



School-Based Health Center Program – Request for Application (RFA) #1972
Reference Document: Performance Work Plan

Performance Work Plan Table for Scope of Work (SOW) - Services or Services with Goods
Fiscal Years 2016 - 2021

Goal #1: Improve health outcomes among school-based health center users in Colorado.	
Objective #1: No later than the expiration date of this Contract, increase access to primary care among children and youth served as provided by school-based health centers in Colorado.	
Primary Activity #1	Well-Care / Well-Child Visits: Contractor shall collect data to establish a baseline for well-care/well-child visits.
Sub-Activity #1	1. Contractor shall provide a well-care/well-child visit to a minimum of seventy-five percent (75 %) of all school-based health center users who have not received one within the measurement year.
Primary Activity #2	Body Mass Index (BMI) Assessment: Contractor shall collect data to establish a baseline for BMI percentile, and nutrition and physical activity counseling.
Sub-Activity #2	1. Contractor shall collect and document BMI percentiles, and provide nutrition and physical activity counseling for a minimum of ninety percent (90%) of school-based health center users, ages 3 < 21 years, during the measurement year.
Primary Activity #3	Immunizations: Contractor shall collect data to establish a baseline for age-appropriate immunizations.
Sub-Activities #3	1. Contractor shall record immunizations in the Colorado Immunization Information System (CIIS).
	2. Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the Tetanus and Diphtheria Toxoids with Acellular Pertussis (Tdap) or Tetanus and Diphtheria (Td) vaccine by the users' 13 th birthday within the measurement year.
	3. Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the Meningococcal vaccine by the users' 13 th birthday during the measurement year.
	4. Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the complete Human Papillomavirus (HPV) series by the users' 15 th birthday during the measurement year.
Primary Activity #4	Chlamydia Screening: Contractor shall collect data to establish a baseline for Chlamydia screenings among sexually active youth.
Sub-Activity #4	1. Contractor shall screen eighty-five percent (85%) of all sexually active school-based health center users, males and females ≤ 21 years of age, for Chlamydia during the measurement year.
Objective #2: No later than the expiration date of this Contract, increase access to behavioral health services among children and youth as provided by school-based health centers in Colorado.	
Primary Activity #1	Depression Screenings: Contractor shall collect data to establish a baseline for depression screenings.
Sub-Activity #1	1. Contractor shall screen for clinical depression using a standardized tool and, if positive, document follow-up plan(s) for a minimum of eighty-five percent (85%) of school-based health center users, ages 11 < 21 years, during the measurement year.
Primary Activity #2	Comprehensive Behavioral Health Risk Screen: Contractor shall collect data to establish a baseline for behavioral risk assessments.
Sub-Activity #2	1. Contractor shall conduct age-appropriate behavioral risk assessments on a minimum of seventy-five percent (75%) of school-based health center users, ages 11 < 21 years, during the measurement year.
Objective #3: No later than the expiration date of this contract, increase access to oral health screenings among children and youth as provided by school-based health centers in Colorado.	
Primary Activity #1	Oral Health Screening: The Contractor shall collect data to establish a baseline for oral health screenings.
Sub-Activity #1	1. The Contractor shall provide (by either a school-based health center primary care provider or dental provider) oral health screenings on a minimum of seventy-five percent (75%) of all school-based health center users at least once during the measurement year.



Standards and Requirements	1. The content of electronic documents located on the Colorado Department of Public Health and Environment (CDPHE)'s School-Based Health Center (SBHC) Program and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The contractor shall be familiar with all SBHC Program documents; monitor documents and website content for updates; and comply with all updates.
	2. Any aspect of the SBHC Program is subject at any time to changes, revisions, inclusions, exclusions, etc., as needed and/or pursuant to directives or changes required by rule, regulation, statute or guidance, and contractors are required to comply with any such changes, revisions, inclusions, exclusions, etc.
	3. Contractor, in accordance with the terms and conditions of this contract, shall perform and complete, in a timely and satisfactory manner, all activities described in this Performance Work Plan and incorporated in accordance with the associated Budget with Justification Form.
	4. Contractor shall meet all elements of the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> found at this website: www.colorado.gov/cdphe/SBHC-5-year-funding
	5. Contractor shall comply with the requirements stated in Early Periodic Screening, Diagnosis and Treatment (EPSDT)/Bright Futures Guidelines. This document is incorporated and made part of this contract by reference and is available on the following website: https://brightfutures.aap.org/materials-and-tools/guidelines-and-pocket-guide/Pages/default.aspx
	6. Contractor shall include the following statement in their signed patient SBHC consent form: <i>I understand that the Colorado Department of Public Health and Environment (CDPHE) provides funding for the health services I receive at this school-based health center, and is legally able to receive information regarding services provided to patients. CDPHE receives combined data for all patients, and this data does not specifically identify any individual patient.</i>
	7. Contractor shall continually examine current, local community data to address health needs, access to quality care, and health disparities among low-income children and youth (birth to < 21 years of age).
	8. Contractor shall prioritize services for low-income children and youth (birth to < 21 years of age) with documented needs, such as lack of access to primary care, uninsured or underinsured, and/or evidence of poor health status.
	9. Contractor shall maintain at least one staff position responsible for administration of the school-based health centers(s).
	10. Contractor shall provide, at a minimum, on-site primary care, on-site behavioral health, and oral health services at each SBHC site.
	11. Contractor shall offer easily accessible, high-quality health services in the school building or on school property in a space adequate for confidential service provision to facilitate steady utilization of each SBHC site.
	12. Contractor shall offer to act as the primary care provider, if a SBHC user does not already have one.
	13. Contractor shall ensure 24 hour/7 day/week care, and link with community resources for services not provided onsite.
	14. Contractor shall have current, written agreements in place with all contractual partner agencies (subcontractors), including the required exchange of data elements related to service provision to school-based health center users.
	15. Contractor shall utilize outreach activities to enroll students and encourage use of the school-based health center(s) throughout the school year to ensure a strong and steady user base.
	16. Contractor shall enroll patients or assist with enrollment in public and private insurance coverage (e.g. Medicaid, Connect for Health Colorado), including offering printed resource and referral materials and online enrollment options.
	17. Contractor shall ensure printed resource and referral materials for public and private insurance (e.g. Medicaid, Connect for Health Colorado) and shall be available for clients with Limited English Proficiency (LEP). Information on enrollment resources, referral locations, LEP and outreach and promotional materials is available at https://www.colorado.gov/cdphe/sbhc-grantee-requirements , which is incorporated and made a part of this Contract by reference.
	18. Contractor shall generate revenue from third-party payer sources and secure financial support beyond SBHC Program funding, particularly as SBHC Program funding decreases in years 2 through 5 of this



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	<p>five-year RFA period in order to make funding available for new SBHC sites.</p> <p>19. Contractor shall pursue enrollment of the primary care provider working at each school-based health center in the Colorado Department of Health Care Policy and Financing's Accountable Care Collaborative organization as a primary care medical provider.</p> <p>20. Contractor shall integrate health promotion efforts with the school community(ies) served by the school-based health centers(s).</p> <p>21. Contractor shall demonstrate active and meaningful youth engagement.</p> <p>22. Contractor shall maintain a Community Advisory Council (CAC) with clearly-defined roles to help define services, support sustainability efforts, monitor quality improvement, and promote the school-based health center to the broader community.</p> <p>23. Contractor shall fully participate in the SBHC Program evaluation and cooperate with CDPHE's selected evaluation vendor including, but not limited to: review of the evaluation framework including performance measures; exchange of all required data elements including the electronic student health questionnaire if utilized, satisfaction surveys, community needs assessment data, youth and community engagement activities, site-specific operations plan, and Quality Improvement (QI) plans; troubleshoot and resolve data issues in a complete and timely manner; review and confirm Monthly Levels of Operation (MLO), QI and other reports in accordance with required content and set due dates; participate in required evaluation training and technical assistance (TA); and provide updates of any data-related or Information Technology (IT) staff within ten (10) days of staffing change.</p> <p>24. Contractor shall collect racial and ethnic data in a manner consistent with U.S. Department of Education guidelines. These guidelines are posted by the Colorado Department of Education at: http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm</p> <p>25. Contractor shall attend a post-award orientation provided by CDPHE as well as other required meetings, webinars and telephone calls for the purpose of information-sharing, training, technical assistance (TA) and contract monitoring. The contractor shall assure that new administrative and fiscal staff received the mandatory SBHC Program orientation within thirty (30) days of date of hire.</p> <p>26. Contractor shall read the bi-monthly SBHC Program electronic newsletter and regularly review the SBHC Program website, which serve as the primary methods of communication between CDPHE and Contractors.</p> <p>27. Contractor shall protect the confidentiality of all applicant or recipient records and other materials that are maintained in accordance with this Contract. Except for purposes directly connected with the administration of this Contract, no information about or obtained from any applicant or recipient shall be disclosed in a form identifiable with the applicant or recipient without the prior written consent of the applicant or recipient, or the parent or legal guardian of a minor applicant or recipient with the exception of information protected by Colorado Statute as it applies to confidentiality for adolescent services in which case the adolescent minor and not the parent or legal guardian must provide consent or as otherwise properly ordered by a court of competent jurisdiction. Contractor shall have written policies governing access, duplication, and dissemination of all such information. Contractor shall advise its employees, agents, servants, and any subcontractors that they are subject to these confidentiality requirements.</p>						
Expected Results of Activity(s)	Improved health outcomes for children and youth.						
Measurement of Expected Results	Analysis of data from quality improvement plans, progress reports, final reports and service data reports.						
Deliverables	<table border="1"> <thead> <tr> <th></th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>1. Contractor shall annually or as often as needed submit current site-specific operations plans, Quality Improvement (QI) plans, sustainability plans, budgets, revenue forecasts and revenue reports, and other information as required and in accordance with set content and due dates.</td> <td>Annually, no later than the first business day in April</td> </tr> <tr> <td>2. Contractors shall submit monthly invoices to receive payment based on services rendered and actual costs incurred.</td> <td>Monthly</td> </tr> </tbody> </table>		Completion Date	1. Contractor shall annually or as often as needed submit current site-specific operations plans, Quality Improvement (QI) plans, sustainability plans, budgets, revenue forecasts and revenue reports, and other information as required and in accordance with set content and due dates.	Annually, no later than the first business day in April	2. Contractors shall submit monthly invoices to receive payment based on services rendered and actual costs incurred.	Monthly
		Completion Date					
1. Contractor shall annually or as often as needed submit current site-specific operations plans, Quality Improvement (QI) plans, sustainability plans, budgets, revenue forecasts and revenue reports, and other information as required and in accordance with set content and due dates.	Annually, no later than the first business day in April						
2. Contractors shall submit monthly invoices to receive payment based on services rendered and actual costs incurred.	Monthly						



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	<p>3. Contractor shall participate in fiscal and administrative/clinical site visits and/or desk reviews and complete a School-Based Health Center Site Visit Record Self-Assessment Report(s) prior to the site visit.</p>	<p>As designated by CDPHE</p>
	<p>4. Contractor shall notify CDPHE of changes that might affect the viability, effectiveness, productivity or sustainability of the school-based health center site(s) via email to cdphe_sbhcprogram@state.co.us. These changes include, but are not limited to:</p> <ul style="list-style-type: none"> a. Personnel; b. Schools served; c. Physical facilities in which services are provided to students; d. Service hours, levels and types; e. Site-specific Operations Plan and/ or Performance Work Plan that deviates from the approved contract; f. Sources of funding and support; g. Local interagency or political circumstances. 	<p>Within ten (10) business days of said change</p>
	<p>5. Contractor shall send, via email to cdphe_sbhcprogram@state.co.us, a PDF copy of every new or revised <i>signed</i> Attestation of Memorandum of Understanding documenting services between a school-based health center site(s) and every Contractual Partner Agency (subcontractor).</p>	<p>Within fifteen (15) calendar days of a new or revised agreement between the two parties.</p>
	<p>6. Contractor shall send, via email to cdphe_sbhcprogram@state.co.us, any other reports in accordance with required content and set due dates as directed by CDPHE, if required.</p>	<p>Quarterly, no later than the last business day in October, January, April, July of each year</p>

**** End of Performance Work Plan ****