AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Memorandum of Understanding between Rocky Mountain

Action Requested: County Manager Signature

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

Term Begins: 7/1/15 **Term Ends:** 6/30/2018 **Grant Contract #:**

Summary:

This is renewal of expired MOU for longstanding tobacco prevention program: Baby & Me Tobacco Free. Rocky Mtn Health Plans Fo. is a grantee of CO Dept Public Health & Environment to subcontract to local public health agencies to assist pregnant women to quit smoking.

Fiscal Impact: TBD

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

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, included in budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/11/2016

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

Comments:
ok db 3/9/15

Reveiwed by: Discharge Date: 3/9/2016 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 3/11/2016

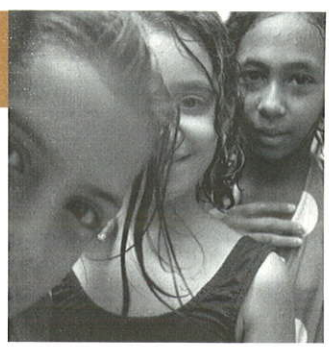
(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 3/15/2016

Revised April 2015

Rocky Mountain Health Plans
FOUNDATION

2775 Crossroads Blvd., PO Box 10600
Grand Junction, CO 81502-5600
970-248-5027



March 1, 2016

Jody Wise
Gunnison County Health and Human Services
225 N Pine Street, Suite E
Gunnison, CO 81230

Dear Jody Wise,

Thank you for your continued participation in the Baby & Me – Tobacco Free program, serving pregnant women in your community.

As a grantee of the Colorado Department Public Health and Environment, we engage in a fiscal site review by them. This year's review found many of the Memorandum of Understanding's (MOU) had not been updated in several years. Therefore, many of the requirements included in the new STEPP contract which was executed in July 2015, were not covered.

To meet these requirements, we now need your agency to sign and return this new MOU to Rocky Mountain Health Plans Foundation by March 31, 2016. We apologize for any inconvenience this causes you.

Please feel free to contact me at 970-248-5027 if you have any questions. I have enclosed a self-addressed envelope for your convenience.

Sincerely,

Lisa Fenton Free

Lisa Fenton Free
Executive Director

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

Rocky Mountain Health Plans Foundation (RMHPF) has been awarded a contract (BMTF Contract) by the Colorado Department of Public Health and Environment (CDPHE) to coordinate the statewide implementation of the Baby & Me Tobacco Free smoking cessation program (BMTF Program) in 30 public health agencies and clinics (each a Participating Agency) throughout Colorado from July 1, 2015 through June 30, 2018.

Funding for the contract has been awarded by the State for this time period contingent on availability of State appropriations. Gunnison County Health & Human Svcs(Agency) is approved for funding to implement BMTF in Gunnison county.

RMHPF is supporting the BMTF Program by providing the following, either directly or through its subcontractors:

1. Coordination of media promotion of BMTF Program by developing sample program media and distributing media samples to Participating Agencies.

2. Ongoing technical assistance for implementing the BMTF Program, including conducting monthly technical assistance consultation calls between the BMTF database developer and Agency, and hosting quarterly conference calls between the BMTF database developer and all Participating Agencies.

3. Training with Agency, including one (1) in-person training of new BMTF Program facilitators and ongoing training on BMTF Program protocols, tobacco use monitoring equipment, and the BMTF database.

4. BMTF Program materials, brochures, and vouchers for diapers for participants who maintain tobacco abstinence for up to twelve (12) months postpartum.

5. Additional BMTF Program supplies, including one or more carbon monoxide (CO) monitors, disposable tubes, monitor recalibration and saliva tests for additional testing, if necessary.

6. Development and maintenance of a BMTF database for Participating Agencies' documentation of participant demographic information and participant visits.

7. Compensation in the amounts described in the attached Budget, for the Agency's reasonable expenses related to implementing the BMTF Program, including staff time, travel, other supplies and capital expenses not listed in #1-5 above. An updated Budget for FY 17 (July 1, 2016 to June 30, 2017); and FY 18 (July 1, 2017 to June 30, 2018) will be provided to Agency when such funding is approved by CDPHE. Such costs, including costs of professional and consultant services, are compensable in accordance with the federal cost principles in 2 C.F.R. 200.459.

8. Evaluation of BMTF Program outcomes.

9. Oversight of the BMTF Program, fiscal accounting of BMTF Program expenses, invoicing CDPHE and reimbursing Agency when reimbursement from CDPHE is received, and reporting of all BMTF Program activities to CDPHE.

10. Application to CDPHE for continuation of funding for FY 16 (July 1, 2015 to June 30, 2016); FY 17 (July 1, 2016 to June 30, 2017); and FY 18 (July 1, 2017 to June 30, 2018).

Agency supports the BMTF Program 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, which is Exhibit B to the BMTF Contract:

1. Communicate to RMHPF how the BMTF Program will be implemented at the Agency and identify the staff responsible for administering the BMTF Program.

2. Ensure that all Agency staff who are implementing the BMTF Program are trained by RMHPF personnel responsible for training on the BMTF Program (BMTF Administrators).

3. Adhere to guidelines from BMTF Administrators, for developing a budget, documenting and invoicing for actual expenses, with receipts. Submit accounting of Agency activities related to BMTF Program implementation.

4. Identify how the BMTF Program will be promoted, both internally and externally, and develop a system of referrals from medical providers.

5. Define enrollment strategies for pregnant, smoking women served by the Agency, including internal screening.

6. Provide information and strategies to women to assist them in quitting as early as possible in their pregnancy. Information must follow BMTF Program guidelines and be provided through a series of four (4) prenatal contact sessions. The participant's smoking status must be documented at each session. Sessions must include Ask and Advise about exposure to secondhand smoke and referrals to Colorado QuitLine.

7. Have a mechanism for and agree to monitor each participant monthly following delivery, up to twelve (12) months postpartum. During each session, Agency must document smoking status, provide diaper vouchers to eligible women, and provide coaching as needed to help the woman stay quit.

8. Assure a secure method for retaining diaper vouchers and documenting distribution to participants.

9. Collect all demographic information from participants, per program protocols, and enter monthly all data on enrollment, prenatal, and postpartum sessions in the BMTF online Redcap database.

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 Participating Agencies.

12. Submit success stories to BMTF and local media at least twice during each contract fiscal year. Where feasible, use templates provided by BMTF Administrators.

The effective date of this Memorandum of Understanding (MOU) is July 1, 2015. This MOU shall supersede any prior agreement or memorandum of understanding between Agency and RMHPF regarding the BMTF program.

_____
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: _____

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