

DOCUMENT NO. 2013-041204-
ATTACHMENT NO. 002
PURCHASE ORDER NO. 0000385763

CONTRACTOR: HIDALGO COUNTY

DSHS PROGRAM: RLSS/LOCAL PUBLIC HEALTH SYSTEM-PnP

TERM: 09/01/2012 THRU: 08/31/2013

SECTION I. SCOPE OF WORK:

CONTRACTOR shall improve or strengthen local public health infrastructure within the State of Texas by:

- Developing objective(s) to address a public health issue;
- Utilizing resources provided through this contract Attachment to conduct activities and services that provide or support the delivery of essential public health services;
- Assessing, monitoring, and evaluating the essential public health activities and services provided through this Program Attachment; and
- Developing strategies to improve the delivery of essential public health service(s) to identified service area.

These tasks shall be performed in accordance with Department of State Health Services (DSHS) Division for Regional and Local Health Services Interlocal Application. The assessment and/or evaluation activities must include measurable standards. Acceptable standards include the National Public Health Performance Standards approved by the Centers for Disease Control and Prevention, Performance Standards developed by the Texas Association of Local Health Officials, Healthy People 2010, and any federal, state or local law or regulation governing the delivery of essential public health services. Other evaluation methods utilizing standards not listed in this Program Attachment must be pre-approved by DSHS.

CONTRACTOR shall comply with all applicable federal and state laws, rules, regulations and standards including, but not limited to, the following:

- Chapter 23-11 of the Healthy People 2010;
- Section 121.002, Texas Health & Safety Code, definition of ten essential public health services;
- Government Code, Section 403.1055, "Permanent Fund for Children and Public Health".

CONTRACTOR shall not use funds from the Permanent Fund for Children and Public Health for lobbying expenses under the Government Code, Section 403.1067.

CONTRACTOR shall comply with all applicable regulations, standards, and guidelines in effect on the beginning date of this Program Attachment.

DSHS shall inform CONTRACTOR in writing of any changes to applicable federal and state laws, rules, regulations, standards and guidelines. CONTRACTOR shall comply with the amended law, rule, regulation, standard or guideline except that CONTRACTOR shall inform DSHS Program in writing if it shall not continue performance under this contract Attachment within thirty (30) days of receipt of an amended standard(s) or guideline(s). DSHS may terminate the Program Attachment immediately or within a reasonable period of time as determined by DSHS.

SECTION II. PERFORMANCE MEASURES

CONTRACTOR shall complete the PERFORMANCE MEASURES as stated in the CONTRACTOR'S FY11 Local Public Health Service (LPHS) Service Delivery Plan, and as agreed upon by DSHS, hereby attached as Exhibit A.

CONTRACTOR shall provide activities and services as submitted by CONTRACTOR in the following county(ies)/area: Hidalgo

SECTION III. SOLICITATION DOCUMENT: Exempt – Governmental Entity

SECTION IV. RENEWALS: N/A

SECTION V. PAYMENT METHOD: Cost Reimbursement

SECTION VI. BILLING INSTRUCTIONS:

Contractor shall request payment using the State of Texas Purchase Voucher (Form B-13) and include acceptable supporting documentation of the required services/deliverables if indicated in the attached Exhibit A. One of the following methods listed below should be selected and used consistently throughout the term of the contract for submitting vouchers and supporting documentation.

- Send as an email attachment to invoices@dshs.state.tx.us (preferred method)
- Fax to Claims Processing Unit at (512)776-7442
- Submit to the following address:

Department of State Health Services
Fiscal Claims Processing Unit
P.O. Box 149347, MC 1940
Austin, Texas 78714-9147

SECTION VII. BUDGET:

SOURCE OF FUNDS: State

DUNS Number: 103110834

SECTION VIII. SPECIAL PROVISIONS:

General Provisions, Section **1.03 Reporting** Article, are revised to include the following paragraph:

Contractor shall submit quarterly and final performance reports that describe progress toward achieving the objectives contained in approved Contractor's Service Delivery Plan and any written revisions. Contractor shall submit the performance reports by the end of the month following the end of each quarter, in a format to be provided by DSHS. Failure to submit a required report of additional requested information by the due date specified in the Program Attachment (s) or upon request constitutes breach of contract, may result in delay payment, and may adversely affect evaluation of Contractor's future contracting opportunities with the department. Reports should be sent electronically to: LocalPHTeam@dshs.state.tx.us or by facsimile to 512-458-7154. A copy of the report should be sent to the respective DSHS Health Service Region, Attention: Deputy Regional Director. The report signature page should be sent via mail to:

DSHS Regional and Local Health Services
Attn: Local Services Team
1100 West 49th Street
P.O. BOX 149347 MC1908
Austin, Texas, 78714-9347.

General Provisions, Section 12.01 **Responsibilities and Restrictions Concerning Governing Board, Officers and Employees**, is not applicable to this program Attachment.

General Provisions, Section 12.20 **Equipment (Including Controlled Assets) Purchases**, is revised to include the following:

For the purpose of this Program Attachment, equipment is not approved as part of the base budget for LPHS. The funds are for direct services. Although, at mid-year of the contract term, if funds are identified as not being used, the funds may be used to purchase equipment in the 3rd quarter of the contract or program attachment term. Contractor must submit proposal to redirect funds with justification as to how the equipment helps achieve the goals, objectives, and deliverables outlined in Exhibit A (Project Service Delivery Plan). The proposal must be submitted to the contract manager assigned to the program attachment.

Categorical Budget:

PERSONNEL	\$78,867.00
FRINGE BENEFITS	\$22,651.00
TRAVEL	\$0.00
EQUIPMENT	\$0.00
SUPPLIES	\$885.00
CONTRACTUAL	\$0.00
OTHER	\$0.00
TOTAL DIRECT CHARGES	\$102,403.00
INDIRECT CHARGES	\$0.00
TOTAL	\$102,403.00
DSHS SHARE	\$102,403.00
CONTRACTOR SHARE	\$0.00
OTHER MATCH	\$0.00

Total reimbursements will not exceed \$102,403.00

Financial status reports are due: 12/31/2012, 03/29/2013, 06/28/2013, 10/30/2013

EXHIBIT A FY 2013 Request for Local Public Health Services Funds Project Service Delivery Plan

Texas Department of State Health Services

Local Health Department: Hidalgo County Contract Term: September 1, 2012 through August 31, 2013

Indicate in this plan how requested Local Public Health Services (LPHS) contract funds will be used to address a public health issue through essential public health services. The plan should include a brief description of the public health issue(s) or public health program to be addressed by LPHS funded staff, and measurable objective(s) and activities for addressing the issue. List only public health issues/programs, objectives and activities conducted and supported by LPHS funded staff. List at least one objective and subsequent required information for each public health issue or public health program that will be addressed with these contract funds. The plan must also describe a clear method for evaluating the services that will be provided, including identification of a specific evaluation standard, as well as recommendations or plans for improving essential public health services delivery based on the results of the evaluation. Complete the table below for each public health issue or public health program addressed by LPHS funded staff. (Make additional copies of the table as needed)

<p>Public Health Issue: Briefly describe the public health issue to be addressed. Number issues if more than one issue will be addressed.</p> <p>1. To continue to enhance, develop and promote programs that support individual and community efforts to improve health.</p> <p>2. To continue to develop and implement quality assurance policies to assure a competent public health and personal health care work force.</p>		
<p>Essential Public Health Service(s): List the EPHS(s) that will be provided or supported with LPHS Contract funds</p> <p>EPHS 3) Inform, educate, and empower people about health status.</p> <p>EPHS 8) Assure a competent public health and personal health care workforce</p>		
<p>Objective(s): List at least one measurable objective to be achieved with resources funded through this contract. Number all objectives to match issue being addressed. Ex: 1.1, 1.2, 2.1, 2.2, etc.)</p> <p>1.1 During FY 12, the HCHHSD will empower the community to improve their health status by being actively involved in providing health education in promoting wellness and disease prevention.</p> <p>2.2 During FY 12, the HCHHSD will assure a competent public health and personal health care workforce.</p>		
<p>Performance Measure: List the performance measure that will be used to determine if the objective has been met. List a performance measure for each objective listed above.</p> <p>1.1 During FY 12, the HCHHSD will continue to educate and empower the community, students in public schools, health clinics and agency workforce on tobacco prevention and cessation, disease prevention, and health promotion.</p> <p>2.2 During FY 12, 100% of the HCHHSD professional staff will be in compliance with professional licensure, certifications, and yearly required trainings.</p>		
<p>Activities: List the activities conducted to meet the proposed objective. Use numbering system to designate match between issues/programs and objectives.</p>		
1.1.1 The Public Health Technician I (PHT I) will develop health, wellness, & disease prevention	1.1.1 The Director of Nursing (DON) will monitor & evaluate educational programs presented to the community thru post-	1.1.1 The DON & Public Health Specialist (PHS) will maintain a library
	<p>Evaluation and Improvement Plan List the standard and describe how it is used to evaluate the activities conducted. This can be a local, state or federal guideline.</p>	<p>Deliverable Describe the tangible evidence that the activity was completed.</p>

<p>educational programs (power points, video's, DVD's) for community presentations.</p>	<p>presentation participant evaluations.</p>	<p>of all developed educational materials and will secure & keep on file the monthly activity reports.</p>
<p>1.1.2 The PHT I will develop specific program modules (power points, video's DVD's) for the department's professional staff quarterly/yearly trainings.</p>	<p>1.1.2 The DON & Assistant Director of Nursing (ADON) will monitor & evaluate the training programs thru professional staff post-training evaluations.</p>	<p>1.1.2. The DON will maintain the agenda's & sign up sheets of trainings conducted on file.</p>
<p>2.2.1- The PHS, Educator & Outreach Specialist will continue to provide individual & group health education promoting wellness & disease prevention in the health clinics & in the community.</p>	<p>2.21- 2.2.2. The DON will utilize the States Healthy People 2020 objectives for cardiac & cancer disease prevention.</p>	<p>2.2.1 & 2.2.2 Monthly schedules of daily activities are maintained and on file by the PHS. Monthly and quarterly reports are compiled on activities conducted; and, surveys and questionnaires are utilized to measure effectiveness and future planning in all activities.</p>
<p>2.2.2 The PHS, Educator & Outreach Specialist will continue to participate in health fairs in the community promoting wellness and disease prevention.</p>	<p>2.2.3 The standards/laws from state, local and federal on tobacco use regulations will be re-inforced. PHS will evaluate feed back from surveys/questionnaires collected from community sites on personal daily living and tobacco use.</p>	<p>2.2.3 - The monthly schedules of daily activities are maintained & kept on file by the PHS.</p>
<p>2.2.3 The PHS will continue to collaborate with community agencies and schools in developing activities to promote the program prevention/cessation of tobacco use.</p>	<p>3.3.1 The DON and Adm. Secretary will ensure compliance of Texas Board of Nursing Standards by maintaining licenses of all professional current and secure in personnel file, yearly.</p>	<p>3.3.1 & 3.3.2- Required licenses/certifications of professional and assigned personnel are secured and on file at the Department's Central Office by the DON & Administrative Secretary.</p>
<p>3.3.1 The DON & Adm. Secretary will continue to secure & update required licensure from Health Department professional personnel yearly.</p>	<p>3.3.2- The DON and ADON and Adm. Secretary will ensure all professional & support staff maintain certifications for CPR, Vision/Hearing and C/M are kept current as per DSHS standards.</p>	<p>3.3.3- Professional and assigned personnel trainings/in-services agenda's/ minutes and registration lists are kept on file by the DON. The department Staff Development Plan is kept current by the DON; and made accessible to all clinic personnel.</p>
<p>3.3.2- The DON & Adm. Secretary will continue to secure and update required certifications (i.e. CPR, Vision & Hearing) from the Health Department professional and support personnel, as needed.</p>	<p>3.3.3.- The DON and ADON will schedule trainings for professional & support staff as per Health Department Staff Development Policies; and will conduct yearly (and as needed) job performance evaluations which will be used to measure staff development needs on an ongoing basis</p>	<p>3.3.3- Professional and assigned personnel trainings/in-services agenda's/ minutes and registration lists are kept on file by the DON. The department Staff Development Plan is kept current by the DON; and made accessible to all clinic personnel.</p>
<p>3.3.3- The DON & ADON will continue to provide and maintain professional and support personnel educated/trained on required health issues (i.e. infection control, family violence, clinical policies and procedures).</p>	<p>3.3.3.- The DON and ADON will schedule trainings for professional & support staff as per Health Department Staff Development Policies; and will conduct yearly (and as needed) job performance evaluations which will be used to measure staff development needs on an ongoing basis</p>	<p>3.3.3- Professional and assigned personnel trainings/in-services agenda's/ minutes and registration lists are kept on file by the DON. The department Staff Development Plan is kept current by the DON; and made accessible to all clinic personnel.</p>