

STATEMENT OF WORK for RFA #2670 Grant Awardees  
To Original Contract Routing Number \*\* \*\*\* \*\*\*\*\*

**These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.**

**I. Entity Name:**

**II. Project Description:** This project serves to disseminate funds to support the planned expansion and implementation of the SBHC Program throughout the state of Colorado. School-based health centers are health clinics located within school buildings or on school property. The goal of the program is to increase and sustain access to basic preventive and primary physical, behavioral and oral health services primarily to low-income children and youth, birth to < 21 years of age, who might not otherwise receive health care. Additionally, the program provides health promotion, health education, and services to increase enrollment in Medicaid, Child Health Plan Plus (CHP+), and private insurance.

**III. Definitions:**

1. BMI: Body Mass Index
2. CAC: Community Advisory Committee
3. CDPHE: Colorado Department of Public Health and Environment
4. CHP+: Child Health Plan Plus
5. CLIA: Clinical Laboratory Improvement Amendments
6. HPV: Human Papillomavirus
7. IT: Information Technology
8. LEP: Limited English Proficiency
9. MOU: Memorandum of understanding
10. PDF: Portable Document Format
11. QI: Quality Improvement
12. SBHC: School-Based Health Center Program or refers to a school-based health center site
13. TA: Technical Assistance
14. Td: Tetanus and Diphtheria vaccine
15. Tdap: Tetanus and Diphtheria Toxoids with Acellular Pertussis vaccine

**IV. Work Plan:**

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| <b>Goal #1:</b> For the SBHC Planning Phase, increase youth access to school-based health care in Colorado.                         |  |
| <b>Objective #1:</b> No later than June 30, 2018, assess the community needs and resources for a SBHC site in the target community. |  |
| <b>Primary Activity #1</b>  | The Contractor shall conduct an assessment of student health needs and community resources.  |
| <b>Sub-Activity #1</b>  | <ol style="list-style-type: none"> <li>1. The Contractor shall develop or identify a survey tool(s) to assess student health needs among students, parents, faculty/staff and broader community members.</li> <li>2. The Contractor shall develop or a identify survey tool(s) to assess existing community resources within the target school(s) and school district relative to the operation of a new school-based health center, including available health care facilities that serve low-income children and youth.</li> <li>3. The Contractor shall conduct assessment(s) or focus groups to collect needs and community resource information relative to the operation of a new school-based health center, including available health care facilities that serve low-income children and youth. The Contractor shall specifically gather student input through focus groups, surveys, or other avenues to help inform the development of the school-based health center.</li> <li>4. The Contractor shall compile results of surveys/focus groups and analyze results.</li> </ol> |
| <b>Primary Activity #2</b>  | The Contractor shall develop and document strategic priorities for a new SBHC site.  |
| <b>Sub-Activity #2</b>  | <ol style="list-style-type: none"> <li>1. The Contractor shall analyze assessment results to determine specific gaps in health care services and barriers for student care in target school(s) and school district.</li> <li>2. The Contractor shall prioritize and document how a new SBHC site will respond to the unmet healthcare or access needs of the target community that are not otherwise addressed by other health care</li> </ol>   |

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|   | <p>facilities, including how the SBHC site will address health disparities/equity.</p> <p>3. Based on the assessment results and identified strategic priorities, the Contractor shall draft an outline of a SBHC Operations Plan. This document is incorporated and made part of the Contract by reference and is available on the following website <a href="https://www.colorado.gov/cdphe/sbhc-grantee-requirements">https://www.colorado.gov/cdphe/sbhc-grantee-requirements</a></p>  |
| <p><b>Objective #2:</b> No later than June 30, 2018 , establish broad-based school, school district and community support for a new school-based health center.</p> |  |
| <p><b>Primary Activity #1</b></p>   | <p>The Contractor shall promote the SBHC model at school and school district meetings, among parents, faculty and staff of the target community, and at community meetings (i.e., Kiwanis Club, Chamber of Commerce, local churches, etc.)</p>   |
| <p>Sub-Activity #1</p>  | <ol style="list-style-type: none"> <li>1. The Contractor shall conduct and report on attendance at community meetings, including at the target school with students, school district board meetings, parent meetings, faculty meetings, and meetings with community-based organizations to build support for the school-based health center.</li> <li>2. The Contractor shall communicate the need for a school-based health center to the school staff, students, parents, and the general community using the results of the assessment of student health needs and community resources, including how health disparities/equity will be addressed.</li> <li>3. The Contractor shall communicate the assessment and planning process in a simple and straight-forward manner as understood by school staff, students, parents and the general community.</li> <li>4. The Contractor shall identify key community partners, including a medical sponsor, and recruit CAC members. CAC shall include parents; school administration; school health staff (including the school nurse); school faculty; leaders from business, faith organizations, primary health, mental health, oral health, education, and social service agencies; and students (if the school-based health center will be serving students enrolled in secondary schools). The Contractor shall also consider including substance abuse treatment providers and other providers linked to the results of the student health needs assessment.</li> <li>5. The Contractor shall define and document the role and responsibilities of each key community partner and the CAC.</li> <li>6. The Contractor shall recruit and convene CAC members, at a minimum on a quarterly basis, to guide the development of a SBHC Operations Plan.</li> <li>7. The Contractor and CAC shall review the results of the assessment and participate in service and program planning and design.</li> <li>8. The Contractor and CAC shall develop, document and implement a public relations, school in-reach, and community outreach plan; and document the plans for enrolling students in the school-based health center to ensure a strong and sustainable base of SBHC users.</li> </ol> |
| <p><b>Objective #3:</b> No later than June 30, 2018, develop and submit to CDPHE a proposed SBHC Program Operations Plan for a new school- based health center.</p> |  |
| <p><b>Primary Activity #1</b></p>   | <p>The Contractor shall define all elements of the SBHC operations phase.</p>  |
| <p>Sub-Activity #1</p>  | <ol style="list-style-type: none"> <li>1. The Contractor shall visit up to two (2) existing SBHC sites to tour the facilities and observe the operation of the clinics before December 1, 2016.</li> <li>2. The Contractor shall secure written approval from the target school principal, school district superintendent and/or school district board for the physical location of a new SBHC site.</li> <li>3. The Contractor shall develop a floor plan and a funding plan necessary for SBHC site construction. The renovation/facility construction plans shall meet or exceed the <i>Revised Quality Standards for School-Based Health Centers</i>. This document is incorporated and made part of the Contract by reference and is available on the following website <a href="https://www.colorado.gov/cdphe/sbhc-quality-standards">https://www.colorado.gov/cdphe/sbhc-quality-standards</a></li> <li>4. The Contractor shall secure bids to estimate renovation/construction costs and secure the necessary approval from all required parties, including the school principal and school district superintendent and/or school district board.</li> <li>5. The Contractor shall meet with school maintenance and facilities staff to develop a plan to maintain the school-based health center space and equipment.</li> <li>6. The Contractor shall define the governance, management structure and collaborative partnerships for a new school-based health center.</li> <li>7. The Contractor shall develop the SBHC Program Operations Plan and all other required documents that subject to approval by the SBHC Program. The Contractor shall develop an annual budget and justification to start up a new SBHC site as well as multi-year operational budgets to demonstrate long-term planning and sustainability.</li> </ol>  |

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|  | <ol style="list-style-type: none"> <li>8. The Contractor shall develop a marketing and communication plan to enroll users in the new SBHC site.</li> <li>9. The Contractor shall arrive at an agreement on the role community agency partners will have in supporting the SBHC site and develop an MOU between partners, including an MOU between the target school, school district and the lead medical sponsor agency that outlines roles and responsibilities of all parties. MOUs should also be established between the lead sponsoring agency and any other entities that provide services for the SBHC site.</li> <li>10. The Contractor shall document a plan for recruiting qualified and licensed health providers, administrative staff and all other SBHC staff for on-site services and site operations.</li> </ol>   |
| <p style="text-align: center;"><b>Standards<br/>and<br/>Requirements</b></p> | <ol style="list-style-type: none"> <li>1. The content of electronic documents located on the Colorado Department of Public Health and Environment’s School-Based Health Center 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.</li> <li>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.</li> <li>3. The Contractor shall maintain at least one (1) staff position responsible for administration of this contract.</li> <li>4. The Contractor shall ensure that all current administrative and fiscal staff related to the administration of this contract participate in a mandatory SBHC Program orientation within thirty (30) calendar days of the contract execution date, and that all new administrative or fiscal staff related to the administration of this contract participate in a mandatory SBHC Program orientation within thirty (30) calendar days of the date of hire.</li> <li>5. The 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, TA and contract monitoring.</li> <li>6. The Contractor shall participate in professional development opportunities to ensure continued learning and growth in relevant topics related to school-based health centers.</li> <li>7. The 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.</li> <li>8. The Contractor shall develop a plan as well as all policies and procedures for the new SBHC site pursuant to all objectives, activities and sub-activities listed under Goal #2 (Operations Phase) of this Work Plan, including billing policies and procedures and all other for Medicaid, CHP+, other public and private insurance and third-party payers.</li> <li>9. The Contractor shall define the services to be offered at the new school-based health center and assure the new SBHC site meets the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> by completing the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> checklist,</li> <li>10. The Contractor shall determine staffing per the <i>Revised Quality Standards for Colorado School-Based Health Centers</i>, including, at a minimum, an (1) on-site primary care provider; (2) on-site behavioral health provider; (3) on-site support staff; and (4) a designated health care provider available to discuss clinical issues as needed.</li> <li>11. The Contractor shall develop a plan for CLIA-waived lab testing and microscopy onsite and identify a location to send specimens for off-site laboratory testing.</li> <li>12. The Contractor shall host a site-visit for SBHC Program staff annually for each planning year by the last day of the state fiscal year (June 30).</li> <li>13. The Contractor shall provide fiscal oversight and shall be solely responsible for compliance with all provisions and deliverables under this Contract.</li> <li>14. The Contractor shall submit to the State a copy of the signed and dated Attestation of MOU with any subcontractor or any fiscal agent agreement pertaining to this contract.</li> <li>15. If the needs assessment or other factors reveal community or contextual barriers that prevent development of a SBHC Operations Plan for a new SBHC site, the Contractor shall submit a Lessons Learned report via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a> no later than the last business day in July 2017 or July 2018, as applicable. The report form will be supplied by CDPHE and must include a summary of the needs assessment, why a SBHC site cannot be developed, and a description of how and when the project will terminate.</li> </ol> |

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|  | <p>17. The Contractor shall submit, within ten (10) business days, a written explanation of any changes that might affect the viability, effectiveness, productivity or sustainability of the school-based health center site(s) via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a>. These changes include, but are not limited to:</p> <ol style="list-style-type: none"> <li>Personnel;</li> <li>Schools served;</li> <li>Physical facilities in which services are provided to students;</li> <li>Service hours, levels and types;</li> <li>Site-specific Operations Plan and/ or Performance Work Plan that deviates from the approved contract;</li> <li>Sources of funding and supporting.</li> <li>Local interagency or political circumstances.</li> </ol> |   |
| <b>Expected Results of Activity(s)</b> | A comprehensive assessment of unmet healthcare needs in the target community, the identification of community resources to support a new school-based health center, the development of a SBHC Operations Plan, and budget and justification for a new SBHC site.   |   |
| <b>Measurement of Expected Results</b> | A completed needs assessment and a proposed SBHC Operations Plan, budget and justification, and all other required documents, if proceeding with the establishment of a new SBHC site, or a final Lessons Learned report, if not proceeding with establishment of a new SBHC site.  |   |
|  |   | <b>Completion Date</b>  |
| <b>Deliverables</b>                    | 1. The Contractor shall send, via email to <a href="mailto:cdphe_sbhc_program@state.co.us">cdphe_sbhc_program@state.co.us</a> a progress report in a format provided by CDPHE.  | Contingent upon the length of the planning period, no later than the last business day<br>February 2017 or<br>February 2018 |
|  | 2. The Contractor shall send, via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a> , for CDPHE review and approval, the SBHC Program Operations Plan, budget and justification, and all other required documents.  | Contingent upon the completion of the planning phase, no later than the last business day in May 2017 or<br>May 2018        |

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| <b>Goal #2:</b> For the SBHC Operations Phase, improve health outcomes among school-based health center users in Colorado.   |   |
| <b>Objective #1:</b> 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. |   |
| <b>Primary Activity #1</b>   | <b>Well-Care / Well-Child Visits:</b><br>The Contractor shall collect data to establish a baseline for well-care/well-child visits.   |
| Sub-Activity #1  | 1. The Contractor shall provide a well-care/well-child visit to a minimum of seventy-five percent (75 %) of all school-based health center users, ages 3 to < 21 years, who have not received one within the measurement year.  |
| <b>Primary Activity #2</b>   | <b>Body Mass Index Assessment:</b><br>The Contractor shall collect data to establish a baseline for BMI percentile, and nutrition and physical activity counseling.   |
| Sub-Activity #2  | 1. The 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 to < 21 years, during the measurement year.                                |
| <b>Primary Activity #3</b>   | <b>Immunizations:</b><br>The Contractor shall collect data to establish a baseline for age-appropriate immunizations.   |
| Sub-Activities #3  | 1. The Contractor shall record immunizations in the Colorado Immunization Information System.   |
|  | 2. The Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the Tetanus and Diphtheria Toxoids with Acellular Pertussis or Tetanus and Diphtheria vaccine by the users' 13 <sup>th</sup> birthday within the measurement year. |
|  | 3. The Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the Meningococcal vaccine by the users' 13 <sup>th</sup> birthday during the measurement year.   |

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|   | 4. The Contractor shall verify that eighty-five percent (85%) of all school-based health center users received the complete Human Papillomavirus series by the users' 15 <sup>th</sup> birthday during the measurement year.  |
| <b>Primary Activity #4</b>  | <b>Chlamydia Screening:</b><br>The Contractor shall collect data to establish a baseline for Chlamydia screenings among sexually active youth.  |
| Sub-Activity #4   | 1. The 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.   |
| <b>Objective #2:</b> 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. |   |
| <b>Primary Activity #1</b>  | <b>Depression Screenings:</b><br>The Contractor shall collect data to establish a baseline for depression screenings.   |
| Sub-Activity #1   | 1. The 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 to < 21 years, during the measurement year.   |
| <b>Primary Activity #2</b>  | <b>Annual Risk Assessment:</b><br>The Contractor shall collect data to establish a baseline for risk assessments.   |
| Sub-Activity #2   | 1. The Contractor shall conduct age-appropriate risk assessments on a minimum of seventy-five percent (75%) of school-based health center users, ages 11 to < 21 years, during the measurement year.  |
| <b>Objective #3:</b> 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.     |   |
| <b>Primary Activity #1</b>  | <b>Oral Health Screening:</b><br>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 school-based health center users, ages 3 to < 21 years, at least once during the measurement year.   |
| <b>Standards and Requirements</b>   | 1. The content of electronic documents located on the Colorado Department of Public Health and Environment's School-Based Health Center 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. The Contractor shall meet all elements of the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> found at this website: <a href="https://www.colorado.gov/cdphe/sbhc-quality-standards">https://www.colorado.gov/cdphe/sbhc-quality-standards</a> , incorporated and made part of this contract by reference.   |
|   | 4. The Contractor shall comply with the requirements stated in Early Periodic Screening, Diagnosis and Treatment/Bright Futures Guidelines. This document is incorporated and made part of this contract by reference and is available on the following website: <a href="https://brightfutures.aap.org/materials-and-tools/guidelines-and-pocket-guide/Pages/default.aspx">https://brightfutures.aap.org/materials-and-tools/guidelines-and-pocket-guide/Pages/default.aspx</a>            |
|   | 5. The Contractor shall include the following statement in their signed SBHC patient 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> |
|   | 6. The 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).   |
|   | 7. The 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,  |

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| <b>Standards<br/>and<br/>Requirements</b> | and/or evidence of poor health status.  |
|   | 8. The Contractor shall maintain at least one staff position responsible for administration of the school-based health centers(s).  |
|   | 9. The Contractor shall provide, at a minimum, on-site primary care, on-site behavioral health, and oral health services at each SBHC site.   |
|   | 10. The 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.  |
|   | 11. The Contractor shall offer to act as the primary care provider, if a SBHC user does not already have one.   |
|   | 12. The Contractor shall ensure 24 hour/7 day/week care, and link with community resources for services not provided onsite.  |
|   | 13. The 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.   |
|   | 14. The 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.  |
|   | 15. The Contractor shall enroll SBHC users 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.   |
|   | 16. The 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. Information on enrollment resources, referral locations, LEP and outreach and promotional materials is available at <a href="https://www.colorado.gov/cdphe/sbhc-grantee-requirements">https://www.colorado.gov/cdphe/sbhc-grantee-requirements</a> , which is incorporated and made a part of this Contract by reference.   |
|   | 17. The Contractor shall generate revenue from third-party payer sources and secure financial support beyond SBHC Program funding, particularly as SBHC Program funding decreases in subsequent years of funding in a multi-year contract to make funding available for new SBHC sites.   |
|   | 18. If Contractor imposes any charges for services to patient, such charges must be on a sliding scale which takes into account the patient’s family size, income and resources. These charges, and the sliding fee scale, must be made available to the general public and to all patients and must be based on the agency’s usual and customary cost for the service.   |
|   | 19. The 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.   |
|   | 20. The Contractor shall integrate health promotion efforts with the school community(ies) served by the school-based health centers(s).  |
|   | 21. The Contractor shall demonstrate active and meaningful youth engagement.  |
|   | 22. The Contractor shall maintain a Community Advisory Council 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.  |
|   | 23. The 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 QI plans; troubleshoot and resolve data issues in a complete and timely manner; review and confirm Monthly Levels of Operation, QI and other reports in accordance with required content and set due dates; participate in required evaluation training and TA; and provide updates of any data-related or IT staff within ten (10) days of staffing change. |
|   | 24. The 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: <a href="http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm">http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm</a>  |
|   | 25. The 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,   |

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|  | 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.  |  |
|  | 26. The Contractor shall participate in professional development opportunities to ensure continued learning and growth in relevant topics related to school-based health centers.  |  |
|  | 27. The 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.  |  |
|  | 28. The 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. The Contractor shall have written policies governing access, duplication, and dissemination of all such information. The Contractor shall advise its employees, agents, servants, and any subcontractors that they are subject to these confidentiality requirements. |  |
|  | 29. The Contractor shall provide fiscal oversight and shall be solely responsible for compliance with all provisions and deliverables under this Contract. The Contractor shall submit to the State a copy of the signed and dated Attestation of Memorandum of Understanding with any subcontract or any fiscal agent agreement pertaining to this Contract.  |  |
|  | 30. The Contractor shall participate in fiscal and administrative/clinical site visits and/or desk reviews.  |  |
| <b>Expected Results of Activity(s)</b> | Improved health outcomes for children and youth.   |  |
| <b>Measurement of Expected Results</b> | Analysis of data from quality improvement plans, progress reports, final reports and service data reports.   |  |
| <b>Deliverables</b>                    |  | <b>Completion Date</b>   |
|  | 1. The Contractor shall annually or as often as needed submit current site-specific operations plans, 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. The Contractor shall submit a School-Based Health Center Site Visit Self-Assessment Report(s) prior to the site visit.  | As designated by CDPHE   |
|  | 3. The Contractor shall submit a written explanation of any changes that might affect the viability, effectiveness, productivity or sustainability of the school-based health center site(s) via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a> . These changes include, but are not limited to: <ul style="list-style-type: none"> <li>a. Personnel;</li> <li>b. Schools served;</li> <li>c. Physical facilities in which services are provided to students;</li> <li>d. Service hours, levels and types;</li> <li>e. Site-specific Operations Plan and/ or Performance Work Plan that deviates from the approved contract;</li> <li>f. Sources of funding and support;</li> <li>g. Local interagency or political circumstances.</li> </ul>   | Within ten (10) business days of said change   |
|  | 4. The Contractor shall submit, via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a> , 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).  | Within fifteen (15) calendar days of a new or revised agreement between the two parties. |

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|  | <p>5. The Contractor shall submit, via email to <a href="mailto:cdphe_sbhcprogram@state.co.us">cdphe_sbhcprogram@state.co.us</a>, 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> |
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**V. Monitoring:**

CDPHE’s monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the SBHC Program Coordinator. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable. The Contractor’s performance will be evaluated at set intervals and communicated to the Contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

**VI. Resolution of Non-Compliance:**

The Contractor will be notified in writing within thirty (30) calendar days of discovery of a compliance issue. Within forty five (45) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the SBHC Program Coordinator and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.