AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Amendment 2 to Memorandum of Understanding between

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & Rocky Mtn. Health Plans Foundation

Term Begins: 7/1/2015 **Term Ends:** 6/30/2016 **Grant Contract #:**

Summary:

This is renewal of MOU-SOW for tobacco prevention for pregnant and new mothers. This provides 4 hrs./wk. staff time to enroll and coach participants in smoking cessation who then get 1 year of free diapers if successful in quitting.

Fiscal Impact: $8,000

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

Finance Review: (●) Required ( ) Not Required

Comments:
Extends term one more year, July 1, 2015 to June 30, 2016. Indirect (computer, etc.) used as in-kind match of $2,000

Reviewed by: Discharge Date: 7/13/2015

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

Comments:
ok db 7/6/15

Reveiwed by: Discharge Date: 7/13/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 7/13/2015

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

Agenda Date: 7/21/2015

Revised April 2015

Amendment 2
To
Memorandum Of Understanding Between
Rocky Mountain Health Plans Foundation (RMHPF)
and Gunnison County Health and Human Services (Agency)

Rocky Mountain Health Plans Foundation (RMHPF) and Agency are parties to a Memorandum of Understanding (MOU) under which Agency implements and supports the Baby & Me Tobacco Free Program (BMTF Program) as described in the MOU for the period January 1, 2014 through June 30, 2014, and an amendment which extends the terms of the MOU for the period July 1, 2014 through June 30, 2015.

Funding for the BMTF Program from the Colorado Department of Public Health and Environment (CDPHE) has been approved to continue from July 1, 2015 through June 30, 2016.

Therefore, RMHPF and Agency desire to extend the term of the MOU through June 30, 2016 as follows:

1. The Statement of Work attached as Exhibit A (Exhibit A) to this Amendment replaces the Statement of Work attached to the MOU.

2. Agency hereby agrees to continue to fulfill its duties and obligations with regard to the BMTF Program as described in the MOU and Exhibit A through and including June 30, 2016.

3. RMHPF hereby agrees to continue to fulfill its duties and obligations with regard to the BMTF Program as described in the MOU and Exhibit A through and including June 30, 2016.

4. RMHPF will reimburse Agency for expenses related to fulfilling its duties and obligations with regard to the BMTF Program as described in Exhibit A up to the amount of $8,000 for the twelve 12 month period of July 1, 2015 through June 30, 2016. RMHPF will pay the Agency upon submission by the Agency of an invoice of actual expenses at the end of each quarter during the 12 month period.

5. RMHPF will submit an application to CDPHE for continuation of funding for FY 17 and FY18 (July 1, 2016 – June 30, 2018).

6. Except as set forth in this Amendment, all terms, covenants and conditions of the MOU shall remain in full force and effect.

7. This Amendment 2 is effective as of July 1, 2015.

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: June 22, 2015

Attachment:
Exhibit A — Statement of Work for July 1, 2015 – June 30, 2016

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

EXHIBIT A
TO
AGENCY MEMORANDUM OF UNDERSTANDING
(July 1, 2015 - June 30, 2016)
STATEMENT OF WORK

These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.

I. Program Name: Baby and Me Tobacco Free
Term: July 1, 2015 – June 30, 2016

II. Project Description:
This project serves to provide a tobacco cessation program for pregnant women with monitoring for one year postpartum

III. Definitions:

AGENCY	Health Department or Clinic offering Baby & Me Tobacco Free Program
BMTF	Baby and Me Tobacco Free
MOU	Memorandum of Understanding
RMHPF	Rocky Mountain Health Plans Foundation, the Contractor and Program Administrator
Redcap database	Primary data collection tool used by project sites to collect relevant program information.
WELCO	RMHPF subcontracts with WELCO (Laurie Adams) for training and ongoing consultation with Agencies regarding program administration.

Eligible Participants are women who were regular smokers at least three (3) months prior to becoming pregnant who wish to quit or stay quit during and after pregnancy.

IV. Work Plan:
Goal: The cessation success gap affecting low socio-economic status (SES) youth and adult smokers will decrease by fifty percent (50%) and tobacco dependence will be treated as a chronic condition by health systems in Colorado.
Objective: During the term of this contract, the Agency shall implement the Baby and Me Tobacco Free (BMTF) smoking cessation program in Agency's service area, by agreeing to and accomplishing the following:

1. The Agency states how program will be implemented at agency;
2. The Agency assures all Agency staff implementing the program are trained by the Program Administrator;
3. The Agency adheres to guidelines for developing budget, documenting, and invoicing for expenses;
4. The Agency states how the BMTF program will be promoted, both internally and externally, and develops a system of referrals from medical providers;
5. The Agency defines enrollment strategies for pregnant, smoking women, including internal screening;
6. The Agency agrees to provide information and strategies to women to assist them in quitting as early as possible in their pregnancy. Information shared with enrolled women follows BMTF program guidelines and is provided through a series of four (4) prenatal contact sessions. The participant's smoking status is documented at each session. Sessions include Ask and Advise about exposure to secondhand smoke and referrals to Colorado QuitLine;
7. The Agency agrees to monitor each participant monthly for up to one year postpartum. During each session the Agency documents smoking status, provides diaper vouchers to eligible women, and provide coaching as needed to help women stay quit. The Agency assures a secure method for retaining diaper vouchers and documenting distribution to women, including having women sign for the vouchers received;
8. The Agency develops and implements a mechanism for following up on women who do not return to the Agency for prenatal or postpartum sessions, using guidelines recommended by the Program Administrator.
9. The Agency collects demographic information and documentation from participants, per program protocols and enters all data on enrollment, prenatal and postpartum sessions into a web-based database;

10. The Agency agrees to consult at least monthly with BMTF administrators regarding program implementation;
11. The Agency agrees to participate in quarterly conference calls with BMTF administrators; and,
12. The Agency agrees to arrange for publication of at least one program success story in local media outlets, to the extent possible. Where feasible, the agency uses templates provided by BMTF administrator.

V. Monitoring

RMHPF's monitoring of this MOU for compliance with performance requirements will be conducted throughout the contract period. Methods used will include a review of REDCap data, documentation of training, of monthly consultations with BMTF administrators, and attendance at quarterly webinars. Fiscal documentation may include periodic requests for additional data such as time tracking.

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
Subcontractor Budget
July 1, 2015 - June 30, 2016 (FY16)

Subcontractor Agency Name	Gunnison County Department of Health and Human Services
Budget Period	July 1, 2015 - June 30, 2016
Project Name	Baby & Me - Tobacco Free

Agency Director or Contracting Lead Name, Title, Phone and Email	Carol Worrall, RN, BSN Director of Public Health 970.641.7912 cworrall@gunnisoncounty.org
BMTF Lead Contact Name, Title, Phone and Email	Kim Bemis, Health Educator 970.641.7911 kbemis@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jody Wise, Accountant 970.641.7679 jwise@gunnisoncounty.org
Agency Address	225 N Pine St Suite E Gunnison, CO 81230
Agency Mailing Address (if different)	

Expenditure Categories						
Personal Services						
Salaried Employees		**Gross or Annual Salary**	**Fringe ($$, not %)**	**Percent of Time on Project**	**Match or In-Kind in $$ (If Applicable)**	**Total Amount Budgeted**
Position Title/Employee Name	**Description of Work**					
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
Hourly Employees		**Hourly Wage**	**Hourly Fringe ($$, not %)**	**Total # of Hours on Project for 12 months**	**Match or In-Kind (If Applicable)**	**Total Amount Budgeted**
Position Title/Employee Name	**Description of Work**					
Kim Bemis	BMTF Coordinator	$25.25	$6.96	228.80		$7,370
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
			Total Personal Services (including fringe benefits)	**0%**	**$0**	**$7,370**
Supplies & Operating Expenses (Please describe in detail the purpose of the expense and method for calculating cost. Note that incentives may not exceed a total of $25 for the fiscal year per enrollee. If you plan to use incentives, please describe method for tracking distribution.)						
Item	**Description of Item**		**Rate**	**Quantity**	**Match or In kind (if applicable)**	**Total Amount Budgeted**
Promotion	Media		90.00	4		$360
Photocopy	Patient Materials/Incentives		20.00	8		$160
Office Supplies	Miscellaneous office supplies		110.00	1		$110
						$0

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
Subcontractor Budget
July 1, 2015 - June 30, 2016 (FY16)

Subcontractor Agency Name	Gunnison County Department of Health and Human Services
Budget Period	July 1, 2015 - June 30, 2016
Project Name	Baby & Me - Tobacco Free

Agency Director or Contracting Lead Name, Title, Phone and Email	Carol Worrall, RN, BSN Director of Public Health 970.641.7912 cworrall@gunnisoncounty.org
BMTF Lead Contact Name, Title, Phone and Email	Kim Bemis, Health Educator 970.641.7911 kbemis@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jody Wise, Accountant 970.641.7679 jwise@gunnisoncounty.org
Agency Address	225 N Pine St Suite E Gunnison, CO 81230
Agency Mailing Address (if different)	

					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
			Total Supplies & Operating Expenses	**$0**	**$630**
Travel (For FY15, do not include travel for NEW staff to attend training. We will reimburse you directly for this expense.					
Item	**Description of Item**	**Rate**	**Quantity**	**Match or In kind (if applicable)**	**Total Amount Budgeted**
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
			Total Travel	**$0**	**$0**
				SUB-TOTAL	**$8,000**

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
Subcontractor Budget
July 1, 2015 - June 30, 2016 (FY16)

Subcontractor Agency Name	Gunnison County Department of Health and Human Services
Budget Period	July 1, 2015 - June 30, 2016
Project Name	Baby & Me - Tobacco Free

Agency Director or Contracting Lead Name, Title, Phone and Email	Carol Worrall, RN, BSN Director of Public Health 970.641.7912 cworrall@gunnisoncounty.org
BMTF Lead Contact Name, Title, Phone and Email	Kim Bemis, Health Educator 970.641.7911 kbemis@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jody Wise, Accountant 970.641.7679 jwise@gunnisoncounty.org
Agency Address	225 N Pine St Suite E Gunnison, CO 81230
Agency Mailing Address (if different)	

Indirect **NOTE: Indirect Costs may not be charged to RMHPF for this program. However, agencies are encouraged to list their indirect costs as In Kind.**			
Item	**Description of Item**	**Match or In kind $$**	**Indirect Costs May Not Be Charged to RMHPF**
Negotiated Indirect cost rate (Federal or CDPHE)	Computer, space, utilities, administration, financial management 25%	$2,000	**NA**
Indirect (other): please list specific indirect/administrative costs if no rate exists			**NA**
	Total Indirect	**$2,000**	**NA**
	TOTAL MATCH OR IN KIND	**$2,000**	**NA**
		TOTAL	**$8,000**

Total should not exceed amount of agency's allocation for July 1, 2015 - June 30, 2016.