



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 6, 2023

or Procurement Director Award:

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

Marana Health Center, dba MHC Healthcare (MHC)

***Project Title/Description:**

Facilitating Patient and Provider Participation for Advancing Health Literacy Project

***Purpose:**

MHC Healthcare will work with the Pima County Health Department (PCHD) to conduct activities related to the Advancing Health Literacy project.

Amendment #1 allows for a 6-month extension due to the no-cost extension awarded by the funders at the Department of Health and Human Services' Office of Minority Health. No additional funding is obligated and programmatic activities for subrecipient will conclude by December 31, 2023.

***Procurement Method:**

This Subrecipient Agreement is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

MHC will serve as the healthcare setting to implement this pilot project of human centered design. The human centered design approach will guide and co-create with appropriate stakeholders clinical, public health and administrative healthcare solutions that will allow varied populations to find, understand and use health related information and services. In addition, the process will inform and guide implementable actions that need to be taken by MHC and the PCHD to improve health outcomes for patients and residents. The project will examine things such as policies, procedures, services, data collection/electronic health record system, messaging and educational resources with an eye towards making them more effective at meeting the needs of priority clients.

***Public Benefit:**

The project will generate new tools, practices, and systems-level changes that allow MHC Healthcare patients to find, understand and use public health information. By increasing access to culturally and linguistically appropriate health information, the PCHD will contribute to improved responses to public health strategies for communicable disease prevention and improve health outcomes for racial and ethnic minority populations and socially vulnerable populations in Pima County. Priority clients for this project are pregnant, pre- and post-partum Hispanic/Latinx/Latina women aged 20 to 45.

***Metrics Available to Measure Performance:**

The University of Arizona will be serving as the evaluation lead for this project. The metrics, including the methodological framework, process, and tools to measure project success, have been developed by a human centered design agency in partnership with the University of Arizona, the PCHD and other appropriate stakeholders, including end users. Monthly progress reports in a format provided by PCHD that demonstrate completion of assignments are submitted. A list of tasks / deliverables is included in the contract Scope of Services.

***Retroactive:**

No.

6mz approves
5/18/23 (initials)
TO: COB 5-23-23 (1)
Vers.: 5
PGS.: 6

MAY22'23 PM 12:56 PD

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____* Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? Subrecipient

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 22-150

Amendment No.: 01 AMS Version No.: 05

Commencement Date: 07/01/2023 New Termination Date: 12/31/2023

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 0.00

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: U.S. Dept. of Health and Human Services

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: [Signature] Date: 5/12/2023

Deputy County Administrator Signature: [Signature] Date: 19 May 2023

County Administrator Signature: [Signature] Date: 5/20/2023

Pima County Department of Health

Project: Facilitating Patient and Provider Participation for Advancing Health Literacy Project

Subrecipient: Marana Health Center, dba MHC Healthcare
13395 N. Marana Main Street
Marana, AZ 85653

UEI: GKMAKN7EGGW9

Agreement No.: CT-HD-22-150

Agreement Amendment No.: 01

Orig. Contract Term:	12/21/2021 – 06/30/2023	Orig. Amount:	\$751,000.00
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	N/A
Termination Date This Amendment:	12/31/2023	This Amendment Amount:	\$ 0.00
		Revised Total Amount:	\$751,000.00

SUBRECIPIENT AGREEMENT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

1.1. Background. On Dec. 21, 2021, County and Subrecipient entered into the above referenced agreement to facilitate patient and provider participation for advancing health literacy project.

1.2. Purpose. County requires to extend the term of this project.

2. Term. The County is exercising the first extension option to renew the contract for six additional months commencing on July 1, 2023 and terminating on December 31, 2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. Scope of Services. The parties have revised the Scope of Services as described in the attached **Exhibit A.1** (2 pages).

4. Exhibit B.1, Compensation. The parties have revised the Compensation as described in the attached **Exhibit B.1** (2 pages).

5. Forced Labor of Ethnic Uyghurs. Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or

suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

All other provisions of the Agreement not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

SUBRECIPIENT

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Tyler Campman

Deputy County Attorney

Tyler Campman

Print DCA Name

5/9/23

Date

APPROVED AS TO CONTENT

Marie Spivak

Department Representative

5/12/2023

Date

DocuSigned by:
Joshua Carzoli

Authorized Officer Signature

Joshua Carzoli Chief Executive Officer

Printed Name and Title

5/11/2023

Date

Exhibit A.1 – Scope of Services

Subrecipient will work with Pima County Health Department (PCHD) to conduct activities related to the HHS Office of Minority Health funded project, Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19. Sub-recipient will implement project plans for the Health Literacy project in partnership with PCHD, a human-centered design (HCD) agency and local community-based organizations and healthcare centers to generate new policies, practices, and systems-level changes that allow pregnant and pre-post-partum Hispanic/Latinx women aged 20 to 45 ("priority clients") in Pima County to find, understand and use COVID-19 public health information. Strategies to meet project deliverables include quality improvement and HCD projects within at least two designated MHC Healthcare clinics that offer OB/GYN services and the creation of tools, practices, policies, materials, and strategies that increase COVID-19 vaccine uptake and understanding among priority clients.

Tasks

Subrecipient will:

1. Co-develop the Work Plan and Disparity Impact Statement with Pima County staff as it pertains to Health Literacy activities for the 2021 – 2023 grant period. Due 30 days after Agreement is fully executed.
2. Participate in and contribute to weekly Advancing Health Literacy community of practice meetings to develop, utilize and leverage tailored COVID-19 vaccination educational materials and resources for priority clients.
3. Recruit a minimum of 10 MHC Healthcare providers and healthcare professionals to participate in at least two trainings held by Pima County staff on non-traditional reminder and recall methods to deliver evidence-based positive-vaccine messaging using plain, non-technical language, as well as to utilize the tools and conversational guidelines developed through the Human-centered Design process to support the Clinical Pilot period.
4. Conduct a thorough review of MHC Healthcare policies, protocols, practices, services and/or standards to identify potential opportunities for promoting national Culturally and Linguistically Appropriate Services (CLAS) standards and incorporating lessons learned from the human centered design process with priority clients.
5. Develop or revise a minimum of 3 MHC Healthcare policies, protocols, practices, services or standards that improve patient-provider communication using lessons learned from the human centered design process with priority clients.
6. Engage in 1 clinical Quality Improvement (QI) project lead by the human centered design agency to generate new communication strategies and techniques that address observed/informed patient-provider communication barriers at MHC Healthcare centers.
 - Use findings from the QI project to develop and execute a training, tool, or other method to improve patient-provider communication strategies and techniques.

7. Participate in a minimum of two Health IT team meetings with Pima County to discuss electronic health system data concepts and identify gaps and opportunities for improvements to increase COVID-19 vaccinations among priority clients.
 - Make any needed revisions to MHC Healthcare's electronic health record system to address gaps and opportunities for improvement identified through the Health IT meetings.
 - i. Example: Include a check box on MHC Healthcare patient medical records to show that healthcare providers asked their patient about their COVID-19 vaccination status.
 - Train MHC Healthcare providers and healthcare professionals on any new changes made to MHC Healthcare's electronic health record system.
8. Participate in and collaborate with the Advancing Health Literacy community of practice to co-develop a playbook that can be used by healthcare organizations to promote tailored COVID-19 vaccinations and messaging for priority clients.
9. Recruit a minimum of 10 MHC Healthcare providers and healthcare professionals to participate in a train-the-trainer webinar series hosted by Pima County on how to integrate cultural humility, cultural dignity and culturally competent health care into the healthcare continuum.
10. Participate in all phases of the human centered design project, led by the human centered design agency, to increase COVID-19 vaccine understanding and uptake among priority clients at MHC Healthcare centers, including the clinical pilot phase
11. Recruit a minimum of 25 priority clients to participate in the problem definition, design and prototyping phases of the human centered design project, and a minimum of 82 priority clients to participate in the clinical pilot phase. Meet with Pima County Health Literacy project staff at least monthly by phone, videoconference, or in person.
12. Complete all action plan activities assigned to MHC Healthcare in the Advancing Health Literacy action plan for the 2021 – 2023 grant period.
13. Submit Monthly Activity and Progress Reports for payment using the form co-developed with Pima County.

Due Date(s)

Monthly Reports: Due the 15th of each month for the previous month.

Exhibit B.1 – Compensation

1. Compensation

County will reimburse Subrecipient's expenses in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices will be paid on a net 30 basis in accordance with County policy. County reserves the right to audit Subrecipient's financial records as relates to the performance of duties under this Agreement.

2. Budget (December 2021 – December 2023 – 25 months)

Category	Budget	Notes
Salary & Wages	\$ 303,449.09	Staff time including 1.0 FTE Project Manager, 2 "Promotoras" (Community Health Workers) at 1.0 FTE, .10 FTE Medical Director* (at federal allowable salary limit), and other MHC staff as required to complete the requirements for the clinical pilot period.
Fringe Benefits	\$ 67,752.74	Allocated benefits for staff indicated above.
Contractual Services	\$ 43,910.00	Services that increase MHC organizational health literacy and culturally competent service delivery, including grant initiatives translation & interpreter service, environmental assessment & improvement of clinic signage and patient flow, and other contracting necessary to achieve recommendations from human-centered design process.
Equipment	\$ -	None allowed
Supplies	\$ 55,922.01	Office supplies, electronic devices (such as WiFi hotspots, cell phones, computers, tablets and laptops), patient education tools, room dividers and other supplies.
Travel	\$ 6,250.00	Local mileage and other travel (including local travel between clinical sites and in- and out-of-state travel to conferences)

Other	\$ 150,878.63	Printing costs, professional development (including, but not limited to trainings to improve health literacy), clinical quality improvement adjustments, electronic health record system changes, information technology cost, and others.
Modified Total Direct Costs	\$ 628,162.47	
Indirect Costs	\$ 62,816.25	10% IDC rate
Stipends	\$ 60,021.28	Incentives for MHC Healthcare staff for required training, time and effort and other activities related to participating in the human-centered design process, clinical pilot, evaluation activities & grant initiatives.
Total Contract Budget	\$ 751,000.00	

*Annual salary rate of pay that may be claimed under this subaward is capped at \$199,300.

3. Variance or Reprogramming

Budget variance in a category of up to 10% of the total budgeted amount is allowed while remaining within the total agreement budget. Variance of greater than 10% will require County approval of reprogramming and will be approved at the sole discretion of County