

Tracey Sparks
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Frankfort, KY 40601
(502) 320-1382
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Education:

May 30, 1983 Western Hills High School Diploma
100 Doctors Drive
Frankfort, KY 40601

Experience:

August 1, 2022-present **Certification Coordinator/RMA II** **Frankfort, KY**
Supervisor: Laura Eirich **(502) 564-7996 ext. 4431**

Provides direction in planning, organizing and managing information resources in support of the Kentucky Office of Community Health Workers through Centers for Disease Control and Prevention (CDC) grants including Preventive Health and Health Services Block Grant, Community Health Workers for COVID Response and Resilient Communities (CCR). Acts as a liaison between the business/programmatic functions of the agency and the information systems function with an emphasis in online systems of training and evaluation and monitoring of information technology.

- Analyzes and documents information resources related to Community Health Worker training, certification and recertification and analyzes alternatives for collection, manipulation, storage, retrieval and dissemination of information related to Community Health Worker training, certification, and recertification, and develops recommendations accordingly.
- Assist in development of policies to ensure that agency information resource activities are compliant with the standards of the Kentucky Office of Community Health Workers, Community Health Worker Certification, and the Centers for Disease Control and Prevention requirements to Train, Deploy and Engage CHWs.
- Provide liaison/technical assistance services to partners related to information technology issues and recommend opportunities for sharing information resources through the development of inter departmental and state level systems to disseminate information related to the reach and impact of CDC grant deliverables and performance measures.
- Prepare information for presentation to agency executives and partners and reviews legislative and regulatory changes, both state and federal, for impact on agency information systems. Maintain database of hospitals who have applied for heart systems of care designation according to statute.
- Advises program managers regarding information technology projects, needs and costs related to the development of an online system to contain Community Health Worker certification and recertification applications and hospital applications for heart systems of care.

- Advises program managers regarding information technology projects, needs and costs and serves as a resource to partner programs for the collection, storage, retrieval and dissemination of information related to grant objectives and performance measures.
- Other duties as assigned including, but not limited to public health accreditation activities and quality improvement.

February 2, 2015-July 31, 2022
Frankfort, KY

Administrative Assistant

Supervisor: Sue Thomas-Cox (502) 564-7996 ext. 4431

- Provides professional support to the Branch Manager and office staff in developing, administering, implementing, and maintaining various complex programs, projects or activities.
- Provide assistance to in various ways to programs including Heart Disease and Stroke Program Task Force, Kentucky Diabetes Network, Asthma Summit, Colon Cancer Program, Arthritis Program, Kentucky Office of Community Health Workers, and the BRFSS Program.
- Develop and maintain extensive spreadsheets for various branch programs, track correspondence, purchases, and items for signatures. Entered/tracked/edited contract invoice payments through EMARS.
- Update course material on TRAIN system, receive continuing Education credits for attendance through TRAIN. Assist staff with compiling reports, packets and manuals for the various programs.
- Plan and coordinate all aspects of large conferences and meetings held by branch program, i.e. ensuring registration is set up and runs smoothly, setting up hotel inter-accounts for staff and programs.
- Enter all data into the PPATS system for all fixed assets for the branch, order all office supplies using state approved guidelines and processes.
- Communicates programmatic information system to staff.
- Plan, organize and verify the work of employees engaged in performing administrative functions.
- Responsible for answering and routing branch calls to the appropriate programs and performs all other duties as assigned.
- Maintain a spreadsheet for invoices and equipment
- Develop extensive spread sheets for various branch programs.
- Analyzes alternatives for collection, storage, retrieval, and dissemination of information related to the statewide Community Health Workers certification and certification renewal applications.
- Advises program manager regarding technology projects, needs, development of the agency information resource plan and costs for the Kentucky Office of Community Health Workers.
- All other duties/tasks as assigned

December 16, 2008-July 31, 2014 Department for Public Health/ Frankfort, KY
Education and Workforce Development
Supervisor: Rebecca Kissick-Hake (502) 564-4990
Ron Horseman (502) 564-6663

Resource Management Analysis II

- Assist TRAIN learning management system course providers with the management of their courses, course build and related use of features along with assisting their participants with access and registration issues.
- Work with course providers post program to guide them with record management and reporting features as well as with course participants post course TRAIN needs.
- Assist in TRAIN data maintenance and management including active and inactive courses, as well as course providers and course learner information.
- Assist in Distant Learning and learner training and content promotion to statewide partners. Planned, facilitated basic and advanced course provider and learner training utilizing distant learning technologies. Trained audiences including state and local health department employees and their partners of the promotion of TRAIN features and capabilities to these same audiences and leveraging distant technologies as well.
- Providing support to DPH and local health departments in video conferencing by setting them up and providing them with rooms, meeting room numbers for video conferencing and serving as one of the back-up contact for the Service Request forms.
- Attends national, state and local meeting representing TRAIN and serves on committee of relevant organizations as deemed appropriate.
- Assists in facilitating branch activities for selected DPH offerings including serving as the DPH liaison for the Pathlore system. Entering DPH Staff /field staff into the system for mandated trainings and follow up when employee is out of compliance.
- Serves as main contact for EWDB for procurement. Worked closely with State and Federal budget analysis to track budget and keep supervisor updated regarding budget and procurement by providing report on the last day of each month.
- Familiar with agency mission, goals and objectives and is knowledgeable concerning agency budget to assist in procurement process for the EWD Branch.

June 1, 1999-December 15, 2009 Department for Public Health Frankfort, KY
Prevention Quality Improvement
Behavioral Risk Factor Surveillance System
Supervisor: Janet Luttrell (502) 564-7996

Human Services Program Section Supervisor/Resource Management Analysis II

- Coordinates the Behavioral Risk Factor Surveillance System survey program.
- Supervised monthly data collection activities including 13 interviewers/BRFSS Epidemiologist and Administrative staff.
- Monitored at least 10-20% of the interview process to ensure that proper protocol was followed.
- Had primarily responsibility for completion of the Annual Cooperative Agreement, monitoring funds appropriated through the agreement and insuring that agreed upon provisions are maintained throughout the year.

- Attended annual conference.
- Made data available to all programs, universities, local, state and federal offices.
- Interpreted regulations, policies and procedures for program implementation.
- Recommended policies, goals and strategies for the BRFSS program.
- Organized and implemented new questionnaires and studies to be done from year to year to determine health care needs and resources for the state and public health programs.
- Edited and analyze data, writes program status reports for managerial supervisors.
- Reviews/records reports submitted by program recipients or agency staff for review.
- Prepares/reviews/processes and/or agency staff for review.
- Prepares/reviews/processes and/or recommended approval for contracts, grants and other program implementation.
- Attended professional meeting, clinic meetings and other meetings to gather or distribute program or technical information.
- Survey was contracted out to University of Kentucky Survey center in June, 2007.

May 16, 1998-May 30, 1999

**Department for Public Health Frankfort, KY
HIV/AIDS Program
Supervisor: Patty Sewell (502) 564-6539**

Health Data Surveillance Technician

- Interpret laws, regulations, policies and procedures for the HIV/AIDS Surveillance Program.
- Processed data requests, collected/edited/analyzed HIV/AIDS data for programs for data bases in the Surveillance Programs throughout the different states.
- Performed all analysis of program support needs/recommendations for policy/procedure modifications for the different areas in the program.
- Reviewed records/reports submitted by different doctors, hospitals, labs and health departments to comply with legal policy standards.
- Responded to record searches/requests for data from general public, government offices, or other state agencies. Reviewed financial or policy changes for the program.
- Communicated procedures to other staff in the division, other programs and field staff.
- Attended meetings to represent the HIV program.
- Assisted with the Annual Cooperative Agreement with gathering information from the data base and help set up the budget. Assisted with monitoring funds and procurement of the funds for the operation of the program.
- Assist division administrative staff on procurement purchases, credits and payments through the EMARS system.
- Worked closely with Centers for Disease Control and technical support with reporting very confidential information with HIV/AIDS cases and reporting purposes.
- Assisted with training other staff and/or other entities using reporting data, reporting forms and educate different staff throughout the department on importance in submitting data to CDC.
- Assisted with collecting data from HIV/AIDS patient's files from physicians' offices, reporting sites throughout the state.

October 16, 1986-May 15, 1998

Department for Public Health

Frankfort, KY

Sexually Transmitted Disease

Supervisor: David Raines (502) 564-4805

Health Data Surveillance Technician

- Administrator, manager/operator of the Local Area Network.
- Develop, maintained up to date reference charts/provider lists for the Sexually Transmitted Disease Management Information System (STDMIS) Network.
- Coordinated/operated a system for data collection from the Human Immunodeficiency Virus/Counseling and Testing System (HIV/CTS)
- Maintained all files and documents, developed manuals related to the Counseling and Testing Site system.
- Established and maintained effective working relationships with CDC, local Disease Intervention Specialists (DIS/field staff)
- Managed/coordinated additional equipment installation, arranged for purchases of network and hardware. Trained field staff, DPH staff on the HIV/CTS system.
- Coordinated/managed all computer trainings for DIS.
- Performed all other duties as assigned.
- Organized all purchases within the program (Drugs for treatment, STD/HIV/CTS forms, specimen plates and office supplies)

References:

Sheryl Meador	Retired DPH Employee	(502) 545-3706
Tammy Hall	Department for Public Health	(502) 564-3418
Angie Hutcherson	Department of Justice	(502) 395-3302
Bobbie Kays	Friend	(502) 680-6775

Software that I use frequently:

Microsoft Office:

Word, Access, Excel, Publisher, Outlook, SharePoint, PowerPoint,

Other Software:

PPATS, Canva, Catalyst, EMARS, KITS, KATS, RedCap