AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Memorandum of Understanding between Rocky Mountain Health Plans Foundation and Gunnison County Health and Human Services; Baby & Me Tobacco Free Program; 1/1/14 thru 60/30/15

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnison County BOCC and Rocky Mountain Health Plans

Term Begins: 1/1/2014 **Term Ends:** 6/30/2014 **Grant Contract #:**

Summary:
MOU for administration of the Baby & Me Tabaco Free contact with the CO Dept of Health & Environment. Compensation up to $5600 for 6 month period of 1/1-6/30/2014. Amount for the next 6 months in contingent upon available funds. Training in Jan will be paid by the 6 month award. Per RFP "We wait until after training to finalize your budget." Budget to follow when guidelines made available. This will provide additional hours to WIC staff and will not require any new hires. Statement of Work incl

Fiscal Impact:

Submitted by: C. Worrall **Submitter's Email Address:** Cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

The Public Health office will receive up to $5,600 to cover general operating expenses regarding the Baby & Me program from January to June of 2014. May need to amend County budget depending on how much the PH office will spend. No match is required.

Reviewed by: GUNCOUNTY1\LNIENHUESER Discharge Date: 12/20/2013

County Attorney Review: (●) Required ( ) Not Required

Comments:

ok db 12/20/13

Reviewed by: GUNCOUNTY1\DBAUMGARTEN Discharge Date: 12/20/2013 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 12/20/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 1/7/2014 Follow Up Agenda Date:

Revised April 2013

Memorandum of Understanding Between
Rocky Mountain Health Plans Foundation
and Gunnison County Health and Human Services

Rocky Mountain Health Plans Foundation (RMHPF) has been awarded a contract by the Colorado Department of Public Health and Environment (CDPHE) to implement and support the Baby & Me Tobacco Free Program (BMTF) in 28 health departments and clinics throughout Colorado, from January 1, 2014 through June 30, 2015.

Funding for the contract has been awarded by the State for 6 months, January 1, 2014 through June 30, 2014, with funding for the following 12 months contingent on availability of State appropriations. Gunnison County Health and Human Services (Agency) is approved for funding to implement BMTF in Gunnison County.

The Rocky Mountain Health Plans Foundation is supporting this program by providing the following, either directly or through its subcontractors:

1. Training of Agency staff implementing the program.
2. Ongoing technical assistance for implementing the program.
3. Program materials, brochures, and vouchers for diapers for participants who maintain tobacco abstinence for up to 12 months postpartum.
4. Additional program supplies, including one or more carbon monoxide (CO) monitors, disposable tubes, monitor recalibration and saliva tests for additional testing, if necessary to agency.
5. Development and maintenance of a web-based database for agency documentation of participant demographic information and participant visits.
6. Compensation of up to $5600 to Gunnison County Health and Human Services for the Agency's expenses related to implementing the program, including staff time, travel, other supplies and capital expenses not listed in #1-5 above. This allocation is for the 6 month period of January 1, 2014 – June 30, 2014. Additional funding for July 1, 2014 – June 30, 2015 is contingent on continuation of the grant from CDPHE and will result in an amendment to this MOU.
7. Evaluation of program outcomes.
8. Oversight of the program, fiscal accounting of program expenses, invoicing CDPHE and reimbursing agency when reimbursement from CDPHE is received, and reporting of all program activities to CDPHE.
9. Application to CDPHE for continuation of funding for FY 15 (July 1, 2014 – June 30, 2015).

Gunnison County Health and Human Services supports the Baby & Me Tobacco Free mission of reducing tobacco use of prenatal and postpartum women in Colorado and agrees to the following within timeframes specified in the Statement of Work for Participating Agencies:

1. Define and implement the model of delivery of the program in the agency and identify the staff responsible for administering the program.

2. Assure Agency staff involved in the program are trained by BMTF administrators.
3. Develop budget, based on allocation and guidelines from BMTF administrators, and submit budget to BMTF administrators. Invoice BMTF administrators for actual expenses, with receipts. Submit accounting of agency activities related to program implementation.
4. Identify local community referral sources, promote referrals to the agency's BMTF program, and document activities.
5. Screen for smoking status all pregnant women served by the agency and enroll eligible women in the BMTF program.
6. Deliver 4 different prenatal cessation sessions to enrolled women, using BMTF curriculum and document smoking status at each session.
7. Screen participants each month following delivery, up to 12 months postpartum, document smoking status, give voucher if the woman is smoke free, and provide additional cessation education on quitting if the woman is not smoke free.
8. Assure secure method for retaining vouchers and documenting distribution to participants.
9. Collect all documentation from participants, based on program protocols, and enter all data on enrollment, prenatal and postpartum sessions into a web-based database maintained by the University of Colorado.
10. Consult at least monthly with BMTF administrators regarding program implementation and for technical support.
11. Participate in quarterly conference call with BMTF administrators and other agencies participating in the program.
12. Where feasible, arrange for publication in local media outlets of at least one program success story about quitting smoking during and following pregnancy, using templates provided by BMTF administrators.

The effective date of this Memorandum of Understanding is January 1, 2014.

Gunnison County Health and Human Services
by

Signature: _____
Print Name: _____
Title: _____
Street Address: _____
City, State, Zip: _____
Date: _____

Rocky Mountain Health Plans Foundation
by

Signature: Lisa Fenton Free
Lisa Fenton Free, Executive Director
2775 Crossroads Blvd
Grand Junction CO 81506
Date: December 12, 2013

Please sign 2 copies, keep a copy for your records and return a copy to Martha.Jones@rmhp.org (preferable), fax to 970-244-7970, or mail:
Martha Jones, Grant Coordinator, Rocky Mountain Health Plans Foundation,
2775 Crossroads Blvd., Grand Junction CO 81506, Phone and fax: 970-244-7970

PARTICIPATING AGENCY STATEMENT OF WORK

These provisions are to be read and interpreted in conjunction with the provisions of the Memorandum of Understanding between participating health departments or clinics and Rocky Mountain Health Plans Foundation. Only those activities and goals relevant to participating agencies have been included in this Participating Agency Statement of Work.

I. **Project Description:** Baby and Me Tobacco Free is a cessation program assisting pregnant women to quit smoking and stay quit following the delivery of their baby. Rocky Mountain Health Plans Foundation has received funding to implement the program in 28 agencies serving women in 33 counties throughout Colorado.

Project Name: Baby and Me Tobacco Free

Project Term: January 1, 2014 through June 30, 2015
This Statement of Work covers work by participating agencies during the full 18 months of the project. Funding for the contract has been awarded by CDPHE for 6 months, January 1, 2014 through June 30, 2014, with funding for the following 12 months contingent on availability of State appropriations.

II. **Definitions:**

Colorado Department of Public Health and Environment (CDPHE)
Rocky Mountain Health Plans Foundation (RMHPF)
Program Administrator (Laurie Adams)
Memorandum of Understanding (MOU)
Community Epidemiology Program Evaluation Group at the Colorado School of Public Health, University of Colorado Denver (CEPEG)

III. **Performance Requirements/Deliverables:**

Quarters:

State	**FY14 Q3:**	January 1 through March 31, 2014
	FY14 Q4:	April 1 through June 30, 2014
	FY15 Q1:	July 1 through September 30, 2014
	FY15 Q2:	October 1 through December 31, 2014
	FY15 Q3:	January 1 through March 31, 2015
	FY15 Q4:	April 1 through June 30, 2015

A. **Goal Areas: Goal Area 1:** The cessation success gap affecting low SES youth and adult smokers decreases by 50 percent.

Deliverable 1: By June 30, 2015, participating health departments and clinics will establish program infrastructure to enroll and educate primarily low socioeconomic pregnant women in their agencies using, with fidelity, the Baby and Me Tobacco Free (BMTF) smoking cessation program and protocols.
Target Population: Rocky Mountain Health Plans Foundation (RMHPF) and all subcontracting partners serving primarily low socioeconomic pregnant women.

Activity or Sub-task	Quarters of activity	Measurement	Deadline
Activity 1.2: Finalize MOU with Rocky Mountain Health Plans Foundation. Copies will be shared with CDPHE once completed.	FY14, Q3	Signed agreements	January 6, 2014
Activity 1.3: Document program delivery model for site and set site enrollment goals. Includes where program will be offered, by whom, and staff roles. Establish site budget for program, based on allocation and budget guidelines from RMHPF.	FY14, Q3	Document staffing model and enrollment goals. Document budget.	February 14, 2014.
Activity 1.7: Identify staff who will be involved in BMTF program and assure they attend facilitator training. Assure staff who will be entering data and reviewing data in the database receive training on database (see activity 3.3)	FY14, Q3	Documented by BMTF administrators	January 30, 2014 – facilitator training
Activity 1.8: Follow up with BMTF Administrators (Laurie Adams) on monthly basis. Address any issues and retrain as needed.	FY14, Q3, Q4 FY15, Q1,2,3,4	Documented by BMTF administrators	Monthly through June 30, 2015

Goal Area 1: The cessation success gap affecting low SES youth and adult smokers decreases by 50 percent

Deliverable 2: By June 30, 2015, participating health departments and clinics will enroll an aggregate total of 300 pregnant women across Colorado, by promoting BMTF in their community and enrolling pregnant smoking women in the program, educating the women in cessation activities during pregnancy and up to one year postpartum.			
Target Population: Low socioeconomic pregnant women in participating Colorado counties who have been regular smokers – including women who have smoked up to three months prior to becoming pregnant.			
Activity or Sub-task	**Quarters of activity**	**Measurement**	**Deadline**
Activity 2.1: Identify and promote BMTF program with local community referral sources and report activities to BMTF Administrators.	FY14, Q4 FY15, Q1,2,3,4	Documentation of contacts with any local community resource.	Documentation summary by the 5th of the month following each quarter through June 30, 2015
Activity 2.2: Screen for smoking status all pregnant women served by the agency, enroll eligible women in the BMTF program and document method for screening: e.g. WIC intake, clinic intake and reports to BMTF Administrator. Update documentation of enrollment in the REDCap database by the 5th of each month following enrollment.	FY14, Q4 FY15, Q1,2,3,4	Documentation of screening protocols used. Documentation of enrollment each month in REDCap database. Quarterly summary of all activity.	Ongoing through June 30, 2015
Activity 2.3: Provide 4 different prenatal coaching sessions to enrolled women using BMTF curriculum, and document smoking status at each session. Document in REDCap database by the 5th of each month following contact.	FY14, Q4 FY15, Q 1,2,3,4	REDCap database documentation of activity with quarterly summaries.	Ongoing through June 30, 2015
Activity 2.4: Consult monthly with BMTF Administrator	FY14, Q4	Documentation of monthly	Ongoing through June 30, 2015

regarding program implementation, issues, protocol questions, midcourse corrections needed, and retraining.	FY15, Q 1,2,3,4	consults.	
Activity 2.5: Assure that at least one agency staff attends quarterly BMTF conference calls or webinars. Content will include Q&A re program implementation and protocols, relevant updates, and education on related tobacco cessation topic (e.g., QuitLine, secondhand smoke, smokeless tobacco, etc.).	FY14, Q4 FY15, Q 1,2,3,4	Conference Call Agenda, meeting notes, and list of participating agencies	Ongoing through June 30, 2015
Activity 2.6: Meet with eligible women postpartum to monitor smoking status, inquire about secondhand smoke, coach as needed, and deliver voucher to qualifying women. Document in REDCap database by the 5th of each month following contact.	FY14, Q4 FY15, Q 1,2,3,4	Documentation of contacts in REDCap database	Ongoing through June 30, 2015
Activity 2.7: Where feasible, publish at least one local media story about a success story of a woman quitting smoking during and following pregnancy. Copies of media will be shared by BMTF Administrators with CDPHE.	FY15, Q3,4	Copy of media	June 30, 2015

Goal Area 1: The cessation success gap affecting low SES youth and adult smokers decreases by 50 percent.

Deliverable 3: By June 30, 2015, each participating agency's documentation and aggregate data will be reviewed to ensure the fidelity and quality of each program and to determine the overall effectiveness and outcomes of the BMTF program.			
Target Population: Pregnant women enrolled in BMTF.			
Activity or Sub-task	**Quarters of activity**	**Measurement**	**Deadline**
Activity 3.3: Assure that appropriate staff of participating agency receive web-conference training on assessment tools and Redcap database by CEPEG.	FY14, Q3	Documentation by CEPEG.	February 28, 2014
Activity 3.4: Consult with CEPEG to assure participating agency staff are using the assessment tools and database to document all contacts with program clients.	FY14, Q3	Data entered by site	March 31, 2014 and ongoing as needed
Activity 3.5: Phone calls with CEPEG as needed to ensure data collection and entry efforts are proceeding smoothly.	FY14, Q4 FY15, Q1,2,3,4	Quarterly reports from CEPEG to RMHPF on enrollment, completeness of data at each site, and log of follow-up calls.	Ongoing through June 30, 2015

Progress Reports

1. Site budget, documentation of delivery model, and enrollment goals are due on February 5, 2014. Format for reports will be provided by BMTF Administrators.

2. Progress reports are to be submitted by each participating agency on a quarterly basis by the 5th of the month following each quarter. Format for reports will be provided by BMTF Administrators.