

Exhibit A Scope of Work

1. 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.

2. Services Location

The services shall be performed at [Enter an address or description of the service area].

Describe the site/area where the services will be performed. If there is no specific site or the service area is a county, city, or region, enter a regional description such as: "applicable facilities within the _____ geographic region", "applicable facilities in the County of _____", or "applicable facilities in the City of _____", or indicate "various statewide facilities accessible to the Contractor", etc.]

3. Service Hours

The services shall be provided during [Enter a description of the performance time frames].

Enter the service days and hours such as: "Working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except official holidays", "Normal Contractor working hours, Monday through Friday, including state official holidays", etc. List the performance time frames here unless they differ for separate tasks and then refer to the service time frames identified in the Scope of Work.]

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4. Project Representatives

A. The project representatives during the term of this agreement will be: [CDPH Contract Manager ***must*** be a State employee]

California Department of Public Health Sofia Satter, Contract Manager Telephone: (916) 650-0363 Fax: (916) 650-0309 E-mail: sofia.satter@cdph.ca.gov	[Enter Contractor Name] [Contractor's Contract Manager Name] Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail: XXXXXXXX@XXXXXXXX
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B. Direct all inquiries to:

California Department of Public Health Maternal Child and Adolescent Health Div. Attention: Sofia Satter, Contract Manager 1615 Capitol Avenue, MS 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Telephone: (916) 341-6726 Fax: (916) 650-0307 Email: Sofia.Satter@cdph.ca.gov	[Enter Contractor Name] Section or Unit Name (if applicable) Attention: [Enter name, if applicable] Street Address & room number, if applicable P.O. Box Number (if applicable) City, State, Zip Code Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX Email: XXXXXXXX@XXXXXXXX
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C. All payments from CDPH to the Contractor; shall be sent to the following address:

Remittance Address Contractor: [Legal Business Name] Attention "Cashier" Address: City, Zip: Phone: Fax: Email:

D. 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 but will require a new CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record form, completed form must be submitted to the Contract Manager for processing.

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5. Services to be Performed

[For agreements consisting of services that can be easily described in Exhibit A, include a numbered list of the services to be performed in this item. Number each paragraph and subparagraph and do not use bullets.

Use of a separate SOW form is not necessary if the services can be simply described within Exhibit A.

Delete this provision if a separate SOW will be included as a continuation of Exhibit A.]

6. Scope of Work Changes

- A. 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.
- B. 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.
- C. 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.
- D. 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

7. See the attached Exhibit A, Attachment X as follows for a detailed description of the services to be performed.

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8. Glossary of Acronyms

ACOG	American Congress of Obstetricians and Gynecologists	DHCS	Department of Health Care Services
AFLP	Adolescent Family Life Program	EMS	Emergency Medical Services
BIH	Black Infant Health	GDM	Gestational Diabetes Mellitus
BSMF	Birth Statistical Master File	IPODR	Improved Perinatal Outcomes Data Reports
CAN	California Association of Neonatologists	IRB	Institutional Review Board
CA-PAMR	California Pregnancy Associated Mortality Review	LHD	Local Health Departments
CBPAC	California Breastfeeding Promotion Advisory Committee	MCAH	Maternal Child and Adolescent Health
CCS	California Children's Services	MOU	Memorandum of Understanding
CDAPP	California Diabetes and Pregnancy Program	NICU	Neonatal Intensive Care Unit
CDPH	California Department of Public Health	OB	Obstetrics
CDPH-IT	California Department of Public Health-Information Technology	OSHPD	Office of Statewide Health Planning and Development
CDPH-VR	California Department of Public Health-Vital Records	PC	Program Consultant
CMDC	California Maternal Data Center	PAMR	Pregnancy Associated Mortality Review
CMQCC	California Maternal Quality Care Collaborative	PDD	Patient Discharge Data
CMS-SCD	Children's Medical Services-Systems of Care Division	PQIP	Perinatal Quality Improvement Program
CPeTS	California Perinatal Transport System	QI	Quality Improvement
CPQCC	California Perinatal Quality Care Collaborative	RCA	Regional Cooperative Agreement
CPSP	Comprehensive Perinatal Services Programs	RPPC	Regional Perinatal Programs of California
CQI	Continuous Quality Improvement	SAS	Statistical Analysis System
CV	Curriculum Vitae	SMFM	Society of Maternal-Fetal Medicine
		TA	Technical Assistance
		VLBW	Very Low Birth Weight
		VR	Vital Records
		WIC	Women Infants and Children

**Exhibit A
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Goal 1**

Goal 1.

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

Major Objective 1.1. 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
1.1.1. Identify local areas and populations in greatest need of California Personal Responsibility Education Program (CA PREP) services.	8/2021		1.1.1 Needs assessment submitted within 30 days of award or as directed by MCAH.
1.1.2. Select appropriate evidence-based program models EBPM(s) and implementation schedule(s) for target population(s) and key program activities.	9/2021		1.1.2 Implementation plan submitted within 60 days of award or as directed by MCAH.

Major Objective 1.2. 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
1.2.1. Identify LSC members using guidance and requirements in the most recent CA PREP Request for Applications (RFA).	Semi-Annual Report 10/01/21 04/01/22		1.2.1 Report on LSC goals, purpose, activities, progress, and membership, in the Semi-Annual Report.

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Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.2.2. Meet at least once per quarter with LSC.	Semi-Annual Report 10/01/21 04/01/22		1.2.2 Number of meetings per quarter reported and meeting materials (e.g., meeting agenda, minutes, etc.) provided.
1.2.3. Identify one to two annual priority goals to be accomplished by LSC.	Semi-Annual Report 10/01/21 04/01/22		1.2.3 Activities that have contributed to accomplishing goals reported in the Semi-Annual Report.
1.2.4. Develop and present an Annual Community Presentation to share CA PREP progress with relevant community stakeholders.	Semi-Annual Report 10/01/21 04/01/22		1.2.4 Annual Community Presentation dates, materials, and any other relevant information (e.g., results, outcomes) reported.

Major Objective 1.3. CA PREP Contractor must conduct additional approved community outreach activities as described in each agency's implementation plan (See 1.1.2) to recruit and retain sites and youth in the program. All activities, materials, and efforts must be approved by MCAH prior to implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.3.1. Conduct community outreach activities as described in the approved implementation plan	Semi-Annual Report 10/01/21 04/01/22		1.3.1 Progress on additional community outreach efforts reported in the Semi-Annual Report.

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Goal 2**

Goal 2.

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

Major Objective 2.1. CA PREP Contractor must ensure adequate staffing to meet CA PREP program requirements.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.1.1. Hire necessary staff to complete all CA PREP contract requirements.	FY 2021-22		2.1.1 Staff hired must meet core competency requirements to deliver EBPMs in a culturally and linguistically responsive manner for the target population. All new staff and staff changes submitted as directed by MCAH.

Major Objective 2.2. CA PREP Contractor must ensure staff capacity to implement the program by completing mandated trainings, attending required meetings and conference calls, and maintaining regular communication with Program Consultants, as determined by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.2.1. Ensure that all staff complete mandated trainings within 60 days of hire.	FY 2021-22		2.2.1 Required trainings completed by all staff within 60 days of hire.
2.2.2. Attend all required webinars as determined by MCAH	FY 2021-22		2.2.2 Participation in required webinars.
2.2.3. Attend required Orientation and annual statewide meeting as determined by MCAH	FY 2021-22		2.2.3 Participation in required Orientation and statewide meetings.

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Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.2.4. Attend all required conference calls as determined by MCAH	FY 2021-22		2.2.4 Participation in required monthly CA PREP Connect conference calls, and calls with the designated MCAH Program Consultant

Major Objective 2.3. CA PREP Contractor must ensure that all facilitators are observed and rated on quality.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.3.1. Ensure that all facilitators are observed and rated on quality a minimum of two times per year.	Semi-Annual Report 10/01/21 04/01/22		2.3.1 Observation reported to MCAH with the Semi-Annual Report. Observation Reports submitted as directed by MCAH.

Major Objective 2.4. CA PREP Contractor must identify and address any gaps in staff development and training.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.4.1. Identify gaps in staff development and training (see Objective 2.3) and address with additional training as needed.	Ongoing		2.4.1 Participation in annual facilitator Survey.

Major Objective 2.5. CA PREP Contractor must must participate in formal and/or informal site visits conducted by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.5.1. Participate in formal and/or informal site visits conducted by MCAH.	As Directed		2.5.1 Participation in site visit including timely communication and completion of any required documentation.

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Goal 3**

Goal 3.

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

Major Objective 3.1. CA PREP Contractor must identify and enter into agreement with implementation sites.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.1.1. Establish Memorandums of Understanding (MOUs) with sites prior to program implementation.	Ongoing		3.1.1 MOUs established and maintained with identified sites prior to program implementation
3.1.2. 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		3.1.2 Planned Curriculum forms submitted to MCAH at least seven days prior to start of implementation at a new site or with a new implementation schedule.
3.1.3. Adhere to Approved Planned Curriculum with regard to youth characteristics, program delivery settings, and program delivery length.	Ongoing		3.1.3 Data from Attendance Log and Entry and Exit surveys match proposed youth characteristics, program delivery settings, and program delivery length from Approved Planned Curriculum.
3.1.4. Maintain an online calendar of planned implementation.	Ongoing		3.1.4 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 three days of the change occurring

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Major Objective 3.2. 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
3.2.1. Recruit and retain CA PREP participants to meet and reach numbers from the approved implementation plan (See 1.1.2).	Semi-Annual Report 10/01/21 04/01/22		3.2.1 Recruitment and retention successes and challenges are reported in the Semi-Annual Report. Attendance data submitted, as required. See also 4.4.1

Major Objective 3.3. All youth served by CA PREP Contractor must meet required criteria from the most recent CA PREP RFA.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.3.1. 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 CA PREP RFA.
3.3.2. 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, and up to 21 for expectant and parenting youth.

Major Objective 3.4. CA PREP Contractor must deliver EBPMs with fidelity.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.4.1. Record and receive approval for any proposed adaptations to the model(s) on the Planned Curriculum form	Ongoing		3.4.1 Approved Planned Curriculum form on file for each unique delivery site, EBPM, and implementation schedule.

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Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.4.2. Record any unplanned adaptations and/or activities not conducted on the Fidelity Checklist.	Ongoing		3.4.2 Collect and report fidelity data for each cohort.
3.4.3. Review implementation plan semi-annually and make any needed adjustments; revise and resubmit annually at a minimum.	Semi-Annually		3.4.3 Adjustments to implementation plan(s) reported on the Semi-Annual Report. Planned Curriculum forms reviewed and resubmitted or as directed by MCAH. Other factors that would prompt an updated Planned Curriculum form include: change in implementation schedule, change in Intended Curriculum Length, and adding new planned adaptations.

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Major Objective 3.5. CA PREP Contractor must meet the requirements of the CA Health & Safety and Education Code and Adulthood Preparation Subject requirements in implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.5.1. 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 requirements of the CA Health & Safety and Education Code and Adulthood Preparation Subject included on Approved Planned Curriculum form on file with MCAH

Major Objective 3.6. CA PREP Contractor must meet the parent/caring adult engagement activities requirements in implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.6.1. Include plans for parent/caring adult engagement activities to meet MCAH requirements in the implementation plan	Ongoing		3.6.1 Approved parent/caring adult engagement activities included on approved in the implementation plan. Report on type and frequency of activities, successes and challenges related to parent/caring adult engagement in the Semi-Annual Report

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Goal 4**

Goal 4.

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.

Major Objective 4.1. CA PREP Contractor must provide program oversight, management, and compliance with CA PREP requirements as outlined in the CA PREP RFA and Scope of Work (SOW).

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.1.1. Adhere to program 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
4.1.2. Submit Agreement Funding Application (AFA) as directed by MCAH.	As Directed		4.1.2 AFA submitted prior to award.
4.1.3. Submit CA PREP Semi-Annual Report (SAR) by due dates each year.	Semi-Annual Report Due 10/01/21 04/01/22		4.1.3 SAR submitted by deadline.
4.1.4. 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.

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Major Objective 4.2. 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
4.2.1. 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.
4.2.2. Participate in any additional required activities including a federal or state longitudinal evaluation.	Ongoing		4.2.2 Participation and data collection as determined by MCAH.

Major Objective 4.3. CA PREP Contractor must participate in all MCAH data collection efforts.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.3.1. 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, 4.7.1

Major Objective 4.4. CA PREP Contractor must collect and report demographics and attendance for each youth served through the program.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.4.1. 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.

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Major Objective 4.5. CA PREP Contractor must collect and report fidelity data for each completed cohort.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.5.1. Collect and report fidelity data for each cohort.	Ongoing		4.5.1 Collect and report fidelity data for each cohort.

Major Objective 4.6. CA PREP Contractor must administer federally required surveys to youth at program entry and exit.

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

Major Objective 4.7. CA PREP Contractor must participate in Continuous Quality Improvement (CQI) efforts as directed by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.7.1. Participate in CQI efforts as directed by MCAH.	Semi-Annual Report 10/01/21 4/01/22		4.7.1 Participation in CQI reported on the Semi-Annual Report or as directed by MCAH.

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Goal 5**

Goal 5.

Develop and implement clinical linkages for youth in the program to address local adolescent sexual and reproductive health needs.

Major Objective 5.1. 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
5.1.1. 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.
5.1.2. Train facilitators on Family PACT and other reproductive health services, including local resources and policies.	Semi-Annual Report 10/01/21 4/01/22		5.1.2 Participation in Family PACT and reproductive health services training reported on the Semi-Annual Report.

Major Objective 5.2. 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
5.2.1. Conduct clinical linkage activities as described in the approved implementation plan.	Ongoing and Semi-Annual Report 10/01/21 4/01/22		5.2.1 Progress on additional clinical linkage efforts reported in the Semi-Annual Report.