

COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: JENNIFER STEIGER Date Prepared: Oct 17, 2014
Point of Contact: JENNIFER STEIGER Phone Number: 520-432-9402
Department: Health

PRIMARY GRANT

Primary Grantor: ADHS CFDA: www.CFDA.gov

Grant Title: PUBLIC HEALTH ACCREDITATION ACTIVITIES

Grant Term From: Oct 1, 2014 To: Sep 30, 2015 Total Award Amount: 52,240

New Grant: Yes No

Grant No.: IGA#: ADHS14-063015

Amendment No.: 2

Funding No.: 221 If new, Finance will assign a funding number.

Strategic Plan: Health & Wellbeing District: CW Mandated by Law? Yes No

Number of Positions Funded: 0 Asset(s) Acquired:

Briefly describe the purpose of the grant.

CHSS is pursuing formal accreditation status through the Public Health Accreditation Board (PHAB). The goal is to improve and protect the health of the residents we serve by advancing the quality and performance of our local health department.

If this is a mandated service, cite the source. If not mandated, cite indications of local customer support for this service.

NOT MANDATED

PRIMARY FUNDING SOURCE:

Funding Year: Federal Funds 332.100
State Funds 336.100
County Funds 391.000
Other Funds:
Total Funds:

Funding Year:
Federal Funds 332.100
State Funds 336.100
County Funds 391.000
Other Funds:
Total Funds:

Funding Year:
Federal Funds 332.100
State Funds 336.100
County Funds 391.000
Total Revenue:

Has this amount been budgeted? Yes No

Method of collecting funds: Lump Sum Quarterly Draw Reimbursement

Is revertment of unexpended funds required at the end of grant period? Yes No

(a) Total A-87 Cost Allocation: (b) Amount of overhead allowed by grant:

County Subsidy (a) - (b):

Does Grantor accept indirect costs as an allowable expenditure? Yes No

If yes, dollar amount or percentage allowed:

Second Grantor:

Grant Term From: To:

Secondary Award Amount:

Grant No.:

Amendment No.:

Funding Year: Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Funding Year: Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Total Revenue:

Has this amount been budgeted? Yes No

Method of collecting funds: Lump Sum Quarterly Draw Reimbursement

Is reversion of unexpended funds required at the end of grant period? Yes No

(a) Total A-87 Cost Allocation: (b) Amount of overhead allowed by grant:

County Subsidy (a) - (b):

Does Grantor accept indirect costs as an allowable expenditure? Yes No

If yes, dollar amount or percentage allowed:

Is County match required? Yes No

County Match Source:

County match dollar amount or percentage:

Signature: J. STEIGER

Board Approval:

Date

Print Form

Submit by Email to Finance

Please e-mail completed form to Finance ldevore@cochise.az.gov.

NOTE: Once approved by the Board of Supervisors, the department is responsible for sending a copy of the fully executed grant document to the Finance Department

Executive Summary Form

Agenda Number: HLT--

Recommendation:

Approve Amendment 2 to IGA#: ADHS14-063015, Public Health Accreditation Preparation Activities, between the Arizona Department of Health Services and Cochise Health & Social Services, in the amount of \$52,240, for the period of October 1, 2014 through September 30, 2015.

Background:

CHSS is pursuing formal accreditation status through the Public Health Accreditation Board (PHAB). The goal is to improve and protect the health of the residents we serve by advancing the quality and performance of our local health department. This national accreditation program sets standards against which the nation's more than 3,000 PH departments can be measured.

The PHAB peer review process provides valuable feedback to inform PH departments of our strengths and opportunities for improvement. PHAB accreditation will also allow us to have access to best practices, and the considerable resources of PHAB and its national and local partners. The ADHS is fully committed to the advancement of this accreditation throughout the State and will be applying for accreditation as a State Health Department in the near future. At this time, seven county health departments in Arizona are planning to apply for accreditation in 2014 and two others are planning to apply in 2015. To demonstrate ADHS's commitment to this process, they are offering these IGAs to counties who are pursuing accreditation.

The amount awarded to Cochise County is \$52,240. The PHAB accreditation fee for CHSS will be \$27,030 based upon the population we serve. This fee can be paid over a period of five years. After this fee is paid, CHSS would have approximately \$18,000 under this IGA to hire a consultant and pay the wages of an accreditation coordinator. CHSS has begun the PHAB accreditation process at the same time as ADHS and the other Arizona counties so that we will be applying under the same version of the PHAB standards. These standards are due to be updated later this year and would make the sharing of resources between our agencies more complicated. The process begins with signing a Statement of Intent (SOI) with PHAB and could take up to three years to complete.

Fiscal Impact & Funding Sources:

Grant Title	Contract #	Amount	Salaries + ERE's	Authorized Overhead	A-87 OH @44.44%	Net Co. Subsidy
PHAPA	ADHS14-063015	\$52,240.58	\$12,952	\$0 *	\$5,756	\$5,756

Next Steps/Action Items/Follow-up:

Your approval is respectfully requested.

Impact of Not Approving:

Unable to continue PHAB accreditation activities and lost opportunity to take advantage of this funding source.



INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT

ARIZONA DEPARTMENT OF HEALTH SERVICES
1740 West Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 FAX

Contract No.: **ADHS14-063015**

Amendment No.: **2**

Procurement Officer:
Delilah Gonzalez

PUBLIC HEALTH ACCREDITATION PREPARATION ACTIVITIES

Effective October 1, 2014, it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows:

1. Pursuant to, Terms and Conditions, Provision Six (6), **Contract Changes**, Item 6.1, Amendments, Purchase Orders and Change Orders, this Agreement is hereby amended as defined by this Amendment Two (2).
2. Pursuant to, Terms and Conditions, Provision Four (4), **Contract Administration and Operation**, 4.2, Contract Renewal, this Agreement is hereby extended through September 30, 2015.
3. The Price Sheet is revised and replaced with the Price Sheet on Page Three (3) of this Amendment.
4. Exhibit 1 is hereby added to the Contract.

ALL OTHER PROVISIONS OF THIS AGREEMENT REMAIN UNCHANGED.

Contractor Name:

Authorized Signature

COCHISE HEALTH AND SOCIAL SERVICES

1415 W. MELODY LANE, BUILDING A

Address:

Print Name

BISBEE

ARIZONA

85603-3090

City

State

Zip

Title

Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of Arizona

This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.

10-2-14

Signature

Date

State of Arizona

Signed this _____ day of _____ 2014.

Tenny Bannan Dep Co ATTY

Print Name

Title

Procurement Officer

Attorney General Contract No.: **P0012014000078**, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

RESERVED FOR USE BY THE SECRETARY OF STATE

Under House Bill 2011, A.R.S. § 11-952 was amended to remove the requirement that Intergovernmental Agreements be filed with the Secretary of State.

Signature

Date

Assistant Attorney General

Print Name

Title

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 West Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 FAX
	Contract No.: ADHS14-063015	Amendment No.: 2	Procurement Officer: Delilah Gonzalez

5. Scope of Work, Provision 2, Categories Selected, is revised and replaced with the following:

2. **CATEGORIES SELECTED - The following Categories have been selected from Exhibit 1 and are incorporated as outlined below:**

2.1 Category 1: Progress Towards Preparing or Applying for Accreditation

The accreditation process consists of seven (7) key steps and is based on demonstrating achievement of standards and measures across twelve (12) domains, as described in PHAB's Guide to Accreditation. Counties selecting this category may use this award to complete the steps necessary to organize, prepare and apply for accreditation as related to any PHAB domain and to fulfill one (1) or more of the outlined deliverables (e.g., documentation gap analysis and recommendations, staff accreditation training, etc.) or another deliverable described in detail by the County.

2.3 Category 3: Building a Culture of Quality Improvement (related PHAB Domain: 9)

Quality improvement (QI) is the result of leadership support and requires staff commitment at all levels to build a culture of quality and ensure it is fully integrated into organizational structures, processes, services, operations, and more. Counties selecting this category may use this award to conduct activities that will show progress towards building a culture of Quality Improvement (QI) that will fulfill one (1) or more of the outlined deliverables (e.g., assessment of current QI culture and description of desired future state, plan for regularly communicating about QI activities, etc.).

3. Scope of Work, Provision 6, Deliverables is revised and replaced with the following:

6. **DELIVERABLES - For each Category identified in Provision 5.1, the following Deliverables have been selected from Exhibit 1 and are incorporated as outlined below:**

6.1 Category 1: Progress Towards Preparing or Applying for Accreditation

6.1.3 Detailed written description of process to systematically review and revise department policies and procedures as needed, and evidence of implementation of this process.

6.1.4 Detailed written description of process for identifying and reviewing documentation for PHAB, and evidence of implementation of the process.

6.2 Category 3: Building a Culture of Quality Improvement

6.3.1 Detailed written description of assessment results for current QI culture and desired future state of quality in organization.

6.3.2 Detailed written description and documentation of the LHD's QI governance structure,



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Procurement Officer:
Delilah Gonzalez

Contract No.: **ADHS14-063015**

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REVISED PRICE SHEET

Effective October 1, 2014

ADHS will pay for completed Tasks monthly upon receipt of an Invoice from the County

Deliverable Description	Budget Amount
Category 1, Deliverable 6.1.3: Detailed written description of process to systematically review and revise department policies and procedures as needed, and evidence of implementation of this process.	\$13,060.14
Category 1, Deliverable 6.1.4: Detailed written description of process for identifying and reviewing documentation for PHAB, and evidence of implementation of the process.	\$13,060.14
Category 3, Deliverable 6.3.1: Detailed written description of assessment results for current QI culture and desired future state of quality in organization.	\$13,060.15
Category 3, Deliverable 6.3.2: Detailed written description and documentation of the LHD's QI governance structure,	\$13,060.15
Total Contract Amount Not to Exceed	\$52,240.58

Contract Number	INTERGOVERNMENTAL AGREEMENT (IGA) EXHIBIT 1
ADHS14-063015	

1. DELIVERABLES AVAILABLE FOR EACH CATEGORY IDENTIFIED ABOVE: The applicable Deliverable/s is/are identified in the Scope of Work, Provision 6 and any changes or updates to this Provision will be made and applied via an Amendment to the Contract.

6.1 Category 1: Progress Towards Preparing or Applying for Accreditation

- 6.1.1 A written self-study by the Accreditation Team against the PHAB Standards, Measures, and Required Documentation that details the LHD's strengths, opportunities for improvement, and plans for addressing gaps,
- 6.1.2 Materials from staff and governing entity training(s) on the value of and LHD's process for achieving accreditation,
- 6.1.3 Detailed written description of process to systematically review and revise department policies and procedures as needed, and evidence of implementation of this process,
- 6.1.4 Detailed written description of process for identifying and reviewing documentation for PHAB, and evidence of implementation of this process,
- 6.1.5 List of possible documentation for each of the PHAB measures, using PHAB's Documentation Selection Spreadsheet or like tool.
- 6.1.6 Other deliverable related to Category 1.

6.2 Category 2: Establishing and Monitoring a System of Performance Management

- 6.2.1 Completed performance management self-assessment.
- 6.2.2 Detailed written performance management plan including: leadership and staff roles and responsibilities; objectives and standards for measuring progress toward milestones; methods, tools, and processes for measuring, tracking, and reporting performance; and timelines for completion.
- 6.2.3 Performance management staff training including training goals and objectives, and documentation of training content such as PowerPoint presentation, a curriculum, evaluation results, etc.
- 6.2.4 Evidence of an adopted system of performance management including the agency's selected performance goals, standards, objectives, targets, and indicators. This should include an established mechanism for data collection, analysis, and reporting of performance progress such as performance dashboards, spreadsheets and narrative text.
- 6.2.5 Detailed written description of a formal process used to select and implement an information system to support performance management efforts, such as a requirements gathering process, and evidence of implementation of process. The process should detail how the agency examined its needs related to performance management; explored various information system options; considered various stakeholders; and accounted for financial considerations.
- 6.2.6 Other Deliverable/s related to Category 2.

6.3 Category 3: Building a Culture of Quality Improvement

- 6.3.1 Detailed written description of assessment results for current QI culture and desired future state of quality in organization,
- 6.3.2 Detailed written description and documentation of the LHD's QI governance structure,
- 6.3.3 Detailed written description of process and criteria for identifying and initiating appropriate QI projects,

Contract Number	INTERGOVERNMENTAL AGREEMENT (IGA) EXHIBIT 1
ADHS14-063015	

- 6.3.4 Detailed written description of process for identifying performance goals, objectives, and measures with time-framed targets
- 6.3.5 Detailed written plan for collecting, analyzing, and tracking progress toward performance goals and making improvements as needed,
- 6.3.6 Detailed written description of the LHD's plan for regularly communicating about QI activities in the department, and evidence of at least 3 of those mechanisms implemented,
- 6.3.7 Completed QI plan with all required components including descriptions of the following: 1) Key quality terms; 2) Desired future state of quality; 3) Key elements of the QI governance structure; 4) Types of internal QI trainings available and conducted; 5) How projects are identified and initiated and aligned with agency strategic plan; 6) QI goals, objectives, measures with time-framed targets, and responsible parties; 7) Plan for collecting, analyzing, and tracking progress toward performance goals and making improvements as needed; and 8) Plan for regularly communicating about QI activities.
- 6.3.8 QI staff training including training goals and objectives, and documentation of training content such as PowerPoint presentations, a curriculum, evaluation results, etc.,
- 6.3.9 Written or visual example of a completed QI project(s) in a program and/or administrative area, and
- 6.3.10 Other Deliverable/s related to Category 3.

6.4 **Category 4: Workforce Development**

- 6.4.1 Detailed written plan for ensuring adoption of relevant public health core competencies among staff,
- 6.4.2 Assessment(s) used to assess staff competencies against the adopted core competencies and detailed description of process for implementing assessment,
- 6.4.3 Staff training plan based upon results of assessment, including training schedules and description of curricula topics, and how identified gaps in staff competencies will be addressed,
- 6.4.4 Workforce development plan that includes all required components including the following: 1) Adopted public health core competencies for staff; 2) Assessment of staff competencies against adopted core competencies; 3) Curricula and training schedules; and 5) Identification of barriers and strategies for addressing them.
- 6.4.5 Other Deliverable/s related to Category 4.

6.5 **Category 5: Using Award Funds for PHAB Fees**

- 6.5.1 Provide evidence to ADHS that the LHD has applied to PHAB within the project timeframe.