

COLORADO School-Based Health Center (SBHC) Program



POST-AWARD MEETING FY16-17



Welcome Planning-to-Operating (PTO) Contractors!



Planning-to-Operations (PTO) Contractors



**Kristina Green,
SBHC Program Coordinator**

Planning-to-Operations (PTO) Contractors

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Objectives:

- Overview...
 - Contract Standards and Requirements
 - Contract Deliverables / Statement (Scope) of Work
 - Contract Management System (CMS) Rating Criteria
 - Resources
 - Q&A

Planning-to-Operations Contractors: Standards and Requirements

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Contract Standards and Requirements:

- Please read the 17 Standards and Requirements listed in contract.

Contract Standards and Requirements (S&R):

- S&R #9 – Contractor will define the services to be offered
 - Menu of Services document tool will be made available on website with instructions on how to submit to CDPHE
- S&R #12 – Contractor will host site visit annually for each planning year by the last day of the state fiscal year (June 30)
 - Winter check-in call - negotiate a date/time

Planning-to-Operations Contractors: Standards and Requirements

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Contract Standards and Requirements (S&R):

- S&R #15 – Attestation of Memorandum of Understanding (MOU) with any subcontractor
 - Form will be made available on website with instructions on how to submit to CDPHE
- S&R #15 – If needs assessment or other factors reveal barriers that prevent development of operations plan for a new SBHC site, the contractor will submit a report of description about why a SBHC cannot be developed and description of how and when project will terminate
 - A “Lessons Learned” form will be made available on SBHC website for PTO contractors

Planning-to-Operations Contractors: Deliverables

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Contract Deliverable #1 (Planning Phase):

- Progress Report
 - Due no later than last business day of February 2017
 - Template will be supplied and made available on SBHC program website

Contract Deliverable #2 (Planning Phase):

- Operations Plan
 - Contingent upon the completion of the planning phase, no later than last business day of May 2017 or May 2018
 - Template(s) will be supplied and made available on SBHC program website

Planning-to-Operations Contractors: Contract Monitoring System (CMS)

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CMS Rating Criteria - To Receive “Standard” Rating:

- #1 – Quality
 - Progress Report
 - All sections of Progress Report tool complete and includes:
 - Updates on needs assessment process
 - The development of strategic priorities based on information from needs assessment
 - Information about Community Advisory Council (CAC)
 - Information about completed site visits / tours
 - Updates about construction and plan for maintenance of facility
 - Plan for recruiting providers, administrative staff and other SBHC staff.
 - Update about marketing/communication plan

Planning-to-Operations Contractors: Contract Monitoring System (CMS)

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CMS Rating Criteria :

- #2 – Timeliness
 - To receive standard rating, 75% of the following items are submitted/completed on time
 - Monthly Invoices
 - Progress Report (February 2017)
 - Operations Plan with Budget and Justification Form, if moving forward into operations phase

Planning-to-Operations Contractors: Contract Monitoring System (CMS)

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CMS Rating Criteria:

- #3 – Budget
 - To receive “Standard” rating contractor will have spent 95% or more of annual budget

- #4 – Business Relations
 - A “Below Standard” rating will be issued if a contractor does not respond after TWO attempts to be contacted regarding a single issue

Planning-to-Operations Contractors: Contract Monitoring System (CMS)

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CMS Rating Criteria:

- #5 – Deliverables
 - To receive a “Standard” rating , a contractor will submit the following to CDPHE:
 - Progress Report
 - Operations Plan with Budget and Justification form, if moving forward into operations phase

Planning-to-Operations Contractors: Resources

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Contract Implementation Toolkit (CIT):

- Forthcoming CIT for contractors of Planning-to-Operations Contractors will outline:
 - Purpose / logic
 - Whether item addressed is required or optional
 - Dates (if applicable)
 - Supporting Materials
- Searchable PDF will be posted on website
- Notify via e-update when available on website

Planning-to-Operations Contractors: Resources

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Timelines/Calendar

- A SBHC calendar with due dates of reporting requirements is provided to assist Planning-to-Operations Contractors
- The calendar specific to PTO contractors will be posted on SBHC Program website.
- Notifications will be sent via the e-update if any revisions are made to the calendar.



Questions?

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BREAK
(MEET BACK HERE AT 9:00 AM)



COLORADO **School-Based Health Center (SBHC) Program**



POST-AWARD MEETING **FY16-17**



Welcome to All SBHC Contractors!

COLORADO

School-Based Health Center (SBHC) Program



Post-Award Meeting FY16-17 All SBHC Program Contractors



- Fiscal / compliance information
- Contract information
- SBHC Program information

Welcome and Housekeeping

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Recording:

- Recording of fiscal/contracts segment
- Recording available as reference – SBHC training webpage

Online participants:

- Call-in participants on mute during presentation
- Cannot hear us - please notify via the chat box
- Questions - type questions in chat box
- List name and agency in chat box for attendance purposes

Welcome and Housekeeping

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In-person participants:

- Sign-in sheet (list name/agency)
- Breaks
- Lunch on your own – 11:30am – 1:00 pm (a map of nearby restaurants is in your packet)
- **Questions – please wait until Q&A segment(s)**

Additional Information:

- Blue “document” icon represents a document/resource is in your packet and will also be made available on the SBHC Program website:

<https://www.colorado.gov/pacific/cdphe/school-based-health-centers>



Agenda

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Morning Agenda for ALL Contractors:

- Purpose of Post-Award Meeting (PAM)
- Program overview / background
- Staff introductions, roles and contact information
- Fiscal and Compliance 101
- Contracts 101
- Contract Management System (CMS)
- Contract monitoring
- Communication, training and resources

Purpose of a Post-Award Meeting (PAM)

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Purpose:

- A Post Award Meeting (PAM) purpose is to review contract requirements and how the contract will be administered
- CDPHE requires a PAM for all new contracts awards
- Provides the opportunity to review and clarify key aspects of the contract including:
 - Fiscal and Compliance processes and expectations
 - SBHC Program processes and expectations
 - Contractor performance expectations

Purpose of a Post Award Meeting

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Please Note:

- Today's presentation topics are just highlights of your agency's contract
- Please *read your contract* and understand deliverables (with your team)

SBHC Program Overview and Background

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SBHC Statutes:

- C.R.S. 25-20.5-501 - 503
 - To access the most current version of state statutes pertinent to SBHC practice, we recommend directly referencing the Colorado Revised Statutes here:
<http://www.lexisnexis.com/hottopics/Colorado/>

SBHC Program Overview and Background

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Other Colorado statutes relevant to SBHC practice:

- CO SBHCs to waive co-pays and deductibles, C.R.S. 18-13-119: States that deductibles and copayments for health care services can be waived if delivered at a SBHC
- Understanding Minor Consent and Confidentiality in Colorado: There are several statutes that relate to regulations around minor consent and confidentiality.
 - The Colorado Association of School-Based Health Care (CASBHC) has developed an adolescent provider toolkit to provide guidance and understanding to the various laws. This is a great resource to help grantees efficiently search the Colorado Revised Statutes for more information on minor consent and confidentiality laws.

SBHC Program Overview and Background

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Prevention Services Division (PSD) mission:

- Improve the health, well-being and equity of all Coloradans through health promotion, prevention and access to health care

PSD Core Values:

- Respect
- Integrity
- Responsibility
- Achievement
- Excellence

SBHC Program Overview and Background

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SBHC Program Priorities:

- Quality
 - Through the *Revised Quality Standards for Colorado School-Based Health Centers*, clinical outcomes and performance measures
- Quantity
 - By increasing the number of Colorado SBHCs, and the number of persons serviced and services provided
- Sustainability
 - Through infrastructure support, quality improvement activities and technical assistance
- Partnerships
 - Through active stakeholder involvement



CDPHE Staff Roles and Contact Information



CDPHE Roles & Responsibilities

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CDPHE Roles and Responsibilities:

- Quality, Quantity, Partnerships and Sustainability (4 program priorities)
- Contract management and monitoring
- Fiscal due diligence
- Ensure fiscal requirements are met and passed to sub-contractors
- Process and pay invoices
- Technical assistance and support

CDPHE Staff Contact Information

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- **SBHC Program Coordinator** – Kristina Green (*primary contact*)
 - Email: Kristina.Green@state.co.us
 - Phone: 303-692-2469
 - Office Hours: Monday - Thursday (7:30 am – 6:00 pm)

- **SBHC Program Assistant** – Lynda Saignaphone
 - Email: Lynda Saignaphone@state.co.us
 - Phone: 303-692-2484
 - Office Hours: Tuesday – Friday & every other Monday (6:45 am - 3:45 pm)

- **Health Services and Connection Branch Chief** – Esperanza Ybarra
 - Email: Esperanza.Ybarra@state.co.us
 - Phone: 303-692-2482
 - Office Hours: Monday to Friday (9:00 am – 5:00 pm)



CDPHE Staff Contact Information

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- **CDPHE Fiscal Officer** – Francesca Isabelle
 - Email: Francesca.Isabelle@state.co.us
 - Phone: 303-691-4963

- **CDPHE Auditor** – Ryan Rivera
 - Email: Ryan.Rivera@state.co.us
 - Phone: 303-692-2433



SBHC Team – Contractors/Vendors

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- Quality Improvement Consultant (Contractor/Vendor) – Dr. Maureen Daly
 - Email: daly450@gmail.com
 - Phone: 504-234-0732

- Apex eSolution Manager (Contractor/Vendor) – Jamie Duvall
 - Email: j.duvall@apexeval.org
 - Phone: 505-816-7230





Fiscal and Compliance 101





Presenters:



**Francesca Isabelle,
CDPHE Fiscal Officer**



**Ryan Rivera,
CDPHE Auditor**

Objectives

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Goals:

- Provide guidance about required rules and regulations related to contractual agreement
 - Provide an overview of regulations and requirements
 - Provide and overview of fiscal / compliance monitoring
 - Provide an overview about budget flexibility
 - Clarify invoicing/cost reimbursements process, grant period(s) and grant fund change letters
 - Introduce the new audit lead for the CDPHE Compliance Unit

Regulations/requirements your agency is required to know and abide by:

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Regulations:

- S2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

- Subpart E- Cost Principles
 - Basic Considerations 200.402

- General Provisions for Selected Items of Cost
 - Considerations for Selected Items of Cost 200.420

Regulations/requirements your agency is required to know and abide by:

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Regulations:

■ Hatch Act

- Prohibits use of federal funds for partisan political purposes of any kind
- 5 U.S.C. 1501-1508 and Public Law 95-454, Section 4728

■ Davis-Bacon Act

- Fair wages in accordance with local market conditions for laborers and mechanics employed by contractors and subcontractors
- 40 U.S.C. 276A – 276A-5

■ Nondiscrimination on basis of race, color, national origin, age or disability

- 42 U.S.C. 6101 et seq., 42 U.S.C. 2000d and U.S.C. 794

Regulations/requirements your agency is required to know and abide by:

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Regulations:

- Americans with Disabilities Act
- Uniform Relocation Assistance and Real Property Acquisition Act
- Federal Acquisition Streamlining Act of 1994
 - Prohibits use of federal money to lobby the legislative body of a political subdivision of a State
 - Section 2101, Public Law 103-355
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
 - Must comply if your agency is a covered entity
 - 42 U.S.C. 1320d – 1320d-8

Regulations/requirements your agency is required to know and abide by:

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Time & Effort Requirements:

- If employees work on and are charged to multiple projects , the employees must fill out timesheets/ activity reports detailing time worked on each project
- Salary must be allocated to the projects based on those timesheets / activity reports
- These records do not need to be sent to CDPHE, but will be reviewed during fiscal site visits or desk audits

Regulations/requirements your agency is required to know and abide by:

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Audit Requirements:

- If agency expends >\$750,000 in federal funds in a fiscal year:
 - Single annual audit required
 - Submit a copy of audit report to State Internal Audit Office within 30 calendar days of receipt, or 9 months of end of fiscal year (whichever is earlier)
 - The auditee is responsible for follow up and corrective action on all audit findings

Financial Risk Management System (FRMS):

- When did this start?
 - April 2012
- Why was it created?
 - Systematic way to assess contract risk and identify appropriate monitoring for an entity (not for each program)
- How is it performed?
 - A face-to-face visit with the Contract Performance Monitoring Unit at CDPHE, then periodic updates
- What are the implications for SBHC Contractors?
 - All Contractors that are also Local Health Departments have had a FRMS session already. This “assessment” is done on the entity, not just the SBHC program
http://10.1.0.25/ASD/Grants_Purch_Contracts/Financial%20Risk%20Management%20System/index.html

Financial Risk Rating:

- The results of an FRMS assessment that determines a contractor's risk of non-compliance with CDPHE contracts and used to determine the frequency of monitoring (invoice sampling). The FRMS department assesses Local Public Health Agencies.
- Risk assessment, past performance scores and if applicable, site visit and desk review findings are combined to produce a final financial risk rating for each potential grantee. The Compliance Unit assesses Non-Local Public Health Agencies.

FRMS

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Compliance Monitoring of FRMS agencies:

- Local Public Health Agencies and Denver Health
 - Director of Contracts and Management of Performance Monitoring Unit
 - Site Visits

Compliance Monitoring of Non-LPHAs:

- Non-Local Agencies - Compliance Unit
- Monitoring Activities
 - Site Visits
 - Desk Reviews
 - Source Documentation Reviews

Compliance Monitoring

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Fiscal/Compliance Monitoring Requirements:

□ Site Visits

- Your agency will be required to allow CDPHE staff access to its operations to perform site reviews, data reviews, fiscal reviews or other evaluations of your program.
- Requires that your agency cooperate during the course of such visits and reviews.
- Must comply with recommendations resulting from visits and reviews, with appropriate corrective action(s) taken within the prescribed time frame(s).

Fiscal Monitoring

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Fiscal Monitoring of Spending:

- It is important to fully and appropriately utilize / spend funding
- Agency's expenditure pattern will be monitored
- Unspent funds may impact future award amount

Fiscal Monitoring

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Tracking SBHC Expenses:

- Your agency should have a mechanism in place to track expenses relating to this contract separately from all other expenses your agency incurs.

Sample Cost Ledger

11:56 AM

11/10/09

Accrual Basis

Detail object categories are listed

Account QuickReport August 12 through November 5, 2009

Submit only the Reimbursement Request Form and the cost ledger generated from your agency accounting software

Type	Date	Num	Name	Memo	Amount
6900 · Site Expenses -All					
6919 · TGYS Grant					
Check	9/1/2009	1126		site supplies	556.82
Check	9/10/2009	1135		Site supplies, coordinators/club leade...	119.98
Check	9/10/2009	1136		site and training supplies	39.05
Check	9/10/2009	1137		training expenses	65.31 ✓
Check	9/29/2009	1145		site and training supplies	59.71 ✓
Check	9/29/2009	1149		bin labels	11.49
Check	10/20/2009	1154		site and training supplies	26.81 ✓
Total 6919 · TGYS Grant					870.17
Total 6900 · Site Expenses -All					870.17
TOTAL					870.17

Expenditure detail

Date, transaction, check or voucher number should be part of the report.

If the cost ledger includes expenses that are more than the requested reimbursement, ensure that reimbursement information on the form can be easily identified when looking at the cost ledger.

Budgets

Your Approved Budget:

- A copy of your original approved budget is included in your contract
- If you revise your budget, you will need to base your spending on the latest approved budget and make sure all parties at your agency are informed of the revision

Budgets

Major Line Items:

- Your budget includes major budget categories, called Major Line Items.
- These may include:
 - Personal Services including Fringe Benefits
 - Supplies and Operating Expenses
 - Travel
 - Other Costs
 - Contractual
 - Indirect

Budgets

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Indirect Costs:

- CDPHE allows agencies to bill indirect rates in the following ways:
 - Federally-Negotiated Indirect Cost Rate,
 - CDPHE-Negotiated Indirect Cost Rate, or
 - In the absence of a negotiated approved indirect rate, the De minimis rate may be used.

- Please use the rate that appears in your approved budget

Budget

Budget Flexibility / Revisions:

- You are authorized to transfer funds on Direct Costs from one line item to another line item in your approved budget
- You must notify the SBHC Program Coordinator (Kristina Green) and Fiscal Officer (Francesca Isabelle) by email prior to incurring new expenses
- The cumulative changes on total direct costs of your approved CDPHE funding **may not exceed 25%** of your total funding
- If you are moving more than 25% of total direct costs between approved budget categories, you must submit a written Budget Revision Request Form
 - This form will be approved by the SBHC Program Coordinator and Fiscal Officer

Budgets

Budget Revisions Process:

- Budget Revisions are required in most cases for CUMULATIVE changes in excess of 25% of the total direct costs or \$250,000, whichever is less, between approved budget categories
- Budget revisions are also required to incur expenses against a budget category with zero funds budgeted. To open a new budget category line, one must seek approval **PRIOR** to incurring expenditures against the new line.
- When requesting a line be opened for Contracts or Personnel Services, a review of the contract scope of work is necessary. This will increase the amount of time required to obtain approval. Please plan accordingly.

Budget revisions and Major vs. Minor Line Items

- Within each Major Line Item, you will include more detailed Minor Line items.

Example	Original Budget	Planned Budget	Cumulative Changes
Physician Assistant	\$10,000	20,000	10,000
Nurse Practitioner #1	\$20,000	40,000	20,000
NP Supervisor	\$10,000	13,000	3,000
Total Personnel	\$40,000	\$73,000	\$33,000
Lab Tests	\$10,000	2,000	
Educational Materials	\$5,000	0	
Medical Supplies	\$30,000	10,000	
Total Operating	\$45,000	\$12,000	
Total Direct Cost	\$85,000	\$85,000	\$33,000
Total direct costs \$85,000 x 25% = \$21,250			
Total cumulative changes = \$33,000			

- On the example to the left, Total Personnel and Total Operating constitute Major Line Items.
- All other budget lines constitute Minor Line Items.
- This is important because it may help you determine when your CDPHE Total Direct Cost cumulative changes are reaching the 25% of your Total Funding.

Compare the 25% total direct cost to the total cumulative changes. This example NEEDS A BUDGET REVISION prior to incurring expenses.

SAMPLE: Budget Revision Request Form



Colorado Department of Public Health and Environment PREVENTION SERVICES DIVISION- BUDGET REVISION FORM

Colorado Department
of Public Health
and Environment

Contractor Name		Program Contact Name, Title, Phone and Email	
Contract Period		Fiscal Contact Name, Title, Phone and Email	
Contract/Encumbrance Number		Project Name	
		Effective Date of Budget Revision	

Expenditure Categories		Budget Totals		
Personal Services		ORIGINAL BUDGET	REVISED BUDGET	VARIANCE
Position Title/ Employee Name	Justification for Revision			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Personal Services (including fringe benefits)		\$0.00	\$0.00	\$0.00
Supplies & Operating Expenses		ORIGINAL BUDGET	REVISED BUDGET	VARIANCE

Invoicing

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Cost Reimbursement / Monthly Invoice:

- ❑ Monthly invoice form
- ❑ Invoice will be pre-populated per agency
- ❑ Backup documentation
- ❑ Be advised final invoices cannot be submitted or paid until year-end reports are received and approved.

Invoicing

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Invoice Expectations:

- Send to SBHC central email: cdphe_sbhcprogram@state.co.us
 - SBHC program staff will review before sending to fiscal officer
- A signed CDPHE invoice must be submitted to request reimbursement.
- Invoices must be submitted to CDPHE no later than 45 days after the end of a service period.
 - For example, the invoice for services provided in August 2016 is due no later than October 15, 2016.
- Questions/requests for additional information or clarification may be sent to contact person listed on invoice. Payment of invoice may be delayed if not addressed.

Invoicing

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Tips:

- Agencies must invoice using the same categories listed in their approved budget.
- Agencies are not required to submit supporting documentation with their reimbursement invoice form but this will be reviewed during fiscal site visits or when requested.
- Supporting documentation for non-local agencies are required according to their financial risk rating level. Financial risk ratings are high, medium or low.

Invoicing

Food and Meal Costs:

- ❑ Food / meal costs will be subject to increased scrutiny.
- ❑ Contracting agencies are required to steward State & Federal money, using it in the most effective ways possible.
- ❑ Food at staff meetings is not an allowable cost. There are a few circumstances where purchasing food/drink is an allowable cost, for example, food for meetings/conferences that involve outside stakeholders.

Grant Periods

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- Your contract is a multi-year (5-year) contract from July 1, 2016 to June 30, 2021 with an associated *annually-approved budget*. The FY16-17 contract period is July 1, 2016, or upon execution through June 30, 2017.
- State and Federal rules mandate that contractors can not bill a contract for any expenses that occur outside of the contract period.
- Unspent funding *cannot* be carried-over.

Grant Funding Change Letter

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- Per SBHC Program funding model - each year in February contractors will need to submit a updated budget (with a 10% reduction in budget).
- A Grant Fund Change Letter (GFCL) with an revised contract award amount (10% reduction each year) will be sent to agencies in the Spring of 2017.

Fiscal Officer

Contact Information

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- Francesca Isabelle (Fiscal Officer)
 - Email: francesca.isabelle@state.co.us
 - Phone: (303) 691-4963
 - Office Hours: Monday – Thursday (9:00 am – 5:00 pm)

Compliance Unit

Contact Information

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- Ryan Rivera (Audit Lead)
 - Email: ryan.rivera@state.co.us
 - Phone: (303) 691-2433
 - Office Hours: Monday – Friday (7:00 am – 4:00 pm)

Questions?

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Contracts 101



Kristina Green,
SBHC Program Coordinator

Contract Basics

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- Both program and fiscal staff at your agency should have access to the contract
- If you have questions about your contract, CDPHE staff is here to help

Contracts

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Contract Components:

- Exhibits
 - General Provisions
 - Special Provisions
 - Additional Provisions
 - Statement/Scope of Work (details deliverables for SBHCs)
- Amendments
- Funding Letters / Grant Fund Change Letters

Contracts: General Provisions

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General Provisions:

- Standard terms for all CDPHE contracts

General Provision Key Points:

- Confidential Information
- Records Maintenance
- Performance Monitoring
- Audits
- Modifications
- Media or Public Announcements
- Annual Audits

Contracts: General Provisions – (CMS)

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Contract Management System (CMS):

- SB 07-228
 - Establishment of statewide CMS with public interface
 - Requirements for monitoring performance under state contracts and tracking related information in CMS
 - Increased contract monitoring measures
 - Final contractor performance evaluations
- CDPHE Policy
 - Ongoing contract monitoring by program and fiscal staff
 - Contractor performance evaluations
- Details about CMS Process in an upcoming slide

Contracts: Special Provisions

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Special Provisions:

- This section addresses:
 - fund availability
 - governmental immunity
 - compliance with law
 - prohibition of software piracy
 - conflict of interest
 - and exclusive employment of individuals who are lawfully present in the U.S. and authorized to work in the U.S
 - the requirement of approval from Colorado State Controller

Contracts : Special Provisions

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Special Provisions:

- Each Contractor that the State enters into an agreement with will perform its duties as an independent contractor and not as an employee of the State
- Neither Contractor nor any agent or employee of the Contractor shall be deemed to be an agent or employee of the State
- Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including unfair employment practices

Contracts : Additional Provisions

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Additional Provisions:

- This is the most **critical portion** of the contract to be familiar with, for both program and fiscal staff
- Read it and refer to it often

Contracts : Additional Provisions

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Additional Provisions:

- Program-specific Federal and State Regulations
- HIPAA Business Associate Determination
 - Indicates whether State has deemed the contractual relationship with your agency to constitute a Business Associate relationship under HIPAA
 - In most instances, your agency will not be considered a Business Associate
- Program-specific details, requirements and deliverables

Contracts: Additional Provisions

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Funding and Billing Information:

- Details on State funding mechanism and purpose of funding
- Allowable reimbursement period
- Requirements for reimbursement
- Budget revisions

Contracts: Additional Provisions

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Subcontracting:

- Work may be performed using subcontracts with other providers or collaborative partnerships with other community partners:
 - Requires prior written approval from CDPHE staff
 - Relationship and roles **must** be formalized in an MOU or other binding contractual agreement
 - FYI - copies of the signed Attestation of Memorandums must be submitted electronically to CDPHE via email (cdphe_sbhcprogram@state.co.us) each time and MOU is updated
 - Subcontractor(s) **must** adhere to all requirements of the contract
 - Your agency **must** maintain records of subcontracts for at least three years



Contract Management System (CMS)



**Kristina Green,
SBHC Program Coordinator**

Contract Management System (CMS)

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Information about CMS:

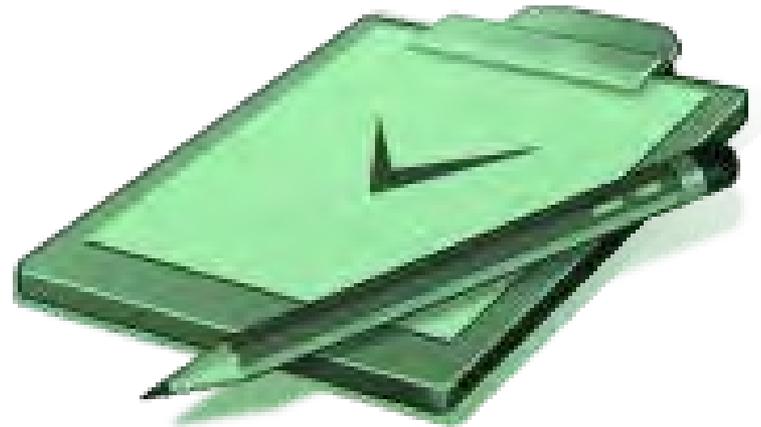
- Required by Legislation passed in 2007, implemented in 2009 (SB07-228)
- Ratings: above standard, standard and below standard
- Ratings conducting annually and sent to contractors each fall.
- *Final* ratings are entered into a public database for all contracts (Fall 2021)
- Final ratings for contracts that reach \$100,000 or more over the life of the contract (usually 5 years) are visible to the public

Contract Management System

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CMS Rating Categories:

- Ratings can be above standard, standard or below standard.
- A “Standard” rating is a good thing!
- Categories are set by the legislation and CDPHE
 - Quality
 - Timeliness
 - Price/Budget
 - Business Relations
 - Deliverables



Contract Management System

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CMS Process:

- CDPHE collects data on all categories (most is tracked on an on-going basis)
- CDPHE completes ratings form annually
- Form is sent to contractors for review
- Contractors have 2 weeks to review and comment
- If comments are submitted, they are recorded on rating form
- CDPHE submits ratings form to be entered into CMS
- Contractors have the right to appeal their **final** rating

General Provisions

Contract Management System (CMS)

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What does CMS mean for you?:

- Your performance will be evaluated per the terms and conditions of your contract
- CMS Dashboard / Progress Report sent to contractors annually (in April each year) with progress in meeting standards of the five categories
 - The CMS dashboard / progress report will be an item of discussion at the Spring check-in calls with each contractor.
- You will receive a performance evaluation and overall rating each year and upon completion of your contract (Sent in September each year)
- Below Standard, Standard or Above Standard ratings determined by Program Managers and Fiscal and Contract Compliance Officers
- It is expected that most contractors will be rated Standard, except in unique circumstances



Contract Monitoring



Kristina Green,
SBHC Program Coordinator

Contract Monitoring:

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Program Oversight & Quality Assurance:

- CDPHE is responsible for the quality, cost, accessibility, reporting, and performance of the grant funded activities provided by SBHCs
- CDPHE has a need for reasonable access and cooperation of SBHC staff
- Quality Assurance is not punitive but rather provides an opportunity for each agency and CDPHE to work together to achieve SBHC Program goals

Contract Monitoring

Program Monitoring of ALL Contractors:

- Site visits
 - PTO Contractors – once per year during the planning phase
 - Contractors of operating SBHC(s) – every 3 years or as needed
 - All contractors will be notified via e-update when list of site visits schedule is posted on website.
 - Contractors with site visit in FY16-17 will be contacted directly from SBHC Program Coordinator.
- Check-in Calls (Winter and Spring)

Additional Monitoring for Contractors of Existing SBHCs:

- Quarterly progress reports
- Quality Improvement reports
- Client satisfaction surveys (every two years)
- Data reports (Apex)



Communication, Training & Resources



**Kristina Green,
SBHC Program Coordinator**

Communication, Training & Resources

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Types of Communication :

- Central Email
- SBHC Program e-Update (newsletter)
- One-on-one meetings
- Learning Forums
- Check-in Calls
- Apex Hub (automated reminder messages)
- Website

Communication, Training & Resources

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Website for SBHC Contractors:

- Resources for **ALL** SBHC contractors
 - Trainings
 - Calendar of important dates
 - May include attachments and details
 - Revised Quality Standards for Colorado SBHCs
 - Evaluation Framework
 - Menu of Services
 - E-newsletter

- Resources for Planning-to-Operations (PTO) Contractors
 - PTO Contractor Toolkit (forthcoming)
 - Community Needs Assessment Tool
 - Survey templates
 - Forms

Communication, Training & Resources

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Website for SBHC Contractors:

- Resources for Contractors of Operating SBHCs
 - Existing SBHC Contractor Toolkit (*forthcoming*)
 - Sustainability / Billing and Coding Resources
 - Clinical Best Practices / Resources
 - Quality Improvement Resources
 - Forms

Communication, Training & Resources

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Apex Hub (Website)

- Need technical assistance from Apex or need help navigating the Hub? Contact Jamie Duvall (Apex)
 - Email: j.duvall@apexeval.org
 - Phone: 505-816-7230

Communication, Training & Resources

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SBHC Learning Forums:

- Purpose: Provide contractors with clinical and contract information and updates
- Offered three times per contract period (typically October, January and April of each year). These meetings are not required but your participation at these meetings is highly encouraged and will be beneficial as you will hear updates from:
 - SBHC colleagues, CDPHE, and partners (i.e. CASBHC, Apex, HCPF, CDE).
- Dates for FY16-17:
 - October 5, 2016
 - January 25, 2017
 - April 11, 2017

Communication, Training & Resources

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Check-in Calls:

- Purpose: updates on progress in completing deliverables and provide technical assistance
- Check-in call held:
 - November/December each year, and
 - March/April each year

Communication, Training & Resources

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Central Email:

- All submission of invoices and other SBHC reports should be sent to the SBHC central email address:
 - cdphe_sbhcprogram@state.co.us
 - *Note: there is underscore in the email address between cdphe and sbhcprogram*

Communication, Training & Resources

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SBHC Program e-Update:

- Content includes:
 - ** Updates from the SBHC Program Coordinator**
 - Triple Aim Resources
 - Funding Opportunities
 - Training Opportunities
 - Updates from partner agencies
 - Resources
 - Articles of Interest
 - Archives of e-update available on SBHC website.

Communication, Training & Resources

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SBHC Team:

- Staff Contact List
 - Outlines what types of assistance each team member can provide and their contact information



Questions?





State Innovation Model (SIM)

Presenter:
Jean Lamont



Program Manager, Health Information Technology
State Innovation Model (SIM) Office



LUNCH BREAK

Please meet back here at 1:00 PM



Colorado Telehealth Network (CTN)

Presenter:
Rob Jenkins



Director of Broadband Programs, CTN

COLORADO School-Based Health Center (SBHC) Program



POST-AWARD MEETING FY16-17



Welcome Contractors of Operating SBHCs!



Contractors of Operating SBHCs



**Kristina Green,
SBHC Program Coordinator**

Contractors of Operating SBHCs

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Objectives:

- Advise contractors about...
 - Contract Standards and Requirements
 - Contract Deliverables
 - Contract Management System (CMS) Rating Criteria
 - Resources

Contractors of Operating SBHCS: Standards and Requirements

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Contract Standards and Requirements:

- Please review the 30 Standards and Requirements listed in contract

Contract Standards and Requirements (S&R):

- S&R #3 – Meet elements of Revised Quality Standards for Colorado School-Based Health Centers
 - Client satisfaction surveys - required once every two years – either with the template supplied by Apex iPads or paper surveys
- S&R #5 – Required language for consent forms

Contractors of Operating SBHCS: Standards and Requirements

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Contract Standards and Requirements (S&R):

- S&R #23 – Evaluation Framework
 - Exchange of data elements - Apex
 - Visit and eSHQ data to Apex - due monthly
 - Tracked and reported to CDPHE for consideration in CMS rating on timeliness.
 - QI reports
 - Two QI plans due in October each year
 - QI progress report on QI efforts due in May each year
 - Site-Specific Operations Plans- update as needed (annually at minimum)
 - Youth Engagement – update as needed (annually at minimum)

Contractors of Operating SBHCs: Standards and Requirements

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Contract Standards and Requirements (S&R):

- S&R #23 – Evaluation Framework
 - Minimum Data Elements
 - Performance Measures
 - Annual Well Child Checks
 - Depression Screening
 - Annual Risk Assessment
 - BMI Assessment and physical/nutrition counseling
 - Chlamydia Screening
 - Oral Health Screening
 - Tdap or Td vaccine
 - Meningococcal vaccine
 - HPV series
 - Logic Model
 - SBHC Inputs
 - Programmatic Outcomes
 - Long-Term Population Impact

Contractors of Operating SBHCs: Standards and Requirements

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Contract Standards and Requirements (S&R):

- S&R #23 – participate in SBHC program evaluation
(Evaluation Framework found here: <https://www.colorado.gov/cdphe/SBHC>)
 - Primary Evaluation Questions
 1. What level of services are provided by SBHCs?
 - How many SBHC clients (<21) are served each year?
 - How many visits are provided each year?
 - What types of services are provided?
 - Is there an increase of number of SBHC users served overtime?
 - Is there an increase in the type of services provided?
 2. Are CDPHE-funded SBHCs delivering quality healthcare?
 - Is the quality of services improving over time?
 - How satisfied are SBHC users with the services provided?
 - How engaged are SBHC users in development of services provided?

Contractors of Operating SBHCs: Standards and Requirements

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Contract Standards and Requirements (S&R):

□ S&R #23 – Evaluation Framework

■ Primary Evaluation Questions

3. Is the integrity of the SBHC encounter data improving over time? (How well?)
 - Do SBHCs verify EHR data? (signatures on Monthly-level of operations reports)
 - How are encounter data coded and reported?
 - How does the coding differ across SBHCs?
 - How will performance measure be analyzed using the data?
4. Are CDPHE-funded SBHCs delivering quality healthcare? Is anyone better off?
 - Are there reported health improvements for recipients of SBHC services?
 - Is there a reported saved instructional time?

Contractors of Operating SBHCS: Standards and Requirements

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Monitoring of Contract Standards and Requirements:

- Site Visits (every 3 years or as needed)
- Quarterly Reports
- Apex Hub / Reports

Site Visits

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Site Visits:

- The SBHC coordinator at the SBHC site is contacted in advance of a site visit and provide information regarding the process and the audit/assessment form (if applicable)
 - Site Visit Assessment Tool/Report
 - Every 3 years or as needed
 - Site Visit Assessment Tool will be made available on website
 - Site Visit Assessment Tool will be sent to contractors by SBHC Program Coordinator 45 calendar days prior to visit, at minimum
 - Completed Site Visit Assessment due back to CDPHE via email at minimum 7 day calendars prior to site visit date
- Any findings will require a plan for correction within 6 weeks after receiving the post-visit letter and an agency must be in compliance within that same time period
- The post site visit letter may also include recommendations for which a plan for correction is *not* required

Contractors of Operating SBHCS: Contract Deliverables

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Contract Deliverable #1:

- Operations Plan(s)
 - Review and update as necessary but at least once a year in April via Apex Hub
- Revenue Reports
 - Review and update as necessary but at least once a year in April via Apex Hub
- Annual Budgets
 - February/March each year – template and instructions sent to contractors by fiscal officer.
- QI Plans and Progress Reports – 2 per year
 - QI Plans due in October and QI Progress Reports in May each year.
- Site Visit Assessment Tool/Report (every 3 years)
 - Available on website and sent to contractors by SBHC Program Coordinator prior to visit.

Contractors of Operating SBHCS: Contract Deliverables

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Contract Deliverable #3:

- Notify CDPHE about changes within 10 business days of said changes listed below:
 - Personnel
 - School served
 - Physical facilities in which services are provided to students
 - Service hours, levels, and types
 - Changes to site-specific operations plan (on HUB)
 - Sources of funding and support
 - Local interagency or political circumstances

Contractors of Operating SBHCs: Contract Deliverables

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Contract Deliverable #4:

- Attestation of Memorandum of Understanding (MOU) –
 - Submit within 15 calendar days of new or revised agreements
 - PDF copy of every new or revised Attestation of MOU between any partner agency providing services at SBHC(s)

Contract Deliverable #5:

- Quarterly reports
 - Content of quarterly report will vary each quarter
 - Questions on quarterly report *typically* will be yes/no responses.
 - Quarterly report forms will be emailed to contractors (SBHC Program Coordinators) at least 30 days prior to due date
 - Contractors submit quarterly reports to CDPHE via email (SBHC central email) no later than last business day in October, January, April and July each year

Contractors of Operating SBHCs: Contract Management System (CMS)

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CMS Rating Criteria - To Receive “Standard” Rating:

- #1 – Quality
 - Site Visit Assessment Tool
 - No findings(s) or addressed finding(s) by the agreed upon time frame
 - Performance Measures
 - Increase, at minimum, 20% above baseline on TWO performance measures (via QI plans)

Contractors of Operating SBHCs: Contract Management System (CMS)

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CMS Rating Criteria :

□ #2 – Timeliness

- To receive standard rating, 75% of the following items are submitted/completed on time
 - Invoices
 - Monthly Apex data submission
 - Operations Plan
 - QI Plans
 - Site Visit Reports
 - Attestations of MOUs
 - Quarterly reports

Contractors of Operating SBHCs: Contract Management System (CMS)

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CMS Rating Criteria:

- #3 – Budget
 - To receive “Standard” rating , a contractor will have spent 95% or more of annual budget.

- #4 – Business Relations
 - A “Below Standard” rating will be issued if a contractor does not respond after TWO attempts to be contacted regarding a single issue.

Contractors of Operating SBHCs: Contract Management System (CMS)

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CMS Rating Criteria:

□ #5 – Deliverables

- To receive a “Standard” rating , a contractor will submit the following to CDPHE:
 - Site-specific operations plans via HUB annually
 - QI Plans and Progress Reports via HUB annually
 - Expenditure and Revenue Reports via HUB annually
 - Site Visits Assessment Tool (every 3 years)
 - Quarterly Reports (October, January, April and July each year)
 - Update Attestations of MOUs (when applicable)
 - Visit (and eSHQ) data submissions to Apex (monthly)

Contractors of Operating SBHCs: Resources

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Contract Implementation Toolkit (CIT):

- Forthcoming CIT for contractors of Operating/Existing SBHCs will outline:
 - Purpose / logic
 - Whether item addressed is required or optional
 - Dates (if applicable)
 - Supporting Materials
- Searchable PDF will be posted on website
- Notify when available via e-update.

Contractors of Operating SBHCs: Resources

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Timelines/Calendar

- A SBHC calendar with due dates of reporting requirements is provided to assist contractors of existing SBHCs.
- The calendar specific for contractors of operating SBHCs will be posted on SBHC Program website
- Notifications will be sent via the e-update if any revisions are made to the calendar.



Questions?

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BREAK-OUT SESSIONS

1) QI PLANNING - CARSON ROOM

2) HUB DEMO - DOC TRAINING ROOM



A large white sunburst graphic with many sharp points radiating from a central point, positioned behind the 'THANK YOU' text.

THANK YOU



From all of us at CDPHE