



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**

Director

**MUNTU DAVIS, M.D., M.P.H.**

Health Officer

**CYNTHIA A. HARDING, M.P.H.**

Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

April 02, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:



**BOARD OF SUPERVISORS**

Hilda L. Solis  
First District  
Mark Ridley-Thomas  
Second District  
Sheila Kuehl  
Third District  
Janice Hahn  
Fourth District  
Kathryn Barger  
Fifth District

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

29 April 2, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

**APPROVAL TO AMEND A BLACK INFANT HEALTH SERVICES CONTRACT WITH THE CHILDREN'S COLLECTIVE, INC. EFFECTIVE UPON EXECUTION THROUGH JUNE 30, 2019 (2ND AND 4TH SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute a contract amendment with The Children's Collective, Inc. to increase the contractual maximum obligation to provide additional Black Infant Health services and to support tobacco control and prevention efforts.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (DPH), or designee, to execute an amendment to Contract Number PH-003175 with The Children's Collective, Inc. (TCC), substantially similar to Exhibit I, to increase the contractual maximum obligation amount by \$664,923, from \$605,850 to \$1,270,773, effective upon execution through June 30, 2019, for additional Black Infant Health (BIH) services in Los Angeles County Service Planning Area (SPA) 8 and tobacco control and prevention efforts in SPAs 6 and 8, funded by the following sources: California Department of Public Health (CDPH) Title V Maternal and Child Health, Catalog Federal Domestic Assistance (CFDA) # 93.994; CDPH Title XIX Medi-Cal Funds, CFDA # 93.778; and Proposition 56 funds from the CDPH California Tobacco Control Program (CDPH/CTCP).
2. Delegate authority to the Director of DPH, or designee, to execute amendments to the contract that allow the rollover of unspent contract funds and/or provide an increase or decrease in funding up to 10 percent above or below each term's revised annual base maximum obligation, effective upon amendment execution, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive

Office.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow DPH to execute a contract amendment with TCC to provide additional BIH services in SPA 8 and enhance current BIH activities to encompass tobacco control and prevention efforts in SPAs 6 and 8.

The BIH Program aims to improve health among African American mothers and babies and to reduce Black-White disparities by empowering pregnant and parenting African American women and connecting them to important social support programs. These programs support mothers to make healthy choices for themselves, their families, and their communities. Since 1993, DPH has contracted with community-based organizations to provide BIH services in Los Angeles County.

On August 23, 2016, your Board approved three (3) contracts for BIH services in SPAs 1, 6, and 8. These SPAs were identified as high-need priority based upon an analysis of selected perinatal indicators by SPA, excluding the cities of Long Beach and Pasadena. TCC was the agency awarded a BIH contract to provide services in SPA 6.

On June 19, 2018, the contractor providing BIH services in SPA 8 informed DPH that it would relinquish its BIH services contract after June 30, 2018. DPH surveyed the remaining two (2) BIH services contractors to determine capacity and willingness to serve SPA 8. TCC responded that it would be able to expand its current services to provide BIH services in SPA 8.

To meet some of the service needs in SPA8, DPH exercised Board delegated authority to amend the contract with TCC to increase funding up to the maximum 10 percent allowed to provide BIH services in SPA 8 for the term July 1, 2018 through June 30, 2019.

DPH is returning to your Board for approval to increase funding to enable TCC to expand its service reach in SPA 8 and to include tobacco control and prevention efforts in BIH services in SPAs 6 and 8. The CDPH/CTCP funding will allow TCC to provide tobacco and secondhand smoke education during prenatal and postpartum group sessions. These services will include outreach to increase community awareness about the dangers of smoking during and after pregnancy, as well as referrals for the father and/or partner to tobacco cessation resources.

Approval of Recommendation 2 will allow DPH to amend the contract to rollover unspent BIH services funds; and/or increase or decrease funding up to 10 percent above or below the revised annual base maximum obligation, effective upon amendment execution, and make corresponding service adjustments, as necessary.

### **Implementation of Strategic Plan Goals**

The recommended actions support Strategy I.1, Increase Our Focus on Prevention Initiatives, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total cost for the recommended contract amendment for the period effective date of execution through June 30, 2019 is \$664,923, consisting of \$544,923 in Federal CDPH Title V Maternal and

Child Health and Title XIX Medi-Cal Funds, and \$120,000 in CDPH/CTCP funds.

There is no net County cost associated with this action.

Funding for the contract is included in DPH's fiscal year (FY) 2018-19 Adopted Budget and will be included in future FYs, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 1990, DPH Tobacco Control and Prevention Program has received funding from CDPH/CTCP to support tobacco control and prevention services. In November 2016, California voters approved the California Healthcare, Research and Prevention Tobacco Tax Act (Proposition 56), a ballot initiative to raise the tax on tobacco products to prevent youth from smoking and fight the impact of tobacco on California residents. Proposition 56 increased California's tobacco tax by \$2 per pack and an equivalent amount on e-cigarettes and other tobacco products.

This funding allows DPH to implement objectives related to tobacco control and prevention, including: 1) participating in the planning, coordination, and implementation of a statewide Retail Environment Campaign; 2) expanding the County-wide tobacco control coalition, including youth engagement; 3) reducing youth access to tobacco products through the implementation of evidence-based jurisdiction-wide strategies; 4) reducing exposure to secondhand smoke in outdoor areas and multi-unit housing through the implementation of evidence-based jurisdiction-wide strategies; 5) increasing access to tobacco cessation support services; and 6) increasing education through media outlets related to dangers of secondhand smoke, youth access to tobacco and other products, and availability of tobacco cessation resources.

Exhibit I is the amendment template reviewed and approved by County Counsel.

### **CONTRACTING PROCESS**

On August 23, 2016, your Board authorized the execution of three (3) BIH services contracts, effective no sooner than date of Board approval through June 30, 2018 and delegated authority to extend the contract term through June 30, 2021 and increase funding up to 10 percent and make corresponding service adjustments.

On June 5, 2018, your Board was notified that DPH was exercising this delegated authority to extend the BIH services contracts through June 30, 2019.

Subsequently, one (1) BIH contractor opted to relinquish its contract, which resulted in a total of two (2) contractors, TCC and Children's Bureau of Southern California (Children's Bureau).

On September 26, 2018, your Board was notified that DPH was exercising delegated authority to amend the BIH contract with TCC to increase funding to provide BIH services in SPA 8. On March 8, 2019, your Board was notified that DPH was exercising delegated authority to amend Children's Bureau's BIH contract to increase funding to incorporate tobacco education activities and referral to cessation services into the community outreach and group session process

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended action will allow DPH to provide additional BIH services in SPA 8 and enhance BIH services to include tobacco control and prevention efforts in SPAs 6 and 8.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara Ferrer". The signature is written in a cursive, flowing style.

Barbara Ferrer, PhD, MPH, MEd

Director

BF:tm

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

Contract No. PH-003175

**DEPARTMENT OF PUBLIC HEALTH  
BLACK INFANT HEALTH SERVICES CONTRACT**

Amendment No. 4

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2019,

by and between COUNTY OF LOS ANGELES (hereafter  
"County"),

and THE CHILDREN'S COLLECTIVE, INC.  
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "BLACK INFANT HEALTH SERVICES CONTRACT", dated September 1, 2016, and further identified as Contract No. PH-003175 and any Amendments thereto (all hereafter "Contract"); and

WHEREAS, County has been allocated funds from the following sources: California Department of Public Health (CDPH) Title V Maternal and Child Health, Catalog of Federal Domestic Assistance (CFDA) Number 93.994 funds; CDPH Title XIX Medi-Cal Funds, CFDA Number 93.778 funds; and Proposition 56 funds from the CDPH California Tobacco Control Program, of which a portion has been designated to this Contract; and

WHEREAS, on April \_\_\_\_\_, 2019, the Board of Supervisors approved the Director of Public Health, or designee, to execute amendments to the Contract; and

WHEREAS, it is the intent of the parties hereto to amend Contract to increase the maximum obligation of County for fiscal year 2018-19 for the provision of additional Black Infant Health (BIH) services in Service Planning Area (SPA) 8, and to enhance

current BIH activities to encompass tobacco control and prevention services in SPAs 6 and 8, and make other hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a written amendment, which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of this Contract and consistent with the professional standard of care for these services.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective upon execution.
2. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph A, shall be

deleted in its entirety and replaced as follows:

"A. Contractor shall provide services in the manner described in Exhibit B (Scopes of Work identified as B-1, B-2, B-3.2, and B-4), attached hereto and incorporated herein by reference."

3. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, Subparagraph F, shall be deleted in its entirety and replaced as follows:

"F. Effective July 1, 2018 through June 30, 2019, the maximum obligation of County for all services provided hereunder shall not exceed one million, two hundred seventy thousand, seven hundred seventy-three dollars (\$1,270,773). Of this amount, one million, one hundred fifty thousand, seven hundred seventy-three dollars (\$1,150,773) is allocated for BIH Program Services for the period July 1, 2018 through June 30, 2019, as set forth in Exhibit C-3.2, attached hereto and incorporated herein by reference, and one hundred twenty thousand dollars (\$120,000) is allocated for

Tobacco and Secondhand Smoke Education and Prevention Services for the period date of execution through June 30, 2019 as set forth in Exhibit C-4, attached hereto and incorporated herein by reference.”

4. Paragraph 6, INVOICES AND PAYMENT, Subparagraph A, shall be deleted in its entirety and replaced as follows:

“A. The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit(s) B-1, B-2, B-3.2, and B-4 (Scopes of Work) hereunder and in accordance with Exhibit(s) C-1, C-2, C-3.2, and C-4 (Budgets) attached hereto and incorporated herein by reference.”

5. Exhibit B-3.1, Black Infant Health Program Services Scope of Work, shall be deleted in its entirety and replaced with Exhibit B-3.2, BIH Program Services Scope of Work, attached hereto and incorporated herein by reference. All references in the Contract to Exhibit B-3.1, BIH Program Services Scope of Work, shall be deemed amended to state “Exhibit B-3.2, Black Infant Health Program Services Scope of Work”.

6. Effective on the date of this Amendment, Exhibit B-4, Tobacco and Secondhand Smoke Education and Prevention Services Scope of Work, shall be added, attached hereto and incorporated herein by reference.

7. Exhibit C-3.1, BIH Services Budget Schedule, shall be deleted in its entirety and replaced with Exhibit C-3.2 attached hereto and incorporated herein by reference. All references in the Contract to Exhibit C-3.1, BIH Services Budget Schedule, shall be deemed amended to state “Exhibit C-3.2, BIH Services Budget Schedule”.

8. Effective on the date of this Amendment, Exhibit C-4, Tobacco and Secondhand Smoke Education and Prevention Services Budget Schedule, shall be

added, attached hereto and incorporated herein by reference.

9. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

THE CHILDREN'S COLLECTIVE, INC.  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
MARY C. WICKHAM  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

BL#04656

Exhibit B-3.2

**Black Infant Health (BIH) Program Services**  
**Scope of Work**  
**July 1, 2018 through June 30, 2019**

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

**Goals**

- Empower African American women, build resilience and reduce stress
- Promote healthy behaviors to support health, wellness and relationships
- Promote healthy relationships and enhance bonding and parenting skills
- Connect women with medical, social, economic and mental health services
- Engage African American communities to raise awareness and mobilize community action to support BIH efforts and improve conditions for African American women and their families

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>1.1 The Contractor will maintain qualified staff to conduct a community-based Black Infant Health (BIH) Program that is relevant to African American women, culturally competent and honors the unique history/traditions of people of African American descent.</b></p> <p><i>BIH Fidelity Core Element</i></p> <ul style="list-style-type: none"> <li>➤ <i>Are efforts made to continually ensure quality staffing of the BIH program?</i></li> </ul> <p><i>A working definition of cultural competence is... “Cultural and linguistic competence is a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. ‘Culture’ refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. ‘Competence’ implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities.”</i></p>	<p><b>1.1a</b> Maintain culturally competent staff to perform program services. The staff must possess knowledge, understanding and respect for the values and beliefs of the African American community, and support the BIH governing concepts of: culturally relevant; participant-centered; strength-based; cognitive skill-building.</p> <p><b>Staff REQUIRED to perform BIH services:</b></p> <p><b>Mental Health Specialist (MHS) (2.0 Full Time Equivalent (FTE))</b> – Two (2) staff are responsible for the participant enrollment activities which includes and is not limited to: program orientation; obtaining consent; initiating the first prenatal and first postpartum assessments; distributing the Group Intervention Schedule; conducting the EPDS; participating in group sessions as needed; conducting case conferences. MHS staff will also identify relevant mental health resources.</p> <p><b>Group Facilitator (GF) (4.0 FTE)</b> – Four (4) staff are responsible for the group intervention activities which includes and is not limited to: creating the</p>	<p>04/15/18 – 06/30/19</p> <p>Hire within 3 months of vacancy</p> <p>Hire within 3 months of vacancy</p>	<p><b>1.1a</b> Maintain on file for each position: current job description; recruitment ad/bulletin/flyer(s); employment applications; documentation of the position minimum requirements and supporting credentials (e.g., I9 Employment Eligibility; diploma/certification/official transcript; a valid CA driver license and auto insurance that remains current while performing program tasks/activities etc.).</p> <p><u>Position Minimum Requirements</u></p> <p><b>MHS</b> – Minimum of a Master’s Degree in one of the following fields: a) social work, b) counseling, or c) psychology with an emphasis on the family and/or women/children; three (3) years of experience providing direct services to the target population; socio-cultural experience(s) compatible for the target population; excellent oral and written communications; interpersonal skills; critical thinking and problem-solving skills.</p> <p><b>GF</b> – Minimum of a Bachelor Degree in one of the following fields: a) women/maternal, child/infant health, b) social work, c) health education, or d) African American Studies; three (3) years of experience providing direct services to the target</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>GIS; co-facilitating the Prenatal and Postpartum Groups; documenting participants' engagement in group sessions; participating in case conference activities.</p> <p><b>Family Health Advocate (FHA) (4.0 FTE) - Four (4) staff</b> are responsible for the case management services which includes and is not limited to: ensuring participants complete the Character Strengths Survey; participating in case conference activities; assisting participants to create goals and develop their Life Plan; initiating follow-up assessments; maintaining consistent contact with participants; promoting tobacco cessation; making appropriate referrals; providing support for group sessions.</p> <p><b>Community Outreach Liaison (COL) (2.0 FTE) - Two (2) staff</b> are responsible for the program recruitment activities which includes and is not limited to: developing and implementing the RP; making formal presentations about BIH services to create referral networks; cultivating and maintaining working relationships with collaborative partners to maintain networks for recruiting/referring participants.</p> <p><b>Data Entry Assistant (DEA) (2.0 FTE) - Two (2) staff</b> are responsible for the data management activities and the office administrative/clerical duties.</p>	<p>Hire within 3 months of vacancy</p> <p>Hire within 3 months of vacancy</p> <p>Hire within 3 months of vacancy</p>	<p>population; socio-cultural experience(s) compatible for the target population; excellent oral and written communications; interpersonal skills; critical thinking and problem-solving skills.</p> <p><b>FHA</b> - Minimum of a Bachelor Degree or enrollment in a college/university in one of the following fields: a) women/maternal, child/infant health, b) social work, c) health education, or d) human services; three (3) years of experience providing direct services to the target population; socio-cultural experience(s) compatible for the target population; excellent oral and written communications; interpersonal skills; critical thinking and problem-solving skills. For FHAs currently enrolled in college, the Bachelor Degree must be completed within six (6) years from the hire date.</p> <p><b>COL</b> - Minimum of a Bachelor Degree or enrollment in a college/university in one of the following fields: a) public relations, b) marketing, or c) communications; three (3) years of experience providing information/making presentations to the target population/community; excellent oral and written communications; interpersonal skills; critical thinking and problem-solving skills. For COLs currently enrolled in college, the Bachelor Degree must be completed within six (6) years from the hire date.</p> <p><b>DEA</b> - Minimum of an Associate of Arts degree or enrollment in a certification program in one of the following fields: a) information systems, b) database management, or c) office technology; three (3) years of experience performing data entry/retrieval tasks; three (3) years of experience performing general office duties including word processing, answering phones, and maintaining filing systems; excellent communication and interpersonal skills; critical thinking and</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p><i>OPTIONAL additional staff position(s):</i></p> <p><i>Program Supervisor (PS) – This staff person will supervise the implementation of the State BIH Program Group Intervention(s), Case Management Services, and the Efforts to Outcome (ETO) data system. Serve as the BIH liaison for DPH, assign new participants to a FHA, manage tobacco education activities, as well as participate in recruitment activities.</i></p> <p><i><u>If a PS position is not included in the program budget, the PS duties and position minimum requirements must be assumed within the MHS position.</u></i></p>	<p>Hire within 3 months of vacancy</p>	<p>problem solving skills. For DEAs currently enrolled in a certification program or college, an Associate Degree must be completed within three years from the hire date, or a Bachelor Degree must be completed within six (6) years from the hire date.</p> <p><i>PS – Minimum of a Bachelor Degree in one of the following fields: a) women/maternal, child/infant health, b) public/business administration, or c) a closely related health/social science field: five (5) years management experience including the supervision of 6 or more employees; socio-cultural experience(s) compatible for the target population; excellent oral and written communications; interpersonal skills: critical thinking and problem-solving skills.</i></p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>2.1</b> The Contractor will ensure the Fiscal Manager (FM) and all BIH staff and subcontractor(s) performing program implementation activities are trained on the State-mandated Federal Financial Participation (FFP) Program and the DPH Automated Time Study procedures.</p>	<p><b>2.1a</b> The staff/subcontractor(s)/FM will attend the State FFP Program / DPH Automated Time Study training(s).</p> <p><b>2.1b</b> Contractor will use the State and DPH training materials to train new staff/subcontractor(s)/FM about the FFP Program and Automated Time Study procedures within the first two (2) weeks of their employment.</p> <p><b>2.1c</b> As required by DPH, staff/subcontractor(s) will complete quarterly time study forms April 2019. Original (signed in blue ink) forms and a staffing roster will be delivered (overnight mail or hand delivery) to DPH no later than the 5<sup>th</sup> work day of the following month.</p> <p><b>2.1d</b> DPH will review original Time Study forms and return forms to the Contractor for correction. Staff/subcontractor(s) will correct and resubmit forms to DPH no later than seven (7) calendar days from receipt.</p>	<p>As scheduled</p> <p>As needed</p> <p>05/07/19</p> <p>05/28/19 – 06/30/19</p>	<p><b>2.1a</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.1b</b> Maintain on file current copies of the State and DPH training materials. Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.1c</b> Maintain on file copies of mail/delivery receipts.</p> <p><b>2.1d</b> Maintain on file copies of corrected quarterly time studies and delivery receipts.</p>



Exhibit B-3.2

**Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019**

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>2.3 The Contractor will ensure all BIH staff/subcontractor(s) performing program implementation activities attend or receive appropriate staff development/training.</b></p> <p><i>DPH will coordinate SIDS and Safe Sleep for Infants Training and Immunizations Training.</i></p>	<p><b>2.3a</b> Contractor will ensure staff/subcontractor(s) receive on-going training on perinatal health subjects (e.g., stages of pregnancy; effects of drugs, alcohol and tobacco on pregnancy; postpartum depression; family planning; child safety; nutrition and physical activity; etc.) and other topics (e.g., time management; self-care; intimate partner violence; active listening; basic counseling skills; etc.) that will improve their knowledge, skills and ability to perform program services competently with participants.</p> <p><b>2.3b</b> Staff/subcontractor(s) will attend the DPH SIDS and Safe Sleep Training.</p> <p><b>2.3c</b> The PS will review the SIDS and Safe Sleep Education Form to ensure the form is suitable for documenting one-on-one health education with participants and that FHAs are adept at using the form.</p> <p>Submit form to DPH for review and approval.</p> <p><b>2.3d</b> During case management, FHAs will educate participants about SIDS and Safe Sleep at the following intervals: during a home visit within two (2) weeks of the infant's birth; when the infant is 8 months old.</p>	<p>As scheduled</p> <p>As scheduled</p> <p>05/01/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>2.3a</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3b</b> Maintain on file current DPH SIDS and Safe Sleep training materials. Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3c</b> Maintain DPH approval on file.</p> <p><b>2.3d</b> Maintain an up-to-date/completed SIDS and Safe Sleep Education Form in the participant's file. During the Annual Program Review participant records will be reviewed for compliance.</p>

Exhibit B-3.2

**Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019**

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>At each interval, a FHA will observe the infant's sleeping area and sleeping position to provide the mother/parents/other caregivers appropriate feedback to reinforce SIDS and Safe Sleep messages, and will document the observations on the participant's SIDS and Safe Sleep Education Form.</p> <p><b>2.3e</b> Contractor will use the DPH SIDS and Safe Sleep training materials to train new staff/subcontractor(s). Contractor will complete training within the first sixty (60) days of their employment.</p> <p><b>2.3f</b> Staff/subcontractor(s) will attend the DPH Immunizations Training.</p> <p><b>2.3g</b> Contractor will use the DPH Immunization Manual to train new staff/subcontractor(s) about the importance of immunizations. Contractor will complete training within the first sixty (60) days of their employment.</p> <p><b>2.3h</b> Staff/subcontractor(s) will attend DPH Tobacco Education Training to gain knowledge about the impact of tobacco use/exposure during the perinatal period.</p> <p><b>2.3i</b> Staff will attend other State and DPH required/sponsored training.</p>	<p>As needed</p> <p>As scheduled</p> <p>As needed</p> <p>By 06/01/19</p> <p>As scheduled</p>	<p><b>2.3e</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3f</b> Maintain on file a current DPH Immunization Manual (training binder). Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3g</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3h</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.3i</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p>



Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>2.3j The FHAs will use the BIH Case Management FHA Self-Assessment Tool for one (1) workweek each quarter to evaluate their case management skills.</p> <p>2.3k In conjunction with the FHA completing the FHA Self-Assessment Tool, the PS will complete the BIH Case Management FHA Supervision Tool to support staff development.</p>	<p>By 05/15/19</p> <p>By 05/31/19</p>	<p>2.3j Maintain on file completed FHA Case Management Self-Assessment Tools for each FHA.</p> <p>2.3k Maintain on file completed Supervision Tools that correlate with completed FHA Case Management Self-Assessment Tools.</p>



Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p><b>3.1c</b> Contractor will ensure/solicit a cross-section of 12-15 community members to serve as BIH Community Council (BCC) members. (BIH staff cannot be included in this count.)</p> <p><b>3.1d</b> Conduct quarterly (minimum) BCC meetings to obtain input and support for program activities, and to work collaboratively to improve African American birth outcomes and family health in the target areas.</p> <p><b>3.1e</b> Contractor will create informal and formal partnerships with other programs, agencies and entities to support BIH participants/program services. At a minimum two (2) of the partnerships must be First 5 LA-funded agencies to create referral/working relationships.</p> <p><b>3.1f</b> Schedule and participate in community engagement activities (e.g., collaborative meetings; community events; etc.) that benefit the target areas.</p> <p>Document the staff/subcontractor(s) participating in the activity, the address where the activity takes place and if appropriate, record community participation via sign-in/attendance sheets by obtaining original signatures <u>with</u> contact information (phone number <i>or</i> email address <i>or</i> work/home address including zip code).</p>	<p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>3.1c</b> Maintain in the Recruitment Plan Binder, a current BCC roster with contact information (name, organizational affiliation, title, address, phone number) for each council member.</p> <p><b>3.1d</b> Maintain in the Recruitment Plan Binder, BCC meeting notices, agendas and minutes.</p> <p><b>3.1e</b> Maintain on file in the Recruitment Plan Binder, descriptions of informal partnerships and current (within the past two fiscal years) Memorandums of Agreement for formal partnerships.</p> <p><b>3.1f</b> Maintain on file in the Recruitment Plan Binder (by month/year), a description of the community engagement activity/event including required documentation.</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>4.1 The Contractor will conduct 7 Prenatal Groups and 4 Postpartum Groups with participants enrolled in group-case management services.</b></p> <p><i>BIH Fidelity Core Elements</i></p> <ul style="list-style-type: none"> <li>➤ <i>Do participants meet eligibility requirements?</i></li> <li>➤ <i>Does staff follow enrollment guidelines?</i></li> <li>➤ <i>Do participants participate in the full intervention?</i></li> <li>➤ <i>Do group sessions meet structural standards?</i></li> <li>➤ <i>Do group sessions meet quality of delivery standards?</i></li> <li>➤ <i>Are efforts made to continue working on quality assurance?</i></li> </ul>	<p><b>4.1a</b> The MHSs will review the written standardized In-take Procedure and make necessary updates to program/services information. Submit the In-take Procedure to DPH for review.</p> <p><b>4.1b</b> The GFs will create a Group Intervention Schedule (GIS), submit it bi-annually to DPH and provide the rationale used to determine the schedule (frequency/timing).</p> <p><b>4.1c</b> The PS and OAs will develop three (3) 5-minute Tobacco Education presentations to complement group discussions for sessions 2, 7 and 14. Submit presentations to DPH for review and approval.</p> <p><b>4.1d</b> The DEAs will enroll eligible African American women into the BIH Services Program.</p> <p>Participant records (paper/electronic) must be arranged/maintained in identical order, contain completed required forms and clearly show regular and consistent interaction with participants. The Contractor must use record-keeping systems that maintain participant information/data <u>confidentially and securely</u>.</p> <p><b>4.1e</b> GFs will implement the group series following the standards set forth in the BIH Group Curriculums, Program Standards, ETO Data Book and DPH Scope of Work.</p>	<p>05/01/18</p> <p>05/01/19</p> <p>By 06/15/19</p> <p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>4.1a</b> Maintain on file an up-to-date In-take Procedure and DPH Acknowledgment of Receipt.</p> <p><b>4.1b</b> Maintain on file the Group Intervention Schedule and DPH Acknowledgment of Receipt.</p> <p><b>4.1c</b> Maintain on file three (3) presentations about the effects of tobacco during/after pregnancy and DPH approval.</p> <p><b>4.1d</b> Maintain on file up-to-date participant records (paper/electronic). At the Annual Program Review, participant records will be reviewed to ensure the established Services Program Standards are achieved.</p> <p><b>4.1e</b> Maintain on file up-to-date participant records, current copies of the BIH Group Curriculums, BIH Program Standards, BIH ETO Data Book and DPH Scope of Work. At the Annual Program Review, participant and program records will be reviewed to ensure compliance.</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>Staff/subcontractor(s) will encourage participants to attend and to participate fully in group sessions.</p> <p><b>4.1f</b> OAs will present enhanced tobacco education at Prenatal Group sessions 2 and 7, and Postpartum Group session 14. Enhanced education includes a 5-minute presentation and distribution of culturally appropriate literature.</p> <p><b>4.1g</b> Contractors will participate in the DPH Group Observation Visits. DPH will observe two (2) prenatal group sessions and one (1) postpartum group session and provide the Contractor feedback to support BIH fidelity efforts.</p> <p><b>4.1h</b> With guidance from the State BIH Program Office, Contractor will develop Performance Enhancement Plans (PEP), complete Site Call Logs and conduct PEP conference calls with the BIH County Coordinator and the State.</p> <p>Additionally, Contractor will conduct a mid-year <i>Participant Satisfaction Survey</i> to obtain feedback about their experiences receiving BIH Program services. Contractor will develop an action plan to implement new strategies that address participants' expectations and concerns. Submit the action plan to DPH for review.</p>	<p>By 06/30/19</p> <p>As scheduled</p> <p>Monthly</p> <p>05/15/19</p>	<p><b>4.1f</b> Maintain in ETO documentation of the tobacco education and the name of the OA that presented. At the Annual Program Review, ETO records will be reviewed to confirm compliance.</p> <p><b>4.1g</b> Maintain on file by month/year DPH Group Observation Feedback Forms.</p> <p><b>4.1h</b> Maintain on file completed PEPs, DPH feedback, and DPH Acknowledgement of Receipt.</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>4.2 The Contractor will provide case management services for participants enrolled in a group series.</b></p> <p><i>BIH Fidelity Core Elements</i></p> <ul style="list-style-type: none"> <li>➤ <i>Does case management meet structural standards?</i></li> <li>➤ <i>Does case management meet quality of delivery standards?</i></li> </ul>	<p><b>4.2a</b> The MHSs will conduct an initial assessment with all new participants and complete required forms. The purpose of the assessment is used to identify the participant's strengths and their needs. In collaboration with the PS, the new participant will be assigned to a FHA.</p> <p><b>4.2b</b> The FHAs will work collaboratively with participants to assist them to create a Life Plan. The intent of the Life Plan is to help the participant create personal goals that include specific activities/steps for reaching their goals.</p> <p><b>4.2c</b> FHAs will coordinate case management services with the GFs to reinforce the weekly group session.</p> <p>Case management services include but are not limited to: ensuring participants have prenatal care; distributing health education literature; conducting one-on-one tobacco education and providing support and referrals to participants that smoke; making sure participants have health insurance; developing and updating the Life Plan; writing progress notes; conducting home visits; participating in case conferences; completing ETO forms; distributing support materials; coaching participants in-home to complete a safety checklist; assisting participants to create their Birth Plan and Life Plan.</p>	<p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>4.2a</b> Maintain on file participant records (paper/electronic). At the Annual Program Review, participant records will be reviewed to ensure established Program Standards are achieved.</p> <p><b>4.2b</b> Maintain on file participant records (paper/electronic). At the Annual Program Review, participant records will be reviewed to ensure established Program Standards are achieved.</p> <p><b>4.2c</b> Maintain on file participant records (paper/electronic) that document the delivery of case management services. At the Annual Program Review, participant records will be reviewed to ensure established Program Standards are achieved.</p>

Exhibit B-3.2

**Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019**

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p><b>4.2d</b> Staff/subcontractor(s) will provide participants with appropriate referrals that help expand and strengthen the participant's support system.</p> <p>Document the referrals and follow-up with participants to determine if services are accessed.</p> <p><b>4.2e</b> Staff/subcontractor(s) will refer the BIH participant's husband/partner to resources for fathers, including tobacco cessation resources. As applicable, document the father's referral(s) in the participant's file.</p> <p>Staff/subcontractor(s) will document the fathers' referral(s) in the same location in all participant files.</p> <p><b>4.2f</b> Staff/subcontractor(s) will refer participants who use illicit drugs, alcohol and/or tobacco products to appropriate treatment programs.</p> <p>FHAs will monitor the participant's effort to eliminate/reduce the risky behavior, provide positive reinforcement to encourage the participant and supply the participant with appropriate health education literature.</p> <p>Document the referrals and follow-up with participants to determine if services are accessed.</p>	<p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>4.2d</b> Maintain on file participant records (paper/electronic) that document the referrals given to each participant. At the Annual Program Review, participant records will be reviewed.</p> <p><b>4.2e</b> Maintain on file participant records (paper/electronic) that document the father's referral(s). At the Annual Program Review, participant records will be reviewed.</p> <p><b>4.2f</b> Maintain on file participant records (paper/electronic) that document the referral(s) given to affected participants. At the Annual Program Review, participant records will be reviewed.</p>

Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
	<p>4.2g Contractor will conduct quarterly participant-centered program activities (e.g., workshop; event; etc.) that address one of the following subjects: a) personal development; b) family-strengthening; c) mental health; d) physical health.</p> <p>Contractor will submit an activity plan (including activity costs) to DPH for review 45 days (minimum) prior to the event.</p>	<p>By 06/22/19</p>	<p>4.2g Maintain on file by month/year DPH Acknowledgement of Receipt, activity plans and documentation that identifies the staff that participated in the activity, the address where the activity was held, an activity flyer, pictures of the activity and participant sign-in sheets.</p>



Exhibit B-3.2

Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>4.3 The Contractor will ensure BIH participants have access to mental health resources.</b></p>	<p><b>4.3a</b> The MHSs will assess the participants' EPDS and make an appropriate mental health service recommendation/referral.</p> <p><b>4.3b</b> The MHSs will conduct short-term basic counseling services and document the participant's file for participants who report/present MILD cases of: non-coping responses to life events; persistent family discord; continual experiences of loss.</p>	<p>04/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>4.3a</b> Maintain on file participant records (paper/electronic) that document the mental health referral(s) given to affected participants. At the Annual Program Review, participant records will be reviewed.</p> <p><b>4.3b</b> Maintain on file participant records (paper/electronic) that document the mental health basic counseling services provided to affected participants. At the Annual Program Review, participant records will be reviewed.</p>

Exhibit B-3.2

**Black Infant Health (BIH) Program Services  
 Scope of Work  
 July 1, 2018 through June 30, 2019**

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>5.1 The Contractor will use the BIH ETO System and enter all participant data for evaluation purposes.</b></p> <p><i>DPH will provide a format for the monthly Invoice and Program Narrative/Data Report. The Contractor is responsible for submitting program information in the format required by DPH.</i></p>	<p><b>5.1a</b> Contractor will install all necessary computer equipment and software to meet State BIH specifications.</p> <p><b>5.1b</b> The DEAs/other staff/subcontractor(s) will enter, update and maintain participant data in the BIH ETO System.</p> <p><b>5.1c</b> As specified by DPH, no later than the 15<sup>th</sup> of the month Contractor will submit the monthly Program Narrative/Data Report and monthly Invoice (Reimbursement Claim).</p>	<p>As needed</p> <p>04/15/19 – 06/30/19</p> <p>05/15/19 – 06/30/19</p>	<p><b>5.1a</b> At the BIH Program site, computer equipment and software are installed and meet the required State specifications.</p> <p><b>5.1b</b> At the Annual Program Review, data entered in BIH ETO will be reviewed and compared to data collected from the participant (paper record) to ensure accuracy and completeness.</p> <p><b>5.1c</b> At the time of the Annual Program Review, the DPH BIH Contractor's Quarterly Invoice Log and Quarterly Program Narrative/Data Report Log will be reviewed.</p>
<p><b>6.1 Throughout the term of this agreement, maintain excellent communication and program coordination with DPH, the State BIH Program Office and other stakeholders to maximize program effectiveness and to ensure fidelity in the BIH Program.</b></p>	<p><b>6.1a</b> Attend the monthly DPH BIH Team Meeting and host a meeting in rotation.</p> <p><b>6.1b</b> Attend and participate in DPH and State BIH meetings (State BIH Annual Meeting; role specific conference calls; role specific training; focus groups; etc.).</p>	<p>4/15/19 – 05/31/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>6.1a</b> Meeting sign-in sheets.</p> <p><b>6.1b</b> Meeting sign-in sheets/roll call, documentation of travel.</p>

Exhibit B-4

Tobacco & Secondhand Smoke Education and Prevention Services  
 Scope of Work  
 Date of Execution through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

Goals

- Empower African American women, build resilience and reduce stress
- Promote healthy behaviors to support health, wellness and relationships
- Promote healthy relationships and enhance bonding and parenting skills
- Connect women with medical, social, economic and mental health services
- Engage African American communities to raise awareness and mobilize community action to support BIH efforts and improve conditions for African American women and their families

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p>1.1 The Contractor will have qualified staff to conduct tobacco education through the Black Infant Health (BIH) Program.</p> <p><i>BIH Fidelity Core Element</i></p> <ul style="list-style-type: none"> <li>➤ <i>Are efforts made to continually ensure quality staffing of the BIH program?</i></li> </ul>	<p>1.1a Maintain culturally competent staff to perform program services. The staff must possess knowledge, understanding and respect for the values and beliefs of the African American community, and support the BIH governing concepts of: culturally relevant; participant-centered; strength-based; cognitive skill-building.</p> <p><i>TEMPORARY staff required to perform Tobacco Education Services:</i></p> <p><i>Outreach Assistant (OA) – Three (3) staff will enhance tobacco education during prenatal and postpartum group sessions and conduct quarterly tobacco education events. Also, OAs will assist the BIH COLs to implement the RP.</i></p>	<p>04/15/19 – 06/30/19</p> <p>Hire by 05/01/19</p>	<p>1.1a Maintain on file for each position: current job description; recruitment ad/bulletin/flyer(s); employment applications; documentation of the position minimum requirements and supporting credentials (e.g., I9 Employment Eligibility; diploma/certification/official transcript; a valid CA driver license and auto insurance that remains current while performing program tasks/activities etc.).</p> <p><u>Position Minimum Requirements</u></p> <p><i>OA - Minimum of an Associate of Arts Degree and three (3) years experience working with the public providing information and making presentations to the target population/community; socio-cultural experience(s) compatible for the target population; excellent oral communication skills; interpersonal skills; critical thinking and problem-solving skills.</i></p>

Exhibit B-4

Tobacco & Secondhand Smoke Education and Prevention Services  
 Scope of Work  
 Date of Execution through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>2.1 The Contractor will ensure the staff performing tobacco education services are trained on the State-mandated Federal Financial Participation (FFP) Program and the DPH Automated Time Study procedures.</b></p> <p><i>Contractor is responsible for training the tobacco education staff to complete time study documentation.</i></p>	<p><b>2.1a</b> The staff will attend the State and DPH Automated Time Study training(s).</p> <p><b>2.1b</b> Contractor will use the State and DPH training materials to train the staff about the FFP Program and Automated Time Study procedures within the first two (2) weeks of their employment.</p> <p><b>2.1c</b> As required by DPH, staff will complete quarterly time study forms April 2019. Original (signed in blue ink) forms and a staffing roster will be delivered (overnight mail delivery or hand delivery) to DPH no later than the 5<sup>th</sup> work day of the following month.</p> <p><b>2.1d</b> DPH will review original Time Study forms and return forms to Contractor for correction. Staff will correct and resubmit forms to DPH no later than seven (7) calendar days from receipt.</p>	<p>As scheduled</p> <p>As needed</p> <p>05/07/19</p> <p>05/28/19 – 06/30/19</p>	<p><b>2.1a</b> Maintain training certificate/documentation in staff/subcontractor(s) personnel files.</p> <p><b>2.1b</b> Maintain on file current copies of the State and DPH training materials. Maintain training certificate/documentation in staff personnel files.</p> <p><b>2.1c</b> Maintain on file copies of mail/delivery receipts.</p> <p><b>2.1d</b> Maintain on file copies of corrected quarterly time studies and delivery receipts.</p>





Exhibit B-4

Tobacco & Secondhand Smoke Education and Prevention Services  
 Scope of Work  
 Date of Execution through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p>3.1 The Contractor will increase awareness about Tobacco Control and Prevention with BIH participants and within the targeted service areas.</p> <p style="text-align: center;"><b>TARGETED SERVICE PLANNING AREAS</b></p> <p style="text-align: center;"><b>SPA 6 and SPA 8</b></p> <p><i>BIH Fidelity Core Element</i></p> <ul style="list-style-type: none"> <li>➤ <i>Are efforts made to establish and maintain community linkages?</i></li> </ul>	<p>3.1a The OAs will assist the COL with community outreach activities to recruit African American women in the BIH Recruitment Program and to disseminate tobacco education messages.</p> <p>The OAs will conduct a quarterly tobacco education activity to increase participant and community awareness about the dangers of smoking during and after pregnancy.</p> <p>Contractor will submit an activity plan (including activity costs) to DPH for review 30 Days (minimum) prior to the event.</p>	<p>06/01/19 – 06/30/19</p>	<p>3.1a Maintain on file in the Recruitment Plan Binder (by month/year) a description of the tobacco education activity/event including required documentation.</p>







Exhibit B-4

Tobacco & Secondhand Smoke Education and Prevention Services  
 Scope of Work  
 Date of Execution through June 30, 2019

The Contractor must work toward achieving the following measurable objectives. The objectives shall be achieved by following the work plan that is comprised of implementation activities, a timeline and methods of evaluation. Implementation activities are to be completed according to the timeline and are to be documented/evaluated as specified.

MEASURABLE OBJECTIVES	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATION
<p><b>5.1 The Contractor will use the BIH ETO System and enter all participant data for evaluation purposes.</b></p> <p><i>DPH will provide a format for the monthly Invoice and Program Narrative/Data Report. The Contractor is responsible for submitting program information in the format required by DPH.</i></p> <p><b>6.1 Throughout the term of this agreement, maintain excellent communication and program coordination with DPH, the State BIH Program Office and other stakeholders to maximize program effectiveness and to ensure fidelity in the BIH Program.</b></p>	<p>Staff will document the fathers' referral(s) in the same location in all participant files.</p> <p><b>5.1a</b> As specified by DPH, no later than the 15<sup>th</sup> of the month Contractor will submit the monthly Invoice (Reimbursement Claim) and monthly Program Narrative/Data Report.</p> <p><b>5.1b</b> As specified by DPH, Contractor will submit quarterly and annual data to DPH about Tobacco Education activities conducted within the targeted service areas, and with BIH participants:</p> <ul style="list-style-type: none"> <li>○ Number of participants screened for tobacco use</li> <li>○ Number of participants advised to quit</li> <li>○ Number of participants referred to smoking cessation/treatment services</li> </ul> <p><b>6.1a</b> Attend and participate in DPH Tobacco Program and State BIH meetings (State BIH Annual Meeting; role specific conference calls).</p>	<p>05/15/19 – 06/30/19</p> <p>05/15/19 – 06/30/19</p> <p>04/15/19 – 06/30/19</p>	<p><b>5.1a</b> At the time of the Annual Program Review, the DPH BIH Contractor's Quarterly Invoice Log and Quarterly Program Narrative/Data Report Log will be reviewed.</p> <p><b>5.1b</b> Maintain documentation on file in a Tobacco Education binder.</p> <p><b>6.1a</b> Meeting sign-in sheets/roll call.</p>

**BUDGET SCHEDULE****THE CHILDREN'S COLLECTIVE, INC.****BLACK INFANT HEALTH SERVICES**Budget PeriodJuly 1, 2018 - June 30, 2019

Full-Time Salaries	\$	403,580
Employee Benefits @ 23.98%	\$	96,778
Total Full-Time Salaries and Employee Benefits	\$	500,358
Part-Time Salaries	\$	0
Employee Benefits @ %	\$	0
Total Part-Time Salaries and Employee Benefits	\$	0
<b>Total Salaries and Employee Benefits</b>	<b>\$</b>	<b><u>500,358</u></b>
Operating Expenses	\$	298,561
Equipment	\$	38,300
Other Cost	\$	196,500
Subcontractor Cost	\$	42,000
Indirect Cost @ 15% of Salaries	\$	<u>75,054</u>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$</b>	<b>1,150,773</b>

**BUDGET SCHEDULE**

**THE CHILDREN'S COLLECTIVE, INC.**  
**BLACK INFANT HEALTH SERVICES**  
**TOBACCO PREVENTION PROGRAM**

	<u>Budget Period</u>	
	<u>Date of Execution - June 30, 2019</u>	
Full-Time Salaries	\$	42,754
Employee Benefits @ 23.981%	\$	10,253
Total Full-Time Salaries and Employee Benefits	\$	53,007
Part-Time Salaries	\$	0
Employee Benefits @ %	\$	0
Total Part-Time Salaries and Employee Benefits	\$	0
<b>Total Salaries and Employee Benefits</b>	<b>\$</b>	<b><u>53,007</u></b>
Operating Expenses	\$	33,142
Capital Expenditures	\$	9,216
Other Cost	\$	16,684
Indirect Cost @ 15% of Salaries	\$	<u>7,951</u>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$</b>	<b>120,000</b>