaluation**

The objective of the program is to increase 2020 flu and pneumococcal HEDIS rates by 20 percent over 2018 rates or above [HP2020 goals](#) (whichever is greater) and to successfully enroll 50 percent of the partnering nursing homes as TennIIS users by June 30, 2021. The number of facilities with a standard operating procedure in place prior to Oct 1, 2020 will be measured, and comparison of HEDIS measures from 2018, 2019, and 2020 will be evaluated. At the end of the program period, TDH will send out post-surveys to facility leadership to assess changes they made and determine successes and challenges. It is expected that some facilities with HEDIS rates below HP2020 goals will decline to participate, and the improvement in rates of those facilities that did not participate will be compared to those of the facilities that chose to participate in the program. Also, since TN VPDIP contacted facilities with low HEDIS rates prior to the 2019-2020 flu vaccination season, 2019 HEDIS rates will also be examined to determine if simply bringing the facilities' attention to this deficiency resulted in an improvement in vaccination coverage, whether or not they participated in the program.

Due Date	Activity
May 15, 2020	Hire and train project RN3; review facility needs assessments; develop curriculum and training
June 30, 2020	Hire and train two RN2
September 30, 2020	Complete facility site visits 1 and 2
December 31, 2020	Complete facility site visits 3 and 4
March 31, 2021	Complete facility site visits 5 and 6
April 30, 2021	Facilities complete post-intervention survey
September 30, 2021	Program evaluation completed, summary reports submitted

### **Benefits to Nursing Home Residents**

Access to support staff, educational materials, and additional resources will allow nursing home facilities across Tennessee to improve flu and pneumococcal vaccination coverage provided to their residents. Improved coverage rates will reduce morbidity and mortality caused by these vaccine-preventable diseases in this high-risk population. Improvement in these rates will also assist nursing homes in successfully meeting HP2020 goals. The success of this project may provide a model for future quality improvement projects that seek to improve the quality of care provided by facilities caring for this and other vulnerable populations.

### **Consumer/Stakeholder Involvement**

Nursing home managers have been contacted by phone and recruited to complete a needs assessment so barriers to immunization can be understood. Nursing home managers and staff will participate in education and training to remove identified barriers to successful immunization. As HEDIS measures are reported federally and may impact payment to facilities, these facilities will also benefit greatly from this program.

### **Involved Organizations**

Subcontractors will include temporary nurse consultants who will receive a salary, based on qualifications. Nurses will be hired through an existing state contract with Guidesoft, Inc, 5875 Castle Creek Parkway, Suite 400, Indianapolis, IN 46250.

### **Funding and Sustainability**

This project requires no ongoing funding once standard operating procedures for immunization are implemented in the facilities. This project should be sustainable with minimal additional investment aside from training of new hires within facilities.

### **Innovation and Replecability**

This simple program design easily lends itself to replication. Once standard operating procedures are implemented there should be few barriers to successful immunization. This program should be replicable across the professional network and program design can be easily shared with partner states as well as with additional Tennessee facilities.

### **Focus Areas**

This proposed program has the ability to impact multiple focus areas: Healthcare Associated Infections, Preventable Hospitalizations, and Improving Quality Measures

# REQUEST

Date of Application:      /      /       
MM DD YYYY

## PART I: Background Information

Name of the Organization: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, County, State, Zip Code: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

CMS Certification Number, if applicable:   -

Medicaid Provider Number, if applicable:   -

Name of the Project Leader: \_\_\_\_\_

Address: \_\_\_\_\_

City, County, State, Zip Code: \_\_\_\_\_

Internet E-mail Address: \_\_\_\_\_

Telephone Number:    -    -

Mobile Number:    -    -

Have other funding sources been applied for and/or granted for this proposal?    
Yes No

If yes, please explain/identify sources and amount.

\_\_\_\_\_  
\_\_\_\_\_

**PART II: Applicable to  
Certified Nursing Home Applicants**

Name of the Facility: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, County, State, Zip Code: \_\_\_\_\_

Telephone Number:    -    -

CMS Certification Number:   -

Medicaid Provider Number:   -

Date of Last Recertification Survey:  $\frac{\quad}{MM} / \frac{\quad}{DD} / \frac{\quad}{YYYY}$

Highest Scope and Severity Determination: (A - L) \_\_\_\_\_

Date of Last Complaint Survey:  $\frac{\quad}{MM} / \frac{\quad}{DD} / \frac{\quad}{YYYY}$

Highest Scope and Severity Determination: (A - L) \_\_\_\_\_

Currently Enrolled in the Special Focus Facility (SFF) Initiative?    
Yes No

Previously Designated as a Special Focus Facility?    
Yes No

Participating in a Systems Improvement Agreement?    
Yes No

Administrator's Name: \_\_\_\_\_

Owner of the Nursing Home: \_\_\_\_\_

CEO Telephone Number:    -    -

CEO Email Address: \_\_\_\_\_



Name of the Management Company: \_\_\_\_\_

Chain Affiliation (please specify) Name and Address of Parent Organization: \_\_\_\_\_

Outstanding Civil Money Penalty?  Yes  No

Nursing Home Compare Star Rating: \_\_\_\_\_ (can be 1, 2, 3, 4 or 5 stars)

Date of Nursing Home Compare Rating: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Is the Nursing Home in Bankruptcy or Receivership?  Yes  No

If an organization is represented by various partners and stakeholders, please attach a list of the stakeholders in the appendix.

**NOTE:** The entity or nursing home which requests CMP funding is accountable and responsible for all CMP funds entrusted to it. If a change in ownership occurs after CMP funds are granted or during the course of the project completion, the project leader shall notify CMS and the State Agency within five calendar days. The new ownership shall be disclosed as well as information regarding how the project shall be completed. A written letter regarding the change in ownership and its impact on the CMP Grant application award shall be sent to CMS and the State Agency.

**Part III:  
Project Category**

Please place an "X" by the project category for which you are seeking CMP funding.

- Direct Improvement to Quality of Care
- Resident or Family Councils
- Culture Change/Quality of Life
- Consumer Information
- Transition Preparation









**ATTACHMENT 2 (continued)**  
**GRANT BUDGET LINE-ITEM DETAIL**  
(BUDGET PAGE 3)

<b>SALARIES (name and title)</b>	<b>mo salary</b>	<b>mos</b>	<b>% of time</b>	<b>Longevity</b>	<b>AMOUNT</b>	
Assiatou Bah, Epidemiologist 2	\$ 7,579.00	x 3	x 10.00%	+	Longevity	\$2,273.70
Samantha Chao, Cliical Applications Coordinator 2	\$ 6,530.00	x 3	x 10.00%	+	Longevity	\$1,959.00
Karen Curtis, Administrative Services Assistant 4	\$ 4,121.00	x 3	x 10.00%	+	Longevity	\$1,236.30
<b>TOTAL ROUNDED</b>					<b>\$5,500.00</b>	

<b>PROFESSIONAL FEE / GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Registered Nurse Supervisor , TBD, Temp Staffing Agency, Middle @ \$70/hour for 488 hours (5 days a week)	\$34,160.00
Registered Nurse, TBD, Temp Staffing Agency, East @ \$52/hour for 135 hours (3 days a week)	\$7,020.00
Registered Nurse, TBD, Temp Staffing Agency, West @ \$52 hours for 135 hours (3 days a weeks)	\$7,020.00
<b>TOTAL ROUNDED</b>	<b>\$48,200.00</b>

<b>TRAVEL / CONFERENCES &amp; MEETINGS (specify)</b>	<b>AMOUNT</b>
Routine Travel	\$1,700.00
Nurse Supervisor travel to East and West	\$600.00
Central Office Quarterly Meeting x 2 RNs (in Nashville x 2 RNs.)	\$1,200.00
<b>TOTAL</b>	<b>\$3,500.00</b>

<b>IN KIND (specify)</b>	<b>AMOUNT</b>
Dr. Michelle Fiscus, TBD as work is performed	\$4,600.00
<b>TOTAL</b>	<b>\$4,600.00</b>

<b>GRANT BUDGET</b>				
<b>Vaccine-Preventable Diseases and Immunization Program Budget (FY21)</b>				
<b>The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:                    BEGIN: July 1, 2020                    END: June 30, 2021</b>				
<b>Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b> (detail schedule(s) attached as applicable)	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$24,000.00	\$0.00	\$24,000.00
2	Benefits & Taxes	\$10,100.00	\$0.00	\$10,100.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$239,500.00	\$0.00	\$239,500.00
5	Supplies	\$2,000.00	\$0.00	\$2,000.00
6	Telephone	\$4,000.00	\$0.00	\$4,000.00
7	Postage & Shipping	\$1,500.00	\$0.00	\$1,500.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$4,000.00	\$0.00	\$4,000.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$12,600.00	\$0.00	\$12,600.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost @16.8%	\$5,700.00	\$0.00	\$5,700.00
24	In-Kind Expense	\$0.00	\$17,200.00	\$17,200.00
25	<b>GRAND TOTAL</b>	<b>\$303,400.00</b>	<b>\$17,200.00</b>	<b>\$320,600.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies*, Appendix A. (posted on the Internet at:

<http://www.tn.gov/finance/topic/fa-policyinfo>

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ATTACHMENT 2 (continued)**  
**GRANT BUDGET LINE-ITEM DETAIL**  
(BUDGET PAGE 5)

<b>SALARIES (name and title)</b>	<b>mo salary</b>	<b>mos</b>	<b>% of time</b>	<b>Longevity</b>	<b>AMOUNT</b>
Assiatou Bah, Epidemiologist 2	\$ 7,579.00	x 12	x 10.00%	+ \$ 600 Longevity	\$9,694.80
Samantha Chao, Cliical Applications Coordinator 2	\$ 6,530.00	x 12	x 10.00%	+ Longevity	\$7,836.00
Karen Curtis, Administrative Services Assistant 4	\$ 4,121.00	x 12	x 10.00%	+ \$ 1,500 Longevity	\$6,445.20
<b>TOTAL ROUNDED</b>					<b>\$24,000.00</b>

<b>PROFESSIONAL FEE / GRANT &amp; AWARD</b>	<b>AMOUNT</b>	
Registered Nurse Supervisor, TBD, Temp Staffing Agency, Middle @ \$70/hour for 1950 hours (5 days a week)	\$136,500.00	
Registered Nurse, TBD, Temp Staffing Agency, East @ \$52/hour for 990 hours (3 days a week) (ends April)	\$51,480.00	
Registered Nurse, TBD, Temp Staffing Agency, West @ \$52 hours for 990 hours (3 days a week) (ends Apr)	\$51,480.00	
<b>TOTAL ROUNDED</b>		<b>\$239,500.00</b>

<b>TRAVEL / CONFERENCES &amp; MEETINGS (specify)</b>	<b>AMOUNT</b>	
Routine Travel	\$6,900.00	
Nurse Supervisor travel to East and West	\$1,200.00	
Central Office Quarterly Meeting x 2 RNs (in Nashville x 2 RNs)	\$4,500.00	
<b>TOTAL</b>		<b>\$12,600.00</b>

<b>IN KIND (specify)</b>	<b>AMOUNT</b>	
Dr. Michelle Fiscus, TBD as work is performed	\$17,200.00	
<b>TOTAL</b>		<b>\$17,200.00</b>

<b>GRANT BUDGET</b>				
<b>Vaccine-Preventable Diseases and Immunization Program Budget (FY22)</b>				
<b>The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period:                    BEGIN: July 1, 2021                    END: Sept 30, 2021</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b> (detail schedule(s) attached as applicable)	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$7,800.00	\$0.00	\$7,800.00
2	Benefits & Taxes	\$10,400.00	\$0.00	\$10,400.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$34,200.00	\$0.00	\$34,200.00
5	Supplies	\$2,000.00	\$0.00	\$2,000.00
6	Telephone	\$1,000.00	\$0.00	\$1,000.00
7	Postage & Shipping	\$1,000.00	\$0.00	\$1,000.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$600.00	\$0.00	\$600.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost @17.2%	\$3,100.00	\$0.00	\$3,100.00
24	In-Kind Expense	\$0.00	\$4,700.00	\$4,700.00
25	<b>GRAND TOTAL</b>	<b>\$60,100.00</b>	<b>\$4,700.00</b>	<b>\$64,800.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies*, Appendix A. (posted on the Internet at:

<http://www.tn.gov/finance/topic/fa-policyinfo>

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ATTACHMENT 2 (continued)**  
**GRANT BUDGET LINE-ITEM DETAIL**  
(BUDGET PAGE 7)

<b>SALARIES (name and title)</b>	<b>mo</b>	<b>salary</b>	<b>mos</b>	<b>% of time</b>	<b>Longevity</b>	<b>AMOUNT</b>
Assiatou Bah, Epidemiologist 2	\$	7,579.00	x 3	x 10.00%	+ \$ 700 Longevity	\$2,973.70
Samantha Chao, Cliical Applications Coordinator 2	\$	6,530.00	x 3	x 10.00%	+ Longevity	\$1,959.00
Karen Curtis, Administrative Services Assistant 4	\$	4,121.00	x 3	x 10.00%	+ \$ 1,600 Longevity	\$2,836.30
<b>TOTAL ROUNDED</b>						<b>\$7,800.00</b>

<b>PROFESSIONAL FEE / GRANT &amp; AWARD</b>	<b>AMOUNT</b>
Registered Nurse Supervisor, TBD, Temp Staffing Agency, Middle @ \$70/hour for 488 hours (5 days a week)	\$34,160.00
<b>TOTAL ROUNDED</b>	<b>\$34,200.00</b>

<b>TRAVEL / CONFERENCES &amp; MEETINGS (specify)</b>	<b>AMOUNT</b>
Routine Travel	\$600.00
<b>TOTAL</b>	<b>\$600.00</b>

<b>IN KIND (specify)</b>	<b>AMOUNT</b>
Dr. Michelle Fiscus, TBD as work is performed	\$4,700.00
<b>TOTAL</b>	<b>\$4,700.00</b>

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## GENERAL ASSURANCES

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*Assurance is hereby provided that:*

1. This program will be administered in accordance with all applicable statutes, regulations, program plans and applications:
  - a. The laws of the State of Tennessee;
  - b. Title VI of the federal Civil Rights Act of 1964;
  - c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
  - d. The Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government;
  - e. The condition that the submitted application was independently arrived at, without collusion, under penalty of perjury; and,
  - f. The condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Agency in connection with any grant resulting from this application.
2. Each agency receiving funds under any grant resulting from this application shall use these funds only to supplement, and not to supplant federal, state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.
3. The grantee will file financial reports and claims for reimbursement in accordance with procedures prescribed by the State of Tennessee Department of Health.
4. Grantees awarded grants resulting from this application process will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve and strengthen its program and to refine its goals and objectives as appropriate.
5. If applicable, the program will take place in a safe and easily accessible facility.

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### CERTIFICATION/SIGNATURE

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I, THE UNDERSIGNED, CERTIFY that the information contained in the application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state/federal statutes, rules and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures and representation in this application are correct to the best of my knowledge.

*Cathie Dawdon*

Signature of Applicant Agency Administrator

*11/1/2019*

Date Signed (Month/Day/Year)



RFA 34305-23419 CMP Reinvestment  
Program Application Checklist

Applicants Name: \_\_\_\_\_

Page(s) #:	Required Element:	PASS	FAIL
_____	Cover letter is included and addressed to: Vincent Davis, State Survey Agency Director 665 Mainstream Drive, 2nd Floor Nashville, TN 37243	_____	_____
_____	Cover letter is signed by facility administrator if nursing home or signed by project administrator if other.	_____	_____
_____	CMS Fillable Application ( <b>Attachment 1</b> ) is included and is signed by an individual who can legally sign a contract with the State of Tennessee. <b>Please sign anywhere on the application.</b>	_____	_____
_____	All applicable blanks are completed in CMS application including Tax Identification number, and if applicable, Medicare/Medicaid numbers.	_____	_____
_____	Submitted the completed Excel budget spreadsheet and budget details page ( <b>Attachment 2</b> ) for the project, along with a narrative explanation of the costs.	_____	_____
_____	Job descriptions for key personnel are included (one page limit).	_____	_____
_____	Biographical sketches/Curriculum Vitae for currently employed key personnel are included (one page limit).	_____	_____
_____	Project organizational chart is included and significant collaborators are identified.	_____	_____
_____	Project Title information is included per CMS application.	_____	_____
_____	Required Abstract information is included per CMS application.	_____	_____
_____	Statement of Need information is included per CMS application, and addresses possible problems and contingency plan.	_____	_____
_____	Project Description information is included per CMS application and includes <b>projected outcomes, the timeline, deliverables, benchmarks, and dates.</b>	_____	_____
_____	Results Measurements information is included per CMS application and identifies what data will be measured, how and when it will be measured, and who will measure it.	_____	_____
_____	Description of how the nursing home community and governing body will assist and provide support for the project which is included per CMS application.	_____	_____
_____	Identification and list of all organizations and subcontractors that will receive funds from this grant are included per CMS application (specific nursing homes, hospitals, local community agencies, etc.). If no other organizations or subcontractors receive funds, please include a note.	_____	_____

RFA 34305-23419 CMP Reinvestment  
Program Application Checklist

\_\_\_\_\_  
\_\_\_\_\_  
Letters of commitment/agreement from all organizations and subcontractors that will receive funds from this grant or are serving as partners are included per Request for Application.

\_\_\_\_\_  
\_\_\_\_\_  
General Assurances form is included and signed per Request for Application.

Primary Evaluator Signature and Date:

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