

## **ATTACHMENT II**

### **CONTRACT FOR SCHOOL HEALTH TECHNICIANS BETWEEN SANTA ROSA COUNTY SCHOOL BOARD AND PEDIATRIC SERVICES OF AMERICA, INC.**

#### **A. Services to be Provided**

1. The Provider will ensure the provision of Board funded School Health Technicians that meet program qualifications at designated program sites.
2. School Health Technicians will include those who meet the following minimal qualifications: Graduation from high school or hold a GED, and has successfully completed course work in appropriate fields (i.e., Certified Nursing Assistant, Home Health Aide, Personal Care Assistant, Medical Assistant, Emergency Medical Technician, or Early Childhood Development). In addition, individuals applying for employment under the program must complete mandatory in-service and training and maintain a current certification in CPR and Basic First Aid.
3. School Health Technician services will be offered during the 2014-2015 school year for a total of 180 school days, and up to an additional 10 training days and 10 benefit days. Services will include School Health Technicians to be stationed at up to 29 school sites, or as requested by the District.

#### **B. Manner of Service Provision**

1. The responsibilities of School Health Technicians shall include: 1) assisting with medication administration, 2) completing head lice interventions (including detection, parent education and screening for re-admission to school), 3) evaluation program activities using Excel (a spreadsheet designed to track program activities), 4) completing parent contacts, 5) performing Basic First Aid and CPR/AED as needed and maintaining CPR/AED and Basic First Aid certification, and 6) utilizing community contacts for additional resources.
2. The Provider will ensure that no parent will be directly-billed for the delivery of these services.
3. The Provider shall submit documentation monthly, which shall contain a school official's signature to certify that services were delivered, and a report of services delivered.
4. Services will be delivered to the student on the student's campus of record.

5. As a general rule, clinic staff will not attend fieldtrips. Under special situations, consideration may be given if the School Board, Principal and the Provider deem it medically necessary. Advance notice will be given to the Provider so they may, to the best of their ability, provide a substitute for the regular clinic staff. In the instance where a substitute is not available, it is the responsibility of the Principal to ensure coverage of the clinic with personnel who have been trained in medication administration. The cost for additional staff will be the responsibility of the School Board.
6. The Provider shall ensure the paraprofessionals performing these services will be supervised by, at a minimum, a Registered Nurse (salary listed below) or other properly credentialed medical professionals, and that such supervision will be performed according to professional standards.
7. The Provider shall not be responsible for student-specific medical supplies.
8. The Provider agrees to participate in the School Health Advisory Council as part of the on-going monitoring process for program outcomes and quality improvement.

**C. Method of Payment**

1. The Board shall make payment to the Provider for services in this Attachment for total dollar amount of: \$760,081.00.
  - A. Regular Days: \$639,450.00 - 180 days X 29 program sites X 7 hours per day X \$17.50/hour (\$10.00 /hour pay plus \$7.50/hour administrative fee).
  - B. Training/Pre & Post Planning Days: \$35,525.00 - 10 days X 29 X 7 hours per day X \$17.50/hour (\$10.00 /hour pay plus \$7.50/hour administrative fee).
  - C. Benefit Days: \$22,330.00 - 10 days X 29 X 7 hours/day X \$11.00/hour (\$10.00/hour pay plus \$1.00/hour administrative fee).
  - D. Supervision: \$62,776.00
    - a. Regular Days: \$52,920.00 – 180 days X 2 supervisors X 7 hours per day X \$21.00/hour (\$19.00/hour pay plus \$2.00/hour administrative fee).
    - b. Pre and Post Planning Days: \$7,056.00 - 24 days x 2 supervisors X 7 hours per day X \$21.00/hour (\$19.00/hour pay plus \$2.00/hour administrative fee).

c. Benefit Days: \$2,800.00 - 10 days X 2 supervisors X 7 hours per day X \$20.00/hour (\$19.00/hour pay plus \$1.00/hour administrative fee).

2. The Board agrees to make payment to the Provider in monthly installments.
3. The Provider shall submit invoices to the Board by the 15<sup>th</sup> of the month following the month in which services are delivered.
4. The School Health Technician and Supervisors may be eligible for up to 10 benefit days after 1 year of service as determined by hire date. Five (5) benefit days must be taken at Christmas Break and 5 days must be taken during Spring Break.

#### **E. Reports**

1. The Provider shall submit a monthly report of the students served, by school site, which shall include the number of students, a brief summary of services provided, the results of outcome measurements and the time on campus. Additional documentation of program activities will be maintained at each school site through medication administration logs, documentation of contacts (phone, parent, etc.), and supplemental evaluation activities.
2. The Provider agrees to work collaboratively toward the continuation of the use of Excel to expand reporting capabilities.
3. The Provider will have available an annual performance evaluation summary by June 30<sup>th</sup> of the contract year. Additional supervisory documentation may be requested at any time during the contract year.