

THIS AGREEMENT, between

(First Party)

Spencer County Board of Education

207 West Main Street

Taylorsville, KY 40071

and

(Health Department)

North Central District Health Department

1020 Henry Clay Street

Shelbyville, KY 40065

is effective July 1, 2013 and ends June 30, 2014.

WITNESSETH THAT:

Health Department agrees to provide staff for a satellite site clinic at First Party's Spencer Elementary School(s).

1. Health Department agrees to the following:

- A. Health Department will provide the following equipment at Spencer Elementary School(s):
 - Glucometer
 - First Aid Supplies
 - File Cabinet
 - Laptop Computer / Printer
 - Work Cell Phone
 - Charting Forms / Folder
 - Thermometer
 - Refrigerator
 - Training Mannequin

Equipment repair and maintenance will be the responsibility of the Health Department, which retains ownership of the equipment.

- B. **The Health Department will not allow our school nurses to delegate insulin administration or carb counting to unlicensed school personnel.**

- C. The Health Department nurse will provide acute and chronic illness screenings, required acute and chronic treatments as prescribed by the primary care provider, vision and hearing screenings, lice screenings, scoliosis screenings, administration of medications, counseling, case management, referral and follow-up, individual health education, school staff training for medication administration and management of children with special needs such as diabetes, glucagon, and epi pens, (refer to 2E), referral to other health department staff for group health promotion and education activities, and employee health screenings. The school nurse will be providing daily health services to Spencer County Elementary School. Schedule may be flexed in case of an emergency. The school nurse will also be on call on an emergency basis for Taylorsville Elementary School, Spencer County Middle School and Spencer County High School.
- D. The Health Department nurse shall be responsible for attending student field trips, but shall advise First Party staff on precautions and planning for students with health issues who will be on the trips and shall train and delegate health services to the First Party staff as allowed by the field trip jurisdiction's board of nursing and as appropriate. The school nurse shall not attend out of state field trips.
- E. Health Department agrees to provide malpractice and liability insurance coverage for all providers of contracted services.
- F. Health Department will be responsible for direct supervision of Health Department nursing staff assigned to any school under First Party.
- G. The Health Department agrees to provide up to 187 days (minus staff leave time as described herein): North Central District Health Department provides the fringe and administrative costs.
- H. The Health Department agrees to pay for some meetings along with travel reimbursement at sate rates with approval from the director.

2. First Party agrees to the following:

- A. First Party will provide at Spencer Elementary School(s):
 - One room with a door that locks with access to sink, hot & cold running water, and restroom with supplies, (i.e. toilet paper, paper towels, hand soap)
 - One adjoining space for students awaiting services
- B. First Party will provide the following equipment at Spencer Elementary School(s):
 - 1 desk and chair
 - 4 chairs for waiting area
 - 1 telephone
 - minimum 3' X 6' lockable storage cabinet for supplies and medications
 - access to a copier with paper
 - access to and maintenance of computer with Internet access, e-mail capabilities, as well as access to Microsoft Office 2007 and a printer

- C. First Party's principals and teachers will cooperate to make students available for services. School will provide school nurse with a list of students that have Medicaid/Managed care, so as the school nurse shall send out consent forms to parents so the Health Department may bill Medicaid/Managed care for certain school services.
- D. The location of the site will not be moved without a written notification from First Party to the Health Department.
- E. First Party will not assign a school staff member to work with the Health Department nurse to perform data entry and monitoring of required immunizations and physicals. The school staff member will refer, to the Health Department nurse, those students who need immunizations and/or school physicals. The Health Department nurse will perform the needed service and provide to the school employee the required documentation for entry into the school's electronic student database.
- F. First Party will provide insurance coverage for school facilities and property.
- G. The First Party shall obtain written parental consent for nursing services for those students who require chronic medications or nursing interventions. The consent shall give permission for the child's ongoing treatment and for the provision of copies of the student's health information to be placed in the child's education records.
- H. The First Party agrees to contract with and pay the North Central District Health Department \$5409.35 quarterly, payable upon receipt of appropriate billing. The total payments made under the terms of this contract shall not exceed \$21637.38

3. Both First Party and Health Department agree to the following:

- A. Services which the Health Department nurse may provide at the First Party's request at its Spencer Co. Elementary schools to students which are services the Health Department is obligated to provide to the general public include:
- B. Services which the Health Department nurse will provide under this contract on behalf of and at the direction and request of the First Party include:
 - 1. Collect and monitor the following health records for compliance:
 - a. Immunizations.
 - b. Dental screening/exam for initial entry.
 - c. Vision exam for initial entry.
 - d. Physical exam form (grades K and 6).
 - e. Screening programs are scheduled and performed for vision and hearing.
 - 2. Maintain student health records
 - a. Record medication and clinical procedures.
 - b. Document health room visits.
 - c. Parent/Guardian communication.
 - 3. Attend ARC meetings and contribute necessary on information related to health services included in IEP/504.

4. Assist school district with documentation to submit for billing Medicaid for health services written within the IEP and billed by the school district.
 5. Delegate and train unlicensed school personnel on the administration of medications and health services as appropriate.
 6. Supervise unlicensed school personnel performance of delegated health services.
 7. Assist with planning for field trips.
 8. Staff trainings: OSHA requirements for blood borne pathogens, emergency or disaster response plans.
 9. CPR/First Aid Instructor.
 10. Case management of students with chronic health conditions, including the training of school personnel on the emergency management of asthma, severe allergic reactions (anaphylaxis), diabetes, and seizures
- C. Student records are either confidential “education records” under the Family Educational Records Privacy Act (FERPA) or records which contain confidential “personally identifiable information” (PII) under the Health Insurance Portability & Accountability Act of 1996, and First Party and Health Department agree to reference the following guidance jointly authored by the U.S. Department of Education and the U.S. Department of Health and Human Services: the Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, November 2008 (Joint Guidance), found at <http://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa-hippa-guidance.pdf>, attached hereto and incorporated by reference to this agreement as if fully stated herein.
- D. Student records created by the Health Department nurse, while acting on behalf of and at the direction of the First Party as a contractor are “education records” governed by FERPA, as stated in the Joint Guidance. Both parties acknowledge that student records created by Health Department nurse in the performance of duties other than those under contract with and at the request of the First Party herein, are governed by HIPAA.
- E. Student health records which are “education records” under FERPA are confidential and are the property of the First Party. Student records which are governed by HIPAA are confidential and are the property of the Health Department.
- F. Both parties will adhere to the confidentiality requirements, redisclosure restrictions of FERPA and HIPAA as well as the Privacy Regulations under HIPAA, as applicable under the Joint Guidance. Any term of this agreement which conflicts with the Joint Guidance, or any provision of FERPA or HIPAA, will be stricken and the applicable law’s provision will govern.
- G. Specific student records are required by the Kentucky Department of Education in 704 KAR 4:020. These records are filed in the students’ “education records” and may include copies of health screenings and health records documented by the school nurse.

- H. As required and allowed by KRS 156.502, First Party staff will be trained and delegated medication administration and other health services to be performed when the Health Department nurse is not available. The Health Department nurse shall provide or assist with this training if requested. First Party is accountable and liable for services performed by school staff. Health Department is accountable and liable for the actions of and services performed by its nursing staff assigned to any school under First Party. The Health Department nurse may be absent from the school site without backup for the following reasons: illness, death, continuing education classes, required staff meetings, and resignation. The Health Department nurse is to take a _30_ minute lunch break each day at a designated time agreed upon by both the Health Department nurse and the principal. Students will not be seen during the Health Department nurse's lunch break except for emergencies.
- I. IEP Services: In the school system, there are children with special health care needs who have an Individualized Education Program (IEP). When health services on the part of a nurse as "related services" under the IEP are required:
1. Health Department shall provide a nurse to perform any nursing services included in a student's IEP.
 2. The Health Department shall not bill for IEP services.
 3. As needed, the First Party shall provide the Health Department nurse a list of those students with an IEP that requires health services, as well as identifying the specific health services required and frequency of each service the student is to receive, as allowed by FERPA under the Joint Guidance.
 4. The Health Department nurse shall contribute to a confidential record, to be included in the student's "education records" and governed by FERPA, on each student receiving health services according to an IEP.
 5. The Health Department nurse shall provide health services, or train and delegate to First Party staff as allowed by KRS 156.502 and as appropriate, according to each student's IEP.
- J. The hours of operation for the satellite site clinic will be determined through mutual agreement by all parties. For the purposes of this agreement, the workday will be 8:00 a.m. to 4:00 p.m., allowing for the nurse's 30 minute lunch break.
- K. Both Parties shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all implementing regulations and executive orders. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this agreement on the basis of race, color, age, religion, sex, disability or national origin. This includes the provision of language assistance services to individuals of limited English proficiency seeking and/or eligible for services under this agreement.
- L. The total payments made under the terms of this contract shall not exceed \$21637.38
- M. For the services described in the agreement, the health department will mail invoices at the beginning of each quarterly billing cycle. For the services described in this agreement, the First Party agrees to

pay the Health Department in the following manner, quarterly payable upon receipt of appropriate billing.

- N. Both Parties to this agreement shall comply with Section 504 of the Rehabilitation Act of 1973, (P.L. 93-112) and the Kentucky Equal Employment Act of 1978 (H.B. 683) KRS 45.550 to 45.640, and Americans with Disabilities Act, (ADA), (P.L. 101-336).
- O. The Health Department certifies that no constitutional, statutory, common law, or regulation adopted by the Cabinet for Health and Family Services pertaining to conflict of interest will be violated by this agreement.
- P. This agreement may be renewed for another 12 months beginning July 1, 2013, if agreed by both parties. Either Party shall have the right to terminate this agreement at any time upon 30 days written notice to the other Party.
- Q. This agreement and any resulting disputes thereunder shall be interpreted under the laws of the Commonwealth of Kentucky.

FIRST PARTY:

_____ Date: _____
First Party (Board of Education)

HEALTH DEPARTMENT:

_____ Date: _____
North Central District Health Department
(Renee Blair Stump, Public Health Director)

THIS CONTRACT, between Spencer County Board of Education
(First Party)

207 West Main Street

Taylorsville, KY 40071

and

(Health Department)

North Central District
Health Department

1020 Henry Clay Street

Shelbyville, KY 40065

is effective July 1, 2013 and ends June 30, 2014.

Reviewed:

Administration & Financial Management

Date Reviewed