



JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368
www.jeffersoncountypublichealth.org

August 24, 2010

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Jean Baldwin, Director

DATE: *September 13, 2010*

SUBJECT: Agenda Item – Contract Agreement with Public Health of King County for Breast Cervical & Colon Health Program Services, Amendment #1; January 1, 2010 – December 31, 2010; add'l \$2,400 total \$28,665

STATEMENT OF ISSUE:

Jefferson County Public Health, Community Health, is requesting Board approval of the Contract Agreement with Public Health of King County for Breast, Cervical and Colon Health Program Services, Amendment #1; January 1, 2008 – December 31, 2008; add'l \$2,400 total \$28,665

ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:

This amendment adds funding to the "Ask Me" outreach program, a program in its second year. JCPH will continue to work with small businesses in the community, which in turn, perform outreach with their clientele, significantly increasing awareness.

Jefferson County Public Health will continue to provide Breast and Cervical Health Care, (Screening & Referral Services) to a specific segment of the population. Services are available to women who lack insurance to pay for preventive services such as health exams, mammograms, and pap tests. This includes women age 40-64 with incomes at or below 250% of Federal Poverty Level, pending special Susan G. Komen grant funds, for cancer diagnoses. These services will also be available to women who may not be eligible for Medicare.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

The agreement provides \$2,400 in additional funding for outreach. No general fund dollars support this program.

RECOMMENDATION:

JCPH management request approval of the Contract Agreement with Public Health of King County for Breast, Cervical and Colon Health Program Services, Amendment #1; January 1, 2010 – December 31, 2010; add'l \$2,400 total \$28,665

REVIEWED BY:


Philip Morley, County Administrator

8/31/10
Date

CONTRACT AMENDMENT / CHANGE ORDER

PROJECT NAME: **Breast, Cervical and Colon Health Program (BCCHP)**

PHSKC PROGRAM MONITOR: **Scott Feest**

CONTRACTOR: **Jefferson County Public Health
615 Sheridan
Port Townsend, WA 98368**

ORIGINAL CONTRACT START DATE: 1/1/2010

AMENDMENT EFFECTIVE DATE: 8/1/2010

This amendment effects the following changes: **This amendment adds additional funding for Jefferson County Public Health to add "Ask Me" program services for outreach to the community. The amount of this action is \$2,400.00.**

CHANGES TO CONTRACT BOILERPLATE

- **CONTRACT AMOUNT:** CHANGES FROM TWENTY SIX THOUSAND TWO HUNDRED SIXTY FIVE DOLLARS AND ZERO CENTS TO TWENTY EIGHT THOUSAND, SIX HUNDRED SIXTY FIVE DOLLARS AND ZERO CENTS
- **SECTION III – COMPENSATION AND METHOD OF PAYMENT** IS AMENDED TO READ:
- **"...IN AN AMOUNT NOT TO EXCEED TWENTY EIGHT THOUSAND, SIX HUNDRED SIXTY FIVE DOLLARS AND ZERO CENTS....."**

CHANGES TO CONTRACT EXHIBITS

- **REPLACE Exhibit 1 – Scope of Work, as attached hereto.**
- **REPLACE Exhibit 2 – Budget, as attached hereto.**
- **ADD Exhibit 3 – Invoice, as attached hereto.**

All other terms and conditions of the referenced contract, including any amendments, shall remain unchanged.

IN WITNESS HEREOF, the parties hereto have caused this amendment to be executed and instituted on the date first written.

KING COUNTY

CONTRACTOR

FOR
King County Executive

Signature

Date

Name (please type or print)

Date

Approved as to form only:

D39950D – Amendment 1 – Jefferson County Public Health

David Alving 8/31/10

Jefferson Co. Prosecutor's Office

Exhibit 1-Scope of Work
JEFFERSON COUNTY PUBLIC HEALTH
OUTREACH & RECRUITMENT, CLINICAL SERVICES (Fee-for-Service) and
CLIENT SUPPORT SERVICES / CASE MANAGEMENT
January 1, 2010 through December 31, 2010

BACKGROUND

This contract is made by Public Health-Seattle & King County's Breast, Cervical and Colon Health Program (BCCHP) with Jefferson County Public Health to provide outreach and recruitment, office visits with clinical services, including women's health exams, Pap smears, colposcopies, etc. with follow-up client coordination & tracking or case management, contingent on Public Health-Seattle & King County (hereafter referred to as Public Health) being awarded Breast, Cervical and Colon Health Program Prime Contractor status from the State of Washington, Department of Health (DOH), and that DOH receives funds from the State of Washington, Centers for Disease Control and Prevention (CDC) and/or the Susan G. Komen for the Cure – Puget Sound Affiliate.

The purpose of this program is to establish a comprehensive, public health approach to reduce breast, cervical and colon cancer morbidity and mortality of targeted underserved populations through screening, tracking, follow-up and client coordination case management, public and professional education, quality assurance, surveillance, evaluation, and coalition development.

ELIGIBLE POPULATIONS SERVED

Public Health serves women who meet the following criteria:

- Are aged 40-64
- Have incomes at or below 250% of the Federal Poverty Level (FPL);
- Lack insurance or have high insurance deductibles as barriers to paying for preventive services such as mammograms, Pap tests,

Women not eligible for Medicare may be served by the BCCHP.

Outreach efforts should be geared toward the priority populations of women with lower screening &/or higher mortality rates. These include women aged 50-64, Lesbians, African-Americans, Asian/Pacific Islanders, American Indians/Native Alaskans, Latinas and people living in rural communities.

PROGRAM ADMINISTRATION

The contractor will perform the services outlined in this Scope of Work (Exhibit 1) after ensuring BCCHP Enrollment and Consent forms have been obtained. Program and fiscal performance will be monitored and evaluated monthly by Public Health staff by review of the invoice, and BCCHP forms where applicable, i.e., the BCCHP Outreach form, Women's Health Examination and Reimbursement form, Cervical Diagnostic form, etc. In the event of cancer diagnosis, complete the Consent for Cancer Treatment form, Case Management Comprehensive Needs Assessment, Transition to Medicaid-Treatment Tracking form and Case Management Written Plan. Any required anesthesia or pathology lab work will be paid to the contractor per patient's CPT coded procedures by the date-of-

service at current Fee Schedule rates, channeling reimbursement via pass-through payment.

Failure of the Contractor to perform services as described in the BCCHP Contractor's Procedure Manual and subsequent amendments in accordance with the CDC and DOH Policies and Procedures, and with any applicable local, state and federal law or regulation, may result in the reduction of funds, suspension of services or the termination of this contract. Public Health reserves the right to determine the amount of any reduction, based on Contractor performance or fund source grant reduction, and to unilaterally effect any reduction upon written notification. Any reduction shall be based on a review of the Contract's expenditure patterns and actual performance.

PERFORMANCE REQUIREMENTS

The agency will provide clinical and client coordination & tracking services for eligible women through BCCHP as allowed by the DOH in accordance with guidelines and the current Fee Schedule established by the DOH and CDC.

A brief description of services provided under this agreement is as follows:

OUTREACH and RECRUITMENT

Outreach, Recruitment and Case Management programs are part of Public Health's Medicaid Administrative Match program for state funded programs. The objectives of these efforts are, 1) to increase the number of women receiving annual health screenings, Pap tests, and mammograms through BCCHP and other programs, 2) alleviate barriers that prohibit women from receiving screening services, 3) raise community awareness about the importance of breast and cervical health screening and how and where to obtain those services and 4) to educate women about Medicaid support for treatment of breast and cervical cancer. Contracted activities should be planned to focus on reaching women in our priority populations.

Successful programs may incorporate any or all of the following:

1. Identify communication networks for women in priority populations in order to identify and refer women in need of mammograms, Pap smears and other women's health services to appropriate providers.
2. Use a combination of small group, one-to-one education and media to educate women regarding breast and cervical health and other health issues to encourage and assist women to obtain mammograms, Pap smears and other women's health services.
3. Use outreach & recruitment techniques that are developed with community input appropriate for priority populations, (i.e., our video presentation, "Mammogram Screening-Taking Care of Ourselves & Each Other") to encourage and assist women to obtain mammograms.
4. Identify women eligible for BCCHP and refer for services. Motivate, assist and follow-up with women who are rarely screened or haven't seen a provider in years to help them obtain screening services. Work with Public Health to develop a local media plan.
5. Work with clinic screening coordinators to schedule client appointments and assure they obtain an exam, Pap smear, etc. and return for their next scheduled exam.
6. Provide information and referral about Medicaid programs and services and eligibility requirements. Assist eligible women to apply for Medicaid.
7. Maintain confidentiality concerning outreach clients.

8. Collect data about outreach activities.
9. Assist Public Health in designing community awareness activities that are appropriate for the priority population that encourage women to seek out mammography, Pap smear and other women's health care services.

Ask Me Project – Komen Grant funded

Jefferson County Public Health will continue their work with small businesses to engage new "Ask Me" program partners willing to promote our services to their constituents.

CLINICAL SERVICES (Fee-for-Service)

The contractor shall provide breast, cervical and/or colon cancer screening and diagnostic services where applicable to eligible women in accordance with guidelines in the BCCHP Contractor Procedure Manual and as allowed within the Budget (Exhibit 2) and payable by the current DOH/CDC developed BCCHP Fee Schedule, of which updated revisions would be forwarded and take precedence over earlier versions.

The contractor will:

1. Maintain confidentiality of all medical records and other data about clients.
2. Ensure written informed consent and enrollment had been obtained from clients prior to the provision of clinical services and/or cancer treatment.
3. Comply with CDC and DOH Performance Indicators.
 - Less than 60 days from date of documented abnormal test result to complete diagnostic work-up.
 - Less than 60 days from date of documented diagnosis to treatment for breast, cervical or colorectal cancer.
4. Make best efforts to report client services results to Public Health within 10 business days (or two weeks) after the date of service. Findings shall include all pertinent information required on the BCCHP forms. Protocol requires forms to be submitted within 60 days of services rendered to be eligible for reimbursement, although exceptions will be evaluated on a case by case basis.
5. Maintain appropriate licensing.
 - Cytological screening - meets the standards and regulations of the Clinical Laboratory Improvement Act (CLIA). The provider shall supply the name of the laboratory to Public Health and shall notify Public Health within 30 days of any change.
 - Health care professionals - maintain current licensure and/or certification. Contractor shall maintain documentation of current licensure or certification.

CLIENT SUPPORT SERVICES (Case Management)

Case management programs are part of Public Health's Medicaid Administrative Match Program, and include any follow-up, documentation and coordination of services needed as the result of an abnormal test or exam finding. Clients with abnormal test or exam results require a Case Management plan.

The contractor will:

1. Develop patient tracking systems to assure timely and appropriate follow-up of women with abnormal breast or cervical cancer tests with submittal of the Client Comprehensive Needs Assessment.
2. Assure access to treatment and monitor clients monthly through their course of treatment.
3. Implement a re-screening reminder system.
4. Assure appropriate follow-up tests are scheduled and return appointments are made.
5. Assure that test results are reviewed by providers in a timely manner and that enrollees receive test results in a timely manner.
6. Document all findings and assure Public Health has documentation.
7. Attend two mandatory meetings per year and a minimum of two regular meetings and/or trainings as scheduled by the DOH or Public Health.

BILLING PROCEDURES AND PAYMENT

BCCHP clients must not be billed.

Public Health will prepare monthly clinical services billing reports for the contractor from complete, timely and accurate BCCHP forms as submitted by the contractor. The reports will detail client names, dates of service, CPT codes and fees. Public Health will then generate a monthly invoice with the billing reports used to complete the "Clinical Services-Fee-for-Service" section. The contractor will review the billing reports and make best efforts to mail the original ink signature-signed invoice to Public health within 10 business days of receipt.

Client Support Services / Case Management is based on the budgeted BCCHP rate per woman enrolled and screened per annum.

Services must be provided within the corresponding contract period.

Public Health shall pay for services under this contract up to a total not to exceed the contract amount stated in the Budget (Exhibit 2), based on the current Fee Schedule.

The contractor certifies that work to be performed under this contract does not duplicate any work to be charged against any other contract, subcontract, or other funding source.

Exhibit 2: Budget
Jefferson County Public Health
615 Sheridan
Port Townsend, WA 98368

January 1, 2010 thru December 31, 2010

BUDGET DETAIL 2010	TOTAL FUNDS ALLOCATED
Breast, Cervical & Colon Health Program	
BCCHP Outreach & Recruitment	\$ 10,000.00
"Ask Me" Program Outreach	\$ 2,400.00
Clinical Services (Fee-for-Service)	\$ 13,000.00
Client Support Services / Case Management	\$ 3,000.00
Approved Incidental Expenses	\$ 265.00
Total Annual Budget	\$ 28,665.00

The Budget is Based on Averaged Weights per CPT Coded Procedures, Specialists, Treatment or Facilities Fees, &/or Negotiated Funding toward Outreach & Recruitment Services as Follows...

Anticipated #s	
WBCHP	
100	WBCHP Services Average a Combined \$115/patient
100	Client Support Services Are Set at \$30/patient
X	Outreach & Recruitment Determined by FTE/NEED

Breast, Cervical and Colon Health Program

401 Fifth Avenue, Suite 900
 Seattle, WA 98104
206-263-8205 Fax 206-296-0208
 TTY Relay: 711
 www.kingcounty.gov/health

Public Health 
 Seattle & King County

Jefferson County Public Health

615 Sheridan, Port Townse WA 98368

ROC# D39950D - JCH

Contract Period: 1/1/2010 to 12/31/2010

Please review, sign and MAIL this invoice within 10 days of receipt:

Attention: Scott Feest @ Address Above
 Call w/ questions TEL=206-263-8175

Current Billing Period July 2010

Year 2010 Contracted Status

Contracted Line Items	Current Expenses	Contracted Budget	Accumulated Expense	Available Balance
WBCHP Clinical Services	\$0.00	\$13,000.00	\$3,945.28	\$9,054.72
WBCHP Client Support Services	\$0.00	\$3,000.00	\$1,500.00	\$1,500.00
BCHP Outreach	\$0.00	\$10,000.00	\$5,000.00	\$5,000.00
BCHP Other	\$0.00	\$265.00	\$128.10	\$136.90
Ask Me Program Outreach	\$0.00	\$2,400.00	\$0.00	\$2,400.00
Total	\$0.00	\$28,665.00	\$10,573.38	\$18,091.62

I certify the costs itemized above were incurred for the period: July 2010
 and that the reimbursement amount reflects, as reasonably as possible, the true value of the costs being claimed.

X _____ X _____

Jefferson County Public Health Date
 Authorized Signature Please Print Name Below Signature

For BCCHP Department Use Only -----BELOW THIS LINE-----For BCCHP Department Use Only-----

Expense Summary - ORG/PROJ: 8052/358	Pay Current	Contracted Budget	Accumulated Expense	Available Balance
ST-DOH WBCHP 47454 A	\$0.00	\$26,265.00	\$10,573.38	\$15,691.62
KOMEN ASK ME 47792 B	\$0.00	\$2,400.00	\$0.00	\$2,400.00
Total	\$0.00	\$28,665.00	\$10,573.38	\$18,091.62