



UTAH DEPARTMENT OF HEALTH CONTRACT AMENDMENT

PO Box 144003, Salt Lake City, Utah 84114
288 North 1460 West, Salt Lake City, Utah 84116

2120218
Department Log Number

212700101
State Contract Number

1. **CONTRACT NAME:** The name of this contract is San Juan County Health Department COVID Community Partnership Project Amendment 1.
2. **CONTRACTING PARTIES:** This contract amendment is between the Utah Department of Health (DEPARTMENT) and San Juan County (CONTRACTOR).
3. **PURPOSE OF CONTRACT AMENDMENT:** The contract termination date is being changed. The original contract termination date was 12/31/2020. The contract termination date is now 12/31/2021.
4. **CHANGES TO CONTRACT:**
 1. Special provision updated to reflect extended dates.
 2. The amendment changes the termination date.

All other conditions and terms in the original contract and previous amendments remain the same.
5. **EFFECTIVE DATE OF AMENDMENT:** This amendment is effective 12/29/2020
6. **DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:**
 - A. All other governmental laws, regulations, or actions applicable to services provided herein.
 - B. All Assurances and all responses to bids as provided by the CONTRACTOR.
 - C. Utah Department of Health General Provisions and Business Associate Agreement currently in effect until 6/30/2023.
7. This contract, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.

Contract with Utah Department of Health and San Juan County, Log # 2120218

IN WITNESS WHEREOF, the parties enter into this agreement.

CONTRACTOR

STATE

By: _____
Willie Grayeyes Date
County Commission Chair

By: _____
Shari A. Watkins, C.P.A. Date
Director, Office Fiscal Operations

Attachment B
Special Provisions
LHDs COVID Community Partnership Project
San Juan County Health Department

I. DEFINITIONS

- A. "LHDs CCP Project" or "LHDs COVID Community Partnership Project" means a Department project aimed at mitigating the spread and outbreak of COVID-19 primarily among underserved and underrepresented communities by utilizing community health workers.
- B. "CHW(s)" means a community health worker or a frontline public health worker who has an unusually close relationship/trust with the community served and is able to serve as a bridge between their community and health and social resources. They facilitate access to services and improve the quality and cultural competence of service delivery.
- C. "CHW training" means virtual training that CHWs must attend about COVID-19 and related project activities.
- D. "COVID-19" means the disease caused by SARS-CoV-2 (the Coronavirus), a virus that can be spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes.
- E. "Department" means the Utah Department of Health.
- F. "Confidentiality and Non-Disclosure Agreement" means a contract between and signed by a Sub-Recipient and one of its personnel (usually an employee or sub-contractor) requiring personnel to protect the confidentiality of personal and health information disclosed to personnel.
- G. "HIPAA trained" means that personnel working on the project are currently Health Insurance Portability and Accountability Act (HIPAA) trained.
- H. "PPE" mean Personal protective equipment which may include, gloves, gowns, etc.
- I. "Project partners" means other agencies and/or organizations that are working on the project.
- J. "Social Determinants of Health" means the conditions, in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life.
- K. "Strike team" means experts deployed to areas of outbreak to administer mobile testing, disease investigation, and support services and quarantine to minimize spread.
- L. "Sub-Recipient" means San Jan County Health Department.
- M. "Underserved and underrepresented community" means those with a low socio-economic status, racial and ethnic minorities, or both.

II. GENERAL PURPOSE

The purpose of the contract is to integrate CHWs into COVID-19 responses to help mitigate the spread and effects of COVID-19 on underserved and underrepresented communities, particularly racial/ethnic minority communities in Utah.

III. ALLOWABLE ACTIVITIES

Between August 1, 2020 and December 31, 2021, the Sub-Recipient may use the funds for any of the following activities:

A. Public Health Initiatives Support

1. Collaborate with testing partners;
 - i. Schedule individuals for testing;
 - ii. Follow-up with individuals who have been tested;
 - iii. Provide outreach for testing sites and/or other resources and events;
2. Promote and support testing by mobilizing and educating communities to get tested;
3. Travel to specific hotspot locations as needed;
4. Support the Department and Sub-Recipient's Strike teams.
5. Work with local and state public health authorities to follow up with cases and contacts of newly diagnosed COVID-19 patients to help support them in their social needs;
6. Reinforce information and education regarding Utah's basic COVID-19 protocols on prevention, quarantine, isolation, and care as needed;
7. Educate community members on the benefit and reasoning for contact tracing;
8. Contact individuals who have been tested to educate about contact tracing and other public health processes;
9. Facilitate compliance with quarantine and isolation with linking to available resources.

B. Resource Connection

1. Identify people in need of services and support through screening tools and testing follow-up;
2. Connect community members and organizations to social services and resources utilizing all levels of resources available;
3. Coordinate and deliver supplies to patients in isolation/quarantine, as needed;
4. Promote services within the community by establishing relationships with local schools, service providers, community groups, churches, age-specific programs, and others;
5. Participate in resource education for the community, providers, and others;
6. Collect and compile information related to resources, community needs, organizational needs, etc. for project development, reporting, and evaluation.

C. Community Outreach for Prevention Education & Awareness

1. Use organizational outreach platforms (e.g., social media, education classes, etc.) to relay reliable information about COVID-19 and public health protocols to dispel myths and mitigate misinformation;
2. Gather and report communities' experiences, perspectives, and attitudes regarding education and awareness, social needs, resource availability, gaps to services, etc.;
3. Promote approved public health messages about COVID-19;
 - i. Provide awareness and education to target populations;
 - ii. Collaborate with government agencies and other organizations to provide input and feedback about targeted messaging and preventative strategies.

D. Additional Duties as needed

1. Help navigate community members through COVID-19 care;
2. Compile and distributing disinfection supplies PPE and providing education to households;
3. Provide psychosocial support through mitigating fear and stigma attributed to COVID-19;
4. Perform other job duties as assigned and within scope of CHW, such as complete the CHW Core Skills certificate program.

IV. SUB-RECIPIENT RESPONSIBILITIES AND DUE DATES

A. Between August 1, 2020 and December 31, 2021, the Sub-Recipient shall:

1. Identify all personnel who will work as CHWs participating in the LHDs CCP Project;
 - i. Certify that each of the identified CHW personnel:
 - a. Has completed HIPAA training; and
 - b. Signs a Confidentiality and Non-Disclosure Agreement.
 - ii. Assign a minimum two (2) Community Health Worker positions to work on the LHD CCP Project;
 - iii. Attend virtual check-in meeting(s) with the Department as scheduled;
 - iv. Attend mandatory virtual CHW training;
2. Identify all personnel who will supervise the CHWs;
3. Designate a grant coordinator (may be one of the CHWs) to be responsible for all contract activities;
 - i. Submit data via reporting tool(s) provided by the Department;
 - ii. Attend virtual meetings related to this project as determined by the Department;
 - iii. Schedule CHWs at testing locations as needed.
4. Assign personnel in charge of data quality and assurance (may be one of the CHWs)
 - i. Provide documentation of progress made on activities:
 - a. Where possible provide the number of contacts;
 - b. Types of services provided;
 - c. Fill out the Social Determinants of Health Assessment.

B. Between August 1, 2020 and December 31, 2021 the Sub-Recipient shall

1. Assign the two (2) designated CHWs full time positions on the LHDs CCP Project for 40 hours per week.

V. REPORTING AND BILLING

- A. Sub-Recipient shall provide regular reports as designed;
- B. Sub-Recipient shall submit a monthly reimbursement invoice no later than the fifth day of the month following the month in which the expenditures were incurred.

VI. DEPARTMENT TASKS

A. The Department agrees to:

1. Conduct virtual CHW onboarding training and weekly virtual training meetings related to this the LHD CCP project;
2. Assist in recruitment through sharing job announcements with the CHW network and identifying CHWs that would be good candidates for the position in each local area;

3. Provide any data collection tools that the Department deems necessary and feasible;
4. Provide ongoing information-sharing and technical support to the Sub-Recipient as needed to accomplish the activities required by this Contract;
5. Facilitate collaboration with project partner agencies;
6. Provide training and technical assistance as requested or needed.

VII. PAYMENTS

- A. The Department agrees to reimburse the Sub-Recipient up to the maximum amount of the contract for expenditures made by the Sub-Recipient directly related to the program, as outlined in the General Provisions.
- B. The LHD CCP Project period is from August 1, 2020 to December 31, 2021.
- C. The maximum amount of funding for the LHD CCP Project is \$50,000.00
 1. The Department shall assign \$25,000 per CHW;
 2. CHW salaries have been calculated at \$18.00 per hour;
 3. Additional funding to be used at the discretion of the local health department.
- D. This contract may be amended in writing signed by both parties to change funding, Sub-Recipient responsibilities, due dates, or other terms.
- E. The extension of this contract will be subject to the availability of funding and the Sub-Recipients performance. If the contract is not amended, the contract terminates on December 31, 2021.

VIII. FUNDING RESTRICTIONS

- A. Sub-Recipient shall only use funds for:
 - a. Salaries,
 - b. Mileage reimbursement,
 - c. Phone bills,
 - d. Office supplies, and
 - e. Printing.
- B. Funding shall not be used to purchase food, including but not limited to:
 - a. Food for conferences or meetings,
 - b. Food for meals,
 - c. Light refreshments, or
 - d. Beverages.

IX. FUNDING INFORMATION

- A. For project period (August 1, 2020 to December 31, 2021): \$50,000.00
- B. Award Number: Unit 1122/LAA/Activity CCPE/Function COVI
- C. Award Date: August 1, 2020
- D. Title: LHDs COVID Community Partnership Project (LHD CCP Project)

X. DISPUTE RESOLUTION

- A. If any dispute arises between the parties during the activities described by this Contract, the parties agree to seek a resolution through open communication and dialogue.

- B. Either party may request a conference to resolve a disputed issue (consistent with Utah Admin. Code R380-10-3, which supports dispute resolution at the lowest level possible).
- C. If a resolution cannot be reached, Department may bring supervisory personnel into the process to facilitate resolving issues and achieving agreement.
- D. The provisions in Sections IX.B. and IX.C. are not mandatory.
- E. If a dispute is not resolved within 30 days of Department decision, the Department's decision is considered the "initial agency determination," as defined by Utah Admin. Code R380-10-2(3).
- F. These provisions do not preclude or affect the provisions, rights, limitations, or timelines for appealing Department actions that are provided or required by Utah Code §§ 26-23-2, 26-1-4.1, or 26-1-7.1, Utah Admin. Code R380-10, or the Utah Administrative Procedures Act (Utah Code § 63G-4).
- G. In the event of any conflict between the Dispute Resolution, provisions in the Special Provisions of this Contract with applicable law or rules, the provisions of the applicable law or rules shall control.