



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

June 21, 2010

**MEMORANDUM**

**TO:** Select Local Health Departments

**FROM:** Beth Rowe-West, RN, BSN, Head  
Immunization Branch

**SUBJECT:** Final Reporting for ARRA school flu clinic project

The purpose of this memo is to remind participating counties about the upcoming deadline for final reporting requirements for the American Recovery Reinvestment Act (ARRA) project to increase the number of school-aged children vaccinated with seasonal influenza vaccine.

The Immunization Branch is required to report quarterly to the Centers for Disease Control on this project. Each health department must complete the reporting form and submit information to the Immunization Branch on the following dates:

- Final reports are due by July 1, 2010

The reporting form is included here and can be found on our website at <http://www.immunizenc.com/Memos.htm>. Forms must be returned by COB on July 1st by fax to the attention of Kristen Carroll at 919-870-4824 or by email to [Kristen.Carroll@dhhs.nc.gov](mailto:Kristen.Carroll@dhhs.nc.gov). A few important notes about the reporting form:

- Please include any information that you have not provided yet about your project. Do not report information you have reported previously on another form.
- Under the budget section, please include all information about personnel expenses. Report any money spent from the ARRA funds for retaining positions, hiring temporary staff (either part or full time); or contracting with any nursing agencies, etc for staff time. We need the number of positions newly created and the number retained, by job title, and the total number of hours worked for that time period.
- This final report may only include financial information.
- If you have submitted your final report already, you do not need to resubmit the report.

If you have questions regarding reporting or the project please call Kristen Carroll at the Immunization Branch Central Office at 919-707-5596.

**CC:** SMT CO Staff                      Jessica Gerdes    Joy Reed  
Regional Immunization Staff      Local Health Directors











**Part 4. Please list any challenges you had during this project:**

**Part 5. Please list any successes from this project:**



