



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: October 18, 2016

or Procurement Director Award

Contractor/Vendor Name (DBA): Arizona Department of Health Services (ADHS)

Project Title/Description:

Nurse-Family Partnership Program (Home Visiting Services for MIECHV)

Purpose:

The purpose of this contract is to provide an evidence-based public health program that empowers low-income, first time mothers to become confident parents and more self-sufficient members of their community.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

Nurse-Family Partnership Goals include: Improved pregnancy outcomes by helping women improve prenatal health. Improve child health and development by helping parents provide sensitive and competent caregiving. Improve parental life-course by helping parents develop a vision for their future, plan subsequent pregnancies, continue their education and find work.

Public Benefit:

Nurse-Family Partnership has over 30 years of evidence-based outcomes that show improved pregnancy outcomes; reduction in child maltreatment and abuse; improved school readiness; improved maternal outcomes including greater economic self-sufficiency and fewer criminal convictions; and increased father presence and partner stability. Research evidence has shown that Nurse-Family Partnership delivers multi-generational outcomes that benefit communities and reduce many costs associated with social service programs.

Metrics Available to Measure Performance:

1. Increased number of pregnancies carried to full-term at 40 weeks.
2. Decreased number of low birth weight infants.
3. Increased number of mothers initiating breastfeeding at birth.
4. Increased number of infants exclusively breastfed at 6 months of age.
5. Number of children assessed as current with immunizations.
6. Number of children reported to have been screened for lead poisoning.
7. Number of children with Ages & Stages Developmental Screenings, and Ages & Stages Social Emotional Screenings completed at appropriate ages.
8. Number of emergency room visits or hospitalizations for injury or ingestion, by age.
9. Number of subsequent pregnancies.
10. Number of mothers enrolled in school.
11. Number of diplomas or GEDs completed.
12. Number of mothers working or gaining employment during the program.
13. Use of government assistance.
14. Number of mothers and children that graduate from the program.

Retroactive:

Yes. Amendment is effective 10/1/2016. Amendment was received from ADHS on 9/28/2016.

Original Information

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

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$ _____ Revenue Amount: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? Yes No Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? Yes No Not Applicable to Grant Awards

Vendor is using a Social Security Number? Yes No Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: GTAM Department Code: HD Contract Number (i.e., 15-123): 17*16

Amendment No.: One AMS Version No.: 1

Effective Date: 10/1/2016 New Termination Date: 12/31/2018 (no change)

Expense Revenue Increase Decrease Amount This Amendment: \$658,554

Funding Source(s): ADHS/ Federal (HRSA)

Cost to Pima County General Fund: \$0.00

Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____
(Required for Board Agenda/Addendum Items)

[Handwritten signatures and dates]
30 Sep 16
10/5/16
C. R. [Signature] 10/5/16



INTERGOVERNMENTAL AGREEMENT(IGA) AMENDMENT

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 North 18th Avenue, Suite 280
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax

Agreement No: **ADHS14-056244**

Amendment No.: **1**

Procurement Officer:
Sue-Anne Tan

Home Visiting Services for MIECHV

Effective October 1, 2016, it is mutually agreed that the IGA referenced above is amended as follows:

1. Pursuant to Terms and Conditions, Provision Six (6), Contract Changes, Item 6.1, Amendments, the IGA is amended as follows:
 - 1.1. Delete in its entirety, Terms and Conditions, Provision Seventeen (17), Health Insurance Portability and Accountability Act of 1996 (HIPAA) and replace with the following:

Continue on to the next page.

<p style="text-align: center;">Pima County Health Department Contractor Name</p> <p style="text-align: center;">3950 South Country Club Road Address</p> <p>Tucson Arizona 85714 City State Zip</p>	<p style="text-align: center;">CONTRACTOR SIGNATURE</p> <p style="text-align: center;">Contractor Authorized Signature</p> <p style="text-align: center;">Printed Name</p> <p style="text-align: center;">Title</p>
<p style="text-align: center;">CONTRACTOR ATTORNEY SIGNATURE</p> <p>Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.</p> <p><i>[Signature]</i> 9.29.16 Signature Date</p> <p><i>[Printed Name]</i> Printed Name</p>	<p>This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.</p> <p>State of Arizona</p> <p>Signed this _____ day of _____ 2016</p> <p>Procurement Officer</p>
<p>Attorney General Contract No. P0012014000078, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.</p> <p>Signature Date Assistant Attorney General</p> <p>Printed Name:</p>	<div style="border: 2px solid black; padding: 10px; margin: 10px;"> <p>REVIEWED BY <i>[Signature]</i> 30 Sep 16</p> <p>Appointing Authority or Designee Pima County Health Department</p> </div>



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17. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

17.1 The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Department of Administration-Arizona Strategic Enterprise Technology (ADOA-ASET) Office, the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

17.2 If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator.

1.2. Add Provision Nineteen (19) to Terms and Conditions to read as follows:

19. The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act- P.L.109-282, as amended by section 6202(a) of P.L. 110-252), found at <https://www.fsrc.gov/>

If applicable, the Contractor/Grantee shall submit to ADHS via email the Grant Reporting Certification Form. This form and the instructions can be downloaded from the ADHS Procurement website at <http://www.azdhs.gov/operations/financial-services/procurement/index.php#ffata> and must be returned to the ADHS by the 15th of the month following that in which the award was received. The form shall be completed electronically, and submitted using the steps outlined in the Grant Reporting Certification Form Instructions to the following email address: ADHS_Grant@azdhs.gov. All required fields must be filled including Top Employee Compensation, if applicable. Completing the Grant Reporting Certification Form is required for compliance with the Office of Management and Budget (OMB), found at <http://www.whitehouse.gov/omb/open>. Failure to timely submit the Grant Reporting Certification Form could result in the loss of funds. This requirement applies to all subcontractors/sub-awardees utilized by the Contractor/Grantee for amounts exceeding \$30,000.00 during the term of the Award.

1.3. Delete the following definition from the Scope of Work, Provision One (1), Definitions:

1.23 "State Nurse Consultant" refers to the position of State Nurse Consultant as outlined by NFP NSO.

1.4. Add the following definitions to the Scope of Work, Provision One (1), Definitions:

1.26 "AZETO" refers to the Arizona Efforts to Outcomes; AZETO is the Arizona Coordinated Home Visitation Data Management System.



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1.27 "Capacity" for the purpose of this document is defined by the federal funder as the total number of families that can be served at any point and time by a Local Implementing Agency and is determined by the number of contracted Family Support Specialists or Home Visitors.

1.28 "FTE" refers to Full Time Equivalent staffing positions.

1.5. Scope of Work, Provision Four (4), Scope of Service, the section for "The target Community Assessment Areas under this Contract" is revised to read as follows:

The target Community Assessment Areas under this Contract are Marana, Tucson North East, Tanque Verde, Tucson East, Arivaca, and Tohono O'odham Nation; inclusive of the following zip codes:

1.6. Scope of Work, Provision Five (5), Tasks, the following items are revised to read as follows:

5.1. Update the implementation plan within forty-five (45) days of Contract/Amendment execution. The plan shall include, but not be limited to, activities or strategies and schedules for:

5.1.2. Recruiting, hiring, and retaining staff for all positions. Include the number of positions to be hired;

5.1.11. Minimizing the attrition rates for participants enrolled in the program by maintaining no more than thirty-five percent (35%) attrition;

5.1.12. Estimating a timeline to reach maximum caseload in each location and maintaining program capacity no less than eight-five percent (85%);

5.1.18. Participating in the MIECHV statewide CQI committee including attendance in monthly meetings, reporting, and required projects;

5.2.10. Identify and recruit participants, maintaining program goal of no less than eighty-five (85%) capacity. Capacity total for this contract is 113;

5.2.14. Minimize the attrition rates for participants enrolled in the program of not exceeding thirty-five percent (35%);

5.3.5. Participate in CQI committee including monthly meetings, reporting and required projects;

1.7. Add item 5.1.22 to the Scope of Work, Provision Five (5), Tasks, Section 5.1 to read as follows:

5.1.22. Describe plan to implement services with the Tohono O'odham Nation.

1.8. Scope of Work, Provision Five (5), Tasks, item 5.5 is deleted in its entirety and replaced with the following:

5.5. Complete an Agreement with Tohono O'odham Nation to provide Nurse Family Partnership (NFP) services to tribal members who meet NFP eligibility requirements.

1.9. Scope of Work, Provision Six (6), Deliverables and Delivery Schedule, the following items/section are revised to read as follows:

6.1.1. An updated implementation plan is due to ADHS by the end of the first forty-five (45) days of the Contract/Amendment execution; and

6.2.1. Monthly invoices need to be received by ADHS twenty-one (21) days following the end of the month.



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- 6.3.1. Monthly Progress Reports are due within twenty-one (21) days following the end of the month using the ADHS form provided;
- 6.3.2. Monthly progress reports shall include a brief narrative of key achievements and any issues with funded sites. The monthly report shall outline successes and challenges including, but not limited to:
- 6.3.2.1. Current number of active families,
 - 6.3.2.2. Current number of outreach families,
 - 6.3.2.3. Number of new families enrolled during the reporting month,
 - 6.3.2.4. Number of families to disengage in service during the reporting month,
 - 6.3.2.5. Total number of home visits,
 - 6.3.2.6. Number of MIECHV funded home visitors, supervisors, and other staff currently employed and number of vacancies,
 - 6.3.2.7. Reason for families to disengage in services,
 - 6.3.2.8. Sources referrals are received from and conversion to enrollment,
 - 6.3.2.9. Referral to other community services, and
 - 6.3.2.10. Narratives on:
 - 6.3.2.10.1. Family recruitment and retention success and challenges;
 - 6.3.2.10.2. Staff recruitment;
 - 6.3.2.10.3. Staff training and supervision; and
 - 6.3.2.10.4. Community Collaboration and Outreach.
- 1.10. Revise item 6.3.3 to the Scope of Work, Provision Six (6), Deliverables and Delivery Schedule, Section 6.3. Monthly Progress, to read as follows:
- 6.3.3. The name, phone numbers, and resume of program staff if replaced, within twenty-one (21) days of hire.
- 1.11. Add the following items to the Scope of Work, Provision Six (6), Deliverables and Delivery Schedule, Section 6.5. Data, to read as follows:
- 6.5.1.9. Any additional information as requested by the federal funder; and
 - 6.5.1.10. Contractor shall ensure that data entered into the AZETO is cleaned in accordance with the most current cleaning schedule.



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1.12. Add item 6.6 to the Scope of Work, Provision Six (6), Deliverables and Delivery Schedule, to read as follows:

6.6 Annual submission of the Federal Funding Accountability and Transparency Act of 2006 (FFATA) report within forty-five (45) days of purchase order execution.

1.13. Scope of Work, item 10.2, is revised to read as follows:

10.2. Notices, correspondence, and reports from ADHS to the Contractor shall be sent to:

Pima County Health Department
Attn: Paula Mandel
3950 S. Country Club, Suite 100
Tucson, AZ 85714
Phone: 520-724-7956
Fax: 520-724-9997
E-mail: paula.mandel@pima.gov

1.14. Replace the current Price Sheet with the attached revised Price Sheet of this Amendment One (1). The IGA Item Pricing shall be revised in ProcureAZ to align with available funding upon execution of this Amendment One (1). The budget total is decreased from \$834,251.00 to **\$658,554** due to decrease of grant award.



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Price Sheet

Maternal, Infant and Early Childhood Home Visiting Program
Revised as of October 1, 2016

Cost Reimbursement Line Item Budget

ACCOUNT CLASSIFICATION	AMOUNT
Personnel	\$305,044
ERE	\$108,898
Professional & Outside Services	\$27,208
Travel Expense	\$3,462
Occupancy Expense	\$0
Other Operating Expense	\$136,286
Capital Outlay Expense	\$0
Indirect (if authorized)	\$77,656
TOTAL	\$658,554

With prior written approval from the Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require a Contract Amendment.