RESOLUTION NO. 23-8796

APPROVE AND ACCEPT AGREEMENT FUNDING FOR AGREEMENT CHVP SGF EXP 22b-32 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, MATERNAL, CHILD AND ADOLESCENT HEALTH, FOR PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023, IN THE AMOUNT OF $403,929.

WHEREAS the California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division approves our Agency's Agreement Funding Application for administration of MCAH related programs; and

WHEREAS during the period of July 1, 2022 through June 30, 2023, the CDPH/MCAH Division will reimburse expenditures up to $403,929 for the California Home Visiting Program Fiscal Year 2022-2023; and

WHEREAS Plumas County Public Health Agency agrees to invoice actual documented expenditures and to follow all the conditions of compliance stated in the current CDPH/MCAH Program and Fiscal Policies and Procedures manuals, including the ability to substantiate all funds claimed; and

WHEREAS the requirements for approving this agreement require a resolution, from the County Board of Supervisors, which specifically approves and authorizes execution of this agreement and to authorize an individual to bind the County to the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors, County of Plumas, State of California as follows:

> Approves and accepts Agreement CHVP SGF EXP 22b-32 from the CDPH/MCAH division; in the amount of $403,929.

BE IF FURTHER RESOLVED that the Director of Plumas County Public Health Agency has full and binding authority to the commitments outlined in the Scope of Work section on behalf of the Board of Supervisors, and is the authorized representative for County in regard to the Agreement CHVP SGF EXP 22b-32.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the day of June 6, 2023, by the following vote:

Ayes: Supervisor(s) Goss, McGowan, Hagwood, Engel, Ceresola

Noes: None

Absent: None

Abstain: None

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors

Approved as to form:

Joshua Brechtel
Deputy County Counsel

April 18, 2023

Terri Smith
MCAH Director
County of Plumas
270 County Hospital Rd, ste 206
Quincy, CA 95971

Dear Terri:

APPROVAL OF AGREEMENT FUNDING APPLICATION (AFA) FOR AGREEMENT CHVP SGF EXP 22b-32 – FISCAL YEARS (FY) 2022-23

The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division approves your Agency's AFA for administration of MCAH related programs.

To carry out the program(s) outlined in your approved SOW(s) and Budget(s), during the period of July 1, 2022 through June 30, 2023, the CDPH/MCAH Division will reimburse expenditures up to the following amounts:

California Home Visiting Program FY22-23............... $403,929

The availability of SGF funds are based upon funds appropriated in each respective FY (2022-23) Budget Act. Reimbursement of invoices is subject to compliance with all federal and state requirements pertaining to the CDPH/MCAH related programs and adherence to all applicable regulations, policies and procedures. Your Agency agrees to invoice actual and documented expenditures and to follow all the conditions of compliance stated in the current CDPH/MCAH Program and Fiscal Policies and Procedures manuals, including the ability to substantiate all funds claimed.

Please ensure that all necessary individuals within your Agency are notified of this approval and that the approved AFA documents are carefully reviewed. This approval letter constitutes a binding agreement. If any of the information contained in your approved Budget is incorrect or different from that negotiated, please contact your contract manager, Christina Jenkins by e-mail at Chrisitna.Jenkins@cdph.ca.gov within 14 calendar days from the date of this letter. Non-response constitutes acceptance of your approved AFA documents.

Sincerely,

Angelica Jimenez-Bean

Angelica Jimenez-Bean
Section Chief, Contract Management and Allocations Process
Maternal, Child and Adolescent Health Division
Center for Family Health
California Department of Public Health

cc: Tina Venable
County Public Health

Jana McDowell
County Public Health

Christina Jenkins
Contract Manager

Chia Xiong
CHVP Program Consultant

California Home Visiting Program (CHVP)
State General Fund (SGF) Evidence-Based Home Visiting Expansion
Scope of Work (SOW)

This Scope of Work (SOW) identifies the goals, objectives and deliverables pertaining to Year 1 (July 1, 2022- June 30, 2023) of the 2022 State General Fund (SGF) expansion. The 2022 SGF expansion provides additional funding to the California Home Visiting Program (CHVP) with the long-term goal of increasing the number of families participating in the three evidenced-based home visiting (EBHV) models supported by CHVP: Healthy Families America (HFA), Nurse Family Partnership (NFP), and Parents as Teachers (PAT). Local Health Jurisdictions (LHJs) may use Year 1 funding for expansion, planning, and/or special support activities related to pandemic recovery. LHJs must select one or more of the following Year 1 activity(ies). Only the goals, objectives and deliverables pertaining to the selected Year 1 activity(ies) apply to this agreement.

Please check one or more of the following boxes to indicate planned use of funding:

☒	**Planning Activities**
☐	**Expansion Activities**
☒	**Special Support Activities**

<u>Planning Activities</u> – **Goal: Plan for implementation or expansion of HFA, NFP or PAT.**

Objective	Activities	Deliverables
1. Plan for HFA/NFP/PAT home visiting model implementation and/or expansion.	1.1 Develop a CHVP Implementation Plan using the CHVP template, which may include and is not limited to the following:	• Submission of CHVP Implementation Plan within 60 days of agreement execution.

Objective	Activities	Deliverables
	• Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting. • Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs. • Apply for model affiliation as applicable. • Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements. • Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ. • Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT. • Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program. • Develop a plan to recruit and enroll participants. • Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model.	• Submission of semi-annual status reports. • Submission of quarterly staffing reports. • Participate in regular technical assistance calls with CHVP staff.

CDPH | mcah

Expansion Activities - **Goal: Expand participation, beyond current caseload capacity, in an existing HFA, NFP or PAT program.**

Objective	Activities	Deliverables
1. Provide leadership, guidance, and oversight for CHVP HFA/NFP/PAT model implementation.	1.1 Develop CHVP Implementation Plan, using the CHVP provided template, including but not limited to the following: • Recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT. Staff should reflect the families being served. • Collaboration with local family and early childhood systems partners to provide a continuum of services for CHVP participants and maintain a strong referral system into the program. • Purchase of needed equipment and other programmatic supplies for successful implementation of selected home visiting model. 1.2 Execute all implementation and service delivery activities according to model guidelines and CHVP requirements. 1.3 Adhere to all CHVP Policies and Procedures relating to implementation and expansion of HFA/NFP/PAT.	• Submission of CHVP Implementation Plan within 60 days of contract execution. • Submission of semi-annual status report. • Submission of quarterly staffing reports. • Participate in regular technical assistance calls with CHVP staff.
2. Enroll participants to increase caseload.	2.1 Increase caseload capacity by a negotiated number decided between CHVP and the LHJ. 2.2 Adhere to all CHVP Policies and Procedures and model guidance relating to caseload capacity.	• Submission of CHVP Implementation Plan within 60 days of contract execution.

Objective	Activities	Deliverables
3. Maintain clean and compliant data for all home visiting activities and participants per model and CHVP guidance.	3.1 All CHVP State General Fund (SGF) funded home visiting participants are required to sign the CHVP consent form. 3.2.a. NFP LHJs will coordinate data system requirements with the NFP National Service Office and the CHVP Data Team. 3.2.b. HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system. 3.2.c. PAT LHJs will coordinate data system requirements with the PAT National Office and the CHVP Data Team for use of the Penelope data system. 3.3 LHJ will enter the participant data into a secure and designated data system within seven working days of data collection. 3.4 LHJ will adhere to all CHVP Policies and Procedures relating to compliant data. 3.5 LHJ will coordinate with data collection system owners (see 3.2 above) to provide CHVP with participant-level data and other data as needed.	• Evidence of signed participant consent forms. • Submission of timely and accurate data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP requirements. • Evidence of data submission within seven working days of data collection. • Monthly enrollment and other reports as needed. • Participate in regular technical assistance calls and site visits with CHVP staff. • LHJ authorization for transmission of participant-level data from model specific data collection systems to CHVP.

Special Support – Goal: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.

Categories	Activities	Deliverables
1. Hazard pay or other staff costs	1.1 Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.	Using CHVP-provided template, report semi-annually on: • Number of staff (Not FTE) receiving hazard pay/other staff costs. • Description of activities being performed for hazard pay/other staff costs. • Number of staff receiving technology.
2. Training	2.1 Develop a process for identifying and prioritizing target audiences, training needs, and relevant topics for training of home visiting staff. 2.2 Develop, conduct, and assess training of staff. 2.3 Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.	Using CHVP-provided template, report semi-annually on: • Name of training. • Purpose/description of training. • Date of training • Number of staff participating in training. • All other activities related to staff training.
3. Technology	3.1 Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for participant families.	Using CHVP-provided template, report semi-annually on:

Categories	Activities	Deliverables
	3.2 Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.	• Hardware or software acquired. • Process used to identify and prioritize families. • Number of families receiving technology.
4. Emergency supplies	4.1 Develop and implement a process for identifying need for supplies and distributing emergency supplies, including gift cards and prepaid grocery cards to participant families. 4.2 Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.	Using CHVP-provided template, report semi-annually on: • Process used to identify and prioritize families. • Type and number of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed, • Number of families receiving emergency supplies.

Data Collection (For Special Support)

Objectives	Activities	Deliverables
1. Maintain clean and compliant data for special support activities per CHVP guidance.	1.1 Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	• Submission of data using CHVP templates and guidance. • Submission of records and documentation to support the

Objectives	Activities	Deliverables
	1.2 Maintain appropriate records and documentation to support expenditures.	charges using CHVP templates and guidance.

NOTE: If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

MCAH Director Signature (or designee): Tina Venable Digitally signed by Tina Venable Date: 2022.12.27 09:53:44 -08'00' Date: 12/27/2022

BUDGET SUMMARY

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2022-2023	QUARTERLY	ORIGINAL	ACTIVE	

Rev 7/22/20

PURPOSE:	CHVP SGF Expansion		FUNDING SOURCE, PCA	
CONTRACTOR:	Plumas		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EXP 22b-32	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	$
	FUNDING TOTALS	403,929		403,929

EXPENSE CATEGORY			
PERSONNEL	$142,911	100.00%	$142,911
FRINGE BENEFITS	$102,934	100.00%	$102,934
OPERATING	$3,915	100.00%	$3,915
EQUIPMENT	$20,300	100.00%	$20,300
TRAVEL	$17,000	100.00%	$17,000
SUBCONTRACTS			
OTHER COSTS	$55,408	100.00%	$55,408
INDIRECT COST	$61,461	100.00%	$61,461
BUDGET TOTALS	$403,929	100.00%	$403,929
	BALANCES	=======>	

Maximum Amount Payable:	$403,929

I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

Signature over
Printed Name <Type Name Here> DATE
Click to Select Title

State Use Only	FUNDING SOURCE	CHVP - SGF	
	PCA CODE		51023
PERSONNEL			142,911
FRINGE BENEFITS			102,934
OPERATING			3,915
EQUIPMENT			20,300
TRAVEL			17,000
SUBCONTRACTS			
OTHER COSTS			55,408
INDIRECT COST			61,461
Totals for PCA Codes	403,929		403,929

PERSONNEL

						Remaining Funds	
						100.00%	142,911
				TOTAL PERSONNEL COSTS	142,911		142,911
				TOTAL WAGES	142,911		142,911
	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES		
1	VAC	RN (DS #	100.00%	70,533	70,533	100.00%	70,533
2	TS	PHN III	30.00%	84,673	25,402	100.00%	25,402
3	JM	LVN II	15.50%	76,692	11,887	100.00%	11,887
4	DP	RN II	11.60%	78,132	9,063	100.00%	9,063
5	LD	RN I	23.00%	70,533	16,223	100.00%	16,223
6	TV	DON	2.00%	132,045	2,641	100.00%	2,641
7	DJ	Admin Services Officer	10.00%	71,618	7,162	100.00%	7,162
8							
9							
10							

FRINGE BENEFITS

		Remaining Funds	
		100.00%	102,934
TOTAL FRINGE BENEFITS	102,934		102,934

PURPOSE:	CHVP SGF Expansion		FUNDING SOURCE, PCA	
CONTRACTOR:	Plumas		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EXP 22b-32	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	$
	FUNDING TOTALS	403,929		403,929

EXPENSE CATEGORY

OPERATING

			Remaining Funds	
			100.00%	3,915
	TOTAL OPERATING EXPENSES	3,915		3,915
1	Printing, $500 postage, ($42x 12) / $321 ($26.75 x12) (planning)	821	100.00%	821
2	Communication (phones) $481(planning) ($40.08 x12)	481	100.00%	481
3	Equipment maintenance(copy/fax machine $1215) (planning) ($101.25 x 12)	1,215	100.00%	1,215
4	Office Supplies (paper $200, Pens $50, files $300, desk organizational supplies $300, paper clips $100, staples $100, binder clips $100, pencils $50, post it notes $100, highlighters $98)(planning) ($116.50 x 12)	1,398	100.00%	1,398
5				

EQUIPMENT

			Remaining Funds	
			100.00%	20,300
	TOTAL EQUIPMENT EXPENSES	20,300		20,300
1	cell phone x 3 ($ 666.67 for 3 phones plus cell plan $45/line x 12months for home visitors to utilize in the field. (special support/technology)	3,620	100.00%	3,620
2	baby scales (also converts for toddler weights) with calibration and carrying case x 2 @ $250 (planning)	500	100.00%	500
3	B/P cuffs and stethescopes for HV nurses x 4 ($395)(for HV bags) (planning)	1,580	100.00%	1,580
4	Pulse oximeter x 4 $25 each for nurses HV bags (planning)	100	100.00%	100
5	Welch Allyn OAE $6000 with case $250 (planning)	6,250	100.00%	6,250
6	SPOT vision screener $ 8000 with case $250 (planning)	8,250	100.00%	8,250
7				
8				
9				
10				

TRAVEL

			Remaining Funds	
			100.00%	17,000
	TOTAL TRAVEL EXPENSES	17,000		17,000
1	in county for home visits and outreach approx 12,000 miles (planning)	7,000	100.00%	7,000
2	out of county for trainings, outreach to providers and partners out of county (birthing hospitals and OB/GYN's) (planning)	10,000	100.00%	10,000
3				
4				
5				

SUBCONTRACTS

			Remaining Funds	
	TOTAL SUBCONTRACT EXPENSES			
1				
2				
3				
4				
5				

OTHER COSTS

			Remaining Funds	
			100.00%	55,408
	TOTAL OTHER COSTS	55,408		55,408
1	Parents As Teachers (PAT) $4500 initial affiliate fee, $5750 FMI training for (1150 x 5 ppl), $75 for virtual IT fee (planning)	10,325	100.00%	10,325
2	trainings outside of PAT (ie: Trauma Infromed Care, Infant Massage certification, breast feeding certification, car seat technician, emergency preparedness for families, ACE's, etc.) (special support/training)	10,000	100.00%	10,000
3	emergency supplies (ie: diapers and supliesgas cards, prepaid grocery cards, nipple guards, cribs for cribs for kids program, heating/cooling bills, etc) (special support/emergency supplies)	25,000	100.00%	25,000
4	Educational materials for families (books, videos, etc) (special support/training)	5,000	100.00%	5,000
5	Tablets for showing videos with hot spots x 4 including cases and keyboards (special support/technology	3,000	100.00%	3,000
6	Food for Parent meetings including for cooking classes (special support/training)	2,083	100.00%	2,083
7				
8				
9				
10				

INDIRECT COST

			Remaining Funds	
			100.00%	61,461
	TOTAL INDIRECT COSTS	61,461		61,461
25.00%	of Total Personnel and Benefits	61,461	100.00%	61,461