



UTAH DEPARTMENT OF HEALTH CONTRACT

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

2103402
Department Log Number

212701545
State Contract Number

1. **CONTRACT NAME:** The name of this contract is COVID Community Partnership Project - San Juan County Health Department
2. **CONTRACTING PARTIES:** This contract is between the Utah Department of Health (DEPARTMENT) and the following CONTRACTOR:

PAYMENT ADDRESS

San Juan County
735 S 200 W, Ste 2
Blanding UT, 84511

MAILING ADDRESS

San Juan County
735 S 200 W, Ste 2
Blanding UT, 84511

Vendor ID: 06866HL
Commodity Code: 95285

3. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this contract is to integrate CHWs into the COVID-19 public health responses to help mitigate the spread and effects of COVID-19 on underserved and underrepresented communities, particularly racial/ethnic minority communities in Utah as authorized under Utah Code Annotated §§ 26-1-2(4) and 26-6-27(2)(h). It is crucial for this population to receive the assistance and protection of available services given the disproportionate rates of COVID-19 among many racial/ethnic minority communities.
4. **CONTRACT PERIOD:** The service period of this contract is 02/01/2021 through 04/30/2021, unless terminated or extended by agreement in accordance with the terms and conditions of this contract.
5. **CONTRACT AMOUNT:** The DEPARTMENT agrees to pay \$27,158.40 in accordance with the provisions of this contract.
6. **CONTRACT INQUIRIES:** Inquiries regarding this Contract shall be directed to the following individuals:

CONTRACTOR

Mike Moulton
(435) 678-2723
mmoulton@sanjuancounty.org

DEPARTMENT

EDO COVID Response
EDO COVID Response
Linnea Fletcher
(801) 538-6146

7. REFERENCE TO ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:

Attachment A: Special Provisions

8. 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.

9. 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.

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Contract with Utah Department of Health and San Juan County, Log # 2103402

IN WITNESS WHEREOF, the parties enter into this agreement.

CONTRACTOR

STATE

By: _____
Kenneth Maryboy 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. "Contractor" means San Juan County Health Department.
- C. "Department" means the Utah Department of Health.
- D. "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.
- E. "CHW training" means virtual training that CHWs must attend about COVID-19 and related project activities.
- F. "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.
- G. "Confidentiality and Non-Disclosure Agreement" means a contract between and signed by a Contractor 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.
- H. "HIPAA trained" means that personnel working on the project are currently Health Insurance Portability and Accountability Act (HIPAA) trained.
- I. "PPE" mean Personal protective equipment which may include, gloves, gowns, etc.
- J. "Project partners" means other agencies and/or organizations that are working on the project.
- K. "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.
- L. "Strike team" means experts deployed to areas of outbreak to administer mobile testing, disease investigation, and support services and quarantine to minimize spread.
- 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 this contract with the Department is to integrate CHWs into the COVID-19 public health responses to help mitigate the spread and effects of COVID-19 on underserved and underrepresented communities, particularly racial/ethnic minority communities in Utah as authorized under Utah Code Annotated §§ 26-1-2(4) and 26-6-27(2)(h). It is crucial for this population to receive the assistance and protection of available services given the disproportionate rates of COVID-19 among many racial/ethnic minority communities.

III. ALLOWABLE ACTIVITIES

Between February 1, 2021 and April 30, 2021, the Contractor 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 Contractor'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;
10. Educate community members about the COVID-19 vaccine; the benefits, how to access it, and other relevant information.

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;
- iii. Relay reliable information about COVID-19 vaccine distribution, access, and benefits to dispel myths and mitigate misinformation;
- iv. Gather and report communities' experience, perspectives, and attitudes regarding COVID-19 vaccine and vaccines in general;
- v. Collaborate with government agencies and other organizations to provide input and feedback about targeted messaging regarding COVID-19 vaccine.

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. CONTRACTOR RESPONSIBILITIES AND DUE DATES

A. Between February 1, 2021 and April 30, 2021, the Contractor 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 February 1, 2021 and April 30, 2021, the Contractor 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. Contractor shall provide regular reports as designed;
- B. The Contractor shall submit monthly reimbursement via the Monthly Expenditures Report, separating out this contract spending from other LHDs CCP Project spending.

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 Contractor 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 Contractor up to the maximum amount of the contract for expenditures made by the Contractor directly related to the program, as outlined in the General Provisions.
- B. The LHD CCP Project period is from February 1, 2021 and April 30, 2021.
- C. The maximum amount of funding for the LHD CCP Project is \$27,158.40
- D. This contract may be amended in writing signed by both parties to change funding, Contractor responsibilities, due dates, or other terms.
- E. The extension of this contract will be subject to the availability of funding and the Contractors performance. If the contract is not amended, the contract terminates on April 31, 2021.

VIII. FUNDING RESTRICTIONS

- A. Contractor 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. 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.