



**COUNTY OF ESSEX
DEPARTMENT OF CITIZEN SERVICES
DIVISION OF SENIOR SERVICES**

**CONTRACT
NUMBER/PROJECT: 45502214 – Visiting Nurse**

**GRANTEE: West Orange, Township of
Department of Health**

**OPERATING
DIVISION(S): Essex County Division of Senior Services**

**SERVICE
AREA: West Orange and Essex Fells**

Contract # 45502214

VENDOR INFORMATION

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this proposal.

Name of Business: **Township of West Orange**
(Print)

Name of Contact Person: **Theresa M. De Nova**
(Print)

Correspondence Address (including zip code):

West Orange Health Department
66 Main Street
West Orange, NJ 07052

Purchase Order Address (including zip code):

Same

Payment Address (including zip code):

Same

Telephone Number (including area code): **(973) 325-4124**

Fax Number (including area code): **(973) 325-4005**

E-Mail Address: **healthdept@westorange.org**

Employer I.D. # or S.S. #: **22-6002396**

FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN REJECTION OF THIS PROPOSAL.

COUNTY OF ESSEX

CERTIFICATION OF PAID OR OUTSTANDING

REAL ESTATE TAX, WATER, AND/OR SEWER OBLIGATION

I, N/A am the duly authorized representative of
(Name of Individual)

in connection with a proposed contract with the County of
(Name of Firm)

Essex to provide the goods/services described on page 2 of this document for the contract

Period identified on page 3.

I hereby state that I have reviewed the records of and determine
that there

() are, () are not outstanding charges due and owing for real estate taxes, water and/or sewer costs.

If there are outstanding obligations owed, state amount, and dates below:

I certify that the aforestated representation is true and accurate.

Name and Title: Theresa M. De Nova, Health Officer

Signature: Theresa M. De Nova

Date: 11/22/2016

Schedule A

PROJECT PERSONNEL

The staff position requested under this grant for Loucel Osias, Public Health Nurse to provide visiting nursing services and follow-ups to the target senior population in the Township of West Orange and the Borough of Essex Fells with funding support from the Essex County Division of Senior Services. Percent of time devoted to the proposed program – 100%; Percent of time funded by Division of Senior Services requests – 25%

Theresa M. DeNova, Director/Health Officer, Project Director.

ORGANIZATIONAL CHART

West Orange Health Department

West Orange Health Department Division of Nursing

Theresa M. DeNova, Health Officer

Michael A. Fonzino, Chief Registered Environmental Health Specialist

Sr. Public Health Nurse

Public Health Nurses

Consulting Physicians

Clerical Staff

Program Objectives

Grant Number: 45502214

Funding Source: Older American Act Title III B

Service: Visiting Nurse

Service Definition: Services designed to maintain older persons in their own residence or community-based settings by providing skilled nursing services or therapy, thereby avoiding and deterring the need for hospitalization or institutionalization.

Service Unit: Each Visit

The Division agrees to pay the Agency the sum not to exceed **\$16,127** as detailed in the **2017** approved grant.

Goal Statement: To develop and coordinate a dual community work plan to provide a comprehensive network of visiting nursing services to the target population of older adults living within the service area of the West Orange Health Department for the period of **January 1, 2017 to December 31, 2017**.

Objective #1: To provide 103 nursing visits to approximately 57 targeted older adults residing in the Township of West Orange and the Borough of Essex Fells service areas at a total cost of **\$16,291**.

<u>Municipality:</u>	<u>West Orange</u>	<u>Municipality:</u>	<u>Essex Fells</u>
Target Population:	Low Income/Frail/Elderly	Target Population:	Low Income/Frail/Elderly
Units:	102	Units:	1
Clients:	56	Clients:	1

Objective #2: To provide nursing visits to the West Orange Health Department service area and the necessary follow up visits by Public Health Nurses designated by the lead community under the jurisdiction of the Project Director, The Chief REHS and Senior Public Health Nurse to include the target population of the service area. It is the intention to provide each older adult contact with a functional assessment, as well as, counseling, referral assistance, networking, education, and the monitoring of future progress during each visiting nurse contact.

Activities:

1. Promote physical health and well - being through screening, counseling and education to the older adults in our service area.
2. Individuals will receive a physical and mental assessment, screening and evaluation during each nursing visit, to develop a plan of care for each participant.
3. Subsequent to initial examination, visits will be arranged to monitor progress and effectiveness of recommended treatments.
4. Provide nursing visits to the frail, impoverished, minority and vulnerable in the service area of the West Orange Health Department.
5. Assist in administering and supervision medication and treatment, following the overall plan of care including treatment, rehabilitation medication, injection, and other medical care necessary for the evaluation of the participant's safety and comfort.

Objective #3: To provide services designed to maintain older persons in their own residence or community-based setting by providing visiting nursing services that will assist in avoiding or deterring the need for hospitalization or institutionalization.

Objective #4:

To provide for the administration of the Essex County Division of Senior Services Grant to the West Orange Visiting Nursing Service.

Activities:

1. To maintain accurate financial records of grant expenditures
2. To maintain expenditures control for the monies allocated in this grant and financial control of expenditures as required to meet Division of Senior Services auditing
3. To maintain accurate program reports and submission of such reports as required and approved by the Division of Senior Services
4. To compile and report to the Division of Senior Services all parameters of project performance programmatic goals and objectives and report such information to the participating municipality
5. To compile and report to the Division of Senior Services all parameters of all project expenditures

Objective #5: To insure that comprehensive visiting nursing services are available to the older adult population residing in the West Orange Health Department service area with specific emphasis placed on the target population criteria set by the Essex County Division of Senior Services for the period of **January 1, 2017 to December 31, 2017**. The program will serve older (60 plus) adults throughout the service areas and include all service components as recommended and required by the Essex County Program Specifications – Service Definition, Components and Standards.

Objective #6: To inquire during home visits if clients will need assistance during times of emergency and place their information into the NJ Register Ready System for future use.

Objective #7: To question clients of their unmet needs and forward the information to the ECDSS in order to formulate new programs.

BUDGET SUMMARY PAGE

Contract Name: West Orange Health Department			
Contract Number: 45502214			
Contract Year: 1/1/17 - 12/31/17			
	Percentage	Dollar Amount	
A. Total Project Costs	100.00%	16,291	
B. Project Income		164	
C. NSIP		0	
D. Project Net Costs		16,127	
E. Local Non-Federal Participation	0.00%	0	
F. Funds Granted	100.00%	16,127	
G. Initial Allocation	50.00%	8,064	
1. Personnel	Cash	In-Kind	Total
Public Health Nurse	16,127	0	16,127
Sub-Total	16,127	0	16,127
2. Consultant & Contract	Cash	In-Kind	Total
			0
			0
Sub-Total	0	0	0
3. Travel	Cash	In-Kind	Total
Sub-Total	0	0	0

BUDGET SUMMARY PAGE

4. Food	Cash	In-Kind	Total
			0
Sub-Total	0	0	0
5. Building Space	Cash	In-Kind	Total
Sub-Total	0	0	0
6. Printing & Office Supplies	Cash	In-Kind	Total
Sub-Total	0	0	0

1B.

BUDGET SUMMARY PAGE

7. Equipment	Cash	In-Kind	Total
			0
Sub-Total	0	0	0
8. Other Costs	Cash	In-Kind	Total
Client Contribution	164		164
Sub-Total	164	0	164
Total Direct Costs (Categories 1-8)	16,291	0	16,291
Indirect Costs			
Total Project Costs	16,291	0	16,291

A. Local Non-Federal Participation	Amount
	0
	0
Sub-Total	0
B. In-Kind Resources	
Sub-Total	0
Total	0
Estimated Project Income	164

BUDGET SUMMARY PAGE

Grant # 45502214 / West Orange Health Department		
Project Cost	Number of Units	Unit Cost (Proj. Cost/Number of Units)
\$16,291	103	\$158.165049

Personnel	16,127
Consultant Contract	0
Travel	0
Food	0
Building Space	0
Printing and Office Supplies	0
Equipment	0
Other Costs	164
TOTAL COST	16,291

Note: Unit cost= Project Cost divided by Number of Hours

CONTRACT SIGNATURES AND DATES:

This contract has been signed and sealed by the parties on the dates set forth below.

ATTEST:

COUNTY OF ESSEX

Deborah Davis Ford, Clerk
Essex County Board of Chosen Freeholders

BY: _____ DATE: _____
Joseph N. DiVincenzo, Jr.
County Executive

ATTEST:

GRANTEE: *West Orange Township*

DATE _____

BY: _____ DATE _____

The aforementioned Agreement has been reviewed and approved as to form.

BY: _____ DATE _____
County Counsel
Office of County Counsel

BY: _____ DATE _____
Anibal Ramos Jr., Director
Department of Citizen Services

BY: _____ DATE _____
Jaklyn DeVore, Director
Division of Senior Services