



RESOLUTION No. 23-063

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 CONTRACT WITH CHILD ADVOCATES OF NEVADA COUNTY FOR THE PROVISION OF HEALTHY FAMILIES AMERICA (HFA) HOME VISITING PROGRAM SERVICES AS A COMPONENT OF THE COUNTY'S IMPLEMENTATION OF THE CALIFORNIA HOME VISITING PROGRAM (CHVP) TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$660,921 TO \$794,412 (AN INCREASE OF \$133,491), REVISE EXHIBIT "A", SCHEDULE OF SERVICES TO REFLECT ADDITIONAL SERVICES DIRECTLY RELATED TO THE COVID-19 PANDEMIC AND REVISE EXHIBIT "B", SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE FOR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 (RES 22-543)

WHEREAS, on October 25, 2022, per Resolution 22-543, the Nevada County Board of Supervisors authorized the execution of the Professional Services Contract between the County of Nevada and Child Advocates of Nevada County for the provision of Healthy Families America (HFA) home visiting program services as a component of the County's implementation of the California Home Visiting Program (CHVP); and

WHEREAS, the Patient Protection and Affordable Care Act of 2010 authorized the creation of the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program to promote and improve the health, development and well-being of at-risk children and families through evidence-based home visiting programs, and the California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division is implementing MIECHV in the state as the California Home Visiting Program (CHVP); and

WHEREAS, under this Amendment, Child Advocates of Nevada County shall continue to provide county-wide delivery of the Healthy Families America (HFA) model for home visiting services; and

WHEREAS, Healthy Families America is a national model designed to help expectant and new parents get their children off to a healthy start; and

WHEREAS, the additional funding will support activities directly related to the COVID-19 public health emergency response which are intended to support home visiting activities and home visitors that address the immediate needs of parents, children, and families; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$660,921 to \$794,412 (an increase of \$133,491), revise Exhibit "A" Schedule of Services to incorporate the additional services noted above, and amend Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price and a term extension.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that the Amendment No. 1 to the Professional Services Contract by and between the County of Nevada and Child Advocates of Nevada County pertaining to the provision of Healthy Families America (HFA) home visiting program services as a component of the County's implementation of the California Home Visiting Program (CHVP) for the contract term of October 1, 2022 through September 30, 2023, in the maximum amount of \$794,412, be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada.

Fiscal Year 22/23:

Funds to be disbursed from account: 1589- 40114-492-3415/521525.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 7th day of February, 2023, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 


Edward C. Scofield, Chair

2/7/2023 cc: PH*
AC* (Hold)

2/14/2023 cc: PH*
AC* (Release)
CANC*

**AMENDMENT #1 TO THE CONTRACT WITH
CHILD ADVOCATES OF NEVADA COUNTY (Res 22-543)**

THIS AMENDMENT is executed this 7th day of February 2023 by and between CHILD ADVOCATES OF NEVADA COUNTY, hereinafter referred to as "Contractor" and COUNTY OF NEVADA, hereinafter referred to as "County". Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on October 25, 2022 per Resolution 22-543; and

WHEREAS, the Contractor operates a provision of Healthy Families America (HFA) home visiting program services as a component of the County's Implementation of the California Home Visiting Program (CHVP); and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$660,921 to \$794,412 (an increase of \$133,491), revise Exhibit "A" Schedule of Services to incorporate additional services directly related to the COVID-19 pandemic and are intended to support home visiting activities and home visitors that address the immediate needs of parents, children, and families and amend Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract amount and a term extension.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of October 1, 2022.
2. That Maximum Contract Price, shall be amended to the following:
\$794,412
3. That the Schedule of Services, Exhibit "A" is amended to the revised Exhibit "A" attached hereto and incorporated herein.
4. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised Exhibit "B" attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA:

By: *Ed Scofield*
Ed Scofield (Feb 7, 2023 12:15 PST)
Ed Scofield
Chair of the Board of Supervisors

ATTEST:

By: *Julie Patterson-Hunter*
Julie Patterson-Hunter
Clerk of the Board

CONTRACTOR:

By: *William Crouch*
William Crouch (Jan 24, 2023 09:46 PST)
Child Advocates of
Nevada County
200 Providence Mine Rd,
Suite 208
Nevada City, CA 95959

EXHIBIT A
SCHEDULE OF SERVICES
CHILD ADVOCATES OF NEVADA COUNTY

Child Advocates of Nevada County, hereinafter referred to as “Contractor” shall provide Healthy Families America (HFA) home visiting program services as a component of the County’s implementation of the California Home Visiting Program (CHVP) for the County of Nevada, Public Health Department, hereinafter referred to as “County”.

Program Overview:

The Patient Protection and Affordable Care Act of 2010 authorized the creation of the Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) to promote and improve the health, development and well-being of at-risk children and families through evidence-based home visiting programs. The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division is implementing MIECHV as the California Home Visiting Program (CHVP) in the state. The purpose of this program is to: (1) provide leadership and coordinate maternal and early childhood systems and supports to advance federal, state, and local efforts to improve the health and well-being of families in California; (2) cultivate strong communities; (3) promote maternal health and well-being; (4) improve infant and child health development; and (5) strengthen family functioning.

Program Statement:

Contractor shall enroll new clients to maintain a caseload of 112 actively served clients during the course of this Agreement. Contractor shall assure program integrity and fidelity in accordance to the selected evidence-based model, in this case the Healthy Families America (HFA) model. Program shall be in accordance and meet all CHVP program requirements/ guidelines.

Healthy Families America is a national model designed to help expectant and new parents get their children off to a healthy start. The primary program goal is to prevent child abuse, maltreatment and/or neglect before it starts. This goal is achieved through regular home visitation and by: 1) identification of family’s strengths and goals, 2) positive development of parent-child relationships, 3) healthy childhood development, 4) enhanced family functioning.

Service Area:

Contractor shall provide services throughout Nevada County (both Eastern and Western County Regions).

Scope of Services:

Contractor’s responsibilities shall include, but not necessarily be limited to the following:

- Collaborate with County’s Director of Public Health Nursing (DPHN), MCAH (Maternal, Child and Adolescent Health) Director and / or Coordinator to implement CHVP Scope of Work and HFA protocols.

- Collaborate with County's DPHN, MCAH Director and/or Coordinator to develop a strong network of community services; addressing gaps in local services and supports; enhancing cross agency coordination, collaboration and communication; integration of home visiting services for children and families; and prevention of services duplication.
- Contractor shall support County's DPHN, MCAH Director and/or Coordinator in implementation of Moving Beyond Depression, an evidence-based program utilizing multi-disciplinary teams to address perinatal depression.
- Contractor and County's DPHN, MCAH Director and/or Coordinator shall work cooperatively to further the state's effort to build a high quality comprehensive and coordinated statewide early childhood system.
- Contractor and County's MCAH Program personnel shall collaborate to provide high-quality home visiting services to families in Nevada County, including the sharing of client information as needed and requested by MCAH Program personnel for the purpose of case coordination, data collection and reporting.
- Contractor in conjunction with County's DPHN, MCAH Director and/or Coordinator shall maintain a Community Advisory Board (CAB). Contractor and DPHN and MCAH Director and/or Coordinator shall oversee the CAB and the CAB activities shall include:
 - ✓ Quarterly meetings,
 - ✓ Maintenance of meeting minutes,
 - ✓ A list of CAB membership to be available to CDPH upon request,
 - ✓ Assist in providing information on program operation and implementation, quality assurance/improvement, child and family advocacy, and public awareness regarding home visiting,
 - ✓ Establish or improve system of care improvements, interagency coordination, information sharing, and referral system.

Staffing:

Staffing is a critical component of HFA programs, which places a high priority on recruiting qualified staff who not only have direct service experience, but who have strong interpersonal and communication skills and a willingness to work with families with culturally diverse backgrounds. Contractor shall provide personnel sufficient to carry out services under this Agreement, and to deliver services to 100 clients. Contractor shall maintain at all times trained staff, which understands and maintains confidentiality of clients and records. Staffing for the program shall at least include the following positions:

- Executive Director
- Bookkeeper
- IT Support Specialist
- Program Manager
- Supervisors
- Family Support Workers (FSWs)
- Family Assessment Workers (FAWs)
- Quality Assurance Technician

Contractor's staff shall participate in required trainings and staff trainings as needs are identified, such as: computer trainings, including *ETO (Efforts to Outcomes)*, which is required for any staff

inputting program data; as well as any other CHVP required trainings, including those which may be announced via future CHVP Program Letter(s).

Referrals and Enrollment:

Pregnant and parenting persons shall be referred to the Healthy Families America Program, Healthy Babies (HB) in Nevada County, through their local health care provider/ agency or other community partners up to the baby's age of 3 months for eligibility. A one-page contact form shall be made available to all participating and agreeing community Obstetricians/ Gynecologists (OB/GYN) practitioners and community partners. The Contractor's team shall review the completed referrals and contact forms and arrange for the family to complete the HFA assessment interview. The Family Assessment Worker shall arrange with her supervisor assigning the family to a HB home visitor. In a case where the family needs other programs or the program is full, referrals will be provided to the family. Contractor shall also conduct outreach activities to at-risk groups, areas, and other service providers to ensure that other appropriate, eligible clients are identified and referred to HFA.

The Program is completely voluntary, and all services shall be offered to participants free of charge. Participants are eligible to receive program services from pregnancy up to the time their child is age five.

Contractor shall develop, enter into and maintain MOUs, letters of support, or agreements with community agencies and other service providers. Contractor and MCAH Director/Coordinator shall facilitate coordination and integration of services throughout the County including government agencies and other community programs/services. Contractor shall develop a clear point of contact (person(s) liaison) with collaborating agencies and share information on a regular basis as it relates to outreach, referrals, enrollments, care coordination, etc. For referrals given to Contractor from the County, Contractor shall provide updates on the status of the referral to the MCAH Coordinator/Director when requested.

Implementation of HFA Services:

Contractor shall implement home visiting services following the HFA model and CHVP requirements.

- ✓ Appropriate staff shall complete documentation of home visiting notes within 2 business days of occurrence and enter information into the data management system as required.
- ✓ Contractor's home visiting staff shall administer screening/assessments (e.g. ASQ, ASQ- SE, Edinburgh Postpartum Depression Scale, WEB, PICCOLO, etc.) at scheduled times or whenever parent/caregiver concerns arise.
- ✓ For each identified concern, based on screening tools, clinical assessment, or parental concern, the mother and/or child shall receive a referral(s) to available community resources.
- ✓ Home visitor shall follow-up with the family regarding outcome of referral.
- ✓ Maintain access to or develop an updated list of community referral resources including hospitals, health care providers, and community agencies. Domains shall include:
 - ✓ Maternal, Infant and Child Health
 - ✓ Mental Health

- ✓ Early Childhood Development
- ✓ Substance Abuse
- ✓ Domestic Violence Prevention
- ✓ Child Maltreatment Prevention
- ✓ Child Welfare
- ✓ Education
- ✓ Other social and health services
- ✓ Assess mother for alcohol, tobacco, and illicit drugs and refer as appropriate.
- ✓ Educate women regarding early and adequate prenatal care.
- ✓ Refer to prenatal provider and use Comprehensive Perinatal Services Program (CPSP) provider when available.
- ✓ Identify and address barriers to keeping prenatal appointments.
- ✓ Make referrals and assist clients to enroll in Medi-Cal, Access for Infants and Mothers (AIM), and other low cost/no cost insurance programs for health care coverage.
- ✓ Educate women on appropriate use of Emergency Department.
- ✓ Educate on family planning and use of different types of contraceptives and refer to appropriate agencies.
- ✓ Educate women on the signs and symptoms of maternal depression.
- ✓ Identify community partners with expertise in management of postpartum depression/perinatal mood disorder and make referrals when appropriate.
- ✓ Educate families to understand the importance of well-child visits and immunizations. Support parents to adhere to scheduled well-child visits and immunization schedules.
- ✓ Educate families regarding home safety measures and injury prevention, including safe infant sleeping environments.
- ✓ Provide resources to parents to prevent child abuse.
- ✓ Model appropriate parenting skills and refer to parenting classes, counseling, or other support services.
- ✓ Provide emotional support to the family.
- ✓ Look for signs of child abuse and/or neglect through observation at each home visit.
- ✓ Provide education and educational materials (e.g. brochures, videos) related to child safety, safe home environment, and injury prevention.
- ✓ Administer the Home Safety Checklist according to CHVP requirements.
- ✓ Contractor shall integrate the *Strengthening Families* framework and protective factors to promote high-quality parenting behavior and the parent-child relationship. Protective Factors include:
 - ✓ Parental Resilience
 - ✓ Social Connections
 - ✓ Concrete Support in Times of Need
 - ✓ Knowledge of Parenting and Child Development
 - ✓ Social and Emotional Competence of Children- www.strengtheningfamilies.net
- ✓ Assist families in improving the quality of the child's home environment and the extent of stimulation available to the child.
- ✓ Provide anticipatory guidance and education regarding importance of developmental screening.
- ✓ Administer all required assessments at specified intervals as required by CHVP.
- ✓ Conduct assessment of family stress level, social support, and parental emotional well-being using CHVP required assessment tools.

- ✓ Home visitor shall screen for relationship related issues and intimate partner violence at specified intervals or as needed.
- ✓ The home visitor shall refer women to intimate partner violence services as needed (either based on screening tools, by clinical assessment, or mother's concern).
- ✓ Home visitor shall assist women experiencing intimate partner violence with the implementation of a safety plan created with Community Beyond Violence and the Tahoe Safe Alliance (TSA) in Truckee. Revisit/update the plan as needed.
- ✓ Assist parents in developing an economic self-sufficiency plan. Refer to community resources, job training, and employment events.
- ✓ Screen women for presence of reproductive coercion and provide information and resources.
- ✓ Refer screen-positive women to providers to obtain coercion-resistant birth control methods and counseling.
- ✓ Provide emotional support.
- ✓ Assist parents to develop a plan to achieve educational and employment goals.
- ✓ Supervisors are required to manage staff activities using reflective supervision based on HFA model requirements.
- ✓ Contractor shall verify the accuracy, validity and completeness of data input into the data system.
- ✓ Participate in model-specific quality assurance activities and any CHVP-directed Continuous Quality Improvement (CQI) activities to be developed.
- ✓ Identify areas in need of improvement and develop plan to address deficiencies.
- ✓ Coordinate communication of quality assurance/improvement with the Community Advisory Board (CAB) or other community collaborative designee to address quality improvement needs.
- ✓ Contractor shall cooperate with CHVP external program evaluators as needed.
- ✓ Contractor is responsible for collection of all data/ information that may be needed for grant reporting requirements or for verification of program benchmarks. Information/data is due to County MCAH Director and or/ Coordinator at least two (2) weeks before state deadline.
- ✓ Contractor shall remain in close communication with the County's DPHN and MCAH Director and/or Coordinator and meet as needed to discuss program development or for resolution of any program problem/dispute.

The one-time funding increase of \$133,491 of the original budget is being made under section 9101 of the American Rescue Plan (ARP) Act, P.L. 117-2 to entities that currently received MIECHV Program funding to address the needs of expectant parents and families with young children during the COVID-19 public health emergency through September 30, 2023.

Healthy Babies will implement the following categories and perform all activities and submit the following deliverables to CHVP:

1. Hazard pay or other staff costs
 - a. For hazard pay or other additional MIECHV costs associated with providing home visits or administration for programs.
2. Home visitor training
 - a. To develop, conduct, and assess training of MIECHV home visitors who are employed by the recipient or subrecipient.

3. Technology
 - a. To acquire the necessary technological means for MIECHV enrolled families to support virtual home visiting, address digital access, and equity concerns
4. Emergency Supplies
 - a. To provide emergency supplies to MIECHV enrolled families. Home Visitors will work with each family individually to determine when they are unable to get basic needs like food, diapers, and gas through other community resources.
5. Prepaid grocery cards
 - a. Pre-paid grocery cards will be provided directly to families as needed each month by home visitors during their in-person visits after clients have signed attestation that the cards may not be used for the purchase of alcohol, tobacco, or firearms. The cards will not be cash-transferable.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
CHILD ADVOCATES OF NEVADA COUNTY

County shall pay to Contractor a maximum amount not to exceed \$ \$794,412 (an increase of \$133,491 of the original budget of \$660,921) for satisfactory performance of services in accordance with Exhibit "A" for the contract term. The Contract maximum is based on reimbursement for actual costs incurred for carrying out the terms of this Contract. Contractor agrees to be responsible for the validity of all invoices. The maximum amount is based on the budget in Attachment "A".

Expense Categories (personnel/operating expenses/ startup costs) within the budget may be increased or decreased using funds from other expense categories by no more than 25% of their original amounts with approval by the DPHN and MCAH Director and/ or Coordinator. Contractor shall submit a written explanation of the need for any adjustments to the DPHN and MCAH Director and/ or Coordinator. County reserves the right to deny any such change on any line item.

The Contract maximum is contingent and dependent on County's receipt of anticipated CHVP program funding; and subject to County Board of Supervisors approval of the Public Health Department's budget expenditure for this contract for FY 2022/23.

Travel/ mileage reimbursement shall not exceed the current reimbursement rate determined by the CDPH.

Any equipment purchased with funds under this Agreement shall remain the property of CDPH MCAH/CHVP pursuant to Grant Agreement CHVP 19-29.

Billing and Payment:

Payment Schedule:

- Upon full execution of this Contract and upon receipt of an invoice and a statement of the actuals for the prior month, the County shall advance 1/12th equal monthly increments for the provision of services plus or minus the variance between prior month actuals and the prior month advance.

For example, the following scenario would result in a May payment as follows:

May Advance (unadjusted)	= \$56,513
April Variance (<i>Advance \$56,513 less actual expenses \$52,000</i>)	= - (4,513)
Adjusted May Advance = \$56,513- \$4,513	= \$52,000

- The Public Health Department may approve an increase or decrease from the monthly incremental payment rate for project expenditures if justified. This increase or decrease would result in the monthly payments to be adjusted.
- A reconciliation of expenses under this contract shall be provided to the County no later than 15 days after the final day of the multi-year grant period.
- Any unspent funds shall be remitted to the County no later than 30 days after the final day of the multi-year grant period.

Contractor's Invoices shall include the following:

1. The Nevada County Board of Supervisors Resolution Number assigned to their Contract.
2. The number of clients enrolled in the program at the end of the month being invoiced with a breakdown of how many clients served were located in Eastern and Western County.
3. The number of home visits provided in the month being invoiced with a breakdown of how many home visits occurred in Eastern and Western County.

Contractor shall submit invoices for services to:

Nevada County Public Health Department
Attn: Fiscal Staff
500 Crown Point Circle, Suite 110
Grass Valley, CA 95945