AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Memorandum of Understanding; Rocky Mountain Health

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & Rocky Mtn Health Foundation

Term Begins: July 1, 2018 **Term Ends:** 6/30/2021 **Grant Contract #:**

Summary:

This is renewal of contract with RMHF that received Baby & Me Tobacco Free contract from state health dept. to provide tobacco prevention in pregnant & postpartum women for 1 yr. Incentive is vouchers for diapers.

Fiscal Impact: $7,997

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

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, renewal and is included in 2018 adopted budget.
ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 6/15/2018

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

Comments:
ok db 6/15/18

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 6/15/2018 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\jost Discharge Date: 6/15/2018

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 6/19/2018

Revised April 2015

Memorandum of Understanding

between Rocky Mountain Health Foundation
and Gunnison Department of Health and Human Services

Rocky Mountain Health Foundation (RMHF) has been awarded a contract by the Colorado Department of Public Health and Environment (CDPHE) to coordinate the statewide implementation of the BABY & ME – Tobacco Free Program (BMTFP) in locations throughout Colorado from July 1, 2018 through June 30, 2021.

Funding for the contract has been awarded by the State contingent on availability of State appropriations and will be paid to:

Agency Name: Gunnison Department of Health and Human Services

County(s) Served: Gunnison

Addresses and Phone numbers of Location(s):

Main Office: 225 N Pine St Suite E

Other Locations: **275 S Spruce St (temporary location until September 2018)**

RMHF is supporting the BMTFP by providing the following, either directly or through its subcontractors:

1. 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.

2. BMTF Program materials, brochures, and diapers vouchers for participants who maintain tobacco abstinence.

3. BMTF Program supplies, including carbon monoxide (CO) monitors for each location with disposable tubes, monitor recalibration and saliva tests for additional testing, as necessary.

4. Ongoing monthly consultation calls to guide and offer technical assistance for implementing the BMTF Program and quarterly conference calls.

5. Maintenance of a BMTF database for Participating Agencies' to document participant demographic information and visits.

6. Compensation in the amounts described in the attached Budget, for the Agency's reasonable expenses related to implementing BMTFP, including staff time, travel, other supplies and capital expenses. A Budget for each year from July 1, 2018 to June 30, 2021 will be confirmed for 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.

7. Evaluation and sharing of the outcomes of BMTF Program.

8. 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.

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

Agency supports the BMTF Program mission of reducing tobacco use of prenatal and postpartum women in Colorado and agrees to the following within the timeframes specified in the Statement of Work, which is Exhibit B to the BMTF Contract:

1. Communicate to RMHF how the BMTF Program is implemented at the Agency and identify the staff responsible for administering the BMTF Program.

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

3. Adhere to guidelines from RMHF, for developing a budget, documenting and invoicing for actual expenses, with timesheets and receipts. Submit quarterly accounting of Agency activities related to BMTF Program implementation by the 20th of the month following the close of each quarter - October 20, January 20th, April 20, July 20th.

4. Identify and implement ways the BMTF Program is being promoted, both internally and externally, and encourage medical providers to use the BMTF online referral system.

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

6. Provide information and approaches to women to assist them in quitting as early as possible in their pregnancy. Women can also have a family member join the program with them: spouse/partner/family member who lives with them. Family members also receive diaper vouchers when smoke free. 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 along with their participating spouse/partner/family member. 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 and family member monthly following delivery, up to twelve (12) months postpartum. During each session, Agency must document smoking status, provide diaper vouchers to eligible women and their family member 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 and eligible partners, per program protocols, and enter monthly data on enrollment, prenatal, and postpartum sessions in the BMTF online Redcap database.

10. Consult at least monthly with BMTF subcontractor regarding program implementation and for technical support.

11. Participate in quarterly conference calls with RMHF, BMTF Administrator, and other Participating Agencies.

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

The effective date of this Memorandum of Understanding (MOU) is July 1, 2018.

_____	Rocky Mountain Health Foundation
By	by
Signature: _____	Signature: Lisa Fenton Free
Print Name: Carol Worrall	Lisa Fenton Free,
Title: Public Health Director	Executive Director
Street Address: 225 N Pine St Suite E	2768 Compass Dr. #109
City, State, Zip: Gunnison, CO 81230	Grand Junction CO 81506
Date:_June 12, 2018	Date:_____

Attachments: – Budget from July 1, 2019 through June 30, 2020.

Please sign 2 copies, keep a copy for your records and return a copy to:

Lisa@RMHealth.org,

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
Subcontractor Budget
July 1, 2018 - June 30, 2019 (FY19)

Subcontractor Agency Name	Gunnison County Department of Health and Human Services
Budget Period	July 1, 2018-June 30, 2019
Project Name	Baby & Me - Tobacco Free Program (BMTFP)

Agency Director or Contracting Lead Name, Title, Phone and Email	Carol Worrall, RN, Public Health Director 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
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	$27.50	$10.80	200.00		$7,660
Susan Harrison	BMTF Counselor	$36.75	$2.91	8.50		$337
						$0
						$0
						$0
						$0
						$0
						$0
						$0
			Total Personal Services (including fringe benefits)	**0%**	**$0**	**$7,997**
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**
						$0
						$0
						$0
						$0

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
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Agency Address	225 N Pine St Suite E
Agency Mailing Address (if different)	

					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
			Total Supplies & Operating Expenses	**$0**	**$0**
Travel (For FY16, 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	**$7,997**
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)					**NA**

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION
Baby & Me - Tobacco Free
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Indirect (other): please list specific indirect/administrative costs if no rate exists	computer, office space, county administration hours	$2,000	**NA**
	Total Indirect	**$2,000**	**NA**
	TOTAL MATCH OR IN KIND	**$2,000**	**NA**
		TOTAL	**$7,997**
		Budget	**$8,000.00**

Total should not exceed amount of agency's allocation for July 1, 2018 - June 30, 2019.