

COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger

Department/Division: Health/Prevention

Date Prepared: 8/3/11

Telephone: 432-9402

Grantor: ADHS

Grant Title: IGA#: HG060004, Amend 2, TEPP

Grant Term From: 7/1/11

To: 6/30/12

Fund No/Dept. No: 249-5000-5800

Note: Fund No. will be assigned by the Finance Department if new.

New Grant ☐ Yes

☒ No

Amendment No. 2

Increase \$ n/a

Decrease \$ n/a

Briefly describe purpose of grant:

To provide Tobacco and Chronic Disease prevention and education programs to children in Cochise County, and to Cochise County employees.

If amendment, provide reason:

This amendment extends the IGA's funding for the FY11/12.

If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service:

This is not mandated.

Funding Sources	Federal Funds 332.100	State Funds 336.100	County Funds 391.000	Other	Total
Current Fiscal Year		\$331,050			\$331,050
Remaining Years					
Total Revenue		\$331,050			\$331,050

Is County match required? ☐ Yes ☒ No If yes, dollar amount \$ _____

Has this amount been budgeted? ☐ Yes ☒ No Identify Funding Source: ADHS

Federal Catalog of Federal Domestic Assistance (CFDA) No: _____

Method of collecting grant funds: Lump sum payment ☐ Quarterly payments ☐ Draw ☐ Reimbursement ☒

Is revertment of unexpended funds required at end of grant period? ☐ Yes ☒ No

a) Total A-87 cost allocation \$121,512

b) Amount of overhead allowed by grant \$37,327

County subsidy (a-b) \$84,185

Does Grantor accept indirect costs as an allowable expenditure? ☒ Yes ☐ No

If yes, dollar amount \$ _____ OR percentage allowed 15 %

Number of new positions that will be funded from grant: 0 Number of existing positions funded from grant: 4+/-

Executive Summary Form

Agenda Number: HLT (Tobacco Grant)

Recommendation:

Approval of **IGA HG060004 (Amendment 2)** for the Tobacco Education and Prevention Program, between the Arizona Department of Health Services and the Cochise County Health Department for the period 07/01/11 – 06/30/12 and is in the amount of \$331,050. The original contract is for the period of 07/01/09 – 06/30/2014.

Background (Brief):

Cochise County Health Department's Tobacco Education Prevention Program includes two strategies to improve of chronic disease prevention. The Active Adults program provides nutrition and exercise assessments & individualized plans to employees of Cochise County and Cochise College, enhancing the current employee wellness program provided through the Cochise Combined Trust. The SPARK (Sports, Play and Active Recreation for Kids) program is non-competitive, physical education curriculum designed to encourage physical activity among children – it is provided at school districts throughout the county, during PE time, recess or as an after school activity. This year, plans are to expand the tobacco-prevention component by developing youth coalitions organized around anti-tobacco activities.

Fiscal Impact & Funding Sources:

This is a grant-funded, cost reimbursement program through the Arizona Department of Health Services in the amount of \$331,050. The ADHS allowable indirect rate for this program is 15% versus the county A-87 rate of 48.83%. This results in a net County subsidy of \$84,185:

Personnel:	\$248,848
County A-87 Rate @ 48.83%:	\$121,512
<u>ADHS Indirect @ 15%:</u>	<u>\$37,327</u>
Net County Subsidy:	\$84,185

Next Steps/Action Items/Follow-up: Your approvals are respectfully requested.

Impact of Not Approving:

Not approving this amendment would result in the termination of both aspects of the Tobacco Prevention Program: chronic disease prevention among County employees and tobacco-prevention education for school children.

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	Contract No: HG060004	Amendment No. 2	Procurement Specialist Manuel Gonzales

Tobacco Education and Prevention Services

It is mutually agreed that the Intergovernmental Agreement referenced is amended, effective date of final signature unless otherwise specified, as follows:

1. Pursuant to Terms and Conditions, Page Seven (7), Provision Six (6) Contract Changes, Paragraph (6.1) Amendments, Purchase Orders and Change Orders, the Contract is amended to replace all references to "Scope of Work/Action Plan" with "Action Plan".
2. Replace sentence Scope of Work, Page Thirteen (13), 3. Task and Requirements, Paragraph 3.2: with "Develop and Perform an Action Plan in conjunction with ADHS, inclusive of goals, objectives and timelines to address ADHS Strategic Plan Goals. (See Attachment A)."
3. Replace "Goal #1: Reduce Initiation of Tobacco Use among Youth;" Scope of Work, Page Thirteen (13), 3. Task and Requirements, 3.2.1 with "Implement the Action Plan upon ADHS approval."
4. Delete in its entirety, 3.2.2, 3.2.3 & 3.2.4 Scope of Work, Page Fourteen (14), 3. Task and Requirements.
5. Delete in its entirety, Paragraph 3.4 Scope of Work, Page Fourteen (14), 3. Task and Requirements.
6. Replace Paragraph on Scope of Work, Page Fourteen (14), 3. Task and Requirements, with "Collect and report to the ADHS-BTCD Research and Evaluation Team or its evaluation partners data as identified in the Contractor Evaluation Guidelines (Attachment B).
7. Replace (Attachment B) Contractor Evaluation Guidelines Page Twenty-Two (22) of the Contract, with (Attachment B) Contractor Evaluation Guidelines, Amendment Two (2), Page Twelve (12).
8. Delete "Program Director", Scope of Work, Page Fourteen (14), 3. Task and Requirements, Paragraph, 3.7
9. Replace "Quarterly County Partner Meetings" Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.7.1 with "County Partner Meetings".
10. Delete in its entirety, 3.7.2 Scope of Work, Page Fourteen (14), 3. Task and Requirements.
11. Delete "in person or" & "Program Director", Scope of Work, Page Fourteen (14), 3. Task and Requirements, Paragraph, 3.8
12. Replace "County Partner Updates Meetings" Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.8.1 with "Monthly Partner Update Conference Calls".
13. Delete in its entirety, 3.8.2 and 3.8.3 Scope of Work, Page Fourteen (14), 3. Task and Requirements.
14. Replace "no less than five (5) business days" Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.8 with "no less than four (4) business days".
15. Add the following Task and Requirement to Scope of Work, Page Fourteen (14), 3. Task and Requirements.
 - a) 3.9 Assist State & Federal Agencies with Merchant Tobacco Compliance Checks.
16. Replace sentence Scope of Work, Page Fourteen (14), 4. Deliverables, Paragraph, 4.1 with "Every other month contractor shall participate in one-on-one phone conversation to follow up on activities listed in the Action Plan. Calls will be scheduled by ADHS-BTCD staff and notes from the call shall serve as a progress update."
17. Replace sentence Scope of Work, Page Fourteen (14), 4. Deliverables, Paragraph, 4.3 with "Contractor shall enter at least one submission, in one category, for annual awards/recognition program available at www.tobaccofreearizona.com/resources due by July 31st of each contract year."

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18. Delete in its entirety, Paragraph, 4.4 Scope of Work, Page Fourteen (14), 4. Deliverables.
19. Scope of Work, Page Fifteen (15), 5. Notices, Correspondence and Deliverables, 5.1.
 - a) Replace "Todd Pearce, Program Director" with "Program Manager"
 - b) Replace telephone number "602-364-0837" with "602-364-0845"
 - c) Replace E-Mail: "pearcet@azdhs.gov" with "stacy.green@azdhs.gov"
20. Replace Price Sheet Page (2) Amendment One (1) with Price Page, Page Three (3) Amendment Two (2).
21. Replace (Attachment A) Scope of Work/Action Plan, Page Three (3) through Page Seven (7) of Amendment One (1) with (Attachment A) Action Plan FY 2012, Pages Five (5) through Eleven (11) of Amendment Two (2).
22. Replace Terms and Conditions, Page Four (4), Section 4, Contract Administration and Operation, Paragraph 4.4 with: Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
23. Replace Terms and Conditions Page Twelve (12), Section Eighteen (18), with:

Health Insurance Portability and Accountability Act of 1996

The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Government Information Technology Agency (GITA), Statewide Information Security and Privacy Office (SISPO) Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the GITA/SISPO Chief Privacy Officer and HIPAA Coordinator.
24. Replace Terms and Conditions Page Twelve (12), Section Nineteen 19, Paragraphs 19.1 through 19.3 with:
 - 19.1 Federal Immigration and Nationality Act. The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

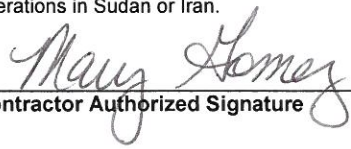
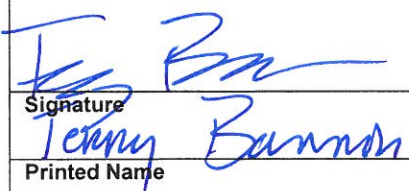
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19.2 E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.

19.3 Scrutinized Businesses. In accordance with A.R.S. § 35-391 and A.R.S. § 35-393, Contractor certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.

25. Delete in its entirety Terms and Conditions, Page Twelve (12), Section Twenty (20).

All other provisions of this agreement remain unchanged.

Cochise County Community Health Services		CONTRACTOR SIGNATURE In accordance with A.R.S. 35-391.06 and A.R.S. 35-393.06, the Contractor hereby certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.	
Contractor Name P. O. Box 936 1415 Melody Lane, Building A		 Contractor Authorized Signature	
Address Bisbee AZ 86503		MARY GOMEZ Printed Name	
City	State	HEALTH DIRECTOR Title	
CONTRACTOR ATTORNEY SIGNATURE Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.		This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory. State of Arizona	
 Signature		Signed this _____ day of _____ 2011	
7-11-11 Date		_____ Procurement Officer	
Printed Name Terry Bannan			
Attorney General Contract No. PIGA2011000344, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.			
Signature Assistant Attorney General			
Date Printed Name: Ronald E. Johnson			

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Effective July, 2011

Cost Reimbursement Line Items	Budget Amount
1. Personnel Services/ERE	\$248,848
2. Professional & Outside Services	11,338
3. Travel Expenses	15,483
4. Other Operating Expense	18,054
5. Capital Outlay Expense	0
6. Other (Indirect Costs)	37,327
Total Contract Amount (not to exceed)	\$331,050

ITEMIZED SERVICE BUDGET (ISB) RESTRICTIONS:

- A. The Contractor is authorized to transfer up to a maximum of 10% of the total contract amount among the categorical line items. Transfers of funds are only allowed among funded line items as detailed in the original ISB. Transfers exceeding 10% of the contracted amount, or to a non-funded line item, shall require a contract amendment.
- B. Indirect Costs shall not exceed 15% of the combined total of Personnel Services and Employee Related Expenses as listed on the ISB. For more detailed information regarding indirect costs, refer to the ADHS Accounting and Auditing Procedures Manual for Contractors of ADHS Funded Programs. This manual is incorporated into this contract by reference herein.

AUTHORIZATION FOR PROVISION OF SERVICES

Authorization for Provision of Services: Authorization for purchase of services under this contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this contract.

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Action Plan for FY 2012

Time Frame: July 1st – June 30th, of each year

Vision Statement: In an effort to advance a sustainable wellness program our certified staff will continue to provide a comprehensive, evidence-based prevention program in a controlled environment as a template for a rural health employee wellness program.

Strategies (a specific number is not required):

1. Educate youth throughout Cochise County on the health effects of tobacco
2. Increased knowledge and awareness of the harmful effects of tobacco and increased adult referrals to ASHLine
3. Market and Implement the Healthy Living Program (CDSMP) for Cochise County Employees.
4. Build a Sustainable Wellness Program within Cochise County Government through the use of Chronic Disease Prevention and Health Management Programs.
5. Build Sustainable Youth-Based Chronic Disease Prevention Programs through Physical Activity.
6. Build Sustainable Youth-Based Chronic Disease Prevention Programs through Physical Activity.
7. Empower youth to address issues related to tobacco control and addiction through Youth Coalitions.
8. Create designated smoking areas at Cochise County worksites

Goal: 1 Reduce Initiation of Tobacco Use among Youth				Strategy is integrated with (check all that apply):
1. Strategy: Educate youth throughout Cochise County on the health effects of tobacco				☒ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☐ Tobacco cessation ☐ Chronic Disease management ☐ Other:
Agency Lead: Cochise County	Related policy change:	Related environmental change:	What does success look like?	What non financial resources are needed?
Partners: Schools, After School programs and Attorney General's office (AGO)		Informed youth regarding tobacco use	Partner with schools and after school programs to promote tobacco prevention.	
What do you plan to do?	Who will do the work?			
Action 1: Identify high risk schools/after school programs needing tobacco prevention education.	Program Coordinator Tobacco Health Educator			
Targeted completion date: Sept 1 st , of each year				
Action 2: Provide stand alone presentations to youth at schools and/or after school programs.	Tobacco Health Educator		At least 2 presentation per month at schools or after school programs	
Targeted completion date: June 30 th , of each year				
Action 3: Attend community events geared toward youth. Promote Venomocity.	Staff	Attend 6 community events		Display materials from BTCD



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<i>Targeted completion date: June 30th, of each year</i>			BTCD 2 nd & 3 rd Hand Smoke information
Action 4: Assist with AGO annual compliance checks	Staff AGO Youth	Completion of compliance checks with all or a majority of all vendors being compliant.	AGs office
<i>Targeted completion date: June 30th, of each year</i>			

Goal: 3 Promote Smoking Cessation among Youth and Adults and Help Smokers Quit				Strategy is integrated with (check all that apply): ☐ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☒ Tobacco cessation management ☐ Other:
2. Strategy: Increased knowledge and awareness of the harmful effects of tobacco and increased adult referrals to ASHLine.				
Agency Lead: Cochise County	Related policy change:	Related environmental change:	What non financial resources are needed?	
Partners: Cochise County Juvenile Detention System Arizona Smokers Help Line (ASHLine)		Change in behavioral norm in regards to tobacco use.		
What do you plan to do?	Who will do the work?	What does success look like?		
Action 1: Provide "Tobacco Health Effects" presentations to high risk youth. <i>Targeted completion date: ongoing</i>	Tobacco Health Educator	The behavioral norm of youth using tobacco will change and they will be aware of consequences and health effects.		
Action 2: Educate adult tobacco users of ASHLine services with possible referral. <i>Targeted completion date: ongoing</i>	Staff	Adult tobacco users can utilize ASHLine services successfully and hassle free.	ASHLine materials BTCD materials	
Goal: 4 Identify and Eliminate Tobacco Related Disparities in Specific Population Groups				Strategy is integrated with (check all that apply): ☐ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☒ Tobacco cessation management ☐ Other:
3. Strategy: Market and Implement the Healthy Living Program (CDSMP) for Cochise County Employees.				
Agency Lead: Cochise County	Related policy change:	Related environmental change:		
Partners: Az Living Well Institute and Cochise Combined Trust	BOS and Wellness Program support for workshops provided during business hours.	Empower adults to manage their chronic disease. Management endorsement for well-being.		



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What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Market Healthy Living Program and continue to build relationships with partners <i>Targeted completion date: ongoing</i> Action 2: Identify and obtain participants for workshops. <i>Targeted completion date: ongoing</i> Action 3: Provide and Complete five 6-week Health Living (CDSMP) workshops. <i>Targeted completion date: June 30th, of each year</i>	Program Coordinator AA Health Educator, master trained Program Coordinator AA Health Educator, master trained AA Health Educator A, master trained AA Health Educator B, lay leader trained	Public will be advised of workshop information and benefits of curriculum Completion of workshops 10 completers or more per workshop	Partnerships Location of workshops Location of workshops
Goal: 5 Assist in the Prevention and Early Detection of the Four Leading Tobacco Related Causes of Death in Arizona			
4. Strategy: Build a Sustainable Wellness Program within Cochise County Government through the use of Chronic Disease Prevention and Health Management Programs.			
Agency Lead: Cochise County Partners: Cochise Combined Trust, Cochise County Board of Supervisors, National Academy of Sports Medicine (NASM)	Related policy change: Implement Cochise County Wellness Policy	Related environmental change: Healthy worksite environment	Strategy is integrated with (check all that apply): ☐ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☒ Tobacco cessation ☒ Chronic Disease management ☐ Other:
What do you plan to do? Action 1: Meet and discuss w/BOS the objective of our program obtaining buy in to provide chronic disease prevention/mgmt activities <i>Targeted completion date: July 30th, of each year</i> Action 2: Schedule and pilot chronic disease prevention/mgmt activities during work hours <i>Targeted completion date: ongoing</i>	Who will do the work? Director Staff AA Health Educators	What does success look like? Receive endorsement from BOS to proceed with program Successful informational activities and presentations to county employees	What non financial resources are needed? County Site locations to facilitate activities



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Amendment No. 2

Action 3: Meet w/BOS to f/u on pilot project and begin to work on Cochise Wellness Policy to sustain the program <i>Targeted completion date: January 31st, of each year</i>	Director Program Coordinator AA Health Educator	Implementation of Cochise County Wellness policy	Result and employee feedback from pilot project
Goal: 5 Assist in the Prevention and Early Detection of the Four Leading Tobacco Related Causes of Death in Arizona			
5. Strategy: Build Sustainable Youth-Based Chronic Disease Prevention Programs through Physical Activity.			
Agency Lead: Cochise County Partners: School Districts	Related policy change: School based policies related to tobacco & chronic disease prevention	Related environmental change: Healthy school environment	Strategy is integrated with (check all that apply): ☐ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☐ Tobacco cessation ☐ Chronic Disease management ☐ Other:
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Obtain school wellness policies from various school within Cochise County <i>Targeted completion date: July 31st, of each year</i>	Tobacco Health Educator	Staff will have clear understanding of Cochise County wellness policies	School wellness policies
Action 2: Identify schools that want assistance with the implementation of structured recess and increased physical activity due to the elimination of P.E. <i>Targeted completion date: Sept. 30th, of each year</i>	Tobacco Health Educator Program Coordinator	Readiness among schools to participate in a school health advisory council	
Action 3: Establish a school health advisory council within 1 school district <i>Targeted completion date: Dec. 30th, of each year</i>	Tobacco Health Educator Program Coordinator	School Health Advisory Council will have a clear understanding of the councils' goal	School data
Action 4: Implement physical activity/structured recess policy <i>Targeted completion date: June 30th, of each year</i>	All Health Educator Program Coordinator	Completion of physical activity policy. Policy to be implemented by School Advisory Council.	Compilation of data and reporting



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Goal: 5 Assist in the Prevention and Early Detection of the Four Leading Tobacco Related Causes of Death in Arizona				Strategy is integrated with (check all that apply): ☒ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☐ Tobacco cessation ☐ Chronic Disease management ☐ Other:	What non financial resources are needed?
6. Strategy: Build Sustainable Youth-Based Chronic Disease Prevention Programs through Physical Activity.					
Agency Lead: Cochise	Related policy change: Implementation of physical activity policy w/in DUSD	Related environmental change: Sustainable SPARK activities			
Partners: Douglas Unified School District (DUSD) and Sierra Vista Unified School District (SV USD)					
What do you plan to do?	Who will do the work?	What does success look like?			
Action 1: Meet w/DUSD to discuss undertaking of SPARK activities by district Teacher's Aides (TAs). Targeted completion date: July 1 st , of each year	Program Coordinator Tobacco Health Educator	DUSD TAs providing curriculum rather than Cochise County Health Educator			
Action 2: Schedule and execute SPARK curriculum training to DUSD TAs. Targeted completion date: July 31 st , of each year	Tobacco Health Educator with assistance from staff	Successful completion of SPARK train-the-trainer event.	Training location at district		
Action 3: Implement SPARK curriculum into DUSD elementary schools by TAs. Targeted completion date: Sept 1 st , of each year	DUSD TAs with technical assistance from Tobacco Health Educator	SPARK curriculum implemented in 5 DUSD elementary schools			
Action 4: Contact and meet with SV USD in regards to the benefits of the SPARK curriculum.	Program Coordinator Tobacco Health Educator	Pilot SPARK curriculum in SV USD			
Action 5: Pilot SPARK curriculum in Sierra Vista USD. Targeted completion date: Sept. 15 th , of each year	Tobacco Health Educator	Implementation of SPARK curriculum at 2 elementary schools.	School equipment		
Targeted completion date: Oct. 1 st , of each year					



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Goal: 5 Assist in the Prevention and Early Detection of the Four Leading Tobacco Related Causes of Death in Arizona			Strategy is integrated with (check all that apply): ☒ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☐ Tobacco cessation ☐ Chronic Disease management ☐ Other:
1. Strategy: Empower youth to address issues related to tobacco control and addiction through Youth Coalitions.			
Agency Lead: Cochise County Partners: Bisbee, Douglas, St. David, Tombstone, and Willcox High Schools	Related policy change: Establishment of standardized youth tobacco messaging through coalitions.	Related environmental change: Create sustainable youth coalitions	What non financial resources are needed?
What do you plan to do?	Who will do the work?	What does success look like?	
Action 1: Meet with existing school partners re: youth coalition objectives <i>Targeted completion date: Aug. 31st, of each year</i>	Program Coordinator Tobacco Health Educator	Obtain buy in from school partners	
Action 2: Provide one-hour training to youth coalition members on coalition objectives and state tobacco prevention messaging. <i>Targeted completion date: Nov. 30th, of each year</i>	Tobacco Health Educator	Empowerment to youth to recruit and educate peers	
Action 3: Assist in the development of a mission, vision, and goals for each coalition. <i>Targeted completion date: Dec. 31st, of each year</i>	Tobacco Health Educator Coalition Members	Establish sustainability	
Action 4: Plan and execute activities facilitated by youth coalitions. <i>Targeted completion date: Dec. 31st, of each year</i>	Coalition Members	Successful and information activities	Documented mission, vision, and goals from each coalition



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Goal: 8 Develop and Promote Public Policies that Reduce the Impact of Commercial Tobacco Use				Strategy is integrated with (check all that apply):
1. Strategy: Create designated smoking areas at Cochise County worksites				☐ Tobacco – reduce initiation ☒ Chronic Disease Prevention ☒ Tobacco cessation ☒ Chronic Disease management ☐ Other:
Agency Lead: Cochise County	Related policy change: Implementation of Worksite Designated Smoking Area Policy	Related environmental change: Healthy worksite environment	What does success look like?	What non financial resources are needed?
Partners: Cochise County Board of Supervisors (BOS) and ASHLine			Endorsement of BOS	Current Cochise County smoking policy
What do you plan to do?	Who will do the work?			
Action 1: Presentation of tobacco health effects and benefits of non-smoking areas to BOS	Staff			
Targeted completion date: Dec. 31 st , of each year				
Action 2: BOS approval of Worksite Designated Smoking Area Policy	Staff		Implementation of Worksite Designated Smoking Area Policy	
Targeted completion date: May 31 st , of each year				
Action 3: Refer County employees to ASHLine & Active Adults Program if needed.	Staff		Increased # of Cochise County employees contemplating to quit tobacco	Compilation of data from ASHLine
Targeted completion date: ongoing				BTCD 2 nd and 3 rd Hand Smoke information.
Action 4: Continue to market and follow-up with tobacco health effects information to employees.	Staff		Program being utilized by employees and view our program as beneficial.	BTCD 2 nd and 3 rd Hand smoke information.
Targeted completion date: ongoing				

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT ATTACHMENT B – CONTRACTOR EVALUATION GUIDELINES		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
	Contract No: HG060004	Amendment No. 2	Procurement Specialist Manuel Gonzales

ATTACHMENT B – CONTRACTOR EVALUATION GUIDELINES

In order to implement a quality evaluation plan of Arizona's comprehensive tobacco control program, ADHS-BTCD Contractors shall participate in the following activities based on their Contractor Action Plan Strategies:

1. Collaborate on the development of evaluation instruments and reports, including review and feedback on report drafts, and
 - 1.1 Participate in discussions regarding the interpretation of report results;
2. When applicable participate in Prevention Reporting System for School Health Index (SHI), School Health Advisory Council (SHAC), and Youth Coalition activities:
 - 2.1 Participate in trainings for each reporting system to assure data quality,
 - 2.2 Adhere to online directions for each reporting system for completing and entering forms, and
 - 2.3 Input events into web-based form on quarterly basis;
3. When applicable participate in WebQuit for cessation related data collection:
 - 3.1 Participate in trainings for this reporting system to assure data quality,
 - 3.2 Adhere to online directions for this reporting system for completing and entering forms, and
 - 3.3 Input events into web-based form on a monthly basis;
4. When applicable participate in AZ Living Well Institute for Chronic Disease Self Management Plan data collection:
 - 4.1 Participate in trainings for this reporting system to assure data quality,
 - 4.2 Adhere to online directions for this reporting system for completing and entering forms, and
 - 4.3 Input events into web-based form on a monthly basis;
5. Identification and implementation of additional program evaluation activities to fulfill individual project needs, as necessary:
 - 5.1 Evaluation activities (including surveys) shall be planned with input from ADHS-BTCD staff to assure consistency of methods and instruments, and
 - 5.2 Pilot projects shall have an evaluation plan in place before being implemented.