



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR
CONCORD, N.H. 03305
(603) 271-2791

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

September 30, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to accept and expend funds from the New Hampshire Department of Health and Human Services, Division of Public Health Services, in the amount of \$370,932.00 to development and administer a statewide framework for Mobile Integrated Healthcare and Inter-facility transfers. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2022. Funding source: 100% Transfer from other agencies.

2. Pursuant to RSA 124:15, and contingent upon the approval of requested action #1, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to create one temporary full time Program Specialist III position (LG 23) and two temporary part time Program Specialist II (LG 21) positions to assist with the development and administration of a statewide framework for Mobile Integrated Healthcare and Inter-facility transfers. Effective upon Fiscal Committee and Governor and Council through June 30, 2022. Funding Source: 100% Transfer from other agencies.

Funds are to be budgeted as follows:

02-023-023-237010-33400000 Dept. of Safety - FSTEMS -- Fire Standards & Training Grant
Activity Code: 23EMSRH202

<u>Class</u>	<u>Description</u>	<u>Current SFY2022 Adj Authorized</u>	<u>Requested Action</u>	<u>SFY2022 Adjusted Authorized</u>
OOD-488595	Transfer from other Agencies	(\$95,879.00)	(\$370,932.00)	(\$466,811.00)
020-500212	Current Expense (Consumable)	\$0.00	\$2,625.00	\$2,625.00
030-500301	Equipment New Replacement	\$21,248.00	\$0.00	\$21,248.00
037-500311	Technology - Hardware	\$0.00	\$7,200.00	\$7,200.00
038-509038	Technology - Software	\$74,575.00	\$3,000.00	\$77,575.00
039-500180	Telecommunications	\$0.00	\$11,550.00	\$11,550.00
040-500800	Indirect Costs	\$6.00	\$0.00	\$6.00
041-500801	Audit Fund Set Aside	\$50.00	\$0.00	\$50.00
050-500109	Personal Service Temp App	\$0.00	\$148,552.00	\$148,552.00
059-500117	Temp Full Time	\$0.00	\$91,102.00	\$91,102.00
060-500601	Benefits	\$0.00	\$62,803.00	\$62,803.00
066-500546	Employee Training	\$0.00	\$6,000.00	\$6,000.00

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070-500704	In State Travel Reimbursement	\$0.00	\$8,100.00	\$8,100.00
102-500731	Contracts for Program Services	\$0.00	\$30,000.00	\$30,000.00
	Totals	<u>\$95,879.00</u>	<u>\$370,932.00</u>	<u>\$466,811.00</u>

EXPLANATION

The purpose of these funds is to establish the roles and responsibilities within the Department of Safety to better integrate local emergency medical services personnel and resources into the large healthcare system so that individuals with multiple chronic conditions or functional impairments can receive care and prevent unnecessary emergency department visits, hospital admissions and/or readmissions. The Division of Fire Standards and Training and Emergency Medical Service, Bureau of Emergency Medical Services, the licensing body for Mobile Integrated Healthcare Services and for all Inter-facility transports agencies will hire one (1) full time and two (2) part-time positions to educate and provide training to support the development of local Mobile Integrated Healthcare and Inter-facility Transports programs.

With the development of Mobile Integrated Healthcare programs throughout the State will reduce the number of ambulance transports and hospitals admissions by preventing both the exacerbation medical illness and/or acute trauma. These programs are especially import in rural communities where specialty health care may be hard to access. This grant will ensure quality patient care and that patients get referred or transported to the most appropriate facility without a delay in care.

Inter-facility transfers play a key role in transporting individuals whose sickness and trauma cannot be prevented and require a higher level of care than the receiving hospital can administer. These transfers are in coordination with local emergency medical services units and critical access hospitals which provide paramedic or critical care services to these patients during a transfer from one hospital to a hospital of higher care.

Developing a robust state framework for these programs will increase the level of care patients receive and will create a system to efficiently and effectively transfer patients timely to receive the care they required. All of the State's critical access hospitals are in rural parts of the State which require a lengthy transport time to a facility of higher care. The goal of each of these programs is to reduce the amount of time it takes to treats these patients or transfer them to a higher level of care.

Candidates for these positions will have a knowledge of New Hampshire emergency medical services as well as a working knowledge of being an emergency medical services provider in the State and/or New England.

The overall effectiveness of this grant will be determined by the number of emergency medical services units and providers trained in the areas of Mobile Integrated Healthcare and Inter-facility transfers. Additionally, the intent of this grant will be the expansion of Mobile Integrated Healthcare programs in conjunction with critical access hospitals. Each these programs will be able to track the number of patients which have participated and in conjunction with the hospitals be able to determine the effectiveness of each program. Lastly, by researching, analyzing and providing training for Inter-facility transfers, this program should be able to reduce transports times for patients in need of a facility with a higher level of care.

The funds are to be budgeted as follows:

- Class 020 Current Expenses: to be used to purchase consumables to support the program, such as paper and ink
- Class 037 Technology Hardware: to be used to purchase computer equipment needed to support the grant program
- Class 038 Technology Software: to be used to purchase computer software needed to support the grant program
- Class 039 Telecommunications: to be used to provide phone and data to the staff assigned to the program

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- Class 050 Personal Service Temp: to be used to pay part time staff for developing both programs and to provide training to local first responders and agencies
- Class 059 Temp Full-Time: to be used to pay salaries for one new full-time temp positions supporting this program
- Class 060 Benefits: to pay the benefits associated with the program positions.
- Class 066 Employee Training: will provide funding for registration for staff training in relation to Mobile Integrated Healthcare and Inter-facility transports
- Class 070 In-State Travel: to be used to cover travel expenses associated with community outreach.
- Class 102 Contracts for Program Services: to be used to cover expenses related to bringing in contracted trainers to provide education to local first responders and agencies.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

1) *List of personnel involved:* (1) Program Specialist III (LG 23), (2) Program Specialist II (LG21)

2) *Nature, Need, and Duration:* These positions are needed to assist FSTEMS with operations and administration. The proposed grant funding for this position ends on September 30, 2023.

3) *Relationship to existing agency programs:* These positions will provide support to FSTEMS operations and administration.

4) *Has a similar program been requested of the legislature and denied?* No.

5) *Why wasn't funding included in the agency's budget request?* The Department of Health and Human Services approached the Division about expanding these programs through grant funding they acquired.

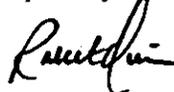
6) *Can portions of the grant funds be utilized?* All grant funds must be used for eligible work within the program area.

7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$302,457.00 for the duration of the grants through June 30, 2023.

This grant was not budgeted in SFY 2022 because these funds were not available or anticipated during the development of the Department's SFY 22/23 biennial budget.

In the event that federal funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

**Fire Standards and Training and Emergency Medical Services
Fire Standards and Training Grant
Fiscal Situation**

Federal Funds Awarded:

FFY2021 Highway Safety EMS Records Mgt (POP 10/1/2020 - 9/30/2021)	\$45,562.50
FFY2020 State Homeland Security Grant (POP 9/1/2020 - 9/31/2023)	\$21,248.00
FFY2022 DHHS Rural Health Grant (POP 9/1/2020 - 9/31/2023)	\$400,000.00
Total Grant Funds Awarded	\$466,810.50

Prior Fiscal Year Actual Expenses:

Less expenses in FY 2021	\$0.00
Less expenses in FY 2022	\$0.00
Total Prior Fiscal Year Actual Expenses	\$0.00

Net Grant Funds Remaining as of 9/30/2021 **\$466,810.50**

Less SFY 2022 Appropriation including prior year encumbrances (\$95,878.50)
Account 02-23-23-237000-33400000

Excess grant funds available to appropriate **\$370,932.00**

This Request **\$370,932.00**

MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES



AND

THE NEW HAMPSHIRE DEPARTMENT OF SAFETY
MOU-2022-DPHS-01-EMERG

1. GENERAL PROVISIONS

- 1.1. This Memorandum of Understanding (MOU) is between the New Hampshire Department of Health and Human Services (DHHS), 129 Pleasant Street, Concord, NH 03301 and the New Hampshire Department of Safety (DOS), 33 Hazen Drive, Concord, NH 03301 (referred to as the "Parties").
- 1.2. As a result of the COVID-19 pandemic, it is of the utmost importance that the public and businesses in the State of New Hampshire (NH) have adequate healthcare staffing resources to serve the public. To address this need, the Division of Public Health Services (DPHS) shall fund three positions at DOS which include: one (1) full-time Specialty Services Coordinator, one (1) part-time Mobile Integrated Healthcare (MIH) Program Coordinator, and one (1) part-time Inter-Facility Transfer (IFT) Program Coordinator.
- 1.3. The DOS's MIH program provides critical resources to communities, and reduces the amount of ambulance transports and admissions to hospitals by preventing both the exacerbation of medical illness and/or acute trauma. The DOS' IFT program assists the community by providing access to specialized transportation resources [Paramedic Inter-Facility Transport (PIFT) and Critical Care Transport (CCT)] to individuals whose sickness and trauma cannot be prevented and require a higher level of care than the receiving facility can handle. These positions support Critical Access Hospitals (CAH) to promote the proper care in the appropriate facility or in pre-hospital settings.
- 1.4. The purpose of this MOU is to set forth the roles and responsibilities of the DHHS and the DOS regarding the specialty services being provided by this funding; that fit most intuitively with the work that the Bureau of Emergency Medical Services (EMS) already conducts, throughout the State of NH. EMS is the licensing body for MIH Service and for all of the IFT agencies. These two program coordinators and the specialty coordinator will serve interested agencies and provide services best by integrating into the existing EMS system.
- 1.5. In connection with the performance of this MOU, the DHHS and the DOS shall comply with all applicable laws and regulations.

2. TERM

- 2.1. Effective date: This MOU is effective upon Governor and Executive Council approval.
- 2.2. Duration: The duration of this MOU is from the Effective Date through September 30, 2023. The parties will include a two year renewal option, pending additional federal funding and achievement of performance measures.
- 2.3. Modification: The parties may modify this MOU by mutual written agreement at any time, subject to appropriate State approval.
- 2.4. Termination: Either party may, at its sole discretion, terminate this MOU for any reason, in whole or in part, by providing thirty (30) days written notice to the other party. In the event of an early termination of this MOU for any other reason than the

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**Memorandum of Understanding Between DHHS and DOS
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completion of services, DOS shall deliver to DHHS, not later than thirty (30) days after the termination, a "Termination Report" describing in detail all activities performed and the MOU funds used up to and including the date of termination. In the event the services and/or prescribed outcomes described within this MOU are not met to the satisfaction of DHHS, DHHS reserves the right to immediately terminate this Agreement upon written notice.

3. RESPONSIBILITIES OF THE NEW HAMPSHIRE DEPARTMENT OF SAFETY

3.1. The DOS agrees to:

- 3.1.1. Facilitate the hiring of the program coordinator positions and the specialty coordinator position, as soon as possible, with a goal of filling positions by December 31, 2021, dependent upon EMSs capacity to temporarily support those salaries and benefits as approved by the Division of Personnel. EMS will provide bi-weekly updates to the DHHS on the recruitment and hiring process. Positions to be recruited for include:
 - 3.1.1.1. One (1) full-time, Specialty Services Coordinator, responsible for all activities of the Specialty Services sub-section within the Clinical Systems section of the EMS, overseeing the development and execution of all Specialty Services to include, but not limited to: the MIH and IFT Programs.
 - 3.1.1.2. One (1) part-time, Mobile Integrated Healthcare Program Coordinator, responsible for the coordination of MIH operations within NH including infrastructure; serving as the primary channel for internal and external MIH stakeholder communications; overseeing the MIH application process to ensure proper customer service transparency and efficiency; and continuously improving MIH operations and outcomes by utilizing evidence-based methods.
 - 3.1.1.3. One (1) part-time, Inter-Facility Transport Program Coordinator, responsible for the coordination of a broad range of functions related to the development, management, and oversight of the State of NH's PIET and CCT Programs. This includes, but is not limited to: advocacy and program development with other facilities and outside users; troubleshooting operational problems; and conducting training sessions.
- 3.1.2. Coordinate meetings as needed between interested CAHs and EMS agency/agencies to implement a MIH initiative and learn of the resources and technical assistance available to them.
- 3.1.3. Provide support to CAHs to promote the proper care in the appropriate facility or in pre-hospital settings.
- 3.1.4. Connect CAHs to agencies providing MIH or agencies that may partner to provide MIH support to hospital entities.
- 3.1.5. Support training, implementation, and partnership with local CAHs for agencies seeking to begin MIH programming.
- 3.1.6. Conduct bi-weekly meetings and provide updates on:
 - 3.1.6.1. The status of the hiring process;



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- 3.1.6.2. The number of times outreach activities were conducted, including but not limited to: emails, phone calls, and/or mail to EMS agencies and/or CAHs; and
- 3.1.6.3. The status of planning or execution of any trainings or education sessions targeting MIH or IFT, including attendance for completed trainings and participants with respective agencies represented.
- 3.1.7. Report data twice annually on the following:
 - 3.1.7.1. The number of EMS agencies and/or hospitals engaged in discussions on MIH and IFT;
 - 3.1.7.2. Barriers or challenges experienced in completion of deliverables; and
 - 3.1.7.3. Indicate and/or disclose any MIH program that begins and is deemed "unsustainable" by stakeholders.
- 3.2. Payments shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits A-1, Budget through Exhibit A-3, Budget.
 - 3.2.1. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to DPHSContractBilling@dhhs.nh.gov, or invoices may be mailed to:

Lisa Cacchiola, Financial Manager
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
Lisa.M.Cacchiola@dhhs.nh.gov

4. RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

- 4.1. The DHHS agrees to:
 - 4.1.1. Provide funds through the Center for Disease Control (CDC) COVID Disparities Grant to recruit and hire three (3) positions assigned to the Bureau of EMS and shall ensure that the job descriptions meet the requirements of the Grant.
 - 4.1.2. Mail, or email, invoices to:

NH Department of Safety
Bureau of Emergency Medical Services
Attn: Jeffrey Phillips
33 Hazen Drive
Concord, NH 03301
Jeffrey.R.Phillips@dos.nh.gov

5. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES:

- 5.1. Notwithstanding any provision of this MOU to the contrary, all obligations of the DHHS hereunder are contingent upon COVID Disparities Grant funds from the Center of Disease Control (CDC) and Prevention. Notwithstanding any provision of this MOU to the contrary, all obligations of DHHS hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. DHHS shall not be required to transfer funds from



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any other source in the event that COVID Disparities Grant funds from the Center of Disease Control (CDC) and Prevention are reduced or become unavailable:

- 5.1.1. The Parties may agree to changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.
- 5.2. Disputes arising under this MOU which cannot be resolved between the agencies shall be referred to the New Hampshire Department of Justice for review and resolution.
- 5.3. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.
- 5.4. The parties hereto do not intend to benefit any third parties and this MOU shall not be construed to confer any such benefit.
- 5.5. In the event any of the provisions of this MOU are held to be contrary to any state or federal law, the remaining provisions of this MOU will remain in full force and effect.
- 5.6. This MOU, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire MOU and understandings between the parties, and supersedes all prior MOU and understandings relating hereto.
- 5.7. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

APPROVALS:

Lori A. Shilbette
 Lori A. Shilbette
 Commissioner
 NH Department of Health and Human Services

8.27.21
 Date

Robert L. Quinn
 Robert L. Quinn
 Commissioner
 NH Department of Safety

8/26/21
 Date

The preceding Memorandum of Understanding, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/30/21
 Date:

Catherine Pinos
 Name:
 Title: CATHERINE PINOS
 Attorney

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The foregoing Memorandum of Understanding was approved by the following authority of the State of New Hampshire:

Date:

Name:
Title:

Exhibit A-3, SFY 2023 Budget

New Hampshire Department of Health and Human Services										
Contractor Name: Department of Safety										
Project Title: Emergency Specialty Services										
Budget Period: 7/1/2022 - 6/30/23										
Line Item	Year Program Cost			Contractor Share / Match			Funded by BHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 118,778.00	\$ -	\$ 118,778.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Employee Benefits	\$ 24,778.00	\$ -	\$ 24,778.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Computers	\$ 13,278.00	\$ -	\$ 13,278.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auto and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Meetings/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontract/Agreements	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 203,000.00	\$ -	\$ 203,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As a Percent of Direct 0.0%										

Exhibit A-3, SFY 2024 Budget

New Hampshire Department of Health and Human Services										
Contractor Name: Department of Safety										
Project Title: Emergency Specialty Services										
Budget Period: 7/1/2023 - 6/30/2025										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	18,117.00		18,117.00							
2. Employee Benefits	5,876.00		5,876.00							
3. Consultants										
4. Equipment										
Rental										
Repair and Maintenance										
Purchase/Depreciation										
5. Supplies										
Educational										
Lab										
Pharmacy										
Medical										
Office										
6. Travel	375.00		375.00							
7. Occupancy	500.00		500.00							
8. Current Expenses										
Telephone	1,650.00		1,650.00							
Postage										
Subscriptions										
Audit and Legal										
Insurance										
Board Expenses										
9. Bohrapy	1,500.00		1,500.00							
10. Marketing/Communications										
11. Staff Education and Training										
12. Subcontracts/Agreements										
13. Other (specify details mandatory)										
TOTAL	29,968.00		29,968.00							

Indirect As A Percent of Direct

0.0%