



Contract Number: CTN-HD-14*156-01
Effective Date: 10-1-14
Term Date: 9-30-15
Cost: 4700,092.60
Revenue: 4700,092.60
Total: NTE:
Action: 7-1-15
Renewal By:
Term: 9-30-15
Reviewed by:

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: October 21, 2014

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

The Arizona Department of Health Services (ADHS) is committed to supporting County Health Departments to achieve accreditation through the voluntary Public Health Accreditation Board (PHAB). The Accreditation IGA provides a mechanism for ADHS to fund the Pima County Health Department (PCHD) to engage in activities that increase the Department's capacity to organize, prepare, and apply for the public health accreditation process. This IGA is a fixed price revenue contract. Having completed the previous deliverables, Amendment #1 is now providing \$100,092.60 for the time period from October 1, 2014 to September 30, 2015. The funding from this Amendment will be used to support the development and implementation of a department-wide quality management and workforce development program.

National public health accreditation through PHAB was launched in September 2011 with the intent to advance quality and performance within public health departments. As of September 2014, 54 public health departments have achieved national accreditation. The accreditation process provides a means for public health departments to identify performance improvement opportunities, improve management, develop leadership, and improve relationships with the community.

The PCHD has made significant progress in preparing for public health accreditation. In May 2014, the PCHD submitted its application for public health accreditation along with all three necessary prerequisites. The PCHD is current engaged in the documentation collection phase of the application process and is on track to becoming one of the first Arizona health departments to obtain public health accreditation. Funding made available through this IGA will allow the PCHD to succeed in this endeavor.

CONTRACT NUMBER (If applicable): CTN 14*0156

STAFF RECOMMENDATION(S): Approval

CORPORATE HEADQUARTERS: Phoenix, AZ

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Vendor 1
pgs 6

To: COB - 10-8-14
Agenda 10-21-14
(2)

Procure Dept 10/03/14 PM03:55

CLERK OF BOARD USE ONLY: BOS MTG. _____

ITEM NO. _____

PIMA COUNTY COST: ____ and/or REVENUE TO PIMA COUNTY: \$100,092.60

FUNDING SOURCE(S): State/Federal (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: The PCHD will have the funding in place to continue the process of accreditation with the Public Health Accreditation Board. The benefits of becoming an accredited health department include: (1) opportunities for funding; (2) demonstrated accountability and improved quality; (3) performance feedback and quality improvement; (4) accountability and credibility; and (5) staff morale and visibility.

IF DENIED: The PCHD will have to either spend County funds to achieve accreditation or not be able to complete the accreditation process. PCHD would not be able to take advantage of the benefits of accreditation without expending significant County funds that are not budgeted for this purpose.

DEPARTMENT NAME: Health

CONTACT PERSON: Sharon Grant TELEPHONE NO.: 724-7842

NOCTN.HD.14000000000000000000156

AMENDMENT NO. 01

This number must appear on all invoices, correspondence and documents pertaining to this contract.



INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT

**ARIZONA DEPARTMENT
OF HEALTH SERVICES**
1740 West Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 FAX

Contract No.: ADHS14-063033

Amendment No.: 1

Procurement Officer:
Delilah Gonzalez

PUBLIC HEALTH ACCREDITATION PREPARATION ACTIVITIES

Effective October 1, 2014, it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows:

1. Pursuant to, Terms and Conditions, Provision Six (6), **Contract Changes**, Item 6.1, Amendments, Purchase Orders and Change Orders the Agreement is hereby amended as defined by this Amendment One (1).
2. The Price Sheet is revised and replaced with the Price Sheet on Page Four (4) of this Amendment.
3. Pursuant to, Terms and Conditions, Provision Four (4), **Contract Administration and Operation**, 4.2, Contract Renewal, this Agreement is hereby extended through September 30, 2015.
4. Exhibit 1 is hereby added to the Contract.

ALL OTHER PROVISIONS OF THIS AGREEMENT REMAIN UNCHANGED.

Contractor Name:

Authorized Signature

PIMA COUNTY HEALTH DEPARTMENT

3950 S. COUNTRY CLUB

Address:

Print Name _____

TUCSON

ARIZONA

85714

City

State

Zip

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 _____ 2014.

Print Name

Title _____

Procurement Officer

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, 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 _____

Title

REVIEWED BY

Appointing Authority or Designee
Pima County Health Department

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 West Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 FAX Procurement Officer: Delilah Gonzalez
	Contract No.: ADHS14-063033	Amendment No.: 1	

5. Scope of Work, Provision 2, Categories Selected, is revised and replaced with the following:

2. **CATEGORIES SELECTED** - The following Categories have been selected from Exhibit 1 and are incorporated as outlined below:

2.3 **Category 3: Building a Culture of Quality Improvement** (related PHAB Domain: 9)

Quality improvement (QI) is the result of leadership support and requires staff commitment at all levels to build a culture of quality and ensure it is fully integrated into organizational structures, processes, services, operations, and more. Counties selecting this category may use this award to conduct activities that will show progress towards building a culture of Quality Improvement (QI) that will fulfill one (1) or more of the outlined deliverables (e.g., assessment of current QI culture and description of desired future state, plan for regularly communicating about QI activities, etc.).

2.4 **Category 4: Workforce Development** (related PHAB Domain: 8)

A multi-disciplinary workforce that is matched to the specific community being served facilitates the interdisciplinary approaches required to address the population's public health issues. PHAB Standards and Measures (v1.0) focus on the need for LHDs to take a strategic approach to the development of a trained and competent workforce to effectively perform duties. Counties selecting this category may use this award to conduct activities that will show progress towards training and development of the LHD workforce that will fulfill one (1) or more of the outlined deliverables (e.g., job descriptions that include core competencies, a workforce development plan, etc.).

6. Scope of Work, Provision 6, Deliverables is revised and replaced with the following:

6. **DELIVERABLES** - For each Category identified in Provision 5, the following Deliverables have been selected from Exhibit 1 and are incorporated as outlined below:

6.3 **Category 3: Building a Culture of Quality Improvement**

6.3.1 Detailed written description of process and criteria for identifying and initiating appropriate QI projects.


6.3.7 Completed QI plan with all required components including descriptions of the following: 1) Key quality terms; 2) Desired future state of quality; 3) Key elements of the QI governance structure; 4) Types of internal QI trainings available and conducted; 5) How projects are identified and initiated and aligned with agency strategic plan; 6) QI goals, objectives, measures with time-framed targets, and responsible parties; 7) Plan for collecting, analyzing, and tracking progress toward performance goals and making improvements as needed; and 8) Plan for regularly communicating about QI activities.

6.3.8 QI staff training including training goals and objectives, and documentation of training content such as PowerPoint presentations, a curriculum, evaluation results, etc.


6.4 **Category 4: Workforce Development**

6.4.2 Assessment(s) used to assess staff competencies against the adopted core competencies and detailed description of process for implementing assessment.

6.4.3 Staff training plan based upon results of assessment, including training schedules and description of curricula topics, and how identified gaps in staff competencies will be addressed.

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- 6.4.4 Workforce development plan that includes all required components including the following: 1) Adopted public health core competencies for staff; 2) Assessment of staff competencies against adopted core competencies; 3) Curricula and training schedules; and 4) Identification of barriers and strategies for addressing them.

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REVISED PRICE SHEET

Effective October 1, 2014

ADHS will pay for completed Tasks monthly upon receipt of an Invoice from the County

Deliverables Description	Budget Amount
Category 3, Deliverable 6.3.1: Detailed written description of process and criteria for identifying and initiating appropriate QI projects.	\$16,682.10
Category 3, Deliverable 6.3.7: Completed QI plan with all required components including descriptions of the following:	\$16,682.10
Category 3, Deliverable 6.3.8: QI staff training including training goals and objectives, and documentation of training content such as PowerPoint presentations, a curriculum, evaluation results, etc.	\$16,682.10
Category 4, Deliverable 6.4.2: Assessment(s) used to assess staff competencies against the adopted core competencies and detailed description of process for implementing assessment.	\$16,682.10
Category 4, Deliverable 6.4.3: Staff training plan based upon results of assessment, including training schedules and description of curricula topics, and how identified gaps in staff competencies will be addressed.	\$16,682.10
Category 4, Deliverable 6.4.4: Workforce development plan that includes all required components including the following: 1) Adopted public health core competencies for staff; 2) Assessment of staff competencies against adopted core competencies; 3) Curricula and training schedules; and 5) Identification of barriers and strategies for addressing them.	\$16,682.10
Total Contract Amount Not to Exceed	\$100,092.60

Contract Number	INTERGOVERNMENTAL AGREEMENT (IGA) EXHIBIT 1
ADHS14-063033	

1. **DELIVERABLES AVAILABLE FOR EACH CATEGORY IDENTIFIED ABOVE:** The applicable Deliverable/s is/are identified in the Scope of Work, Provision 6 and any changes or updates to this Provision will be made and applied via an Amendment to the Contract.

6.1 **Category 1: Progress Towards Preparing or Applying for Accreditation**

- 6.1.1 A written self-study by the Accreditation Team against the PHAB Standards, Measures, and Required Documentation that details the LHD's strengths, opportunities for improvement, and plans for addressing gaps,
- 6.1.2 Materials from staff and governing entity training(s) on the value of and LHD's process for achieving accreditation,
- 6.1.3 Detailed written description of process to systematically review and revise department policies and procedures as needed, and evidence of implementation of this process,
- 6.1.4 Detailed written description of process for identifying and reviewing documentation for PHAB, and evidence of implementation of this process,
- 6.1.5 List of possible documentation for each of the PHAB measures, using PHAB's Documentation Selection Spreadsheet or like tool.
- 6.1.6 Other deliverable related to Category 1.

6.2 **Category 2: Establishing and Monitoring a System of Performance Management**

- 6.2.1 Completed performance management self-assessment.
- 6.2.2 Detailed written performance management plan including: leadership and staff roles and responsibilities; objectives and standards for measuring progress toward milestones; methods, tools, and processes for measuring, tracking, and reporting performance; and timelines for completion.
- 6.2.3 Performance management staff training including training goals and objectives, and documentation of training content such as PowerPoint presentation, a curriculum, evaluation results, etc.
- 6.2.4 Evidence of an adopted system of performance management including the agency's selected performance goals, standards, objectives, targets, and indicators. This should include an established mechanism for data collection, analysis, and reporting of performance progress such as performance dashboards, spreadsheets and narrative text.
- 6.2.5 Detailed written description of a formal process used to select and implement an information system to support performance management efforts, such as a requirements gathering process, and evidence of implementation of process. The process should detail how the agency examined its needs related to performance management; explored various information system options; considered various stakeholders; and accounted for financial considerations.
- 6.2.6 Other Deliverable/s related to Category 2.

6.3 **Category 3: Building a Culture of Quality Improvement**

- 6.3.1 Detailed written description of assessment results for current QI culture and desired future state of quality in organization,
- 6.3.2 Detailed written description and documentation of the LHD's QI governance structure,
- 6.3.3 Detailed written description of process and criteria for identifying and initiating appropriate QI projects,
- 6.3.4 Detailed written description of process for identifying performance goals, objectives, and measures with time-framed targets

Contract Number	INTERGOVERNMENTAL AGREEMENT (IGA) EXHIBIT 1
ADHS14-063033	

- 6.3.5 Detailed written plan for collecting, analyzing, and tracking progress toward performance goals and making improvements as needed,
- 6.3.6 Detailed written description of the LHD's plan for regularly communicating about QI activities in the department, and evidence of at least 3 of those mechanisms implemented,
- 6.3.7 Completed QI plan with all required components including descriptions of the following: 1) Key quality terms; 2) Desired future state of quality; 3) Key elements of the QI governance structure; 4) Types of internal QI trainings available and conducted; 5) How projects are identified and initiated and aligned with agency strategic plan; 6) QI goals, objectives, measures with time-framed targets, and responsible parties; 7) Plan for collecting, analyzing, and tracking progress toward performance goals and making improvements as needed; and 8) Plan for regularly communicating about QI activities.
- 6.3.8 QI staff training including training goals and objectives, and documentation of training content such as PowerPoint presentations, a curriculum, evaluation results, etc.,
- 6.3.9 Written or visual example of a completed QI project(s) in a program and/or administrative area, and
- 6.3.10 Other Deliverable/s related to Category 3.

6.4 Category 4: Workforce Development

- 6.4.1 Detailed written plan for ensuring adoption of relevant public health core competencies among staff,
- 6.4.2 Assessment(s) used to assess staff competencies against the adopted core competencies and detailed description of process for implementing assessment,
- 6.4.3 Staff training plan based upon results of assessment, including training schedules and description of curricula topics, and how identified gaps in staff competencies will be addressed,
- 6.4.4 Workforce development plan that includes all required components including the following: 1) Adopted public health core competencies for staff; 2) Assessment of staff competencies against adopted core competencies; 3) Curricula and training schedules; and 5) Identification of barriers and strategies for addressing them.
- 6.4.5 Other Deliverable/s related to Category 4.

6.5 Category 5: Using Award Funds for PHAB Fees

- 6.5.1 Provide evidence to ADHS that the LHD has applied to PHAB within the project timeframe.