

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>50,000</u>	_____	_____	_____	_____
External Revenue	<u>(33,735)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>16,265</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No.: Fund 1002 Dept. 147 Unit Var. Object Var.
 Program Code Var.

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding through Head Start grant - \$33,735 from Health and Human Services (HHS), and \$16,265 from Palm Beach County.

C. Departmental Fiscal Review.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

<p>_____ OFMB 12/2/11 12/8/11</p>	<p>_____ Contract Dev. and Control 12-13-11 B. Wheeler 5/21/11</p>
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B. Legal Sufficiency:

This Contract complies with our contract review requirements.

 12/16/11
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of _____, 20__, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and the Palm Beach County Health Department, a state agency in the State of Florida, hereinafter referred to as the P.B.C.H.D./ LICENSED PRACTICAL NURSE (LPN).

In consideration of the mutual promises contained herein, the COUNTY and the P.B.C.H.D. agree as follows:

ARTICLE 1 - SERVICES

The P.B.C.H.D.'S responsibility under this Contract is to provide professional/consultation services in the area of Licensed Practical Nurse (LPN), as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be John Quatrini, Director or his representative, telephone no. (561) 233-1615.

The P.B.C.H.D.'S representative/liaison during the performance of this Contract shall be Ana Bastias, telephone no. (561) 671-4175.

ARTICLE 2 - SCHEDULE

The P.B.C.H.D. shall commence services on December 20, 2011 and complete all services by September 30, 2012.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO P.B.C.H.D.

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in Exhibit B below) shall not exceed a total contract amount of Fifty Thousand Dollars(\$50,000.00). The P.B.C.H.D. shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The P.B.C.H.D. will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items is permitted, the total billings shall not exceed the estimated percentage of completion as of the billing.

- B. Invoices received from the P.B.C.H.D. pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

- C. Final Invoice: In order for both parties herein to close their books and records, the P.B.C.H.D. will clearly state "final invoice" on the P.B.C.H.D.'S final/last billing to the COUNTY. This shall constitute P.B.C.H.D.'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the P.B.C.H.D..

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the P.B.C.H.D. shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the P.B.C.H.D.'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside P.B.C.H.D.s. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the P.B.C.H.D. upon sixty (60) days' prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the P.B.C.H.D.. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the P.B.C.H.D.. Unless the P.B.C.H.D. is in breach of this Contract, the P.B.C.H.D. shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the P.B.C.H.D. shall:

- A. Stop work on the date and to the extent specified.

- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The P.B.C.H.D. represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein under shall be performed by the P.B.C.H.D. or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the P.B.C.H.D.'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The P.B.C.H.D. warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the P.B.C.H.D.'S personnel (and all Subcontractors) while on County premises will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

There will be no subcontracting permitted under this Contract.

ARTICLE 8 - FEDERAL AND STATE TAX

Both the COUNTY and P.B.C.H.D. are exempt from payment of Florida State Sales and Use Taxes.

The P.B.C.H.D. shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

Without waiving the right to sovereign immunity as provided by *s.768.28 f.s.*, Palm Beach County Health Department acknowledges to be self-insured for General Liability, Professional Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature.

Palm Beach County Health Department agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statute 440.

When requested, Palm Beach County Health Department shall agree to provide an affidavit or Certificate of Insurance evidencing insurance, self-insurance and/or sovereign immunity status, which COUNTY agrees to recognize as acceptable for the above mentioned coverage's.

Compliance with the foregoing requirements shall not relieve Palm Beach County Health Department of its liability and obligations under this Contract.

ARTICLE 11 - INDEMNIFICATION

Both the COUNTY and the P.B.C.H.D., as state agencies or subdivisions of the state, as defined in Section 768.28, F.S. agree to be fully responsible to the limits set forth in Section 768.28, F.S. for their own negligent acts which result in claims or suits against each party respectively and agree to be liable to the limits set forth in Section 768.28, F.S., for any damages caused by said acts. Nothing herein shall be construed as a waiver of sovereign immunity by either the COUNTY or by the P.B.C.H.D.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The COUNTY and the P.B.C.H.D. each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the P.B.C.H.D. shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the P.B.C.H.D.

ARTICLE 13 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 14 - CONFLICT OF INTEREST

The P.B.C.H.D. represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes. The P.B.C.H.D. further represents that no person having any such conflict of interest shall be employed for said performance of services.

The P.B.C.H.D. shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the P.B.C.H.D.'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the P.B.C.H.D. may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the P.B.C.H.D.. The COUNTY agrees to notify the P.B.C.H.D. of its opinion by certified mail within thirty (30) days of receipt of notification by the P.B.C.H.D.. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the P.B.C.H.D., the COUNTY shall so state in the notification and the P.B.C.H.D. shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the P.B.C.H.D. under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The P.B.C.H.D. shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the P.B.C.H.D. or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the P.B.C.H.D.'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the P.B.C.H.D.'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

The P.B.C.H.D. shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The P.B.C.H.D. further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The P.B.C.H.D. is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the P.B.C.H.D.'S sole direction, supervision, and control. The P.B.C.H.D. shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the P.B.C.H.D.'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The P.B.C.H.D. does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The P.B.C.H.D. warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the P.B.C.H.D. to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the P.B.C.H.D., any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - ACCESS AND AUDITS

The P.B.C.H.D. shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the P.B.C.H.D.'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the P.B.C.H.D., its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 - NONDISCRIMINATION

The P.B.C.H.D. warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, familial status, gender identity and expression.

ARTICLE 22 - AUTHORITY TO PRACTICE

The P.B.C.H.D. hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24- PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the P.B.C.H.D. certifies that it, its affiliates, suppliers, subcontractors and P.B.C.H.D.s who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3) (a).

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the P.B.C.H.D. of the COUNTY'S notification of a contemplated change, the P.B.C.H.D. shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the P.B.C.H.D.'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the P.B.C.H.D. shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the P.B.C.H.D. shall not commence work on any such change until such written amendment is signed by the P.B.C.H.D. and approved and executed on behalf of Palm Beach County.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

John Quatrini, Head Start/Early Head Start Director
50 S Military Trail, Suite 203
West Palm Beach, Florida 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the P.B.C.H.D., notices shall be addressed to:

Ana Bastias, Contract Manager
Palm Beach County Health Department
800 Clematis Street
West Palm Beach, Florida 33401

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the P.B.C.H.D. agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

The P.B.C.H.D. shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance ("Ordinance"), if P.B.C.H.D.'S employees or subcontractors are required under this contract to enter a "critical facility" as identified in Resolution R-2003-1274. The P.B.C.H.D. acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the P.B.C.H.D. shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS:

The P.B.C.H.D. shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. P.B.C.H.D. is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and P.B.C.H.D. has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
, Chair

WITNESS:

State of Florida Department of Health,
Palm Beach County Health Department

Barbara L. Sullivan
Signature

Company Name

Barbara L. Sullivan
Name (type or print)

Alina M. Alonso
Signature

Alina M. Alonso, MD

Typed Name

Director

Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

(corp. seal)

By _____
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By Alina M. Alonso
Department Director

EXHIBIT "A"
SCOPE OF WORK

LICENSED PRACTICAL NURSE (LPN)

NATURE OF WORK

This is the function of the Health Care Professional in the provision of services to children, zero to five (0-5), their families enrolled in the Head Start/Early Head Start Program.

An employee in a position allocated to this class performs a variety of sub-professional nursing tasks requiring knowledge and skills in Practical Nursing for infants, toddlers and pregnant women. Employee serves as part of the Head Start/Early Head Start Team and performs duties in the Head Start/Early Head Start Program. Duties are carried out in accordance with the Performance Standards, and Child care Licensing Rules and Regulations

REQUIRED KNOWLEDGE,SKILLS AND ABILITES

Knowledge of the principles and practices of practical nursing;

Knowledge of factors that contribute to maintenance of a hygienic, comfortable and safe environment for Young Children;

Knowledge of requirements in the care of young children;

Knowledge of nursing regulation and procedures;

Knowledge of practical nursing techniques for the care of healthy young children;

Knowledge of risk factors for child mortality, chronic and acute illness in young children;

Knowledge of key elements of culture, spirituality, poverty, heredity, ethics and health beliefs on child health practices;

Ability to maintain accurate nursing records and reports;

Ability to act promptly and give directions in emergencies;

Ability to recognize the emotional, psychological and physical needs of young children;

Ability to assist, educate and train staff in the implementation of individualized health plans for children with health concerns.

MINIMUM ENTRANCE REQUIREMENTS

Licensure as a Licensed Practical Nurse by the State of Florida

EXAMPLES OF WORK

1. Assists parents in maintaining up-to-date Physical exams according to EPSDT schedules and immunizations and initiates appropriate referrals to health care professionals.
2. Conducts vision, hearing and speech screens.
3. Conducts and record blood pressure, height, and weight measurements and
1. plot information on standardized growth charts.
4. Reviews screen, health, nutrition and mental data. Initiates referral to the appropriate coordinator and/or agency when necessary.
5. Schedules nutritional counseling, and follows up on dietary restrictions when necessary. Observes hygienic food handling of all meals and snacks at the centers, family child care homes and provides appropriate education for parents and pregnant women in their homes.
6. Monitors environments for safety and hygienic procedures the in classrooms.
7. Provides education, training and technical assistance to staff in the implementation of health, safety, illness, accident prevention as well as prescribed health related procedures, use of equipment and medication administration.
8. Develops, writes and trains staff on the implementation of Individualized Health Plans for young children diagnosed with a health concern that requires specific attention while in the care of program staff.
9. Monitors health records for all young children enrolled in Head Start/Early Head Start.
10. Links families to an ongoing system of health and dental care. Assists the parent in the selection of health providers, provides counseling about the young children or family health programs and promotes parent involvement in all aspects of health program.
11. Distributes health education materials to the parents which are provided by other agencies and Head Start/Early Head Start staff.
12. Consults with the Health Services Advisory Committee and local health professionals and services providers to ensure that services for Young children are available and accessible.
13. Monitors Health and Safety Environment at the site.

14. Completes and submits reports as required under the Head/Start Early Head Start Quality Assurance and Service Reliability System (QA & SR), attends Administrative meeting, attends training as required to meet existing and new Performance Standards, writes progress notes and prepares materials to conduct training related to children's health issues and safe environment concerns.
15. Coordinates dental services for uninsured children or children with private insurance that do not cover dental services.
16. Completes Health Statistical Report monthly and forward to the Health/Inclusion Supervisor.
17. Conducts Annual Medication Administration Training for site.
18. Updates ChildPlus tracking.
19. Coordinates Dental Health Activities for Dental Health Month.
20. Attends meeting and trainings Parent, Administrative (Multidisciplinary, Individual Behavior Support Plan, Administration, Health Advisory and others meetings as deemed necessary) Performs related duties as required.

LICENSED PRACTICAL NURSE WORK GUIDELINES

- I. Responsibilities and description of work guidelines to be adhered to by the LPN.
 - A. The LPN work guidelines are as follows:
 1. The LPN will report to Village Academy. The sign-in/sign-out sheets must document the start time, end time, and any time visits are conducted away from the school site. The LPN will work no more than 40 hours per week, and the work hours will be between 7:00 a.m. – 4:00 p.m., Monday-Friday.
 2. The LPN will complete and submit a weekly schedule to Supervisor from the Health Department and copy the Health/Inclusion Supervisor.
 3. The LPN will obtain signatures from Staff and Parents for all services provided on the School Visitation forms. All appropriate documentation must be attached to the School Visitation forms.
 4. The LPN will maintain a phone call log and submit with billing invoices.
 5. The LPN will attend monthly Parent Meetings and provide training as requested. If training is conducted, an agenda, sign-in sheet, and handouts must be provided to the participants. The training documentation will be submitted with billing invoices.

6. The LPN will conduct annual medication training for the staff. The medication training will include: the agenda, sign-in/sign-out sheets, the medication skills based training forms, the County PPM, and the any handouts distributed to the staff. If any staff is not in attendance during the training, the LPN will train them individually at another scheduled time.
7. The LPN will conduct monthly Health & Safety monitor by the end of every month. The Health & Safety monitor forms and School Visitation forms must be signed by the principal or designated staff. The Health & Safety monitor will be submitted with the School Visitation form and the QA & SR with the billing invoices.
8. The LPN will complete the Health Services Statistical report and submit to the Health/Inclusion Services Supervisor by the 4th Wednesday of the month. The Health Services Coordinator will train the LPN on how to complete the Health Statistical report.
9. The LPN will monitor the ChildPlus.net as described in PPM #HDR-004. In addition, the LPN will use the ChildPlus reports to conduct ongoing monitoring. The LPN will use the Health /Nutrition Services Tracking Sheets when conducting Health folder reviews.
10. The LPN will maintain health folders on children who have Individual Health Plans (IHP). The folders will contain pertinent health information such as IHP, progress notes, and other information as necessary.
11. The LPN will be certified to conduct vision, hearing, and speech screens on the children. The Health Services Coordinator will train and certify the LPN. The LPN will complete the vision, hearing, and speech forms as trained and will give them to the Family Services Specialist to notify the parents of the results. The data will be filed in the health folders. The LPN will complete the Health Screening Tracking forms for all children who were screened and submit to the Health/Inclusion Services Supervisor at the 30th of the month.
12. The LPN will complete all Individual Health Plan (IHP) as described in PPM #HDO-076. All documents will be distributed to the Family Services staff by the LPN. In addition, the LPN will complete the Pre-referral tracking sheets for all children who have been referred. The tracking forms will be submitted to the Health Services Supervisor in October, January, April, and July.
13. The LPN will review and learn the Head Start Performance Standards, and other local, state, County, and Division policies and procedures and adhere to them.

EXHIBIT "B"
SCHEDULE OF PAYMENTS

The Scope of Work to be completed by P.B.C.H.D./ LICENSED PRACTICAL NURSE as defined in Exhibit "A" consists of specific completion phases which shall be clearly identifies on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work task stated herein shall be in accordance with the following Schedule of Payment:

Hourly rate of \$24.00 shall include, but not be limited to, travel, manpower, vehicle, fuel, mileage, insurance, and any/all incidental expenses as may arise from this service. Monthly billings will be submitted by the 15th of the following month reflecting the number of hours worked in the prior month multiplied by the hourly rate of \$24.

SERVICE (S)	UNIT PRICE	UNITS	TOTAL
Licensed Practical Nurse services	\$24.00	2083	\$50,000
	\$0.00		\$0
	\$0.00		\$0
TOTAL	\$24.00	2083	\$50,000

Work includes:

- Assists parents in maintaining up-to-date Physical exams and immunizations
- Initiates appropriate referrals
- Conducts vision, hearing and speech screens.
- Conducts and record blood pressure, height, and weight measurements
- Reviews screen results, health, nutrition and mental data.
- Schedules nutritional counseling,
- Observes hygienic food handling of all meals and snacks
- Monitors environment for safety and hygienic procedures
- Conducts training
- Develops Individualized Health Plans
- Monitors health records
- Links families to an ongoing system of health and dental care
- Distributes health education materials
- Attends Health Services Advisory Committee Meeting
- Monitors Health and Safety Environment
- Completes and submits monitoring reports
- Coordinates dental services
- Completes Health Statistical Report monthly
- Conducts Annual Medication Administration Training
- Updates ChildPlus tracking
- Coordinates Dental Health Activities for Dental Health month
- Attends meetings and trainings Parent
- Maintains first aid inventory and restock first aid kits

Between December 20, 2011 and September 30, 2012, the total amount of services provided shall not exceed \$50,000.00.

Palm Beach County Health Department