



Indicates services are part of Human Services Division

Department of Health and Human Services

DEPARTMENT DESCRIPTION

The mission of the Department of Health and Human Services is to protect, promote and sustain the health, harmony, and well-being of all Newton residents, in a culturally-sensitive, customer-friendly manner. Our focus is on prevention.

We will endeavor to fulfill our mission by evaluating community needs and by providing or promoting a wide range of health and human services programs to meet the needs of individuals and groups within the City, particularly of those who are most vulnerable.

The Department of Health and Human Services has four functional elements: administration, environmental health, human and volunteer services, and clinical services (school and public health nursing services).

The Department's administrative staff is responsible for the financial and clerical operations of the department. They issue and track permits and licenses, distribute vaccines, manage data processing operations, record communicable diseases, and maintain the flow of communications with the public. The Commissioner of Health and Human Services is responsible for department administration, planning, policy development, and program evaluation. The Commissioner oversees the

enforcement of state and city laws, regulations and ordinances. This person serves as the public health advisor to the Mayor and Board of Aldermen. The Commissioner also provides communication on public health issues to the city. The Commissioner has the same powers and duties as a board of health, including conducting hearings, issuing variances and promulgating regulations. A health advisory council, which is appointed by the Mayor, advises the Commissioner on public health matters.

The Environmental Health Division staff enforces state laws and codes and city ordinances and departmental regulations in an effort to control environmental risks. This division deals with: food services establishments, markets, public and semi-public pools, tanning facilities, massage establishments, body art establishments, recreation camps for children, onsite sewage disposal systems, private wells, hazardous materials, lead paint hazards, asbestos, housing fitness for human habitation, disposal of infectious wastes, keeping of animals, nuisance odors, funeral home sanitation, public school safety and indoor air quality, mosquito control, pest control, and public health nuisance condition abatement. The staff conducts routine inspections of licensed facilities and responds to requests to investigate possible code violations and health hazard conditions.

The clinical services division includes the school health and community health activities of the Health Department.

School health programs continue to be a major focus of this division and of the Health and Human Services department. School health staff administers care to students and staff daily totaling over 120,000 visits to the school health rooms. Nurses and health assistants dispense medications provide first aid and sick care assistance, conduct screening for vision, hearing, posture, growth and immunizations, provide health education and counseling to students and staff. Health assistants work alongside the nursing staff to accomplish these programs and provide direct care. The school physician consults to the nurses and the school department on policy issues, conducts postural screening upon referral, oversees our AED program and provides CPR/AED recertification to our staff. An audiologist oversees the hearing screening and provides direct services. The school health staff continues to see an increase in children with special health needs such as asthma, life threatening food allergies, diabetes, and a variety of other serious health conditions. Medical technology has grown in this population especially in diabetes management with many of our diabetic students using insulin pumps. The nurse creates a plan of care involving school staff, families and health care providers. Nursing management of children with medical technology such as this is challenging and rewarding.

The second component of the Clinical Services division is disease prevention and health promotion. Health promotion and screening clinics are held in throughout the city, including the senior center and elderly housing sites. Public health nurses staff health maintenance clinics daily performing screening tests, eg., blood pressure monitoring, as well as providing programs on timely health topics monthly. Home visits are

made to homebound residents providing the same health maintenance services. This year the nurses have received a grant to provide a medication safety program to our elderly residents entitled "SafeScript". Public health nurses also participate in licensing Newton's camps for children. A federal community development block grant program enables mental health nurses to provide assist elderly residents deal with loss.

The Volunteer and Human Services division provides or promotes the provision of social services for Newton residents, regardless of age, socioeconomic status, racial or ethnic background. This division directs its efforts toward the City's most vulnerable citizens: children, youth, the elderly, financially needy persons, families in crisis, persons with disabilities, and persons who are victims of discrimination. This division provides or contracts for direct services, including youth outreach counseling, community social services, including financial assistance. The division promotes, supports and facilitates volunteer services in the city. It oversees NewtonServes day, when hundreds of volunteers provide thousands of hours of community service. The division oversees the work of several citizen commissions, including the Human Rights Commission, The Youth Commission, The Council on Aging, and the Mayor's Committee for People with Disabilities. The division also supports service to Newton residents provided by the Newton Child Care Commission, Riverside Community Care, the Barry Price Rehabilitation Center, and the Charles River Association for Retarded Citizens.

FY 06 ACCOMPLISHMENTS

Administration

- Implemented the merger of the Health and Human Services Departments along with clerical support for the Senior Services Division
- Completed and/or updated emergency preparedness plans, including plans for rapid dispensing of drugs or vaccines, communication, health and medical services and continuity of operations
- Assessed emergency preparedness through exercises and drills
- Created the mechanism for mutual aid agreements with other municipal public health agencies for emergency preparedness
- Disseminated new health data reports.
- Trained all appropriate staff in National Incident Management System (NIMS)

Environmental Health

- Oversaw and assisted with radon testing in all public school buildings
- Conducted an initial self-assessment to participate in the USFDA Voluntary National Retail Food Regulatory Program Standards
- Developed an electronic food inspection prototype

School Health Services

- Completed state mandated screening programs
- Partnered with Newton Public Schools to implement a wellness program policy

- Implemented a computer information system that can track student visits easily and generate timely reports
- Partnered with NPS to implement the i.n.t.e.r.f.a.c.e. grant- created linkages for students mental health needs

Public Health Nursing Services

- Developed and implemented the SafeScript grant program, which provides assessment and counseling on medication use by seniors
- Conducted two successful emergency dispensing preparedness drills using one local and one regional flu clinics
- Instituted statewide electronic communicable disease reporting system

Human Services

- Conducted Youth Services Needs Assessment
- Developed and distributed Youth Resources Guide
- Assisted with a record number of fuel assistance requests

Volunteer Services

- ## of volunteers provided ## hours of service to the City Newton and its non-profit organizations
- Conducted volunteer fair to bring volunteers and agencies together

GOALS AND OBJECTIVES

Administration

- Collect and compile Newton health data from available sources, such as MassCHIP, the Behavior Risk Factor Surveillance System, the Massachusetts Cancer Registry, and others
- Present the data to the Health and Human Services Advisory Council and appropriate staff to set priorities and to consider program objectives for the department and to explore areas of joint cooperation with other Newton health providers
- Complete the following templates for emergency preparedness planning:
 - The MHOA Emergency Operations Plan
 - The Emergency Dispensing Site (EDS) Plan
 - The Continuity of Operations Plan (CO-OP) for the department
 - Begin the formation of the Medical Reserve Corps (MRC)
 - The City Readiness Initiative (CRI) Plan
- Participate in one regional table top exercise
- Complete mutual aid agreement process for Bioterrorism Region 4B
- Plan, conduct, and evaluate at least one emergency preparedness tabletop exercise that requires the participation of all department staff
 - Use the outcome of the exercise to determine the needs for new competencies for departmental staff and develop programs to meet identified needs

- Conduct appropriate National Incident Management System (NIMS) training in accordance with the requirements of the Department of Homeland Security

Environmental Health

- Implement the electronic inspection system
 - Use the database created for CitiStat reports and management
- Participate in Newton North High School construction planning and oversight, including convening and chairing an environmental health and safety monitoring committee that meets quarterly during construction, if construction planning has begun
- Enroll in the US Food and Drug Administration's Voluntary National Retail Food Regulatory Program Standards
 - Complete the Self-Assessment for Certification process

Public Health Nursing Services

- Utilize the electronic claims system to capture third party reimbursement for influenza immunizations and submit claims for all eligible clinic participants
- Implement the Massachusetts Department of Public Health communicable disease electronic database and investigation system (if implemented by DPH in FY 07)
 - Use this database to create standardized CitiStat reports and management
- Conduct at least one pneumonia vaccine clinic
- Promote community-based wellness promotion sites
 - Increase participation by 10% over FY 06

- Implement a quarterly wellness promotion theme for these sites
- Add one new site, preferably that focuses on a younger population

School Health Services

- Complete 100% of the state-mandated hearing, vision, and scoliosis screenings
- Develop and conduct at least one new health education program in each school building
- Conduct emergency preparedness planning and training for school health staff
 - Conduct training for school personnel, as appropriate
- Meet with school building principals at least once during the school year to discuss school health services and needs
- Present a summary of school health activities and exceptional issues to the Newton School Committee annually
- Conduct at least one seminar for school nurses each year
- Conduct at least one educational meeting with school nurses from non-public schools each year

Human Services Administration

- Function as intake and referral for human needs requests
 - Evaluate program service demands and resources during FY07
- Coordinate the Senior Tax Work-off Program

- As the city liaison to the: Human Rights Commission, Mayor's Committee for People with Disabilities, and Youth Commission:
 - Attend at least six regular meetings per year
 - Compile and maintain meeting minutes
- Coordinate city wide compliance with Americans with Disabilities Act (ADA)
 - Conduct information campaign for city departments about compliance with ADA
 - Attend one department heads meeting to orient the city' administration about ADA compliance
- Coordinate the Youth Interagency Task Force
 - Conduct at least three meetings during FY07
- Plan, conduct and complete a general youth needs assessment for the City and produce a Youth Services resource booklet and webpage
- Continue emergency preparedness planning
 - Assist with emergency planning for special needs populations through the Mayor's Committee for People with Disabilities

Volunteer Services

- Maintain and publicize an on-going clearinghouse to help residents find volunteer opportunities with local agencies and city departments
- Coordinate and publish updated Volunteer Opportunities Listings quarterly
 - Maintain interactive access database of volunteers, stations and events
- Coordinate one annual citywide Volunteer Job Fair/
- Coordinate the annual NewtonServes – Day of Community Service

- Develop a report of the value of volunteer services to the City

Community Social Work:

- Review the functions of the community social work position and revise the job description, as appropriate
- Recruit and orient a community social worker
 - Evaluate performance after three and six months
- Evaluate and implement the elements of the community social work functions that can be computerized

Tobacco Control:

- Conduct quarterly tobacco sales compliance checks (dependent upon state funding)

DEPARTMENT:

501 - HEALTH & HUMAN SERVICES

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	1,713,792	1,735,102	1,769,964	128,424	1,898,388	1,868,275	-30,113	-2%
52 - EXPENSES	64,923	62,816	353,228	-25	353,203	356,614	3,411	1%
SUB-TOTALS:	1,778,716	1,797,918	2,123,192	128,399	2,251,591	2,224,889	-26,702	-1%
57 - FRINGE BENEFITS	280,002	297,431	307,754	321	308,075	347,257	39,182	13%
SUB-TOTALS:	280,002	297,431	307,754	321	308,075	347,257	39,182	13%
DEPARTMENT TOTALS:	2,058,718	2,095,349	2,430,946	128,720	2,559,666	2,572,146	12,480	0%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0150101 HEALTH & HUMAN SVS ADMIN.	314,345	297,390	371,841	19,749	391,590	433,019	41,429	11%
0150102 ENVIRONMENTAL HEALTH	266,234	274,826	275,863	12,277	288,140	291,499	3,359	1%
0150103 CLINICAL HEALTH	1,243,500	1,222,632	1,391,703	88,109	1,479,812	1,489,956	10,144	1%
0150120 HUMAN SERVICES	234,639	300,502	112,646	8,610	121,256	78,779	-42,477	-35%
0150121 HUMAN RIGHTS	0	0	850	0	850	850	0	0%
0150122 YOUTH SERVICES	0	0	80,400	0	80,400	80,400	0	0%
0150123 MENTAL HEALTH SERVICES	0	0	126,700	0	126,700	126,700	0	0%
0150124 CHILD CARE ASSISTANCE	0	0	68,443	0	68,443	68,443	0	0%
0150125 YOUTH COMMISSION	0	0	2,500	-25	2,475	2,500	25	1%
DEPARTMENT TOTALS:	2,058,718	2,095,349	2,430,946	128,720	2,559,666	2,572,146	12,480	0%

HEALTH & HUMAN SVS ADMIN.	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	250,692	225,560	270,340	19,518	289,858	315,387	25,529	9%
52 - EXPENSES	24,181	23,173	40,651	0	40,651	43,411	2,760	7%
SUB-TOTALS:	274,874	248,733	310,991	19,518	330,509	358,798	28,289	9%
57 - FRINGE BENEFITS	39,471	48,656	60,850	231	61,081	74,221	13,140	22%
SUB-TOTALS:	39,471	48,656	60,850	231	61,081	74,221	13,140	22%
Element Totals:	314,345	297,390	371,841	19,749	391,590	433,019	41,429	11%

ENVIRONMENTAL HEALTH	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	214,081	219,127	215,850	12,187	228,037	229,668	1,631	1%
52 - EXPENSES	25,651	26,597	28,775	0	28,775	29,401	626	2%
SUB-TOTALS:	239,732	245,724	244,625	12,187	256,812	259,069	2,257	1%
57 - FRINGE BENEFITS	26,502	29,102	31,238	90	31,328	32,430	1,102	4%
SUB-TOTALS:	26,502	29,102	31,238	90	31,328	32,430	1,102	4%
Element Totals:	266,234	274,826	275,863	12,277	288,140	291,499	3,359	1%

CLINICAL HEALTH	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	1,048,129	1,028,820	1,172,172	92,085	1,264,257	1,245,567	-18,690	-1%
52 - EXPENSES	4,330	4,036	4,909	0	4,909	4,909	0	0%
SUB-TOTALS:	1,052,459	1,032,856	1,177,081	92,085	1,269,166	1,250,476	-18,690	-1%
57 - FRINGE BENEFITS	191,040	189,776	214,622	-3,976	210,646	239,480	28,834	14%
SUB-TOTALS:	191,040	189,776	214,622	-3,976	210,646	239,480	28,834	14%
Element Totals:	1,243,500	1,222,632	1,391,703	88,109	1,479,812	1,489,956	10,144	1%

HUMAN SERVICES	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	200,890	261,595	111,602	4,634	116,236	77,653	-38,583	-33%
52 - EXPENSES	10,760	9,010	0	0	0	0	0	0%
SUB-TOTALS:	211,650	270,605	111,602	4,634	116,236	77,653	-38,583	-33%
57 - FRINGE BENEFITS	22,989	29,897	1,044	3,976	5,020	1,126	-3,894	-78%
SUB-TOTALS:	22,989	29,897	1,044	3,976	5,020	1,126	-3,894	-78%
Element Totals:	234,639	300,502	112,646	8,610	121,256	78,779	-42,477	-35%

HUMAN RIGHTS	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	0	0	850	0	850	850	0	0%
SUB-TOTALS:	0	0	850	0	850	850	0	0%
Element Totals:	0	0	850	0	850	850	0	0%

YOUTH SERVICES	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	0	0	80,400	0	80,400	80,400	0	0%
SUB-TOTALS:	0	0	80,400	0	80,400	80,400	0	0%
Element Totals:	0	0	80,400	0	80,400	80,400	0	0%

MENTAL HEALTH SERVICES	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	0	0	126,700	0	126,700	126,700	0	0%
SUB-TOTALS:	0	0	126,700	0	126,700	126,700	0	0%
Element Totals:	0	0	126,700	0	126,700	126,700	0	0%

CHILD CARE ASSISTANCE	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	0	0	68,443	0	68,443	68,443	0	0%
SUB-TOTALS:	0	0	68,443	0	68,443	68,443	0	0%
Element Totals:	0	0	68,443	0	68,443	68,443	0	0%

YOUTH COMMISSION	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
52 - EXPENSES	0	0	2,500	-25	2,475	2,500	25	1%
SUB-TOTALS:	0	0	2,500	-25	2,475	2,500	25	1%
Element Totals:	0	0	2,500	-25	2,475	2,500	25	1%

DEPARTMENT:
501 - HEALTH & HUMAN SERVICES

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	HHS Commissioner	H14	1	103,732	1	104,372
	PH Prog Specialist	H07	0.53	32,984	0.53	26,550
	Head Clerk	S05	2	81,867	2	76,176
	Head Clerk	S05	1	40,126	1	41,186
	Sr Sanitary Inspector	S09	2	116,871	2	117,593
	Sanitary Inspector	S08	2	106,915	2	107,575
	Director-Clinical Svcs	H10	1	75,628	1	77,653
	Special Needs Nurse	NSN	1	38,653	1	40,688
	Certified FT Nurse	NFT	2	107,847	2	101,118
	Certified School Nurse	NCS	11	492,741	11	509,121
	School Nurse	NNS	11	427,418	11	437,393
	Assoc Director of H.S.	H10	1	75,628	1	77,653
	Community Social Worker	S06	0	0	1	39,733
	Account Totals:			35.53	1,700,412	36.53
511101	Public Health Nurse	QQQ	0.4	18,656	0.4	18,656
	Child Physician	QQQ	0.3	25,553	0.3	25,553
	Audiologist	QQQ	0.1	4,325	0.1	4,325
	Nurse	QQQ	0.3	16,982	0.3	16,982
Account Totals:			1.1	65,516	1.1	65,516
511102	Principal Clerk	S08	0.5	23,317	0.77	23,794
	School Health Aide	H02	2.7	63,378	2.7	63,378
Account Totals:			3.2	86,695	3.47	87,172
Report Totals:			39.83	1,852,623	41.1	1,909,500