

Santa Rosa District Schools

*Berryhill Administrative
Complex
6751 Berryhill Street
Milton, Florida 32570*



*Phone (850) 983-5052
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*Sherry Smith
Director of Student
Services*

June 16, 2015

MEMO:

TO: School Board Members
Superintendent Tim Wyrosdick

RE: Contract for Health Services with Pediatric Services of America (PSA)

Attached you will find the contract between the Santa Rosa County School Board and Pediatric Services of America, submitted for board approval for the 2015-2016 school year. There are two changes in this contract from the 2014-2015 contract.

The first change occurs in Attachment I, Page 13, C. Method of Payment, 1. C. Benefit Days. On the 2014-2015 contract, this item was calculated incorrectly based on 11 benefit days for 7 positions instead of the correct calculation of 10 benefit days for 11 positions. This results in the corrected amount of \$11,935.00 instead of last year's amount of \$8,354.50.

The second change occurs on this same page at item D, Extended School Year. Due to changes in our district ESE Extended School Year program from two sites to four sites, it is necessary to add two nursing positions to make a total of four positions, one for each Extended School Year site. Also, the number of Extended School Year days has changed from 21 to 25. These changes resulted in changes in the cost on this line from \$5,592.20 in 2014-2015 to \$13,315.00 in 2015-2016. The ESE Extended School Year Program made the change to additional sites with additional days to better accommodate the needs of ESE extended school year students.

Should you have questions or concerns, please contact me at 983-5052.

Sincerely,

Sherry Smith
Director of Student Services
smithsl@santarosa.k12.fl.us

**SANTA ROSA COUNTY DISTRICT SCHOOLS
CONTRACT FOR HEALTH SERVICES
SCHOOL YEAR 2015 - 2016**

THIS CONTRACT is entered into between the Santa Rosa County School Board, hereinafter referred to as the "Board" and Pediatric Services of America, Inc., a Georgia corporation, d/b/a PSA Healthcare, hereinafter referred to as the "Provider".

The parties agree:

I. The Provider Agrees:

A. To provide services according to the conditions specified in Attachments I, II, III and IV.

B. Federal Laws and Regulations:

- 1.** This contract contains federal funds. The Provider shall comply with the provisions of 45 CFR, Part 74, and other applicable regulations as specified in Attachments I, II, III and IV.
- 2. HIPAA and FERPA Regulations:** The Provider will follow health information confidentiality regulations as defined by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

C. Audits and Records

- 1.** To maintain books, records, and documents (including storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenue and expenditures of funds provided by the Board under this contract.
- 2.** To assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Board.
- 3.** To maintain and file with the Board such progress, fiscal inventory, and other reports as the Board may require within the period of this contract. Such reporting requirement must be reasonable given the scope and purpose of this contract.

D. Retention of Records

1. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of seven (7) years after termination of this contract, or if an audit has been initiated and audit findings have not been resolved at the end of seven (7) years, the records shall be retained until resolution of the audit findings.
2. Persons duly authorized by the Board and federal auditors, pursuant to 45 CFR, Part 74.24 (a), (b), and (d), shall have full access to, and the right to, examine any of said records and documents during said retention period.

E. Monitoring

1. To provide progress reports, including data reporting requirements as specified in Attachments I, II, III and IV. These reports will be used for monitoring progress or performance of the contractual services as specified in Attachment I, II, III and IV.
2. To permit persons duly authorized by the Board to inspect any records, papers, documents, facilities, goods, and services of the Provider and/or interview any clients and employees of the Provider to be assured of satisfactory performance of the terms and conditions of this contract. Following such inspection the Board may deliver to the Provider a list of its comments with regard to the manner in which said goods or services are being provided. The Provider will rectify all noted deficiencies provided by the school district within the specified period of time set forth in the comments, or provide the Board with a reasonable and acceptable justification for not correcting the noted shortcomings. The Provider's failure to correct or justify within a reasonable time as specified by the Board may result in the withholding of payments, being deemed in breach or default, or termination of this contract.

F. Background Screening

Vendor will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. The vendor shall maintain the certification for review by designated school officials. The certification will be provided to the school in advance of the vendor providing any services on campus while

students are present. The vendor will bear the cost of acquiring the background screening required by Section 1012.32, F.S. and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees.

Vendor shall maintain a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. Vendor agrees that in the event the vendor or any employee who the vendor has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense, the vendor shall not permit said employee on school property.

As required by the provisions of State Board of Education Rule 6B-1.006(5), *The Principles of Professional Conduct of the Education Profession in Florida*, and Florida Statutes, contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to Assistant Superintendent for Human Resources any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance, or any disqualifying offense. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment of a pretrial diversion program, or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

The parties agree that in the event that the vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling school to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Vendor agrees to indemnify and hold harmless school, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

G. Insurance:

1. The Provider shall furnish proof of the following insurance to the Board by Certificate of insurance:

- a) The Certificate of Insurance shall state that the Board, its members, officers, elected officials, employees, agents, and volunteers are additional insureds under the policy or policies.
 - b) The Provider shall provide Certificates of Insurance to the District's Risk Manager at 5086 Canal St., Milton, FL 32570, prior to the start of any work under this contract.
 - c) The Provider's insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this contract.
2. All insurance policies shall be issued by companies with either of the following qualifications:
- a) The Provider must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "VI" or better according to the latest edition of Best's Key Rating Guide, published by A. M. Best Company.
 - b) With respect only to Workers' Compensation insurance, the Provider must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurer fund pursuant to Florida Statutes.
 - c) Workers' Compensation Insurance: The Provider shall maintain Workers' Compensation coverage as required by Florida Statute 440, covering all Provider employees employed in connection with this contract and Employers' Liability Insurance with minimum limits of \$1,000,000 per occurrence.
 - d) Comprehensive General Liability Insurance: The Provider shall procure and maintain for the life of the contract/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the contract. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability.
 - e) Business Automobile Liability: The Provider shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance with minimum limits of \$1,000,000 per

occurrence, combined single limit for bodily injury liability and property damage liability. This coverage shall be on an "Any Auto" or "Comprehensive Form" policy. The coverage shall be on an occurrence form policy. In the event the Provider does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above.

H. Indemnification / Hold Harmless:

1. The Provider shall indemnify the Santa Rosa County School Board and to the fullest extent permitted by law, protect, defend, indemnify, and hold harmless the Board, its agents, officers, elected officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), and costs arising out of any actual or alleged:
 - a) Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Provider or it's subcontractor, or other party directly or indirectly employed by the Provider for whose acts may be liable in performance of the work; or
 - b) Violation of law, statute, ordinance, governmental administration order, rule or regulation by the Provider in the performance of the work; or
 - c) Liens, claims or actions made by the Provider of any subcontractor or other party performing the work.
2. The indemnification obligations hereunder shall not be limited to any extent on the amount, type of damages, compensation or benefits payable by or for the Provider or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefit acts or any statutory bar.
3. Any cost or expense, including attorney's fees, incurred by the Board to enforce the contract shall be borne by the Provider.

I. Safeguarding Information:

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with the state regulations, federal regulations and Santa Rosa School

Board's policies except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

J. Financial Reports:

To provide financial reports to the Board as specified in Attachments I, II, III and IV.

K. Return of Funds:

To return to the Board any overpayments due to unearned funds or funds disallowed pursuant to the terms of this contract that were disbursed to the Provider by the school district. The Provider shall return any overpayment to the Board within fifty-five (55) calendar days after either discovery or notification of the overpayment. In the event that the Provider or its independent auditors discovers an overpayment has been made, the Provider shall repay said overpayment within fifty-five (55) calendar days without prior notification from the Board. In the event that the Board first discovers an overpayment has been made, the Board will notify the Provider by letter of such finding.

L. Requirements of Section 287.058, Florida Statutes:

1. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof.
2. Where applicable, to submit bills for any travel expenses in accordance with Section 112.061, Florida Statutes.
3. To provide units of deliverables, including reports, findings, and drafts as specified in Attachments I, II, III and IV to be received and accepted by the contract manager prior to payment.
4. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A.2 of this contract.
5. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Provider in conjunction with this contract. It is expressly understood that substantial evidence of the Provider's refusal to comply with this provision shall constitute a breach of contract.

M. Withholdings and other Benefits:

The Provider is responsible for Social Security and Income Tax withholdings.

N. Final Invoice:

The Provider must submit the final invoice for payment to the Board no later than June 30, 2016. If the Provider fails to do so, all right to payment is forfeited, and the Board will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all evaluation and financial reports due from the Provider and necessary adjustments thereto, have been approved by the Board.

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II. The Board Agrees:

A. Contract Amount:

To pay for contracted services according to the conditions of Attachments I, II, III and IV, in an amount not to exceed \$1,221,907.36 (Attachment I: \$406,644.86, Attachment II: \$760,081.00, Attachment III: \$40,321.50, and Attachment IV: \$14,860.00) subject to the availability of funds. The Board's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

B. Professional Development:

To provide training for the Health Services Personnel hired under this contract to include, but not limited to: the areas of various federal program requirements, state statutory requirements as they relate to health, the Board's health policies and procedures, the Integrated Services Team program, and developing positive relationships with schools.

III. The Provider and Board Mutually Agree:

A. Additional Positions

If additional services are needed, the Board may request personnel at the same rate as established in the contract.

B. Effective Date:

1. This contract shall begin on July 1, 2015.
2. This contract shall end on June 30, 2016.

C. Termination:

1. Termination at Will

Either party upon no less than sixty (60) calendar days notice, without cause, may terminate this contract unless both parties mutually agree upon a lesser time. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds

In the event funds to finance this contract become unavailable, the Board may terminate the contract upon no

less than twenty-four (24) hours notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Board shall be the final authority as to the availability of funds.

D. Notice and Contact:

The name and address of the School District contract manager for this contract is:

Sherry Smith, Director of Student Services
Berryhill Administrative Complex
6751 Berryhill Street
Milton, FL 32570
(850) 983-5052

The name and address of the representative of the Provider responsible for administration of the program under this contract is:

Jodi Kendrick, RN, MSN Administrative Director
Pediatric Services of America, Inc.
1300 N. Palafox Street, Suite 106
Pensacola, FL. 32501
(850) 444-4365
Vendor #12961

In the event that either party designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

E. Renegotiation or Modification:

Modification of provision of this contract shall only be valid when they have been reduced to writing and duly signed. The parties agree to renegotiate this contract if federal and/or state revisions of any applicable laws or regulations make changes in this contract necessary.

F. Name, Mailing and Street Address of Payee:

Pediatric Services of America, Inc.
Master Depository
P. O. Box 102714
Atlanta, Georgia 30368-2714
Tax Identification Number: 58-158-4862

G. Special Provisions:

1. The Provider shall not permit any publicity involving students, including the use of names or identifiable pictures, without the written consent of the student's parents or legal guardians.
2. To the extent consistent with maintaining required student confidentiality, the Provider shall allow the contract manager and other agents of the Board to conduct private, confidential interviews with the student, family and Provider staff, for those students and families whose services have been subsidized by the Board.
3. The Provider will comply with all State of Florida Laws and Santa Rosa School District procedures in the reporting of suspected child abuse/child neglect.
4. In the event of a natural disaster necessitating a prolonged school closure (greater than 5 days), the School Health Advisory Team may negotiate to use additional training days as working days within the confines of contract limits.
5. The Provider and Board agree that Medicaid reimbursable services will be billed by Health Services Personnel rendering health-related services to Medicaid eligible students. Medicaid credentialing requirements must be met at the time services are rendered. All Health Services Personnel will be required to participate in the annual Medicaid Claiming.

H. All Terms and Conditions Included:

This contract and its attachments as referenced, (Attachments I, II, III and IV), contain all the terms and conditions agreed upon by the parties.

These contractual services and commodities are not subject to the competitive-solicitation requirements (287.057, Florida Statutes).

IN WITNESS THEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

PEDIATRIC SERVICES OF AMERICA INC.

SIGNED BY: _____

NAME: Opal Ferraro

TITLE: CFO

DATE: _____

School Board Approved:

SANTA ROSA DISTRICT SCHOOLS

SIGNED BY: _____

NAME: Sherry L. Smith

TITLE: Director, Student Services
Santa Rosa District Schools

DATE: _____

ATTACHMENT I

CONTRACT FOR NURSING SERVICES TO MEDICALLY FRAGILE STUDENTS 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 nursing services to specifically targeted medically fragile students.
2. 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. Nursing services will include skilled nursing care in the Santa Rosa School District for school year 2015-2016 for a total of 180 school days, up to an additional 6 training days and 10 benefit days. Nursing services also include 25 days for the extended school year.

B. Manner of Service Provision

1. The Provider will ensure that all personnel delivering nursing services will possess the designation of Licensed Practical Nurse, at a minimum.
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. Nursing services will be delivered to the student on the student's campus of record.
5. When medically necessary nursing staff may attend fieldtrips. If additional nursing staff are needed to cover student needs, the cost will be the responsibility of the School Board.
6. Services to be delivered shall include, but are not limited to:
1) sterile catheterization, 2) enteral feedings, 3) cleaning and maintaining a tracheostomy and suctioning of a tracheostomy, 4) providing Diabetic care, teaching, and training, 5) making determination if nonmedical personnel are authorized to perform any other invasive medical procedure not enumerated by Chapter 232.46, Florida Statute, as amended by House Bill 473 (Florida Legislature, 1996), 6)

child-specific training of non-medical personnel in the provision of other health related services, 7) consultation with school personnel, 8) participation in development of a student's Emergency Health Care Plan, 9) provide services for the Extended School Year, and 10) bill for Medicaid eligible students as per the School Districts request and per Medicaid guidelines.

7. The Provider shall ensure that medical professionals performing these services will be supervised by, at a minimum, a Registered Nurse or other properly credentialed medical professionals, and that such supervision will be performed according to professional standards.
8. The Director of Student Services or the Director of Exceptional Student Education will be the only entities authorized to make referrals for this service.
9. The Provider shall not be responsible for student-specific medical supplies.
10. Scheduled nursing visits will be billed at the Contract rate if the student is absent from the campus of record unless the Provider nursing staff has been notified in advance of a planned absenteeism for the student.

C. Method of Payment

1. The Board shall make payment to the Provider for services in this Attachment for total dollar amount of: \$406,644.86.
 - A. Regular Days: \$369,091.80 - 180 days X 11 positions X 7 hours per day X \$26.63/hour (\$14.50/hour pay plus \$12.13/hour administrative fee).
 - B. Training/Pre & Post Planning Days: \$12,303.06 - 6 days X 11 positions X 7 hours per day X \$26.63/hour (\$14.50/hour pay plus \$12.13/hour administrative fee).
 - C. Benefit Days: \$11,935.00 - 10 benefit days X 11 positions X 7 hours per day X \$15.50/hour (\$14.50/hour pay plus \$1.00/hour administration fee).
 - D. Extended School Year: \$13,315.00 will be available for extended school year services through the Community School Program – 25 days X 4 sites X 5 hours per day X \$26.63/hour (\$14.50/hour pay plus \$12.13/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 fifteenth (15) of the month following the month in which services are delivered.
4. The LPN/RN 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.

D. Reports

1. The Provider shall submit a monthly report of the students served, by school, which shall include the names of students served, dates of service, the procedures performed, and the time on campus. When nurses are staffed full-time in any school, they will submit monthly data specific to service provision only. Student names will be kept on student logs.
2. The Provider will have available an annual performance evaluation summary by June 30th of the contract year. Additional supervisory documentation may be requested at any time during the contract year.

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 2015-2016 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 15th 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 30th of the contract year. Additional supervisory documentation may be requested at any time during the contract year.

ATTACHMENT III

CONTRACT FOR REGISTERED NURSE 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 a Registered Nurse at the T.R. Jackson Pre-Kindergarten School site. The nurse will provide and assist with managing and/or establishing services to all VPK, Head-Start, Early Head-Start, and ESE students in the Pre-Kindergarten Program.
2. The Registered Nurse shall meet the following qualifications: Hold a current license in the State of Florida and maintain a current CPR certification. Pediatric experience is preferred with home health or community health experience. In addition, individuals applying for employment under the program must complete mandatory in-service and training. The Provider will maintain evidence that individuals to be employed successfully pass screening for child abuse/neglect, drug/alcohol use, and be cleared of any criminal background.
3. Registered Nurse services will be offered during the 2015-2016 school year for a total of 200 days to be used at the discretion of the school administration and will not exceed 30 hours per week.
4. If additional personnel are needed at a School Health Technician level, services will be provided at the same rate as determined in Attachment II of this contract.
5. If additional nursing personnel are needed all nursing services regardless of skill level will be provided at the same rate as determined in Attachment III of this contract.

B. Manner of Service Provision

1. The responsibilities of the Registered Nurse shall include: 1) coordinating services and reports with school site administrative staff and nursing supervisory staff, 2) managing the comprehensive School Health Program at the Pre-K Schools and providing preventive and rehabilitative measures. Comprehensive nursing services may include; but are not limited to: nursing assessments, growth and development, monitoring health screenings, lead testing, anemia assessments, vision, hearing, and scoliosis screening, referrals and follow-ups, 3) with written parent/guardian authorization, contacts child's physician to obtain or share health information as needed, 4) using verbal and written communications to obtain specific data from the student and the family

regarding the students health needs, 5) initiating, developing, revising and/or assisting with establishing and maintaining student health care plans, 6) participating in school conferences and parent contacts as needed, 7) assisting with family communication to ensure dental needs are met, intake dental permission slips, coordinate dental trips, and assist parents in accessing an ongoing source of dental care as clinic duties/time allows.

2. The Provider will ensure that no parent will be directly billed for the delivery of these services.
3. The Provider shall submit monthly documentation of service hours and a report of services provided. Documentation shall contain a school site official's signature.
4. Services will be delivered to the student on the student's campus of record.
5. The Provider shall ensure the para-professionals performing these services will be supervised by, at a minimum, a Registered Nurse or other properly credentialed medical professional, and that such supervision will be performed according to professional standards.
6. The Provider shall not be responsible for student-specific medical supplies.
7. 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 not to exceed \$40,321.50.
 - A. 144 Regular Days: \$29,678.40 (Mondays through Thursdays)
1 position X 6.0 hours/day X \$34.35/hour (\$20.75/hour pay rate plus \$13.60/hour administrative fee).
 - 36 Regular Days: \$6,801.30 (Fridays) 1 position X 5.5 hours/day X \$34.35/hour (\$20.75/hour pay rate plus \$13.60/hour administrative fee).
- $144 + 36 = 180$ Total Regular Days: \$36,479.70

B. Training Days: \$2,576.25 - 1 position for up to 10 training days (21 hours of which may be scheduled during pre-planning) X 7.5 hours/day X \$34.35/hour (\$20.75/hour pay plus \$13.60/hour administrative fee).

C. Up to 8 Benefit Days: \$1,029.60 (Mondays through Thursdays)
1 position X 6.0 hours/day X \$21.45/hour (\$20.75/hour pay rate plus \$0.70/hour administrative fee).

Up to 2 Benefit Days: \$235.95 (Fridays) 1 position X 5.5 hours/day X \$21.45/hour (\$20.75/hour pay rate plus \$0.70/hour administrative fee).

$\$1,029.60 + \$235.95 = \$1,265.55$ Total Benefit Days

D. Additional work hours/days may be added at the request of the School Site Administration Staff or School District request at the rate in Attachment III of this contract.

2. The Board agrees to make payment to the Provider in monthly installments.
3. The Provider shall submit invoices to the Board by the 15th of the month following the month in which services were delivered.
4. The Board agrees to make payments to the Provider at the rate of \$20.75 per hour for services plus \$13.60 per hour administrative fee for a total of \$34.35 per hour.
5. The RN 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. Benefit days will be paid at the rate of 6.0 hours/day on Mondays, Tuesdays, Wednesdays and Thursdays and at a rate of 5.5 hours/day on Fridays X \$20.75/hour plus \$0.70/hour for benefits total of \$21.45 per hour.

D. Reports

1. The Provider shall submit a monthly report of the students served which shall include: the number of students, a brief summary of services provided, the results of outcome measurements and the time services provided. Additional documentation of program activities will be maintained through medication administration logs, documentation of contacts (phone, parent, etc.), and supplemental evaluation activities.

2. The Provider will have available an annual performance evaluation summary by June 30th of the contract year. Additional supervisory documentation may be requested at any time during the contract year.

ATTACHMENT IV

CONTRACT FOR ORIENTATION, MOBILITY, AND/OR VISION SERVICES BETWEEN SANTA ROSA COUNTY SCHOOL BOARD AND PEDIATRIC SERVICES OF AMERICA, INC.

A. Services to be Provided

The Provider shall ensure the provision of Board funded orientation, mobility, and/or vision services for students in the Santa Rosa County School District during the 2015 - 2016 school year.

B. Manner of Service Provision

1. The Provider shall accept all referrals for orientation, mobility, and/or vision services made by the Board, screen and assess all referrals, and provide the most clinically appropriate level of service required by the child and/or family, subject to the limits of Board funding or other funding.
2. The Provider shall ensure the provision of services, which shall include, but not be limited to the following: 1) Instruct students with a visual impairment in the development of skills and knowledge that enable them to travel independently to the highest degree possible, based on assessed needs and the students' Individual Educational Plan (IEP). 2) Provide consultation and support services to parents, regular and special education teachers, other school personnel, and sighted peers. 3) Confer regularly with classroom teachers, physical education teachers, and/or other special education personnel to assist in classroom and environmental modifications, adaptations, considerations, and to ensure reinforcement of appropriate orientation, mobility, and/or vision skills, that will encourage the student with a visual impairment to travel independently in these settings. 4) Participate in parents' conferences and meetings as needed. 5) Provide in-service training to regular and special education personnel, sighted peers, and parents concerning the orientation, mobility, and/or vision needs of the student with visual impairment and appropriate methods and procedures for interacting with the person with visual impairments that will foster maximum independence and safety. 6) Provide any other support services for visually impaired students as requested by the school district.
3. The Provider shall ensure that no more than 10 working days will pass between the time the Provider receives a referral and an intake/screening appointment is made available to the student/family. The Provider will further ensure that no more than 15 working days will pass between the

time that the Provider receives a referral and the first therapy appointment is made available to the student/family.

4. The Provider shall report monthly to the Board a list of Board-subsidized students who were provided service during the month. This list shall report, by school and by student name, the dates of service provision for the month, the location of the service delivery, and the units of service provided to the nearest quarter unit (1 hour - one unit) per date. The Service Report shall be due to the Board on the 15th of the month following the reporting period and shall be attached to the Provider's invoice for services.
5. The Provider shall submit documentation for audit purposes, which shall contain a school site signature certifying that services were delivered on campus for each date of service delivery claimed by the Provider for services delivered on Board property. This documentation shall be attached to each invoice.

C. Method of Payment

1. The Board shall make payment to the Provider for services in this Attachment for total dollar amount not to exceed \$14,860.00 subject to the availability of funds.
2. The Board agrees to make payment to the Provider in monthly installments.
3. The Provider shall submit invoices to the Board by the 15th of the month following the month in which services were delivered.
4. The Provider shall invoice the Board for services delivered according to the fee schedule of \$53.00 per hour of service plus \$12.60 per hour for administrative fees for a total of \$65.60 per hour. (Approximately \$1,000 is allocated for other support services for visually impaired during the contract year.) Employee work hours will not exceed 29 hours per week.

D. Reports

1. The Provider shall submit the Service Report by the 15th day of the month following the month in which services are delivered. These reports shall be attached to the invoice. The Service Report shall include documentation of services, including a time sheet with the school site signature verifying delivery of services, and copies of evaluation/progress reports completed on students.