

HARPER HOSPITAL DISTRICT #5

700 W. 13th Street ~ Harper, Kansas 67058 ~ (620)896-7324



January 28, 2016

Sherry Vierthaler, LBSW
Administrator
Harper County Health Department
PO Box 66
123 N. Jennings
Anthony, KS 67003

Dear Sherry:

Please find enclosed two signed copies of the Physical Therapy Contract between Harper Hospital District #5 of Harper County and the Harper County Board of Health.

I acknowledged that the contract has been updated with changes to compensation along with a new term.

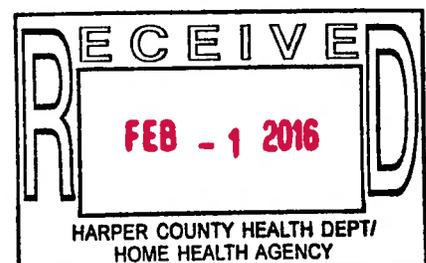
Please provide me with one of the signed copies of the Physical Therapy Contract after the Harper County Board of County Commissioners has signed it.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Sandra Owen'.

Sandra Owen
Interim CEO
Chief Financial Officer



PHYSICAL THERAPY CONTRACT

This Contract, made effective January 30, 2016, between the Harper Hospital District #5 of Harper County (HOSPITAL) and the Harper County Board of Health (COUNTY), witness that:

Whereas, the HOSPITAL operates a hospital and medical clinic, which provides physical therapy services in Harper County, and the HOSPITAL employs a physical therapist and/or physical therapy assistants to deliver such services, and

Whereas, the COUNTY operates a Home Health program pursuant to K.S.A. 65-5101, et seq., which includes physical therapy and related services, and the COUNTY desires to contract with the HOSPITAL to provide such services, and

Whereas, the parties have negotiated an agreement concerning their respective interests and wish to reduce their agreement to a written document reflecting their intentions,

Therefore, the parties mutually agree as follows:

1. **Offer/Acceptance.** The COUNTY hereby offers to contract with the HOSPITAL for the HOSPITAL to provide a physical therapist and/or a physical therapy assistant to perform physical therapy and related services for the COUNTY'S Home Health Program, and the HOSPITAL accepts such offer.
2. **Term.** The term of this contract is from January 30, 2016, through January 31, 2018. This contract shall automatically renew on a year-to-year basis, for up to two (2) successive years. For purposes of this contract, the phrase "contract year" shall mean the initial term of this contract or any renewal thereof. Under no circumstances shall this contract continue in force after January 31, 2018.
3. **Termination:** (a) Either party may terminate this contract at any time upon giving written notice specifying that this contract shall terminate on a date certain, which date must be at least 30 days after the date that notice is given. (b) Neither party's duties and obligations under this contract shall survive the termination of this contract.
4. **Compensation.** For all physical therapy services rendered by employees of the HOSPITAL, the COUNTY shall pay the HOSPITAL at the rate of \$60.00 per hour for the services of any licensed physical therapist or \$40.00 per hour for any licensed physical therapy assistant for actual hours worked by employees of the HOSPITAL in performing such services, plus mileage at the approved state rate per mile. The HOSPITAL shall maintain time records of hours actually worked, and shall submit such records to the Harper County Health Department/Harper County Home Health Agency Administrator in a timely manner. Payment shall be by COUNTY warrant payable to the HOSPITAL on the second and fourth Tuesday of each month.
5. **HOSPITAL Services, Duties and Responsibilities.** For the compensation hereinabove set forth and during the term of this contract, HOSPITAL employees

shall render the services and perform the duties and responsibilities set forth on the attached Exhibit "A" which is incorporated herein by reference.

6. **COUNTY Services, Duties and Responsibilities.** The COUNTY shall supply, without cost or expense to the HOSPITAL, such support personnel, supplies and materials as are reasonably necessary to assist the employees of the HOSPITAL in the performance of services under this contract.
7. **Liability Insurance.** Each party shall maintain such general and professional liability insurance as it deems appropriate or as required by law, to cover the acts and omission of its own employees, and neither party shall be responsible for the acts and omissions of the other party's employees.
8. **Records.** All records concerning Home Health Program patients shall belong to and remain the property of the Harper County Health Department/Harper County Home Health Agency, but the HOSPITAL and the patient's physician shall be entitled to reproduce such records.
9. **Notices.** Any notice required or permitted under this contract shall be in writing and sent by certified mail to the receiving party's last known address, and shall be deemed given when mailed.
10. **Construction.** This contract shall be governed by the laws of the state of Kansas. Any waiver of any breach of this contract shall not operate or be construed as a waiver of any subsequent breach.
11. **Entire Agreement.** This contract constitutes the entire agreement between the parties and supersedes all previous communications, representations or agreements, either verbal or written, between the parties with respect to the subject matter hereof, and there shall be no amendment or modification of this contract, except in writing signed by the parties.
12. **Binding Effect/Assignability.** This contract shall be binding upon the parties, and their respective heirs, devisees, legatees, personal representatives and successors. This contract shall not be assignable.

In witness whereof, the parties have signed duplicate originals of this contract.

Date: _____

Harper County Board of County Commissioners
Harper County Board of Health

Carla Pence, Chair

Date: 1-28-16

Harper Hospital District #5 of Harper County

Sandra Owen
Sandra Owen, Interim CEO
Chief Financial Officer

EXHIBIT "A"

1. Therapy services shall be provided on a case-by-case basis at the direction of, and as prescribed by, the patient's licensed physician. Such services may not be altered in type, scope or duration without the specific advice of the referring physician. Interpretation of the prescription, from the referring physician, may be requested by the Harper County Health Department/Harper County Home Health Agency or the therapist, at any time.
2. The therapist will assist the physician in evaluating the client level of function; assist in development of the plan of care (revising it as necessary); prepare clinical forms and progress notes; and advise and consult with the family and other agency personnel.
3. Consultation and training services shall also be furnished by the therapist and/or therapy assistant to the Harper County Health Department/Harper County Home Health Agency staff as requested by the Harper County Health Department/Harper County Home Health Agency.
4. Patients are accepted for care only by the Harper County Health Department/Harper County Home Health Agency.
5. The therapy services shall be within the scope of the conditions of participation, the policies for the Harper County Health Department/Harper County Home Health Agency, community standards, and shall be in compliance with the laws governing the practice of the therapist and/or therapy assistant.
6. Therapy visits will be made with a minimum of delay and will be scheduled by the therapist and/or therapy assistant in accordance with the Plan of Care. The therapist will complete periodic patient evaluations in accordance with the guidelines outlined by CMS.
7. Documentation on visits by the therapist and/or therapy assistant will be made available to the Harper County Health Department/Harper County Home Health Agency within 48 hours of completion of the home visit.
8. Therapy services will be controlled, coordinated and evaluated by the Harper County Health Department/Harper County Home Health Agency through monthly quality assurance reviews, ongoing communication with therapy personnel and patient satisfaction surveys.

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 1, 2016 – June 30, 2017

1000 SW Jackson, Suite 340
 Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local application package.
 Upload to Catalyst as an attachment on the Organization Summary Page.
 All applications due March 15, 2016.

Applicant: (Name of Agency) Harper County Health Department

Street Address/PO Box 123 N. Jennings/P. O. Box 66

City Anthony Zip Code 67003

Name of Director Sherry Vierthaler, LBSW

Primary Contact Sherry Vierthaler, LBSW

Telephone of Primary Contact 620-842-5132

Signatures:

 President/Chairman Local Board of Health or Board of Directors

Date: _____

 Administrator/Director

Date: _____

Child Care Licensing Program	
Chronic Disease Risk Reduction	
Community-Based Primary Care Clinic Grant	
Disease Intervention	
Family Planning	
Healthy Family Services	
HIV Prevention Program – Community	
HIV Prevention Program – Opt Out	
Immunization Action Plan	\$ 2,446.00
Maternal & Child Health	
Pregnancy Maintenance Initiative (PMI)	
PREP	
Public Health Emergency Preparedness	\$10,167.00
Ryan White	
Special Health Care Needs	
State Formula	\$ 7,000.00
Teen Pregnancy Targeted Case Management	
WIC/ICP Collaborative	
Total Funds Requested:	\$19,613.00

State Formula 2016-2017

Date Generated: 02/04/2016

Harper County Health Department

Period: 07/01/2016 - 06/30/2017

Filter(s): Harper County Health Department;

Grouping A - Administration and Management

Required Questions: A.1 -

Name of Individual Completing Formula questions: Sherry Vierthaler, LBSW, Administrator

2016 Local Tax Revenue Amount: \$490,930

Staffing

1. How many individuals does your health department employ? (Exclude those whose work is entirely dedicated to home care business.): 7

2. Please list how many of the following professionals your health department employs. Please use percentages for personnel who serve more than one professional role. For example, if you have someone who serves as a Preparedness Coordinator 50% time and a health educator 50% time, enter .5 in each box:

Analyst: 0

APRN: 1 - 4 hours monthly

Clerical/Office Personnel (financial, HR, billers, bookkeeping): 3 FT

Community Health Worker: 0

Dietician: Contracted regionally

Epidemiologist: 0

Health Educator: 0

IT: Harper County provides

Laboratorians: 0

Nurse Aide: 0

Physician: Contracted Medical Consultant

Physician Assistant: 0

Prenatal/Newborn Home Visitor: PH Clerk currently provides

Preparedness Coordinator: Contracted regionally

RN: 2

Sanitarian: Harper County provides

Social Worker: 0

Other: 0

If Other was entered, specify here: We currently have 3 public health clerks; 2 public health RNs,; 1 Administrator that work full-time. We have also hired an APRN for Family Planning clinics for four hours a month, which is a change from contracting that service in the past.

3. How many new employees did your health department hire between:

July 1, 2013 to June 30, 2014?: 1

July 1, 2014 to June 30, 2015?: 0

4. How many positions did you lose due to budget cuts between:

July 1, 2013 to June 30, 2014?: 0

July 1, 2014 to June 30, 2015?: 0

5. Services provided - Please indicate which services your health department provides: Disease investigation/follow-up; Family Planning/Women's Health; Foot care; Health education; Health screening; Healthy Start Home Visitors; Home Health; Immunizations; Laboratory services; Preparedness; Senior services; STI Testing/Counseling; WIC

6. Funding - From what funding source do you receive the largest percentage of funding?: Local

7. Does your health department contract with the Kansas Statewide Farmworker Health Program?: Yes

8. Approximately what percentage of your total clients/patients speak a primary language other than English?: 1-25%

9. How does your health department deal with the need for interpretation/translation? (Mark all that apply): Interpreter on staff

10. What is your knowledge level regarding radon?: Somewhat knowledgeable

11. What is your comfort level educating those in your community about the dangers of radon?: Somewhat comfortable

Kansas Health Matters

12. How often do you use the Kansas Health Matters website?: Rarely

13. How helpful is the Kansas Health Matters website?: Somewhat helpful

Disease Investigation

14. Tell us about your staff who conduct disease investigations:

Number of full time disease investigation staff: 0

Number of part time disease investigation staff: 0

Number of staff trained to conduct disease investigations: 2 - Public Health RNS do this in addition to other PH duties

15. What barriers do you encounter with regard to disease investigation? Comment below: Staff report Epi staff are helpful when issues come up.

Electronic Health Records

16. To what sources of revenue do you bill for services (within the limitations of the payer/service)? (Check all that apply): Private insurance; Medicare; Medicaid/CHIP/KanCare; Workers' compensation; Self pay

17. How many different private insurance companies do you bill?: 10 Regularly 20 during flu season; but will bill what ever insurance is presented.

18. What is your local health department's primary system to contain and organize patient/client health information in-house? (Does not apply to billing records): A Practice Management System (PCAce Pro32, KIPHS, etc)

19. If you use one, please identify the specific EHR or Practice Management Systems you currently use for tracking patient/client health information: KIPHS

20. If you do NOT currently have an EHR, do you have plans to install one in the next 18 months?: An EHR is not in our plans at this time.

22. Does your department have access to the state Health Information Exchange (HIE) through either KHIN or LACIE? (access could include email and the ability to send, receive or query information): Yes

23. Does your department actively access patient/client health information through the state Health Information Exchange (KHIN or LACIE) regularly (at least monthly)?: No

25. What data systems are you required to use to meet grant, program and other requirements (e.g. DAISEY, WebIZ)? Please select all that apply: DAISEY; Catalyst; EpiTRAX; KSWIC; Home Health/Hospice; Other

If Other was selected, specify here: We interface WebIZ through KIPHS. We also enter data into BOLD, CRMCS and maintain web access to WebEOC, KanPHIX (CRA), K-Serve, Kansas HAN, and Kansas ESF-8, for PHEP.

Grouping B - Interventions to Improve Public Health

Required Questions: B.1 -

Attachments: State Formula Accreditation Readiness

ACCREDITATION READINESS

Name of Individual Completing Accreditation and Quality Improvement Questions: Sherry Vierthaler, LBSW

Title: Administrator

Email: harperhealth@harpercountyks.gov

26. Is your health department accredited?: No

27. The health department has a process to systematically review department policies and procedures and revise and date them, as needed.: Yes

28. Does your health department plan to apply for PHAB accreditation?: My health department does not plan to apply for accreditation.

29. What is your level of familiarity with the PHAB Standards and Measures?: Somewhat familiar

30. Does your health department plan to use PHAB standards to improve your work, regardless of your intent to formally seek accreditation?: Have not considered

Leadership

31. The director of the health department supports the health department's seeking PHAB accreditation.: Disagree

32. The Board of Health or other governing entity supports the health department's seeking PHAB accreditation.: Strongly disagree

Process/Prerequisites

33. Have you developed the following plans and processes using PHAB accreditation standards as guidance?

Community health assessment: No

Community health improvement plan: No

Strategic plan: No

Workforce development plan: No

Performance management system: No

Quality Improvement plan: No

34. Many non-profit hospitals are on a 3-year cycle for conducting a Community Health Needs Assessment. Is your local hospital making plans to conduct an assessment in 2016?: Yes, the hospital is planning to conduct an assessment in the coming year and they have invited us to participate.

35. The health department has evidence that collaboration with Tribal, state, or community partners and stakeholders is inherent in how the health department conducts planning, develops policy, and completes its work: Yes

36. In which PHAB domain(s) do you have the greatest gaps and/or the greatest need for technical assistance (check all that apply)?: Domain 10: Contribute to and apply the evidence base of public health

Quality Improvement

Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Study-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.

37. My public health department currently has a culture that focuses on continuous quality improvement.: Strongly agree

38. The leaders of my public health department are trained in basic methods for improving quality, such as Plan-Do-Study-Act.: Agree

39. My public health department currently has sufficient capacity to engage in quality improvement efforts.: Strongly agree

40. Customer satisfaction information is routinely used by individuals responsible for programs and services in my public health department.: Strongly agree

41. The key decision makers in my health department believe quality improvement is very important.: Strongly agree

Category	Type	Description	Cost	Quantity	Unit	Total
Other	Request	Harper County Health I	\$7,000.00	1	#	\$7,000.00

Immunization Action Plan 2016-2017 (FY17)

Date Generated: 02/04/2016

Harper County Health Department

Period: 07/01/2016 - 06/30/2017

Filter(s): Harper County Health Department;

Grouping A - Administration and Management

Goal: A.1 - Grant Application

Attachments: Harper County Health Department Organizational Chart

The application process for the IAP grant has been simplified this year - almost everything that needs to be entered or agreed to is located here. The only thing needed for your application that is not located in this section is your budget.

Briefly describe training plan for assuring grantee staff develop and maintain skills for best practices related to all aspects of immunization delivery including storage and handling, vaccine safety and proper immunization schedules.: Both public health nurses and the administrator for the agency completed the "You Call the Shots" online training as a part of the 2016 VFC annual provider enrollment. Both public health nurses attend the annual KDHE Immunization Conference and are proactive and continually stay up to date with immunization product recommendations, CDC and KDHE guidelines for the VCF program, CHIP, State funded and private immunizations. In addition, all public health employees involved with immunizations review the "What's Happening Wednesday" weekly emails and take advantage of other training opportunities when available.

The office has regular staff meetings and review updates and ideas to improve upon service delivery for all public health services, including immunizations.

Grouping C - Evaluation

Level 1: C.1 - Immunization Rates

Grouping D - Interventions to Improve Public Health

Goal: D.1 - Semi Annual Progress Report - October 2016

Goal: D.2 - Semi Annual Progress Report - April 2017

Category	Type	Description	Cost	Quantity	Unit	Total
Benefits	Match	FICA	\$21,331.00	6.2	%	\$1,322.52
Benefits	Match	KPERS	\$21,331.33	10.33	%	\$2,203.53
Benefits	Match	Life Insurance (\$.03 pe	\$35.57	1	#	\$35.57
Benefits	Match	Medicare	\$21,331.33	1.45	%	\$309.30
Benefits	Match	Other Benefits (Worker	\$3,217.52	1	#	\$3,217.52
Benefits	Match	Unemployment	\$21,331.33	0.1	%	\$21.33
Other	Match	Contractual Match for I	\$700.00	1	#	\$700.00
Salary//Personnel-Direc	Request	K. Bauer, RN, (Total se	\$48,963.00	4.59	%	\$2,247.40
Salary//Personnel-Direc	Match	J. Gaffney, Clerk	\$27,185.00	15	%	\$4,077.75
Salary//Personnel-Direc	Match	Jennilee Wedman, RN	\$48,963.00	12	%	\$5,875.56
Salary//Personnel-Direc	Match	K.Bauer, RN	\$48,963.00	8.41	%	\$4,117.79
Salary//Personnel-Direc	Match	M. Lozoya, Clerk	\$26,208.00	12	%	\$3,144.96
Salary//Personnel-Direc	Match	O. Martinez, Clerk	\$26,208.00	3	%	\$786.24
Salary//Personnel-Direc	Match	S. Vierthaler, Admin.	\$54,204.00	2	%	\$1,084.08
Supplies	Match	Medical Supplies	\$100.00	1	#	\$100.00
Supplies	Match	Office Supplies \$100.0	\$100.00	1	#	\$100.00
Travel	Request	Travel Match for Immu	\$198.60	1	#	\$198.60

	2008	2009	2010	2011	2012	2013	2014	2015
HOME HEALTH AGENCY								
Medicare Total Visits	787.00	658.00	1246.00	1233.00	1070.00	698.00	953	564
Medicaid Total Visits	169.00	177.00	629.00	871.00	881.00	676.00	628	743
Private Insurance Total Visits	108.00	97.00	78.00	172.00	100.00	217.00	108	60
Total HHA Visits	1064.00	932.00	1953.00	2276.00	2051.00	1591.00	1689	1367
PH IN-HOME SERVICES								
L1 Hours	1359.75	1528.00	1256.25	1478.00	1172.25	941.50	726.25	146.75
L2 Hours	3379.00	1418.25	2213.75	2134.00	1416.50	1307.00	1561	1629.25
PD Hours	1530.50	1291.50	2093.25	2218.00	3049.75	3434.50	3032.75	3715
Total HCBS Hours	6269.25	4237.75	5563.25	5830.00	5638.50	5683.00	5320	5491
HCBS-WM Visits	4.00	8.00	5.00	12.00	10.00	6.00	1	0
SCA Hours	1214.25	634.75	1236.00	1364.75	1814.75	1778.00	1798.75	1819.75
Private Pay Hours	2280.75	1223.59	1092.00	1123.00	1002.25	1139.75	1000	1039.75
Private Pay Visits	687.00	322.00	391.00	686.00	407.00	306.00	179	140
Older American Act Hours				299.50	333.25	317.75	179.5	274.5
Older American Act Visits					99.00	119.00	103	80
Total PH IHS Hours	9764.25	6096.09	7891.25	8617.25	8788.75	8918.50	8298.25	8625
Total PH IHS Visits	691.00	330.00	396.00	698.00	516.00	431.00	283	220

2015 PUBLIC HEALTH STATISTICS

KIPHS REPORT (Client/Services in Date Range 01/01/2015-12/31/2015)

<u>Type of service</u>	<u>Clients</u>	<u>Procedures</u>
Adult Health Services	98	362
Child Health Services	126	352
Courier	1	24
Family Planning Services	107	1,390
Healthy Start Services/ICH	75	278
Immunization Services	461	2,061
Private Immunizations	695	2,515
REM	140	174
TB Skin Tests	95	203
WIC Services	256	804
	2054	8,163

Total Services 2015 8,163

Total Services 2013 6,242

Total Services 2014 6,491

Total Services 2012 6,044

Increase in services: 1,672

The numbers may not always be correlated from year to year though due to program changes. These counts also do not include blood pressure clinics and some other services provided through the agency.

WIC GRANT (January 1, 2015 – December 31, 2015) During this grant period we served an average of 176 individuals a month through the WIC program (compared to 182 per month in 2014).

WIC Encounters included:

<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	
1,041	992	820	919	923	933	Check Pickups
10	4	10	43	46	102	Mid Certifications
376	353	287	324	355	277	WIC Certifications
104	106	78	138	121	110	New Applications

\$ 110,501.71 - WIC funds were spent in the local grocery stores (compared to 2014 amount of \$117325.84; 2013 amount of \$101,979.09; 2012 amount of \$97,295.55; 2011 amount of \$110,821.66; 2010 amount of \$107,544.05; 2009 amount of \$115,170.81). Gene's Heartland Foods and Larry's Hometown Market in Anthony and SPK Grocery in Harper are currently serving as WIC vendors in Harper County. Some clients choose to spend their WIC vouchers outside of Harper County and we do not have a total of WIC dollars being provided through our agency as the software does not show the origin of WIC checks in the vendor reports.