AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Scope of Work; Colorado Department of Public Health and Environment, Local Child Fatality Review Team Planning for Colorado Child Fatality Prevention System, Phase 1; $2,500

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnison BOCC & CO Dept of Public Health & Environment; Child Fatality Prevention Review Team

Term Begins: 1/15/2014 **Term Ends:** 6/30/2014 **Grant Contract #:**

Summary:
This is funding to plan how a Child Prevention Fatality Review Team will be formed & function, who will be on the team, etc. Local Public Health agencies are charged with creating this team through SB 255. Efforts are underway to address this through a regional model with West Central Public Health Partnership. This is the scope of work for this planning period & invoice will be submitted upon completion of this work.

Fiscal Impact: $2,500

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

Finance Review: (●) Required ( ) Not Required

Comments:

This is additional funding to cover direct general operating cost while planning & developing a new Child Fatality Team. This is not in the current CFY so we will have to Amend the West Central Partnership budget to reflect this award. It may be a stand alone grant next SFY.

Reviewed by: GUNCOUNTY1\LNIENHUESER Discharge Date: 1/15/2014

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

Comments:

Reviewed by: GUNCOUNTY1\ATREZISE Discharge Date: 1/15/2014 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 1/16/2014

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

Agenda Date: 1/21/2014 Follow Up Agenda Date:

Revised April 2013

SCOPE OF WORK

Local Child Fatality Review Team Planning for Colorado Child Fatality Prevention System, Phase 1 (Local Team Development)
Colorado Department of Public Health and Environment (CDPHE)

I. Project Description:

The Child Fatality Prevention Act (Article 20.5 of Title 25, Colorado Revised Statutes) established the Child Fatality Prevention System (CFPS), a statewide, multidisciplinary, multi-agency effort to prevent child deaths. The child fatality review process uses a public health approach and brings people together from multiple disciplines to share and discuss comprehensive information on the circumstances leading to the death of a child and the response to that death. During the 2013 legislative session, the Child Fatality Prevention Act was revised to move the case review process from the state level to the local level. Colorado Department of Public Health and Environment (CDPHE) received a general fund appropriation to support CFPS activities at the state and local levels. The new statute requires local public health agencies to establish or arrange for the establishment of a local, multidisciplinary child fatality review team by January 1, 2015. The duties of the local review teams will include conducting case-specific, multidisciplinary reviews of all preventable child deaths; gather case records from a variety of sources; enter information for each case into the National Child Death Review Case Reporting System; and identify risk factors and local prevention opportunities. The mandatory team members on the local review teams include the local public health agency, county department of human services, local law enforcement agencies, district attorney's office, school districts, coroner's office or county medical examiner's office, and county attorney's office. Local public health agencies can choose to structure the local child fatality review teams as a single-county team or as a multi-county, regional team.

Project Name: Local Child Fatality Review Team Planning, Phase 1

Project Term: January 15, 2014 – June 30, 2014

II. Performance Requirements/Deliverables:

Goal 1: Finalize team structure and membership of local child fatality review teams. **Goal 1 provisions:** All deliverables (list of planning meetings; written submission of team structure, coordinating agency, contact person/local coordinator, and team members; and completed registration in National Child Death Review Reporting System) must be submitted to CDPHE.				
Primary Task 1.0: By June 30 2014, the local public health agency shall finalize local child fatality review team structure, coordinating agency, contact person, and list of team members for its county.				
Sub-task	**Deliverable(s)**	**Deadline**	**Person/ Agency Responsible**	**Budget**

1.0.1 Local public health agency shall determine, or demonstrate progress toward determining, local child fatality review team structure and identify the coordinating agency, point of contact (local coordinator), and legislatively mandated team members of local child fatality review team.	The following deliverables are to be submitted to the CFPS Program Manager: • List of date(s) for planning meetings • Written submission of local child fatality team structure and jurisdiction covered by the local team • Written submission of local child fatality team coordinating agency • Written submission of local child fatality team contact person/local coordinator • Written submission of local child fatality team members (including public health agency, department of human services, coroner, law enforcement, county attorney, district attorney, and school district) • Registration of local child fatality review team coordinators and other local child fatality team members, as needed, in the National Child Death Review Reporting System	**June 30, 2014**	Local public health agency	*$2,500*
			Total Budget	***$2,500***

III. Invoicing:

Local public health agencies are allowed to spend planning dollars on expenses related to establishing local teams, such as reimbursing travel costs for potential team members, meeting space, food, or meeting materials. If agencies are not able to use the full $2,500 on planning activities, it is acceptable to use the remaining amount to support child fatality prevention efforts (e.g. purchasing child passenger safety seats, contributing to educational campaigns, etc.).

To receive compensation, the Vendor may submit a signed CDPHE Reimbursement Invoice Form (attached to this scope of work) once all of the deliverables listed in this scope of work have been submitted to CDPHE. In the event that some or all of the deliverables will not be completed by June 30, 2014, the Vendor may provide a summary report of planning activities completed in an effort to achieve the listed deliverables and request reimbursement. Local public health agencies have until January 1, 2015 to establish local review teams.

The CDPHE Reimbursement Invoice Form must be submitted no later than **June 30, 2014**.

Submit completed CDPHE Reimbursement Invoice Form to Colleen Kapsimalis, Child Fatality Prevention System Program Manager, by email: colleen.kapsimalis@state.co.us, fax (303-691-7901), or mail:

Colleen Kapsimalis
Child Fatality Prevention System Program Manager
Prevention Services Division
Injury, Suicide and Violence Prevention Branch
Colorado Department of Public Health and Environment
PSD-ISVP-A4
4300 Cherry Creek Drive South
Denver, Colorado 80246

_____
Name (Print), Title, Agency

_____
Signature

_____
Date