



Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor
Atlanta, Georgia 30303-3142
www.health.state.ga.us

FFY2014 Public Health Master Agreement Annex 2 Addendum 1

The Ware County Board of Health (WCBH) has been established as the hub for the Department of Public Health / WIC videoconferencing network. WCBH has considerable experience and expertise with videoconferencing in the delivery of WIC services, i.e. nutrition and breastfeeding education and WIC program training, including a professional understanding of the technical aspects of the equipment/network as well as programmatically how to deliver quality services.

Establishing the hub in a rural location allows for financial reimbursement from the Universal Service Funds (USF) Rural Healthcare Division. USF is a support program authorized by Congress and designed by the Federal Communications Commission (FCC) to provide reduced rates to rural health care providers (HCP) for telecommunication services and internet access charges as related to the use of telemedicine and telehealth. The Southeast Health District has the knowledge and expertise in managing the applications for the rural healthcare funding and currently has the working relationship with the Universal Service Administrative Company (USAC), the administrator of the Universal Service Funds.

In moving forward, it is essential that WCBH take the lead for the expanded network. Today, there are eleven Public Health Districts that are connected to the network. Three additional districts are in process of being added to the network. With the exception of WCBH, the videoconferencing technology is new to the other Public Health Districts. As a result, WCBH needs to be properly staffed to provide support to the Districts/network in the following areas: Administration, Technical, and Program.

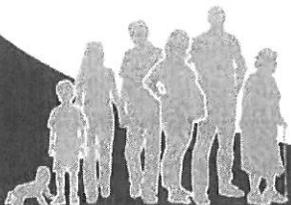
The Department of Public Health's WIC Program agrees to:

The Department of Public Health's WIC Program agrees to provide funding for the Administrative, Technical Program Support, and Expansion District Deliverables and administrative support from the staff of the WCBH. (Attachment I)

The Department of Public Health's WIC Program agrees to allocate funds to WCBH to pay all network costs. (Attachment II)

The Ware County Board of Health agrees to:

- Record all time and effort for the reimbursement of salary and fringe using the Personnel Activity Report System (PARS).



We Protect Lives.

Personal Activity Report System (PARS)

PROGRAM	Visual Collaboration
ACTIVITIES	Individual Nutrition Education Group Nutrition Education Individual Breastfeeding Education Group Breastfeeding Education Individual Nutrition Education Certification Individual Nutrition Education Re-certification Half-Certification (Children) Mid-Assessment/Breastfeeding Administration District Services Trainings/Meetings Tele Health Tele Medicine Paid Time Off

- Employ General Accepted Accounting Practices and have all records available when requested by the State and/or the federal agency.
- Maintain time for all employees that perform services for the Visual Collaboration program. The results must be recorded in PARS with any WIC documented time expensed to this annex.
- Maintain time using the appropriate program and activity in the Personal Activity Report System (PARS).
- Employees that record time and effort using the District Services activity must reimburse WIC using a dollar for dollar offset in the Health District's request for reimbursement using MIERS.
- Employees that record time and effort for work performed in the Telehealth, Telemedicine, non WIC meetings and training activities must record time using PARS. The Department of Public Health must reimburse to WIC using the dollar amount recorded in PARS.
- Only travel reimbursement applicable to this annex may be charged.
- The WCBH is authorized to charge an indirect rate against allowable expenditures up to the rate approved by the Department of Public Health in the WCBH cost allocation plan.
- The WCBH is authorized to direct charge utilities using a Central Cost Allocation methodology approved by the State.
- No indirect charge may be charged for purchases and maintenance of equipment.

- The WCBH must use rebates of monthly network cost towards the pay down of ongoing network operating cost.
- At the end of the federal fiscal year (September 30th) all unexpended funds will lapse and return to the state.
- Either party may terminate this agreement upon 30 days written notice. Unless otherwise terminated, this agreement shall be renewed for an additional one year term each year upon execution of the Public Health Master Agreement. All expenses incurred with the network, including termination costs, will be covered by the Department of Public Health's WIC Program.
- The agreement shall be renewed with appropriate funding starting October 1st of the new federal fiscal year.
- The Department of Public Health retains ownership of all equipment purchased with United States Department of Agriculture (USDA) funds.
- The WCBH will provide network services as described in this document at no cost other than cost noted in the Agreement between the Department of Public Health/WIC and WCBH.
- Services provided by the Visual Collaboration Network include:
 - High speed, medical grade quality, HIPAA compliant broadband connections;
 - Technical support and comprehensive help desk services;
 - Point to point access to all other members of the Visual Collaboration Network;
 - Bridging services to connect multiple locations together for meetings and educational programming;
 - Access to educational programs designed for clinical staff;
 - Access to patient education programs; and
 - Mobile applications

Network

- Membership in the network includes the following:
- Unlimited use of existing WIC/USDA funded videoconferencing equipment (WIC usage takes priority over other uses if conflicts occur in scheduling);
- Point to point access to any member of the network;
- Scheduling of videoconferences;
- Training and consultative services on utilization, equipment, and any other aspect of videoconferencing;
- Bridging capabilities to connect multiple sites or participants outside of the network; and
- Help Desk and technical support during core hours of Monday – Thursday 7:30 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 5:00 p.m., with other times during extended hours as arranged in advance

Members are responsible for the following:

- Scheduling room(s) for use during videoconferencing;

- Connecting point-to-point conferencing for up to four (4) sites on any device capable of multi-point connectivity, or conferences may also be connected through the Help Desk;
- Requesting connections for multi-point conferences through the Help Desk scheduler;
- Contacting the Help Desk or Technical Support of any issues encountered with videoconferencing including equipment failure, poor quality connections, or other concerns;
- Contacting the Help Desk or Technical Support for approval prior to altering equipment in any manner, including disconnecting or adding peripherals, connecting additional endpoints, or altering equipment in any manner that compromises standardization and compatibility across the network;
- Submitting requests for additional sites and endpoints to network administration in Waycross; and
- Maintaining and reporting information/data as required or requested by programmatic or administrative staff

Please note that Members will be entering into an MOU with DPH that clearly defines these responsibilities upon telemedicine cart deployment.

Administration

Universal Service Fund - Rural Healthcare Fund - Manage the paperwork for all Districts to include preparation, submittal, and tracking of all required forms including but not limited to:
 Form 465 - Description of Services Requested & Certification Form,
 Form 466 - Funding Request & Certification Form,
 Form 466-A - Internet Service Funding Request & Certification Form, and
 Form 467 - Connection Certification Form.

This includes the initial submittal and the on-going annual submittals of all forms and paperwork. Work with the USAC staff and telecommunications providers on any proposed expansion to the network prior to the submission of the application forms. This is to get some assurances from the USAC that they will financially support the expansion.

WCBH will be the primary contact for all USAC audits for the WIC Videoconferencing Network. WCBH staff will work with USAC or any external auditors as required for participation in the USF program.

Telecommunications Services - As part of the Rural Healthcare Fund administration, WCBH will obtain bids for new or renewal service and select the provider that best meets the needs of the network. WCBH will work with the telecommunications vendor to establish the circuit billing so as to support the required information for the USAC.

Equipment Orders - Issue Purchase Orders for all required infrastructure equipment to be installed at WCBH and at each site (i.e., routers and switches). Coordinate and purchase all proposed videoconferencing equipment for other Districts. Coordinate the overall installation and test schedule with the Districts, the vendor(s), and the telecommunications provider(s).

Contracts - WCBH will negotiate contracts for circuits designated for videoconferencing in all districts as well as sign and execute the contracts.

Technical

Scheduling - Schedule all conferences upon request of end users. Assist the Districts in scheduling conferences within their respective Districts or point-to-point calls as allowable by equipment.

Training - Provide equipment training to the Districts on all aspects of video conference usage, including but not limited to TMS, TCS, MCUs, and endpoints. Provide training for on-demand use by personnel in any of the participating Districts.

Maintenance and Support - Provide support for all infrastructures located at WCBH. This includes, but is not limited to, the MSE8000, TMS, TCS, VCS, MCUs, hub routers and switches, and licenses.

Members – any site internal or external to the Department of Public Health

Calendar - WCBH will create and maintain a GroupWise telehealth training/program calendar. Every participating district will identify an individual who will have proxy rights to amend calendar.

Software Updates - Update all infrastructure equipment software as changes become available. Provide guidance and instructions to the Districts about changes to the endpoint equipment.

Network Monitoring - Monitor the status of the network and take appropriate action when a degradation or outage occurs.

Main Technical Contact - Assist Districts as needed. Provide guidance to the Districts for the required dispatch of their personnel to resolve endpoint issues.

Main Technical Interface - Act as the first level of help desk for the Districts. Act as the main interface to outside organizations including the GVNS helpdesk. Act as the main interface for future network expansions and enhancements. Work with State and vendor personnel on planning and implementing any changes.

Enhancement Testing - Test technical features of the infrastructure equipment and determine a deployment schedule. As new equipment is considered for the network, WCBH will perform compatibility testing with the existing equipment and provide guidance on purchasing and ordering as needed.

Program Support

Training - Provide nutrition specific tool-kit to WIC Nutrition Services Directors and their staff that addresses the conduction of nutrition education via video conference. The tool-kit will include information regarding: appropriate education materials, scheduling and documentation.

Scheduling - SEHD will schedule conferences for all sites until the adequate infrastructure and training is in place for each district to assign a single scheduler. The exception will be point-to-point or small multi-point conferences which can be connected through a single endpoint device by the user.

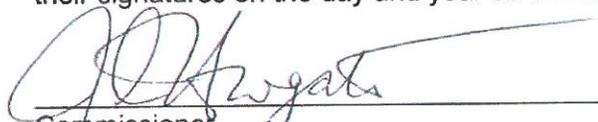
Calendar - Districts will identify an individual who will post meetings/trainings to the GroupWise calendar (accessible by SEHD and all hub districts) that may benefit employees and clients. This process will promote and facilitate cross-district events.

State Identified Program Support - Districts agree to participate in state identified programs including staff training for the provision of video conference nutrition education and participation in state workgroups.

Point of Contact - Each district will establish one point of contact to work with SEHD staff on purchasing, delivery, installation, inventory, and other aspects of site and endpoint equipment and services.

Signatures:

IN WITNESS WHEREOF, the undersigned duly authorized officers or agents of each party affix their signatures on the day and year so indicated.



Commissioner
Department of Public Health

7/30/13
Date



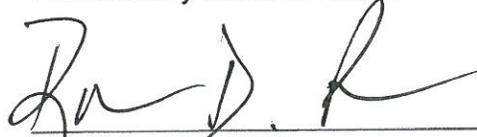
Program Director
WIC Program Director

7/30/2013
Date



Chairman
Ware County Board of Health

8/13/13
Date



District Health Director
Southeast Health District

8-13-13
Date