

## DARRYL L. BURNETT, MPH, CHES

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8/10

Position Title: Public Health Analyst - East Atlantic Branch

### PROFESSIONAL OBJECTIVE

To provide as a public health administrator/educator grant stewardship [1] for community based primary health care organizations to provide comprehensive primary and preventive health care services to underserved and uninsured populations; [2] for effective school health interventions/programs to implement comprehensive and preventive health care especially for adolescents and youth; and [3] for risk reduction of personal unhealthy outcomes through prevention and behavior modification.

### EDUCATION

- ▶ **Certified Health Education Specialist**, 1991
- ▶ **Masters of Public Health**, (1) Maternal & Child Health, 1988, (2) Health Education & Communication, 1988, Tulane University, New Orleans, LA, 70112
- ▶ **Bachelor of Arts**, Major: Biology, 1985, Hampton University, Hampton, VA. 23668
- ▶ **High School Diploma**, 1981, Gonzaga College High School, Washington D.C. 20001

### PROFESSIONAL EXPERIENCE

#### PRESENT ACTIVITIES:

**PUBLIC HEALTH ANALYST, June 2003 - present**  
**East Atlantic Branch/South Central Operations Branch,**  
**Bureau of Primary Health Care, Division of Health Center Management**

Provide grant stewardship for BPHC funded programs in the role as project officer and leadership for the school health services including school based health center programs funded by BPHC. Focus has been predominantly on the effective management of BPHC grantees in North Carolina, South Carolina, and Missouri, and addresses programmatic issues for these Section 330 grantees [a.k.a. federally qualified health centers] (e.g. governance, sliding fee scale implementation, technical assistance, etc.). Provide leadership as branch chief for noted durations and also provide guidance to project officers (reference Attachment A : **Key Activities Within the Federal Government** and Attachment B: **Sample – Knowledge, Skills, Abilities**)

**BOARD MEMBER May 2009 - present**  
**Howard County Board of Health**

Provide guidance and leadership to develop and implement public health services/ initiatives through the Howard County Health Department. In this volunteer position, this responsibility has primarily impacted community health, health education, and prevention efforts throughout the county.

#### PREVIOUS ACTIVITIES:

**HEALTH EDUCATOR, African American Health Program May 2003 - Nov. 2004**  
**The People's Community Baptist Church & Montgomery County Department Health & Human Services**  
Provided health education services targeted to reduce racial health disparities via providing services through [1] a free clinic housed in a health department; [2] the People's Community Baptist Church; and [3] numerous health outreach and activities. Particular focus included HIV prevention, diabetes case management (nutrition and physical fitness), and numerous other noted health disparities that impact African Americans.

**DEPUTY DIRECTOR, Center for School Health Services Feb. 1999 - May 2003**  
**Bureau of Primary Health Care, Division of Programs for Special Populations**  
Established and developed the Center for School Health Services to provide technical assistance and support for Bureau of Primary Health Care's funded school health programs. The support included developing national leadership for school health services including school-based health centers through policy development, providing conference workshops and trainings, and implementing other mechanisms to advance the growth and quality of

health care through school health services.

**YOUTH LEADERSHIP COORDINATOR, New Carrollton Hot Spot Program** Oct. 2001 - June 2003  
**City of New Carrollton**

Coordinated and directed an after-school program that targets children between the ages of 9- 12. As a part of the city wide Hot Spot Initiative, this program addressed youth development, academic achievement, and risk reduction for health issues (e.g. substance abuse, drugs, HIV, violence, etc.)

**PROGRAM MANAGER, Adolescent & School Health Initiative** June 1994 - Feb. 1999  
**National Association of Community Health Centers, Inc. (NACHC)**

Established and developed a Centers for Disease Control and Prevention (CDC) cooperative agreement work plan, assuring timely preparation of high-quality grant work products including grant applications, training curricula, information packets, newsletter articles, publications, conference sessions, training and technical assistance including on-site visits for health centers. Sponsored through the Division of Adolescent and School Health, the primary goal of this initiative was to significantly enhance the capacity of health centers to expand and improve preventive health programs targeted on youth at risk for HIV/AIDS, other sexually transmitted diseases (STDs), teenage pregnancy, violence, and other health problems through developing school-based / school-linked comprehensive services in cooperation with schools in their communities. Trained and provided technical assistance for health center staff and community based organization providers that primarily serve medically underserved and minority communities. Coordinated and facilitated the NACHC HIV/ Substance Abuse Subcommittee which comprises of primarily health center staff who work at Ryan White Title IIIB sites. Coordinated youth health service activities on behalf of health center programs to government agencies (e.g. Centers for Disease Control and Prevention, National Coordinating Committee on School Health, Maternal and Child Health Bureau, etc. ) and other national organizations (e.g. National Assembly on School-Based Health Care, National Organizations Responding to AIDS, etc).

**HEALTH EDUCATOR/ CONSULTANT,** March 1996 - Feb. 2000  
**Family Planning Council of Southeastern Pennsylvania, Training 3**

Provided health education workshops and technical assistance for trainers and health care providers to effectively address the preventive health care needs ( primarily sexual health issues; AIDS/ HIV infectivity, teenage pregnancy, STDs, violence, etc.) of their adolescent populations.

**SEXUALITY HEALTH EDUCATOR** Jan. 1996 - Dec. 1996  
**Anne Arundel County Public Schools.**

Instructed a health certification course, Family Life/ Human Sexuality which includes STD education / prevention for the Anne Arundel County Board of Education. This course prepared middle and high school teachers to effectively address the academic sexuality health needs of students. By establishing skills to reduce sexual health risks and incorporate health education theory into practical methodologies within health education curriculums and classroom presentations. In this capacity, provided workshops and presentations to teachers, PTAs, peer student organizations and student body audiences.

**FACULTY INSTRUCTOR** August 1996 - Dec. 1996  
**Department of Health Sciences, Howard Community College**

Coordinated and instructed an undergraduate stress management health education course which addressed coping skills and behavior modification for professional and also personal needs.

**August 1993 - Dec. 1993**  
Coordinated and instructed an undergraduate health education course with specific emphasis on prevention and personal risk reduction strategies to modify "risky" health behaviors. Topics include physical fitness, nutrition, and other targeted behaviors that impact individual health status. Life skills were identified and implemented to reduce negative health outcomes.

**HIV/AIDS HEALTH EDUCATOR** Oct. 1991 - Sept. 1996  
**Mosaic Health Incorporated & The Johns Hopkins University, School of Hygiene and Public Health**

Established, implemented and evaluated health education strategies [e.g. personal assessments, role play situations, peer education programs, etc.] addressing personal behavioral risks and other concerns regarding HIV

infectivity for the National Basketball Players Association. Additional strategies and methodologies had been implemented that addressed the concerns of the players' wives and other family members as well as the professional basketball players. Trained players and peer educators to educate adolescents about HIV/AIDS and other concerns with health care providers.

#### **SEXUALITY HEALTH EDUCATOR/ CONSULTANT**

**Oct. 1991 - June 1995**

##### **National Organization on Adolescent Pregnancy, Parenting, and Prevention, Inc.**

Provided numerous health education programs and workshops for trainers and health care providers to effectively address the preventive health care needs of their adolescent populations (primarily sexual health issues; AIDS/HIV infectivity, teenage pregnancy, STDs, violence, etc.). Consultancy and technical assistance to prevent teenage pregnancy was provided nationally to address local issues. Specific emphasis was addressed on urban minority adolescent males and risk-taking behaviors. Provided specific male focused pregnancy prevention workshop at several statewide conferences.

#### **HEALTH EDUCATOR**

**August 1988 - June 1994**

##### **Student Health Services, University of Maryland, Baltimore County (UMBC)**

Established, coordinated, implemented and evaluated preventive health education services through instructing several undergraduate academic courses (Human Sexuality Peer Health Education, Stress Management Peer Health Education, etc.), offering campus-wide programs/ interventions, providing specific services and referrals, and addressing the health service needs of the entire campus population. Particular emphasis on adolescent risk taking behaviors and sexual health issues (e.g. AIDS/ HIV infectivity, STDs, date rape/violence, contraception, reproductive health, etc.). Provided numerous other health education programs that established community outreach interventions (e.g. other colleges and universities, area high schools and middle schools, local organizations serving adolescents, etc.) and involved in national programs addressing college health.

#### **VIOLENCE PREVENTION EDUCATOR**

**Oct. 1992 - April 1994**

##### **Harlem Park Middle School Health Suite, Baltimore City Health Department.**

Voluntarily established, coordinated, implemented, and evaluated a violence prevention program, "Project SAVE" (Student Anti-Violence Education) through referrals from a school-based health center. Based on Dr. Prothow-Stith's curriculum for violence prevention in high schools, the curriculum was adapted for middle school students. Specific emphasis addressed conflict resolution skills and personal risk reduction strategies including sexual risk-taking behaviors (e.g. teenage pregnancy, dating violence, sexual harassment, gender role development, etc.) for urban minority adolescent males. Additional services included preliminary counseling and referrals to mental health services within the school based health center.

#### **EDUCATION SPECIALIST**

**Sept. 1989 - June 1994**

##### **Department of Education, Planned Parenthood of Maryland**

Established, coordinated, implemented, evaluated a Center's for Disease Control and Prevention funded "HIV RISK REDUCTION/ TEEN EMPOWERMENT" (a.k.a. TEEN STARS: Students Talking About Responsible Sexuality) Program. Specific emphasis addressed the needs of adolescent males which also covered STDs, sexuality, violence, and drug issues. Provided training to health care providers and health educators to implement this program city wide. Provided technical assistance to Planned Parenthood to address male sexual health services. The STARS program was implemented at Harlem Park Middle School Based Health Center, Young People's Health Connection and numerous other school based and school linked sites throughout Baltimore.

#### **HIV STREET OUTREACH**

**March 1990 - Sept. 1992**

##### **Baltimore City Health Department**

Participated as a health educator in the "On the Streets" Community Outreach Program, which targeted HIV/STD risk reduction strategies. Provided direct services on the streets of Baltimore to address primary and secondary prevention efforts.

#### **CLINICAL ASSOCIATE**

**August 1986 - Dec. 1987**

##### **Jo Ellen Smith Psychiatric Hospital**

Participated in administrating and observing psychiatric therapies of adolescent patients. Interacted, recorded, and reported patients' therapeutic progress.

**SPEAKERS BUREAU VOLUNTEER**

**Oct. 1987 - May 1988**

**Planned Parenthood of Louisiana**

Presented programs to high school students concerning sexuality health education (e.g. AIDS/HIV infectivity, teenage pregnancy prevention, STDs, etc.). Specific emphasis on urban adolescents.

**RESEARCH AIDE**

**June 1984 - August 1984**

**Tulane University School of Medicine**

Participated in facilitating a published research project which required collecting scientific data and performing experiments.

**BIOLOGY AIDE**

**May 1983 - August 1983**

**Gerontology Research Center, National Institute of Health**

Collected scientific data, assisted in preparation of scientific journals, and performed calculations to construct graphs, tables, and other data displays.

[References available upon request]

**Publications:** written or collaborated in the development of the following publications

- NACHC's Adolescent & School Health Initiative's Draft Training Curriculum ; **How To Establish & Implement Successful School-Based Health Centers**  
Part 1 ; The Curriculum; Part 2 ; The Resource Pack; Part 3 ; The State Update
- NACHC's Adolescent & School Health Initiative's **Directory of Community & Migrant Health Centers Implementing Health Services In Cooperation With Schools** (1993-1994)
- **Where the Kids Are: How To Work with Schools to Create Elementary School-Based Health Centers**
- NACHC's Adolescent & School Health Initiative's **Program Report: Federally Qualified Health Centers' School Health Services** (draft)
- NACHC's Adolescent & School Health Initiative's **An Assessment of Training Needs of Health Centers Involved In Or Initiating School Health Services** (draft)
- NACHC's Adolescent & School Health Initiative's **Adolescent HIV / AIDS & Sexually Transmitted Infection Prevention Action Kit** (draft)
- NACHC's Adolescent & School Health Initiative's **Dental & School Health Services Kit** (draft)
- **YouthLINK** (4-8 page insert in the membership quarterly newsletter, NACHCLink)  
Spring 1995, 1996, 1997; Summer 1995, 1996 ; Fall 1994, 1995, 1996, 1997; Winter 1996, 1998
- **Youth GrantWATCH** (monthly notice of potential federal & foundation funding resources - established. in March 95)
- **1996 -1997 Report Card: Health Centers Providing School Health Providing School Health Services**
- **School Based Health Centers and Managed Care: Background and Overview of Current Issues**
- **Nurse Practitioner Fellowship Training Program for School-Based Health Center Practicum**
- **Directory of Community and Migrant Health Centers Implementing Health Services in Cooperation With Schools : 1997- 1998 Report**
- **Preparation Guide for Quality Assurance of School-Based Health Centers**

**PROFESSIONAL Consultancies/ Responsibilities**

- *How To Establish & Implement Successful School-Based Health Centers* Statewide Trainings in collaboration with State Primary Care Associations
 

- North Carolina	- Utah	- Texas
- Oklahoma	- Louisiana	- South Dakota
- Ohio (2 trainings)	- Illinois	- South Carolina
- Alabama	- New Jersey	- Colorado

- 1998 NACHC's Annual Community Health Institute: established and facilitated the following workshops and committee meetings:
  - How To Establish & Implement Successful School-Based Health Centers* training
  - The Health Center Role in Preventing Youth Violence* workshop
  - School Health Services: A Policy and Program Update* workshop
  - Migrant Adolescents: The Lost World* workshop
  - HIV / Substance Abuse Subcommittee
  
- 1998 NACHC's Policy and Issues Forum: established and facilitated the following workshops and committee meetings:
  - School-Based Health Center Workgroup - Meeting with Dr. Gaston
  - School Health Services : A Policy and Program Update* workshop
  - Managed Care and School Health Services* workshop
  - HIV / Substance Abuse Subcommittee
  
- 1998 NACHC's National Farmworker Health Conference: *Roundtable Discussion on Improving the Health of Farmworker Youth* workshop
  
- 1997 NACHC's Annual Community Health Institute: established and facilitated the following workshops and committee meetings:
  - How To Establish & Implement Successful School-Based Health Centers* training
  - Sexually Transmitted Disease Prevention and Intervention* workshop
  - School Health Services and Managed Care* workshop
  - Teenage Pregnancy Prevention: A Community Challenge Addressed by Health Centers* workshop
  - Adolescent AIDS/HIV Prevention and Intervention: A Health Center Approach* workshop
  - HIV / AIDS & Substance Abuse Subcommittee
  
- 1997 NACHC's Policy & Issues Conference: established and facilitated the following workshop and committee meetings:
  - School Health Services: A Policy & Program Update* workshop
  - HIV / AIDS & Substance Abuse Subcommittee
  
- 1996 NACHC's Annual Community Health Institute: established and facilitated the following workshops and committee meetings:
  - How To Establish & Implement Successful School-Based Health Centers* training
  - Guidelines for Adolescent Preventive Services* workshop
  - School Health Services and Managed Care* workshop
  - Issues in the Delivery of Clinical Services in Schools* workshop
  - School Linked Health Services: Models and Challenges for Community Health Centers* workshop
  - Developing a Holistic Approach in Dealing with Pregnancies* workshop
  - HIV / AIDS & Substance Abuse Subcommittee
  - ASHI Project Advisory Committee Meeting
  
- 1996 NACHC's Policy & Issues Conference: established and facilitated the following workshops:
  - School Health Services: A Policy & Program Update* workshop
  - Managed Care & School Health Services* workshop
  
- 1995 NACHC's Annual Community Health Institute: established and facilitated the following workshops:
  - How To Establish & Implement Successful School-Base Health Centers* two day pilot training
  - School-Based Health Services: Models and Challenges for Community Health Centers* workshop
  - School-Based Health Centers and Violence Prevention* workshop
  - Clinical Perspectives: AMA's Guidelines For Adolescent Preventive Services* workshop

- 1995 NACHC's Migrant Health Conference: established and facilitated the following workshops:  
*HIV Prevention Approaches For Migrant Youth* workshop  
*Roundtable Discussion For Migrant Adolescent Health* workshop
- 1995 NACHC's Policy & Issues Conference: established and facilitated the following workshops:  
*School Health Services: A Policy & Program Update* workshop  
*Managed Care & School Health Services* workshop
- 1994 NACHC's Annual Community Health Institute: established and facilitated the following workshops-  
*Roundtable Discussion For School-Based Centers* workshop  
*Financing School-Based Health* workshop  
*Health Center' Impact on Preventing HIV and Other STD's Among Adolescents* workshop  
*Preventing Adolescent Violence: A Community Health Center's Approach* workshop  
*Clinical Perspectives: AMA's Guidelines For Adolescent Preventive Services* workshop

#### **Additional Conference/ Presentation Consultancies**

- Oak Mills Senior High School, " AIDS and Understanding Your Risk " [4/28/97]
- Neighborhood Team Conference, Richmond, VA., " Healthy Loving : Addressing Sexual Risk Taking Behaviors in Adolescents " [6/8/96]
- Commonwealth of Pennsylvania Department of Health, "AIDS '96 Common Agenda, Uncommon Response " Statewide Conference, Effective Adolescent-Focused Prevention and Education Strategies [6/3/96]
- Planned Parenthood of Washington D.C., " Sex, What's Violence & Drugs Got To Do With It": Training for health care providers addressing adolescent risk taking behaviors [4/22/96]
- Adams Coalition To Prevent Teen Pregnancies; Community workshops and middle school presentations [3/18-19/96] (Gettysburg, PA)
- Anne Arundel County Public Schools; Peer Helper Conference; conference workshop [10/10/95] (Anne Arundel, MD)
- Maryland Coalition for Healthy Mothers, Healthy Babies; Conference workshop [9/29/95] (Baltimore, MD)
- Pennsylvania Coalition to Prevent Teen Pregnancy; Conference keynote address [4/20/95] (Harrisburg, PA)
- Anne Arundel County Public Schools: Date Rape Prevention workshop [11/3/94] (Anne Arundel, MD)
- Richmond Better Beginnings Coalition; Healthy Loving Conference: keynote and workshop [10/14/94] (Richmond, VA)
- Mott Children's Health Center, TUURI Teen Day; Conference workshops [10/11-12/94] (Flint, MI)
- Baltimore City Health Department; Healthy Teens and Young Adults Conference [6/24-26/94] (Baltimore, MD)
- The Center for Adolescent Services; Conference workshops [3/25/94] (Binghampton, NY)
- American College Health Association; Peer Education Conference workshops [2/7-8/94] (Norfolk, VA)
- Baltimore City Health Department; Promoting Abstinence Conference workshops [2/1/94] (Baltimore, MD)
- Wichitaw Metropolitan Family Preservation Statewide Conference/ African American Family Preservation; Healthy Loving Conference [11/15/93] (Wichita, KS)
- The State University of New Jersey, Rutgers Network for Family Life Education; Family Life Education Conference [10/21/93] (New Brunswick, NJ)
- Chester County Intermediate Unit; Keynote Address and workshop [5/11/92] & [1991] (Exton, PA)
- Broome County Adolescent Community Services Project; Delaying Adolescent Sexual Involvement Conference keynote & workshop [3/28/92] (Binghampton, NY)
- Dundalk Community College; S.E. Baltimore County Peer Helper Conference; workshops [1/31/91] (Dundalk, MD)
- National Organization on Adolescent Pregnancy, Parenting and Prevention, National Conference; Keynote and Workshops [1991, 1992] (Rockville, MD)
- American Association of Physical & Health Education, Recreation and Dance; Conference Presentation [5/91] (Washington DC)
- Wisconsin Alliance Concerned with School Age Parents; Wisconsin Teen Pregnancy Resource

- Conference [1992] (Milwaukee, WI)
- Child Welfare League's National Conference [1992] (Washington D.C.)
- Arizona Teen Pregnancy Resource Coalition Conference [1992] (Phoenix, AR)
- Greater Prince William Adolescent Pregnancy Prevention Coalition [1993] (Manassas, VA.)
- City of Ottawa, Kansas Youth Summit; keynote and workshop [1994]
- Mid-Atlantic College Health Association Conference; workshops [1989, 90, 91]
- National Basketball Players Association;
  - AIDS/ HIV Peer Education Training [1992] (Baltimore, MD),
  - AIDS/ HIV Education: Adolescent Outreach [1994] (Baltimore, MD.),
  - AIDS/ HIV Education-Players & Adolescent Outreach [1994] (Portland, OR),
  - AIDS/HIV Education: Adolescent Outreach [1994](Phoenix, AR.)
- Baltimore City Health Department, [1994] " Assessing Youth Violence: A City's Response" Conference

#### ***Additional ACADEMIC COURSES/ PRESENTATIONS***

University of Maryland, Baltimore County

- Human Sexuality from a Sociological Perspective: "Date Rape"; "Alcohol & Sexuality"; "Contraception" 1990-1993
- Emergency Health Services : "AIDS/HIV & Hepatitis; Occupational Risk/ Psychosocial Aspects of HIV Infection", 1990-1993
- Introduction to Health Behavior : "Risks & Relationships"; "Sexuality Health Education"; " Date Rape and Other Forms of Sexual Violence" 1991, 1992
- Introduction to Athletic Health Concerns: "AIDS/ HIV Infectivity", Other Sexually Transmitted Diseases" University of Maryland, at Baltimore
- Intimate Human Behavior Workshops for Graduate Students, 1990
- Rutgers's University Summer Institute on Health Education. 1990
- HIV/ AIDS Prevention Among College Students, 1989

#### ***Additional Consultancies at College & Universities***

Loyola College

University of Notre Dame of Maryland

University of Maryland at Baltimore

Catonsville Community College

Howard University

Goucher College

Towson State University

Morgan State University

University of Maryland, College Park

Montgomery Community College

Dundalk Community College

Capital College

Coppin State University

Rutgers University

#### ***Additional Workgroup / Community Based Consultancies***

- National Assembly On School Based Health Care
  - assisted in the planning and development of this organization
  - Executive Council Member (1995 -1997)
  - Council of Sections Representative (1995 - 1997)
  - Co-Chair of the Health Education Section (1995-1997)
- National Coordinating Committee on School Health (1995 - 2003)
- Advocates For Youth, School Health Advisory Board member (1994- 1995)
- National Health Education Consortium (1994-1997)
- collaborations with other national organizations including recipients of CDC cooperative agreement recipients for comprehensive school health:(1994 - 2003)
  - The Robert Wood Johnson " Making the Grade" Program
  - Education Development Center
  - National Coalition for Advocates for Students
  - Advocates For Youth
  - American Association of School Administrators
  - American Medical Association
  - American Nurses Association

- Council of Chief State School Officers
- National Conference of State Legislatures
- National School Boards Association
- National Association of State Boards of Education
- Association of State and Territorial Health Officials
- National Association for Equal Opportunity in Higher Education
- " Focus on Kids " Cultural Systems Analysis Group/ Program, University of Maryland (1992 -1993)
- " On the Streets" Community Outreach Program, Baltimore City Health Department (1990- 1992)
- WPGC & Washington Urban League, Radio presentations (1994)
- Health education programs in area high schools, detention centers, etc., Planned Parenthood of Maryland (1990 -1992 )
- National Conference on Campus Violence, Towson State University, 1991, 1992, 1994 .
- Maryland Association for Physical and Health Education, Recreation, and Dance Conference, 1990
- Statewide Teachers Training in Sexuality Health Education, Towson State University, 1994
- Task Force Member for Human Dignity and Against Campus Violence, American College Health Association (1990-1993)
- Executive Committee Member, Mid Atlantic College Health Association (1991-1992)
- Baltimore City School Health Advisory Committee (1991-1993)
- Maryland Conference on Teenage Pregnancy Prevention (1992-1993)
- Children's Defense Fund Teenage Pregnancy Prevention Committee (1994-1995)
- American Public Health Association member (1986 - current)

#### **Additional Organizational Consultancies**

Baltimore Urban League  
 Baltimore County Health Department  
 Maryland Department of Health & Human Services' AIDS Administration  
 Sexual Assault and Recovery Center  
 Young People's Health Connection  
 Upward Bound Program  
 Choice Program  
 Elkton County Health Department  
 Catonsville Childrens Home  
 Sharp Street United Methodist Church  
 Henrico County Public Schools  
 The Family Bereavement Center  
 Baltimore County Teachers Association  
 National Organizations Responding to AIDS  
 Maryland Healthy Schools Coalition  
 Ryan White Title IIIB Steering Committee  
 National Healthy Mothers, Healthy Babies Coalition

#### **Computer Skills:**

WORD PROCESSING - WordPerfect 5.1 / 6.0; DisplayWrite 4.0 ; Microsoft Word: Corel WordPerfect 7.0/ 8.0  
 DESK TOP PUBLISHING - Printshop Deluxe: Microsoft Office  
 STATISTICS - Statistical Package for Social Sciences (SPSS)  
 SURVEYS - SurveyPro  
 Other - On-line services, Internet, Lotus 123, Paradox

#### **ATTACHMENT A: Key Activities With the Federal Government**

Noted Key Activities/ Responsibilities



#### Acting Branch Chief

- ▶ functioned as the acting Branch Chief from July 2004 till December 2004 while maintaining a project officer portfolio.

#### Project Officer - Noted Issues

- ▶ **New Access Point Grantees:** worked extensively with new start grantees that received FQHC funding for the first time and assist them in becoming compliant to FQHC program requirements:
  - Metropolitan Community Health Services, Washington, NC
  - Rural Health Group, Roanoke Rapids, NC
  - Gaston Family Health Services, Gastonia, NC
  - Cabarrus Community Health Center, Concord, NC
  - ReGenesis Community Health Center, Spartanburg, SC
  - Medical Resource Center for Randolph County, Asheboro, NC
  - West Caldwell Health Council, Colletsville, NC
  - Western North Carolina Community Health Services, Asheville, NC
- ▶ **FQHC Appeal:** addressed an appeal from a FQHC that was disapproved. This documentation and effort provided the process for the current "progressive action" process
- ▶ **Management Agreements/ Successor of Interests:** worked with FQHCs to support programmatic success in receiving technical assistance and guidance with mergers, management agreements, and successor of interest processes.
- ▶ **Division of Financial Integrity (DFI) Investigations:** worked with FQHCs that have undergone investigations and participated in site visits in concurrence with DFI
- ▶ **FQHCs with Financial Issues:** through attrition , worked with numerous grantees on draw down restrictions, and with audit findings. This effort included stewardship of establishing and implementing a board approved recovery plan as well as providing technical assistance.
- ▶ **FQHCs with Federal Funding for HIV Care:** worked with FQHCs and HAB Project Officers to provide stewardship to maximize federal effort
- ▶ **FQHCs Establishing/ Implementing School Health Services:** worked with FQHCs, BPHC Project Officers and leadership to provide documentation and technical assistance.
- ▶ **Visit by Vice President to FQHC:** worked with a FQHC that had a visit from the Vice President and the Secretary of Agriculture to recognize federal support.

#### Project Officer - Roles and Responsibilities (since 2003); for FQHCs

- ▶ June 2003: 22 grantees (13 NC; 9 MO)
- ▶ August 2003: **42 grantees** (25 NC; 17 MO)
- ▶ January 2004: 30 grantees (19 NC; 11 MO)
- ▶ July 2004: 11 grantees (4 NC; 7 MO) [while functioning as Acting Branch Chief; and training a Project Officer with 11 grantees (11 NC)]
- ▶ November 2004: 24 grantees (15 NC; 2 SC; 7 MO) [while functioning as Acting Branch Chief]
- ▶ January 2005: 24 grantees
- ▶ March 2005: 33 grantees (15 NC; 11 SC; 7 MO)
- ▶ June 2005: 26 grantees (15 NC; 11 SC)
- ▶ August 2005: add New Start - 27 grantees (16 NC; 11 SC)
- ▶ November 2005: 20 grantees (16 NC; 4 SC) [trained another Project Officer]
- ▶ January 2006: 27 grantees (16 NC; 11 SC)
- ▶ June 2006: 24 grantees (15 NC; 9 SC)
- ▶ August 2009: 14 NC; 4 SC; 1 PCA
- ▶ 2010 (current): 19 grantees + 1 planning grantee

#### Awards

- ▶ Administrator's Award for Outstanding Group Performance [Nov. 2002]
- ▶ On the Spot Award [9/3/04]
- ▶ Outstanding - Performance Appraisal Cycle for FY 2005

- ▶ Administrator's Citation for Outstanding Group Performance [5/7/05]
- ▶ On the Spot Award - Acting Branch Chief [7/27/06]
- ▶ Administrator's Citation for Outstanding Group Performance [10/6/08]
- ▶ Fully Successful - Performance Appraisal Cycle for Calendar Year 2007 [4/25/08]
- ▶ On the Spot Award - Baseline Scope Verification [5/30/08]
- ▶ On the Spot Award - School Based Health Centers [9/24/08]
- ▶ Exceptional Rating - Performance Appraisal Cycle for Calendar Year 2008 [4/3/09]
- ▶ Exceptional Rating - Performance Appraisal Cycle for Calendar Year 2009 [4/20/10]

Attachment B - Sample: KNOWLEDGE, SKILLS, ABILITIES - Documented Activities (Up to 2004)  
 Darryl Burnett, **MPH, CHES** -  
 Qualifications /Responsibilities/Accomplishments  
*Supervisory Public Health Analyst (GS-685-14)*

In efforts to briefly express my qualifications pertaining to this position, I will reference my skills based upon my employment at the Bureau of Primary Health Care since January 1999 even though my enclosed resume will highlight other responsibilities/ accomplishments including my work at the National Association of Community Health Centers. Please note that under each requirement, I have sub-divided my qualifications based upon work in the [1] Center for School-Based Health (Division of Programs For Special Populations) {Jan. 1999 to May 2003} and [2] South Central Operations Branch/ East Atlantic Branch (Division of Health Center Management) {June 03 to present}.

SBHC = school-based health centers  
 HSHC = Healthy Schools, Healthy Communities Program  
 PINs = Policy Information Notices  
 LOIs = letters of intent

**1. Knowledge of planning and policy development relative to the health center program competitive process.**

Center for School-Based Health

- developed and reviewed Policy Information Notices and various other guidances that addressed the health center competitive process for HSHC grantees as well as BPHC grantees that operate SBHCs. Several noted examples include leadership and technical support addressing :
  - data reporting requirements (quarterly, annual and progress reports) for HSHC grantees previous to Uniform Data System (UDS) reporting; preparing HSHC grantees to complete UDS requirements;
  - project officer roles and responsibilities for HSHC grantees including transference to the Field Offices;
  - Primary Care Effectiveness Reviews (PCER) for HSHC grantees including preparing and providing technical assistance for PCER consultants and including Joint Commission on Accreditation of Healthcare Organization's CHC Accreditation Initiative for HSHC grantees;
  - establishment and implementation of the HSHC Planning and Development Grants including preparation and provision of intensive technical assistance; and
  - compliance to federal governance requirements including intensive work with grantees that had transferred their HSHC grants, or restructure their governing boards.
- provided leadership and direction for preparing and selecting SBHC consultants for the Objective Review

Committee (ORC) Process and for addressing reviewers concerns/ issues pertaining to the HSHC program and SBHCs during the ORC process.

- provided guidance on the HSHC application process [1] through development /reviews of PINS and LOIS, [2] through ORC support (e.g. providing technical assistance for ORC reviewers pertaining to HSHCs and SBHCs), and [3] through calls/e-mails from potential grantees. Examples of PINs that I have provided technical assistance and support on are:
  - PIN 2003-01 Requirements of Fiscal Year 2003 Funding Opportunity for Health Center New Access Point Grant Applications;
  - PIN 2003-02 Requirements of Funding Opportunities for Consolidated Health Center Grantees to Expand Medical Capacity at Existing Primary Care Sites
  - PIN 2003-03 Opportunities for Health Centers to Expand/ Improve Access
  - PIN 2002-10 Opportunities for Health Centers to Expand/ Improve Access to Mental Health and Substance Abuse, Oral Health, and Pharmacy Services during Fiscal Year 2002
  - PIN 2001-04 Requirements for New Access Points for Healthy Schools, Healthy Communities Program
  - PIN 2001-08 Opportunities for Health Centers to Expand/ Improve Access and Services During Fiscal Year 2001
  - PIN 2001-12 Fiscal Year 2002 Single Grant Application Instructions for Continuation Funding Under the Health Center Cluster Programs
  - PIN 2001-14 Requirements for SBHC Planning and Capacity Development Grants
  - PIN 2000-10 Opportunities for Health Centers to Expand/ Improve Access and Services During Fiscal Year 2000
  - PIN 99-02A Requirements of Community Health Center New Start and Expansion Grant Applications and Healthy Schools, Healthy Communities New Start and Competing Continuation Grant Applications
  - PIN 99-11 Opportunities for health Centers to Expand/ Improve Services During Fiscal Year 1999
- tracked and provided technical assistance to potential HSHC grantees by:
  - development of the training for Pre-application Workshop
  - establishing a database to track applications, LOIs, attendance at Pre-Application Workshops, and calls to obtain HSHC funding
- involved with BPHC wide activities that supported the purpose and the mission of BPHC:
  - BPHC Leaders Developing Leaders Program (1999 -2000)
  - Medicaid/ SCHIP Group (1999 - 2001)
  - Reviewer for Supplemental Funding for State and Regional PCAs and PCOs for Managing Health Center Growth and Quality (2002)
  - Reviewer for Alaska Health Initiative Grants (2003)
  - guidance for school health initiative within Border Health (2002)

#### South Central Operations Branch

- provided project officer responsibilities to 44 BPHC grantees that include grant stewardship over a 7 month period of time. These responsibilities included (1) the establishment and maintenance of relationships with grantees; (2) providing direct consultation and assistance; (3) partnering and collaborating with HRSA components; (4) monitoring and providing oversight and stewardship; and (5) the provision of continuation and post-award actions. This task has been especially challenging with (a) 5 new BPHC grantees; and (b) 7 operating "financial recovery plans". Note the number of grantees due to the changing of project officers within the Branch over the past 10 months. Now my responsibilities are focused on 29 grantees.
- provided guidance and reviews of [1] PINS and PALs; and [2] data collection activities;

**2. Ability to communicate orally. Provides leadership, advice and guidance concerning the direction and administration of the HCIB to the Director, BPHC Administrator, HRSA Field Office Directors and others.**

#### Center for School Based Health

- provide leadership /direction for the activities pertaining to SBHC programs within the Center for School-Based Health which required intensive work with grantees, BPHC staff, and consultants
  - establishment and development of the *HSHC User/ Visit Survey* and report
  - *JCAHO Accreditation* of HSHC Grantees (development of the JCAHO/PCER crosswalk tool, assisting in site visits, training of JCAHO consultants, providing technical assistance to JCAHO consultants, etc.)
  - Illinois PCA - *School-Based/ Linked Health Center FQHC Look-alike Conversion Program*
  - *NACHC Survey of School Health Services For All Section 330 or FQHC Look-Alike Health Centers*
  - development and justification for *HSHC Planning and Development Grants*
  - development and involvement in the *SBHC Clinical Institutes*
  - HSHC Grantees involvement with Health Status & Performance Improvement Collaboratives
  - developed HRSA Preview announcements and served as contact
  
- provided training and technical assistance to BPHC Grantees through:
  - workshop presentations at Annual meetings (e.g National Standards, FQHC Look-Alike Status, HSHC Updates, etc.)
  - workshop presentations /technical assistance for HSHC Planning grantees
  
- provided leadership in collaborations with national organizations which included providing trainings, workshops, and presentations to the following groups concerning the HSHC program and BPHC supported SBHCs
  - National Coordinating Committee on School Health;
  - Interagency Committee on School Health
  - Center for Health and Health and Health Care in Schools
  - National Assembly on School Based Health Care
    - State Chapter meeting
    - planning and development of Annual Meetings
  - National Association of Community Health Centers - Adolescent and School Health Initiative
  - National Conference of State Legislators

#### South Central Operations Branch

- provide leadership and guidance to project officers and BPHC staff concerning:
  - [1] the HSHC program, BPHC Supported SBHCs, and the other ways grantees have provided comprehensive primary care services to students through schools;
  - [2] programmatic issues with BPHC grantees: federal governance requirements, financing and sliding fee scale issues, etc.

**3. Ability to communicate in writing. Prepares written, culturally sensitive documentation which clearly provides appropriate analysis, articulates program expectations, and offers solutions and recommendations on a number of program issues.**

#### Center for School Based Health

- provided policy leadership with BPHC grantees by:
  - writing *PIN 2001-13: Clarification of Program Requirements and Benefits for BPHC Supported School-Based Health Center Programs*
  
- developed and wrote the following publications to document and track the growth and development of BPHC Supported SBHC Programs:
  - *2002 Update: Growth of BPHC Supported SBHCs*
  - *Beyond Access to Care for Students: Full-Service SBHCs* - report and web site article
  - *HSHC 2000 Finances and Staffing Update*
  - *Directory of Federally Funded Health Centers Implementing School Health Services (1998)*

- SBHC Diagnosis Handbook (draft)
- National Standards for SBHCs: Practice of Care [draft: this document provided necessary information to the upcoming HRSA publication, *SBHC Resource Guide* (in review for HRSA clearance)]
- *Where President's Initiative to Expand Health Centers & President's HealthierUS Initiative Meet for School Health programs: Federally Funded SBHC' Prevention Programs* (draft)

#### South Central Operations Branch

- provided leadership in establishing and developing Division of Health Center Management's Project Officer Roles and Responsibilities. This leadership activity included meeting with Dr. Duke, and various BPHC staff including BPHC Administrators and Directors
- provided instructional aids for project officers and other BPHC staff to increase their efficiencies as well as technical assistance:
  - *Governance Guide for Project Officers*
  - *Project Officer Guide for Targeting the Underserved and Uninsured ( Payor Mix / Sliding Fee Scales )*
  - *2004 Update: Continued Growth of BPHC Supported SBHCs* ( in development)
- provided leadership with project officers in programmatic areas that impact BPHC grantees
  - School Health Services, SBHCs, and HSHC Program
  - Dental Varnishes
  - Change of Scopes for Adding Dental Services: Financial Sustainability
- provided feedback and review of the upcoming *SBHC Resource Guide*

#### **4. Knowledge of grants and contracts and policies and procedures.**

##### Center for School Based Health

- provided project officer/ project manager responsibilities for 25 Healthy Schools, Healthy Communities grantees (14 are HSHC School Health Expansions originally funded in 1999) previous to the BPHC reorganization
- provided guidance and leadership in contractual arrangements with consultants pertaining to:
  - HSHC User Visit Survey
  - NACHC Survey of School Health Services and final report " *Schools as Health Access Points for Underserved Children and Adolescents* "
  - NASBHC Annual Meetings
  - HSHC Health Disparities Collaboratives
  - Eastern High School Health Professionals Academy
  - HRSA Maximizing Third Party Reimbursement for SBHCs Projects with Houstons Associates
  - HSHC On-line Annual Reports with JW Associates

##### South Central Operations Branch

- completed training for:
  - BPHC's Effective Use of the Executive Document Manual
  - Division of Health Center Management's Project Officer Training
  - Orientation to Grants Administration for Program Officials
  - HHS University - Supervisor: New Skills, New Challenges Course

#### **5. Ability to supervise.**

##### Center For School Based Health

- provided leadership, guidance, and support in a supervisory position as Deputy Director in the Center for School Based Health with particular focus on BPHC Supported SBHC Programs. The Center had 7

project officers for the HSHC program

- Initially hired as the Coordinator for the Center of School Based Health but was changed due to restructuring

South Central Operations Branch

- provided leadership/ supervision as acting branch chief when the Branch Chief was on leave including [1] directing branch meetings; [2] attending Division meetings; [3] responding to urgent issues and requests
- provided leadership, guidance, and technical support for project officers especially for newly hired project officers to meet the needs of their roles and responsibilities
- provide leadership, guidance, and technical support for HRSA scholars as well as directly supervising 2 to date.