AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgment of County Manager Signature; Grant

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environment

Term Begins: June 30, 2016 **Term Ends:** 6/30/2019 **Grant Contract #:**

Summary:

This is the RFA for Family Planning Title X 2016-19 for existing program. This is required to continue participating in Title X program and to receive funding. The amount is dependent upon available funds.

Fiscal Impact: TBD--amount dependent upon available funds at state level.

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

Finance Review: (●) Required ( ) Not Required

Comments:
Ongoing funding process for the Family Planning activity. No concerns with this agenda item.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 10/21/2015

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

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 10/28/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 10/28/2015

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

Agenda Date: 11/3/2015

Revised April 2015

Request for Applications (RFA)

By Invitation Only

PREVENTION SERVICES DIVISION
HEALTH SERVICES AND CONNECTIONS BRANCH

Title X Family Planning

RFA #2385

Reponses to this RFA must be received in one PDF document to:

cdphe_familyplanning@state.co.us by October 30, 2015

BACKGROUND AND OVERVIEW

The Title X Family Planning Program, officially known as Public Law 91-572 or "Population Research and Voluntary Family Planning Programs," was enacted in 1970 under President Richard Nixon as part of the Public Health Service Act. Title X is the only existing federal grant program that is completely devoted to providing comprehensive family planning and other related preventive health services to individuals. Title X is legally designed to prioritize the needs of individuals from low-income families and/or uninsured people (including those who are not eligible for Medicaid), and adolescents who might not otherwise have access to these health care services. Title X is administered by the Office of the Assistant Secretary for Health, Office of Population Affairs (OPA) by the Office of Family Planning (OFP).

For the past 45 years, the Colorado Department of Public Health and Environment (CDPHE) has successfully managed the Title X grant in order to meet the family planning needs of low-income Coloradans. According to the Guttmacher Institute's Colorado Reproductive Health Profile, in 2008 alone, "Contraceptive services provided at Title X-supported centers in Colorado helped prevent 9,600 unintended pregnancies, which would likely have resulted in about 4,300 unintended births and 4,000 abortions."

CDPHE's work plan will continue to meet the family planning needs of the state's diverse population through a variety of clinical and administrative activities that ensure Title X guidelines, priorities, and legislative mandates are met. In order to meet the open and competitive process requirements of the Title X grant, CDPHE is soliciting application responses, through this Request for Application (RFA) process, to administer state and federally funded family planning / contraceptive services programs in Colorado. *This RFA is by invitation only and open to current, Title X family planning contractors.* If renewed, contractors will begin administering Title X services under this RFA on July 1, 2016.

CURRENT CONTRACTORS

Current Title X contractors must send a letter of commitment to CDPHE, stating their continued interest in partnering in the Title X program and receiving Title X funds in the 2016-2017, and potentially 2017-2018 and 2018-2019 contract years. Submission directions:

- Current contractor organization's letter of commitment must include, at a minimum, the language provided on page 7 of this RFA.
- Letters must be placed on the organization's letterhead and signed by the Director of the organization.
- Funding for current contractors will be allocated using the existing Title X funding formula.
- The letter of commitment must be received by CDPHE by October 30, 2015 at 3:00 p.m.
- Letters must be emailed to cdphe_familyplanning@state.co.us.
- Late responses will not be accepted. No extensions or exceptions will be allowed.

FUNDING AVAILABILITY

Current Contractors: Current (2015-2016 contractors) Family Planning contractors will be included in the Title X funding formula process. All phases of the project are dependent upon funding availability.

Eligibility

Organizations eligible to apply for funding include:

- *Applicants must be a current, Title X family planning contractor. This means that applicants must have a current, 2015-2016 contract with CDPHE to conduct family planning activities*.
- *CDPHE, Family Planning Program is not currently seeking new applicants for the Title X grant*.

Federal Abortion Statement: Section 1001 of the Title X, Family Planning Act, as amended, authorizes grants "to assist in the establishment and operation of voluntary family planning projects which shall offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents)." Section 1008 of the Act, as amended, stipulates that *"None of the funds appropriated under this title shall be used in programs where abortion is a method of family planning."*

Colorado Abortion Statement: No public funds shall be used by the State of Colorado, its agencies or political subdivisions to pay or otherwise reimburse, either directly or indirectly, any person, agency or facility for the performance of any induced abortion, PROVIDED HOWEVER, that the General Assembly, by specific bill, may authorize and appropriate funds to be used for those medical services necessary to prevent the death of either a pregnant woman or her unborn child under circumstances where every reasonable effort is made to preserve the life of each.

MINIMUM QUALIFICATIONS

Eligible contractors must follow the activities featured in the scope of work on pages 12-16.

Eligible Contractors must follow the regulation and policies presented in the CDPHE Title X Clinical and Administrative Manuals:

Clinical: https://www.colorado.gov/cdphe/titlex-familyplanning
Administrative: https://www.colorado.gov/cdphe/titlex-familyplanning

Remain acceptable and in good faith by the State. For a service to be "acceptable," it must comply with all applicable Title X regulations, CDPHE nursing-medical policies and protocols, and any applicable fiscal and administrative policies and procedures of the State and Federal government.

Recognizing this family planning program requires a lot of organizational support and fiscal oversight, new applicants must have their organization's Director / CEO sign the following Required Services Checklist.

Gunnison County
COLORADO

Gunnison County Administration
Phone: (970) 641–0248 • Fax: (970) 641–3061
www.GunnisonCounty.org

SERVICES PROVIDED CHECKLIST:

Organizations applying for future family planning funds must sign the following checklist that verifies that the site has the minimum qualifications needed to become a new family planning contractor.

- ☑ On-going program promotion efforts designed to recruit clients for family planning services, and make services known to the target population;
- ☑ Direct medical or nursing services to include a comprehensive health and social history, physical examination, and laboratory services following all applicable nursing or medical policies and procedures which have been, or may be, established in the Title X program guidelines and regulations;
- ☑ Proven ability to generate revenue through billing Medicaid and/or private insurance. Ability to operate an income generating clinic business, while providing a sliding fee scale for Title X patients.
- ☑ Ability to slide family planning fees to $0 for all clients at or below 100% of Federal Poverty Level. *This includes required services, pharmaceuticals and laboratory testing.*
- ☑ Provision of a broad range of FDA-approved contraceptive methods, with particular focus on longacting, reversible contraceptives;
- ☑ Provision of education and counseling regarding family planning, pregnancy testing and pregnancy options counseling, sexually transmitted infections and HIV, nutrition, adolescent family involvement and avoidance of sexual coercion , and other related health issues;
- ☑ Follow-up and/or referral services, as appropriate;
- ☑ Ability to implement a cost analysis, sliding fee scale, client satisfaction survey, and other clinicrelated reporting and quality assurance tools on an annual basis and report back to CDPHE on results.
- ☑ Title X (state and federal) funds will not be used for abortion.
- ☑ Ability to either upload (from an EMR) or directly (hand) enter all Title X client data into the CDPHE web-based data submission system on a monthly (hand) and quarterly (data upload)basis;
- ☑ Participation in the development, implementation, and evaluation of the project by persons broadly representative of the population to be served, and by persons in the community who are knowledgeable about the community's needs for family planning services;
- ☑ Community education programs based on an assessment of the needs of the community. These programs should enhance the community's understanding of family planning and reproductive health.

Signature of Organization's Director and Date:

10/28/2015

200 East Virginia Avenue • Gunnison, CO 81230

PROJECT BUDGET, TIMELINE AND LIFE OF PROJECT

Project Budget
All phases of the project are dependent upon funding availability.

Award Period (Life of Project)
This is a possible three year opportunity (2016-2017, 2017-2018, and 2018-2019). The terms of the agreement will be from June30, 2016 through June 30, 2017, with an opportunity for up to two more years of funding. Subsequent year funding is contingent on the performance of the new contractor in the prior year, the availability of funds and the need for family planning services in the contractor area. There will be a non-competitive, re-application process in order to receive funding in subsequent years. The re-application process will require, at a minimum, an updated budget narrative form. Contract renewal is subject to an annual funding and contractor performance.

The number and amount of grant awards may vary depending on the number of awarded applications, geographic area and eligible population reach, unique community needs, and recommendations made during the review process.

Contract Term: Applications funded under the current RFA will have an anticipated service term of June 30, 2016 to June 30, 2019. Funding is determined annually and may not be available to all contractors for all three years.

Questions on the RFA
Written Question Submission via Email: Applicants may submit questions related to the RFA guidelines in writing to: cdphe_familyplanning@state.co.us no later than October 22, 2015.

The FPP will post responses to questions online at: https://www.colorado.gov/cdphe/titlex-familyplanning

HOW TO APPLY

Notification and Decision
All applicants will be notified of funding decisions, via email, on December 15, 2015.

CDPHE reserves the right to award funds based on funding availability and other variables at its discretion. CDPHE reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal or all items proposed, if deemed in the best interest of the CDPHE to do so. Failure of the applicant to provide any information requested in this Request for Applications shall be the responsibility of the applicant organization, and will result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding. Proposals may be funded fully, partially, or not at all.

This Request for Applications (RFA) is issued by the Colorado Department of Public Health and Environment (CDPHE), also referred to as the "State", for the benefit of the Prevention Services Division, Health Services and Connections Branch, Family Planning Program. CDPHE contact listed in these instructions is the sole point of contact concerning this RFA.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the CDPHE program web site at https://www.colorado.gov/cdphe/titlex-familyplanning.

Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning applicant(s). Applicants are responsible for monitoring for publication of modifications to this solicitation. It is incumbent on applicants to carefully and regularly monitor for any such notices.

Applicants are not to rely on any other statements that alter any specification or other term or condition of the solicitation. It is the responsibility of the applicant to ensure that its application is received on or before the due date and time.

All materials submitted will become public record and open to inspection after the Award notice is issued. Any materials requested to be treated as Confidential and/or Proprietary information are to be packaged separately and clearly identified. Such request must include justification for the request. The request will be reviewed and either approved or denied in writing by the CDPHE Purchasing Director. If denied, the proposer will have the opportunity to withdraw its entire application, or to remove the restrictions. (Ref §24-72-201 et.seq, C.R.S., as amended, Public [open] Records) Neither cost nor pricing information or a total application will be considered Confidential and/or Proprietary.

APPLICATION SUBMISSION CHECKLIST

- ❒ Letter of Commitment signed by Director of Organization
- ❒ Services Provided Checklist signed by Director of Organization

These letter and services provided check list must be PDF'd into one document and emailed.

Gunnison County
COLORADO

Gunnison County Administration
Phone: (970) 641–0248 • Fax: (970) 641–3061
www.GunnisonCounty.org

October 28, 2015

RE: Letter of Commitment to Title X contract services in 2016-2017

Dear CDPHE Family Planning Program,

Gunnison County will continue to serve as a Family Planning / Title X contractor with The Colorado Department of Public Health and Environment in fiscal years 2016-2017, with a possible extended contract in 2017-2018 and 2018-2019.

I have read and signed the services provided checklist on page 4 of this RFP and have read and agreed to the scope of work language on pages 12-16 of the RFP. In addition, my organization has reviewed and agrees to work under the guidelines and regulations featured on page 11.

Sincerely,

Matthew Birnie

Title: County Manager

Email: mbirnie@gunnisoncounty.org

Phone: 970-641-0248

200 East Virginia Avenue • Gunnison, CO 81230

APPLICATION TECHNICAL ASSISTANCE

Inquiries

Applicants may make written inquiries via email to obtain clarification of requirements concerning this RFA. Send all inquiries to **cdphe_familyplanning@state.co.us.**

1. Clearly identify your inquiries with the section number and paragraph number the inquiry applies to.
2. Responses to applicant inquiries will be published as a modification on https://www.colorado.gov/cdphe/titlex-familyplanning within 48 hours of the question.

SCHEDULE OF ACTIVITIES

Advertisement of Request for Applications Start Date	September 30, 2015
Deadline for application submission	October 30, 2015 at 3:00 p.m.
Application review	October 30 – November 30, 2015
Notification of awards. Funding decisions finalized. You will be contacted, via email, with application decision.	December 15, 2015
Contract award process	January 2016 - May 2016
Anticipated award start date	June 30, 2016
Required post award meeting (in-person or on phone)	July 2016

POST AWARD PROCESS

Key Contract Language/Additional Provisions: Funded applicants will receive grant program funding in the form of a State of Colorado contract or purchase order. Applicants must comply with the following requirements if funded:

- Good Standing
  Funded applicants must be in good standing with the Colorado Secretary of State at the time of the grant award.
- Certification of Non-Acceptance of Tobacco Industry Funds and Resources
  Funded applicants will be required to certify that no direct or indirect affiliation, contractual relationships, or receipt of funds or resources exist with tobacco companies or owners, affiliates, subsidiaries, holding companies, or companies involved in any way in the production, distribution, promotion, sales or use of tobacco products.
- Data Collection and Reporting
  CDPHE maintains an electronic reporting data base for all Title X clients. All eligible clients must be entered into the data base in a timely manner. Unless otherwise provided for, all data collected, or produced or derived exclusively from the applicant's work under a state contract shall remain the sole property of CDPHE. Funded applicants may be asked to make data available to CDPHE to facilitate follow-up, research, surveillance and evaluation.
- Lobbying Restrictions
  Governing legislation explicitly prohibits the use of these funds for lobbying activities. As defined, lobbying means communicating directly, or soliciting others to communicate, with a covered official for the purpose of aiding in or influencing the drafting, introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval or veto by any covered official on: (A) Any bill, resolution, amendment, nomination, appointment or report, whether or not in writing, pending or proposed for consideration by either house of the Colorado General Assembly or committee thereof, whether or not the General Assembly is in session; (B) Any other matter pending or proposed in writing by any covered official for consideration by either house of the Colorado General Assembly or a committee thereof, whether or not the General Assembly is in session.
- Reimbursement
  This contract is cost reimbursable only.
- Insurance Requirements/W-9
  Successful applicants shall comply with the State's insurance requirements to protect the grantee and the state from any damages or loss. The grantee will need to submit certificates of insurance demonstrating coverage for Professional Liability and other coverage required by the State as outlined below. Do not submit your proof of insurance with the application. The State will request that you submit proof of insurance, usually when you submit signed copies of the contract, at a later date. Basic insurance requirements are addressed in the General and Special Provisions-Contract.
- Professional Liability Insurance Policy
  The awardee agrees to maintain in full force and effect a Professional Liability Insurance Policy in the minimum amount of $1,000,000 per occurrence and $1,000,000 in the aggregate, written

on an occurrence form that provides coverage for its work undertaken pursuant to this Contract. If a policy written on an occurrence form is not commercially available, the claims-made policy shall remain in effect for the duration of this Contract and for at least two (2) years beyond the completion and acceptance of the work under this Contract, or, alternatively, a two (2) year extended reporting period must be purchased.

Title X, 2016 - 2019 Specific Notice of Award Standard Provisions:

In accepting this award, the sub-recipient will abide by all Office of Population regulations as described here:

- Title X family planning services projects should include administrative, clinical, counseling, and referral services necessary to ensure adherence to these (Title X) requirements.
- None of the funds appropriated in this Act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary that it encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.
- Notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.

Title X Statutes and Regulations

- Requirements regarding the provision of family planning services under Title X can be found in the statute (Title X of the Public Health Service Act, 42 U.S.C. 300, et seq.) and in the implementing regulations which govern project grants for family planning services (42 CFR part 59, subpart A [pdf, 103 kb]).

- Regulations that apply to grants for training to support family planning service delivery can be found at 42 CFR part 59, Subpart B ("Grants for Family Planning Service Training"). In addition, sterilization of clients as part of the Title X program must be consistent with 42 CFR part 50 subpart B, ("Sterilization of Persons in Federally Assisted Family Planning Projects").

- Title X of the Public Health Service Act authorizes the Secretary of Health and Human Services (HHS) to award grants for projects to provide family planning services to any person desiring such services, with priority given to individuals from low–income families.

- Section 1001 of the Act, as amended, authorizes grants "to assist in the establishment and operation of voluntary family planning projects which shall offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents)." Title X regulations further specify that "These projects shall consist of the educational, comprehensive medical, and social services necessary to aid individuals to determine freely the number and spacing of their children" (42 CFR 59.1). In addition, section 1001 of the statute requires that, to the extent practicable, Title X service providers shall encourage family participation in family planning services projects. Section 1008 of the Act, as amended, stipulates that "None of the funds appropriated under this title shall be used in programs where abortion is a method of family planning."

Five Major Provisions of the Law

1. 1001 – Title X Services – Heart of Title X
2. 1003 – Title X Training
3. 1004 – Title X Research
4. 1005 – Title X Information and Education
5. 1008 – The Prohibition of Abortion

- The FY 2012 HHS Appropriations Act, the Consolidated Appropriations act 2012 (Public Law 112-74) was signed into law on December 23, 2012. Under all subsequent Continuing Resolutions for FY 13 these statutory provisions continue to apply.

STATEMENT OF WORK
Title X, Family Planning Scope Of Work (SOW)

I. Project Description:

The goal of the Colorado Department of Public Health Family Planning Program (FPP) is to reduce unintended pregnancy by insuring access to quality reproductive health services to all Coloradans. Services include, but are not limited to, the following:

a) contraceptive services,
b) preventative health counseling and education services,
c) reproductive health related testing and,
d) screening and referrals
e) all services are provided on a sliding fee scale for clients with incomes that are at or below 250% of poverty level.

II. Work Plan:

Performance-Based Work Plan Table for SOW
Services or Services with Goods

Goal #1: Decrease unintended pregnancy in the state of Colorado	
Objective #1: Provide family planning services to men and women in Colorado.	
Primary Activity #1	Provide family planning services
Sub-Activity #1 Clinical Services	The following are the requirements set forth by the CDPHE Family Planning Program. All requirements must be met by June 30, annually until 2016, unless otherwise noted. **CLIENTS:** **a)** Funding is based on the unduplicated, total number of qualifying family planning clients served from the prior calendar year (the most recent 12-month data set). The goal for the number of unduplicated, qualifying family planning clients served annually is outlined in the associated Budget attached hereto as Exhibit C and incorporated herein. b) Priority: Emphasis shall be placed on priority clients that are 150% of Federal Poverty Level and below, and 19 years of age or younger. **SERVICES (Ongoing)** a) Medical Services: Contractor shall supply nursing and medical services, which shall include a comprehensive health and social history and physical examination administered in accordance with all applicable Title X regulations and, all applicable nursing-medical policies or procedures which have been, or may be, established by the CDPHE Health Services and Connections Branch b) Contraceptives: Contractor shall supply contraceptive information, education, and supplies regarding all family planning methods. Emphasis should be on long acting reversible methods of contraception such as intrauterine contraceptive devices and contraceptive

implants.

c) Laboratory: Contractor shall use a cytology laboratory chosen by the State or a laboratory proposed by the Contractor and approved by the CDPHE FPP.

d) Referral: Contractor shall refer participating families to any and all programs in its agency as indicated, such as the Special Supplemental Program for Women, Infants and Children (WIC), Early and Periodic Screening, Diagnosis and Treatment (EPSDT), Immunization Clinics, Health Care Program for Children with Special Health Care Needs (HCP), Prenatal Plus (PNP), etc. and to appropriate enabling and direct care service programs in the community. Contractor shall provide all pregnant women in need of resources for prenatal medical care information about programs such as WIC, PNP, etc. as needed and shall ensure that children ages birth through two years who may be eligible for early intervention services are referred to Early Intervention Colorado.

e) Patient Services: Contractor shall provide education and counseling services regarding family planning, family planning methods, child spacing, infertility, sterilization, nutrition, sexually transmitted diseases, HIV/AIDS, adolescent counseling and other related health issues, as outlined in the Clinical and Administrative Manual;

f) Contractor shall ensure each client is counseled appropriately on annual flu vaccine and body mass index and report in the Contractor Quarterly Report.

g) Contractor shall invest in clinical and administrative activities that include, 1) Sustaining capacity of clinic staff; 2) Outreach to new clients and populations; 3) Media and Marketing; 4) Training and Education; 5) Information Technology and Data Management; 6.) Third Party Billing and Coding Resources; 6). Increasing fiscal resources through insurance and Medicaid contracting 7) Revenue management activities that ensure billing and full clinical reimbursements are realized; 8) Infrastructure improvements to attract new clients and retain current clients; and 9) Other approved activities.

h) Contractor shall provide clinical follow-up and provide referral services, as appropriate.

MANUALS AND GUIDELINES: Contractor shall read and abide by rules and regulations described in the Title X Colorado Administrative Manual and Title X Colorado Clinical Manuals. The services provided by the Contractor to the clients it serves shall be performed pursuant to law and in accordance with prevailing medical standard of care for the same or similar medical, nursing and professional services. The services provided shall also comply with applicable Title X regulations, CDPHE FPP nursing-medical policies and procedures, and any applicable fiscal or administrative policies, laws, and regulations of the State or Federal government. These documents are incorporated and made part of this SOW by reference and are available on the following website: https://www.colorado.gov/cdphe/titlex-familyplanning
content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall comply with all updates. Contractor acknowledges having reviewed and accepted these policies and procedures.

Personnel:

a) Contractor shall follow personnel requirements as specified in most recent CDPHE FPP Clinical and Administrative Manual. Professional health care providers must be in compliance with State and Federal licensing requirements and regulations.

b) Contractor shall require any new family planning coordinator or fiscal staff working on Family Planning Program services to participate in Program and Fiscal Orientation within forty-five (45) days of employment.

	c) Data Coordinator: Contractor shall identify a Primary Data Coordinator who shall annually submit to the State a list of Family Planning data system users. Contractor shall notify the State within thirty (30) days of a change of the Primary Data Coordinator. d) Contractor must notify the State within thirty (30) days of a change of the Family Planning Program Coordinator responsible for the performance of services provided under this Contract.
Sub-Activity #2 Marketing and Education & Training	**COMMUNITY ENGAGEMENT**: a) Networking: By June 30, annually, the Contractor shall provide outreach services to at least one organization designed to improve client recruitment, strengthen existing relationships or create new linkages. b) Community Education: By June 30, annually, the Contractor shall host at least one community presentation on a family planning-related topic annually. c) Information and Education Committee (I&E): By June 30, annually, the Contractor shall provide an opportunity for community involvement and feedback by hosting an Information and Education Committee in local community at least one time per year, using Title X I& E Committee guidelines as a guide for committee work. **TRAINING:** At a minimum, the family planning coordinator shall participate in the Annual Post-Award Meeting at the start of the contract period and no more than four required topical presentations such as Human Trafficking, HIV, etc. These required training sessions shall be held electronically and recorded. If the coordinator cannot attend the webinar "live", than the recording should be reviewed within 30-days of event. Date and content of required trainings are to be determined.
Sub-Activity #3 Business	**BUSINESS TOOLS**: Contractor shall: a) Annually, perform a Cost Analysis for family planning items and services, Contractor will send cost analysis to CDPHE for review. b) Annually, create and update the annual Sliding Fee Scale with most recent Poverty Guidelines, using one of the four approved models from CDPHE. c) Annually, participate in an annual Independent Chart Audit. d) Annually, perform an annual Customer Satisfaction Survey and comment on results in the quarterly progress report. e) Ensure that all Subcontractors are fulfilling Title X Requirements by embedding Title X policy and guidelines into the subcontractor MOU, contracts and interagency agreements. Ensure sub-contractors are receiving weekly update information. Monitor the compliance of Title X regulations by subcontractor. f) Participate in an Annual Site Visit (clinical, administrative or chart) from CDPHE staff. g) Actively generating income for your clinic through Medicaid reimbursement and/ or third party insurance payors and other fund raising activities.
Sub Activity #3 Data and Reporting	**COMMUNICATION AND UPDATES**: CDPHE staff emails a Family Planning Weekly Update to all Title X contractors. This is the primary source of important information and updates from CDPHE to the family planning contractors. The Contractor shall read, share and act (when appropriate) on the information provided in the weekly emailed update. Contractor shall ensure that sub-contractors read and act (when appropriate) on updates and information provided. It is the responsibility of the contractor to stay abreast of changes in policy, updates to program reporting and Federal changes in Title X.

CLIENT DATA:

a) iCare/FPAR Data Submission: On a monthly basis (manual entry) and on a quarterly basis (electronic upload), the Contractor shall collect and provide to CDPHE all pertinent data as defined by CDPHE regarding all services offered, and all family planning clients served, by its program during the preceding month(s), and submit through the Family Planning data system available on the following website, incorporated and made part of this SOW by reference: https://www.phi.dphe.state.co.us

b) FPAR Supplementary Report: By January 1, annually, Contractor shall submit any necessary data required for the Family Planning Annual Report (supplementary information such as FTE and Pap testing) that is not collected in iCare.

FISCAL:

a) Expenditure Revenue Reports: By January 15, annually, the Contractor shall provide CDPHE with the annual Family Planning Expenditure/Revenue Reports. The Expenditure/Revenue Report form reference and is available on the following website: https://www.colorado.gov/cdphe/titlex-familyplanning

The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates after consultation with and approval by CDPHE.

QUARTERLY REPORTS: On a quarterly basis, the Contractor shall participate in state-level evaluation efforts as requested by CDPHE including, quarterly progress reports on the implementation. Failure to submit acceptable reports by the due date may result in a delay or denial of the reimbursement request. The quarterly reports will be circulated and filled-out by contractors in October (for July, August, September), January (for October, November, December) April (January, February, March) and July (April, May and June).

Measurement of Expected Results	CDPHE Title X Family Planning Program staff will measure all Family Planning Annual Report data points for each contractor. Contractors are expected to serve all clients in the contract and focus on serving low-income people and teens.	
		Completion Date
Deliverables	Quarterly Reports	4 timesa year .
	Fiscal Reporting/ Reimbursement	Monthly
	Expenditure and Revenue Reports	January
	Site Visits, Chart Audit	1 time a year
	Client data entry	Quarterly
	Required Trainings	No more than 4 times a year

III. Monitoring: CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by CDPHE *Family Planning Program staff.* Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include quarterly progress reports, site visits, fiscal reports, electronic data in iCare, independent medical chart audits, required trainings and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated annually and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

IV. Resolution of Non-Compliance: The Contractor will be notified in writing within 30 calendar days of discovery of a compliance issue. Within 45 calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the *The Family Planning Unit Manager* and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.