

**INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT**

ARIZONA DEPARTMENT OF
HEALTH SERVICES
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax
Procurement Specialist
Manuel Gonzales

Contract No: HG060004

Amendment No. 3

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. Replace Price Sheet, Page Four (4) Amendment Two (2) with Price Sheet Page Two (2) Amendment Three (3).
2. Replace Attachment A - Action Plan FY 2012, Amendment Two (2), Pages Five (5) through Eleven (11), with Attachment A - Action Plan FY 2013, Amendment Three (3), Pages Three (3) through Twelve (12).

All other provisions of this agreement remain unchanged.

Cochise County Community Health Services

Contractor Name
P. O. Box 936

Address

Bisbee Arizona 86503

City State Zip

CONTRACTOR SIGNATURE

Contractor Authorized Signature

Printed Name

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.

Signature Date

Printed Name

Attorney General Contract No. PIGA2012000344, 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 Date
Assistant Attorney General

Printed Name:

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

Signed this _____ day of _____, 2012

Procurement Officer

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT PRICE SHEET		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
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Effective July, 2012

Cost Reimbursement Line Items	Budget Amount
1. Personnel Services/ERE	\$255,915
2. Professional & Outside Services	11,338
3. Travel Expenses	13,483
4. Other Operating Expense	11,927
5. Capital Outlay Expense	0
6. Other (Indirect Costs)	38,387
Total Contract Amount (not to exceed)	\$331,050

1. 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.

2. 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.

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT ATTACHMENT A – ACTION PLAN		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
	Contract No: HG0600004	Amendment No. 3	Procurement Specialist Manuel Gonzales

Attachment A - Action Plan for FY 2013

County: Cochise Time Frame: July 1 st – June 30 th of each year		Strategy is integrated with (check all that apply): ☒ Tobacco Prevention Policy ☐ Chronic Disease Self-Management ☐ Tobacco Cessation Policy ☐ School Health Policy ☐ Other (i.e. increase community collaboration):									
Goal: Prevent Initiation of Tobacco Use among Youth											
1. Objective: By April 30, 2013, Cochise County Health Educator will conduct and/or participate in 15 presentations/community events to increase awareness on the harmful effects of tobacco as measured by pre/post surveys.											
Agency Lead: Cochise County Partners: School districts countywide, Bureau of Tobacco & Chronic Disease (BTCD)	Related policy change: n/a	Related environmental change:	Status of Action Plan Items will appear in the Quarterly Report								
What do you plan to do?	Who will do the work?	What does success look like?	<table border="1"> <tr> <th>Q1 Sept 30th</th> <th>Q2 Dec. 31st</th> <th>Q3 March 30th</th> <th>Q4 June 30th</th> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </table>	Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th	X	X	X	X
Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th								
X	X	X	X								
Action 1: Identify summer programs, school and after school programs and appropriate contact to promote Tobacco Prevention Services.	Program Coordinator Health Educator	Schools, etc. agree to integrate/collaborate on Tobacco prevention services.	Presentations, surveys, etc.								
Action 2: Schedule presentations and/or community events	Program Coordinator	Facilitation of 2 presentations per month.	Presentations, surveys, etc.								
Action 3: Facilitate presentations to youth.	Health Educator	Increase awareness/knowledge on the harmful effects of tobacco as measured by a pre/post survey	Presentations, surveys, etc.								

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Action 4: Attend youth geared community and school events to provide tobacco prevention information.	Health Educator	Recruitment for coalition.	Submit event schedule to Ben Palmer per the BTCD event outreach template	X	X	X
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Goal: Prevent Initiation of Tobacco Use among Youth		Strategy is integrated with (check all that apply): ☒ Tobacco Prevention Policy ☐ Chronic Disease Self-Management ☐ Tobacco Cessation Policy ☐ School Health Policy ☐ Other (i.e. increase community collaboration):		Status of Action Plan Items will appear in the Quarterly Report			
2. Objective: By April 30, 2013, the percent of retail tobacco outlets selling tobacco products to minors in Cochise County will have decreased by 10% from the 2012 rate, as evidence in the Attorney General (AGs) and/or Food & Drug Administration (FDA) tobacco sales compliance checks report findings.	Related policy change: Long term Retailer Licensing	Related environmental change: Decrease Point-of-Sale (POS) to minors					
Agency Lead: Cochise County Partners: AGs Office, FDA, Local Law Enforcement, and BTCD	Who will do the work? Coalition Youth AG's Office	What does success look like? Two or more inspections completed	What non financial resources are needed? n/a	Q1 Sep t 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th
Action 1: Cochise County will complete 2 compliance checks with the AGs Office, one in the Fall of 2012 and another the Spring of 2013, to reduce tobacco sales to youth.	Coalition Youth AG's Office	Two or more inspections completed	n/a		X		X
Action 2: Coalition Youth will participate in the checks; and follow-up with retailers who failed inspections to provide resources and education	Coalition Youth AG's Office Health Educator	Less retailers failing inspections			X		X

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Goal: Promote Cessation among Youth and Adults to Help Smokers Quit		Strategy is integrated with (check all that apply):				
1. Objective: By end of FY 2012/2013 Cochise County will outreach to 4 healthcare organizations and get 50% of healthcare organizations reached to systematically refer to the Arizona Smokers Help Line (ASHLine) as measured by each organization referral numbers via the ASHLine Quit Fax.		☒ Tobacco Prevention Policy ☐ Chronic Disease Self -Management ☐ Tobacco Cessation Policy ☐ School Health Policy ☐ Other (i.e. increase community collaboration):				
Agency Lead: Cochise County Partners: ASHLine Copper Queen Hospital & their 3 Clinics (Bisbee, Douglas, & Patomas)	Related policy change: Healthcare organizations systematically referring to ASHLine for Tobacco cessation services.	Related environmental change: Less tobacco consumption in Cochise County.	Status of Action Plan Items will appear in the Quarterly Report			
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?	Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th
Action 1: Identify healthcare organizations and appropriate person at each organization to talk to regarding ASHLine services.	Program Coordinator ASHLine Coordinator	Face to face meetings with appropriate person	ASHLine materials	X	X	X
Action 2: Coordinate ASHLine Ask, Advise, Refer (A-A-R) in-service training with appropriate staff.	Health Educator ASHLine Coordinator	Staff trained on AAR	ASHLine printed material Presentations	X	X	X
Action 3: Refer adult tobacco users to ASHLine at events, presentations and through brief interventions.	All Staff	ASHLine referral numbers increase for Cochise County	ASHLine printed materials	X	X	X

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Goal: Assist in the Prevention and Early Detection of the Four Leading Causes of Chronic Disease Death in Arizona		Strategy is integrated with (check all that apply): ☐ Tobacco Prevention Policy ☐ Chronic Disease Self-Management ☐ Tobacco Cessation Policy ☒ School Health Policy ☐ Other (i.e. increase community collaboration):	
1. Strategy: By end of FY 2012/2013 the number of elementary schools who utilize and implement the Sports, Play & Active Recreation for Kids (SPARK) Physical Education (PE) Program will have increased.			
Agency Lead: Cochise County Partners: Elementary Schools	Related policy change: Implementation of SPARK program on a consistent basis	Related environmental change: Prevention of chronic disease in future	Status of Action Plan items will appear in the Quarterly Report
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Compile a list of elementary schools that do not provide PE for their students.	Program Coordinator	Complete list of schools	Q1 Sept 30 th X Q2 Dec. 31 st Q3 March 30 th Q4 June 30 th
Action 2: Send out SPARK information letters to schools that do not provide PE.	Program Coordinator	Draft information letter and mail out to schools.	X
Action 3: Schedule appointment to meet w/school contact to provide SPARK information, and offer a mini-grant to those schools providing SPARK.	Program Coordinator Health Educator	Schedule a definite meeting time and obtaining an agreement with the school.	X
Action 4: Provide SPARK training to school employees chosen to facilitate the program.	Health Educator	Completion of training	X
Action 5: Provide Technical Assistance and follow-up to school SPARK Facilitators.	Health Educator	Smoothly ran SPARK program	X

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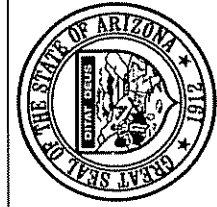
Goal: Assist in the Prevention and Early Detection of the Four Leading Causes of Chronic Disease Death in Arizona		Strategy is integrated with (check all that apply): ☐ Tobacco Prevention Policy ☒ Chronic Disease Self -Management ☐ Tobacco Cessation Policy ☐ School Health Policy ☐ Other (i.e. increase community collaboration):						
2. Strategy: By June 30, 2013 Cochise County will have facilitated Chronic Disease Self- Management Program (CDSMP) workshops to Cochise County employees and residents.								
Agency Lead: Cochise County Partners: Arizona Living Well Institute (AzLWI), Copper Queen Hospital and its clinics, Sierra Vista (SV) Wellness Depot	Related policy change:	Related environmental change:		Status of Action Plan Items will appear in the Quarterly Report				
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?	Q1 Sept 30th	Q2 Dec. 31st	Q3 March 30th	Q4 June 30th	
Action 1: Facilitate CDSMP Lay Leader Training	Program Coordinator Health Educators	10 people will be trained as Lay Leader in Cochise County	Interested leaders and printed materials from the AzLWI		X			
Action 2: Promote the CDSMP workshop through the Cochise County Worksite Wellness Program and other community marketing strategies	Program Coordinator Health Educators	Workshops will be promoted through internal and external Cochise County Wellness communications to employees, dependents and county residents	Printed materials from the AzLWI	X	X	X		
Action 3: Facilitate 2 CDSMP workshops in Cochise County for Cochise County Employees and residents	Health Educators	Completion of 2 workshops with well - informed workshop participants	Workshop location		X		X	
Action 4: Submit appropriate completed forms to Arizona Living Well Institute (AzLWI) to track data	Program Coordinator	Completed forms submitted and tracked by the AzLWI	Appropriate forms provided by AzLWI		X		X	

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3. Strategy: By December 31, 2012, the CDSMP Spanish version will be implemented into our program services.																							
Agency Lead: Cochise County Partners: Arizona Living Well Institute Lutheran Social Services	Related policy change:	Related environmental change:	Status of Action Plan Items will appear in the Quarterly Report																				
What do you plan to do?	Who will do the work?	What does success look like?	<table border="1"> <thead> <tr> <th>Q1 Sept 30th</th> <th>Q2 Dec. 31st</th> <th>Q3 March 30th</th> <th>Q4 June 30th</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td></td> <td></td> <td>X</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th	X				X	X	X				X	X				
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X																							
X	X	X																					
		X	X																				
Action 1: Complete Tomando Control de su Salud (CDSMP Spanish version) Lay Leader training	Health Educator	Successful completion of training																					
Action 2: Promote the Tomando Control de su Salud workshop in our border communities of Bisbee and Douglas.	Program Coordinator Health Educators	Workshop will be promoted through internal and external Cochise County Wellness communication to all county residents	Printed materials from the AzLWI																				
Action 3: Facilitate 2 Tomando Control de su Salud workshops in Cochise County – one in Bisbee, one in Douglas.	Health Educator	Completion of 2 workshops with well-informed workshop participants	Workshop location																				
Action 4: Submit appropriate completed forms to AzLWI to track data.	Program Coordinator	Completed forms submitted and tracked by the AzLWI	Appropriate forms provided by AzLWI																				

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4. Strategy: By August 31, 2012 Cochise County will be available to facilitate the evidence based Matter of Balance curriculum and be able to promote the workshop to Cochise County employees and residents of Bisbee and Sierra Vista											
Agency Lead: Cochise County Partners: Copper Queen Hospital SEAGO	Related policy change:	Related environmental change:	Status of Action Plan Items will appear in the Quarterly Report								
What do you plan to do?	Who will do the work?	What does success look like?	<table border="1"> <tr> <th>Q1 Sept 30th</th> <th>Q2 Dec. 31st</th> <th>Q3 March 30th</th> <th>Q4 June 30th</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th				
Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th								
Action 1: Complete Matter of Balance Trainings through South Eastern Arizona Governments Organization (SEAGO)	Health Educators	Successful completion of training	Training Manual X								
Action 2: Promote Matter of Balance workshops to Cochise County Employees and residents of Bisbee & Sierra Vista	Program Coordinator Health Educators	Workshop will be promoted through internal and external Cochise County Wellness communication to all county residents	Printed information to use for promotion X X								
Action 3: Facilitate 2 Matter of Balance workshops	Health Educators	Completion of 2 workshops with well-informed workshop participants	Workshop location X								



INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT ATTACHMENT A – ACTION PLAN

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5. Strategy: By June 2013, provide Cochise County employees with well-rounded resources to choose from to develop or maintain their health and wellbeing.							
Agency Lead: Cochise County Partners: Cochise County employees, Copper Queen Hospital, Wellness Zumba, outside fitness instructors, Wellness Depot, Cochise College, Board of Supervisors (BOS)	Related policy change:	Related environmental change:		Status of Action Plan Items will appear in the Quarterly Report			
What do you plan to do? Action 1: Survey county employees about the current Wellness Program and what they would like to see added or changed to the program. Action 2: Continue to coordinate activities, presentations, wellness groups, nutrition coaching, one-on-one services, etc. Action 3: Assist in the development of a Wellness Policy for Cochise County employees Action 4: Implement Wellness Policy	Who will do the work? Information Technologies (IT) staff Program Coordinator Health Educator Program Coordinator Health Educators Program Coordinator Health Educators Department Director Board of Supervisors	What does success look like?	What non financial resources are needed?	Q1 Sept 30 th	Q2 Dec. 31 st	Q3 March 30 th	Q4 June 30 th
				X	X	X	X
				X	X		
					X	X	
							X

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Goal: Prevent Initiation of Tobacco Use Among Youth		Strategy is integrated with (check all that apply): ☒ Tobacco Prevention Policy ☐ Chronic Disease Self-Management ☐ Tobacco Cessation Policy ☐ School Health Policy ☐ Other (i.e. increase community collaboration):					
1. Strategy: During School Year 2012, the Youth Health Coalition will work to build and sustain its efforts by participating in community events to recruit members, complete an assessment survey in pertinent high schools (H.S.) regarding tobacco issues, develop action plan for efforts as a result of the survey and identify one policy issue to implement prior to the 2013 state conference.							
Agency Lead: Cochise County Partners: Bisbee High, Willcox Against Substance Abuse, Douglas High	Related policy change:	Related environmental change:	Status of Action Plan Items will appear in the Quarterly Report				
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?	Q1 Sept 30th	Q2 Dec. 31st	Q3 March 30th	Q4 June 30th
Action 1: By October 1, 2012, the Youth Health Coalition will conduct "Meet & Greet" events in the Bisbee, Douglas, and Willcox communities to recruit new members, gain community support and further identify community issues.	YHC & staff	Number of youth recruited to participate in Youth Health Coalition Key community issues identified as potential policy(s) to address	Recruitment/sign in Sheets Flyers identifying who/what about the coalition Brief survey to identify community issues	X			
Action 2: By December 1, 2012, the Youth Health Coalition will complete an assessment survey in the Bisbee, Douglas, and Willcox high school populations to identify specific tobacco issues/policies to address.	YHC & staff	150 to 200 surveys completed Data compiled and evaluated by YHC Key tobacco issues identified and policies identified for YHC to address and/or implement Youth further define coalition work/direction	Surveys FTE/Youth time to compile Data TA for survey creation and compilation		X		

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Action 3: By March 30th, 2013, the Youth Health Coalition will choose one policy issue in a particular community in Cochise County to begin working on.	YHC & staff	Strategy in place for implementation Initial steps in place to promote policy (meetings, events, talking to lawmakers, etc.); campaign strategy Community/peer support in place for policy; list of "community champions"	Promotional materials TA on policy implementation/talking to lawmakers	X	
Action 4: By May 30 th , 2013, Youth Health Coalition will develop an annual plan of prevention activities based on issues & themes & triggers discovered from the community surveys for School Year 2013.	YHC & staff	Plan in place with roles and responsibilities clearly established for youth and adult coordinators Calendar of events in place to fulfill plans objectives for summer 2013 and school year 2013 Plan to share policy at 2013 Youth Conference	TA		X