AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Statement of Work; Rates Assessments in Child Care

Action Requested: County Manager Signature

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

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

Summary:

SOW for immunization grant for Rate Assessment in Childcare and Kindergarten (RACK). Immunization rates to be assessed in 5 childcare centers and grade K. Will include training of childcare staff to use immun. data program (CIIS). Also to train local medical providers how to do reminder

Fiscal Impact: $13,117

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

Finance Review: (●) Required ( ) Not Required

Comments:
Indirect cost reimbursement (20%) also included for $2,623.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/28/2015

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

Comments:
ok db 7/31/15

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 7/31/2015 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 7/31/2015

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

Agenda Date: 8/4/2015

Revised April 2015

Gunnison County
COLORADO

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
225 N Pine, Gunnison, CO 81230
Website: www.GunnisonCounty.org

STATEMENT OF WORK

I. Entity Name: Gunnison County Public Heath

II. Project Description:
Rates Assessments in Child Care and Kindergarten (RACK) Project

This project serves to improve the immunization up-to-date rates of kindergarten students in Colorado schools and children attending child care centers. The project focuses on assessing immunization status and determining rates of required immunizations. The goal is to establish sustainable and efficient systems that promote disease prevention through regular immunization status assessment and immunization rate determination.

III. Definitions:

1. ACIP: Advisory Committee on Immunization Practices
2. CCC: Child Care Center
3. CDPHE: Colorado Department of Public Health and Environment
4. CIIS: Colorado Immunization Information System
5. LPHA: Local Public Health Agency
6. RACK: Rates Assessments in Child Care and Kindergarten
7. RN: Registered nurse
8. Target population: Children entering kindergarten and young children attending licensed CCCs
9. UTD: Up to date

IV. Work Plan:

Goal #1: Reduce vaccine preventable diseases in Colorado by increasing or maintaining immunization coverage.	
Objective #1: No later than the expiration date of this contract, improve up-to-date (UTD) immunization rates in children entering kindergarten and UTD rates in young children attending licensed childcare centers (CCC).	
Primary Activity #1	The Contractor shall evaluate, through CCC and kindergarten, the immunization status of a cohort of children, ages six and younger.
Sub-Activities #1	1. The Contractor shall obtain a student roster from a minimum of five (5) CCC. 2. The Contractor shall confirm all students on the roster are in CIIS. a. If a student is not in CIIS, the Contractor shall enter the student into the CIIS school application for the respective CCC. 3. The Contractor shall run the immunization rates report in CIIS for each CCC to determine which children are not up to date with current immunizations. 4. The Contractor shall email or mail the CIIS immunization rate report to the directors of each CCC. 5. The Contractor shall mail reminder/recall letters to all parents/ guardians whose children are not up to date with their immunizations. 6. The Contractor shall repeat sub-activities 2-5 four (4) times within the contract period. 7. The Contractor shall obtain and review the rosters for a minimum of two (2) elementary school kindergarten classes in the REJ1 school district. 8. The Contractor shall confirm that all students on the roster are in CIIS.

	a. If a student is not in CIIS, the Contractor shall enter the student into the CIIS school application for the respective elementary school. 9. The Contractor shall run the initial immunization rates report for the kindergarten class of each elementary school to determine which children are not UTD with current immunizations. 10. The Contractor shall email or mail the CIIS immunization rate report to the school nurse and school district superintendent. 11. The Contractor shall repeat sub-activities 8-10 three (3) times within the contract period.
Primary Activity #2	The Contractor shall attend kindergarten registration events to review records and notify families of missing immunizations.
Sub-Activities #2	1. The Contractor shall contact, by phone or email, a minimum of five (5) CCC in Gunnison County to schedule immunization record reviews prior to kindergarten registration events. 2. The Contractor shall provide a letter to a minimum of five (5) CCC, via email or email, that will be used by CCC to inform parents/guardians of children who will begin kindergarten in the fall of 2015 and the fall of 2016 of immunization requirements for school entry. 3. The Contractor shall attend a minimum of one (1) kindergarten registration event for Lake School in Gunnison and a minimum of one (1) kindergarten registration event for Crested Butte Community School in Crested Butte to review records and notify families of missing immunizations. Incentives will be used to draw families to the public health table to view and discuss immunization information and have immunization records reviewed by public health nurses. 4. The Contractor shall advertise monthly immunization clinics for school age children in Crested Butte who are not UTD with current vaccinations. 5. The Contractor shall conduct monthly immunization clinics for school age children in Crested Butte who are not UTD with current vaccinations.
Primary Activity #3	The Contractor shall provide guidance and training to CCC staff on how to regularly assess immunization status and determine immunization rates of the target population.
Sub-Activities #3	1. The Contractor shall conduct a minimum of one (1) in-person trainings with a minimum of five (5) CCC in Gunnison County. The training shall include, at a minimum, the following: a. identification of current processes utilized to determine immunization rates of children in the target population b. a review of current ACIP immunization recommendations c. CIIS overview d. how to utilize CIIS functions to determine/monitor immunization rates e. how to review immunization records f. how to confirm and enter student information in CIIS g. determine immunization status and immunization rates for children in the target population h. generate UTD and exemption rates utilizing CIIS data either manually, in an electronic format directly from CIIS or through a separate electronic school information system. 2. Two (2) months after the initial in-person training is held, the Contractor shall contact, via email, phone, or in-person, staff that attended the in-person training to provide additional guidance as requested by the participants. 3. No later than the last day of the final month of the contract, the Contractor shall meet with CCC staff, via email, phone or in-person, to confirm: a. ability to assess the immunization status and determine immunization rates for children in the target population b. ability to confirm and enter student information in CIIS a. ability to generate UTD and exemption rates utilizing CIIS data either manually, in an electronic format directly from CIIS or through a separate electronic school information system. c. that immunization rates of children in the target population have been determined b. that UTD and exemption rates have been generated utilizing CIIS data either manually, in an electronic format directly from CIIS or through a separate electronic school information system.

Primary Activity #4	The Contractor shall provide guidance and training to local medical providers to utilize CIIS for reminder/recall of all children, ages six and younger, who are due/overdue for immunizations.	
Sub-Activities #4	1. The Contractor shall conduct a minimum of one (1) in-person training with a minimum of three (3) local medical providers in Gunnison County. The training shall include, at a minimum, the following: a. benefits of CIIS for recall for local providers b. current county, state and national immunization rates for school-age children c. how to run CIIS reminder/recall reports 2. No later than the last day of the final month of the contract, the Contractor shall contact training participants, via email, phone or in-person, to evaluate effectiveness of recall activities and review current immunization rates.	
Standards and Requirements	1. The immunization record review shall include a review of a student's current immunization record, either a CIIS record or a hard copy record, to determine if the student is UTD with current ACIP-required vaccinations. 2. The Contractor shall demonstrate the following at the in-person training for CCC staff: c. identification of current processes utilized to determine immunization rates of children in the target population d. a review of current ACIP immunization recommendations e. CIIS overview f. how to utilize CIIS functions to determine/monitor immunization rates g. how to review immunization records h. how to confirm and enter student information in CIIS i. determine immunization status and immunization rates for children in the target population j. generate UTD and exemption rates utilizing CIIS data either manually or in an electronic format directly from CIIS 3. The Contractor shall demonstrate the following at the in-person training for local medical providers: a. benefits of CIIS for recall for local providers b. current county, state and national immunization rates for school-age children c. how to run CIIS reminder/recall reports	
Expected Results of Activity(s)	Increase UTD immunization rates in the target population.	
Measurement of Expected Results	Data contained in CIIS via immunization rates, progress reports and evaluation reports.	
		Completion Date
Deliverables	1. The Contractor shall submit an electronic quarterly progress report via https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16SpecialProjectsPR/index.html	No later than 15 calendar days following the last day of: March, June, September and December.
	2. The Contractor shall submit a mid-year evaluation report via https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16MidYearEvalReport/index.html	No later than 15 calendar days following the last day of December.
	3. The Contractor shall submit a year-end final evaluation report via https://fs9.formsite.com/ColoradoIMMprogram/IMMFY16YearEndEvalReport/index.html	No later than submission of the final invoice, as an addendum to the final invoice.

V. Budget:

Personal Services

Description	# hours to be worked	Hourly Rate	Budgeted Salary	Fringe (% of budgeted salary)	Amount
RN 1	144 hrs	$30.00/hr	$4,320.00	$432.00 ($3.00/hr)	$4,752.00
RN 2	96 hrs	$28.50/hr	$2,736.00	$1,344.00 ($14.00/hr)	$4,080.00
Total Personal Services:					**$8,832.00**

Supplies and Operating Expenses	
Description	**Amount**
Miscellaneous office supplies	$600.00
Educational supplies (Vaccine booklets from Vaccine Education Center –CHOP-to distribute to parents)	$400.00
Postage for reminder/recall letters	$200.00
Medical supplies (syringes, needles, gauze, etc.) for Crested Butte off- site immunization clinics	$300.00
Provider meeting lunch expenses	$450.00
Verizon mobile hotspot for laptop off site work at kindergarten registration events and while working at CCC and elementary schools- $50/month x 12 months	$600.00
Incentives to provide to children/families: Free pass to Gunnison Rec. Center or Children's Museum for UTD kindergarten children. 90 x $5.00/each Small items to provide to parents/providers at events	$450.00 $325.00
Marketing: 4 color ads to advertise infant immunization week and back to school clinic in the summer (2 in Crested Butte news/2 in Gunnison Times)	$960.00
Total Supplies and Operating:	**$4,285.00**
TOTAL EXPENSES	**$13,117.00**

Indirect	
Description	**Amount**
20% of direct cost	**$2,623.00**
TOTAL BUDGET	**$15,740.00**

VI. Additional Provisions:

To receive compensation under the Purchase Order, the Contractor shall submit a signed **Monthly** CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website http://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links and is incorporated and made part of this SOW by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form and Expenditure Details page must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget.

Scan the completed and signed CDPHE Reimbursement Invoice Form into an electronic document. Email the scanned invoice with the Excel workbook containing the Expenditure Details page to: cdphe.cisinvoice@state.co.us

Final billings under the Purchase Order must be received by the State within a reasonable time after the expiration or termination of the Purchase Order; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Purchase Order.

Unless otherwise provided for in the Purchase Order, "Local Match", if any, shall be included on all invoices as required by funding source.

VII. Monitoring:

CDPHE's monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by the Contract Monitor. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor.

VIII. 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 *Contract Monitor* 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 Terms and Conditions of this Purchase Order.

IX. Attestation:

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

_____

Contractor Name (Print) and Title

_____

Contractor Signature

_____

Date