

THE IDAHO STATE DEPARTMENT OF EDUCATION

Subaward Agreement

Institution/Organization ("Prime Recipient") Name: Idaho State Department of Education Address: 650 West State Street, 2 nd Floor Boise, ID 83702		Institution/Organization ("Subrecipient") Name: Emmett School District Address: 400 S. Pine St Emmett, Idaho 83617	
Prime Award No. RC079500		Principal Investigator: Sara Stith	
Awarding Agency: Idaho Dept of Health and Welfare		CFDA Title and No. 0.000	
Subaward Period of Performance <u>Budget Period:</u> From: August 1, 2018 To: June 30, 2019	<u>Amount Funded</u> <u>Not To Exceed:</u>	\$20,000.00	<u>Subaward</u> <u>No.:</u> 19-7405
Project Title: Healthy Schools Nurse Program			
Reporting Requirements: See Attachment 4			

Terms and Conditions

- 1) Idaho Code § 67-2332 authorizes public agencies in the State of Idaho to enter into agreements regarding the performance of any governmental service, activity or undertaking which each public agency is authorized by law to perform.
- 2) The STATE DEPARTMENT OF EDUCATION ("SDE" or "Prime Recipient") hereby awards this cost reimbursable Subaward, as described above, to the University of Idaho ("University" or "subrecipient"). The statement of work and budget are specified in Attachment 4 of this Subaward. In its performance of Subaward work, the subrecipient shall be an independent entity and not an employee or agent of the SDE.
- 3) The SDE shall reimburse the subrecipient not more often than Quarterly for actual allowable costs incurred as specifically outlined in the budget as shown in Attachment 4. All invoices shall be submitted Quarterly using the subrecipient's standard invoice, but at a minimum shall include current and cumulative costs, and certification as to truth and accuracy of invoice. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.
- 4) A final statement of costs incurred, marked "FINAL" must be submitted to the SDE's Project Director NOT LATER THAN Forty-five (45) days after Subaward end date. The final statement of costs shall constitute the subrecipient's final financial report.
- 5) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the subrecipient.
- 6) Matters concerning the technical performance of the Subaward should be directed to the appropriate party's Project Director/Principal Investigator, as shown in Attachment 3. Technical reports are required as set forth in Attachment 4.
- 7) Requests and/or negotiations for any changes in the terms, conditions, or amounts cited in this Subaward should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes to the Subaward require the written approval of each party's Authorized Official, as shown in Attachment 3.
- 8) Each party shall be responsible for its own negligent acts or omissions and the negligent acts or omissions of its employees, officers, students, and directors, to the extent allowed by law.
- 9) Either party may terminate this Subaward with thirty (30) days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. Furthermore, the source of funds for this Subaward is entirely federal funds. It is understood and agreed that the SDE is a governmental entity, and this Subaward shall in no way be construed so as to bind the SDE or the State of Idaho beyond the term of any particular appropriation or award of funds by the United States Congress, United States Department of Education, United States Department of Agriculture, or any other federal agency or entity, as may exist from time to time, or beyond the term of any particular approval of spending authority of federal funds by the Legislature or Executive Department of the State of Idaho, as may exist from time to time. The SDE reserves the right to terminate this Subaward if, in its sole judgment, the United States Congress, United States Department of Education, United States Department of Agriculture, or other applicable federal agency or entity, withdraws or freezes the SDE's federal funding or fails, neglects, or refuses to appropriate or provided sufficient funds, including any sequestration of funds pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985 (Pub. Law 99-177, Title II) and/or the Budget Control Act of 2011 (Pub. Law 112-25), as may be required to continue payments under this Subaward. The SDE further reserves the right to terminate this Subaward if, in its sole judgment, the Legislature or Executive Department of the State of Idaho withdraws or freezes the SDE's spending authority regarding the federal funds required to continue payments under this Subaward. Any such termination shall take effect on thirty (30) days written notice to the subrecipient's Administrative Contact, as shown in Attachment 3. In the event of any termination by the SDE, the subrecipient shall be paid for all allowable, noncancellable obligations under OMB Circular A-21.
- 10) No-cost extensions must be approved by the SDE. Any no-cost extension request should be addressed to and received by the SDE's Administrative Contact not less than thirty (30) days prior to the desired effective date of the requested change.
- 11) This Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.
- 12) By signing below the subrecipient makes the certifications and assurances shown in Attachment 1 and 2.

ATTACHMENT 1 CERTIFICATIONS AND ASSURANCES

By signing this Subaward, the subrecipient's Authorized Official certifies to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to SDE.
- (3) The subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 et seq., title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

The subrecipient agrees to comply with 34 CFR Part 85, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions. In addition, the subrecipient certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

The subrecipient agrees to comply with the requirements of OMB Circular A-133. The subrecipient further agrees to provide the SDE, in a timely manner, with copies of any of the independent auditors' reports in which the Schedule of Questioned Costs or Schedule of Prior Audit Findings present instances of noncompliance with Federal laws and regulations that bear directly on the performance or administration of this Subaward. In cases where such noncompliance is reported, the subrecipient will provide to the SDE the Reporting Package described in OMB Circular A-133 Section .320(c). All reports prepared in accordance with the requirements of OMB Circular A-133 shall be available for inspection by representatives of the SDE or the government during normal business hours. The subrecipient agrees that it shall keep for a period of three (3) years following completion of the project such records as may be reasonably necessary to facilitate an effective audit. The subrecipient shall cooperate with the SDE in resolving questions the SDE may have concerning the auditors' report and plan for corrective action.

Conflict of Interest

The subrecipient assures the SDE that it has a written, active and enforced Conflict of Interest Policy, which complies with the Primary Recipient's guidelines. Subrecipient also certifies that the relevant investigator(s) are in compliance with the subrecipient's Conflict of Interest Policy.

Certifications/Assurances Con't:

In addition, where applicable, the following assurances/certifications are made and verified by the official signing for the subrecipient on the face page of this Subrecipient Agreement. **1)** 34 CFR Part 84 (Drug-Free Workplace); **2)** Title VI of the Civil Rights Act of 1964 (P.L. 88-352); **3)** Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686); **4)** Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794); **5)** the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107); **6)** the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended; **7)** the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended; **8)** §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3); **9)** Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended; **10)** Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; **11)** notification of violating facilities pursuant to EO 11738; **12)** protection of wetlands pursuant to EO 11990; **13)** evaluation of flood hazards in floodplains in accordance with EO 11988; **14)** assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); **15)** conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); **16)** protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); **17)** protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205); **18)** comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.); **19)** assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.); **20)** comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance; **21)** comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.); and **22)** comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.).

ATTACHMENT 2 GENERAL TERMS AND CONDITIONS

General terms and conditions:

1. The Education Department General Administrative Regulation (EDGAR) at 34 CFR parts 76-77, 79, 80-82, 84-86, 97-99 also apply to this program.
2. In accordance with sections 34 CFR 74.25(c)(2) and 34 CFR 80.30(d)(3), changes to key personnel must receive prior approval from the SDE.
3. As required by EDGAR for state administered programs (34 CFR 76.730-731), all records supporting claims for federal funds or relating to the accountability of the subrecipient for the expenditure of such funds must be accessible for administrative review.
4. Any changes to this Subaward must meet the requirements outlined in 80.3, except the following:
 - a. The payment mechanism and financial reporting requirements provided by 74.22 and 74.52 are replaced with Terms and Conditions (2) through (5) on the front page of this Subaward; and
 - b. Any prior approvals are to be sought from the SDE and not the Federal Awarding Agency.
5. Any educational materials developed under this Subaward will become the property of the subrecipient, but will be licensed to the SDE at no charge for its non-commercial use in perpetuity. A copy of all such materials shall be submitted to the SDE upon completion of the work.
6. Pursuant to sections Copyrights § 80.34 and Intangible Property § 74.36, the U.S. Department of Education reserved a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purpose any work that is subject to copyright and was developed or for which ownership was purchased under this Subaward.
7. Data Rights – the subrecipient grants to the SDE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet the SDE's obligations to the Federal Government under its Prime Award.
8. Title to equipment costing \$5,000 or more and acquired by the subrecipient with funds provided under this Subaward shall vest in the subrecipient. When the equipment is no longer needed by the subrecipient and the per unit fair market value is less than \$5,000, the subrecipient may retain, sell, or dispose of the equipment with no further obligation to the SDE. However, if the per unit fair market value is \$5,000 or more, then the subrecipient must submit a written request to the SDE for disposition instructions.
9. Student Data – in addition to any applicable provisions of the Family Educational Rights and Privacy Act (FERPA), or other state or federal privacy laws, the subrecipient shall comply with the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Section 33-133 ("Idaho Student Data Act"). Student data obtained or created under this Subaward shall be used only for the express purposes of this Subaward, and any other uses of such student data not specifically set forth in this Subaward are strictly prohibited. Contractor shall immediately (within twelve (12) hours) notify the SDE of any known or reasonably suspected unauthorized disclosures of student data. Contractor shall ensure all subcontractor agreements specifically include the provisions of this section. Upon conclusion of this Subaward, Contractor shall transfer to SDE any student data in its possession, custody, or control obtained or created pursuant to this Subaward. Within thirty (30) days of the conclusion of this Subaward, Contractor shall destroy all copies of any such student data in its possession, custody, or control and provide written notice to SDE describing the data destroyed, date of destruction, and method of destruction. Any violation of this section may subject Contractor to a civil penalty under the Idaho Student Data Act.

ATTACHMENT 3 CONTACTS

STATE DEPARTMENT OF EDUCATION CONTACTS	PUBLIC AGENCY CONTACTS
Administrative Contact Name: Lisa Kramer Title: School Health Coordinator Address: State Department of Education 650 West State Street, 2nd Floor Boise, ID 83702 Telephone: (208) 332-6947 Email: lkramer@sde.idaho.gov	Administrative Contact Name: Kimberly Sherrer School Nurse Address: 400 S. Pine St Emmett, Idaho 83617 Telephone: 208-365-0877 Email: ksherrer@isd221.net
Project Director Name: Lisa Kramer Title: School Health Coordinator Address: State Department of Education 650 West State Street, 2nd Floor Boise, ID 83702 Telephone: (208) 332-6947 Email: lkramer@sde.idaho.gov	Principal Investigator Name: Sara Stith Title: Contract Manager Address: Idaho Department of Health and Welfare PO Box 83720 Boise, ID 83720-0036 Telephone: (208) 287-1173 Fax: (208) 334-4979 Email: stiths@dhw.idaho.gov
Financial Contact Name: Aaron McCoy Title: Financial Specialist Sr. Address: State Department of Education 650 West State Street, 2nd Floor Boise, ID 83702 Telephone: (208) 332-6858 Email: amccoy@sde.idaho.gov	Financial Contact Name: Cheryl Lamunyon Title: Business Manager Address: 400 S. Pine St Emmett, Idaho 83617 Telephone: 208-365-6301 Email: clamunyon@isd221.net
Authorized Official Name: Peter McPherson Title: Chief Deputy Superintendent Address: State Department of Education 650 West State Street, 2nd Floor Boise, ID 83702 Telephone: (208) 332-6800 Email: pmcpherson@sde.idaho.gov	Authorized Official Name: Wayne Rush Title: Superintendent Address: 400 S. Pine St Emmett, Idaho 83617 Telephone: 208-365-6301

ATTACHMENT 4**SCOPE OF WORK, BUDGET, AND BUDGET NARRATIVE****SCOPE OF WORK****PURPOSE:**

The SDE has received funding from the Idaho Department of Health and Welfare ("DHW") for the Healthy Schools Program, which is a child health initiative provided pursuant to the Idaho Title XXI State Plan. The SDE is required under the terms of the funding it has received from DHW to use that funding to secure licensed nurse to work in Idaho school districts.

RESPONSIBILITIES (SCOPE OF WORK):

The Emmett District will perform in accordance with the highest professional standards and in coordination with the SDE's Project Coordinator, the services set forth below. Services provided by the District shall be based upon statewide and regional needs as determined by the SDE's work plan.

1. **The SDE hereby agrees:**
 - A. The SDE's School Health Coordinator or designee, shall serve as the agreement monitor of the performance of the activities described within this agreement and all expenditure of funds.
2. **The Subrecipient shall be responsible for the following:**
 - A. The district shall develop and administer a student focused health program that:
 1. Increases the availability and provision of student health counseling and student health teaching;
 2. Increase the availability and provision of student health screening at school;
 3. Maximize coordination between students and health services providers.
 4. Provides treatment for student health conditions;
 5. Minimize barriers to students accessing needed services in a timely manner;
 6. Provides or arranges for the provision of medications to students;
 7. Increase community involvement and awareness for students; and
 8. Promote continuing education for health professionals.
 - B. The District shall hire a licensed nurse to work in the district and shall provide quarterly reports to the SDE.
 1. The nurse hired by the District must hold a license in good standing issued by the Idaho Board of Nursing.
 2. The nurse hired by the District must be licensed as a Registered Nurse (RN) or Advance Practice Professional Nurse (APPN). In a case where the District is unable to secure either an RN or APPN, the District may hire a Licensed Practical Nurse (LPN) after receipt of approval from the SDE and ensuring the LPN is in compliance with all the requirements defined by the Board of Nursing.
 3. No funds provided pursuant to this Subaward may be used by the District to supplant nursing services already financed by the District.
 4. No funds provided pursuant to this Subaward may be used by the District for supplies or equipment.
 - C. The District shall ensure nurses funded through this program perform activities and provide services described in the Reports section. Services provided shall not duplicate school-based services billed to Idaho Medicaid.
 - D. The District shall ensure the nurse funded under the Healthy Schools Program who also performs services pursuant to a child's Individualized Education Plan (IEP) tracks and reports the amount of time spent providing services under the Healthy Schools Program and school-based services to avoid duplication.

REPORTING REQUIREMENTS

The subrecipient shall submit reports to the SDE as follows:

The District shall submit to the SDE, according to the following schedule, Nurse Progress Reports prepared and submitted by the nurse, due: October 1, 2018 (quarterly report); January 1, 2019 (mid-term report); March 1, 2019 (quarterly report); and June 1, 2019, (final report). Each Progress Report shall detail the information identified in Attachment A.

The District shall submit to the SDE, according to the following schedule, quarterly Administrative Budget Expenditure Reports signed and certified by the District's business manager, due: October 1, 2018 (first quarter); January 1, 2019 (second quarter); March 1, 2019 (third quarter) and June 1, 2019 (fourth quarter). The Administrative Budget Expenditure Reports shall be in the format provided by the SDE.

BUDGET

The STATE DEPARTMENT OF EDUCATION will reimburse the subrecipient under this subaward an amount not to exceed a total amount of \$40,000.00 for actual allowable expenses incurred as specifically outlined in the budget below.

Subject to the total Subaward cap of \$40,000.00, the SDE shall reimburse the District no more than quarterly for actual nursing time incurred. In order to be reimbursed, the District shall submit to the SDE, according to the following schedule, a quarterly Administrative Budget Expenditure Report and Nurse Progress Report for the quarter, due: October 1, 2018 (first quarter); January 1, 2019 (second quarter); March 1, 2019 (third quarter) and June 1, 2019 (fourth quarter). Payment of an invoice shall be made within a reasonable time after the Administrative Budget Expenditure Report (See Attachment B) and Nurse Progress Report (See Attachment A) have been received and approved by the SDE.

Neither the District nor any nurse hired by the District with funding provided by this Subaward is employee or agent of the SDE. The District shall be responsible for paying all employment-related taxes and employer contributions arising out of its hire of the nurse.

BUDGET NARRATIVE

The District shall hire a licensed nurse for .5 PFT (part time equivalent) to work in the district for nursing and related services. The Business Manager shall document on the form provided, the hours for each quarter and sign off on the actual hours worked by the school nurse. The quarterly periods are as follows: August 1, 2018 to September 31, 2018; October 1, 2018 – December 31, 2018; January 1, 2019 – February 28, 2019; and March 1, 2019 – May 31, 2019.

Attachment A:

Nurse Progress Reports 2018/2019

Healthy Schools Program

First Quarter Report shall include the following:

1. A brief summary of activities conducted by the nurses in the reporting period.
2. An overview of activities projected to be completed by the nurse in the next reporting period.

Format:

Online reporting, Word, or Excel

Due Date:

Ten (10) business days after October 1

Mid Term Report - Both the mid-term report and the annual report must contain specific information and data organized to support each goal area as follows:

General Information:

- A. Number of schools represented in the report
- B. Number of public school students (K-12) represented in the report
- C. Number of pre-kindergarten students (3 & 4 yr. old) served

Health Policies:

- D. Number of school districts with school board approved health policies in the following key areas:
 1. Wellness
 2. Medication administration
 3. Prevention/control of communicable disease
 4. Injury reporting
 5. Maintenance of school health records
 6. Provision of emergency care
 7. Special health care services
 8. Transportation (non-school bus)
 9. Health screenings:
 - a) Health care referral and follow-up
 - b) Health problem identification
- E. Number and type of policies developed with collaboration of the Healthy Schools Nurse

Program Goals & Metrics:

- F. Increase the availability and provision of health counseling and health teaching
 1. List number of school nurses and the number of part-time equivalency (PTE) they fill
 2. Student to nurse ratio
 3. Number of health-related counseling sessions performed during school year
 - a) Number of health counseling sessions by issue provided to each school level (elementary, middle or high school)
 - b) Number of pregnancies by school level and enrollment status (i.e.; stayed in school, alternate school setting, drop-out)
 - c) Number of deaths by school level due to suicide and homicide and place of occurrence (school vs. elsewhere)
 - d) Number of suicide attempts by school level
 - e) Number of evaluations of student injuries & illnesses originating at home
 4. Number and types of programs and presentations made by school nurses (i.e.; Classroom instruction, faculty & staff training, programs taught, health fairs, presentations to community groups, including PTOs)

G. Increase the availability and provision of health screenings at school

1. Number of student's screened during school year
 - a) Number of students identified with each of the following conditions:
 - (1) Blood pressure
 - (2) Dental
 - (3) Hearing
 - (4) Pediculosis
 - (5) Spinal
 - (6) Vision
 - (7) Other
 - b) Number of students screened for each of the above
2. Number of immunization records evaluated for compliance with school immunization requirements
 - a) Number of students who receive immunizations as a direct result of record review
 - b) Number of students vaccinated for influenza
 - c) Track and report absenteeism as it correlates to current immunizations and influenza vaccination

Maximize coordination between health services providers

1. Number & type of referrals made for conditions discovered during screening
 - a) Number of health conditions & referrals made for each condition
 - b) Number of referrals completed for each condition
2. Number of referrals made for immunization

Monitor the number and types of health conditions treated

1. Number of each type of chronic health condition treated during school year
2. Number of students with chronic health conditions (reporting period compared to historical)
3. Asthma specific:
 - a) Number of students with asthma
 - b) Number of students using peak flow monitoring at school
 - c) Number of students using Asthma Action Plan
4. Diabetes specific:
 - a) Number of students monitoring blood glucose at school
 - b) Number of students receiving insulin injections at school
 - c) Number of students using Diabetes Care Plan
 - d) Number of students with insulin pumps
5. Number of students receiving private duty nursing at school
6. Other health care procedures
 - a) Number of students requiring invasive procedure at school by type of procedure (i.e., Epi- pens, nebulizer treatment, glucagon injection, tube feeding, urinary catheter, shunt care, stoma care, suctioning, tracheostomy care, central venous line care)
 - b) Number of students with DNR orders
 - c) Emergency Care
 - (1) Number of injuries reported at school, minor vs. serious (a minor injury is one that the school nurse handles, a serious injury is one that requires medical attention from professionals outside the school setting)
 - (2) Number of each type of outcome (EMS intervention, disabled, death) for serious injuries
7. Number of home visits to assist with student health issues

Minimize barriers to accessing needed services in a timely manner

1. Number of contacts with families regarding a child's Medicaid application
2. Number of child school records that identify the child's primary care provider (PCP) & immunization status
3. Number of days students are absent from school due to illness

Monitor the provision of medications to students

1. Number & type of medications provided
 - a) Number of students receiving medications at school

- b) Number of medications by length of usage (long-term, short-term or emergency)
- c) Number of school personnel trained to provide medication services

Increase community involvement and awareness

- 1. Number of schools participating in Medicaid enrollment campaigns
- 2. Number and percent of school districts with school health advisory councils

Promote continuing education for health professionals

- 1. Number of (Medicaid) approved training sessions attended by school personnel
- 2. Number of school nurses by level of education

Format:

Online reporting, Word, or Excel

Due Date:

Ten (10) business days after January 1

Third Quarter Report shall include the following:

- 1. A brief summary of activities conducted by the nurses in the reporting period.
- 2. An overview of activities projected to be completed by the nurses in the next reporting period.

Format:

Online reporting, Word, or Excel

Due Date:

Ten (10) business days after March 1

Annual report must contain specific information and data organized to support each goal area as detailed in the Mid Term report.

Format:

Online reporting, Word, or Excel

Due Date:

Ten (10) business days after June 1

Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Electronic, Facsimile, scanned, or photocopied signatures shall be deemed original signatures.

Signatures

Authorized Representative's Printed Name <i>Wayne Rush</i>	Title <i>Superintendent</i>
Signature <i>Wgn Rush</i>	Date <i>9-4-2018</i>

SDE Authorized Representative's Printed Name	Title
Signature	Date