



# JEFFERSON COUNTY PUBLIC HEALTH

Consent Agenda

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

July 15, 2013

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA REQUEST

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Jean Baldwin, Director

**DATE:** August 5, 2013

**SUBJECT:** Agenda Item – Grant Agreement with Thrive by Five for Home Visiting Services; July 1, 2013 – June 30, 2014; \$176,740

#### **STATEMENT OF ISSUE:**

Jefferson County Public Health requests Board approval of the continuation of the Bridge Partnership with Thrive By Five for Home Visiting Services; July 1, 2013 – June 30, 2014; \$176,740

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

This is the second year with JCPH as lead on this Thrive contract. JCPH has 14 years of participation in the Nurse Family Partnership Program (NFP). This Home Visiting Services Agreement allows Jefferson and Kitsap Public Health Departments to share Nurse family Partnership staff, training, supervision. JCPH staff will work to create a strong regional team sharing expertise. Fiscal responsibility is also with JCPH, a subcontract will be written to share the work and funding with KPHD. This regionalization approach to providing services is a vision of possible regional services that may save County money and programs in the future.

#### **FISCAL IMPACT/COST BENEFIT ANALYSIS:**

\$87,500 of these funds is available for Jefferson County to continue this partnership and will allow JCPH to serve additional families in 2013-14. The program can be partially sustained by billing, Prop 1 funds; MH/CD funding and Federal MCH dollars. KCHD will also receive \$87,500 to continue their services in the NFP program on the Kitsap Peninsula.

COMMUNITY HEALTH  
DEVELOPMENTAL DISABILITIES  
MAIN: (360) 385-9400  
FAX: (360) 385-9401

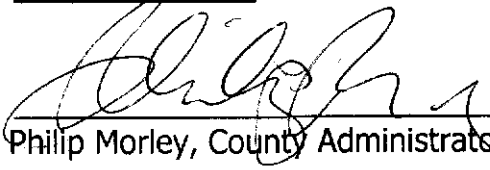
**PUBLIC HEALTH**  
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WATER QUALITY  
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**RECOMMENDATION:**

JCPH management request approval of the Grant Agreement with Thrive by Five; July 1, 2013 – June 30, 2014; \$176,740

**REVIEWED BY:**

  
Philip Morley, County Administrator

7/24/13  
Date

(Routed to all Public Health Managers)

## GRANT AGREEMENT

Washington Early Learning Fund, d/b/a Thrive by Five Washington (“Thrive”) and Jefferson County Public Health (“Grantee”) hereby enter into this Agreement as of July 1, 2013 (the “Effective Date”).

**Grant Award Total: \$176,740.00**

Includes:

Service Funds: \$175,000.00

Travel Stipend: \$1,740.00

Grant ID: 127  
Grant Term: 7/1/2013 to 6/30/2014  
Tax ID Number: 133148295  
Project Lead: Ms. Yuko Umeda  
Purpose: Home Visiting Services Account  
Federal Subrecipient: No

1. **Grant Award and Term.** Thrive hereby awards a grant in the amount of \$176,740.00 to Grantee for the grant purposes described more fully in the approved proposal and budget (referred to herein as the “Project”), and for which excerpts (Project Description, Logic Model, and Budget) have been incorporated as Schedule A. Grant funds may not be expended, loaned, pledged or transferred for reasons other than carrying out the Project. The term of this Agreement (“Term”) begins on the Effective Date, and the Grantee agrees to not incur any expenses on the Project using Thrive funding prior to the Effective Date. The Term end date is met when all funds have been expended and Project requirements met, or earlier in the event of non-compliance.
2. **Travel Stipend Funds.** Included in the Grant Award Total is a Travel Stipend. Grantee agrees that funds awarded for the Travel Stipend will be used solely for travel costs associated with Grant Requirements outlined in Schedule B (1.d). Should any Travel Stipend funds be unexpended after all requirements have been met, Grantee may request in writing that Stipend funds be repurposed for the Project.
3. **Disbursement.** Thrive will disburse the funds to Grantee according to the terms provided in Schedule B, provided that Grantee performs the services and expends the awarded funds as described in the Project and in a timeframe that is aligned with the payment schedule in Schedule B. Payment is based on the assumption that project state and private revenue commitments to Thrive have been maintained, and that such funds are available to Thrive for disbursement to the Grantee. In the event that revenue commitments are not available to Thrive, Thrive reserves the right to amend the payment terms and the amount of the Grant Award Total. Thrive will monitor expenditures on a quarterly basis and reserves the right to amend the Payment Schedule if funds are not expended in accordance with the Project budget and in a timeframe that is aligned with the Payment Schedule.
4. **Grantee’s Tax Status.** Grantee represents that it is either 1) a tax-exempt organization described in Section 501(c)(3) of the Code or 2) a governmental entity described in Section 170(c)(1) of the Code, and that it is *not* either 1) a “private foundation” as defined in Section 509(a) of the

Code, or 2) a Type III supporting organization as described in Section 509(a)(3)(C) of the Code (other than a “functionally integrated” Type III supporting organization as defined in Section 4943(f)(5)(B) of the Code). If Grantee is described in Section 501(c)(3) of the Code, then Grantee has submitted to Thrive a determination letter of tax exemption issued by the Internal Revenue Service, and represents that such letter has not been revoked or modified. Grantee agrees to notify Thrive immediately of any changes in its tax status during the term of the grant.

5. **Use of Grant Funds.** Grantee agrees to use the grant funds solely for the Project in accordance with the proposal and budget submitted to Thrive, and that such funds will be used exclusively for charitable purposes as described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”). Grantee agrees not to use any portion of the grant funds to participate in any political campaign on behalf of or in opposition to any candidate for public office, to make grants to individuals on a nonobjective basis, or for any non-charitable purpose. No portion of this grant is earmarked for use in carrying on propaganda or otherwise attempting to influence legislation. Grantee agrees not to use any portion of the grant funds to participate in any political campaign on behalf of or in opposition to any candidate for public office. Grantee will promptly return to Thrive any portion of grant funds unexpended or uncommitted at the end of the Grant Term, or used for purposes or in a manner than those described in the Project.
6. **Budget.** Grantee further agrees that funds will be expended as specifically itemized line by line in the Budget provided in Schedule A, and that transfers within lines of the budget in excess of 10% of the award amount will not be made unless approved by Thrive.
7. **Reporting and Other Grant Requirements.** Grantee agrees to submit program and expense reports, as well as all perform all other grant requirements outlined in Schedule B, on or before the dates indicated therein. Thrive reserves the right to aggregate, disaggregate, analyze, reproduce, and/or disseminate the data provided in Program Reports, Financial Activity Reports, or any other reports submitted to Thrive with respect to the Project. Use of any data by Thrive will be restricted exclusively to charitable purposes.
8. **Data Collection and Evaluation.** Thrive will conduct research and evaluation regarding the projects funded through its grants program. Grantee agrees to participate in these evaluation efforts and will fulfill the data collection and reporting requirements specified in Schedule C, Evaluation Requirements. It will be the obligation of Thrive representatives, contractors, and Grantee to provide protections and assurances regarding the confidentiality of data, samples of work (in any media format) and/or interview comments provided by participants. Grantee also agrees to provide Thrive with the results of any independent or self-directed evaluation or research undertaken with respect to the Project.
9. **Control of Grant Funds.** Grantee acknowledges and represents that it is accepting this grant for its own account and not as an agent for any other organization, and will exercise supervision and oversight over the use of all grant funds to ensure that the terms of this Agreement are met.
10. **Subcontracts.** In the event that any portion of the grant funds will be paid to subcontractors, contractors, or subgrantees to assist in the completion of the project without Thrive’s prior knowledge, Grantee agrees to notify Thrive in writing at [GrantsManager@ThrivebyFivewa.org](mailto:GrantsManager@ThrivebyFivewa.org) or other such person as designated by Thrive. Grantee acknowledges that Thrive: (a) does not

approve the selection of any of Grantee subcontractors, contractors, or subgrantees and (b) will not oversee the activities or use of grant funds by any such parties. Grantee remains responsible for ensuring that any subcontractors, contractors, or subgrantees uses grant funds consistently with the terms and conditions of this Grant Agreement and the Proposal. Neither Grantee nor Grantee subcontractors may state to investors, media or the general public that Thrive supports the activities of any subcontractor.

11. **Recordkeeping.** Grantee agrees to keep records in an easily read form sufficient to account for all receipts and expenditures of grant funds. These records of grant funds as well as supporting documentation will be archived by Grantee's office for at least six (6) years after the end of the Grant Term. Grantee agrees to make such books, records, and supporting documentation available to Thrive for inspection, if requested.
12. **Confidentiality.** Grantee will hold in strictest confidence any non-public information that Thrive designates as being confidential during the term of this Agreement and for six (6) years thereafter. Grantee will not disclose confidential information to any third party, and will not use any confidential information other than as necessary for Grantee to perform its obligations under this Agreement. This Section will not apply to information (a) that was known to Grantee before Thrive's disclosure, or information that becomes publicly available through no fault of Grantee; or (b) that Grantee can demonstrate was independently developed or received by Grantee with no breach of any duty owed by a third party to Thrive independent of this Agreement. Grantee may disclose confidential information as required by applicable law, legal process or any order of a court or other governmental authority, but Grantee will give Thrive notice reasonably sufficient to allow Thrive to have an opportunity to object to such disclosure in advance, unless providing such notice would violate applicable law.
13. **Intellectual Property.** Grantee shall retain all copyrights and other intellectual property rights to written work produced as a result of this award, including but not limited to work product listed in Schedule B. Grantee grants to Thrive a nonexclusive, irrevocable, perpetual, and royalty-free license to access, reproduce, publish, copy, alter or otherwise use such written work, for any purpose consistent with Thrive's continuing status as an organization described in Section 501(c)(3) of the Code. Project materials may be reproduced (but not morphed, amended, revised, or redesigned) by any other party, on a worldwide, non-exclusive basis and without fee in connection with their own educational or program purposes, but may not be used in connection with sales or distribution for profit. The owner must approve any use of project materials not specifically permitted under this provision, in advance and in writing. As appropriate, all materials shall contain an attribution of ownership.
14. **Third-Party Rights.** Grantee warrants that written work product produced under the terms of this Agreement will not infringe, misappropriate, or violate the rights of any third party, or incorporate or be derived from the intellectual property of any third party, without Thrive's prior written consent.
15. **Quality of Work and Non-Compliance.** Quality of work and compliance with the terms outlined in the Agreement will be monitored throughout the course of the funding period using the methods described in Schedule B. If Thrive is (a) not satisfied, in its sole discretion, with the quality of the Grantee's work or (b) encounters non-compliance with the terms outlined in the Agreement on the part of the Grantee, Thrive will make a reasonable attempt to assist the

Grantee with technical assistance and quality assurance activities to resolve issues that impede quality and compliance. In the event that compliance issues cannot be resolved, the Grantee will be engaged in a probationary process as described in Schedule D.

16. **Early Termination.** Thrive may terminate the contract prior to the end of the Grant Term if satisfactory compliance is not reached after reasonable efforts have been made to restore compliance, as outlined in Schedule D. In the case of Early Termination, Grantee is required to immediately repay the full amount of any grant funds which were unspent as of the date of the notice of termination, and Thrive shall have no further obligation to distribute any unpaid portion of the Grant to Grantee.
17. **Change in Key Personnel.** The success of the approved Project is largely contingent on the Project Lead(s) identified in the proposal. Should there be any material change in job description, level of authority, or employment status of Project Lead(s) during the grant term, Thrive requires that Grantee notify Thrive staff within 30 days of the change.
18. **Nondiscrimination.** Contractor must maintain non-discriminatory policies with regard to race, color, age, gender, marital status, sexual orientation, political ideology, age, creed, religion, heritage, ancestry, national origin or sensory, mental, or physical ability throughout the Term.
19. **Indemnification.** As a condition to this Agreement, Grantee agrees to indemnify, defend and hold Thrive harmless and against any and all liability, loss, and expense (including reasonable attorneys' fees) or claims for injury or damages arising out or resulting from, or that are alleged to arise out of or result from, negligent actions or omissions by Grantee or any of the Grantee's officers, agents, employees, subcontractors, contractors, or subgrantees with respect to the Agreement. Further, no provision of this Agreement shall inure in any way to the benefit of any third-party so as to constitute such party as a third-party beneficiary of the Agreement or any one or more of the terms hereof or otherwise give rise to any cause of action in any person or entity not a party hereto.
20. **Grant Announcements; Public Reports and Use of Thrive Name and Logo.** Thrive will include information on this grant in Thrive's periodic public reports and may make information about this grant public at any time on its web page and as part of press releases, public reports, speeches, newsletters, and other public documents. If Grantee wishes to issue a press release or report announcing this grant, or otherwise use Thrive's name or logo, please contact [GrantsManager@thrivewa.org](mailto:GrantsManager@thrivewa.org) at least two weeks before the desired announcement or publication date. Grantee agrees to obtain advance approval from Thrive of the press release and the date of release, or of any other use of Thrive's name or logo. Thrive requests an opportunity to review and comment on subsequent press releases or reports that are directly related to the grant.
21. **Insurance.** Grantee will obtain, and provide proof of, insurance coverage as set out in this section. The intent of the required insurance is to protect Thrive should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of Grantee, or agents thereof, in carrying out the Project. Grantee will obtain insurance coverage, which will be maintained in full force and effect during the Grant Term, as follows:

- a. Commercial General Liability Insurance. Obtain a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of Project-related activities but no less than \$1,000,000 per occurrence.
  - b. Automobile Liability. In the event that Project-related activities involve the use of vehicles, whether or not owned by Grantee, automobile liability insurance will be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage. The parties agree and acknowledge that a non owned and hired policy is acceptable as the Grantee has no vehicles in its possession.
  - c. Maintenance of Insurance. Grantee will maintain the coverage described in Section 21 (a) and (b) above through either (i) its participation in a self-insurance program established pursuant to RCW 48.62, or (ii) an insurance company/ies authorized to do business within the State of Washington, and will name Thrive, its agents and employees as additional insureds under the insurance policy/ies. All policies must be primary to any other valid and collectible insurance. Grantee will instruct the insurers or self-insurance program to give Thrive thirty (30) calendar days' advance notice of any insurance cancellation.
  - d. Certificate of Insurance. Grantee will submit to Thrive within forty five (45) calendar days of the Effective Date, a certificate of insurance that reflects the coverage and limits described in Section 21 (a) and (b). Grantee will provide a renewal certificate as necessary to document compliance with this Section 21 during the Grant Period.
  - e. Industrial Insurance Coverage. To the extent required by law, Grantee will comply with the provisions of Title 51 RCW, Industrial Insurance.
22. **Compliance with Laws**. Grantee will comply with all applicable federal, state, and local laws, rules, and regulations (including, without limitation, the Americans with Disabilities Act (ADA) of 1990, codified at 28 CFR Part 35, nondiscrimination laws and regulations, and licensing, accreditation and registration requirements and standards) in carrying out the Project.
23. **Conflict of Interest**. Notwithstanding any determination by the Executive Ethics Board or other tribunal, Thrive may, in its sole discretion, by written notice to Grantee terminate this Grant Agreement if it is found after due notice and examination by Thrive that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW or any similar statute involving Grantee and activities performed pursuant to the Agreement.
24. **Disputes**. Except as otherwise provided in this Grant Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The parties will select a dispute resolution team to resolve the dispute. The team will consist of a representative appointed by Thrive, a representative appointed by Grantee and a third party agreed to be appointed by both parties. The team will attempt, by majority vote, to resolve the dispute. This dispute process will precede any action in a judicial or quasi-judicial tribunal. In the event of a lawsuit involving this Grant Agreement, venue will be

proper only in King County, Washington. Grantee acknowledges the jurisdiction of the courts of the State of Washington in this matter.

25. **Waiver of Default.** Waiver of any default shall not be deemed to be a waiver of any subsequent default by Thrive. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by an authorized representative of Thrive and attached to the original Agreement.
26. **Amendment; Assignment.** This Grant Agreement may be amended or modified only by a mutual written agreement of the parties. Neither this Grant Agreement, nor any claim arising under this Grant Agreement, may be transferred or assigned by Thrive or Grantee without prior written consent of the other party.
27. **Entire Agreement; Governing Law; Severability.** This Grant Agreement constitutes the entire agreement and supersedes any prior oral or written agreements or communications between the parties regarding its subject matter. The laws of Washington State shall govern this Grant Agreement. The provisions of this Grant Agreement are severable so that if any term or provision is found for any reason to be invalid, illegal, or unenforceable, such finding shall not affect the validity, construction, or enforceability of any remaining term or provision.
28. **Grant Review.** Grantee will permit representatives of Thrive to visit Grantee's premises and review Grantee's activities with respect to the Project, and will permit Thrive, at its own expense, to conduct an independent financial and/or programmatic audit of the expenditure of this grant.
29. **Subgrants and Subcontracts.** Your organization has been selected to participate in the Project through the formal HVSA review process. You may not make any statement or otherwise imply to donors, investors, media, or the general public that you are a direct grantee of the Bill& Melinda Gates Foundation. You may state that Thrive by Five Washington is the Bill& Melinda Gates Foundation's grantee and that you are a subgrantee of Washington Early Learning Fund for the Project.
30. **Notices.** All legal notices under this Agreement shall be addressed as follows:

Thrive:            Grants Manager  
                     Thrive by Five Washington  
                     1218 Third Avenue, Suite 800  
                     Seattle, WA 98101

Grantee:          Ms. Jean Baldwin, Director JCPH  
                     Jefferson County Public Health  
                     615 Sheridan  
                     Port Townsend, WA 98368

This Agreement must be signed by an authorized officer of Grantee prior to issuance of the grant funds. Grantee may keep a copy of this Grant Agreement as signed for its records.



WASHINGTON EARLY LEARNING FUND  
d/b/a THRIVE BY FIVE WASHINGTON

Jefferson County Public Health

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By: Nina Auerbach,  
Title: President and CEO  
Date:

By: John Austin  
Title: Chair  
Date:

**Approved as to form only**

*David Alvarez* 7/24/13  
Jefferson Co. Prosecutor's Office  
David Alvarez, Chief Civil DPA

## **SCHEDULE A: PROJECT OVERVIEW**

### **1. Project Description**

Jefferson County Public Health (JCPH), Kitsap Public Health District (KPHD) and Port Gamble S'Klallam Tribe (PGST) collaborated to form the NFP Bridge Partnership. The NFP Bridge Partnership allows for the sustainability of Nurse Partnership Program (NFP) in the regional area of the Kitsap and Olympic Peninsulas. NFP outcomes include improving pregnancy outcomes, improving child health and development and improving economic self-sufficiency of the low-income first-time pregnant women who are the target population of the program. The NFP program guidelines are followed, and nurse home visitors (NHVs) trained in the NFP model meet with clients from early to mid-pregnancy until the child's second birthday. The NFP Bridge Partnership's whole program consists of two- .5 NHVs from KPHD, one- .5 FTE NHV from PGST, and two NHVs (1.0 and .5 FTE) and one-.8 FTE Nurse supervisor from JCPH. The whole program serves 77 unduplicated mothers, their children and families. HVSA funding provides for 2.0 FTE NHVs and .08 FTE Nurse supervisor who will serve 50 unduplicated first-time mothers, their children and families.

2. Logic Model\*

**HVSA Logic Model**

Organization Name: Jefferson County Public Health  
 Home Visiting Model: NFP  
 Date: July 1, 2013

RESOURCES	ACTIVITIES	OUTPUTS <small>Provided outputs for each relevant activity</small>	FIDELITY MEASURES (PROCESS INDICATORS)	PROGRAM INDICATORS (CONSTRUCTS)	OUTCOMES (BENCHMARKS)
<p><b>Target Population:</b> low income, first-time pregnant women</p> <p><b>Target Geographic Area:</b> Jefferson and Kitsap Counties</p> <p><b>Staffing:</b> .08 Nurse Supervisor, 1.0 FTE NHV(Jefferson), 2-.5 FTE (Kitsap)</p> <p><b>Home Visiting Curriculum Used:</b> NFP visit guidelines PIPE parenting education</p> <p><b>Funding Sources:</b> Medicaid, Jefferson County MH/CD tax, KPHD Local Capacity Development Funds, Healthy Start Kitsap (501c3)</p> <p><b>Data System(s):</b> Efforts to Outcomes (ETO), Nightingale Notes, and Kansas Information Public Health System (KIPHS)</p>	<p><b>1: Staffing</b>  <b>1.1:</b> Maintain existing staff</p> <p><b>2: Training</b>  <b>2.1:</b> NFP program staff will participate in initial and ongoing training, education, and coaching as required by NFP NSO  <b>2.2:</b> NFP program staff will participate in other training, education, and coaching as required for grants, funders, and specific population needs.</p> <p><b>3. Outreach/Recruitment</b></p> <ul style="list-style-type: none"> <li>• <b>3.1:</b> Existing caseloads will be maintained</li> <li>• <b>3.2:</b> Maintain well established referral base</li> </ul>	<p><b>1.1:</b> Maintain existing staff: 2 FTE Nurse Home Visitor (NHVs); .08 FTE Supervisor</p> <p><b>2.1:</b> NFP Supervisor and NHVs will participate in DANCE education when scheduled.  <b>2.2:</b> NFP Supervisor will participate in</p> <ul style="list-style-type: none"> <li>• monthly Supervisor Community of Practice call,</li> <li>• quarterly in-person Supervisor Community of Practice meetings,</li> <li>• the annual National Education Symposium in Denver 5/14</li> <li>• monthly individual consultation calls with state nurse consultant</li> <li>• quarterly NFP Tribal Community of Practice calls</li> </ul> <p><b>3.1:</b> Each FTE NHV will maintain a caseload of 22 to 25 clients  <b>3.2:</b> NFP Supervisor will</p> <ul style="list-style-type: none"> <li>• coordinate a written plan for cultivating relationships with referral sources and community partners. Plan will include in-person contacts, community presentations, follow-up visits, letters and/or calls</li> <li>• monitor effectiveness of plan by using ETO data on enrollment by referral source.</li> </ul>	<p><b>Measure 1</b>                      Nurse home visitors and supervisors are registered nurses with a minimum of a Bachelor's degree in nursing.</p> <p><b>Measure 2</b>                      Nurse home visitors and nurse supervisors complete core educational sessions required by the NFP National Service Office and deliver the intervention with fidelity to the NFP Model.</p> <p><b>Measure 3</b>                      Client meets low-income criteria at intake as defined by program.</p> <p><b>Measure 4</b>                      Client is enrolled in the program early in her pregnancy and receives her first home visit by no later than the end of the 28th week of pregnancy.</p> <p><b>Measure 5</b>                      Client is visited throughout her pregnancy and the first two years of her child's life in accordance with the current NFP Guidelines.</p>	<p><u>Do not populate.</u></p>	<p><u>Do not populate.</u></p>

	<p><b>4: Home Visits</b></p> <ul style="list-style-type: none"> <li>4.1: Provide home visits for first time, low-income pregnant women, mothers and infants</li> <li>4.2 : Meet NFP goals on frequency of visits and content of visits</li> </ul> <p><b>5: Supervision</b></p> <ul style="list-style-type: none"> <li>5.1: NHVs will receive reflective supervision</li> </ul> <p><b>6: Continuous Quality Improvement</b></p> <p>6.1: Supervisors and nurse home visitors will review and utilize team data to improve delivery of NFP program</p>	<p>4.1: 50 clients</p> <ul style="list-style-type: none"> <li>will be enrolled by 28 weeks of pregnancy and 50 % will be enrolled by 16 weeks of pregnancy</li> <li>will receive 1-3 home visits/month according to the NFP standard and/or flexible visit guidelines</li> </ul> <p>4.2 The team's quarterly data on</p> <ul style="list-style-type: none"> <li>completed to expected visit ratio will meet the national goals of: 80 % in Pregnancy 60 % in Infancy 60 % in Toddler</li> <li>content coverage in the Maternal Role Domain to meet national goals of : Pregnancy: 23-25% Infancy: 45-50% Toddler: 40-45%</li> </ul> <p>5.1 Supervisor will</p> <ul style="list-style-type: none"> <li>provide individual, 60" reflective supervision sessions for each NHV 3 times per month</li> <li>facilitate two – 1.5 to 2 hour reflective case conferences each month</li> </ul> <p>6.1 Supervisor</p> <ul style="list-style-type: none"> <li>will review ETO quarterly reports with NHVs and State Nurse Consultant (SNC),</li> <li>create Annual Plan with SNC</li> <li>and SNC will review Annual Plan quarterly</li> </ul>	<p><b>Measure 6</b> A full-time nurse home visitor carries a caseload of no more than 25 active clients.</p> <p><b>Measure 7</b> A full-time nurse supervisor provides supervision to no more than eight individual NHVs.</p> <p><b>Measure 8</b> Nurse home visitors and nurse supervisors collect data as specified by the NFP National Service Office and use NFP reports to guide their practice, assess and guide program implementation, inform clinical supervision, enhance program quality and demonstrate program fidelity.</p>		
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\*The Logic Model may be revised throughout the Continuous Quality Improvement Process

3. Budget

JEFFERSON COUNTY PUBLIC HEALTH			
HOME VISITING MODEL: Nurse Family Partnership			
Line Item	Period:	FY14 HVSA Award	Comments/Justification
	7/1/13-6/30/14		
(List individual positions, types of expenses on lines below each line item)		Provide descriptions and formulas for each line item expense.	
<b>A. Personnel</b>		<b>\$67,595.73</b>	
Salaries and Wages (Salaries and Wages for individual cast/factors, benefits and taxes, etc.)			
NFP Nurse		\$45,985.75	.71 NFP Nurse x \$64,680
NFP Supervisor		\$5,293.00	.06 NFP Nurse Supervisor x \$86,174
Benefits		\$16,318.08	Benefits for listed personnel at 32%
<b>B. Staff Recruitment, Training, Retention, etc.</b>		<b>\$1,560.00</b>	
Training Registration		\$1,560.00	Registration and material cost for DANCE, NCAST, and other trainings for NFP Nurse
<b>C. Travel</b>		<b>\$1,677.00</b>	
Nurse Family Partnership Training Travel		\$1,677.00	NFP Nurse Trainings: DANCE Training (Lodging \$160 x 4 nights + Parking \$15 x 4 days + Meals \$52 x 4 days + Mileage \$40); NCAST Training "Promoting First Relationships" (Lodging \$160 x 2 nights + Parking \$40 x 2 days + Meals \$52 x 2 days + Mileage \$125); Other Trainings (Mileage \$100)
<b>D. Equipment (Purchase, rent, maintenance)</b>		<b>\$0.00</b>	
<b>E. Supplies (Postage, Printing, Publication, etc.)</b>		<b>\$600.00</b>	
Project Supplies		\$500.00	PIPE - Education supplies/materials
Cell Phone Minutes		\$100.00	Prepaid Minutes
<b>F. Occupancy (Rent, utilities, etc.)</b>		<b>\$0.00</b>	
<b>G. Contracted/Professional Services (Subcontracts, Consulting, Printing, etc.)</b>		<b>\$87,500.00</b>	
Kitsap PhD NFP Nurse		\$87,500.00	
<b>H. Evaluation Stipend (for Cohorts 3 and 6 ONLY)</b>		<b>\$0.00</b>	
<b>I. Travel Stipend (for Thrive mandatory trainings)</b>		<b>\$1,740.00</b>	
Travel Stipend included in Grant Agreement		\$1,740.00	
<b>J. Indirect Charges if not included above</b>		<b>\$16,067.27</b>	
Indirect		\$16,067.27	Indirect at 10%
<b>K. TOTAL</b>		<b>\$176,740.00</b>	

## SCHEDULE B: GRANTEE REQUIREMENTS AND PAYMENT SCHEDULE

### 1. Grantee Requirements

- a. **Individualized Assessments:** Grantee will administer individualized assessments of participant families, and services will be provided in accordance with those individual assessments.
- b. **Voluntary Services:** Services will be provided to clients only on a voluntary basis.
- c. **Priority Participants:** Priority will be given to serve eligible participants who:
  - Have low incomes;
  - Are pregnant women who are under 21;
  - Have a history of child abuse and neglect or have had interactions with child welfare services;
  - Have a history of substance abuse or need substance abuse treatment;
  - Are users of tobacco products in the home;
  - Have, or have children with, low student achievement;
  - Have children with developmental delays or disabilities;
  - And/or are in families that include individuals who are serving or have formerly served in the armed forces, including such families that have members of the armed forces who have multiple deployments outside of the United States.
- d. **Capacity Assessment:** Grantee will develop and submit a Capacity Assessment detailing community and organizational readiness and capacity for implementation of home visiting services with fidelity (prior to the contract period). Materials provided in the Capacity Assessment will be used to inform the Agreement.
- e. **Logic Model:** Grantee will develop and continuously refine a Logic Model to guide program implementation.
- f. **Implementation Improvement Plan:** Grantee will collaborate with Thrive and Thrive Consultants to develop, submit, refine and utilize for reporting and Continuous Quality Improvement (CQI) an Implementation Improvement Plan.
- g. **Annual Orientation Webinar:** Grantee will participate in an annual orientation webinar providing any updates on requirements associated with HVSA funding. The webinar will be held on July 15, 2013.
- h. **HVSA Trainings:** Grantee will participate in two full-day trainings.
  - HVSA Training 1: November 6, 2013
  - HVSA Training 2: March 13, 2014
- i. **Technical Assistance Coaching Calls:** Grantee will participate in monthly 1.5 hour Technical Assistance calls with Thrive staff and Thrive Consultants for Continuous Quality Improvement.

- j. Site Visits:** Grantee will cooperate with up to eight (8) scheduled site visits conducted for grant compliance, organizational due diligence, HVSA evaluation, quality implementation technical assistance, and continuous quality improvement.
- k. Quarterly Program Reports:** Grantee will submit four (4) program reports online no later than the dates outlined below in the Payment Schedule. Program reports will include, but are not limited to, the following information:
- Participant Demographics
  - Implementation Progress on the Logic Model
  - Implementation Reflection
  - An Updated Logic Model
  - Select Fidelity Measures
  - Select Constructs and Benchmarks
  - Progress on Implementation Improvement Plans

Thrive will notify the Grantee in writing or orally within thirty (30) working days of errors or omissions in the Program Reports and any corrections that need to be made by the Grantee and the expected timeline to submit the correction to Thrive.

- l. Monthly Enrollment Numbers:** Grantee will submit monthly Enrollment Numbers Reports online no later than the dates outlined below in the Payment Schedule. Monthly Enrollment Reports will include the number of children, parents/caregivers, and families enrolled for the previously completed month.
- m. Quarterly Financial Activity Reports:** Grantee will submit four (4) Financial Activity Reports online no later than the dates outlined below in the Payment Schedule. Expense reports will include, but are not limited to, cumulative expenditures incurred to date compared to line items identified in the budget in Schedule A, section 3.
- n. Standard Line Item Reports:** Grantee will submit monthly Standard Line Item Reports online no later than the dates outlined below in the Payment Schedule. Standard Line Item Reports will include monthly expenditures for the Personnel and Occupancy budget line items for the previously completed month.
- o. Additional Requirements:** Grantee will maintain and make available to Thrive, if requested, documentation demonstrating accomplishments of the Grant Agreement. Such documentation may include, but is not limited to:
- Services Provided, Service Dates, and Number of Service Hours
  - Data Collection and Assessments by Participants
  - Completed Evaluation Tools
  - Attendance Sheets
  - Service Logs
  - Demographic Information of Participants

## 2. Payment Schedule

The Payment Schedule below is based on the assumption that state and private revenue commitments to Thrive have been maintained, and that such funds are available to Thrive for disbursement to the Grantee. In the event that revenue commitments are not available to Thrive, Thrive reserves the right to amend the payment terms and the amount of the Grant Award Total.

Requirement	Due Date	Reporting Period	Payment Date	Amount
Technical Assistance Coaching Calls	Monthly	NA	NA	NA
Site Visits	TBD	NA	NA	NA
HVSA Orientation Webinar	July 15, 2013	NA	August 2013	\$44,185.00
Signed Grant Agreement	August 1, 2013	NA		
Monthly Enrollment Numbers and Standard Line Item Report	August 21, 2013	July 1-31, 2013		
Monthly Enrollment Numbers and Standard Line Item Report	September 21, 2013	August 1-31, 2013	November 2013	\$44,185.00
Monthly Enrollment Numbers and Standard Line Item Report	October 21, 2013	September 1-30, 2013		
<b>Program Report and Expense Report #1</b>	<b>October 31, 2013</b>	<b>July 1, 2013-September 30, 2013</b>		
HVSA Training 1	November 6, 2013	NA	February 2014	\$44,185.00
Monthly Enrollment Numbers and Standard Line Item Report	November 21, 2013	October 1-31, 2013		
Monthly Enrollment Numbers and Standard Line Item Report	December 21, 2013	November 1-30, 2013		
Monthly Enrollment Numbers and Standard Line Item Report	January 21, 2014	December 1-31, 2013		
<b>Program Report and Expense Report #2</b>	<b>January 31, 2014</b>	<b>October 1, 2013-December 31, 2013</b>		
Monthly Enrollment Numbers and Standard Line Item Report	February 21, 2014	January 1-31, 2014	May 2014	\$44,185.00
Participation in HVSA Training 2	March 13, 2014	NA		
Monthly Enrollment Numbers and Standard Line Item Report	March 21, 2014	February 1-28, 2014		
Monthly Enrollment Numbers and Standard Line Item Report	April 21, 2014	March 1-31, 2014		
<b>Program Report and Expense Report #3</b>	<b>April 30, 2014</b>	<b>January 1, 2014-March 31, 2014</b>		
Monthly Enrollment Numbers and Standard Line Item Report	May 21, 2014	April 1-30, 2014	NA	NA
Monthly Enrollment Numbers and Standard Line Item Report	June 21, 2014	May 1-31, 2014		
Monthly Enrollment Numbers and Standard Line Item Report	July 21, 2014	June 1-30, 2014		
<b>Program Report and Expense Report #4</b>	<b>July 31, 2014</b>	<b>April 1, 2014-June 30, 2014</b>		
			<b>TOTAL</b>	<b>\$176,740.00</b>



## SCHEDULE C: EVALUATION REQUIREMENTS

1. **Evaluation Design.** Thrive is in the process of designing a new evaluation framework. Implementation of this framework will occur following the selection of an evaluation group responsible for carrying out the new evaluation framework. Selection of this group is intended to be completed by September 2013. The design of the new evaluation framework is guided by the following objectives:
  - a. Increase the capacity of the HVSA Grantees to effectively use data to guide program CQI
  - b. Inform relevant HVSA evaluation efforts underway, including, but not limited to Data Benchmarks, the State CQI plan, reporting to private funders, and Thrive's strategic measures reporting
  - c. Develop data measures to sustain and build the capacity of the HVSA that is aligned with advancing the Washington state *Early Learning Plan*
  
2. **Data Transition and Protections.** The new evaluation framework will be phased in over time, gradually replacing the existing framework. During this transition:
  - a. Data safeguards, protocols, and security measures will remain in place to ensure data collected from Grantee continues to be confidential, de-identified
  - b. Transfer and use of data will be in compliance with all HIPAA requirements, as well as meet the contractual requirements of program models and individual Grantees

In addition, de-identified client data will be retained for 6 years after completion of this Agreement and then destroyed.
  
3. **Evaluation Activities.** In addition to participating in activities that support the evaluation framework, Grantees will continue to participate in evaluation activities for all families served under through HVSA program funds. These requirements include, but are not limited to:
  - a. Executing a data-sharing agreement with the evaluation group.
  - b. Meeting data collection pass-through requirements described in Federally approved Washington State Data Benchmarks Plan; including but not limited to:
    - Participating in data collection and training activities
    - Collecting specified data elements
    - Implementing data collection processes and reporting
  
4. **Timeline:** It is anticipated that Grantees will begin working with the newly designated evaluation group in the last quarter of 2013. In the meantime, Thrive may have particular requests of Grantees that are consistent with objectives stated in Section 2 above. Initial activities carried out by the evaluation group will include a meeting with Thrive and Grantees to discuss issues related to data security and storage, use of data, and data sharing agreements, and existing evaluation capacity.
  
5. **Revisions to Schedule C:** When a new evaluation design has been developed, Thrive will disseminate an amendment to the Schedule C defined herein providing a clear description of revised evaluation requirements. The amendment must be executed by both parties.

## **SCHEDULE D: PROBATION PROCEDURES FOR NON-COMPLIANCE**

In the event that the Grantee is deemed “non-compliant,” Thrive will follow the procedures outlined below:

1. **Notice of Probation:** Thrive will issue a written Notice of Probation (Notice) to the Grantee. Probationary status means that Grantee is vulnerable to Suspension of Payment if corrective action is not taken within the specific timeframe outlined in the Notice. Such notification will be sent a minimum of thirty (30) days prior to the effective date. The Notice of Probation will:
  - a. Cite and describe the specific issue(s) of non-compliance.
  - b. Describe a protocol for corrective action.
  - c. Outline a required timeline for corrective action.

In order to regain active Grantee status, the Grantee must correct the non-compliance issue to the satisfaction of HVSA within the timeframe stipulated in the Notice (or an amended timeframe as agreed upon between Grantee and Thrive).

2. **Suspension of Payment:** If Grantee fails to satisfactorily correct the non-compliance issues cited in the Notice within timeframe cited in the Notice, Thrive may suspend payment of funds until satisfactory contract compliance is met. Grantee will be informed in writing a minimum of thirty (30) days prior to the effective date of such action.
3. **Suspension of Payment Appeal:** Grantee is entitled to appeal Suspension of Payment within ten (10) days of receiving the suspension notice. HVSA will review the case within fifteen (15) days of receipt of the appeal and schedule a date to hear the appeal within thirty (30) days of receipt of the notice of appeal. HVSA will notify the Grantee in writing of the appeal decision within ten (10) days of the appeal hearing.
4. **Early Termination:** Repeated probation or **Suspension of Payment** may result in **Early Termination** (Grant Agreement, clause 15).