



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** 9/26/2013

RE: *Approval of Amendment to Interlocal Contract Between Nevada State Health Division and Southern Nevada Health District*

PETITION #25-13

That the Southern Nevada District Board of Health approve the attached Amendment to the Interlocal Contract between Nevada State Health Division and Southern Nevada Health District. This amendment alters but does not increase how monies will be dispersed to Southern Nevada Health District's Nurse-Family Partnership Program for months seven to fifteen of the contract period originally established as from October 1, 2012 to December 31, 2013.

PETITIONERS:

Margarita L. DeSantos, Community Health Nurse Manager *MD*
Bonnie Sorenson, Director of Clinics/Nursing Services *BS*
Elaine Glaser, Director of Administration
Nancy Williams, M.D., Acting Chief Health Officer *NO*

DISCUSSION:

The evidence-based home visiting program, Nurse-Family Partnership Program, provides services for at-risk first time mothers and their children. The NFP Program promotes maternal, infant and early childhood health, safety, growth and development and strong parent-child relationships. Nurses conduct home visits to help women access regular prenatal care; follow healthy diets and avoid smoking, drinking alcohol and abusing drugs. Each nurse home visitor carries an active caseload of 25 families.

Behaviors such as smoking, drinking alcohol and abusing drugs are harmful to a developing fetus.

After the birth of the child, the nurses monitor the infant's growth and development and work with the mother to develop parenting skills, including education on expected infant behaviors based on their developmental age. Helping women set goals for their lives and planning for their families' economic self-sufficiency are major focuses of the program.

The budget period is for months seven to fifteen of the contract periods originally established as from October 1, 2012 to December 31, 2013.

FUNDING:

The funding for this contract of \$294,938 was made available to the Southern Nevada Health District from the Nevada State Health Division through a contract with funds they obtained from the U.S. Department of Health and Human Services. This funding covers two nurse home visitors salaries and fringe benefits. Program required training and educational materials include; program/medical/office supplies, computers, copying costs for program handouts and facilitators, mileage, cell phones and cell phone usage fees. The funding has also covered 5% of an Administrative Assistant's time for data entry, clerical support and District indirect costs.

The amendment alters, but does not increase the overall amount of payment from \$275.00 per completed Nurse-Family Partnership visit to \$625.00 per family or enrollee per month enrolled in Nurse-Family Partnership. In other words, payments to the Southern Nevada Health District will be remitted at \$625.00 per family or enrollee per month instead of at \$275.00 per completed visit per month. Monthly payments will be capped at \$31,250.00 to account for 50 families or enrollees receiving home visiting services from the two nurse home visitors. \$75.00 per family or enrollee recruited to the Nurse-Family Partnership Program regardless if the family is enrolled in the program and receives services shall also be remitted to the Southern Nevada Health District. This shall serve to reimburse the Southern Nevada Health District for extra work performed to recruit families for the Maternal and Infant Home Visiting Program Evaluation (MIHOPE) national evaluation efforts.

AMENDMENT #1 TO INTERLOCAL CONTRACT

Between the State of Nevada
Acting by and through Its

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
BUREAU OF Child, Family & Community Wellness
Nevada Home Visiting
Hereafter referred to as "State"**
4150 TECHNOLOGY WAY, SUITE 300
CARSON CITY, NV 89706-2009
PHONE: 775-684-4200 FAX: 775-684-4211

And

Southern Nevada Health District
Hereafter referred to as "Contractor"
330 S. Valley View Blvd
Las Vegas, Nevada 89127
Phone: 702-759-1000 Fax: 702-383-1446

1. **AMENDMENTS.** For and in consideration of mutual promises and/or their valuable consideration, all provisions of the original contract, dated 11/13/12 attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

A. This amendment alters the payment procedures for contract months seven-fifteen (7-15) by:

Part 1- Altering the unit of payment definition:

This amendment alters, but does not increase the overall amount of, the unit of monthly payment from "home visits and family socializations" to "families or enrollees."

Part 2- Altering the rate of payment:

This amendment alters, but does not increase the overall amount of, payment from \$275.00 per completed Nurse Family Partnership visit to \$625.00 per family or enrollee per month enrolled in Nurse Family Partnership and \$75.00 per family or enrollee recruited.

Current Contract Language:

A. Current Contract Language for altering the payment procedures for contract months seven-fifteen (7-15) outlined in Part B of the Amendments section of this document:

Unit of Payment & Rate of Payment:

Contract Attachment AA: Scope of Work, page 6, Section B, Bullet 2 states:

- Monthly Payments will be remitted for each home visit at the rate of \$275.00 per completed home visit.

Amended Contract Language:

A. Amended Contract Language for altering the payment procedures for contract months seven-fifteen (7-15) outlined in Part B of the Amendments section of this document:

Unit of Payment & Rate of Payment:

Contract Attachment AA: Scope of Work, page 6, Section B, Bullet 2 will now state:

- Monthly Payments will be remitted for each family or enrollee receiving Nurse Family Partnership home visiting services per month at the rate of \$625.00 per family or enrollee. Monthly payments will be capped at \$31,250.00 to account for 50 families or enrollees receiving home visiting services (\$625.00 per family or enrollee per month x 50 families or enrollees=\$31,250.00).

An additional bullet, Bullet 4, shall be added beneath Bullet 3 stating:

- Monthly Payments shall also be remitted for each family or enrollee recruited to the Nurse Family Partnership program at a rate of \$75.00 per family or enrollee recruited. A family or enrollee recruited is defined as a family or enrollee having been deemed eligible for home visiting services and has filled out initial enrollment paperwork. This fee for recruitment shall be remitted for each family recruited regardless if the family is enrolled in the Nurse Family Partnership program and receives services. This second tier funding shall serve to reimburse Southern Nevada Health District for extra work they perform to recruit families for the Maternal and Infant Home Visiting Program Evaluation (MIHOPE) national evaluation efforts.

2. **INCORPORATED DOCUMENTS.** Exhibit A (Original Contract) is attached hereto, incorporated by reference herein, and made a part of this amended contract. Exhibit B (Amended Addendum 1) is attached hereto, incorporated by reference herein, and made part of this amended contract.

3. **REQUIRED APPROVAL.** This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

Contractor's Signature Rod Woodbury Date

Chair,
Southern Nevada District Board of Health
Contractor's Title

Richard Whitley, MS Date

Administrator, Public and Behavioral Health

Michael J. Willden Date

Director, Department of Health and Human Services

Signature - Board of Examiners

APPROVED BY BOARD OF EXAMINERS

Approved as to form by:

On _____
Date

Deputy Attorney General for Attorney General

On _____
Date

CONTRACT SUMMARY

#28

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

DESCRIPTION OF CONTRACT

1. Contract Number: **13839**

Agency Name: **HEALTH DIVISION**
Agency Code: **406**
Appropriation Unit: **3222-17**
Is budget authority available?: **Yes**
If "No" please explain: **Not Applicable**

Legal Entity Name: **SOUTHERN NEVADA HEALTH**
Contractor Name: **SOUTHERN NEVADA HEALTH**
Address: **DISTRICT
PO BOX 3902
LAS VEGAS, NV 89127**
City/State/Zip: **LAS VEGAS, NV 89127**
Contact/Phone: **702/759-1649**
Vendor No.: **T27001231B**
NV Business ID: **Governmental Entity**

To what State Fiscal Year(s) will the contract be charged? **2013-2014**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	Fees	0.00 %
X Federal Funds	100.00 %	Bonds	0.00 %
Highway Funds	0.00 %	Other funding	0.00 %

Agency Reference #: **HD 12159**

RECEIVED

OCT 09 2012

DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

2. Contract start date:

a. Effective upon Board of Examiner's approval? **Yes** or b. other effective date: **NA**

Anticipated BOE meeting date **11/2012**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Termination Date: **12/31/2013**

Contract term: **1 year and 60 days**

4. Type of contract: **Interlocal Agreement**

Contract description: **Home Visiting Svcs**

5. Purpose of contract:

This is a new interlocal agreement to expand evidence-based home visiting services, to promote maternal, infant and early childhood health, and safety, as well as the development of strong parent-child relationships.

6. NEW CONTRACT

The maximum amount of the contract for the term of the contract is: **\$294,938.00**

Other basis for payment: **Payments invoiced monthly, based on visits conducted.**

JUSTIFICATION

7. What conditions require that this work be done?

Federal Grant mandates the promotion of maternal, infant and early childhood health, and safety, as well as building upon existing State infrastructure with regard to existing home visiting programs currently being conducted throughout the State.

8. Explain why State employees in your agency or other State agencies are not able to do this work:

The Health Division does not have the resources to perform this function.

9. Were quotes or proposals solicited? **Yes**

Was the solicitation (RFP) done by the Purchasing Division? **No**

a. List the names of vendors that were solicited to submit proposals (include at least three):

Southern Nevada Health District, UNR, Sunrise Children's Foundation

b. Solicitation Waiver: **Not Applicable**

Contracts are being awarded to three bidding vendors, as they all meet the minimum federal home visitation criteria. The Sunrise Children's Foundation, and UNR contracts were approved by the September BOE.

d. Last bid date: Anticipated re-bid date:

10. Does the contract contain any IT components? No

II. OTHER INFORMATION

11. a. Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada?

No

b. Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employed by the State of Nevada within the last 24 months?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

12. Has the contractor ever been engaged under contract by any State agency?

No If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Not Applicable

13. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

14. The contractor is not registered with the Nevada Secretary of State's Office because the legal entity is a:

Governmental Entity

15. Not Applicable

16. Not Applicable

17. Not Applicable

18. Agency Field Contract Monitor:

Perry Smith, Program Manager Ph: 775-684-4032

19. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	Pending	
Division Approval	Pending	
Department Approval	Pending	
Contract Manager Approval	Pending	
Budget Analyst Approval	Pending	
BOE Agenda Approval	Pending	
BOE Final Approval	Pending	

**INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES
FOR USE BETWEEN AGENCIES WITHIN NEVADA**

A Contract Between the State of Nevada
Acting By and Through Its

Nevada State Health Division
Bureau of Child, Family and Community Wellness
Maternal, Infant and Early Childhood Home Visiting Program
4150 Technology Way, Suite 210
Carson City, NV 89706-2009
Phone: 775-684-4032 Fax: 775-684-4245
(NAME, ADDRESS, PHONE AND FACSIMILE NUMBER OF CONTRACTING AGENCY)

and

Southern Nevada Health District – Nurse Family Partnership
560 N. Nellis Blvd., Suite E12
Las Vegas, Nevada 89110
Phone: 702-759-0883 Fax: 702-383-1446
(NAME, ADDRESS, PHONE, FACSIMILE NUMBER FEDERAL I.D. NUMBER OF INDEPENDENT CONTRACTOR)

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of [the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. **CONTRACT TERM.** This Contract shall be effective upon approval to December 31, 2013, unless sooner terminated by either party as set forth in this Contract.
4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. **NOTICE.** All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA: SCOPE OF WORK
ATTACHMENT BB: BUSINESS ASSOCIATE ADDENDUM

7. CONSIDERATION. Southern Nevada Health District agrees to provide the services set forth in paragraph (6) at a cost of \$294,938 per project approval with the total Contract or installments payable: Monthly, as invoiced, not exceeding \$294,938. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

12. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without

limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity.

14. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.


20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).


22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.

23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.


IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

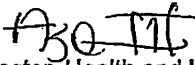

Signature: Mary Beth Scow Date

Chairman SNHD Board of Health
Title

 for 10.9.12
Signature: Richard Whitley, MS Date


Administrator, Health Division
Title:

for  10/9/12
Signature: Michael J. Willden Date


Director, Health and Human Services
Title:


Signature – Nevada State Board of Examiners

APPROVED BY BOARD OF EXAMINERS

Approved as to form by:

Deputy Attorney General for Attorney General,
State of Nevada

On 11-13-12
(Date)

On _____
(Date)

CONTRACT
BETWEEN: NEVADA STATE HEALTH DIVISION
AND
SOUTHERN NEVADA HEALTH DISTRICT – NURSE FAMILY PARTNERSHIP PROGRAM

ATTACHMENT AA: SCOPE OF WORK
Description of services, deliverables, and reimbursement

The purpose of this contract is to expand evidence-based home visiting services in the state's at-risk communities.

"Home visiting is defined as an evidence-based program, implemented in response to findings from a needs assessment, that includes home visiting as a primary service delivery strategy, and is offered on a voluntary basis to pregnant women or children birth to age 5 targeting the participant outcomes in the legislation which include improved maternal and child health, prevention of child injuries, child abuse, or maltreatment, and reduction of emergency department visits, improvement in school readiness and achievement, reduction in crime or domestic violence, improvements in family economic self-sufficiency, and improvements in the coordination and referrals for other community resources and supports." (Source: *HRSA/ACF Funding Opportunity Announcement, 7-1-10, page 7*)

The Nevada State Health Division will fund agencies and organizations which administer evidence-based, HRSA/ACF approved, home visiting models. During this initial funding period the Health Division will be establishing funding baselines, collecting data on funds needed to expand and maintain existing home visiting programs. This will take into consideration the need to build program infrastructure, hire and train new personnel, and serve at-risk families. National data suggests that home visiting costs vary widely depending on the home visiting model implemented, with cost ranging from \$1,250 to \$6,500 per family per year. By establishing a baseline in this first period of funding, the Home Visiting Program will be able to trend data in the future. This will allow for more accurate funding projections and cost containment strategies.

For this contract, the term enrollee or primary enrollee is defined as *the person who is enrolled with the home visiting agency and will be receiving the majority of the home visiting services.*

Nurse Family Partnership Model Overview

The Nurse-Family Partnership (NFP) is designed for first-time, low-income mothers and their children. It includes one-on-one home visits by a trained public health registered nurse to participating clients. The visits begin early in the woman's pregnancy (with program enrollment no later than the 28th week of gestation) and conclude when the woman's child turns 2 years old. During visits, nurses work to reinforce maternal behaviors that are consistent with program goals and that encourage positive behaviors and accomplishments. Topics of the visits include prenatal care; caring for an infant; and encouraging the emotional, physical, and cognitive development of young children.

NFP requires a client to be enrolled in the program early in her pregnancy and to receive a first home visit no later than the end of the woman's 28th week of pregnancy. Services are available until the child is 2 years old.

Before a contract is offered to a prospective implementing agency, program development staff from the Nurse Family Partnership National Service Office (NFP NSO) engage in a formal due diligence process with the prospective implementing agency. During this process the agency: (1) demonstrates a community need for NFP services and a plan to coordinate with any other home visitation programs serving low-income families; (2) provides NSO with the number of low-income, first-time births in the catchment area per year; (3) identifies a plan for the sound financing of the program; (4) articulates its experience with innovative programs; (5) demonstrates community support for NFP or the potential of that support; (6) identifies its ability to coordinate with existing health and human services programs; (7) demonstrates the ability to establish a highly effective referral procedure, ensuring an adequate number of voluntary enrollments in the program; and (8) demonstrates the ability to recruit and retain qualified registered nurses.

NFP nurses conduct weekly home visits for the first month after enrollment and then every other week until the baby is born. Visits are weekly for the first six weeks after the baby is born, and then every other week until the baby is 20

months. The last four visits are monthly until the child is 2 years old. Home visits typically last 60 to 75 minutes. The visit schedule may be adjusted to meet client needs.

NFP NSO recommends that programs begin conducting visits early in the second trimester (14–16 weeks gestation) and requires programs to begin visits by the end of the 28th week of pregnancy. Clients graduate from the program when the child turns 2 years old.

NFP NSO requires nurse home visitors to follow visit-by-visit guidelines; they are instructed to adapt these guidelines to meet the individual needs of families.

Four staffing components must be in place at implementing agencies: (1) nurse home visitors who conduct home visits with families, (2) nursing supervisors who supervise nurse home visitors, (3) an administrative assistant who manages data entry and other administrative tasks, and (4) other administrative staff that agencies deem necessary to ensure NFP is implemented as designed and with fidelity to the NFP model.

NFP NSO requires that nurse home visitors and nursing supervisors are registered professional nurses with a minimum of a Baccalaureate degree in nursing. NFP NSO prefers that supervisors have a master's-level degree in nursing. The program also requires nurse home visitors, nursing supervisors, nurse consultants, site administrators, program managers, and state leaders to complete a series of introductory education sessions offered by NFP NSO.

The Bureau of Child, Family, and Community Wellness, Nevada State Health Division is partnering with Southern Nevada Health District (SNHD) to facilitate effective coordination and delivery of the Nurse Family Partnership (NFP) Program.

Southern Nevada Health District (SNHD), hereinafter referred to as Contractor, agrees to provide the following services and reports according to identified timeframes. The budget period for this funding is from October 1, 2012 to December 31, 2013.

Reporting Requirements:

Contractor will submit monthly program reports, indicating contractor and enrollee activities and assessments. Required assessments and instruction completed with each family must be reported when collected, unless included with monthly reports. Files on each enrollee, including assessments and forms, will be kept on site by the contractor. Nevada State Health Division (NSHD) staff will request a random selection of 25% of enrollee files to review ensuring the assessments and forms are completed during each home visit. Home visiting programs receiving funds through the NSHD must participate in collecting and reporting all required data following procedures outlined by the NSHD.

Enrollee Volume and Frequency Requirements:

The NSHD will fund SNHD to add and maintain an active enrollment of 50 families using the Nurse Family Partnership model. This approved home visiting model includes weekly, every other week, or monthly home visits depending upon the stage of the enrollee in the program.

Use of Contract Funds

Contractor agrees that if funds are expended over and above those provided through this contract to serve the specified 50 active enrollees, those funds must be reported, in detail, to the NSHD. This may include funds used for labor, supplies, equipment, travel, indirect expenses, etc.

1. Goal: Increase the number of pregnant women/families/children served from identified at-risk communities.

Objective	Activities	Due Date	Documentation
Enroll and maintain 50 new enrollees in the Nurse Family Partnership Program.	<p>1. Hire and train additional and existing staff to accommodate the increased client enrollment.</p> <p>2. Register 50 enrollees.</p> <p>3. Initial and subsequent enrollees covered by these funds will reside in one of the following zip codes. Zip Codes: 89030, 89101, 89102, 89103, 89104, 89106, 89109, 89115, 89169. See Addendum 1 (Las Vegas Zip Codes) to Attachment AA.</p>	One hundred and fifty (150) days from date of contract signing.	Information will be submitted as part of the Monthly Report and Enrollment Forms.
	<p>4. Enrollee vacancies will be filled within thirty days.</p> <p>5. Staff vacancies will be filled within one hundred and twenty (120) days. During staff vacancies, enrollees must continue to be visited according to standard operating procedures, as defined by the SNHD NFP Program.</p> <p>6. Work with partners and stakeholders to market the SNHD - NFP Program to increase community awareness.</p> <p>7. New nurse home visitors will have their own complement of expectant moms/families and are actively working toward a full complement of 25 enrollees per nurse.</p>	Monthly Report. See Addendum 5 (Monthly Report) of Attachment AA	Information will be submitted as part of the Monthly Report.

2. Goal: Maintain fidelity to the Nurse Family Partnership home visiting model.

Objective	Activities	Due Date	Documentation
Contractor will provide the Nevada State Health Division a copy of all NFP National Office required reports.	Contractor will electronically send a copy of the NFP National Service Office required reports.	Copy of reports will be requested on an as needed basis.	Copy of reports.
2. The NSHD will conduct a minimum of three site visits within specified grant period.	<p>1. Site visits will entail:</p> <ul style="list-style-type: none"> - instruction and training of home visiting personnel - review of enrollee documentation - accompany home visitor on home visits 	The initial site visit will occur within the first three months following contract signing. Subsequent site visits will occur	Site visit will be documented by the NSHD.

	2. Additional site visits may occur at the discretion of the Nevada State Health Division, HRSA, NFP NSO, and/or the request of the contractor.	within the contract period.	
3. Contractor will participate in continuous quality improvement (CQI) processes facilitated by the NSHD.	Complete and submit required questionnaires, surveys and data collection. Participate in the CQI processes by: <ul style="list-style-type: none"> - Providing a minimum of one staff to be a member of the Nevada Home Visiting CQI team. - Allow NSHD and CQI contractor access to enrollee records. 	No due date. CQI processes are ongoing throughout the course of the contract period.	Receipt of requested questionnaires, surveys, and data. CQI team meeting minutes and site visit documentation.
4. Contractor will fill out and submit the Monthly Report within 15 days of the end of each month.	Monthly report will be completed and submitted through secure methods. See Addenda 5 (Monthly Report) and 6 (Request for Reimbursement) of Attachment AA.	Monthly reports are due within 15 days of the end of the month for the previous month.	Receipt of requested Monthly Reports.

3. Goal: Provide effective delivery of materials and instructions to include the focus areas: maternal and newborn health, child injuries, maltreatment, and emergency department usage; school readiness and achievement; domestic violence; and family economic self-sufficiency, while providing for the coordination and referrals to other community resources and supports.

Objective	Activities	Due Date	Documentation
Contractor will collect and submit all federally mandated benchmark and construct data to the NSHD. See Addenda 3 and 4 of Attachment AA.	<p>1. Contractor will collect all required benchmark data as specified in Addendum 3 (Benchmarks & Constructs) of attachment AA. This data will be collected by home visitor use of the collection forms in addendum 4 (Home Visiting Data Collection Forms) of Attachment AA and/or online benchmark collection database.</p> <p>2. All State required data will be submitted per the data collection forms or the online benchmark collection database. Data and forms will be submitted by approved secure methods.</p> <p>3. Enrollee's online data is accurate and up-to-date by the 15th of each month for the previous month. (When online database is available)</p>	<p>Data reported on the monthly report will be due by the 15th of the month for the previous month.</p> <p>Data collected which is not part of the monthly report is due 15 days following the end of the month in which the data was collected.</p>	Receipt of required data. Either data collection forms or data entered into online database.

Contractor Assurances:

- Individual family/client assessments will be conducted of all enrollees and services will be provided in accordance with those individual enrollee assessments.
- Contractor will ensure that priority will be given to serve eligible participants who:
 - Have low income
 - Are pregnant women who have not attained age 21
 - Have a history of child abuse or neglect or have had interactions with child welfare services
 - Have a history of substance abuse or need substance abuse treatment
 - Are users of tobacco products in the home
 - Have, or have had children with low student achievement
 - Have children with developmental delays or disabilities
 - Are in families that include individuals who are serving or have formerly served in the armed forces, including such families that have members of the armed forces who have had multiple deployments outside the United States.
- Contractor will provide culturally and linguistically competent services to targeted communities through appropriate training of home visiting staff.
- Contractor will list their agency's services with the Nevada 211 system.
- Contractor may pilot the NSHD provided iPad to input data into the Nevada Home Visiting online database. The NSHD iPad may also be used to facilitate the teaching and education of families, for data collection, data retrieval, and data input. That iPad must be returned to the Nevada State Health Division upon termination of this contract.
- Contractor will ensure that services will be provided on a voluntary basis.
- Contractor will report any known occurrences in which the child of an enrollee is diagnosed with a disorder as defined by the Nevada Newborn Screening Program's list of screened disorders. See addendum 2 (Newborn Screened Disorders) to attachment AA.
- Identify the source of funding on all printed documents purchased or produced within the scope of this contract, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Health Division through Grant Numbers X02MC19408 and X02MC23117 from the Health Resources and Services Administration. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Nevada State Health Division nor the Health Resources and Services Administration."

Fund Payment Procedures

A. Program Developmental Phase: Payment procedures for contract months one through six (1-6) will be as follows:

- Payments will be based upon reimbursement of actual expenditures made in accordance with the approved budget for the program as documented in Addendum 7 to Attachment AA.
- Requests for payment will be included as part of the Monthly Report which must be submitted on a monthly basis by the 15th day of the month for the previous month. See Addendum 6 to Attachment AA.
- Monthly payments are dependent upon documentation of ongoing program developmental activities. Developmental activities include:

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- Contractor is actively engaged in recruitment and hiring of staff: job postings, interview schedules
- Staff hired: payroll reports
- Staff training: travel & training receipts. All travel reimbursements will be in accordance with travel rules applicable to State of Nevada employees.
- Supply & equipment purchases: receipts
- Miscellaneous expenses: receipts

B. Full Implementation Phase: Payment procedures for contract months seven through fifteen (7 – 15) will be as follows:

- Requests for payment will be included as part of the Monthly Report (see Addendum 9 to Attachment AA – Request for Payment) which must be submitted on a monthly basis by the 15th day of the month for the previous month.
- Monthly payments will be remitted for each home visit at the rate of \$275.00 per completed home visit.
- See Budget for month seven through fifteen, Addendum 8 to Attachment AA.

The Nevada State Health Division agrees:

- To provide training on Nevada Home Visiting applicable policies and procedures, continuous quality improvement plan, and reporting requirements, and use of the Nevada Home Visiting online database.
- To provide technical assistance, upon request from Contractor or if deemed necessary by either the Nevada Home Visiting Program, HRSA, or NFP NSO.
- Processing of payments will be made monthly, within thirty business days of receipt of properly submitted Monthly Report.
- The NSHD reserves the right to withhold payment under this contract until any delinquent forms, reports, and/or other deliverables are submitted and accepted.
- To provide one computer tablet with cellular service, to be used by home visitors as part of the piloting of the Nevada Home Visiting REDCap Database implementation plan. The computer tablet remains the property of the Nevada State Health Division and must be returned to the Health Division upon termination of this contract.
- To provide children's books to contractor for active enrolled children.
- To provide and set up a secure data transfer procedure for the transfer of data between Contractor and NSHD.

Both parties agree:

The site visit/monitoring schedule will be at least thrice during the budget period and may be expanded if deemed necessary by the NSHD or requested by the Contractor. Site visits may include, but are not limited to, the following: review of enrollee records, review of protocols, meetings with home visitors and administrative staff, accompanying home visitors to families' homes, review of outcome/benchmark data and data systems.

The Contractor will, in the performance of the Scope of Work specified in this contract, perform functions and/or activities that involve the use and/or disclosure of Protected Health Information (PHI); therefore, the Contractor is considered a Business Associate of the Health Division.

- Both parties agree that no work related to this contract may begin until a Business Associate Agreement has been signed and placed on file with the Nevada State Health Division's Administration Office.
- This contract may be extended up to a total term of four years upon agreement of both parties and funding availability.