

Contract Number: CTN.HD.12*586-01
Effective Date : 1-1-2013
Term Date : 12-31-2013
Cost : \$73,167
Revenue : -
Total : - NTE: -
Action : 10-1-2015
Renewal By : 12-31-2015
Term : 12-31-2015
Reviewed by: [Signature]

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: Next available

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

The Arizona Department of Health Services is contracting with Pima County Health Department for the provision of services under the Strategic Prevention Enhancement (SPE) Grant, to build statewide capacity in the prevention of substance abuse and enhance statewide planning.

Amendment 1 adds funding for 01/01/2013 through 12/31/13.

CONTRACT NUMBER (If applicable): CTN 12000000000000000586, Amendment 1

STAFF RECOMMENDATION(S): **APPROVAL**

CORPORATE HEADQUARTERS: 1740 West Adams, Room 303, Phoenix, AZ 85007

Page 1 of 2

To: CHH -
COB - 5-30-13
Agenda - 6-4-13
Addendum (2)

PRY2413M117PCOLK/0-50

Procure Dept 05/22/13 PM 02:17

CLERK OF BOARD USE ONLY: BOS MTG. _____

ITEM NO. _____

PIMA COUNTY COST: ____ and/or REVENUE TO PIMA COUNTY: \$73,167

FUNDING SOURCE(S): Federal Funding-Substance Abuse Prevention and Treatment (SAPT) Block Grant
(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

Advertised Public Hearing:

		YES	X	NO
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Board of Supervisors District:

1		2		3		4		5		All	X
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IMPACT:

IF APPROVED: Pima County Health Department will be able to provide services under the Strategic Prevention Enhancement (SPE) Grant, to build statewide capacity in the prevention of substance abuse and enhance statewide planning.

IF DENIED: Pima County Health Department would lose \$73,167 federal funding and would not be able to provide services under the Strategic Prevention Enhancement (SPE) Grant, to build statewide capacity in the prevention of substance abuse and enhance statewide planning.

DEPARTMENT NAME: Pima County Health Department

CONTACT PERSON: Denise Sauer TELEPHONE NO.: (520) 243-7947



NO. C7N-HD-120000000000000000586

AMENDMENT NO. 01

INTERGOVERNMENTAL AGREEMENT (IGA)

This Amendment shall apply to all
invoices, correspondence and
documents pertaining to this
contract.ARIZONA DEPARTMENT OF
HEALTH SERVICES1740 West Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 FAX

Contract No.: ADHS12-020392

Amendment No.: 1

Procurement Specialist:
Elena Beeman

Strategic Prevention Enhancement (SPE) Grant

Effective January 1, 2013, it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows:

1. The Scope of Work Sections: B. Purpose, C. Scope of Work, H. Deliverables of this Agreement, are replaced with the Scope of Work Sections: B. Purpose, C. Scope of Work, and H. Deliverables of this Amendment.
2. The Price Sheet, of this Agreement, is replaced with the Price Sheet of this Amendment.

All other provisions of this agreement remain unchanged.

Pima County Health Department

Contractor Name

3950 S. Country Club, Suite 100

Address

Tucson

Arizona

85714-2056

City

State

Zip

Authorized Signature

Ramón O. Valadez

Print Name

Chairman

Title

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 Arizona

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.

State of Arizona

Signature

Date

Signed this _____ day of _____ 2013

Print Name

Procurement Officer

Attorney General Contract No.: P0012012000033, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney, 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.

RESERVED FOR USE BY THE SECRETARY OF STATE

Under House Bill 2011, A.R.S. § 11-952 was amended to remove the requirement that Intergovernmental Agreements be filed with the Secretary of State.

Signature


Date

Assistant Attorney General

Print Name

Reviewed:

Francisco Garcia, Director
Pima County Health Department

	<p style="text-align: center;">INTERGOVERNMENTAL AGREEMENT (IGA)</p> <p style="text-align: center;">Amendment</p>		<p>ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 West Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 FAX Procurement Specialist: Elena Beeman</p>
	Contract No.: ADHS12-020392	Amendment No.: 1	

B. Purpose

To continue to build statewide capacity to prevent substance abuse and enhance statewide planning. Additional, specially targeted capacity building will take place within Pima County; one of four of Arizona's highest need and lowest capacity and/or resourced communities: Pima, Gila, Graham, and Mohave. Tribal Nations located within these counties will be invited to participate in capacity building activities.

Goal 1: To build capacity among prevention providers and coalitions in Pima County to prevent youth alcohol and substance abuse through providing training, credentialing and opportunities for collaboration across efforts.

Goal 2: Prevent or reduce underage drinking and associated consequences and subsequently, adult problem drinking.

Goal 3: Prevent or reduce marijuana use among teens and the associated consequences.

Goal 4: Prevent or reduce prescription drug misuse and abuse and associated consequences.

1. Pima County Goals and Objectives:

GOAL # 1: Build capacity among prevention providers and coalitions in Pima County to prevent youth alcohol and substance abuse by providing training, credentialing and opportunities for collaboration across efforts.

1.1 Objective: By May 2013, increase the capacity of local prevention providers and coalitions to utilize data and effectively plan and develop logic models/strategic plans designed to prevent and reduce youth alcohol and other drug use in Pima County.

1.1.1 Action Item: By January 2013, conduct a two (2) day training/strategic planning process on using data to create a logic model and subsequent strategic prevention plan for Pima County.

1.1.2 Action Item: By April 2013, conduct a follow up session to review and revise (as necessary) previously created logic models and developed strategic plans.

1.1.2.1 Evaluation: By May 2013, ten (10) prevention providers/community coalitions participate in creating, revising and participating in a developed logic model/strategic plan for prevention efforts which in part aligns with and/or supports the AZ State Strategic Plan.


1.2 Objective: By October 2013, Increase the capacity of local prevention providers and coalitions to use social media and marketing strategies to more effectively communicate drug and alcohol prevention messaging.

1.2.1 Action Item: By July 2013, conduct a community training for twenty (20) community prevention partners, provided by Skillpath and/or media professionals on how prevention providers can most effectively use social media and marketing to reach target populations and advance their prevention efforts.

1.2.2 Action Item: By Nov 2013, Incorporate six (6) mini-trainings on various Social Media elements into existing CPC Media Marketing Outreach Support Subcommittee meetings throughout the project year.

1.2.2.1 Evaluation: By Nov 2013, ten (10) community partners report increased knowledge on how to effectively use social media and marketing to communicate drug and alcohol prevention messaging.

1.3 Objective: By Nov 2013, up to twenty (20) community preventionists receive credentialing through the AZ DHS.

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1.3.1 **Action Item:** By Jan 2013, CPC announces credentialing process guidelines and starts reimbursement process for up to twenty (20) preventionists credentialed through Arizonans for Prevention.

1.3.1.1 **Evaluation:** Up to twenty (20) preventionists become credentialed through the Arizonans for Prevention and CPC collaboration.

1.4 **Objective:** By Nov 2013, up to sixty (60) community preventionists receive training on effective strategies to recruit, engage and sustain youth prevention programs.

1.4.1 **Action Item 1.4.1:** By September 2013, CPC partners with YES program and CAST program to provide youth development training for up to sixty (60) community partners.

1.4.1.1 **Evaluation:** Sixty (60) community prevention partners receive training and report an increase in knowledge on how to recruit, engage and sustain youth in prevention programming.

GOAL # 2: Prevent or reduce underage drinking and associated consequences and subsequently, adult problem drinking.

2.1 **Objective:** By April 2013, using the AZ State Strategic Plan as a guide, convene prevention partners (such as: CPSA prevention providers, Mothers Against Drunk Driving, the Pima County Task Force to Reduce Underage Drinking, Community coalitions and other partners in prevention) to plan and engage in a collaborative effort to prevent and reduce underage drinking and its consequences in Pima County.

2.1.1 **Action Item:** By April 2013, coordinate and host a one (1) day process to share and review current underage drinking efforts in Pima County and select an evidenced based strategy for collaboration across participating prevention organizations.

2.1.2 **Action Item:** By July 2013, at least three (3) prevention partners collaborate in the implementation of an evidenced based environmental strategy to prevent underage drinking in Pima County.

2.1.2.1 **Evaluation:** By September, 2013, at least three (3) prevention partners joined in a collaborative effort and implemented an evidence based strategy to reduce and prevent underage drinking in Pima County.

GOAL #3: Prevent or reduce marijuana use (and subsequently associated consequences) among teens in Pima County.

3.1 **Objective:** By October 2013, using the Marijuana Training materials/curriculum provided by AZDrugFree.org, CPC will provide training and support to ten (10) community partner organizations in Pima County to educate their community members, families and youth on the harms and consequences of marijuana (and synthetic forms i.e. "Spice", "K2") use.

3.1.1 **Action Item:** By February 2013, coordinate and host a one (1) day Marijuana Prevention Train the Trainer process for at least ten (10) community partner organizations in Pima County.

3.1.2 **Action Item:** By March 2013, provide at least ten (10) community partner organizations with materials needed to implement the marijuana prevention curriculum and an evaluation tracking form to measure outputs and outcomes.

3.1.2.1 **Evaluation:** By October 2013, at least five (5) community partner organizations will have adopted and implemented marijuana prevention curriculum and reported outputs and outcomes back to the CPC for submission to the state.

GOAL #4: Prevent or reduce prescription drug misuse and abuse and associated consequences.



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4.1 **Objective:** By October 2013, CPC members will engage with and support prevention partners in Pima County participating in the implementation of the 2012 RX Drug Misuse plan of the AZ DHS.

4.1.1 **Action Item:** By Jan 2013, at least two (2) prevention groups send representatives to participate in the Dispose-a-Med meetings at the County and CPC provides staff support to Dispose-a-Med Leadership for the purpose of taking minutes and other minor support administrative duties.

4.1.2 **Action Item:** By May 2013, CPC coordinates a one (1) day training on Rx Drug Misuse prevention, to be conducted by AZDrugFree.org for at least ten (10) prevention organizations in Pima County.

4.1.3 **Action Item:** By May 2013, CPC provides at least ten (10) community partner organizations with materials to support RX Drug Misuse prevention strategies and an evaluation tracking form to measure outputs and outcomes.

4.1.3.1 **Evaluation:** By October 2013, at least five (5) community partner organizations will have adopted and implemented RX Drug Misuse prevention strategies and reported outputs and outcomes back to the CPC for submission to the state.

C. Scope of Work

Scope of Work	Target start date	Target completion date
1. CPC Strategic Prevention Enhancement Group (SPEG) facilitates/funds twenty (20) preventionists credentialed through Arizonans for Prevention credentialing process.	1/15/13	9/30/13
2. CPC conducts a two (2) day training/strategic planning process on using data to create a logic model and subsequent strategic prevention plan for Pima County.	1/1/13	1/31/13
3. 2 CPC member/ prevention partners send representatives to participate in the Dispose-a-Med meetings at the County and CPC provides staff support to Dispose-a-Med Leadership for the purpose of taking minutes and other minor support administrative duties.	1/31/13	11/30/13
4. CPC and prevention partners coordinate and host a one-day Marijuana Prevention Train the Trainer process for at least ten (10) community partner organizations in Pima County.	2/15/13	3/31/13
5. CPC provides at least ten (10) community partner organizations with materials needed to implement the marijuana prevention curriculum and an evaluation tracking form to measure outputs and outcomes.	2/15/13	3/31/13
6. CPC and prevention partners coordinate and host a one (1) day process to share and review current underage drinking efforts in Pima County and select an evidenced based strategy for collaboration across participating prevention organizations.	3/1/13	4/30/13
7. CPC SPEG conducts a follow up session to review and revise (as necessary) previously created logic models and developed strategic plans.	3/1/13	4/30/13



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8. CPC and prevention partners coordinate a one-day Training on RX Drug Misuse prevention, to be conducted by AZDrugFree.org for at least ten (10) prevention organizations in Pima County.	4/15/13	5/31/13
9. CPC provides at least ten (10) community partner organizations with materials to support RX Drug Misuse prevention strategies and an evaluation tracking form to measure outputs and outcomes.	4/15/13	5/31/13
10. Three (3) prevention partners collaborate in the implementation of an evidenced based environmental strategy to prevent underage drinking in Pima County.	3/1/13	8/31/13
11. CPC Media Marketing Outreach Support Subcommittee (MMOSS, working with Media Advisor) conducts a community training for twenty (25) community prevention partners, provided by Skillpath and/or media professionals on how prevention providers can most effectively use social media and marketing to reach target populations and advance their prevention efforts.	4/1/13	7/31/13
12. CPC partners with YES program and CAST program to provide youth development training for up to sixty (60) community partners.	2/1/13	11/30/13
13. CPC MMOSS incorporate six (6) mini-trainings on various Social Media elements into existing CPC MMOSS Subcommittee meetings throughout the project year.	1/15/13	11/30/13
14. CPC provides travel costs for CPC/SPEG members traveling to and from AZ State Prevention related trainings and meetings.	1/1/13	12/31/13
15. CPC staff submits program information to the APEDS database.	1/1/13	1/31/13
16. CPC staff/evaluator collects all demographic data of all persons reached through SPE activities (race, ethnicity, age, gender)	1/1/13	12/31/13
17. CPC staff/evaluator submit demographic information to APEDs for period of Jan 1, 2013 through September 30, 2013 by October 31, 2013.	1/1/12	10/31/13
18. CPC staff submits an updated Coalition profile.	1/1/13	1/31/13
19. CPC provides a training to up to twenty (25) personnel in executive management of area non-profits on how to effectively support prevention programs and efforts in Pima County.	1/1/13	3/1/2013

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H. Deliverables

Reporting

Reporting will take place one (1) time each month, fifteen (15) days following the end of the month in which services were delivered using the following table:

Task	Target begin date	Target end date	Progress
1. CPC staff submits program information to the APEDS database.	1/1/13	1/31/13	APEDs program information submitted as required
2. Coalition profile updated	1/1/13	1/31/13	Coalition profile updated and submitted as required
3. By Jan 2013, CPC announces <u>prevention credentialing</u> process guidelines and starts reimbursement process (for up to twenty (20) preventionists credentialed through Arizonans for Prevention).	1/15/13	1/31/13	Record of announcement recorded in SPE meeting minutes. Monthly record of # of preventionists credentialed in Pima County.
3a. Twenty-five (25) <u>preventionists credentialed</u> in Pima County.	2/1/13	11/30/13	Records of # of preventionists credentialed in Pima County.
4. By January 2013, conduct a two (2) day training/strategic planning process on using data to create a logic model and subsequent <u>strategic prevention plan</u> for Pima County.	1/15/13	1/31/13	Record of attendance Agenda Evaluation survey of Process
5. By Jan 2013, at least two (2) CPC member prevention groups send representatives to participate in the Dispose-a-Med meetings at the County and CPC provides staff support to Dispose-a-Med Leadership for the purpose of taking minutes and other minor support administrative duties.	1/15/13	11/30/13	Record of Dispose-a-Med Meetings attended Monthly record of support services hours (hrs.) provided
6. By March 2013, coordinate and host a one (1) day <u>Marijuana Prevention Train the Trainer</u> process for at least ten (10) community partner organizations in Pima County.	2/15/13	3/31/13	Sign in sheets Record of Training (Flyer/agenda) Training evaluations



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7. By March 2013, provide at least ten (10) community partner organizations with materials needed to implement the <u>marijuana prevention</u> curriculum and an evaluation tracking form to measure outputs and outcomes.	2/15/13	3/31/13	Record of materials provided to partner organizations
8. By April 2013, coordinate and host a one (1) day process to share and review current <u>underage drinking prevention</u> efforts in Pima County and select an evidenced based strategy for collaboration across participating prevention organizations.	3/1/13	4/30/13	Sign in sheet Record of current strategies Determination of selected strategy and action plan
9. By April 2013, conduct a follow up session to review and revise (as necessary) previously created <u>logic models</u> and <u>developed strategic plans</u> .	3/1/13	4/30/13	Sign in sheet Revised logic model/strategic plan
10. By May 2013, CPC coordinates a one-day Training on <u>RX Drug Misuse prevention</u> , to be conducted by AZDrugFree.org for at least ten (10) prevention organizations in Pima County.	4/15/13	5/31/13	Sign in sheets Record of Training (Flyer/agenda) Training evaluations
11. By May 2013 CPC provides at least ten (10) community partner organizations with materials to support <u>RX Drug Misuse prevention strategies</u> and an evaluation tracking form to measure outputs and outcomes.	4/15/13	5/31/13	Record of materials provided to partner organizations
12. By August 2013, at least three (3) prevention partners collaborate in the implementation of an evidenced based environmental strategy to prevent <u>underage drinking</u> in Pima County.	3/1/13	8/31/13	Record of participating partners Record/report of achieved outputs/outcomes associated with strategy.



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13. CPC staff/evaluator submit demographic information to APEDs for period of Jan 1, 2013 through September 30, 2013 by October 31, 2013.	1/1/12	10/31/13	Record of demographic information for period of Jan 1, 2013 through September 30, 2013.
14. By July 2013, conduct a community training for twenty-five (25) community prevention partners, provided by Skillpath and/or media professionals on how prevention providers can most effectively use <u>social media and marketing</u> to reach target populations and advance their prevention efforts.	4/1/13	7/31/13	Sign in sheets Training Flyer/Agenda Training evaluation
15. By September 2013, CPC partners with YES program and CAST program to provide <u>youth development training</u> for up to sixty (60) community partners.	2/1/13	11/30/13	Sign in sheets Training Flyers/Agendas Training evaluations
16. By Nov 2013, Incorporate six (6) mini-trainings on various <u>Social Media</u> elements into existing CPC Media Marketing Outreach Support Subcommittee meetings throughout the project year.	1/15/13	11/30/13	Sign in sheets Record of trainings (in meeting minutes)
17. By Dec 2013, SPE evaluator shares findings and <u>evaluation report</u> with CPC and SPE partner organizations.	3/1/13	12/30/13	Mid year update/benchmarks Evaluation report
18. CPC provides a training to up to twenty (25) personnel in executive management of area non-profits on how to effectively support prevention programs and efforts in Pima County.	1/1/13	3/1/13	Sign in sheet Training Outline



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BUDGET CHART 2013 Pima County

Effective 1/1/2013 to 12/31/2013

Price Sheet

Subcontractor: Compass Health Care			
Budget Category	Line Item	Year 2	
Personnel and Fringe Benefits			
Personnel	Project Director, Amy Bass, (57,000 x .15 FTE)	\$8,550	
Fringe Benefits	Agency Rate (17% x 8,550)	\$1,453	
Subtotal		\$10,003	
Contracted Services/Professional Services			
Contract services	Evaluation Services: LeCroy and Milligan, Contracted Program Evaluation Services per contract; \$.100/hr x 60 hrs	\$6,000	
	Contracted Staff Support, Project Assistant: \$16/hr x 260 hrs	\$4,160	
	Contracted Professional Consultant (Media Advisor/Web design) \$88 x 46 hrs.	\$4,048	
	Professional Trainers/Facilitators: Social Media Training costs (Skillpath) (\$2,500) and Additional Trainers \$100 x 3= (\$300)	\$2,800	
	Rx Drug Misuse Prevention Trainer 1 day	\$1,000	
	Strategic Planning Facilitation 2 days	\$3,000	
	Follow up day	\$500	
	Marijuana Prevention Trainer ½ day	\$750	
	UAD Prevention Local Facilitator (\$100) Professional Presenters (\$100 x3 = \$300)	\$400	
	SUBTOTAL for Category	\$22,658	
Travel			
All travel			



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**expenditures must
include original
itemized receipts
and comply with
Arizona state travel
policy.**

**In state travel total to attend project
related meetings and trainings.**

\$4,740

Supplies and Other Operating

Supplies

Training Hosts: Facilities and Supplies

Strategic Planning (2 days)

Host

\$1,000

Supplies

\$400

Follow up day

Host

\$300

Supplies

\$250

Marijuana Prevention ½ day

Host

\$250

Supplies

\$250

Partner MJ Session supplies

\$1,000

Underage Drinking Prevention 1 day

Host

\$400

Supplies

\$250

Partner UAD effort materials

\$600

Rx Drug Prevention 1 day

Host

\$400

Supplies

\$250

Partner RX Session supplies

Social Marketing 1 day

Host

\$400

Supplies

\$400

Social marketing Mini trainings

Host

\$0

Supplies

\$600

Project supplies for trainings and efforts

\$842

General Office Supplies and Printing
costs \$200/mo x 12 mos.

\$2,400

SUBTOTAL for category

\$9,992

Other Operating

CPC partners with YES program and
CAST program to provide youth
development training for up to sixty (60)

\$8,000



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	community partners @ \$4,000 each		
	Credentialing for 20 preventionists in Pima County \$100 x 20 preventionists	\$2,000	
	Occupancy estimated at \$20/sq. ft/yr x 60 sq ft storage of supplies	\$1,200	
	SUBTOTAL for category	\$11,200	
	Project Costs	58,593	
Indirect	Estimated at 10% Compass Healthcare	\$5,862	
Subtotal- Compass Health Care		\$64,45-5	
Pima County Health Department Personnel and Administration	Program Mgr 4hrs/monthx12 months at 28.15 per hour+ERE (32%) Administrative support 2 hrs/monthX12 months at 16.50 per hour + ERE (32%) Indirect is 11.27% of total award	\$8,712	
Total		\$73,167	
		YEAR 2	