# Services Overview

Contractor agrees to provide California Department of Public Health (CDPH) the services described herein.

This contract is to provide services mandated by Health and Safety Code 38070-38081.1 on the local level. The Contractor shall provide of California Personal Responsibility Education Program (CA PREP) services to reduce California Adolescent rates of births and sexually transmitted infections (STIs), including the human immunodeficiency virus (HIV), among high-need youth populations by replicating or substantially incorporating elements of effective evidence-based program models (EBPMs) that educate adolescents on prevention of pregnancy and STIs including HIV.

CA three-year average of State teen birth rates identifies INSERT COUNTY as having a significantly higher teen birth rate. The Contractor shall implement their selected Evidence Based Program Model(s) (EBPM) (a model that has been proven to change behavior, which means delay in sexual activity, increase in condom or contraceptive use among sexually active youth, and/or reduced pregnancy) to the target population with fidelity. The Contractor is required to have the minimum number of participants complete the EBPM.

# Services Location

The services shall be performed at applicable facilities in the County of .

# Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national holidays.

# Project Representatives

1. The project representatives during the term of this agreement will be:

**California Department of Public Health**

[CDPH Office/Program]  
XXXXXXX, Contract Manager

Telephone: (916) 650-0372  
Fax: (916) 650-0304  
Email: [Sarah.Leff@cdph.ca.gov](mailto:Sarah.Leff@cdph.ca.gov)

**Agency Name**

[Name]

Telephone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Email:

1. Direct all inquiries to:

**California Department of Public Health**

Maternal Child and Adolescent Health Div.  
XXXXXXX, Contract Manager  
1615 Capitol Avenue, MS 8305  
P.O. Box 997420  
Sacramento, CA 95899-7420

Telephone: (916) XXX-XXXX  
Fax: (916) 650-0307  
Email:

**Agency Name**

[Name]  
  
Street Address 1  
Street Address 1  
City, CA XXXXX-XXXX

Telephone: (XXX) XXX-XXXX  
Fax: (XXX) XXX-XXXX  
Email:

1. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

# Scope of Work Changes

1. Pursuant to Health and Safety Code Section 38077 (b) (2), changes and revisions to the Scope of Work contained in the agreement, utilizing the "allowable cost payment system", may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the Scope of Work may result in an audit finding.
2. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the Scope of Work within 30 calendar days of the date the request is received in the program. Should the State fail to respond to the Contractor's request within 30 calendar days of receipt, the Contractor's request shall be deemed approved.
3. The State may also request changes and revisions to the Scope of Work. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.
4. No changes to the Scope of Work agreed to pursuant to this paragraph provision shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement

# State Approval of Program Staff

The contractor shall notify the Contract Manager in writing immediately and negotiate any proposed change of the Project Director, or other staff that may affect the Contractor’s ability to complete the Scope of Work. All requested changes are subject to the written approval of the Contract Manager.

# Reporting Requirements

1. The Contractor shall submit a satisfactory Annual, Semi-Annual or Quarterly Reports according to the format described in “Exhibit H – Report Transmittal.”
2. An original and two (2) copies of the Annual Report shall be submitted to the State as follows and postmarked no later than 30 days after the end of the State fiscal year.
3. The Annual Report will be reporting a narrative account of activities through June of each fiscal year starting in 2017 through 2019 and shall be considered the final report.
4. If the Contractor fails to submit satisfactory Annual, Semi-Annual or Quarterly Reports by the specified date, the Contract Manager shall withhold subsequent invoices for payment until the Contract Manager receives a satisfactory report.
5. If there are other specific program requirements required by this Agreement, the Contractor shall report them as required and in the format designated by the State.

# Services to Be Performed

See the following pages for a detailed description of the services to be performed.

# Glossary of Acronyms

ACOG American Congress of Obstetricians and Gynecologists

AFLP Adolescent Family Life Program

BIH Black Infant Health

BSMF Birth Statistical Master File

CAN California Association of Neonatologists

CA-PAMR California Pregnancy Associated Mortality Review

CBPAC California Breastfeeding Promotion Advisory Committee

CCS California Children’s Services

CDAPP California Diabetes and Pregnancy Program

CDPH California Department of Public Health

CDPH-IT California Department of Public Health-Information Technology

CDPH-VR California Department of Public Health-Vital Records

CMDC California Maternal Data Center

CMQCC California Maternal Quality Care Collaborative

CMS-SCD Children’s Medical Services-Systems of Care Division

CPeTS California Perinatal Transport System

CPQCC California Perinatal Quality Care Collaborative

CPSP Comprehensive Perinatal Services Programs

CQI Continuous Quality Improvement

CV Curriculum Vitae

DHCS Department of Health Care Services

EMS Emergency Medical Services

GDM Gestational Diabetes Mellitus

IPODR Improved Perinatal Outcomes Data Reports

IRB Institutional Review Board

LHD Local Health Departments

MCAH Maternal Child and Adolescent Health

MOU Memorandum of Understanding

NICU Neonatal Intensive Care Unit

OB Obstetrics

OSHPD Office of Statewide Health Planning and Development

PC Program Consultant

PAMR Pregnancy Associated Mortality Review

PDD Patient Discharge Data

PQIP Perinatal Quality Improvement Program

QI Quality Improvement

RCA Regional Cooperative Agreement

RPPC Regional Perinatal Programs of California

SAS Statistical Analysis System

SMFM Society of Maternal-Fetal Medicine

TA Technical Assistance

VLBW Very Low Birth Weight

VR Vital Records

WIC Women Infants and Children

Structure CA PREP services and community outreach efforts to effectively address the sexual and reproductive health needs of local youth populations.

* 1. CA PREP Contractor must assess the sexual and reproductive health needs of youth in their local service area(s) and must utilize assessment results to inform planning for CA PREP implementation.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Identify local areas and populations in greatest need of California Personal Responsibility Education Program (CA PREP) services. | 8/01/18 |  | 1.1.1 Needs assessment submitted within 30 days of award or as directed by MCAH. |
| * + 1. Select appropriate evidence-based program models EBPM(s) and implementation schedule(s) for target population(s). | 9/01/18 |  | 1.1.2 Implementation plan submitted within 60 days of award or as directed by MCAH. |

* 1. CA PREP Contractor must form and maintain and/or participate in regular meetings with a Local Stakeholder Coalition (LSC).

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Identify LSC members using guidance and requirements in the 2018-2019 CA PREP Request for Applications (RFA). | Semi-Annual Report  10/01/18  04/01/19 |  | 1.2.1 Report on LSC progress, membership, and activities in the Semi-Annual Report. |
| * + 1. Meet at least once per quarter with LSC. | Semi-Annual Report  10/01/18  04/01/19 |  | 1.2.2 Number of meetings per quarter reported and meeting materials (e.g., meeting agenda, minutes, etc.) provided. |
| * + 1. Identify 1-2 annual priority goals to be accomplished by LSC. | Semi-Annual Report  10/01/18  04/01/19 |  | 1.2.3 Activities that have contributed to accomplishing goals reported. |
| * + 1. Develop and present an Annual Community Presentation to engage the community and share CA PREP progress with relevant community stakeholders. | Semi-Annual Report  10/01/18  04/01/19 |  | 1.2.4 Annual Community Presentation dates, materials, and any other relevant information (e.g., results, outcomes) reported. |

* 1. CA PREP Contractor must conduct additional approved community outreach activities as described in each agency’s implementation plan (See 1.1.2). All activities, materials, and efforts must be approved by MCAH prior to implementation.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Conduct community outreach activities as described in the approved implementation plan | Semi-Annual Report  10/01/18  04/01/19 |  | 1.3.1 Progress on additional community outreach efforts reported in the Semi-Annual Report. |

Hire and train staff to implement eveidence-based program models with fidelity; complete CA PREP program requirements; and participate in required trainings, workshops, and meetings with MCAH.

* 1. CA PREP Contractor must ensure adequate staffing to meet CA PREP program requirements.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Hire necessary staff to complete all CA PREP contract requirements. | FY 18-19 |  | 2.1.1 Staff hired must meet core competency requirements to deliver EBPMs in a culturally and linguistically appropriate manner for the target population.  All new staff and staff changes submitted as directed by MCAH. |

* 1. CA PREP Contractor staff must complete all mandated trainings within 60 days of hire.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Ensure that all staff complete mandated trainings within 60 days of hire. | FY 18-19 |  | 2.2.1 Required trainings completed by all staff within 60 days of hire. |

* 1. CA PREP Contractor must ensure that all facilitators are observed and rated on quality.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Ensure that all facilitators are observed and rated on quality a minimum of 2 times per year. | Semi-Annual Report  10/01/18  04/01/19 |  | 2.3.1 Observation reported to MCAH with the Semi-Annual Report.  Observation Reports submitted as directed by MCAH. |

* 1. CA PREP Contractor must identify and address any gaps in staff development and training.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Identify gaps in staff development and training (see Objective 2.3) and address gaps with additional training as needed. | FY 18-19 |  | 2.4.1 Participation in annual facilitator Survey. |

* 1. CA PREP Contractor must attend all required trainings and meetings as determined by MCAH. At a minimum, this must include participation in monthly PREP Connect conference calls and calls with the designated MCAH Program Consultant.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Attend all required trainings and meetings as determined by MCAH. | FY 18-19 |  | 2.5.1 Participation in required trainings and meetings including monthly PREP, connect conference calls, and calls with the designated MCAH Program Consultant. |

* 1. CA PREP Contractor must participate in formal and/or informal site visits conducted by MCAH.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Participate in formal and/or informal site visits conducted by MCAH. | FY 18-19 |  | 2.6.1 Participation in site visit including timely communication and completion of any required documentation. |

Deliver CA PREP services including site identification, recruitment and retention of youth, and implementation of evidence-based program models with fidelity.

* 1. CA PREP Contractor must identify and enter into agreement with implementation sites.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Establish Memorandums of Understanding (MOUs) with sites prior to program implementation. | Ongoing |  | * + 1. MOUs established and maintained with identified sites prior to program implementation |
| * + 1. Submit Planned Curriculum form to MCAH at least 7 days prior to start of implementation at a new site or with a new implementation schedule. | Ongoing |  | * + 1. Planned Curriculum forms submitted to MCAH at least 7 days prior to start of implementation at a new site or with a new implementation schedule. |
| * + 1. Adhere to Approved Planned Curriculum with regard to youth characteristics, program delivery settings, and program delivery length. | Ongoing |  | * + 1. Data from Attendance Log and Entry and Exit surveys match proposed youth characteristics, program delivery settings, and program delivery length from Approved Planned Curriculum.. |
| * + 1. Maintain an online calendar of planned implementation.. | Ongoing |  | * + 1. Online planning calendar updated with three months (current month plus two months) of cohorts scheduled on the calendar.   Updates or changes to implementation (e.g., cohort status, cohort start/end date change) reflected on calendar within 3 days of the change occurring |

* 1. CA PREP Contractor must recruit and retain participants from priority youth populations identified in their implementation plan to meet annual reach numbers.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Recruit and retain CA PREP participants to meet and reach numbers from the approved implementation plan (See 1.1.2). | Semi-Annual Report  10/01/17  04/01/18 |  | 3.2.1 Recruitment and retention successes and challenges are reported in the Semi-Annual Report  See also 4.4.1 |

* 1. All youth served by CA PREP must meet required criteria from the 2018-2019 CA PREP RFA.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Indicate target population(s) and setting on Planned Curriculum for each implementation site. | Ongoing |  | 3.3.1 All youth served meet at least one of the target populations outlined in the RFA. |
| * + 1. Record participant ages on Attendance Log for each cohort. | Ongoing |  | 3.3.2 All CA PREP participants served are between the ages of 10-19 (up to 21 for expectant and for parenting female youth). |

* 1. CA PREP Contractor must deliver evidence-based program models with fidelity.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Record and receive approval for any proposed adaptations on the Planned Curriculum form | Ongoing |  | 3.4.1 Approved Planned Curriculum form on file for each unique delivery site, EBPM, and implementation schedule. |
| * + 1. Review implementation plan semi-annually and make any needed adjustments; revise and resubmit annually at a minimum | Semi-Annually |  | 3.4.2 Adjustments to implementation plan(s) reported on the Semi-Annual Report.  Approved Planned Curriculum forms reviewed and resubmitted or as directed by MCAH. Other factors that would prompt an updated APC include: change in implementation schedule, change in Intended Curriculum Length, and adding new planned adaptations |
| * + 1. Record any unplanned adaptations and/or activities not conducted on the Fidelity Checklist. | Ongoing |  | 3.4.3 See 4.5.1. |

* 1. CA PREP Contractor must meet California Health & Safety and Education Code and Adulthood Preparation Subject requirements in implementation.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Include required adaptations as needed and as determined in conjunction with MCAH to meet CA Health & Safety and Education Code and Adulthood Preparation Subject requirements in all implementation plans (documented in Planned Curriculum forms submitted to MCAH.) | Ongoing |  | 3.5.1 Required adaptations as needed and as determined in conjunction with MCAH to satisfy California Health & Safety and Education Code and Adulthood Preparation Subject requirements included on Approved Planned Curriculum form on file with MCAH. |

Meet federal and state requirements regarding: program and fiscal management, data collection and reporting, evaluation efforts including continuous quality improvement (CQI), and progress report delivery.

* 1. CA PREP Contractor must provide program oversight, management, and compliance with CA PREP requirements as outlined in the Request for Applications and Scope of Work.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Adhere to CA PREP requirements as outlined in the CA PREP RFA and Scope of Work. | Ongoing |  | 4.1.1 See 2.6.1., 4.1.2, 4.1.3, 4.1.4, 4.2, 4.3, 4.4, 4.5, 4.6 |
| * + 1. Submit Agreement Funding Application (AFA) as directed by MCAH. |  |  | 4.1.2 AFA submitted prior to award. |
| * + 1. Submit CA PREP Semi-Annual Report (SAR) by April 1 and October 1 of program year. | 10/01/18  4/01/19 |  | 4.1.3 SAR submitted by deadline. |
| * + 1. Submit timely CA PREP quarterly invoices as directed by MCAH. | Quarterly |  | 4.1.4 Quarterly invoices submitted no more than 30 calendar days following the close of each quarter. |

* 1. CA PREP Contractor must participate in all required local and state evaluation efforts and ensure timely and accurate data collection.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Participate in required local and state-level evaluation activities as directed by MCAH. | Ongoing |  | 4.2.1 Participation and data collection as determined by MCAH.Submit revisions to data form and data manual to MCAH for review and approval. |
| * + 1. Participate in any additional required activities including a federal or state longitudinal evaluation. | FY 18-19 |  | 4.2.2 Participation and data collection as determined by MCAH. |

* 1. CA PREP Contractor must participate in all MCAH data collection efforts.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Ensure participation in all required data collection and data entry. | Ongoing |  | 4.3.1 All data entered into CA PREP data systems in a timely manner as directed by MCAH.  See 4.4.1, 4.5.1, 4.6.1 |

* 1. CA PREP Contractor must collect and report demographics and attendance for each youth served in EBPM implementation.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Collect and report demographics and attendance data for each youth served. | Ongoing |  | 4.4.1 Attendance Log submitted within three days as directed by MCAH of cohort end date. |

* 1. CA PREP Contractor must collect and report fidelity data for each completed cohort.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Collect and report fidelity data for each cohort. | Ongoing |  | 4.5.1 Fidelity Checklist submitted within three days as directed by MCAH of cohort end date. |

* 1. CA PREP Contractor must administer federally required surveys to youth at program entry and exit.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Administer federally required surveys to youth at program entry and exit. | Ongoing |  | 4.6.1 Surveys are submitted within 3 business days as directed by MCAH of the end date for each cohort |

* 1. CA PREP Contractor must participate in continuous quality improvement efforts as directed by MCAH.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Participate in CQI efforts as directed by MCAH. | Semi-Annual Report  10/01/18  4/01/19 |  | 4.7.1 Participation in continuous quality improvement reported on the Semi-Annual Report or as directed by MCAH. |

Develop and implement clinical linkages with CA PREP services to address local adolescent sexual and reproductive health needs.

* 1. CA PREP Contractor must promote and increase youth awareness of and access to local Family PACT services and other youth support services.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Establish formal partnerships with local Family PACT providers to increase adolescent access to reproductive health services. | Ongoing |  | 5.1.1 See 1.1.2.  MCAH may request to see a signed Memorandum of Understanding with a local Family PACT clinic. |
| * + 1. Train facilitators on Family PACT and other reproductive health services, including local resources and policies. | Semi-Annual Report  10/01/18  4/01/19 |  | 5.1.2 Participation in Family PACT and reproductive health services training reported on the Semi-Annual Report. |
| * + 1. Provide all CA PREP cohorts with written and verbal information on the location, cost, and confidentiality of clinical services. | Ongoing |  | 5.1.3 Plan to provide cohorts with required information included on Approved Planned Curriculum form on file with MCAH.  All materials reviewed and approved by MCAH prior to dissemination. |

* 1. CA PREP Contractor must conduct additional approved clinical linkage activities as described in each agency’s implementation plan (See 1.1.2). All activities, materials, and efforts must be approved by MCAH prior to implementation.

| Major Functions, Tasks, And Activities | Timeline | Staff | Performance Measures |
| --- | --- | --- | --- |
| * + 1. Conduct clinical linkage activities as described in the approved implementation plan. | Ongoing  Semi-Annual Report  10/01/18  4/01/19 |  | 5.2.1 Progress on additional clinical linkage efforts reported in the Semi-Annual Report. |