



JOINT LEGISLATIVE COMMITTEE ON THE BUDGET

STATE CAPITOL
P.O. BOX 44294, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804
(225) 342-7244

REPRESENTATIVE CAMERON HENRY
CHAIRMAN

SENATOR ERIC LAFLEUR
VICE-CHAIRMAN

Wednesday, March 14, 2018
9:30 AM
House Committee Room 5

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. BUSINESS

1. Fiscal Status Statement and Five-Year Base-Line Budget
2. BA-7 Agenda
3. Facility Planning and Control - Capital Outlay Change Orders
4. Review and approval of contract extensions between the Louisiana Department of Health Office for Citizens with Developmental Disabilities and the following entities, in accordance with R.S. 39:1615(J):
 - A. Easter Seals Louisiana
 - B. Southeastern LA Area Health Education Center
 - C. First Steps Referral and Consulting, LLC
 - D. Families Helping Families at the Crossroads
5. Review and approval of an amendment of a contract for third party administration for insurance claims services between the Office of Risk Management and Sedgwick Claims Management Services, Inc., as required by R.S. 39:1615(J)

IV. CONSIDERATION OF ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMITTEE

V. ADJOURNMENT

THIS NOTICE CONTAINS A TENTATIVE AGENDA AND MAY BE REVISED PRIOR TO THE MEETING.

Representative Cameron Henry, Chairman

JOINT LEGISLATIVE COMMITTEE ON THE BUDGET
GENERAL FUND FISCAL STATUS STATEMENT
FISCAL YEAR 2017-2018
(\$ in millions)

March 14, 2018

	FEB 2018	MAR 2018	MAR 2018 Ovet/(Under) FEB 2018
<u>GENERAL FUND REVENUE</u>			
Revenue Estimating Conference, December 14, 2017	\$9,594.900	\$9,594.900	\$0.000
FY16-17 Revenue Carried Forward into FY 17-18	\$19.157	\$19.157	\$0.000
Total Available General Fund Revenue	\$9,614.057	\$9,614.057	\$0.000
<u>APPROPRIATIONS AND REQUIREMENTS</u>			
Non-Appropriated Constitutional Requirements			
Debt Service	\$416.183	\$416.183	\$0.000
Interim Emergency Board	\$1.721	\$1.721	\$0.000
Revenue Sharing	\$90.000	\$90.000	\$0.000
Total Non-Appropriated Constitutional Requirements	\$507.904	\$507.904	\$0.000
Appropriations			
General (Act 3 of 2017 2nd ELS)	\$8,737.948	\$8,737.948	\$0.000
Ancillary (Act 48 of 2017 RLS)	\$0.000	\$0.000	\$0.000
Judicial (Act 68 of 2017 RLS)	\$151.531	\$151.531	\$0.000
Legislative (Act 78 of 2017 RLS)	\$62.473	\$62.473	\$0.000
Capital Outlay (Act 4 of 2017 2nd ELS)	\$1.500	\$1.500	\$0.000
Total Appropriations	\$8,953.452	\$8,953.452	\$0.000
Total Appropriations and Requirements	\$9,461.356	\$9,461.356	\$0.000
General Fund Revenue Less Appropriations and Requirements	\$152.702	\$152.702	\$0.000

II. FY 2016-2017 Fiscal Status Summary:

In accordance with Act 1092 of the 2001 Regular Session and Act 107 of the 2002 First Extraordinary Session R.S. 39:75 A.(3)(a) "At the first meeting of the Joint Legislative Committee on the Budget after publication of the Comprehensive Annual Financial Report for the state of Louisiana, the commissioner of administration shall certify to the committee the actual expenditures paid by warrant or transfer and the actual monies received and any monies or balances carried forward for any fund at the close of the previous fiscal year which shall be reflected in the budget status report."

FY17 GENERAL FUND DIRECT SURPLUS/DEFICIT - ESTIMATED (millions)

FY16 Surplus/(Deficit) (313.815)

FY17 General Fund - Direct Revenues:

Actual General Fund Revenues	9,437.191	
Revenue Anticipation Notes (RANS) Proceeds	370.000	
FY17 Deficit #1 (JLCB Approved)	9.871	
FY17 Deficit #2 (JLCB & Legislature Approved)	46.000	
Budget Stabilization Fund - Z08	99.000	
General Fund - Direct Carryforwards from FY16 to FY17	18.560	
Total FY17 General Fund - Direct Revenues		9,980.622

FY17 General Fund - Direct Appropriations & Requirements:

Draws of General Fund - Direct Appropriations	(8,582.697)	
General Obligation Debt Service	(391.681)	
Revenue Anticipation Notes (RAN) - Payment	(370.000)	
Other Debt Service Costs - RAN Expenses	(2.377)	
Debt Service - Cost of Issuance	(0.804)	
Transfers to Revenue Sharing Fund - Z06	(90.000)	
Transfers Out to Various Funds - 20-XXX FY17 per Act 17 of 2016	(48.906)	
Transfer to Budget Stabilization Fund per Act 1 of 2017 Second Extraordinary Session	(25.000)	
Capital Outlay Project Closeout (075, 057, 055, 051)	(1.460)	
Other Transfers Out (318,782.64 (from 000) + 5,265,863.75 (from B15))	(5.585)	
Total FY17 General Fund - Direct Appropriations & Requirements		(9,518.511)

General Fund Direct Cash Balance

	148.297
General Fund - Direct Carryforwards to FY18	(19.157)
Statutorily Required Transfer of DPS Driver's License Fees	(6.519)
Adjusted General Fund Revenues Less Appropriations & Requirements for FY 2016-2017	122.620

Certification in accordance with R.S. 39:75A(3)(a) \$122,619,960

III. Current Year Items Requiring Action

Proclamation 104 JBE 2017 - State of Emergency - Tropical Storm Harvey	\$0.925
Estimated State Share (75%/25%) (Estimated Total Cost - \$3.70m)	
Proclamations 126 JBE 2017 - State of Emergency - Tropical Storm Nate	\$0.397
Estimated State Share (75%/25%) (Estimated Total Cost - \$1.59m)	

TOTAL EXPENDITURES \$1.322

IV. Horizon Issues Not Contained in 5-Year Plan

State share owed to FEMA upon the final closeout of various disasters, including Hurricane Katrina, for public assistance (state, local, and private non-profits) and hazard mitigation projects. Final closeouts of the various disasters are not expected until FY20 at the earliest but could extend beyond the 5-year baseline projection window.

FIVE YEAR BASE LINE PROJECTION STATE GENERAL FUND SUMMARY CONTINUATION

	Current Fiscal Year 2017-2018	Ensuing Fiscal Year 2018-2019	Projected Fiscal Year 2019-2020	Projected Fiscal Year 2020-2021	Projected Fiscal Year 2021-2022
REVENUES:					
Taxes, Licenses & Fees	\$12,110,200,000	\$11,112,200,000	\$11,293,700,000	\$11,422,600,000	\$11,663,700,000
Less Dedications	(\$2,515,300,000)	(\$2,510,900,000)	(\$2,537,300,000)	(\$2,560,100,000)	(\$2,582,000,000)
Carry Forward Balances	\$19,157,479	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$9,614,057,479	\$8,601,300,000	\$8,756,400,000	\$8,862,500,000	\$9,081,700,000
ANNUAL GROWTH RATE		-10.36%	1.80%	1.21%	2.47%
EXPENDITURES:					
General Appropriation Bill (Act 3 of 2017 2nd ELS)	\$8,737,948,098	\$9,460,542,994	\$9,639,137,629	\$9,921,405,577	\$10,199,357,323
Ancillary Appropriation Bill (Act 48 of 2017 RLS)	\$0	\$0	\$8,660,815	\$17,754,671	\$27,303,219
Non-Appropriated Requirements	\$507,903,581	\$520,371,375	\$520,371,375	\$520,371,375	\$520,371,375
Judicial Appropriation Bill (Act 68 of 2017 RLS)	\$151,530,944	\$151,530,944	\$151,586,200	\$151,586,197	\$151,586,194
Legislative Appropriation Bill (Act 78 of 2017 RLS)	\$62,472,956	\$62,472,956	\$62,550,721	\$62,550,655	\$62,550,595
Special Acts	\$0	\$0	\$6,049,204	\$6,049,204	\$6,049,204
Capital Outlay Bill (Act 4 of 2017 2nd ELS)	\$1,500,000	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$9,461,355,579	\$10,194,918,269	\$10,388,355,944	\$10,679,717,679	\$10,967,217,910
ANNUAL GROWTH RATE		7.75%	1.90%	2.80%	2.69%
PROJECTED BALANCE	\$152,701,900	(\$1,593,618,269)	(\$1,631,955,944)	(\$1,817,217,679)	(\$1,885,517,910)
Six-Year Reauthorization of Children's Health Insurance Program (CHIP) - January 22, 2018	\$0	(\$111,387,286)	(\$111,387,286)	(\$111,387,286)	(\$111,387,286)
ADJUSTED PROJECTED BALANCE	\$152,701,900	(\$1,482,230,983)	(\$1,520,568,658)	(\$1,705,830,393)	(\$1,774,130,624)

Oil Prices included in the REC official forecast	\$51.78	\$54.31	\$54.06	\$54.03	\$54.52
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NOTE: The adjusted annual growth rate (due to reauthorization of CHIP)	6.58%	1.92%	2.84%	2.72%
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JOINT LEGISLATIVE COMMITTEE ON THE BUDGET

BA-7 AGENDA

March, 2018 - REVISED

REVISED
R2 Withdrawn

A. Fiscal Status Statement _____

B. 5-Year Base Line Projection _____

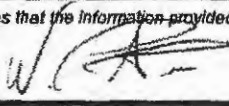
C. Regular BA-7s

1a VETS Department of Veterans Affairs _____
(03-135) Northwest Louisiana Veterans Home

1b VETS Department of Veterans Affairs _____
(03-130) Department of Veterans Affairs

~~2 DEQ Department of Environmental Quality~~ Withdrawn
~~(13-856) Office of Environmental Quality~~

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Department of Veterans Affairs		FOR OPB USE ONLY			
AGENCY: Northwest LA Veterans Home		OPB LOG NUMBER 199R		AGENDA NUMBER 1A	
SCHEDULE NUMBER: 03-135		Approval and Authority:			
SUBMISSION DATE: 02/19/18					
AGENCY BA-7 NUMBER: 1					
HEAD OF BUDGET UNIT: Wesley Pepitone					
TITLE: LTC Hospital Administrator					
SIGNATURE (Certifies that the information provided is correct and true to the best of your knowledge): 					

MEANS OF FINANCING	CURRENT FY 2017-2018	ADJUSTMENT (+) or (-)	REVISED FY 2017-2018
GENERAL FUND BY:			
DIRECT	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0
FEES & SELF-GENERATED	\$2,907,472	\$175,000	\$3,082,472
STATUTORY DEDICATIONS	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
Subtotal of Dedications from Page 2	\$0	\$0	\$0
FEDERAL	\$8,420,307	\$0	\$8,420,307
TOTAL	\$11,327,779	\$175,000	\$11,502,779
AUTHORIZED POSITIONS	148	0	148
AUTHORIZED OTHER CHARGES	0	0	0
NON-TO FTE POSITIONS	0	0	0
TOTAL POSITIONS	148	0	148

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
NW LA Veterans Home	\$11,327,779	148	\$175,000	0	\$11,502,779	148
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0

A

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
 Source of funding is Fees and Self-Generated Revenue. This source has no restrictions.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$175,000	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$175,000	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
 This action does not require additional personnel.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
 This request can't be postponed, because it will be used for the planned expansion of the columbarium and in ground cremains burial area for the Southeast Louisiana Veterans Cemetery.

5. Is this an after the fact BA-7, e.g., have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No. 52.
 No, this is not an after the fact BA-7.

A

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

If this adjustment is not approved, the planned expansion of the columbarium and in ground cremains burial area in the Southeast Louisiana Veterans Cemetery will be postponed or delayed.

OBJECTIVE

[illegible]

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

This adjustment will not cause an impact on any program or agency.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

There is not an impact on performance as this is a Capital Outlay Project and is not reflected in the Average Cost Per Patient Day.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

Failure to approve this BA-7 would result in the construction of the Southeast Louisiana Veterans Cemetery being delayed.

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: _____

MEANS OF FINANCING:	CURRENT FY 2017-2018	REQUESTED ADJUSTMENT	REVISED FY 2017-2018	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$2,907,472	\$175,000	\$3,082,472	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$8,420,307	\$0	\$8,420,307	\$0	\$0	\$0	\$0
TOTAL MOF	\$11,327,779	\$175,000	\$11,502,779	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$5,192,845	\$0	\$5,192,845	\$0	\$0	\$0	\$0
Other Compensation	\$162,830	\$0	\$162,830	\$0	\$0	\$0	\$0
Related Benefits	\$2,202,246	\$0	\$2,202,246	\$0	\$0	\$0	\$0
Travel	\$12,763	\$0	\$12,763	\$0	\$0	\$0	\$0
Operating Services	\$655,973	\$0	\$655,973	\$0	\$0	\$0	\$0
Supplies	\$965,898	\$0	\$965,898	\$0	\$0	\$0	\$0
Professional Services	\$980,289	\$0	\$980,289	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$767,500	\$175,000	\$942,500	\$0	\$0	\$0	\$0
Acquisitions	\$272,722	\$0	\$272,722	\$0	\$0	\$0	\$0
Major Repairs	\$114,913	\$0	\$114,913	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$11,327,779	\$175,000	\$11,502,779	\$0	\$0	\$0	\$0
POSITIONS							
Classified	147	0	147	0	0	0	0
Unclassified	1	0	1	0	0	0	0
TOTAL T.O. POSITIONS	148	0	148	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	148	0	148	0	0	0	0
* Statutory Dedications:							
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Select Statutory Dedication)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: _____

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$175,000	\$0	\$0	\$175,000
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$175,000	\$0	\$0	\$175,000
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$175,000	\$0	\$0	\$175,000
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0

AA

BA-7 QUESTIONNAIRE

(Provide answers on the Questionnaire Analysis Form; answer all questions applicable to the requested budget adjustment.)

GENERAL PURPOSE

This BA-7 is necessary to avoid delay in the construction of the Southeast Louisiana Veterans Cemetery, which was approved through a Capital Outlay Request.

REVENUES

Fees and Self-Generated:

- Appropriated increase of Fees and Self-Generated revenues.
- Original fund balance is \$2,907,472 plus \$175,000 increase, resulting in a \$3,082,472 revised fund balance.
- These funds are generated from residents in this facility paying for part of their care, employees and visitors purchasing daily meal tickets, and billing residents and co-insurances for reimbursement of Medicare A and B co-pays.

EXPENDITURES

Expenditures:

- Interagency Transfers will be increased.
- Interagency Transfer balance is \$767,500 plus \$175,000 increase, resulting in a \$942,500 revised balance.

OTHER

Stephanie Wade, 225-219-5018, Stephanie.Wade@VetAffairs.La.Gov
Donna Calhoun, 318-741-2763 ext. 107, Donna.Calhoun@VetAffairs.La.Gov

QUESTIONNAIRE ANALYSIS

(Please reference question numbers, provide detailed information and use continuation sheets as needed.)

GENERAL PURPOSE

REVENUES

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Veterans Affairs			FOR OPB USE ONLY			
AGENCY: Veterans Affairs			OPB LOG NUMBER <div style="font-size: 1.5em; font-family: cursive;">200R</div>		AGENDA NUMBER <div style="font-size: 1.5em; font-family: cursive;">1B</div>	
SCHEDULE NUMBER: 03-130			Approval and Authority:			
SUBMISSION DATE: February 18, 2018						
AGENCY BA-7 NUMBER: 4						
HEAD OF BUDGET UNIT: Homer F. Rodgers						
TITLE: Undersecretary						
SIGNATURE (Certifies that the information provided is correct and true to the best of your knowledge): <div style="font-size: 1.2em; font-family: cursive; margin-top: 10px;">Homer F. Rodgers</div>						
MEANS OF FINANCING		CURRENT FY 2017-2018	ADJUSTMENT (+) or (-)		REVISED FY 2017-2018	
GENERAL FUND BY:						
DIRECT		\$5,476,292	\$0		\$5,476,292	
INTERAGENCY TRANSFERS		\$1,779,806	\$175,000		\$1,954,806	
FEES & SELF-GENERATED		\$1,258,048	\$0		\$1,258,048	
STATUTORY DEDICATIONS		\$115,528	\$0		\$115,528	
Louisiana Military Family Assistance Fund (S07)		\$115,528	\$0		\$115,528	
[Select Statutory Dedication]		\$0	\$0		\$0	
Subtotal of Dedications from Page 2		\$0	\$0		\$0	
FEDERAL		\$1,353,571	\$0		\$1,353,571	
TOTAL		\$9,983,245	\$175,000		\$10,158,245	
AUTHORIZED POSITIONS		108	0		108	
AUTHORIZED OTHER CHARGES		0	0		0	
NON-TO FTE POSITIONS		0	0		0	
TOTAL POSITIONS		108	0		108	
PROGRAM EXPENDITURES						
PROGRAM NAME:	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
Administrative Program	\$3,310,559	19	\$0	0	\$3,310,559	19
Claims Division	\$439,636	7	\$0	0	\$439,636	7
Contract Assistance Program	\$3,565,266	56	\$0	0	\$3,565,266	56
State Approval Agency	\$315,422	3	\$0	0	\$315,422	3
Cemetery Program	\$2,352,362	23	\$175,000	0	\$2,527,362	23
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$9,983,245	108	\$175,000	0	\$10,158,245	108

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
The source of funding will be IAT from the Northwest La. Veterans Home, Bossier, La. There are no restrictions of the funds.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$175,000	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$175,000	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
The funding is necessary for the planned expansion of the columbarium and in ground cremains burial area for the Southeast La. Veterans Cemetery, Slidell, LA.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
This request cannot be postponed because the project has been approved in Act 4, 2017 Second Extraordinary Session, Priority 2, \$175,000. FP&C is ready to begin the project in the current fiscal year.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
This is not an after the fact BA-7.

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.

This BA-7 will not have a negative impact on the Cemetery Program. LDVA will borrow the funds from the NWLVH to begin the project. When the funds are made available by FP&C, we will repay the loan to NWLVH.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. (Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2017-2018	ADJUSTMENT (+) OR (-)	REVISED FY 2017-2018
K	Percent comply with 38 U.S.C.	100%		100%
K	Percent of daily interment or inurnment sites that are marked with correct and aligned temporary marker by close of business each day	100%		100%
K	Percent of graves marked with a permanent marker that is set within 60 days of the interment	95%		95%
K	Percent of visually prominent areas that are generally weed free	95%		95%
K	Percentage of buildings and structures that are assessed as acceptable for their function	100%		100%

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. (For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)

This BA-7 if approved, will allow agency to use IAT funding from NWLVH to pay Facility Planning and Control for the expansion of the Southeast La. Veterans cemetery in Slidell, LA.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

No performance impact

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

No performance impact

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Admin

MEANS OF FINANCING:	CURRENT FY 2017-2018	REQUESTED ADJUSTMENT	REVISED FY 2017-2018	ADJUSTMENT OUT YEAR PROJECTIONS			
				FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$2,633,766	\$0	\$2,633,766	\$0	\$0	\$0	\$0
Interagency Transfers	\$321,537	\$0	\$321,537	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$115,528	\$0	\$115,528	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$239,728	\$0	\$239,728	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,310,559	\$0	\$3,310,559	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$1,220,172	\$0	\$1,220,172	\$0	\$0	\$0	\$0
Other Compensation	\$8,500	\$0	\$8,500	\$0	\$0	\$0	\$0
Related Benefits	\$814,893	\$0	\$814,893	\$0	\$0	\$0	\$0
Travel	\$19,251	\$0	\$19,251	\$0	\$0	\$0	\$0
Operating Services	\$47,061	\$0	\$47,061	\$0	\$0	\$0	\$0
Supplies	\$16,204	\$0	\$16,204	\$0	\$0	\$0	\$0
Professional Services	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0
Other Charges	\$468,131	\$0	\$468,131	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$703,147	\$0	\$703,147	\$0	\$0	\$0	\$0
Acquisitions	\$3,200	\$0	\$3,200	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,310,559	\$0	\$3,310,559	\$0	\$0	\$0	\$0

POSITIONS							
Classified	10	0	10	0	0	0	0
Unclassified	8	0	8	0	0	0	0
TOTAL T.O. POSITIONS	18	0	18	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	18	0	18	0	0	0	0

* Statutory Dedications:							
Louisiana Military Family Assistance Fund (S07)	\$115,528	\$0	\$115,528	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Admin

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)						
	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
TOTAL T.O. POSITIONS	-	-	-	-	-	-
OTHER CHARGES POSITIONS	-	-	-	-	-	-
NON-TO FTE POSITIONS	-	-	-	-	-	-
TOTAL POSITIONS	-	-	-	-	-	-

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Claims

MEANS OF FINANCING:	CURRENT FY 2017-2018	REQUESTED ADJUSTMENT	REVISED FY 2017-2018	ADJUSTMENT QUARTER PROJECTIONS			
				FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$439,636	\$0	\$439,636	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$439,636	\$0	\$439,636	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$274,093	\$0	\$274,093	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$142,864	\$0	\$142,864	\$0	\$0	\$0	\$0
Travel	\$4,915	\$0	\$4,915	\$0	\$0	\$0	\$0
Operating Services	\$9,771	\$0	\$9,771	\$0	\$0	\$0	\$0
Supplies	\$4,773	\$0	\$4,773	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$1,220	\$0	\$1,220	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$439,636	\$0	\$439,636	\$0	\$0	\$0	\$0

POSITIONS							
Classified	7	0	7	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	7	0	7	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	7	0	7	0	0	0	0

* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Claims

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)						
	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
TOTAL T.O. POSITIONS	-	-	-	-	-	-
OTHER CHARGES POSITIONS	-	-	-	-	-	-
NON-TO FTE POSITIONS	-	-	-	-	-	-
TOTAL POSITIONS	-	-	-	-	-	-

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Contact Assistance

MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT QUARTER PROJECTIONS			
	FY 2017-2018	ADJUSTMENT	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$1,373,949	\$0	\$1,373,949	\$0	\$0	\$0	\$0
Interagency Transfers	\$933,269	\$0	\$933,269	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$1,182,560	\$0	\$1,182,560	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,489,778	\$0	\$3,489,778	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$2,204,567	\$0	\$2,204,567	\$0	\$0	\$0	\$0
Other Compensation	\$8,580	\$0	\$8,580	\$0	\$0	\$0	\$0
Related Benefits	\$950,683	\$0	\$950,683	\$0	\$0	\$0	\$0
Travel	\$74,629	\$0	\$74,629	\$0	\$0	\$0	\$0
Operating Services	\$66,397	\$0	\$66,397	\$0	\$0	\$0	\$0
Supplies	\$44,691	\$0	\$44,691	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$53,547	\$0	\$53,547	\$0	\$0	\$0	\$0
Acquisitions	\$86,684	\$0	\$86,684	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,489,778	\$0	\$3,489,778	\$0	\$0	\$0	\$0
POSITIONS							
Classified	56	0	56	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	56	0	56	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	56	0	56	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Contact Assistance

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:

Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS

Classified	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
TOTAL T.O. POSITIONS	-	-	-	-	-	-
OTHER CHARGES POSITIONS	-	-	-	-	-	-
NON-TO FTE POSITIONS	-	-	-	-	-	-
TOTAL POSITIONS	-	-	-	-	-	-

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: SAA

MEANS OF FINANCING:	CURRENT FY 2017-2018	REQUESTED ADJUSTMENT	REVISED FY 2017-2018	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$315,422	\$0	\$315,422	\$0	\$0	\$0	\$0
TOTAL MOF	\$315,422	\$0	\$315,422	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$177,422	\$0	\$177,422	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$88,381	\$0	\$88,381	\$0	\$0	\$0	\$0
Travel	\$17,000	\$0	\$17,000	\$0	\$0	\$0	\$0
Operating Services	\$3,322	\$0	\$3,322	\$0	\$0	\$0	\$0
Supplies	\$3,848	\$0	\$3,848	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$19,944	\$0	\$19,944	\$0	\$0	\$0	\$0
Acquisitions	\$5,505	\$0	\$5,505	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$315,422	\$0	\$315,422	\$0	\$0	\$0	\$0
POSITIONS							
Classified	3	0	3	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	3	0	3	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	3	0	3	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: SAA

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
TOTAL T.O. POSITIONS	-	-	-	-	-	-
OTHER CHARGES POSITIONS	-	-	-	-	-	-
NON-TO FTE POSITIONS	-	-	-	-	-	-
TOTAL POSITIONS	-	-	-	-	-	-

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Cemetery Program

MEANS OF FINANCING:	CURRENT FY 2017-2018	REQUESTED ADJUSTMENT	REVISED FY 2017-2018	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
GENERAL FUND BY:							
Direct	\$1,028,941	\$0	\$1,028,941	\$0	\$0	\$0	\$0
Interagency Transfers	\$525,000	\$175,000	\$700,000	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$798,421	\$0	\$798,421	\$0	\$0	\$0	\$0
TOTAL MOF	\$2,352,362	\$175,000	\$2,527,362	\$0	\$0	\$0	\$0

EXPENDITURES:							
Salaries	\$791,736	\$0	\$791,736	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$415,621	\$0	\$415,621	\$0	\$0	\$0	\$0
Travel	\$7,737	\$0	\$7,737	\$0	\$0	\$0	\$0
Operating Services	\$159,116	\$0	\$159,116	\$0	\$0	\$0	\$0
Supplies	\$87,290	\$0	\$87,290	\$0	\$0	\$0	\$0
Professional Services	\$562,000	\$175,000	\$737,000	\$0	\$0	\$0	\$0
Other Charges	\$63,000	\$0	\$63,000	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$225,862	\$0	\$225,862	\$0	\$0	\$0	\$0
Acquisitions	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,352,362	\$175,000	\$2,527,362	\$0	\$0	\$0	\$0

POSITIONS							
Classified	23	0	23	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	23	0	23	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	23	0	23	0	0	0	0

* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Cemetery Program

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$175,000	\$0	\$0	\$0	\$175,000

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$175,000	\$0	\$0	\$0	\$175,000

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
----------------	-----	-----	-----	-----	-----	-----

POSITIONS						
Classified	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
TOTAL T.O. POSITIONS	-	-	-	-	-	-
OTHER CHARGES POSITIONS	-	-	-	-	-	-
NON-TO FTE POSITIONS	-	-	-	-	-	-
TOTAL POSITIONS	-	-	-	-	-	-

DIVISION OF ADMINISTRATION
Facility Planning & Control

JOINT LEGISLATIVE COMMITTEE
ON THE
BUDGET

Briefing Book

FOR

March 2018

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JOINT LEGISLATIVE COMMITTEE ON THE BUDGET
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Central Louisiana State Hospital
Louisiana Department of Health
Pineville, Louisiana
Project No. 01-107-06B-11; WBS F.01003736

Reporting of Change Orders over \$50,000 and under \$100,000	2
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- 1) Acadiana Center for Youth
Office of Juvenile Justice
Bunkie, Louisiana
Project No. 08-403-04-02, Part 07; WBS F.08000076

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 19, 2018

The Honorable Cameron Henry, Chairman
Joint Legislative Committee on the Budget
Post Office Box 44294, Capitol Station
Baton Rouge, Louisiana 70804

**Re: Supplemental Funds Request
Interagency Transfer
Reroof Unit 7 Treatment Facility/Ward A-Roof Sections B & C
Central Louisiana State Hospital
Louisiana Department of Health
Pineville, Louisiana
Project No. 01-107-06B-11; WBS F01003736**

Dear Chairman Henry:

Facility Planning and Control is requesting approval to accept \$218,000 of agency funds from the Louisiana Department of Health in order to reroof the Unit 7 Treatment Facility/Ward A at Central Louisiana State Hospital in Pineville.

The Unit 7 Treatment Facility/Ward A roof has reached the end of its useful life and is in need of replacement. Statewide major repairs funds will supplement these user agency funds in order to cover additional project costs (design fees, contingencies, etc).

Facility Planning and Control is requesting authorization to receive an interagency transfer in the amount of \$218,000 from the Louisiana Department of Health.

Please place this item on the agenda for the next meeting of the Committee.

Sincerely,

Mark A. Moses
Director

Jay Dardenne
Commissioner of Administration

MAM/kh

CC: Mr. Mark Moses, FPC
Mr. Mark Gates, FPC
Ms. Sue Wheeler, FPC
Ms. Ternisa Hutchinson, OPB
Mr. Barry Dusse, OPB
Mr. Samuel Roubique, OPB
Mr. Paul Fernandez, OPB
Ms. Katie Andress, House Fiscal Division
Ms. Ashley Albritton, House Fiscal Division
Ms. Martha Hess, Senate Counsel
Ms. Raynel Gascon, Senate Fiscal Division
Mr. Thomas Rish, FPC
Mr. Greg Andrus, LDH
Ms. Beth Segura, LDH

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 19, 2018

The Honorable Cameron Henry, Chairman
Joint Legislative Committee on the Budget
Post Office Box 44294, Capitol Station
Baton Rouge, Louisiana 70804

**RE: Reporting of Change Orders over \$50,000 and under \$100,000
Facility Planning and Control**

Dear Chairman Henry:

In accordance with R.S. 39:126 any change order in excess of fifty thousand dollars but less than one hundred thousand dollars shall be submitted to the Joint Legislative Committee on the Budget for review but shall not require committee approval. Pursuant to this authority Facility Planning and Control has issued change orders which are itemized on the attached list.

Please place this item on the agenda of the next meeting of the Committee.

Sincerely,

Mark A. Moses
Director

Jay Dardenne
Commissioner of Administration

MAM/kh

CC: Mr. Mark Moses, FPC
Mr. Mark Gates, FPC
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Ms. Ashley Albritton, House Fiscal Division
Ms. Martha Hess, Senate Counsel
Ms. Raynel Gascon, Senate Fiscal Division

1. **Acadiana Center for Youth**
Office of Juvenile Justice
Bunkie, Louisiana
Project No. 08-403-04-02, Part 07; WBS F.08000076
State ID: New
Site Code: 6-05-028
Date of Contract: June 23, 2014

Original Contract Amount:	\$19,089,000.00	
Changes by previous Change Orders:	\$ 439,507.00	
Change Order 1:	\$ 3,150.00	03/02/15
Change Order 2:	\$ 23,892.00	05/01/15
Change Order 3:	\$ 16,560.00	08/03/15
Change Order 4:	\$ 0.00	12/04/15
Change Order 5:	\$ 19,496.00	03/30/16
Change Order 6:	\$ 6,269.00	04/01/16
Change Order 7:	\$ 1,207.00	04/27/16
Change Order 8:	\$ 6,321.00	06/17/16
Change Order 9:	\$ 21,633.00	08/26/16
Change Order 10:	\$ 26,431.00	09/19/16
Change Order 11:	\$ 48,687.00	09/26/16
Change Order 12:	\$ 6,685.00	09/26/16
Change Order 13:	\$ 30,459.00	10/03/16
Change Order 14:	\$ 9,329.00	10/03/16
Change Order 15:	\$ (\$5,983.00)	10/03/16
Change Order 16:	\$ 4,127.00	11/18/16
Change Order 17:	\$ 6,157.00	11/21/16
Change Order 18:	\$ 745.00	11/21/16
Change Order 19:	\$ 26,982.00	11/28/16
Change Order 20:	\$ 39,277.00	12/16/16
Change Order 21:	\$ 9,996.00	12/16/16
Change Order 22:	\$ 4,331.00	12/16/16
Change Order 23:	\$ 5,865.00	12/16/16
Change Order 24:	\$ 1,682.00	12/16/16
Change Order 25:	\$ 13,728.00	12/16/16
Change Order 26:	\$ 4,515.00	12/16/16
Change Order 27:	\$ 90,346.00	01/03/17 (reported 3/24/17)
Change Order 28:	\$ 0.00	07/17/17
Change Order 29:	\$ 14,638.00	07/17/17
Change Order 30:	\$ 0.00	07/17/17
Change Order 31:	\$ 2,982.00	07/20/17
Contract amount increased by Change Order 32:	\$ 94,910.00	01/19/18
New Contract Sum:	\$ 19,623,417.00	

Change Order No. 32 increases the contract amount in order to provide modifications to the gymnasium HVAC system. The original design was incapable of controlling environmental conditions. This change order scope includes, but is not necessarily limited to, the selective demolition and repair of ceilings and walls, the installation of three (3) new single-duct VAV boxes with hot water reheat, the installation of new controls, and all related reprogramming. This amount is being covered by the project contingency, however the design professional will be assessed errors and omissions for the change.



State of Louisiana
Louisiana Department of Health
Office of Management and Finance

February 2, 2018

The Honorable Cameron Henry
Louisiana State Representative
Chair, Joint Legislative Committee on the Budget
P.O. Box 44294
Baton Rouge, LA 70804

Re: LDH Request for February JLCB Agenda Item Pursuant to R.S.39:1615(J)

Dear Representative Henry:

The Louisiana Department of Health (LDH) requests that the following contract extensions be placed on the agenda for the Joint Legislative Committee on the Budget (JLCB) February hearing for consideration by your committee pursuant to R.S.39:1615(J). LDH has 10 current contracts with entities listed below, previously awarded through the RFP process and wishes to extend these contracts pursuant to the extension options in the contracts, but we believe that R.S.39:1615(J) requires the approval of your committee before proceeding. The contracts are as follows:

EarlySteps – System Point of Entry (SPOE) Contracts

These are three-year, regional contracts with the Office for Citizens with Developmental Disabilities (EarlySteps). The current contracts were executed on May 1, 2015 and expire on April 30, 2018. LDH is satisfied with the performance of these contractors and would like to exercise the extension option in the contracts. LDH is requesting approval of the JLCB to extend these contracts until April 30, 2020 to avoid disruption to the system entry operations process provided by these agencies for EarlySteps.

Contractor	LDH Region
Easter Seals Louisiana	1
Easter Seals Louisiana	6
Easter Seals Louisiana	8
Southeastern LA Area Health Education Center	2
Southeastern LA Area Health Education Center	3
Southeastern LA Area Health Education Center	9
Southeastern LA Area Health Education Center	10
First Steps Referral and Consulting, LLC	4
First Steps Referral and Consulting, LLC	5
Families Helping Families at the Crossroads	7

Thank you for considering our request to have these contract extensions included on the February JLCB agenda. I am enclosing a copy of the contracts for your convenience. If you have any questions or need any additional information, please feel free to contact Tonya Joiner at (225) 342-5274 or Tonya.Joiner@la.gov.

The Honorable Cameron Henry
February 2, 2018
Page 2

The contract manager for these contracts who would be happy to answer any questions or provide any additional details that you require in order to respond to this request.

Sincerely,

W. Jeff Reynolds
Undersecretary

Enclosure



State of Louisiana
Louisiana Department of Health
Office of Management and Finance

February 2, 2018

The Honorable Cameron Henry
Louisiana State Representative
Chair, Joint Legislative Committee on the Budget
P.O. Box 44294
Baton Rouge, LA 70804

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Easter Seals Louisiana	1
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First Steps Referral and Consulting, LLC	5
Families Helping Families at the Crossroads	7

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The Honorable Cameron Henry
February 2, 2018
Page 2

The contract manager for these contracts who would be happy to answer any questions or provide any additional details that you require in order to respond to this request.

Sincerely,

W. Jeff Reynolds
Undersecretary

Enclosure

EarlySteps System Point of Entry (SPOE) Contracts Extension Request

Overview

- The Louisiana Department of Health (LDH) Office for Citizens with Developmental Disabilities (OCDD) has contracted with four entities through ten regional contracts (listed below) for approximately ten years to serve as the regional System Points of Entry (SPOE) function for the Louisiana Department of Health (LDH) for children and families referred by their physician to the EarlySteps Program.

Contractor	LDH Region	Amount
Easter Seals Louisiana	1	\$1,411,259
Easter Seals Louisiana	6	\$1,244,552
Easter Seals Louisiana	8	\$1,958,681
Southeastern LA Area Health Education Center	2	\$1,731,785
Southeastern LA Area Health Education Center	3	\$1,772,477
Southeastern LA Area Health Education Center	9	\$1,826,597
Southeastern LA Area Health Education Center	10	\$1,047,837
First Steps Referral and Consulting, LLC	4	\$2,143,487
First Steps Referral and Consulting, LLC	5	\$1,379,398
Families Helping Families at the Crossroads	7	\$1,787,180
	TOTAL	\$16,303,253

- The current contracts are three-year, regional contracts with OCDD (EarlySteps).
- The current contracts were executed on May 1, 2015 and expire on April 30, 2018.
- LDH is satisfied with the performance of these contractors and would like to exercise the extension option in the contracts. If the committee does not approve the extension, LDH will issue a Request for Proposal (RFP) for these services, for a new three-year term. **Based on past experience, it is anticipated that these same vendors will be awarded contracts at a higher negotiated rate.**

Contractor Expertise, Performance, and Outcomes

- These contractors have expertise in the entry process according to EarlySteps and U.S Department of Education program requirements and specific knowledge regarding the needs of infants and toddlers with disabilities and their families.
- The contractors have both close ties in the community and well established recognition in the regions in which they serve.
- Each contractor is responsible for accepting referrals to the EarlySteps Program and processing children and their families through the intake and eligibility determination process.
 - Approximately 13,000 total referrals were processed in FY16 by all contractors.
 - The federal 45-day timeline for the entry process was achieved at 99.98% performance.**
- The contractors participate in quality assurance processes with OCDD through on-site monitoring, desk audits, monthly reports, and review of monthly invoices. Their performance levels are consistently satisfactory and above and they consistently meet their monthly contract performance requirements.
- In FY16, there were no complaints made in regard to any of the SPOE contractors or services.

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000126731</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060724</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,411,259.00</u>
AND		Original Contract Begin Date <u>05-01-2015</u>
<u>Easter Seals Louisiana</u>		Original Contract End Date <u>04-30-2018</u>
Contractor Name		RFP Number: <u>305PUR-DHHRFP-SPQ</u>

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,411,259.00 Current Contract Term : 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,411,259 FY15 \$74,932, FY16 \$454,041, FY17 \$472,196, FY18 \$410,090

Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 2,394,788.00 Changed Contract Term: 5/01/2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$2,394,788 FY15 \$74,932, FY16 \$454,041, FY17 \$472,196, FY18 \$410,090 (10 month), FY 18 \$81,901 (2 month), FY19 \$491,538, FY20 \$410,090

Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Easter Seals of Louisiana in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 1 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA	
Easter Seals Louisiana		LOUISIANA DEPARTMENT OF HEALTH	
Secretary, Louisiana Department of Health or Designee			
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME <u>Tracy Garner</u>		NAME <u>Mark A. Thomas</u>	
CONTRACTOR TITLE <u>President/CEO</u>		TITLE <u>Assistant Secretary</u>	
		OFFICE <u>Office for Citizens with Developmental Disabilities</u>	
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	346	11,332	100	0	11,332
EI Consultant/Supervisor	23.08	346	7,986	100	0	7,986
Intake Service Coordinator	18.51	346	6,404	100	0	6,404
Intake Service Coordinator	18.51	346	6,404	100	0	6,404
Intake Service Coordinator	18.51	346	6,404	100	0	6,404
Data Management/Admin Clerk	19.34	346	6,692	100	0	6,692
			0		0	0
			0		0	0
Total			45,222		0	45,222

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	3,466	100	0	3,466
Health Insurance	4,542	100	0	4,542
Dental Insurance	324	100	0	324
Life Insurance	136	100	0	136
Long Term Disability/AD&D	170	100	0	170
Unemployment	655	100	0	655
			0	0
			0	0
Total	9,293		0	9,293

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.55% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	335	100	0	335
EI Consultant/Supervisor	335	100	0	335
Intake Coordinator	335	100	0	335
Intake Coordinator	335	100	0	335
Intake Coordinator	335	100	0	335
Mileage Conferences & Mtgs.	108	100	0	108
			0	0
			0	0
Total	1,783		0	1,783

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2704x2)	5,408	100	0	5,408
Parking (\$973x 2)	1,946	100	0	1,946
Telephone & Cell Phone Reimbursements (\$911x 2)	1,822	100	0	1,822
Workers Comp (\$501x 2)	1,002	100	0	1,002
Lease (copier & postage machine) (\$496x 2)	992	100	0	992
Postage (\$541x 2)	1,082	100	0	1,082
Equipment Maintenance (\$505x 2)	1,010	100	0	1,010
Employee Training & Orientation (\$45x 2)	90	100	0	90
Payroll Processing & Misc (\$299x 2)	598	100	0	598
Total	13,950		0	13,950

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, LA.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$1217x2)	2,434	100	0	2,434
Miscellaneous (outside printing) (\$119x 2)	238	100	0	238
			0	0
			0	0
			0	0
Total	2,672		0	2,672

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$432.60 x 2)	865	100	0	865
			0	0
			0	0
			0	0
			0	0
Total	865		0	865

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	8,116	100	0	8,116
			0	0
Total	8,116		0	8,116

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 1 FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	45,222	0	45,222
RELATED BENEFITS	(41)	9,293	0	9,293
TRAVEL	(12)	1,783	0	1,783
OPERATING SERVICES	(13)	13,950	0	13,950
SUPPLIES	(14)	2,672	0	2,672
PROFESSIONAL SVCS	(15)	865	0	865
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	8,116	0	8,116
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		81,901	0	81,901

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	2,080	68,120	100	0	68,120
EI Consultant/Supervisor	23.08	2,080	48,006	100	0	48,006
Intake Service Coordinator	18.51	2,080	38,501	100	0	38,501
Intake Service Coordinator	18.51	2,080	38,501	100	0	38,501
Intake Service Coordinator	18.51	2,080	38,501	100	0	38,501
Data Management/Admin Clerk	19.34	2,080	40,227	100	0	40,227
			0		0	0
Total			271,856		0	271,856

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	20,796	100	0	20,796
Health Insurance	27,252	100	0	27,252
Dental Insurance	1,944	100	0	1,944
Life Insurance	816	100	0	816
Long Term Disability/AD&D	1,020	100	0	1,020
Unemployment	3,924	100	0	3,924
Total	55,752		0	55,752

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.5079% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	1,935	100	0	1,935
EI Consultant/Supervisor	1,935	100	0	1,935
Intake Coordinator	1,934	100	0	1,934
Intake Coordinator	1,934	100	0	1,934
Intake Coordinator	1,934	100	0	1,934
Mileage Conferences & Mtgs.	624	100	0	624
			0	0
			0	0
Total	10,296		0	10,296

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2704x12)	32,448	100	0	32,448
Parking (\$973x12)	11,676	100	0	11,676
Telephone & Cell Phone Reimbursements (\$911x12)	10,932	100	0	10,932
Workers Comp (\$501x12)	6,012	100	0	6,012
Lease (copier & postage machine) (\$496x12)	5,952	100	0	5,952
Postage (\$541x12)	6,492	100	0	6,492
Equipment Maintenance (\$505x12)	6,060	100	0	6,060
Employee Training & Orientation (\$45x12)	540	100	0	540
Payroll Processing & Misc (\$299x12)	3,588	100	0	3,588
Total	83,700		0	83,700

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, LA.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$1217x12)	14,604	100	0	14,604
Miscellaneous (outside printing) (\$119x12)	1,428	100	0	1,428
			0	0
Total	16,032		0	16,032

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$432.60 x 12)	5,191	100	0	5,191
			0	0
			0	0
Total	5,191		0	5,191

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	48,711	100	0	48,711
			0	0
Total	48,711		0	48,711

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

((Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 1 FROM: 7/1/18 TO: 6/30/19

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	271,856	0	271,856
RELATED BENEFITS	(41)	55,752	0	55,752
TRAVEL	(12)	10,296	0	10,296
OPERATING SERVICES	(13)	83,700	0	83,700
SUPPLIES	(14)	16,032	0	16,032
PROFESSIONAL SVCS	(15)	5,191	0	5,191
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	48,711	0	48,711
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		491,538	0	491,538

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	1,734	56,789	100	0	56,789
EI Consultant/Supervisor	23.08	1,734	40,021	100	0	40,021
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Data Management/Admin Clerk	19.34	1,734	33,536	100	0	33,536
			0		0	0
Total			226,634		0	226,634

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	17,330	100	0	17,330
Health Insurance	22,710	100	0	22,710
Dental Insurance	1,620	100	0	1,620
Life Insurance	680	100	0	680
Long Term Disability/AD&D	850	100	0	850
Unemployment	3,270	100	0	3,270
Total	46,460		0	46,460

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.5% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	1,676	100	0	1,676
EI Consultant/Supervisor	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Mileage Conferences & Mtgs.	540	100	0	540
			0	0
Total	8,920		0	8,920

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region I. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2704x10)	27,040	100	0	27,040
Parking (\$973x10)	9,730	100	0	9,730
Telephone & Cell Phone Reimbursements (\$911x10)	9,110	100	0	9,110
Workers Comp (\$501x10)	5,010	100	0	5,010
Lease (copier & postage machine) (\$496x10)	4,960	100	0	4,960
Postage (\$541x10)	5,410	100	0	5,410
Equipment Maintenance (\$505x10)	5,050	100	0	5,050
Employee Training & Orientation (\$45x10)	450	100	0	450
Payroll Processing & Misc (\$299x10)	2,990	100	0	2,990
Total	69,750		0	69,750

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, LA.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$1217x10)	12,170	100	0	12,170
Miscellaneous (outside printing) (\$119x10)	1,190	100	0	1,190
			0	0
Total	13,360		0	13,360

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$432.60 x 10)	4,326	100	0	4,326
			0	0
			0	0
Total	4,326		0	4,326

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	40,640	100	0	40,640
			0	0
			0	0
Total	40,640		0	40,640

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

AttachmentCONTRACTOR: FROM: TO:

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	226,634	0	226,634
RELATED BENEFITS	(41)	46,460	0	46,460
TRAVEL	(12)	8,920	0	8,920
OPERATING SERVICES	(13)	69,750	0	69,750
SUPPLIES	(14)	13,360	0	13,360
PROFESSIONAL SVCS	(15)	4,326	0	4,326
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	40,640	0	40,640
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		410,090	0	410,090

Note: No data entry allowed in this item

X☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735114

DHH: 060724

Office for Citizens with Developmental Disabilities**Agency # 340****EarlySteps, Louisiana's Early Intervention System****AND****Easter Seals Louisiana****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Easter Seals Louisiana			5) Federal Employer Tax ID# or Social Security # 72069437600 (Must be 11 Digits)	
2) Street Address 1010 Common Street, Suite 2000			6) Parish(es) Served 36, 38, 44	
City New Orleans	State LA	Zip Code 70112	7) License or Certification # NA	
3) Telephone Number (504) 523-7325			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4) Mailing Address (if different)				
City	State	Zip Code	8a) CFDA# (Federal Grant #) 84.181A	

9) **Brief Description Of Services To Be Provided:**

Contractor will provide System Point of Entry (SPOE) services with the Region 1 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.	
13) Maximum Contract Amount \$ 1,411,259.00 14/15-74,932 15/16-454,041 16/17-472,196 17/18 - 410,090	

14) **Terms of Payment**

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III: Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Easter Seals Louisiana


SIGNATURE

3/12/15
DATE

Tracy Garner

NAME

President/CEO

TITLE

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

SIGNATURE

DATE

Kathy Killebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

SIGNATURE

DATE

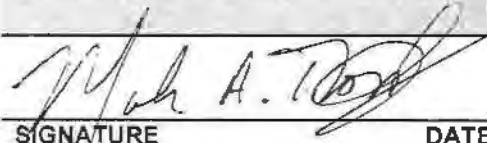
Brenda Sharp

NAME

Program Manager

TITLE

Office for Citizens with Developmental Disabilities


SIGNATURE

DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules found at 45 C.F.R. Parts 160 and 164 which were originally



Office of State Procurement PROACT Contract Certification of Approval

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735114

Vendor: Easter Seals Louisiana

Description: 735114 - Contractor will provide System Point of Entry (SPOE) Reg. 1

Approved By: Pamela Rice

Approval Date: 7/01/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45 calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality
- QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment 111

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	30.35	346	10,501	100	0	10,501
EI Consultant/Supervisor	21.39	346	7,401	100	0	7,401
Intake Service Coordinator	17.15	346	5,934	100	0	5,934
Intake Service Coordinator	17.15	346	5,934	100	0	5,934
Intake Service Coordinator	17.15	346	5,934	100	0	5,934
Data Management/Admin. Clerk	17.92	346	6,200	100	0	6,200
			0	100	0	0
			0		0	0
			0		0	0
Total			41,904		0	41,904

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	3,206	100	0	3,206
Health Insurance	4,200	100	0	4,200
Dental Insurance	300	100	0	300
Life Insurance	126	100	0	126
Long-Term Disability/AD&D	158	100	0	158
Unemployment	606	100	0	606
			0	0
			0	0
			0	0
Total	8,596		0	8,596

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.513% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	310	100	0	310
EI Consultant/Supervisor	310	100	0	310
Intake Coordinator	310	100	0	310
Intake Coordinator	310	100	0	310
Intake Coordinator	310	100	0	310
Mileage Conferences & Meetings.	100	100	0	100
			0	0
			0	0
			0	0
Total	1,650		0	1,650

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2500 per mo. x 2)	5,000	100	0	5,000
Parking (\$900 per mo. x 2)	1,800	100	0	1,800
Telephone & Cell Phone Reimbursements - \$842 x 2	1,684	100	0	1,684
Workers Comp (\$463 x 2)	926	100	0	926
Lease (copier & postage machine) (\$458 per mo. x2)	916	100	0	916
Postage (\$500 per mo. x 2)	1,000	100	0	1,000
Equipment Maintenance (\$467 per mo. x 2)	934	100	0	934
Employee Training & Orientation (\$42 x 2)	84	100	0	84
Payroll Processing & Misc. (\$276 per mo. x 2)	552	100	0	552
Total	12,896		0	12,896

Justification

Office space (including parking) and other operating expenses. Based upon current property costs in New Orleans, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) (\$1125 x 2)	2,250	100	0	2,250
Miscellaneous (outside printing) (\$110 x 2)	220	100	0	220
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	2,470		0	2,470

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
		100	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
		100	0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	7,416	100	0	7,416
			0	0
			0	0
			0	0
			0	0
			0	0
Total	7,416		0	7,416

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana FROM: 5/01/2015 TO: 06/30/2015

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	41,904	0	41,904
RELATED BENEFITS	(41)	8,596	0	8,596
TRAVEL	(12)	1,650	0	1,650
OPERATING SERVICES	(13)	12,896	0	12,896
SUPPLIES	(14)	2,470	0	2,470
PROFESSIONAL SVCS	(15)	0	0	0
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	7,416	0	7,416
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		74,932	0	74,932

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment **III**
FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	30.29	2,080	63,003	100	0	63,003
EI Consultant/Supervisor	21.35	2,080	44,408	100	0	44,408
Intake Service Coordinator	17.11	2,080	35,589	100	0	35,589
Intake Service Coordinator	17.11	2,080	35,589	100	0	35,589
Intake Service Coordinator	17.11	2,080	35,589	100	0	35,589
Data Management/Admin. Clerk	17.89	2,080	37,211	100	0	37,211
			0	100	0	0
			0		0	0
			0		0	0
Total			251,389		0	251,389

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	19,232	100	0	19,232
Health Insurance	25,200	100	0	25,200
Dental Insurance	1,800	100	0	1,800
Life Insurance	750	100	0	750
Long-Term Disability/AD&D	947	100	0	947
Unemployment	3,640	100	0	3,640
			0	0
			0	0
			0	0
Total	51,569		0	51,569

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.5135% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	1,860	100	0	1,860
EI Consultant/Supervisor	1,860	100	0	1,860
Intake Coordinator	1,860	100	0	1,860
Intake Coordinator	1,860	100	0	1,860
Intake Coordinator	1,860	100	0	1,860
Mileage Conferences & Mtgs.	600	100	0	600
			0	0
			0	0
Total	9,900		0	9,900

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent - \$2500 per mo. x 12	30,000	100	0	30,000
Parking - \$900 per mo. x 12	10,800	100	0	10,800
Telephone & Cell Phone Reimbursements -841.70 x 12	10,100	100	0	10,100
Workers Comp - \$463 x 12	5,556	100	0	5,556
Lease (copier & postage machine) - \$458.35 . x 12	5,500	100	0	5,500
Postage - \$500 per mo. x 12	6,000	100	0	6,000
Equipment Maintenance - \$466.70 per mo. x 12	5,600	100	0	5,600
Employee Training & Orientation - \$41.70 x 12	500	100	0	500
Payroll Processing & Misc. - \$276 per mo. x 12	3,312	100	0	3,312
Total	77,368		0	77,368

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) (1125 x 12)	13,500	100	0	13,500
Miscellaneous (outside printing) (\$110 x12)	1,320	100	0	1,320
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	14,820		0	14,820

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees - \$333.35 per mo. x 12	4,000	100	0	4,000
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	4,000		0	4,000

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	44,995	100	0	44,995
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	44,995		0	44,995

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET **SUMMARY BUDGET FOR THIS PERIOD**

Attachment



CONTRACTOR: Easter Seals Louisiana

FROM: 7/01/2015

TO: 06/30/2016

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	251,389	0	251,389
RELATED BENEFITS	(41)	51,569	0	51,569
TRAVEL	(12)	9,900	0	9,900
OPERATING SERVICES	(13)	77,368	0	77,368
SUPPLIES	(14)	14,820	0	14,820
PROFESSIONAL SVCS	(15)	4,000	0	4,000
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	44,995	0	44,995
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		454,041	0	454,041

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III
FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.5	2,080	65,520	100	0	65,520
EI Consultant/Supervisor	22.2	2,080	46,176	100	0	46,176
Intake Service Coordinator	17.8	2,080	37,024	100	0	37,024
Intake Service Coordinator	17.8	2,080	37,024	100	0	37,024
Intake Service Coordinator	17.8	2,080	37,024	100	0	37,024
Data Management/Admin. Clerk	18.6	2,080	38,688	100	0	38,688
			0	100	0	0
			0		0	0
			0		0	0
Total			261,456		0	261,456

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	20,001	100	0	20,001
Health Insurance	26,208	100	0	26,208
Dental Insurance	1,872	100	0	1,872
Life Insurance	780	100	0	780
Long-Term Disability/AD&D	985	100	0	985
Unemployment	3,786	100	0	3,786
			0	0
			0	0
			0	0
Total	53,632		0	53,632

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.513% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	1,935	100	0	1,935
EI Consultant/Supervisor	1,935	100	0	1,935
Intake Coordinator	1,934	100	0	1,934
Intake Coordinator	1,934	100	0	1,934
Intake Coordinator	1,934	100	0	1,934
Mileage Conferences & Mtgs.	624	100	0	624
			0	0
			0	0
			0	0
Total	10,296		0	10,296

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2600 per mo. x 12)	31,200	100	0	31,200
Parking (\$936 per mo. x 12)	11,232	100	0	11,232
Telephone & Cell Phone Reimbursements -875.30 x 12	10,504	100	0	10,504
Workers Comp - \$481.50 x 12	5,778	100	0	5,778
Lease (copier & postage machine) (\$476.66 x 12)	5,720	100	0	5,720
Postage (\$520 per mo. x 12)	6,240	100	0	6,240
Equipment Maintenance (\$485 per mo. x 12)	5,820	100	0	5,820
Employee Training & Orientation (\$43 x 12)	516	100	0	516
Payroll Processing & Misc. (\$286.66 per mo. x 12)	3,440	100	0	3,440
Total	80,450		0	80,450

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) \$1170 x 12	14,040	100	0	14,040
Miscellaneous (outside printing) (\$114 x 12)	1,368	100	0	1,368
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	15,408		0	15,408

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees (\$346.66 per mo. x 12)	4,160	100	0	4,160
		100	0	0
			0	0
			0	0
			0	0
Total	4,160		0	4,160

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
		100	0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	46,794	100	0	46,794
			0	0
			0	0
			0	0
			0	0
			0	0
Total	46,794		0	46,794

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana FROM: 7/01/2016 TO: 06/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	261,456	0	261,456
RELATED BENEFITS	(41)	53,632	0	53,632
TRAVEL	(12)	10,296	0	10,296
OPERATING SERVICES	(13)	80,450	0	80,450
SUPPLIES	(14)	15,408	0	15,408
PROFESSIONAL SVCS	(15)	4,160	0	4,160
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	46,794	0	46,794
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		472,196	0	472,196

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	32.75	1,734	56,789	100	0	56,789
EI Consultant/Supervisor	23.08	1,734	40,021	100	0	40,021
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Intake Service Coordinator	18.51	1,734	32,096	100	0	32,096
Data Management/Admin. Clerk	19.34	1,734	33,536	100	0	33,536
			0	100	0	0
			0		0	0
			0		0	0
Total			226,634		0	226,634

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	17,330	100	0	17,330
Health Insurance	22,710	100	0	22,710
Dental Insurance	1,620	100	0	1,620
Life Insurance	680	100	0	680
Long-Term Disability/AD&D	850	100	0	850
Unemployment	3,270	100	0	3,270
			0	0
			0	0
			0	0
Total	46,460		0	46,460

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 20.5% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	1,676	100	0	1,676
EI Consultant/Supervisor	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Intake Coordinator	1,676	100	0	1,676
Mileage Conferences & Mtgs.	540	100	0	540
			0	0
			0	0
Total	8,920		0	8,920

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 3 parishes in Region 1. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2704 per mo. x 10)	27,040	100	0	27,040
Parking (\$973 per mo. x 10)	9,730	100	0	9,730
Telephone & Cell Phone Reimbursements -911 x 10	9,110	100	0	9,110
Workers Comp - \$501 x 10	5,010	100	0	5,010
Lease (copier & postage machine) (\$496 x 10)	4,960	100	0	4,960
Postage (\$541 per mo. x 10)	5,410	100	0	5,410
Equipment Maintenance (\$505 per mo. x 10)	5,050	100	0	5,050
Employee Training & Orientation (\$45 x 10)	450	100	0	450
Payroll Processing & Misc. (\$299 per mo. x 10)	2,990	100	0	2,990
Total	69,750		0	69,750

Justification

Office space (including parking) and other operating expenses based upon current property costs in New Orleans, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) \$1217 x 10	12,170	100	0	12,170
Miscellaneous (outside printing) (\$119 x 10)	1,190	100	0	1,190
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	13,360		0	13,360

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees (\$432.60 per mo. x 10)	4,326	100	0	4,326
		100	0	0
			0	0
			0	0
			0	0
Total	4,326		0	4,326

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
		100	0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	40,640	100	0	40,640
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	40,640		0	40,640

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana

FROM: 7/01/2017

TO: 04/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	226,634	0	226,634
RELATED BENEFITS	(41)	46,460	0	46,460
TRAVEL	(12)	8,920	0	8,920
OPERATING SERVICES	(13)	69,750	0	69,750
SUPPLIES	(14)	13,360	0	13,360
PROFESSIONAL SVCS	(15)	4,326	0	4,326
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	40,640	0	40,640
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		410,090	0	410,090

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____

PROGRAM: EARLYSTEPS

Date: _____

Categories	Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel		\$ -	\$ -	\$
Related Benefits		-	-	
Travel		-	-	
Operating Supplies		-	-	
Supplies		-	-	
Professional Services				
Capital Assets		-	-	
Administrative		-	-	
Total		\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095

Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to TCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
						23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3. # of Carryover Referrals closed-could not contact
						4. Total #of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
						7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
						10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA

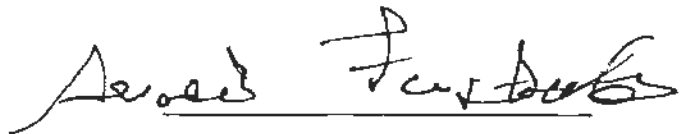
PARISH OF ORLEANS

On the 17th day of September, 2014 at a meeting of the Board of Directors of **EASTER SEALS LOUISIANA, INC.**, a corporation held in New Orleans, an incorporated municipality in the Parish of Orleans, with Quorum of the Directors present, the following business was conducted:

"BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize **TRACY GARNER** President/CEO and her successors in office to negotiate on terms and conditions that they may deem advisable, including contracts with the Louisiana Department of Health and Hospitals (DHH) and other State and Federal agencies on behalf of the corporation and further we do hereby give them the power to do all things necessary to implement, maintain, amend or renew said documents, contracts, leases, agreements, etc."

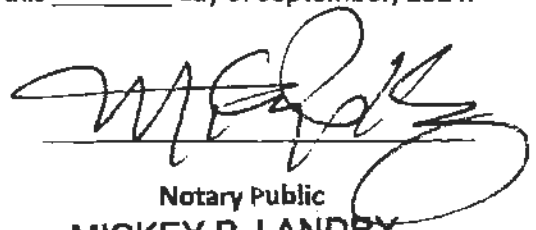
The above resolution was passed by a majority of those present and voting in accordance with the ByLaws and Articles of Incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of the Board of Directors of **EASTER SEALS LOUISIANA, Inc.**, held on the 17th day of September, 2014.



Secretary

Executed before me, the undersigned Notary Public, this 30 day of September, 2014.



Notary Public

MICKEY P. LANDRY
Notary Public, Bar No. 22817
State of Louisiana, Parish of Orleans
My Commission is issued for life.



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

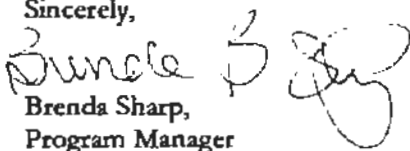
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Easter Seals Louisiana		Amount \$ 1,411,259.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
- A. What critical services will go unprovided and to whom?
- Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within **60** days after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Easter Seals Louisiana			
CFMS#: 730485	DHH#: 060287	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 439,999.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:
☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE		ASSISTANT SECRETARY OR DESIGNEE SIGNATURE
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
OFFICE	PHONE NUMBER	OFFICE
OCDD/EarlySteps	(225)342-0095	Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735114
Agency BA-22 #: 28 Agency Contract #: 060724

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Easter Seals Louisiana 72069437600
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 1 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$74,932	100%	\$1,411,259	100.0%
TOTALS	\$74,932	100%	\$1,411,259	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$5,970,543
Amount this BA-22:	\$74,932
Balance:	\$9,450,594

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Clent Goff Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Program Manager
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8112	3655	8107	\$74,932.00

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000122711</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060750</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility)	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,244,552.00</u>
AND		Original Contract Begin Date <u>05-01-2015</u>
<u>Easter Seals Louisiana</u>		Original Contract End Date <u>04-30-2018</u>
Contractor Name		RFP Number: <u>305PUR-DHHRFP-SPOE</u>

AMENDMENT PROVISIONS

Change Contract From:	From Maximum Amount: <u>\$ 1,244,552.00</u>	Current Contract Term: <u>05/01/2015 - 04/30/2018</u>
<div>CF-1 Block 13 Maximum Contract Amount \$1,244,552 FY15 \$66,473, FY16 \$402,173, FY17 \$416,257, FY18 \$359,649</div> <div>Block 14 Terms of Payment: See Attachment III: Budget</div>		
Change Contract To:	To Maximum Amount: <u>\$ 2,106,969.00</u>	Changed Contract Term: <u>5/01/2015 - 4/30/2020</u>
<div>CF-1 Block 13 Maximum Contract Amount \$2,106,969 FY15 \$66,473, FY16 \$402,173, FY17 \$416,257 FY18 \$359,649 (10 month), FY 18 \$71,815 (2 month), FY19 \$430,953, FY20 \$359,649</div> <div>Block 14 Terms of Payment: See Attachment III: Budget</div>		

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with one other qualified applicant competing. LDH/OCDD is satisfied with the performance of Easter Seals of Louisiana in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 6 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA	
Easter Seals Louisiana		LOUISIANA DEPARTMENT OF HEALTH	
		Secretary, Louisiana Department of Health or Designee	
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME	Tracy Garner	NAME	Mark A. Thomas
CONTRACTOR TITLE	President/CEO	TITLE	Assistant Secretary
		OFFICE	Office for Citizens with Developmental Disabilities
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	25.74	346	8,906	100	0	8,906
EI Consultant/Supervisor	19.56	346	6,768	100	0	6,768
Intake Service Coordinator	17.25	346	5,969	100	0	5,969
Intake Service Coordinator	17.25	346	5,969	100	0	5,969
Intake Service Coordinator	17.25	346	5,969	100	0	5,969
Data Management/Admn Clerk	16.06	346	5,557	100	0	5,557
			0	100	0	0
			0	100	0	0
			0		0	0
Total			39,138		0	39,138

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Social Security & Medicare	3,000	100	0	3,000
Health Insurance	4,500	100	0	4,500
Dental Insurance	322	100	0	322
Life Insurance	134	100	0	134
Long-Term Disability/AD&D	170	100	0	170
Unemployment	563	100	0	563
			0	0
			0	0
			0	0
Total	8,689		0	8,689

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.20% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	434	100	0	434
EI Consultant/Supervisor	434	100	0	434
Intake Service Coordinator	434	100	0	434
Intake Service Coordinator	434	100	0	434
Intake Service Coordinator	434	100	0	434
Mileage Conferences & Mtgs.	108	100	0	108
			0	0
			0	0
Total	2,278		0	2,278

Justification

Travel to reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$3214x 2)	6,428	100	0	6,428
Utilities (\$530x 2)	1,060	100	0	1,060
Telephone & Cell Phone Reimbursements (\$610x 2)	1,220	100	0	1,220
Lease (copier & postage machine) (\$268x 2)	536	100	0	536
Postage (\$334x 2)	668	100	0	668
Equipment Maintenance (\$482x 2)	964	100	0	964
Employee Training & Orientation (\$108x 2)	216	100	0	216
Workers Comp (\$441x 2)	882	100	0	882
Payroll processing & Misc (\$305x 2)	610	100	0	610
Total	12,584		0	12,584

Justification

Office space and other operating expenses based upon current cost in Alexandria, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$565x 2)	1,130	100	0	1,130
Miscellaneous (outside printing) (\$118x 2)	236	100	0	236
			0	0
			0	0
			0	0
Total	1,366		0	1,366

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$321.40x 2)	643	100	0	643
			0	0
			0	0
			0	0
Total	643		0	643

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	7,117	100	0	7,117
			0	0
			0	0
			0	0
Total	7,117		0	7,117

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 6 FROM: 5/1/17 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	39,138	0	39,138
RELATED BENEFITS	(41)	8,689	0	8,689
TRAVEL	(12)	2,278	0	2,278
OPERATING SERVICES	(13)	12,584	0	12,584
SUPPLIES	(14)	1,366	0	1,366
PROFESSIONAL SVCS	(15)	643	0	643
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	7,117	0	7,117
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		71,815	0	71,815

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	25.74	2,080	53,539	100	0	53,539
EI Consultant/Supervisor	19.56	2,080	40,685	100	0	40,685
Intake Service Coordinator	17.25	2,080	35,880	100	0	35,880
Intake Service Coordinator	17.25	2,080	35,880	100	0	35,880
Intake Service Coordinator	17.25	2,080	35,880	100	0	35,880
Data Management/Admn Clerk	16.06	2,080	33,405	100	0	33,405
			0	100	0	0
			0	100	0	0
			0		0	0
Total			235,269		0	235,269

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Social Security & Medicare	18,000	100	0	18,000
Health Insurance	27,000	100	0	27,000
Dental Insurance	1,932	100	0	1,932
Life Insurance	804	100	0	804
Long-Term Disability/AD&D	1,020	100	0	1,020
Unemployment	3,403	100	0	3,403
			0	0
			0	0
Total	52,159		0	52,159

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.17% related benefit rate

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	2,528	100	0	2,528
EI Consultant/Supervisor	2,528	100	0	2,528
Intake Service Coordinator	2,527	100	0	2,527
Intake Service Coordinator	2,527	100	0	2,527
Intake Service Coordinator	2,527	100	0	2,527
Mileage Conferences & Mtgs.	624	100	0	624
			0	0
Total	13,261		0	13,261

Justification

Travel to reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$3214x12)	38,568	100	0	38,568
Utilities (\$530x12)	6,360	100	0	6,360
Telephone & Cell Phone Reimbursements (\$610x12)	7,320	100	0	7,320
Lease (copier & postage machine) (\$268x12)	3,216	100	0	3,216
Postage (\$334x12)	4,008	100	0	4,008
Equipment Maintenance (\$482x12)	5,784	100	0	5,784
Employee Training & Orientation (\$108x12)	1,296	100	0	1,296
Workers Comp (\$441x12)	5,292	100	0	5,292
Payroll processing & Misc (\$305x12)	3,660	100	0	3,660
Total	75,504		0	75,504

Justification

Office space and other operating expenses based upon current cost in Alexandria, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$565x12)	6,780	100	0	6,780
Miscellaneous (outside printing) (\$118x12)	1,416	100	0	1,416
			0	0
			0	0
Total	8,196		0	8,196

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$321.40x12)	3,857	100	0	3,857
			0	0
			0	0
Total	3,857		0	3,857

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	42,707	100	0	42,707
			0	0
			0	0
			0	0
Total	42,707		0	42,707

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 6

FROM: 7/1/18

TO: 6/30/19

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	235,269	0	235,269
RELATED BENEFITS	(41)	52,159	0	52,159
TRAVEL	(12)	13,261	0	13,261
OPERATING SERVICES	(13)	75,504	0	75,504
SUPPLIES	(14)	8,196	0	8,196
PROFESSIONAL SVCS	(15)	3,857	0	3,857
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	42,707	0	42,707
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		430,953	0	430,953

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	25.74	1,734	44,633	100	0	44,633
EI Consultant/Supervisor	19.56	1,734	33,917	100	0	33,917
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Data Management/Admn Clerk	16.06	1,734	27,848	100	0	27,848
			0	100	0	0
			0	100	0	0
			0		0	0
Total			196,134		0	196,134

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Social Security & Medicare	15,000	100	0	15,000
Health Insurance	22,500	100	0	22,500
Dental Insurance	1,610	100	0	1,610
Life Insurance	670	100	0	670
Long-Term Disability/AD&D	850	100	0	850
Unemployment	2,840	100	0	2,840
			0	0
Total	43,470		0	43,470

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.1632% related benefit rate

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	2,180	100	0	2,180
EI Consultant/Supervisor	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Mileage Conferences & Mtgs.	540	100	0	540
			0	0
Total	11,440		0	11,440

Justification

Travel to reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$3214x10)	32,140	100	0	32,140
Utilities (\$530x10)	5,300	100	0	5,300
Telephone & Cell Phone Reimbursements (\$610x10)	6,100	100	0	6,100
Lease (copier & postage machine) (\$268x10)	2,680	100	0	2,680
Postage (\$334x10)	3,340	100	0	3,340
Equipment Maintenance (\$482x10)	4,820	100	0	4,820
Employee Training & Orientation (\$108x10)	1,080	100	0	1,080
Workers Comp (\$441x10)	4,410	100	0	4,410
Payroll processing & Misc (\$305x10)	3,050	100	0	3,050
Total	62,920		0	62,920

Justification

Office space and other operating expenses based upon current cost in Alexandria, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc.) (\$565x10)	5,650	100	0	5,650
Miscellaneous (outside printing) (\$118x10)	1,180	100	0	1,180
			0	0
Total	6,830		0	6,830

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal Fees (\$321.40x10)	3,214	100	0	3,214
			0	0
			0	0
Total	3,214		0	3,214

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn costs	35,641	100	0	35,641
			0	0
Total	35,641		0	35,641

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 6

FROM: 7/1/19

TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	196,134	0	196,134
RELATED BENEFITS	(41)	43,470	0	43,470
TRAVEL	(12)	11,440	0	11,440
OPERATING SERVICES	(13)	62,920	0	62,920
SUPPLIES	(14)	6,830	0	6,830
PROFESSIONAL SVCS	(15)	3,214	0	3,214
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	35,641	0	35,641
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		359,649	0	359,649

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735219

DHH: 060750

Office for Citizens with Developmental Disabilities**Agency # 340****EarlySteps, Louisiana's Early Intervention System****AND****Easter Seals Louisiana****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Easter Seals Louisiana			5) Federal Employer Tax ID# or Social Security # 72069437600 (Must be 11 Digits)		
2) Street Address 1010 Common Street, Suite 2000			6) Parish(es) Served 05, 13, 15, 22, 30, 40, 58, 64		
City 1010 Common Street, Suite 2000	State LA	Zip Code 70112	7) License or Certification # NA		
3) Telephone Number (504) 523-7325			8) Contractor Status		
4) Mailing Address (if different)			Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
			Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
			Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A		

9) Brief Description Of Services To Be Provided:

Contractor will provide System Point of Entry (SPOE) services with the Region 6 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
--------------------------------------	----------------------------------------

12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) **Maximum Contract Amount** \$ 1,244,552.00 14/15-66,473 15/16-402,173 16/17-416,257 17/18 - 359,649

14) Terms of Payment

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III: Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

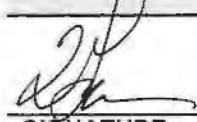
21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Easter Seals Louisiana



SIGNATURE

3/6/15
DATE

Tracy Garner

NAME

President/CEO

TITLE

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

SIGNATURE

DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

SIGNATURE

DATE

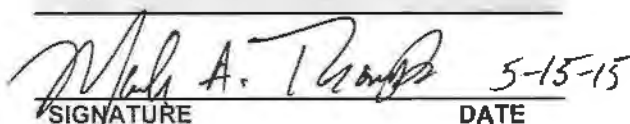
Brenda Sharp

NAME

Program Manager

TITLE

Office for Citizens with Developmental Disabilities

 5-15-15

SIGNATURE

DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE



**Office of State Procurement
PROACT Contract Certification of Approval**

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735219

Vendor: Easter Seals Louisiana

Description: Contractor will provided System Point of Entry (SPOE) - Region 6

Approved By: Pamela Rice

Approval Date: 6/29/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	24.09	346	8,335	100	0	8,335
EI Consultant/Supervisor	18.31	346	6,335	100	0	6,335
Intake Service Coordinator	16.13	346	5,581	100	0	5,581
Intake Service Coordinator	16.13	346	5,581	100	0	5,581
Intake Service Coordinator	16.13	346	5,581	100	0	5,581
Data Management/Admin. Clerk	15.03	346	5,200	100	0	5,200
			0	100	0	0
			0		0	0
			0		0	0
Total			36,613		0	36,613

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Social Security & Medicare	2,802	100	0	2,802
Health Insurance	4,200	100	0	4,200
Dental Insurance	300	100	0	300
Life Insurance	126	100	0	126
Long-Term Disability/AD&D	158	100	0	158
Unemployment)	529	100	0	529
			0	0
			0	0
			0	0
Total	8,115		0	8,115

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.164% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	407	100	0	407
EI Consultant/Supervisor	408	100	0	408
Intake Service Coordinator	407	100	0	407
Intake Service Coordinator	407	100	0	407
Intake Service Coordinator	407	100	0	407
Mileage Conferences & Mtgs.	100	100	0	100
			0	0
			0	0
			0	0
Total	2,136		0	2,136

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$3000 per mo. x 2)	6,000	100	0	6,000
Utilities (\$494 x 2)	988	100	0	988
Telephone & Cell Phone Reimbursements -(570 x 2)	1,140	100	0	1,140
Lease (copier & postage machine) - (\$250 . x 2)	500	100	0	500
Postage - (\$312 x 2)	624	100	0	624
Equipment Maintenance (\$450 per mo. x 2)	900	100	0	900
Employee Training & Orientation (\$101 x 2)	202	100	0	202
Workers Comp (\$412 x 2)	824	100	0	824
Payroll Processing & Misc. (\$285 per mo. x 2)	570	100	0	570
Total	11,748		0	11,748

Justification

Office space and other operating expenses based upon current cost in Alexandria, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) (\$527 x 2)	1,054	100	0	1,054
Miscellaneous (outside printing) (\$110 x 2)	220	100	0	220
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	1,274		0	1,274

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	6,587	100	0	6,587
			0	0
			0	0
			0	0
			0	0
			0	0
Total	6,587		0	6,587

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana FROM: 5/01/2015 TO: 06/30/2015

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	36,613	0	36,613
RELATED BENEFITS	(41)	8,115	0	8,115
TRAVEL	(12)	2,136	0	2,136
OPERATING SERVICES	(13)	11,748	0	11,748
SUPPLIES	(14)	1,274	0	1,274
PROFESSIONAL SVCS	(15)	0	0	0
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	6,587	0	6,587
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		66,473	0	66,473

Note: No data entry allowed in this item .

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment

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FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	24.04	2,080	50,003	100	0	50,003
EI Consultant/Supervisor	18.27	2,080	38,002	100	0	38,002
Intake Service Coordinator	16.11	2,080	33,509	100	0	33,509
Intake Service Coordinator	16.1	2,080	33,488	100	0	33,488
Intake Service Coordinator	16.1	2,080	33,488	100	0	33,488
Data Management/Admin. Clerk	15	2,080	31,200	100	0	31,200
			0	100	0	0
			0		0	0
			0		0	0
Total			219,690		0	219,690

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Social Security & Medicare	16,807	100	0	16,807
Health Insurance	25,200	100	0	25,200
Dental Insurance	1,800	100	0	1,800
Life Insurance	756	100	0	756
Long-Term Disability/AD&D	948	100	0	948
Unemployment)	3,181	100	0	3,181
			0	0
			0	0
			0	0
Total	48,692		0	48,692

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.164% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	2,442	100	0	2,442
EI Consultant/Supervisor	2,442	100	0	2,442
Intake Service Coordinator	2,442	100	0	2,442
Intake Service Coordinator	2,442	100	0	2,442
Intake Service Coordinator	2,442	100	0	2,442
Mileage Conferences & Mtgs.	600	100	0	600
			0	0
			0	0
			0	0
Total	12,810		0	12,810

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$3000 per mo. x 12)	36,000	100	0	36,000
Utilities (\$494 x 12)	5,928	100	0	5,928
Telephone & Cell Phone Reimbursements -(570 x 12)	6,840	100	0	6,840
Lease (copier & postage machine) - (\$250 . x 12	3,000	100	0	3,000
Postage - (\$312 x 12)	3,744	100	0	3,744
Equipment Maintenance (\$450 per mo. x 12)	5,400	100	0	5,400
Employee Training & Orientation (\$100.58 x 12)	1,207	100	0	1,207
Workers Comp (\$411.90 x 12)	4,943	100	0	4,943
Payroll Processing & Misc. (\$285 per mo. x 12)	3,420	100	0	3,420
Total	70,482		0	70,482

Justification

Office space and other operating expenses based upon current cost in Alexandria, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) (\$527 x 12)	6,324	100	0	6,324
Miscellaneous (outside printing) (\$110 x 12)	1,320	100	0	1,320
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	7,644		0	7,644

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees (\$250 per mo. x 12)	3,000	100	0	3,000
		100	0	0
			0	0
			0	0
			0	0
Total	3,000		0	3,000

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	39,855	100	0	39,855
			0	0
			0	0
			0	0
			0	0
			0	0
Total	39,855		0	39,855

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana FROM: 7/01/2015 TO: 06/30/2016

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	219,690	0	219,690
RELATED BENEFITS	(41)	48,692	0	48,692
TRAVEL	(12)	12,810	0	12,810
OPERATING SERVICES	(13)	70,482	0	70,482
SUPPLIES	(14)	7,644	0	7,644
PROFESSIONAL SVCS	(15)	3,000	0	3,000
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	39,855	0	39,855
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		402,173	0	402,173

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	24.88	2,080	51,750	100	0	51,750
EI Consultant/Supervisor	18.91	2,080	39,333	100	0	39,333
Intake Service Coordinator	16.67	2,080	34,674	100	0	34,674
Intake Service Coordinator	16.67	2,080	34,674	100	0	34,674
Intake Service Coordinator	16.67	2,080	34,674	100	0	34,674
Data Management/Admin. Clerk	15.52	2,080	32,282	100	0	32,282
			0	100	0	0
			0		0	0
			0		0	0
Total			227,387		0	227,387

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Social Security & Medicare	17,395	100	0	17,395
Health Insurance	26,082	100	0	26,082
Dental Insurance	1,860	100	0	1,860
Life Insurance	780	100	0	780
Long-Term Disability/AD&D	984	100	0	984
Unemployment)	3,288	100	0	3,288
			0	0
	1		1	0
			0	0
Total	50,390		1	50,389

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.16% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	2,528	100	0	2,528
EI Consultant/Supervisor	2,528	100	0	2,528
Intake Service Coordinator	2,527	100	0	2,527
Intake Service Coordinator	2,527	100	0	2,527
Intake Service Coordinator	2,527	100	0	2,527
Mileage Conferences & Mtgs.	624	100	0	624
			0	0
			0	0
			0	0
Total	13,261		0	13,261

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$3105 per mo. x 12)	37,260	100	0	37,260
Utilities (\$511.58 x 12)	6,139	100	0	6,139
Telephone & Cell Phone Reimbursements -(590 x 12)	7,080	100	0	7,080
Lease (copier & postage machine) - (\$258.75 x 12)	3,105	100	0	3,105
Postage - (\$323 x 12)	3,876	100	0	3,876
Equipment Maintenance (\$465.75 per mo. x 12)	5,589	100	0	5,589
Employee Training & Orientation (\$104 x 12)	1,248	100	0	1,248
Workers Comp (\$426 x 12)	5,112	100	0	5,112
Payroll Processing & Misc. (\$295 per mo. x 12)	3,540	100	0	3,540
Total	72,949		0	72,949

Justification	Office space and other operating expenses based upon current cost in Alexandria, Louisiana.
---------------	---------------------------------------------------------------------------------------------

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) 545.75 x 12	6,549	100	0	6,549
Miscellaneous (outside printing) (\$113.83 x 12)	1,366	100	0	1,366
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	7,915		0	7,915

Justification	Office supplies including paper, pens, folders, etc. essential for contract deliverables.
---------------	-------------------------------------------------------------------------------------------

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees (\$258.75 per mo. x 12)	3,105	100	0	3,105
		100	0	0
			0	0
			0	0
			0	0
Total	3,105		0	3,105

Justification	Meet state audit requirements.
---------------	--------------------------------

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	41,251	100	0	41,251
			0	0
			0	0
			0	0
			0	0
			0	0
Total	41,251		0	41,251

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment



CONTRACTOR: Easter Seals Louisiana

FROM: 7/01/2016

TO: 06/30/2017

SOURCE OF FUNDS

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	227,387	0	227,387
RELATED BENEFITS	(41)	50,389	0	50,389
TRAVEL	(12)	13,261	0	13,261
OPERATING SERVICES	(13)	72,949	0	72,949
SUPPLIES	(14)	7,915	0	7,915
PROFESSIONAL SVCS	(15)	3,105	0	3,105
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	41,251	0	41,251
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		416,257	0	416,257

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	25.74	1,734	44,633	100	0	44,633
EI Consultant/Supervisor	19.56	1,734	33,917	100	0	33,917
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Intake Service Coordinator	17.25	1,734	29,912	100	0	29,912
Data Management/Admin. Clerk	16.06	1,734	27,848	100	0	27,848
			0	100	0	0
			0		0	0
			0		0	0
Total			196,134		0	196,134

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Social Security & Medicare	15,000	100	0	15,000
Health Insurance	22,500	100	0	22,500
Dental Insurance	1,610	100	0	1,610
Life Insurance	670	100	0	670
Long-Term Disability/AD&D	850	100	0	850
Unemployment	2,840	100	0	2,840
			0	0
			0	0
			0	0
Total	43,470		0	43,470

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 22.1632% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	2,180	100	0	2,180
EI Consultant/Supervisor	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Intake Service Coordinator	2,180	100	0	2,180
Mileage Conferences & Mtgs.	540	100	0	540
			0	0
			0	0
			0	0
Total	11,440		0	11,440

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore staff will travel to 8 parishes in Region 6. Staff will also travel to conferences and meetings.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$3214 per mo. x 10)	32,140	100	0	32,140
Utilities (\$530 x 10)	5,300	100	0	5,300
Telephone & Cell Phone Reimbursements -(610 x 10)	6,100	100	0	6,100
Lease (copier & postage machine) - (\$268 x 10)	2,680	100	0	2,680
Postage - (\$334 x 10)	3,340	100	0	3,340
Equipment Maintenance (\$482 per mo. x 10)	4,820	100	0	4,820
Employee Training & Orientation (\$108 x 10)	1,080	100	0	1,080
Workers Comp (\$441 x 10)	4,410	100	0	4,410
Payroll Processing & Misc. (\$305 per mo. x 10)	3,050	100	0	3,050
Total	62,920		0	62,920

Justification

Office space and other operating expenses based upon current cost in Alexandria, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper,pens,stationary, etc.) (\$565 x 10)	5,650	100	0	5,650
Miscellaneous (outside printing) (\$118 x 10)	1,180	100	0	1,180
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	6,830		0	6,830

Justification

Office supplies including paper, pens, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal Fees (\$321.40 per mo. x 10)	3,214	100	0	3,214
		100	0	0
			0	0
			0	0
			0	0
Total	3,214		0	3,214

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	35,641	100	0	35,641
			0	0
			0	0
			0	0
			0	0
			0	0
Total	35,641		0	35,641

Justification

Indirect cost for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana FROM: 7/01/2017 TO: 04/30/2018

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	196,134	0	196,134
RELATED BENEFITS	(41)	43,470	0	43,470
TRAVEL	(12)	11,440	0	11,440
OPERATING SERVICES	(13)	62,920	0	62,920
SUPPLIES	(14)	6,830	0	6,830
PROFESSIONAL SVCS	(15)	3,214	0	3,214
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	35,641	0	35,641
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		359,649	0	359,649

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Invoice #: _____

Date: _____

Vendor#: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to OCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
0	0	0	0	0	0	23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed -parent declined
						3. # of Carryover Referrals closed-could not contact
0	0	0	0	0	0	4. Total #of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
0	0	0	0	0	0	7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA

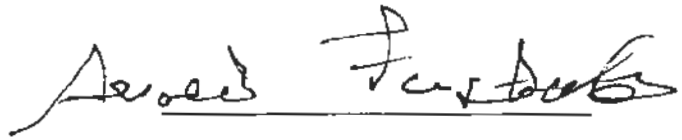
PARISH OF ORLEANS

On the 17th day of September, 2014 at a meeting of the Board of Directors of **EASTER SEALS LOUISIANA, INC.**, a corporation held in New Orleans, an incorporated municipality in the Parish of Orleans, with Quorum of the Directors present, the following business was conducted:

"**BE IT RESOLVED** that the Board of Directors of the above corporation do hereby authorize **TRACY GARNER** President/CEO and her successors in office to negotiate on terms and conditions that they may deem advisable, including contracts with the Louisiana Department of Health and Hospitals (DHH) and other State and Federal agencies on behalf of the corporation and further we do hereby give them the power to do all things necessary to implement, maintain, amend or renew said documents, contracts, leases, agreements, etc."

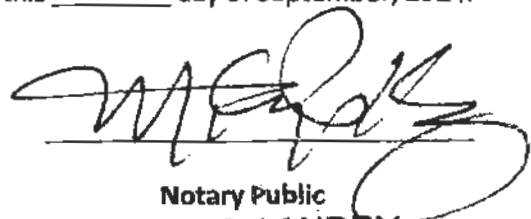
The above resolution was passed by a majority of those present and voting in accordance with the ByLaws and Articles of Incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of the Board of Directors of **EASTER SEALS LOUISIANA, Inc.**, held on the 17th day of September, 2014.



Secretary

Executed before me, the undersigned Notary Public, this 30 day of September, 2014.



Notary Public

MICKEY P. LANDRY
Notary Public, Bar No. 22817
State of Louisiana, Parish of Orleans
My Commission is issued for life.



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

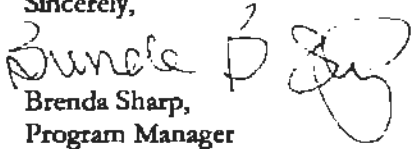
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Easter Seals Louisiana	Amount \$ 1,244,552.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018	BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment I) including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
- A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Families Helping Families @ the Crossroads			
CFMS#: 730542	DHH#: 060297	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 329,079.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE
OCDD/EarlySteps

PHONE NUMBER
(225)342-0095

OFFICE
Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735219
Agency BA-22 #: 33 Agency Contract #: 060750

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/13
(Start Date) (End Date)

Easter Seals Louisiana 72069437600
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 6 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates:
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation:

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$66,473	100%	\$1,244,552	100.0%
TOTALS	\$66,473	100%	\$1,244,552	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,425,169
Amount this BA-22:	\$66,473
Balance:	\$9,004,427

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Clent Goff
Name: Clent Goff
Title: Program Manager 1
Phone: (225) 342-0943

Reviewed/Approved By: Geetha Kumar
Name: Geetha Kumar
Title: Program Manager
Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8612	3655	8107	\$66,473.00

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000122759</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060751</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility)	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,958,681.00</u>
AND		Original Contract Begin Date <u>05-01-2015</u>
<u>Easter Seals Louisiana</u>		Original Contract End Date <u>04-30-2018</u>
<u>Contractor Name</u>		RFP Number: <u>305PUR-DHHRFP-SPOE</u>

AMENDMENT PROVISIONS

Change Contract From:	From Maximum Amount: <u>\$ 1,958,681.00</u>	Current Contract Term: <u>05/01/2015 - 04/30/2018</u>
<div>CF-1 Block 13 Maximum Contract Amount \$1,958,681 FY15 \$104,292, FY16 \$630,180, FY17 \$655,385, FY18 \$568,824</div> <div>Block 14 Terms of Payment: See Attachment III: Budget</div>		
Change Contract To:	To Maximum Amount: <u>\$ 3,322,070.00</u>	Changed Contract Term: <u>5/01/2015 - 4/30/2020</u>
<div>CF-1 Block 13 Maximum Contract Amount \$3,322,070 FY15 \$104,292, FY16 \$630,180, FY17 \$655,385, FY18 \$568,824 (10 month), FY 18 \$113,605 (2 month), FY19 \$680,960, FY20 \$568,824</div> <div>Block 14 Terms of Payment: See Attachment III: Budget</div>		

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Easter Seals of Louisiana in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 8 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA	
Easter Seals Louisiana		LOUISIANA DEPARTMENT OF HEALTH	
		Secretary, Louisiana Department of Health or Designee	
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME <u>Tracy Garner</u>		NAME <u>Mark A. Thomas</u>	
CONTRACTOR TITLE <u>President/CEO</u>		TITLE <u>Assistant Secretary</u>	
		OFFICE <u>Office for Citizens with Developmental Disabilities</u>	
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	346	11,332	100	0	11,332
EI Consultant/Supervisor	23.08	346	7,986	100	0	7,986
Intake Coordinator	18.72	346	6,477	100	0	6,477
Intake Coordinator	18.72	346	6,477	100	0	6,477
Intake Coordinator	18.71	346	6,474	100	0	6,474
Intake Coordinator	18.71	346	6,474	100	0	6,474
Intake Coordinator	18.71	346	6,474	100	0	6,474
Data Management	19.34	346	6,692	100	0	6,692
Admn Clerk	15.59	346	5,394	100	0	5,394
Total			63,780		0	63,780

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	4,890	100	0	4,890
Health Insurance	6,814	100	0	6,814
Dental Insurance	486	100	0	486
Life Insurance	198	100	0	198
Long-Term Disability/AD&D	260	100	0	260
Unemployment	926	100	0	926
			0	0
Total	13,574		0	13,574

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.283% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	772	100	0	772
EI Consultant/Supervisor	773	100	0	773
Intake Coordinator	773	100	0	773
Intake Coordinator	773	100	0	773
Intake Coordinator	773	100	0	773
Intake Coordinator	773	100	0	773
Intake Coordinator	773	100	0	773
Mileage Conferences & Meetings	306	100	0	306
			0	0
Total	5,716		0	5,716

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2974x 2)	5,948	100	0	5,948
Utilities (\$617x 2)	1,234	100	0	1,234
Telephone & Cell phone (\$893x 2)	1,786	100	0	1,786
Workers Comp (\$712x 2)	1,424	100	0	1,424
Lease (Copier & Postage machine) (\$856x 2)	1,712	100	0	1,712
Postage (\$541x 2)	1,082	100	0	1,082
Equipment Maintenance (\$505x 2)	1,010	100	0	1,010
Employee Training & Orientation (\$234x 2)	468	100	0	468
Payroll Processing & Misc (\$649x 2)	1,298	100	0	1,298
Total	15,962		0	15,962

Justification

Office space and operating expenses based upon current property costs in Monroe, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc) (\$901x 2)	1,802	100	0	1,802
Miscellaneous (outside printing) (\$324x 2)	648	100	0	648
			0	0
			0	0
			0	0
Total	2,450		0	2,450

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal (\$432.60x2)	865	100	0	865
			0	0
			0	0
			0	0
Total	865		0	865

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn Cost	11,258	100	0	11,258
			0	0
			0	0
			0	0
			0	0
Total	11,258		0	11,258

Justification

Indirect costs for administration of contract represents 11% of contract total

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 8 FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	63,780	0	63,780
RELATED BENEFITS	(41)	13,574	0	13,574
TRAVEL	(12)	5,716	0	5,716
OPERATING SERVICES	(13)	15,962	0	15,962
SUPPLIES	(14)	2,450	0	2,450
PROFESSIONAL SVCS	(15)	865	0	865
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	11,258	0	11,258
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		113,605	0	113,605

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	2,080	68,120	100	0	68,120
EI Consultant/Supervisor	23.08	2,080	48,006	100	0	48,006
Intake Coordinator	18.72	2,080	38,938	100	0	38,938
Intake Coordinator	18.72	2,080	38,938	100	0	38,938
Intake Coordinator	18.71	2,080	38,917	100	0	38,917
Intake Coordinator	18.71	2,080	38,917	100	0	38,917
Intake Coordinator	18.71	2,080	38,917	100	0	38,917
Data Management	19.34	2,080	40,227	100	0	40,227
Admn Clerk	15.59	2,080	32,427	100	0	32,427
Total			383,407		0	383,407

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	29,340	100	0	29,340
Health Insurance	40,884	100	0	40,884
Dental Insurance	2,916	100	0	2,916
Life Insurance	1,188	100	0	1,188
Long-Term Disability/AD&D	1,560	100	0	1,560
Unemployment	5,555	100	0	5,555
			0	0
Total	81,443		0	81,443

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.242% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	4,457	100	0	4,457
EI Consultant/Supervisor	4,458	100	0	4,458
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Mileage Conferences & Meetings	1,764	100	0	1,764
			0	0
Total	32,964		0	32,964

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2974x12)	35,688	100	0	35,688
Utilities (\$617x12)	7,404	100	0	7,404
Telephone & Cell phone (\$893x12)	10,716	100	0	10,716
Workers Comp (\$712x12)	8,544	100	0	8,544
Lease (Copier & Postage machine) (\$856x12)	10,272	100	0	10,272
Postage (\$541x12)	6,492	100	0	6,492
Equipment Maintenance (\$505x12)	6,060	100	0	6,060
Employee Training & Orientation (\$234x12)	2,808	100	0	2,808
Payroll Processing & Misc (\$649x12)	7,788	100	0	7,788
Total	95,772		0	95,772

Justification

Office space and operating expenses based upon current property costs in Monroe, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc) (\$901x12)	10,812	100	0	10,812
Miscellaneous (outside printing) (\$324x12)	3,888	100	0	3,888
			0	0
Total	14,700		0	14,700

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal (\$432.60x12)	5,191	100	0	5,191
			0	0
Total	5,191		0	5,191

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn Cost	67,483	100	0	67,483
			0	0
			0	0
			0	0
			0	0
Total	67,483		0	67,483

Justification

Indirect costs for administration of contract represents 11% of contract total

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 8 FROM: 7/1/18 TO: 6/30/19

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	383,407	0	383,407
RELATED BENEFITS	(41)	81,443	0	81,443
TRAVEL	(12)	32,964	0	32,964
OPERATING SERVICES	(13)	95,772	0	95,772
SUPPLIES	(14)	14,700	0	14,700
PROFESSIONAL SVCS	(15)	5,191	0	5,191
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	67,483	0	67,483
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		680,960	0	680,960

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.75	1,734	56,789	100	0	56,789
EI Consultant/Supervisor	23.08	1,734	40,021	100	0	40,021
Intake Coordinator	18.72	1,734	32,460	100	0	32,460
Intake Coordinator	18.72	1,734	32,460	100	0	32,460
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Data Management	19.34	1,734	33,536	100	0	33,536
Admn Clerk	15.59	1,734	27,033	100	0	27,033
Total			319,628		0	319,628

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA	24,450	100	0	24,450
Health Insurance	34,070	100	0	34,070
Dental Insurance	2,430	100	0	2,430
Life Insurance	990	100	0	990
Long-Term Disability/AD&D	1,300	100	0	1,300
Unemployment	4,630	100	0	4,630
			0	0
Total	67,870		0	67,870

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.234% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Program Director	3,862	100	0	3,862
EI Consultant/Supervisor	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Mileage Conferences & Meetings	1,530	100	0	1,530
			0	0
Total	28,570		0	28,570

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2974x10)	29,740	100	0	29,740
Utilities (\$617x10)	6,170	100	0	6,170
Telephone & Cell phone (\$893x10)	8,930	100	0	8,930
Workers Comp (\$712x10)	7,120	100	0	7,120
Lease (Copier & Postage machine) (\$856x10)	8,560	100	0	8,560
Postage (\$541x10)	5,410	100	0	5,410
Equipment Maintenance (\$505x10)	5,050	100	0	5,050
Employee Training & Orientation (\$234x10)	2,340	100	0	2,340
Payroll Processing & Misc (\$649x10)	6,490	100	0	6,490
Total	79,810		0	79,810

Justification

Office space and operating expenses based upon current property costs in Monroe, LA

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supplies (paper, pens, stationary, etc) (\$901x10)	9,010	100	0	9,010
Miscellaneous (outside printing) (\$324x10)	3,240	100	0	3,240
			0	0
Total	12,250		0	12,250

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Legal (\$432.60x100)	4,326	100	0	4,326
			0	0
Total	4,326		0	4,326

Justification

Meet state audit requirements

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn Cost	56,370	100	0	56,370
			0	0
			0	0
Total	56,370		0	56,370

Justification

Indirect costs for administration of contract represents 11% of contract total

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Easter Seals Louisiana Reg 8 FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	319,628	0	319,628
RELATED BENEFITS	(41)	67,870	0	67,870
TRAVEL	(12)	28,570	0	28,570
OPERATING SERVICES	(13)	79,810	0	79,810
SUPPLIES	(14)	12,250	0	12,250
PROFESSIONAL SVCS	(15)	4,326	0	4,326
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	56,370	0	56,370
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		568,824	0	568,824

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735294

DHH: 060751

Office for Citizens with Developmental Disabilities**Agency # 340****EarlySteps, Louisiana's Early Intervention System****AND****Easter Seals Louisiana****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Easter Seals Louisiana			5) Federal Employer Tax ID# or Social Security # 72069437600 (Must be 11 Digits)	
2) Street Address 1010 Common Street, Suite 2000			6) Parish(es) Served 11,,18,21,25,31,33,34,37,42,54,56,62	
City New Orleans	State LA	Zip Code 70112	7) License or Certification # NA	
3) Telephone Number (504) 523-7325			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4) Mailing Address (if different)				
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A	

- 9) **Brief Description Of Services To Be Provided:**
Contractor will provide System Point of Entry (SPOE) services with the Region 8 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.	
13) Maximum Contract Amount \$ 1,958,681.00 14/15-104,292 15/16-630,180 16/17-655,385 17/18 - 568,824	

- 14) **Terms of Payment**
If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

- 15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum
Attachment II: Statement of Work
Attachment III: Budget
Attachment IV: Monthly Invoice
Attachment V: SPOE Monthly Report
Attachment VI: Order of Precedence

Exhibit I: Board Resolution
Exhibit II: Multi Year Letter

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797 and one (1) copy of the audit shall be sent to the originating DHH Office.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Easter Seals Louisiana


SIGNATURE

3/6/15
DATE

Tracy Gamer

NAME

President/CEO

TITLE

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

SIGNATURE

DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

SIGNATURE

DATE

Brenda Sharp

NAME

Program Manager

TITLE

Office for Citizens with Developmental Disabilities


SIGNATURE

5-15-15
DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process—a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality
- QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III

FY14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	30.35	346	10,501	100	0	10,501
EI Consultant/Supervisor	21.39	346	7,401	100	0	7,401
Intake Coordinator	17.34	346	6,000	100	0	6,000
Intake Coordinator	17.34	346	6,000	100	0	6,000
Intake Coordinator	17.34	346	6,000	100	0	6,000
Intake Coordinator	17.34	346	6,000	100	0	6,000
Intake Coordinator	17.34	346	6,000	100	0	6,000
Data Management	17.92	346	6,200	100	0	6,200
Administrative Clerk	14.45	346	5,000	100	0	5,000
Total			59,102		0	59,102

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	4,522	100	0	4,522
Health Insurance	6,300	100	0	6,300
Dental Insurance	450	100	0	450
Life Insurance	184	100	0	184
Long-Term Disability/AD&D	240	100	0	240
Unemployment	855	100	0	855
			0	0
			0	0
			0	0
Total	12,551		0	12,551

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.236% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	715	100	0	715
EI Consultant/Supervisor	715	100	0	715
Intake Coordinator	714	100	0	714
Intake Coordinator	714	100	0	714
Intake Coordinator	714	100	0	714
Intake Coordinator	714	100	0	714
Intake Coordinator	714	100	0	714
Mileage Conferences & Mtgs.	284	100	0	284
			0	0
Total	5,284		0	5,284

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2750 x 2)	5,500	100	0	5,500
Utilities (\$570 x 2)	1,140	100	0	1,140
Telephone & Cell phone (\$825 x 2)	1,650	100	0	1,650
Workers Comp. (\$658 x 2)	1,316	100	0	1,316
Lease (Copier & Postage machine) (\$791.70 x 2)	1,583	100	0	1,583
Postage - (\$500 x 2)	1,000	100	0	1,000
Equipment Maintenance - (\$466.70 x 2)	933	100	0	933
Employee Training & Orientation (\$216 x 2)	432	100	0	432
Payroll Processing & Misc (\$600 x 2)	1,200	100	0	1,200
Total	14,754		0	14,754

Justification

Office space and operating expenses based upon current property costs in Monroe, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies(paper,pens,stationary,etc) 833 x 2	1,666	100	0	1,666
Miscellaneous (outside printing) (\$300 x 2)	600	100	0	600
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	2,266		0	2,266

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	10,335	100	0	10,335
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	10,335		0	10,335

Justification

Indirect costs for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
	Total	0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment (11)

CONTRACTOR: Easter Seals Louisiana

FROM: 5/01/2015

TO: 06/30/2015

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	59,102	0	59,102
RELATED BENEFITS	(41)	12,551	0	12,551
TRAVEL	(12)	5,284	0	5,284
OPERATING SERVICES	(13)	14,754	0	14,754
SUPPLIES	(14)	2,266	0	2,266
PROFESSIONAL SVCS	(15)	0	0	0
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	10,335	0	10,335
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		104,292	0	104,292

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	30.29	2,080	63,003	100	0	63,003
EI Consultant/Supervisor	21.35	2,080	44,408	100	0	44,408
Intake Coordinator	17.31	2,080	36,005	100	0	36,005
Intake Coordinator	17.31	2,080	36,005	100	0	36,005
Intake Coordinator	17.31	2,080	36,005	100	0	36,005
Intake Coordinator	17.31	2,080	36,005	100	0	36,005
Intake Coordinator	17.3	2,080	35,984	100	0	35,984
Data Management	17.88	2,080	37,190	100	0	37,190
Administrative Clerk	14.42	2,080	29,994	100	0	29,994
Total			354,599		0	354,599

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	27,127	100	0	27,127
Health Insurance	37,800	100	0	37,800
Dental Insurance	2,700	100	0	2,700
Life Insurance	1,100	100	0	1,100
Long-Term Disability/AD&D	1,440	100	0	1,440
Unemployment	5,136	100	0	5,136
			0	0
			0	0
			0	0
Total	75,303		0	75,303

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.236% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	4,285	100	0	4,285
EI Consultant/Supervisor	4,285	100	0	4,285
Intake Coordinator	4,286	100	0	4,286
Intake Coordinator	4,286	100	0	4,286
Intake Coordinator	4,286	100	0	4,286
Intake Coordinator	4,286	100	0	4,286
Intake Coordinator	4,286	100	0	4,286
Mileage Conferences & Mtgs.	1,700	100	0	1,700
			0	0
Total	31,700		0	31,700

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2750 x 12)	33,000	100	0	33,000
Utilities (\$570 x 12)	6,840	100	0	6,840
Telephone & Cell phone (\$825 x 12)	9,900	100	0	9,900
Workers Comp. (\$658 x 12)	7,896	100	0	7,896
Lease (Copier & Postage machine) (\$791.70 x 12)	9,500	100	0	9,500
Postage - (\$500 x 12)	6,000	100	0	6,000
Equipment Maintenance - (\$466.70 x 12)	5,600	100	0	5,600
Employee Training & Orientation (\$216 x 12)	2,592	100	0	2,592
Payroll Processing & Misc (\$600 x 12)	7,200	100	0	7,200
Total	88,528		0	88,528

Justification

Office space and operating expenses based upon current property costs in Monroe, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies(paper,pens,stationary,etc) 833.35 x 12	10,000	100	0	10,000
Miscellaneous (outside printing) (\$300 x 12)	3,600	100	0	3,600
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	13,600		0	13,600

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal (\$333.35 x 12)	4,000	100	0	4,000
		100	0	0
			0	0
			0	0
			0	0
Total	4,000		0	4,000

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	62,450	100	0	62,450
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	62,450		0	62,450

Justification

Indirect costs for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET **SUMMARY BUDGET FOR THIS PERIOD**

Attachment |||

CONTRACTOR: Easter Seals Louisiana

FROM: 7/01/2015

TO: 06/30/2016

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	354,599	0	354,599
RELATED BENEFITS	(41)	75,303	0	75,303
TRAVEL	(12)	31,700	0	31,700
OPERATING SERVICES	(13)	88,528	0	88,528
SUPPLIES	(14)	13,600	0	13,600
PROFESSIONAL SVCS	(15)	4,000	0	4,000
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	62,450	0	62,450
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		630,180	0	630,180

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.5	2,080	65,520	100	0	65,520
EI Consultant/Supervisor	22.2	2,080	46,176	100	0	46,176
Intake Coordinator	18	2,080	37,440	100	0	37,440
Intake Coordinator	18	2,080	37,440	100	0	37,440
Intake Coordinator	18	2,080	37,440	100	0	37,440
Intake Coordinator	18	2,080	37,440	100	0	37,440
Intake Coordinator	18	2,080	37,440	100	0	37,440
Data Management	18.6	2,080	38,688	100	0	38,688
Administrative Clerk	15	2,080	31,200	100	0	31,200
Total			368,784		0	368,784

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	28,212	100	0	28,212
Health Insurance	39,312	100	0	39,312
Dental Insurance	2,808	100	0	2,808
Life Insurance	1,144	100	0	1,144
Long-Term Disability/AD&D	1,498	100	0	1,498
Unemployment	5,341	100	0	5,341
			0	0
			0	0
			0	0
Total	78,315		0	78,315

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.236% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	4,457	100	0	4,457
EI Consultant/Supervisor	4,458	100	0	4,458
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Intake Coordinator	4,457	100	0	4,457
Mileage Conferences & Mtgs.	1,764	100	0	1,764
			0	0
Total	32,964		0	32,964

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2860 x 12)	34,320	100	0	34,320
Utilities (\$592.85 x 12)	7,114	100	0	7,114
Telephone & Cell phone (\$858 x 12)	10,296	100	0	10,296
Workers Comp. (\$684.35 x 12)	8,212	100	0	8,212
Lease (Copier & Postage machine) (\$823.35 x 12)	9,880	100	0	9,880
Postage - (\$520 x 12)	6,240	100	0	6,240
Equipment Maintenance - (\$485.35 x 12)	5,824	100	0	5,824
Employee Training & Orientation (\$224.70 x 12)	2,696	100	0	2,696
Payroll Processing & Misc (\$624 x 12)	7,488	100	0	7,488
Total	92,070		0	92,070

Justification

Office space and operating expenses based upon current property costs in Monroe, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies(paper,pens,stationary,etc) 866.70 x 12	10,400	100	0	10,400
Miscellaneous (outside printing) (\$312 x 12)	3,744	100	0	3,744
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	14,144		0	14,144

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal (\$346.70 x 12)	4,160	100	0	4,160
		100	0	0
			0	0
			0	0
			0	0
Total	4,160		0	4,160

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
		0	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	64,948	100	0	64,948
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	64,948		0	64,948

Justification

Indirect costs for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

CONTRACTOR: Easter Seals Louisiana

FROM: 7/01/2016

TO: 06/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	368,784	0	368,784
RELATED BENEFITS	(41)	78,315	0	78,315
TRAVEL	(12)	32,964	0	32,964
OPERATING SERVICES	(13)	92,070	0	92,070
SUPPLIES	(14)	14,144	0	14,144
PROFESSIONAL SVCS	(15)	4,160	0	4,160
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	64,948	0	64,948
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		655,385	0	655,385

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	32.75	1,734	56,789	100	0	56,789
EI Consultant/Supervisor	23.08	1,734	40,021	100	0	40,021
Intake Coordinator	18.72	1,734	32,460	100	0	32,460
Intake Coordinator	18.72	1,734	32,460	100	0	32,460
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Intake Coordinator	18.71	1,734	32,443	100	0	32,443
Data Management	19.34	1,734	33,536	100	0	33,536
Administrative Clerk	15.59	1,734	27,033	100	0	27,033
Total			319,628		0	319,628

Justification

Salaries required to have adequate qualified staff to perform contractual obligations.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA	24,450	100	0	24,450
Health Insurance	34,070	100	0	34,070
Dental Insurance	2,430	100	0	2,430
Life Insurance	990	100	0	990
Long-Term Disability/AD&D	1,300	100	0	1,300
Unemployment	4,630	100	0	4,630
			0	0
			0	0
			0	0
Total	67,870		0	67,870

Justification

Employee benefits including health insurance for those employees choosing to access this benefit and represents 21.234% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Program Director	3,862	100	0	3,862
EI Consultant/Supervisor	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Intake Coordinator	3,863	100	0	3,863
Mileage Conferences & Mtgs.	1,530	100	0	1,530
			0	0
Total	28,570		0	28,570

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 12 parishes in Region 8.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2974 x 10)	29,740	100	0	29,740
Utilities (\$617 x 10)	6,170	100	0	6,170
Telephone & Cell phone (\$893 x 10)	8,930	100	0	8,930
Workers Comp. (\$712 x 10)	7,120	100	0	7,120
Lease (Copier & Postage machine) (\$856 x 10)	8,560	100	0	8,560
Postage - (\$541 x 10)	5,410	100	0	5,410
Equipment Maintenance - (\$505 x 10)	5,050	100	0	5,050
Employee Training & Orientation (\$234 x 10)	2,340	100	0	2,340
Payroll Processing & Misc (\$649 x 10)	6,490	100	0	6,490
Total	79,810		0	79,810

Justification

Office space and operating expenses based upon current property costs in Monroe, Louisiana.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supplies (paper, pens, stationary, etc) \$901 x 10	9,010	100	0	9,010
Miscellaneous (outside printing) (\$324 x 10)	3,240	100	0	3,240
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	12,250		0	12,250

Justification

Office supplies including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Legal (\$432.60 x 10)	4,326	100	0	4,326
		100	0	0
			0	0
			0	0
			0	0
Total	4,326		0	4,326

Justification

Meet state audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs	56,370	100	0	56,370
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	56,370		0	56,370

Justification

Indirect costs for administration of contract represents 11% of contract total.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
	Total	0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Easter Seals Louisiana **FROM:** 7/01/2017 **TO:** 04/30/2018

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	319,628	0	319,628
RELATED BENEFITS	(41)	67,870	0	67,870
TRAVEL	(12)	28,570	0	28,570
OPERATING SERVICES	(13)	79,810	0	79,810
SUPPLIES	(14)	12,250	0	12,250
PROFESSIONAL SVCS	(15)	4,326	0	4,326
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	56,370	0	56,370
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		568,824	0	568,824

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

					15. # of Referrals to EPSDT
					16. # of Referrals to TCDD
					17. # of Referrals to LEA
					18. # of Transition Meetings
					19. # of Referrals to Other Agencies
					20. # of New Referrals from Current Month
					21. Referrals closed-parent declined
					22. Referrals Closed -could not contact
					23. Total Number of New Referrals
					24. # of NEW Referrals Not eligible based on ASQ
					25. # of NEW Referrals Not eligible based on BDI
					26. Total Number of Eligible Children from New Referrals as of last day of current month
					27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

					1. # of Carryover Referrals from Prior Month
					2. # of Carryover Referrals closed-parent declined
					3. # of Carryover Referrals closed-could not contact
					4. Total #of Carryovers
					5. # of Carryover Referrals Not Eligible by ASQ
					6. # of Carryover Referrals Not Eligible based on BDI
					7. Total # of Eligible Children from Carryover Referrals
					8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
					12. Total Number of IFSPs written from Carryovers Referrals
					13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA

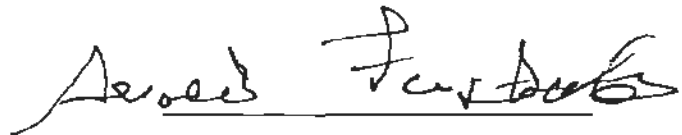
PARISH OF ORLEANS

On the 17th day of September, 2014 at a meeting of the Board of Directors of **EASTER SEALS LOUISIANA, INC.**, a corporation held in New Orleans, an incorporated municipality in the Parish of Orleans, with Quorum of the Directors present, the following business was conducted:

"**BE IT RESOLVED** that the Board of Directors of the above corporation do hereby authorize **TRACY GARNER** President/CEO and her successors in office to negotiate on terms and conditions that they may deem advisable, including contracts with the Louisiana Department of Health and Hospitals (DHH) and other State and Federal agencies on behalf of the corporation and further we do hereby give them the power to do all things necessary to implement, maintain, amend or renew said documents, contracts, leases, agreements, etc."

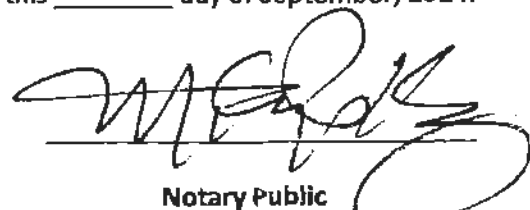
The above resolution was passed by a majority of those present and voting in accordance with the ByLaws and Articles of Incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of the Board of Directors of **EASTER SEALS LOUISIANA, Inc.**, held on the 17th day of September, 2014.



Secretary

Executed before me, the undersigned Notary Public, this 30 day of September, 2014.



Notary Public

MICKEY P. LANDRY
Notary Public, Bar No. 22817
State of Louisiana, Parish of Orleans
My Commission is issued for life.



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE

PHONE NUMBER

OCDD/EarlySteps

(225)342-5715

OFFICE

Office for Citizens with Developmental Disabilities

SUMMARY OF INFORMATION

CONTRACTOR NAME Easter Seals Louisiana		Amount \$ 1,958,681.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
- A. What critical services will go unprovided and to whom?
- Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within **60** days after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name):
Easter Seals Louisiana

CFMS#: 730483	DHH#: 060286	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 391,497.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735294
Agency BA-22 #: 35 Agency Contract #: _____

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(YMY-YV) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Easter Seals Louisiana 72069437600
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 8 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$104,292	100%	\$1,958,681	100.0%
TOTALS	\$104,292	100%	\$1,958,681	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,590,123
Amount this BA-22:	\$104,292
Balance:	\$8,801,654

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Clent Goff Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Program Manager
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8812	3655	8107	\$104,292.00

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000123313</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060722</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility)	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,826,597.00</u>
AND		
	<u>Southeastern Louisiana Area Health Education Center</u>	Original Contract Begin Date <u>05-01-2015</u>
	Contractor Name	Original Contract End Date <u>04-30-2018</u>
		RFP Number: <u>305PUR-DHHRFP-SPQ5</u>

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,826,597.00 Current Contract Term: 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,826,597 FY15 \$100,134 FY16 \$605,545, FY17 \$610,441, FY18 \$510,477

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 3,050,963.00 Changed Contract Term: 5/01/2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$3,050,963, FY15 \$100,134, FY16 \$605,545, FY17 \$610,441, FY18 \$510,477 (10 month), FY 18 \$101,687 (2 month), FY19 \$612,202, FY20 510,477

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Southeastern Louisiana Area Health Education Center in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 9 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR	STATE OF LOUISIANA
Southeastern Louisiana Area Health Education Center	LOUISIANA DEPARTMENT OF HEALTH
	Secretary, Louisiana Department of Health or Designee
CONTRACTOR SIGNATURE	SIGNATURE
DATE	DATE
PRINT NAME <u>Brian P. Jakes, Sr.</u>	NAME <u>Mark A. Thomas</u>
CONTRACTOR TITLE <u>Chief Executive Officer</u>	TITLE <u>Assistant Secretary</u>
	OFFICE <u>Office for Citizens with Developmental Disabilities</u>
	PROGRAM SIGNATURE
	DATE
	NAME

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.72	578	18,334	100	0	18,334
Intake Coordinator Sup/Data Manager	26.43	1,734	45,830	100	0	45,830
Intake Coordinator	18.26	1,734	31,663	100	0	31,663
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Admn Clerk	12.01	1,734	20,825	100	0	20,825
Total			268,722		0	268,722

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	20,560	100	0	20,560
Health Insurance	46,570	100	0	46,570
Dental Insurance	3,590	100	0	3,590
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	18,810	100	0	18,810
			0	0
Total	93,130		0	93,130

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.6568% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/Data Manager	2,240	100	0	2,240
EI Consultant	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
			0	0
Total	17,920		0	17,920

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1500 x 10)	15,000	100	0	15,000
Utilities (\$208.33 x 10)	2,083	100	0	2,083
Telephone/Cell phone (\$1100 x 10)	11,000	100	0	11,000
Maintenance of Equipment (\$700 x 10)	7,000	100	0	7,000
IT/IT Audit (\$600 x 10)	6,000	100	0	6,000
Liability Insurance (\$225 x 10)	2,250	100	0	2,250
Workers Compensation (\$116.66 x 10)	1,167	100	0	1,167
Unemployment Insurance (\$85 x 10)	850	100	0	850
		100	0	0
Total	45,350		0	45,350

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper,pens,file folders, etc (\$2100 x 10)	21,000	100	0	21,000
			0	0
Total	21,000		0	21,000

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1666.67 x 10)	16,667	100	0	16,667
Audit (\$240 x 10)	2,400	100	0	2,400
			0	0
Total	19,067		0	19,067

Justification

Audit services yearly. EI consultant is contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 x 1)	1,000	100	0	1,000
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	44,288	100	0	44,288
Total	44,288		0	44,288

Justification

9.5% indirect and admin. cost

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educ FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	268,722	0	268,722
RELATED BENEFITS	(41)	93,130	0	93,130
TRAVEL	(12)	17,920	0	17,920
OPERATING SERVICES	(13)	45,350	0	45,350
SUPPLIES	(14)	21,000	0	21,000
PROFESSIONAL SVCS	(15)	19,067	0	19,067
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	44,288	0	44,288
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		510,477	0	510,477

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.72	115	3,648	100	0	3,648
Intake Coordinator Sup/Data Manager	26.43	346	9,145	100	0	9,145
Intake Coordinator	18.26	346	6,318	100	0	6,318
Intake Coordinator	17.54	346	6,069	100	0	6,069
Intake Coordinator	17.54	346	6,069	100	0	6,069
Intake Coordinator	17.54	346	6,069	100	0	6,069
Intake Coordinator	17.54	346	6,069	100	0	6,069
Intake Coordinator	17.54	346	6,069	100	0	6,069
Admn Clerk	12.01	346	4,155	100	0	4,155
Total			53,611		0	53,611

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	4,112	100	0	4,112
Health Insurance	9,314	100	0	9,314
Dental Insurance	718	100	0	718
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,723	100	0	3,723
			0	0
			0	0
			0	0
Total	18,587		0	18,587

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.6709% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/Data Manager	448	100	0	448
EI Consultant	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
			0	0
Total	3,584		0	3,584

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1500 x 2)	3,000	100	0	3,000
Utilities (\$208.33 x 2)	417	100	0	417
Telephone/Cell phone (\$1100 x 2)	2,200	100	0	2,200
Maintenance of Equipment (\$700 x 2)	1,400	100	0	1,400
IT/IT Audit (\$600 x 2)	1,200	100	0	1,200
Liability Insurance (\$225 x 2)	450	100	0	450
Workers Compensation (\$116.66 x 2)	233	100	0	233
Unemployment Insurance (\$85 x 2)	170	100	0	170
		100	0	0
Total	9,070		0	9,070

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper,pens,file folders, etc (\$2100 x 2)	4,200	100	0	4,200
			0	0
			0	0
Total	4,200		0	4,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1666.67 x 2)	3,333	100	0	3,333
Audit (\$240 x 2)	480	100	0	480
			0	0
Total	3,813		0	3,813

Justification

Audit services yearly. EI consultant is contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
		100	0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	8,822	100	0	8,822
			0	0
Total	8,822		0	8,822

Justification

9.5% indirect and admin. cost

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educ FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	53,611	0	53,611
RELATED BENEFITS	(41)	18,587	0	18,587
TRAVEL	(12)	3,584	0	3,584
OPERATING SERVICES	(13)	9,070	0	9,070
SUPPLIES	(14)	4,200	0	4,200
PROFESSIONAL SVCS	(15)	3,813	0	3,813
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,822	0	8,822
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		101,687	0	101,687

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.72	693	21,982	100	0	21,982
Intake Coordinator Sup/Data Manager	26.43	2,080	54,974	100	0	54,974
Intake Coordinator	18.26	2,080	37,981	100	0	37,981
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Admn Clerk	12.01	2,080	24,981	100	0	24,981
Total			322,333		0	322,333

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	24,672	100	0	24,672
Health Insurance	55,884	100	0	55,884
Dental Insurance	4,308	100	0	4,308
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,572	100	0	22,572
			0	0
Total	111,756		0	111,756

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.6709% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/Data Manager	2,687	100	0	2,687
EI Consultant	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
			0	0
Total	21,500		0	21,500

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1500 x 12)	18,000	100	0	18,000
Utilities (\$208.33 x 12)	2,500	100	0	2,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$700 x 12)	8,400	100	0	8,400
IT/IT Audit (\$600 x 12)	7,200	100	0	7,200
Liability Insurance (\$225 x 12)	2,700	100	0	2,700
Workers Compensation (\$116.66 x 12)	1,400	100	0	1,400
Unemployment Insurance (\$85 x 12)	1,020	100	0	1,020
		100	0	0
Total	54,420		0	54,420

Justification Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper,pens,file folders, etc (\$2100 x 12)	25,200	100	0	25,200
			0	0
Total	25,200		0	25,200

Justification Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1666.67 x 12)	20,000	100	0	20,000
Audit (\$240 x 12)	2,880	100	0	2,880
			0	0
Total	22,880		0	22,880

Justification Audit services yearly. EI consultant is contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 x 1)	1,000	100	0	1,000
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	53,113	100	0	53,113
Total	53,113		0	53,113

Justification

9.5% indirect and admin. cost

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educ FROM: 7/1/18 TO: 4/30/19

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	322,333	0	322,333
RELATED BENEFITS	(41)	111,756	0	111,756
TRAVEL	(12)	21,500	0	21,500
OPERATING SERVICES	(13)	54,420	0	54,420
SUPPLIES	(14)	25,200	0	25,200
PROFESSIONAL SVCS	(15)	22,880	0	22,880
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	53,113	0	53,113
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		612,202	0	612,202

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735292

DHH: 060722

Office for Citizens with Developmental Disabilities

Agency # 340

EarlySteps, Louisiana's Early Intervention System**AND****Southeastern Louisiana Area Health Education Center****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Southeastern Louisiana Area Health Education Center			5) Federal Employer Tax ID# or Social Security # 72115501400 (Must be 11 Digits)		
2) Street Address 1302 J.W. Davis Drive			6) Parish(es) Served 32, 46, 52, 53, 59		
City Hammond	State LA	Zip Code 70403	7) License or Certification # NA		
3) Telephone Number (985) 345-1119			8) Contractor Status		
4) Mailing Address (if different)			Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A		

- 9) **Brief Description Of Services To Be Provided:**
 Contractor will provide System Point of Entry (SPOE) services with the Region 9 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
--------------------------------------	----------------------------------------

- 12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) **Maximum Contract Amount** \$ 1,826,597.00 14/15-100,134 15/16-605,545 16/17-610,441 17/18 - 510,477

- 14) **Terms of Payment**
 If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
 Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

- 15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III: Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Southeastern Louisiana Area Health Education Center

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

SIGNATURE

DATE

Brian P. Jakes, Sr.

NAME

Chief Executive Officer

TITLE

SIGNATURE

DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

Office for Citizens with Developmental Disabilities

SIGNATURE

DATE

Brenda Sharp

NAME

Program Manager

TITLE

SIGNATURE

DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally



Office of State Procurement PROACT Contract Certification of Approval

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735292

Vendor: Southeastern Louisiana Area Health Education Center

Description: The contractor will provide System Point of Entry (SPOE) in Region 9.

Approved By: Pamela Rice

Approval Date: 6/30/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.89	115	3,667	100	0	3,667
Intake Coordinator Sup/Data Manger	26.49	346	9,166	100	0	9,166
Intake Coordinator	18.31	346	6,335	100	0	6,335
Intake Coordinator	17.58	346	6,083	100	0	6,083
Intake Coordinator	17.58	346	6,083	100	0	6,083
Intake Coordinator	17.58	346	6,083	100	0	6,083
Intake Coordinator	17.58	346	6,083	100	0	6,083
Intake Coordinator	17.58	346	6,083	100	0	6,083
Admin. Clerk	12.04	346	4,166	100	0	4,166
Total			53,749	100	0	53,749

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	4,110	100	0	4,110
Health Insurance	8,467	100	0	8,467
Dental Insurance	652	100	0	652
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,762	100	0	3,762
			0	0
			0	0
			0	0
			0	0
Total	17,711		0	17,711

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 32.951% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/Data Manager	448	100	0	448
EI Consultant	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
Intake Coordinator	448	100	0	448
			0	0
Total	3,584		0	3,584

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 2)	2,800	100	0	2,800
Utilities (\$208.33 x 2)	417	100	0	417
Telephone/Cell phone (\$1100 x 2)	2,200	100	0	2,200
Maintenance of Equipment (\$700 x 2)	1,400	100	0	1,400
IT/IT Audit (\$600 x 2)	1,200	100	0	1,200
Liability Insurance (\$225 x 2)	450	100	0	450
Workers Compensation (\$116.66 x 2)	233	100	0	233
Unemployment Insurance (\$85 x 2)	170	100	0	170
			0	0
Total	8,870		0	8,870

Justification Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper,pens,file folders, etc (\$2100 x 2)	4,200	100	0	4,200
			0	0
			0	0
			0	0
Total	4,200		0	4,200

Justification Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1666.67 x 2)	3,333	100	0	3,333
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	3,333		0	3,333

Justification Audit services yearly. EI consultant is contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	8,687	100	0	8,687
			0	0
			0	0
			0	0
Total	8,687		0	8,687

Justification

9.875% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 9 **FROM:** 5/01/2015 **TO:** 6/30/2015

		SOURCE OF FUNDS		
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	53,749	0	53,749
RELATED BENEFITS	(41)	17,711	0	17,711
TRAVEL	(12)	3,584	0	3,584
OPERATING SERVICES	(13)	8,870	0	8,870
SUPPLIES	(14)	4,200	0	4,200
PROFESSIONAL SVCS	(15)	3,333	0	3,333
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,687	0	8,687
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		100,134	0	100,134

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.74	693	21,996	100	0	21,996
Intake Coordinator Sup/Data Manger	26.44	2,080	54,995	100	0	54,995
Intake Coordinator	18.27	2,080	38,002	100	0	38,002
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Admin. Clerk	12.02	2,080	25,002	100	0	25,002
Total			322,410	100	0	322,410

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	24,671	100	0	24,671
Health Insurance	50,800	100	0	50,800
Dental Insurance	3,913	100	0	3,913
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,575	100	0	22,575
			0	0
			0	0
			0	0
			0	0
Total	106,279		0	106,279

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 32.964% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/Data Manager	2,687	100	0	2,687
EI Consultant	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
			0	0
Total	21,500		0	21,500

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 12)	16,800	100	0	16,800
Utilities (\$208.33 x 12)	2,500	100	0	2,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$700 x 12)	8,400	100	0	8,400
IT/IT Audit (\$600 x 12)	7,200	100	0	7,200
Liability Insurance (\$225 x 12)	2,700	100	0	2,700
Workers Compensation (\$116.66 x 12)	1,400	100	0	1,400
Unemployment Insurance (\$85 x 12)	1,020	100	0	1,020
			0	0
Total	53,220		0	53,220

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper,pens,file folders, etc (\$2100 x 12)	25,200	100	0	25,200
			0	0
			0	0
			0	0
Total	25,200		0	25,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1666.67 x 12)	20,000	100	0	20,000
Audit (\$200 x 12)	2,400	100	0	2,400
		100	0	0
			0	0
			0	0
			0	0
			0	0
Total	22,400		0	22,400

Justification

Audit services yearly. EI consultant is contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 2)	2,000	100	0	2,000
			0	0
			0	0
Total	2,000		0	2,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	52,536	100	0	52,536
			0	0
			0	0
			0	0
Total	52,536		0	52,536

Justification

9.875% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 9 FROM: 7/01/2015 TO: 6/30/2016

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	322,410	0	322,410
RELATED BENEFITS	(41)	106,279	0	106,279
TRAVEL	(12)	21,500	0	21,500
OPERATING SERVICES	(13)	53,220	0	53,220
SUPPLIES	(14)	25,200	0	25,200
PROFESSIONAL SVCS	(15)	22,400	0	22,400
CAPITAL ASSETS	(16)	2,000	0	2,000
ADMINISTRATIVE	(17)	52,536	0	52,536
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		605,545	0	605,545

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.74	693	21,996	100	0	21,996
Intake Coordinator Sup/Data Manger	26.44	2,080	54,995	100	0	54,995
Intake Coordinator	18.27	2,080	38,002	100	0	38,002
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Intake Coordinator	17.54	2,080	36,483	100	0	36,483
Admin. Clerk	12.02	2,080	25,002	100	0	25,002
Total			322,410	100	0	322,410

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	24,671	100	0	24,671
Health Insurance	55,880	100	0	55,880
Dental Insurance	4,304	100	0	4,304
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,575	100	0	22,575
			0	0
			0	0
			0	0
			0	0
Total	111,750		0	111,750

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.6607% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/Data Manager	2,687	100	0	2,687
EI Consultant	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,687	100	0	2,687
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Intake Coordinator	2,688	100	0	2,688
Total	21,500		0	21,500

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 12)	16,800	100	0	16,800
Utilities (\$208.33 x 12)	2,500	100	0	2,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$700 x 12)	8,400	100	0	8,400
IT/IT Audit (\$600 x 12)	7,200	100	0	7,200
Liability Insurance (\$225 x 12)	2,700	100	0	2,700
Workers Compensation (\$116.66 x 12)	1,400	100	0	1,400
Unemployment Insurance (\$85 x 12)	1,020	100	0	1,020
			0	0
Total	53,220		0	53,220

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper,pens,file folders, etc (\$2100 x 12)	25,200	100	0	25,200
			0	0
			0	0
			0	0
Total	25,200		0	25,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1666.67 x 12)	20,000	100	0	20,000
Audit (\$200 x 12)	2,400	100	0	2,400
		100	0	0
			0	0
			0	0
			0	0
			0	0
Total	22,400		0	22,400

Justification

Audit services yearly. EI consultant is contracted for approximately hours for twelve months to meet contract requirements.

(16) Capital Assets

	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
Total	1,000		0	1,000

Replacement of computers on rotating basis. Computer life 3 to 4 years.

Justification

(17) Indirect/Admin Cost

	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	52,961	100	0	52,961
			0	0
			0	0
			0	0
Total	52,961		0	52,961

9.5% indirect and admin. cost.

Justification

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 9 FROM: 7/01/2016 TO: 6/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	322,410	0	322,410
RELATED BENEFITS	(41)	111,750	0	111,750
TRAVEL	(12)	21,500	0	21,500
OPERATING SERVICES	(13)	53,220	0	53,220
SUPPLIES	(14)	25,200	0	25,200
PROFESSIONAL SVCS	(15)	22,400	0	22,400
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	52,961	0	52,961
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		610,441	0	610,441

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.72	578	18,334	100	0	18,334
Intake Coordinator Sup/Data Manger	26.43	1,734	45,830	100	0	45,830
Intake Coordinator	18.26	1,734	31,663	100	0	31,663
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Intake Coordinator	17.54	1,734	30,414	100	0	30,414
Admin. Clerk	12.01	1,734	20,825	100	0	20,825
Total			268,722	100	0	268,722

Justification

Personnel Cost for Region 9. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	20,560	100	0	20,560
Health Insurance	46,570	100	0	46,570
Dental Insurance	3,590	100	0	3,590
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	18,810	100	0	18,810
			0	0
			0	0
			0	0
			0	0
Total	93,130		0	93,130

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.6568% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/Data Manager	2,240	100	0	2,240
EI Consultant	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Intake Coordinator	2,240	100	0	2,240
Total	17,920		0	17,920

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 5 parishes in Region 9.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1500 x 10)	15,000	100	0	15,000
Utilities (\$208.33 x 10)	2,083	100	0	2,083
Telephone/Cell phone (\$1100 x 10)	11,000	100	0	11,000
Maintenance of Equipment (\$700 x 10)	7,000	100	0	7,000
IT/IT Audit (\$600 x 10)	6,000	100	0	6,000
Liability Insurance (\$225 x 10)	2,250	100	0	2,250
Workers Compensation (\$116.66 x 10)	1,167	100	0	1,167
Unemployment Insurance (\$85 x 10)	850	100	0	850
			0	0
Total	45,350		0	45,350

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper,pens,file folders, etc (\$2100 x 10)	21,000	100	0	21,000
			0	0
			0	0
			0	0
			0	0
Total	21,000		0	21,000

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1666.67 x 10)	16,667	100	0	16,667
Audit (\$240 x 10)	2,400	100	0	2,400
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	19,067		0	19,067

Justification

Audit services yearly. EI consultant is contracted to meet contract requirements.

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 9

FROM: 7/01/2017

TO: 4/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	268,722	0	268,722
RELATED BENEFITS	(41)	93,130	0	93,130
TRAVEL	(12)	17,920	0	17,920
OPERATING SERVICES	(13)	45,350	0	45,350
SUPPLIES	(14)	21,000	0	21,000
PROFESSIONAL SVCS	(15)	19,067	0	19,067
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	44,288	0	44,288
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		510,477	0	510,477

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories	Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel		\$ -	\$ -	\$
Related Benefits		-	-	
Travel		-	-	
Operating Supplies		-	-	
Supplies		-	-	
Professional Services				
Capital Assets		-	-	
Administrative		-	-	
Total		\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

					15. # of Referrals to EPSDT
					16. # of Referrals to OCDD
					17. # of Referrals to LEA
					18. # of Transition Meetings
					19. # of Referrals to Other Agencies
					20. # of New Referrals from Current Month
					21. Referrals closed-parent declined
					22. Referrals Closed -could not contact
					23. Total Number of New Referrals
					24. # of NEW Referrals Not eligible based on ASQ
					25. # of NEW Referrals Not eligible based on BDI
					26. Total Number of Eligible Children from New Referrals as of last day of current month
					27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

					1. # of Carryover Referrals from Prior Month
					2. # of Carryover Referrals closed -parent declined
					3. # of Carryover Referrals closed-could not contact
0	0	0	0	0	4. Total #of Carryovers
					5. # of Carryover Referrals Not Eligible by ASQ
					6. # of Carryover Referrals Not Eligible based on BDI
0	0	0	0	0	7. Total # of Eligible Children from Carryover Referrals
					8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
					10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
					12. Total Number of IFSPs written from Carryovers Referrals
					13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.

2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

On the 18th day of June, 2014, at a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center a corporation, held in the city of Hammond, Tangipahoa Parish, Louisiana with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the above corporation do hereby authorize Virginia Pelegrin, President or Brian P. Jakes, Sr., Chief Executive Officer to negotiate at any time within 36 months from this date and on terms and conditions that she/he may deem advisable, a contract or contracts with the Louisiana Department of Health and Hospitals, to execute said documents on behalf of the corporation and further we do hereby give her/him the power and authority to do all things necessary to implement, maintain, amend or renew said documents.

The above resolution was passed by a majority of those present and voting in accordance with the bylaws and articles of incorporation.

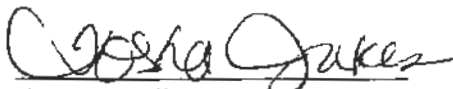
I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center.

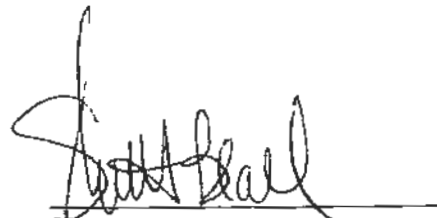
Held on the 16th day of June, 2014.

Subscribed and sworn before me, a Notary Public

For the Parish of St. Tammany State of Louisiana

On the 21st day of January, 2015.


Notary Public #1360012


Secretary



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

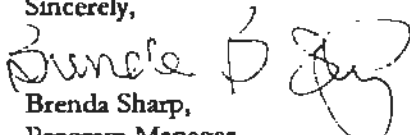
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Southeastern Louisiana Area Health Education Center		Amount \$ 1,826,597.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1.
- Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2.
- The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3.
- When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4.
- The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5.
- Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
B. How many hours will the contractor have to work? N/A
- ☒ 6.
- Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. (For Personal, Professional, Consulting contracts exceeding \$20,000)
- ☒ 7.
- The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8.
- A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9.
- The cost basis for the proposed contract is justified and reasonable.
- ☒ 10.
- A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Southeastern Louisiana Area Health Education Center			
CFMS#: 730564	DHH#: 060295	EFF: 07-01-2014	TERM: 04-30-2014
AMOUNT: \$ 449,595.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE
OCDD/EarlySteps

PHONE NUMBER
(225)342-5715

OFFICE
Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735292
Agency BA-22 #: 36 Agency Contract #: 060722

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(my-yr) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Southeastern Louisiana Area Health Education Center 72115501400
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 9 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)
Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$100,134	100%	\$1,826,597	100.0%
TOTALS	\$100,134	100%	\$1,826,597	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)
If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,694,415
Amount this BA-22:	\$100,134
Balance:	\$8,701,520

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: CC
Name: Clent Goff
Title: Program Manager 1
Phone: (225) 342-0943

Reviewed/Approved By: Geetha Kumar
Name: Geetha Kumar
Title: Program Manager
Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8912	3655	8107	\$100,134.00

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 9/9/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735292
Agency BA-22 #: 19 Agency Contract #: 060722

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 07/01/14 04/30/15
(YYYY-YY) (Start Date) (End Date)

Multi-year Contract (Yes/No): Y If "Yes", provide contract dates: 05/01/15 04/30/18
(Start Date) (End Date)

Southeast Louisianan Area Health Education Center 72115501400
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry Services with the Region 9 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$605,545	100%	\$1,826,597	100.0%
TOTALS	\$605,545	100%	\$1,826,597	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)
Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No) _____
If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$12,261,269
Amount Previously Obligated:	\$4,879,686
Amount this BA-22:	\$605,545
Balance:	\$6,776,038

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: _____ Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Accountant Manager 2
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY						
AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8912	3655	8107	\$605,545.00

AMENDMENT TO
AGREEMENT BETWEEN STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH

Amendment #: 1
LAGOV#: 2000123341
LDH #: 060723

(Regional/ Program/ Facility)	Office for Citizens with Developmental Disabilities	
	EarlySteps, Louisiana's Early Intervention System	Original Contract Amt \$ 1,047,837.00
	AND	Original Contract Begin Date 05-01-2015
	Southeastern Louisiana Area Health Education Center	Original Contract End Date 04-30-2018
	Contractor Name	RFP Number: 305PUR-DHHRFP-SPOE

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,047,837.00 Current Contract Term: 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,047,837 FY15 \$57,205 FY16 \$346,746, FY17 \$351,608, FY18 \$292,278
CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 1,748,784.00 Changed Contract Term: 5/01/2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$1,748,784; FY15 \$57,205 FY16 \$346,746, FY17 \$351,608, FY18 \$292,278 (10 month), FY 18 \$58,181 (2 month), FY19 \$350,488, FY20 \$292,278
CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Southeastern Louisiana Area Health Education Center in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 10 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA LOUISIANA DEPARTMENT OF HEALTH	
Southeastern Louisiana Area Health Education Center		Secretary, Louisiana Department of Health or Designee	
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME	Brian P. Jakes, Sr.	NAME	Mark A. Thomas
CONTRACTOR TITLE	Chief Executive Officer	TITLE	Assistant Secretary
		OFFICE	Office for Citizens with Developmental Disabilities
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	0	0	0	100	0	0
Intake Coordinator Supervisor/EI	19.22	346	6,650	100	0	6,650
Intake Coordinator	18.5	346	6,401	100	0	6,401
Intake Coordinator	18.21	346	6,301	100	0	6,301
Intake Coordinator	17.59	346	6,086	100	0	6,086
Admin. Clerk	16.28	346	5,633	100	0	5,633
			0		0	0
			0		0	0
Total			31,071		0	31,071

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	2,382	100	0	2,382
Health Insurance	5,174	100	0	5,174
Dental Insurance	399	100	0	399
Life Insurance	400	100	0	400
Mutual of America (retirement)	2,161	100	0	2,161
			0	0
			0	0
Total	10,516		0	10,516

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 33.8444% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/EI	500	100	0	500
Intake Coordinator	500	100	0	500
Intake Coordinator	500	100	0	500
Intake Coordinator	500	100	0	500
			0	0
			0	0
Total	2,000		0	2,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1400 x 2)	2,800	100	0	2,800
Utilities	0	100	0	0
Telephone/Cell phone (\$850 x 2)	1,700	100	0	1,700
Maintenance of Equipment (\$325 x 2)	650	100	0	650
IT/IT Audit (\$625 x 2)	1,250	100	0	1,250
Liability Insurance (\$200 x 2)	400	100	0	400
Workers Compensation (\$66.66 x 2)	133	100	0	133
Unemployment Insurance (\$66.70 x 2)	133	100	0	133
			0	0
Total	7,066		0	7,066

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper, pens, file folders, etc - \$1000 x 2	2,000	100	0	2,000
			0	0
Total	2,000		0	2,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 x 2)	480	100	0	480
			0	0
			0	0
Total	480		0	480

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
		100	0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. cost	5,048	100	0	5,048
			0	0
Total	5,048		0	5,048

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educat **FROM:** 5/1/18 **TO:** 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	31,071	0	31,071
RELATED BENEFITS	(41)	10,516	0	10,516
TRAVEL	(12)	2,000	0	2,000
OPERATING SERVICES	(13)	7,066	0	7,066
SUPPLIES	(14)	2,000	0	2,000
PROFESSIONAL SVCS	(15)	480	0	480
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	5,048	0	5,048
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		58,181	0	58,181

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	0	0	0	100	0	0
Intake Coordinator Supervisor/EI	19.22	2,080	39,978	100	0	39,978
Intake Coordinator	18.5	2,080	38,480	100	0	38,480
Intake Coordinator	18.21	2,080	37,877	100	0	37,877
Intake Coordinator	17.59	2,080	36,587	100	0	36,587
Admin. Clerk	16.28	2,080	33,862	100	0	33,862
			0		0	0
			0		0	0
Total			186,784		0	186,784

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	14,292	100	0	14,292
Health Insurance	31,052	100	0	31,052
Dental Insurance	2,392	100	0	2,392
Life Insurance	2,400	100	0	2,400
Mutual of America (retirement)	13,080	100	0	13,080
			0	0
Total	63,216		0	63,216

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 33.8444% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/EI	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Total	12,000		0	12,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1400 x 12)	16,800	100	0	16,800
Utilities	0	100	0	0
Telephone/Cell phone (\$850 x 12)	10,200	100	0	10,200
Maintenance of Equipment (\$325 x 12)	3,900	100	0	3,900
IT/IT Audit (\$625 x 12)	7,500	100	0	7,500
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$66.66 x 12)	800	100	0	800
Unemployment Insurance (\$66.70 x 12)	800	100	0	800
			0	0
Total	42,400		0	42,400

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper, pens, file folders, etc - \$1000 x 12	12,000	100	0	12,000
Total	12,000		0	12,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 x 12)	2,880	100	0	2,880
Total	2,880		0	2,880

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Desktop (\$800 x 1)	800	100	0	800
Total	800		0	800

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. cost	30,408	100	0	30,408
Total	30,408		0	30,408

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Edu FROM: 7/1/18 TO: 6/30/19

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	186,784	0	186,784
RELATED BENEFITS	(41)	63,216	0	63,216
TRAVEL	(12)	12,000	0	12,000
OPERATING SERVICES	(13)	42,400	0	42,400
SUPPLIES	(14)	12,000	0	12,000
PROFESSIONAL SVCS	(15)	2,880	0	2,880
CAPITAL ASSETS	(16)	800	0	800
ADMINISTRATIVE	(17)	30,408	0	30,408
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		350,488	0	350,488

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	0	0	0	100	0	0
Intake Coordinator Supervisor/EI	19.22	1,734	33,327	100	0	33,327
Intake Coordinator	18.5	1,734	32,079	100	0	32,079
Intake Coordinator	18.21	1,734	31,576	100	0	31,576
Intake Coordinator	17.59	1,734	30,501	100	0	30,501
Admin. Clerk	16.28	1,734	28,230	100	0	28,230
			0		0	0
Total			155,713		0	155,713

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	11,910	100	0	11,910
Health Insurance	25,871	100	0	25,871
Dental Insurance	1,993	100	0	1,993
Life Insurance	2,000	100	0	2,000
Mutual of America (retirement)	10,900	100	0	10,900
			0	0
Total	52,674		0	52,674

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 33.8273% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor/EI	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
Total	10,000		0	10,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1400 x 10)	14,000	100	0	14,000
Utilities	0	100	0	0
Telephone/Cell phone (\$850 x 10)	8,500	100	0	8,500
Maintenance of Equipment (\$325 x 10)	3,250	100	0	3,250
IT/IT Audit (\$625 x 10)	6,250	100	0	6,250
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$66.66 x 10)	667	100	0	667
Unemployment Insurance (\$66.70 x 10)	667	100	0	667
			0	0
Total	35,334		0	35,334

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office-paper, pens, file folders, etc - \$1000 x 10	10,000	100	0	10,000
Total	10,000		0	10,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 x 10)	2,400	100	0	2,400
Total	2,400		0	2,400

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Desktop (\$800 x 1)	800	100	0	800
Total	800		0	800

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. cost	25,357	100	0	25,357
Total	25,357		0	25,357

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educa FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	155,713	0	155,713
RELATED BENEFITS	(41)	52,674	0	52,674
TRAVEL	(12)	10,000	0	10,000
OPERATING SERVICES	(13)	35,334	0	35,334
SUPPLIES	(14)	10,000	0	10,000
PROFESSIONAL SVCS	(15)	2,400	0	2,400
CAPITAL ASSETS	(16)	800	0	800
ADMINISTRATIVE	(17)	25,357	0	25,357
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		292,278	0	292,278

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

2006123341

DHH - CF - 1
Revised: 2011-06**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735213

DHH: 060723

Office for Citizens with Developmental Disabilities**Agency # 340****EarlySteps, Louisiana's Early Intervention System****AND****Southeastern Louisiana Area Health Education Center****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Southeastern Louisiana Area Health Education Center			5) Federal Employer Tax ID# or Social Security # 72115501400 (Must be 11 Digits)	
2) Street Address 1302 J.W. Davis Drive			6) Parish(es) Served 26	
City Hammond	State LA	Zip Code 70403	7) License or Certification # NA	
3) Telephone Number (985) 345-1119			8) Contractor Status	
4) Mailing Address (if different)			Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A	

9) **Brief Description Of Services To Be Provided:**

Contractor will provide System Point of Entry (SPOE) services with the Region 10 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015		11) Termination Date 04-30-2018	
12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.			
13) Maximum Contract Amount \$ 1,047,837.00		14/15-57,205 15/16- 346,746 16/17-351,608 17/18 - 292,278	
14) Terms of Payment If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows: Fiscal will pay invoices within (20) days after receipt. Travel will be reimbursed in accordance with PPM 49. Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget. Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.			
PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp	Phone Number (225) 342-0095
	Title Program Manager		

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III: Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.
23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Southeastern Louisiana Area Health Education Center		STATE OF LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS	
			
March 11, 2015			
SIGNATURE	DATE	SIGNATURE	DATE
Brian P. Jakes, Sr.		Kathy Kliebert	
NAME		NAME	
Chief Executive Officer		Secretary, Department of Health and Hospital or Designee	
TITLE		TITLE	
EarlySteps, Louisiana's Early Intervention System		Office for Citizens with Developmental Disabilities	
			
5-15-15			
SIGNATURE	DATE	SIGNATURE	DATE
Brenda Sharp		Mark A. Thomas	
NAME		NAME	
Program Manager		Assistant Secretary	
TITLE		TITLE	



**Office of State Procurement
PROACT Contract Certification of Approval**

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735213

Vendor: Southeastern Louisiana Area Health Education Center

Description: 735213 - Contractor to provide System Point of Entry (SPOE) Reg. 10.

Approved By: Pamela Rice

Approval Date: 7/01/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process—a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality
- QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	0	0	0	0	0	0
Intake Coordinator Supervisor/EI	19.27	346	6,667	100	0	6,667
Intake Coordinator	18.55	346	6,418	100	0	6,418
Intake Coordinator	18.25	346	6,315	100	0	6,315
Intake Coordinator	17.63	346	6,100	100	0	6,100
Admin. Clerk	16.32	346	5,647	100	0	5,647
			0		0	0
			0		0	0
			0		0	0
Total			31,147		0	31,147

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	2,382	100	0	2,382
Health Insurance	4,704	100	0	4,704
Dental Insurance	362	100	0	362
Life Insurance	400	100	0	400
Mutual of America (retirement)	2,181	100	0	2,181
			0	0
			0	0
			0	0
			0	0
Total	10,029		0	10,029

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 32.20% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/EI	500	100	0	500
Intake Coordinator	500	100	0	500
Intake Coordinator	500	100	0	500
Intake Coordinator	500	100	0	500
			0	0
			0	0
			0	0
			0	0
			0	0
Total	2,000		0	2,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 2)	2,800	100	0	2,800
Utilities	0	0	0	0
Telephone/Cell phone (\$850 x 2)	1,700	100	0	1,700
Maintenance of Equipment (\$325 x 2)	650	100	0	650
IT/IT Audit (\$625 x 2)	1,250	100	0	1,250
Liability Insurance (\$200 x 2)	400	100	0	400
Workers Compensation (\$66.66 x 2)	133	100	0	133
Unemployment Insurance (\$66.70 x 2)	133	100	0	133
			0	0
Total	7,066		0	7,066

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper, pens, file folders, etc - \$1000 x 2	2,000	100	0	2,000
			0	0
			0	0
			0	0
			0	0
Total	2,000		0	2,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
		100	0	0
		100	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. cost	4,963	100	0	4,963
			0	0
			0	0
			0	0
Total	4,963		0	4,963

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0	0
				0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region FROM: 5/01/2015 TO: 6/30/2015

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	31,147	0	31,147
RELATED BENEFITS	(41)	10,029	0	10,029
TRAVEL	(12)	2,000	0	2,000
OPERATING SERVICES	(13)	7,066	0	7,066
SUPPLIES	(14)	2,000	0	2,000
PROFESSIONAL SVCS	(15)	0	0	0
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	4,963	0	4,963
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		57,205	0	57,205

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment **111**
FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	0	0	0	0	0	0
Intake Coordinator Supervisor/EI	19.23	2,080	39,998	100	0	39,998
Intake Coordinator	18.51	2,080	38,501	100	0	38,501
Intake Coordinator	18.22	2,080	37,898	100	0	37,898
Intake Coordinator	17.6	2,080	36,608	100	0	36,608
Admin. Clerk	16.29	2,080	33,883	100	0	33,883
			0		0	0
			0		0	0
			0		0	0
Total			186,888		0	186,888

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	14,297	100	0	14,297
Health Insurance	28,222	100	0	28,222
Dental Insurance	2,174	100	0	2,174
Life Insurance	2,400	100	0	2,400
Mutual of America (retirement)	13,082	100	0	13,082
			0	0
			0	0
			0	0
			0	0
Total	60,175		0	60,175

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 32.1982% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/EI	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
			0	0
			0	0
			0	0
Total	12,000		0	12,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 12)	16,800	100	0	16,800
Utilities	0	0	0	0
Telephone/Cell phone (\$850 x 12)	10,200	100	0	10,200
Maintenance of Equipment (\$325 x 12)	3,900	100	0	3,900
IT/IT Audit (\$625 x 12)	7,500	100	0	7,500
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$66.66 x 12)	800	100	0	800
Unemployment Insurance (\$66.70 x 12)	800	100	0	800
			0	0
Total	42,400		0	42,400

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper, pens, file folders, etc - \$1000 x 12	12,000	100	0	12,000
			0	0
			0	0
			0	0
			0	0
Total	12,000		0	12,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$200 x 12)	2,400	100	0	2,400
		100	0	0
		100	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	2,400		0	2,400

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Desktop (\$800 x 1)	800	100	0	800
			0	0
			0	0
Total	800		0	800

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. cost	30,083	100	0	30,083
			0	0
			0	0
			0	0
Total	30,083		0	30,083

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0	0
				0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region FROM: 7/01/2015 TO: 6/30/2016

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	186,888	0	186,888
RELATED BENEFITS	(41)	60,175	0	60,175
TRAVEL	(12)	12,000	0	12,000
OPERATING SERVICES	(13)	42,400	0	42,400
SUPPLIES	(14)	12,000	0	12,000
PROFESSIONAL SVCS	(15)	2,400	0	2,400
CAPITAL ASSETS	(16)	800	0	800
ADMINISTRATIVE	(17)	30,083	0	30,083
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		346,746	0	346,746

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	0	0	0	0	0	0
Intake Coordinator Supervisor/EI	19.23	2,080	39,998	100	0	39,998
Intake Coordinator	18.51	2,080	38,501	100	0	38,501
Intake Coordinator	18.22	2,080	37,898	100	0	37,898
Intake Coordinator	17.6	2,080	36,608	100	0	36,608
Admin. Clerk	16.29	2,080	33,883	100	0	33,883
			0		0	0
			0		0	0
			0		0	0
Total			186,888		0	186,888

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	14,297	100	0	14,297
Health Insurance	31,045	100	0	31,045
Dental Insurance	2,391	100	0	2,391
Life Insurance	2,400	100	0	2,400
Mutual of America (retirement)	13,082	100	0	13,082
			0	0
			0	0
			0	0
			0	0
Total	63,215		0	63,215

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 33.825% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/EI	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
Intake Coordinator	3,000	100	0	3,000
			0	0
			0	0
			0	0
Total	12,000		0	12,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 12)	16,800	100	0	16,800
Utilities	0	0	0	0
Telephone/Cell phone (\$850 x 12)	10,200	100	0	10,200
Maintenance of Equipment (\$325 x 12)	3,900	100	0	3,900
IT/IT Audit (\$625 x 12)	7,500	100	0	7,500
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$66.66 x 12)	800	100	0	800
Unemployment Insurance (\$66.70 x 12)	800	100	0	800
Continuing Education Course (\$700 x 2)	1,400	100	0	1,400
Total	43,800		0	43,800

Justification

Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper, pens, file folders, etc - \$1000 x 12	12,000	100	0	12,000
			0	0
			0	0
			0	0
			0	0
Total	12,000		0	12,000

Justification

Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$200 x 12)	2,400	100	0	2,400
		100	0	0
		100	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	2,400		0	2,400

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Desktop (\$800 x 1)	800	100	0	800
			0	0
			0	0
Total	800		0	800

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. cost	30,505	100	0	30,505
			0	0
			0	0
			0	0
Total	30,505		0	30,505

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0	0
				0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region FROM: 7/01/2016 TO: 6/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	186,888	0	186,888
RELATED BENEFITS	(41)	63,215	0	63,215
TRAVEL	(12)	12,000	0	12,000
OPERATING SERVICES	(13)	43,800	0	43,800
SUPPLIES	(14)	12,000	0	12,000
PROFESSIONAL SVCS	(15)	2,400	0	2,400
CAPITAL ASSETS	(16)	800	0	800
ADMINISTRATIVE	(17)	30,505	0	30,505
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		351,608	0	351,608

Note: No data entry allowed in this item

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	0	0	0	0	0	0
Intake Coordinator Supervisor/EI	19.22	1,734	33,327	100	0	33,327
Intake Coordinator	18.5	1,734	32,079	100	0	32,079
Intake Coordinator	18.21	1,734	31,576	100	0	31,576
Intake Coordinator	17.59	1,734	30,501	100	0	30,501
Admin. Clerk	16.28	1,734	28,230	100	0	28,230
			0		0	0
			0		0	0
			0		0	0
Total			155,713		0	155,713

Justification

Personnel Cost for Region 10.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	11,910	100	0	11,910
Health Insurance	25,871	100	0	25,871
Dental Insurance	1,993	100	0	1,993
Life Insurance	2,000	100	0	2,000
Mutual of America (retirement)	10,900	100	0	10,900
			0	0
			0	0
			0	0
			0	0
Total	52,674		0	52,674

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents a 33.8273% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor/EI	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
Intake Coordinator	2,500	100	0	2,500
			0	0
			0	0
			0	0
Total	10,000		0	10,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 1 parish in Region 10.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1400 x 10)	14,000	100	0	14,000
Utilities	0	0	0	0
Telephone/Cell phone (\$850 x 10)	8,500	100	0	8,500
Maintenance of Equipment (\$325 x 10)	3,250	100	0	3,250
IT/IT Audit (\$625 x 10)	6,250	100	0	6,250
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$66.66 x 10)	667	100	0	667
Unemployment Insurance (\$66.70 x 10)	667	100	0	667
		100	0	0
Total	35,334		0	35,334

Justification Rent, telephone, cell phones, fax, computers ,copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office-paper, pens, file folders, etc - \$1000 x 10	10,000	100	0	10,000
			0	0
			0	0
			0	0
			0	0
Total	10,000		0	10,000

Justification Purchase of folders, toners, copy paper, pens, etc. are necessary supplies used in the daily operation.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$240 x 10)	2,400	100	0	2,400
		100	0	0
		100	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	2,400		0	2,400

Justification Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Desktop (\$800 x 1)	800	100	0	800
			0	0
			0	0
Total	800		0	800

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. cost	25,357	100	0	25,357
			0	0
			0	0
			0	0
			0	0
			0	0
Total	25,357		0	25,357

Justification

9.5% indirect and admin. cost rate.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0	0
				0	0
				0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0	0	0	0
				0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment **111**CONTRACTOR: Southeastern Louisiana AHEC - Region **4**

FROM: 7/01/2017

TO: 4/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	155,713	0	155,713
RELATED BENEFITS	(41)	52,674	0	52,674
TRAVEL	(12)	10,000	0	10,000
OPERATING SERVICES	(13)	35,334	0	35,334
SUPPLIES	(14)	10,000	0	10,000
PROFESSIONAL SVCS	(15)	2,400	0	2,400
CAPITAL ASSETS	(16)	800	0	800
ADMINISTRATIVE	(17)	25,357	0	25,357
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		292,278	0	292,278

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Invoice #: _____

Date: _____

Vendor#: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Categories	Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel		\$ -	\$ -	\$
Related Benefits		-	-	
Travel		-	-	
Operating Supplies		-	-	
Supplies		-	-	
Professional Services				
Capital Assets		-	-	
Administrative		-	-	
Total		\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

OCDD Approval Signature

Date

Date

225-342-0095
Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to DCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
						23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3. # of Carryover Referrals closed-could not contact
						4. Total # of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
						7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

On the 18th day of June, 2014, at a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center a corporation, held in the city of Hammond, Tangipahoa Parish, Louisiana with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the above corporation do hereby authorize Virginia Pelegrin, President or Brian P. Jakes, Sr., Chief Executive Officer to negotiate at any time within 36 months from this date and on terms and conditions that she/he may deem advisable, a contract or contracts with the Louisiana Department of Health and Hospitals, to execute said documents on behalf of the corporation and further we do hereby give her/him the power and authority to do all things necessary to implement, maintain, amend or renew said documents.

The above resolution was passed by a majority of those present and voting in accordance with the bylaws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center.

Held on the 16th day of June, 2014.

Subscribed and sworn before me, a Notary Public

For the Parish of St. Tammany State of Louisiana

On the 21st day of January, 2015.

Brian P. Jakes, Sr.
Notary Public #1360012

[Signature]
Secretary



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

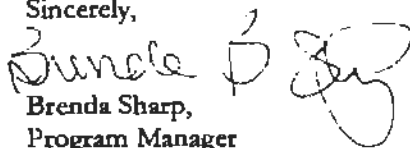
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Southeastern Louisiana Area Health Education Center		Amount \$ 1,047,837.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1.
- Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2.
- Tha services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3.
- When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4.
- The using agency has devaloped and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the ravier of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5.
- Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.

B. How many hours will the contractor have to work? N/A
- ☒ 6.
- Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. (For Personal, Professional, Consulting contracts exceeding \$20,000)
- ☒ 7.
- The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8.
- A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9.
- The cost basis for the proposed contract is justified and reasonable.
- ☒ 10.
- A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Southeastern Louisiana Area Health Education Center			
CFMS#: 730565	DHH#: 060293	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 339,101.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE

OCCDD/EarlySteps

PHONE NUMBER

(225)342-5715

OFFICE

Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735213
Agency BA-22 #: 37 Agency Contract #: 060723

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Southeastern Louisiana Area Health Education Center 72115501400
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 10 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)
Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$57,205	100%	\$1,047,837	100.0%
TOTALS	\$57,205	100%	\$1,047,837	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,794,549
Amount this BA-22:	\$57,205
Balance:	\$8,644,315

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Clent Goff Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Program Manager
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8012	3655	8107	\$57,205.00

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000122733</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060728</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility)	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,731,785.00</u>
AND		Original Contract Begin Date <u>05-01-2015</u>
	<u>Southeastern Louisiana Area Health Education Center</u>	Original Contract End Date <u>04-30-2018</u>
	Contractor Name	RFP Number: <u>305PUR-DHHRFP-SPOE</u>

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,731,785.00 Current Contract Term : 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,731,785 FY15 \$94,864 FY16 \$573,594, FY17 \$579,580, FY18 \$483,747

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 2,892,024.00 Changed Contract Term: 5-01-2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$2,892,024 FY15 \$94,864; FY16 \$573,594; FY17 \$579,580; FY18 \$483,747 (10 month); FY18 \$96,349 (2 month); FY 19 \$580,143; FY 20 483,747

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Southeastern Louisiana Area Health Education Center in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 2 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR	STATE OF LOUISIANA
Southeastern Louisiana Area Health Education Center	LOUISIANA DEPARTMENT OF HEALTH
	Secretary, Louisiana Department of Health or Designee
CONTRACTOR SIGNATURE	SIGNATURE
DATE	DATE
PRINT NAME <u>Brian P. Jakes, Sr.</u>	NAME <u>Mark A. Thomas</u>
CONTRACTOR TITLE <u>Chief Executive Officer</u>	TITLE <u>Assistant Secretary</u>
	OFFICE <u>Office for Citizens with Developmental Disabilities</u>
	PROGRAM SIGNATURE
	DATE
	NAME

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.77	115	3,654	100	0	3,654
Data Manager	19.24	346	6,657	100	0	6,657
Supervisor/EI	19.24	346	6,657	100	0	6,657
Intake Service Coordinator	18.75	346	6,488	100	0	6,488
Intake Service Coordinator	17.79	346	6,155	100	0	6,155
Intake Service Coordinator	17.55	346	6,072	100	0	6,072
Intake Service Coordinator	17.07	346	5,906	100	0	5,906
Intake Service Coordinator	17.07	346	5,906	100	0	5,906
Admn. Clerk	10.1	346	3,495	100	0	3,495
Total			50,990		0	50,990

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	3,908	100	0	3,908
Health Insurance	9,313	100	0	9,313
Dental Insurance	717	100	0	717
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,539	100	0	3,539
			0	0
			0	0
Total	18,197		0	18,197

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 35.688% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supervisor/EI	381	100	0	381
EI Consultant	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Total	2,667		0	2,667

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2458 X 2)	4,916	100	0	4,916
Telephone/Cell phone (\$1167 X 2)	2,334	100	0	2,334
Maintenance of Equipment (\$333 X 2)	666	100	0	666
IT/IT Audit (\$600 X 2)	1,200	100	0	1,200
Liability Insurance (\$200 X 2)	400	100	0	400
Workers Compensation (\$110 X 2)	220	100	0	220
Unemployment Insurance (\$110 X 2)	220	100	0	220
			0	0
Total	9,956		0	9,956

Justification

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, Pens, file folder, etc. (\$1600 X 2)	3,200	100	0	3,200
			0	0
Total	3,200		0	3,200

Justification

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 X 2)	480	100	0	480
EI Consultant (\$1250 X 2)	2,500	100	0	2,500
			0	0
Total	2,980		0	2,980

Justification

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
		100	0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	8,359	100	0	8,359
Total	8,359		0	8,359

Justification

9.5% indirect and admin. cost

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 2 FROM: 5/1/2018 TO: 6/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	50,990	0	50,990
RELATED BENEFITS	(41)	18,197	0	18,197
TRAVEL	(12)	2,667	0	2,667
OPERATING SERVICES	(13)	9,956	0	9,956
SUPPLIES	(14)	3,200	0	3,200
PROFESSIONAL SVCS	(15)	2,980	0	2,980
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,359	0	8,359
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		96,349	0	96,349

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.77	693	22,017	100	0	22,017
Data Manager	19.24	2,080	40,019	100	0	40,019
Supervisor/EI	19.24	2,080	40,019	100	0	40,019
Intake Service Coordinator	18.75	2,080	39,000	100	0	39,000
Intake Service Coordinator	17.79	2,080	37,003	100	0	37,003
Intake Service Coordinator	17.55	2,080	36,504	100	0	36,504
Intake Service Coordinator	17.07	2,080	35,506	100	0	35,506
Intake Service Coordinator	17.07	2,080	35,506	100	0	35,506
Admn. Clerk	10.1	2,080	21,008	100	0	21,008
Total			306,582		0	306,582

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	23,448	100	0	23,448
Health Insurance	55,880	100	0	55,880
Dental Insurance	4,304	100	0	4,304
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	21,461	100	0	21,461
			0	0
Total	109,413		0	109,413

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 35.688% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supervisor/EI	2,285	100	0	2,285
EI Consultant	2,285	100	0	2,285
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Total	16,000		0	16,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2458 X 12)	29,496	100	0	29,496
Telephone/Cell phone (\$1167 X 12)	14,004	100	0	14,004
Maintenance of Equipment (\$333 X 12)	3,996	100	0	3,996
IT/IT Audit (\$600 X 12)	7,200	100	0	7,200
Liability Insurance (\$200 X 12)	2,400	100	0	2,400
Workers Compensation (\$110 X 12)	1,320	100	0	1,320
Unemployment Insurance (\$110 X 12)	1,320	100	0	1,320
Total	59,736		0	59,736

Justification

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, Pens, file folder, etc. (\$1600 X 12)	19,200	100	0	19,200
Total	19,200		0	19,200

Justification

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 X 12)	2,880	100	0	2,880
EI Consultant (\$1250 X 12)	15,000	100	0	15,000
Total	17,880		0	17,880

Justification

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 X 1)	1,000	100	0	1,000
Total	1,000		0	1,000

Justification

Replacement of computers on a rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	50,332	100	0	50,332
Total	50,332		0	50,332

Justification

9.5% indirect and admin. cost

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 2 **FROM:** 7/1/2018 **TO:** 6/30/2019

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	306,582	0	306,582
RELATED BENEFITS	(41)	109,413	0	109,413
TRAVEL	(12)	16,000	0	16,000
OPERATING SERVICES	(13)	59,736	0	59,736
SUPPLIES	(14)	19,200	0	19,200
PROFESSIONAL SVCS	(15)	17,880	0	17,880
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	50,332	0	50,332
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		580,143	0	580,143

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail

Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	31.77	578	18,363	100	0	18,363
Data Manager	19.24	1,734	33,362	100	0	33,362
Supervisor/EI	19.24	1,734	33,362	100	0	33,362
Intake Service Coordinator	18.75	1,734	32,513	100	0	32,513
Intake Service Coordinator	17.79	1,734	30,848	100	0	30,848
Intake Service Coordinator	17.55	1,734	30,432	100	0	30,432
Intake Service Coordinator	17.07	1,734	29,599	100	0	29,599
Intake Service Coordinator	17.07	1,734	29,599	100	0	29,599
Admin Clerk	10.1	1,734	17,513	100	0	17,513
Total			255,591		0	255,591

Instification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	19,540	100	0	19,540
Health Insurance	46,567	100	0	46,567
Dental Insnrance	3,587	100	0	3,587
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	17,883	100	0	17,883
			0	0
Total	91,177		0	91,177

Instification

FICA, Health, Dental, Life Insurance. Retirement benefits for those employees choosing to access these benefits represents 35.673% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Supervisor/EI	1,905	100	0	1,905
EI Consultant	1,905	100	0	1,905
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Total	13,330		0	13,330

Instification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2458 x 10)	24,580	100	0	24,580
Telephone/Cell phone (\$1167 x 10)	11,670	100	0	11,670
Maintenance of Equipment (\$333 x 10)	3,330	100	0	3,330
IT/IT Audit (\$600 x 10)	6,000	100	0	6,000
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$110 x 10)	1,100	100	0	1,100
Unemployment Insurance (\$110 x 10)	1,100	100	0	1,100
			0	0
Total	49,780		0	49,780

Justification Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, pens, file folders, etc (\$1600 x 10)	16,000	100	0	16,000
Total	16,000		0	16,000

Justification Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit (\$240 x 10)	2,400	100	0	2,400
EI Consultant (\$1250 x 10)	12,500	100	0	12,500
Total	14,900		0	14,900

Justification Audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 x 1)	1,000	100	0	1,000
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn. Cost	41,969	100	0	41,969
Total	41,969		0	41,969

Justification

9.50% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana Area Health Educ FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	255,591	0	255,591
RELATED BENEFITS	(41)	91,177	0	91,177
TRAVEL	(12)	13,330	0	13,330
OPERATING SERVICES	(13)	49,780	0	49,780
SUPPLIES	(14)	16,000	0	16,000
PROFESSIONAL SVCS	(15)	14,900	0	14,900
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	41,969	0	41,969
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		483,747	0	483,747

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

Office for Citizens with Developmental Disabilities
EarlySteps, Louisiana's Early Intervention System
AND

Southeastern Louisiana Area Health Education Center

FOR

☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

2006122733
CFMS: 735115
DHH: 060728
Agency # 340

1) Contractor (Legal Name if Corporation) Southeastern Louisiana Area Health Education Center	5) Federal Employer Tax ID# or Social Security # 72115501400 (Must be 11 Digits)
2) Street Address 1302 J.W. Davis Drive	6) Parish(es) Served 03, 17, 19, 24, 39, 61, 63
City Hammond	State LA
Zip Code 70403	7) License or Certification # NA
3) Telephone Number (985) 345-1119	8) Contractor Status
4) Mailing Address (if different)	Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
City	State
Zip Code	8a) CFDA#(Federal Grant #) 84.181A

9) Brief Description Of Services To Be Provided:
Contractor will provide System Point of Entry (SPOE) services with the Region 2 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
-------------------------------	---------------------------------

12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) Maximum Contract Amount \$ 1,731,785.00 14/15-94,864 15/16-573,594 16/17-579,580 17/18 - 483,747

14) Terms of Payment
If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Southeastern Louisiana Area Health Education Center

March 11, 2015

SIGNATURE

DATE

Brian P. Jakes, Sr.

NAME

Chief Executive Officer

TITLE

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

SIGNATURE

DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

Office for Citizens with Developmental Disabilities

SIGNATURE

DATE

Brenda Sharp

NAME

Program Manager

TITLE

SIGNATURE

DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE



**Office of State Procurement
PROACT Contract Certification of Approval**

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735115

Vendor: Southeastern Louisiana Area Health Education Center

Description: 735115 - Contractor will provide System Point of Entry services R2.

Approved By: Pamela Rice

Approval Date: 6/29/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

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Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

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Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

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- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment 11

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.75	115	3,651	100	0	3,651
Data Manager	19.24	346	6,657	100	0	6,657
Supervisor/EI	19.24	346	6,657	100	0	6,657
Intake Service Coordinator	18.75	346	6,488	100	0	6,488
Intake Service Coordinator	17.79	346	6,155	100	0	6,155
Intake Service Coordinator	17.55	346	6,072	100	0	6,072
Intake Service Coordinator	17.07	346	5,906	100	0	5,906
Intake Service Coordinator	17.07	346	5,906	100	0	5,906
Admin. clerk	10.1	346	3,495	100	0	3,495
Total			50,987		0	50,987

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	3,909	100	0	3,909
Health Insurance	8,467	100	0	8,467
Dental Insurance	652	100	0	652
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,577	100	0	3,577
			0	0
			0	0
			0	0
Total	17,325		0	17,325

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 33.98% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supervisor/EI	380	100	0	380
EI Consultant	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
Intake Coordinator	381	100	0	381
		100	0	0
			0	0
Total	2,666		0	2,666

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total .mt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2458 x 2)	4,916	100	0	4,916
Telephone/Cell phone (\$1167 x 2)	2,334	100	0	2,334
Maintenance of Equipment (\$333 x 2)	666	100	0	666
IT/IT Audit (\$600 x 2)	1,200	100	0	1,200
Liability Insurance (\$200 x 2)	400	100	0	400
Workers Compensation (\$110 x 2)	220	100	0	220
Unemployment Insurance (\$110 x 2)	220	100	0	220
		0	0	0
			0	0
Total	9,956		0	9,956

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1600 x 2)	3,200	100	0	3,200
			0	0
			0	0
			0	0
			0	0
Total	3,200		0	3,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1250 per mo x 2)	2,500	100	0	2,500
		100	0	0
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	2,500		0	2,500

Justification

Audit services yearly.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	8,230	100	0	8,230
			0	0
			0	0
			0	0
			0	0
			0	0
Total	8,230		0	8,230

Justification

9.50% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 2 FROM: 5/01/2015 TO: 06/30/2015

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	50,987	0	50,987
RELATED BENEFITS	(41)	17,325	0	17,325
TRAVEL	(12)	2,666	0	2,666
OPERATING SERVICES	(13)	9,956	0	9,956
SUPPLIES	(14)	3,200	0	3,200
PROFESSIONAL SVCS	(15)	2,500	0	2,500
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,230	0	8,230
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		94,864	0	94,864

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.75	693	22,003	100	0	22,003
Data Manager	19.24	2,080	40,019	100	0	40,019
Supervisor/EI	19.24	2,080	40,019	100	0	40,019
Intake Service Coordinator	18.75	2,080	39,000	100	0	39,000
Intake Service Coordinator	17.79	2,080	37,003	100	0	37,003
Intake Service Coordinator	17.55	2,080	36,504	100	0	36,504
Intake Service Coordinator	17.07	2,080	35,506	100	0	35,506
Intake Service Coordinator	17.06	2,080	35,485	100	0	35,485
Admin. clerk	10.1	2,080	21,008	100	0	21,008
Total			306,547		0	306,547

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	23,451	100	0	23,451
Health Insurance	50,800	100	0	50,800
Dental Insurance	3,913	100	0	3,913
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	21,459	100	0	21,459
			0	0
			0	0
			0	0
Total	103,943		0	103,943

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 33.9078% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supervisor/EI	2,285	100	0	2,285
EI Consultant	2,285	100	0	2,285
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
		100	0	0
			0	0
Total	16,000		0	16,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2458 x 12)	29,496	100	0	29,496
Telephone/Cell phone (\$1167 x 12)	14,004	100	0	14,004
Maintenance of Equipment (\$333.30 x 12)	4,000	100	0	4,000
IT/IT Audit (\$600 x 12)	7,200	100	0	7,200
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$110 x 12)	1,320	100	0	1,320
Unemployment Insurance (\$110 x 12)	1,320	100	0	1,320
		100	0	0
			0	0
Total	59,740		0	59,740

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1600 x 12)	19,200	100	0	19,200
			0	0
			0	0
			0	0
			0	0
Total	19,200		0	19,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$200 x 12)	2,400	100	0	2,400
EI Consultant (\$1250 per mo x 12)	15,000	100	0	15,000
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	17,400		0	17,400

Justification

Audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	49,764	100	0	49,764
			0	0
			0	0
			0	0
			0	0
			0	0
Total	49,764		0	49,764

Justification

9.50% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 2 FROM: 7/01/2015 TO: 06/30/2016

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	306,547	0	306,547
RELATED BENEFITS	(41)	103,943	0	103,943
TRAVEL	(12)	16,000	0	16,000
OPERATING SERVICES	(13)	59,740	0	59,740
SUPPLIES	(14)	19,200	0	19,200
PROFESSIONAL SVCS	(15)	17,400	0	17,400
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	49,764	0	49,764
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		573,594	0	573,594

Note: No data entry allowed in this item

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.75	693	22,003	100	0	22,003
Data Manager	19.24	2,080	40,019	100	0	40,019
Supervisor/EI	19.24	2,080	40,019	100	0	40,019
Intake Service Coordinator	18.75	2,080	39,000	100	0	39,000
Intake Service Coordinator	17.79	2,080	37,003	100	0	37,003
Intake Service Coordinator	17.55	2,080	36,504	100	0	36,504
Intake Service Coordinator	17.07	2,080	35,506	100	0	35,506
Intake Service Coordinator	17.06	2,080	35,485	100	0	35,485
Admin. clerk	10.1	2,080	21,008	100	0	21,008
Total			306,547		0	306,547

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	23,451	100	0	23,451
Health Insurance	55,880	100	0	55,880
Dental Insurance	4,304	100	0	4,304
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	21,459	100	0	21,459
			0	0
			0	0
			0	0
Total	109,414		0	109,414

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 35.6923% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supervisor/EI	2,285	100	0	2,285
EI Consultant	2,285	100	0	2,285
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
Intake Coordinator	2,286	100	0	2,286
			0	0
Total	16,000		0	16,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2458 x 12)	29,496	100	0	29,496
Telephone/Cell phone (\$1167 x 12)	14,004	100	0	14,004
Maintenance of Equipment (\$333 x 12)	3,996	100	0	3,996
IT/IT Audit (\$600 x 12)	7,200	100	0	7,200
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$110 x 12)	1,320	100	0	1,320
Unemployment Insurance (\$110 x 12)	1,320	100	0	1,320
		100	0	0
			0	0
Total	59,736		0	59,736

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1600 x 12)	19,200	100	0	19,200
			0	0
			0	0
			0	0
			0	0
Total	19,200		0	19,200

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$200 x 12)	2,400	100	0	2,400
EI Consultant (\$1250 x 12)	15,000	100	0	15,000
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	17,400		0	17,400

Justification

Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	50,283	100	0	50,283
			0	0
			0	0
			0	0
			0	0
			0	0
Total	50,283		0	50,283

Justification

9.50% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: **Southeastern Louisiana AHEC - Region 2** FROM: **7/01/2016** TO: **06/30/2017**

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	306,547	0	306,547
RELATED BENEFITS	(41)	109,414	0	109,414
TRAVEL	(12)	16,000	0	16,000
OPERATING SERVICES	(13)	59,736	0	59,736
SUPPLIES	(14)	19,200	0	19,200
PROFESSIONAL SVCS	(15)	17,400	0	17,400
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	50,283	0	50,283
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		579,580	0	579,580

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.77	578	18,363	100	0	18,363
Data Manager	19.24	1,734	33,362	100	0	33,362
Supervisor/EI	19.24	1,734	33,362	100	0	33,362
Intake Service Coordinator	18.75	1,734	32,513	100	0	32,513
Intake Service Coordinator	17.79	1,734	30,848	100	0	30,848
Intake Service Coordinator	17.55	1,734	30,432	100	0	30,432
Intake Service Coordinator	17.07	1,734	29,599	100	0	29,599
Intake Service Coordinator	17.07	1,734	29,599	100	0	29,599
Admin. clerk	10.1	1,734	17,513	100	0	17,513
Total			255,591		0	255,591

Justification

Personnel Cost for Region 2. Program Director works approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	19,540	100	0	19,540
Health Insurance	46,567	100	0	46,567
Dental Insurance	3,587	100	0	3,587
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	17,883	100	0	17,883
			0	0
			0	0
			0	0
Total	91,177		0	91,177

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 35.673% related benefits rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Supervisor/EI	1,905	100	0	1,905
EI Consultant	1,905	100	0	1,905
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
Intake Coordinator	1,904	100	0	1,904
			0	0
			0	0
Total	13,330		0	13,330

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 7 parishes in Region 2.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2458 x 10)	24,580	100	0	24,580
Telephone/Cell phone (\$1167 x 10)	11,670	100	0	11,670
Maintenance of Equipment (\$333 x 10)	3,330	100	0	3,330
IT/IT Audit (\$600 x 10)	6,000	100	0	6,000
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$110 x 10)	1,100	100	0	1,100
Unemployment Insurance (\$110 x 10)	1,100	100	0	1,100
		100	0	0
			0	0
Total	49,780		0	49,780

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1600 x 10)	16,000	100	0	16,000
			0	0
			0	0
			0	0
			0	0
Total	16,000		0	16,000

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit (\$240 x 10)	2,400	100	0	2,400
EI Consultant (\$1250 x 10)	12,500	100	0	12,500
		100	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	14,900		0	14,900

Justification

Audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	41,969	100	0	41,969
			0	0
			0	0
			0	0
			0	0
			0	0
Total	41,969		0	41,969

Justification

9.50% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: Southeastern Louisiana AHEC - Region 2 FROM: 7/01/2017 TO: 4/30/2018

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	255,591	0	255,591
RELATED BENEFITS	(41)	91,177	0	91,177
TRAVEL	(12)	13,330	0	13,330
OPERATING SERVICES	(13)	49,780	0	49,780
SUPPLIES	(14)	16,000	0	16,000
PROFESSIONAL SVCS	(15)	14,900	0	14,900
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	41,969	0	41,969
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		483,747	0	483,747

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDO."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

					15. # of Referrals to EPSDT
					16. # of Referrals to OCDD
					17. # of Referrals to LEA
					18. # of Transition Meetings
					19. # of Referrals to Other Agencies
					20. # of New Referrals from Current Month
					21. Referrals closed-parent declined
					22. Referrals Closed -could not contact
					23. Total Number of New Referrals
					24. # of NEW Referrals Not eligible based on ASQ
					25. # of NEW Referrals Not eligible based on BDI
					26. Total Number of Eligible Children from New Referrals as of last day of current month
					27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

					1. # of Carryover Referrals from Prior Month
					2. # of Carryover Referrals closed -parent declined
					3. # of Carryover Referrals closed-could not contact
					4. Total #of Carryovers
					5. # of Carryover Referrals Not Eligible by ASQ
					6. # of Carryover Referrals Not Eligible based on BDI
					7. Total # of Eligible Children from Carryover Referrals
					8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
					12. Total Number of IFSPs written from Carryovers Referrals
					13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.

2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

On the 18th day of June, 2014, at a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center a corporation, held in the city of Hammond, Tangipahoa Parish, Louisiana with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the above corporation do hereby authorize Virginia Pelegrin, President or Brian P. Jakes, Sr., Chief Executive Officer to negotiate at any time within 36 months from this date and on terms and conditions that she/he may deem advisable, a contract or contracts with the Louisiana Department of Health and Hospitals, to execute said documents on behalf of the corporation and further we do hereby give her/him the power and authority to do all things necessary to implement, maintain, amend or renew said documents.

The above resolution was passed by a majority of those present and voting in accordance with the bylaws and articles of incorporation.


I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center.

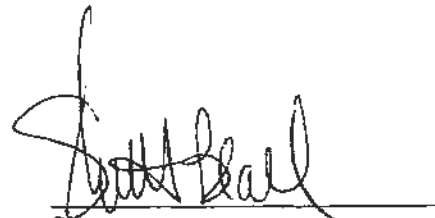
Held on the 16th day of June, 2014.

Subscribed and sworn before me, a Notary Public

For the Parish of St. Tammany State of Louisiana

On the 21st day of January, 2015.


Notary Public # 1360012


Secretary



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

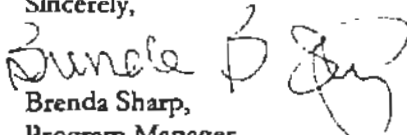
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Southeastern Louisiana Area Health Education Center		Amount \$ 1,731,785.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. (For Personal, Professional, Consulting contracts exceeding \$20,000)
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Southeastern Louisiana Area Health Education Center			
CFMS#: 730485	DHH#: 060287	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 439,999.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE
OCDD/EarlySteps

PHONE NUMBER
(225)342-5715

OFFICE
Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735115
Agency BA-22 #: 29 Agency Contract #: 060728

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(YYYY-YY) (Start Date) (End Date)

Multi-year Contract (Yes/No): yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Southeast Louisiana Area Health ED. CTR. 72115501400
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 2 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$94,864	100%	\$1,731,785	100.0%
TOTALS	\$94,864	100%	\$1,731,785	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)
Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No) _____
If not, explain. _____

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,045,475
Amount this BA-22:	\$94,864
Balance:	\$9,355,730

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Clent Goff Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Program Manager
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8212	3655	8107	\$94,864.00

AMENDMENT TO		Amendment #: <u>1</u>
AGREEMENT BETWEEN STATE OF LOUISIANA		LAGOV#: <u>2000122751</u>
LOUISIANA DEPARTMENT OF HEALTH		LDH #: <u>060730</u>
Office for Citizens with Developmental Disabilities		
(Regional/ Program/ Facility)	<u>EarlySteps, Louisiana's Early Intervention System</u>	Original Contract Amt <u>\$ 1,772,477.00</u>
AND		Original Contract Begin Date <u>05-01-2015</u>
	<u>Southeastern Louisiana Area Health Education Center</u>	Original Contract End Date <u>04-30-2018</u>
Contractor Name		RFP Number: <u>305PUR-DHHRFP-SPQ</u>

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,772,477.00 Current Contract Term: 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,772,477 FY15 \$97,328 FY16 \$586,904, FY17 \$592,894, FY18 \$495,351

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 2,960,554.00 Changed Contract Term: 5/01/2015- 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$2,960,554 FY15 \$97,328 FY16 \$586,904; FY17 \$592,894; FY18 \$495,351 (10 month); FY 18 \$98,663 (2 month); FY19 \$594,063; FY20 \$495,351

CF-1 Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with one other qualified applicant competing. LDH/OCDD is satisfied with the performance of Southeastern Louisiana Area Health Education Center of Louisiana in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 3 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA	
Southeastern Louisiana Area Health Education Center		LOUISIANA DEPARTMENT OF HEALTH	
		Secretary, Louisiana Department of Health or Designee	
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME	<u>Brian P. Jakes, Sr.</u>	NAME	<u>Mark A. Thomas</u>
CONTRACTOR TITLE	<u>Chief Executive Officer</u>	TITLE	<u>Assistant Secretary</u>
		OFFICE	<u>Office for Citizens with Developmental Disabilities</u>
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.74	115	3,765	100	0	3,765
Intake Coordinator Supervisor	26.43	346	9,145	100	0	9,145
Intake Coordinator	18.26	346	6,318	100	0	6,318
Intake Coordinator	16.82	346	5,820	100	0	5,820
Intake Coordinator	16.82	346	5,820	100	0	5,820
Intake Coordinator	16.82	346	5,820	100	0	5,820
Intake Coordinator	16.82	346	5,820	100	0	5,820
Intake Coordinator	16.82	346	5,820	100	0	5,820
Admn Clerk/Data Manager	14.41	346	4,986	100	0	4,986
Total			53,314		0	53,314

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	4,080	100	0	4,080
Health Insurance	9,314	100	0	9,314
Dental Insurance	718	100	0	718
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,696	100	0	3,696
			0	0
			0	0
Total	18,528		0	18,528

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.7518% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	479	100	0	479
EI Consultant	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
			0	0
Total	3,832		0	3,832

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1600 x 2)	3,200	100	0	3,200
Utilities (\$291.66 x 2)	583	100	0	583
Telephone/Cell phone (\$1100 x 2)	2,200	100	0	2,200
Maintenance of Equipment (\$416.66 x 2)	833	100	0	833
IT/IT Audit (\$500 x 2)	1,000	100	0	1,000
Liability Insurance (\$200 x 2)	400	100	0	400
Workers Compensation (\$100 x 2)	200	100	0	200
Unemployment Insurance (\$100 x 2)	200	100	0	200
			0	0
Total	8,616		0	8,616

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, pens, file folders, etc (\$1416.66 x 2)	2,833	100	0	2,833
			0	0
Total	2,833		0	2,833

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1249.99 x 2)	2,500	100	0	2,500
Audit (\$240 x 2)	480	100	0	480
			0	0
			0	0
Total	2,980		0	2,980

Justification

Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
		100	0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	8,560	100	0	8,560
			0	0
Total	8,560		0	8,560

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: AHEC Reg 3 FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	53,314	0	53,314
RELATED BENEFITS	(41)	18,528	0	18,528
TRAVEL	(12)	3,832	0	3,832
OPERATING SERVICES	(13)	8,616	0	8,616
SUPPLIES	(14)	2,833	0	2,833
PROFESSIONAL SVCS	(15)	2,980	0	2,980
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,560	0	8,560
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		98,663	0	98,663

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.74	693	22,689	100	0	22,689
Intake Coordinator Supervisor	26.43	2,080	54,974	100	0	54,974
Intake Coordinator	18.26	2,080	37,981	100	0	37,981
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Admn Clerk/Data Manager	14.41	2,080	29,973	100	0	29,973
Total			320,547		0	320,547

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	24,480	100	0	24,480
Health Insurance	55,884	100	0	55,884
Dental Insurance	4,308	100	0	4,308
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,404	100	0	22,404
			0	0
			0	0
Total	111,396		0	111,396

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.7518% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	2,875	100	0	2,875
EI Consultant	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
			0	0
Total	23,000		0	23,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1600 x 12)	19,200	100	0	19,200
Utilities (\$291.66 x 12)	3,500	100	0	3,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$416.66 x 12)	5,000	100	0	5,000
IT/IT Audit (\$500 x 12)	6,000	100	0	6,000
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$100 x 12)	1,200	100	0	1,200
Unemployment Insurance (\$100 x 12)	1,200	100	0	1,200
			0	0
Total	51,700		0	51,700

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, pens, file folders, etc (\$1416.66 x 12)	17,000	100	0	17,000
			0	0
Total	17,000		0	17,000

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1249.99 x 12)	15,000	100	0	15,000
Audit (\$240 x 12)	2,880	100	0	2,880
			0	0
Total	17,880		0	17,880

Justification

Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	51,540	100	0	51,540
Total	51,540		0	51,540

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: AHEC Reg 3 FROM: 7/1/18 TO: 4/30/19

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	320,547	0	320,547
RELATED BENEFITS	(41)	111,396	0	111,396
TRAVEL	(12)	23,000	0	23,000
OPERATING SERVICES	(13)	51,700	0	51,700
SUPPLIES	(14)	17,000	0	17,000
PROFESSIONAL SVCS	(15)	17,880	0	17,880
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	51,540	0	51,540
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		594,063	0	594,063

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	32.74	578	18,924	100	0	18,924
Intake Coordinator Supervisor	26.43	1,734	45,830	100	0	45,830
Intake Coordinator	18.26	1,734	31,663	100	0	31,663
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Admn Clerk/Data Manager	14.41	1,734	24,987	100	0	24,987
Total			267,234		0	267,234

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
FICA/Med	20,400	100	0	20,400
Health Insurance	46,570	100	0	46,570
Dental Insurance	3,590	100	0	3,590
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	18,670	100	0	18,670
			0	0
Total	92,830		0	92,830

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.7372% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	2,395	100	0	2,395
EI Consulant	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
			0	0
Total	19,160		0	19,160

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$1600 x 10)	16,000	100	0	16,000
Utilities (\$291.66 x 10)	2,917	100	0	2,917
Telephone/Cell phone (\$1100 x 10)	11,000	100	0	11,000
Maintenance of Equipment (\$416.66 x 10)	4,167	100	0	4,167
IT/IT Audit (\$500 x 10)	5,000	100	0	5,000
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$100 x 10)	1,000	100	0	1,000
Unemployment Insurance (\$100 x 10)	1,000	100	0	1,000
			0	0
Total	43,084		0	43,084

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, pens, file folders, etc (\$1416.66 x 10)	14,167	100	0	14,167
			0	0
Total	14,167		0	14,167

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant (\$1249.99 x 10)	12,500	100	0	12,500
Audit (\$240 x 10)	2,400	100	0	2,400
			0	0
Total	14,900		0	14,900

Justification

Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin. Cost	42,976	100	0	42,976
Total	42,976		0	42,976

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: AHEC Reg 3 FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	267,234	0	267,234
RELATED BENEFITS	(41)	92,830	0	92,830
TRAVEL	(12)	19,160	0	19,160
OPERATING SERVICES	(13)	43,084	0	43,084
SUPPLIES	(14)	14,167	0	14,167
PROFESSIONAL SVCS	(15)	14,900	0	14,900
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	42,976	0	42,976
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		495,351	0	495,351

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

2000122751

DHH - CF - 1
Revised: 2011-06

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735268

DHH: 060730

Office for Citizens with Developmental Disabilities

Agency # 340

EarlySteps, Louisiana's Early Intervention System

AND

Southeastern Louisiana Area Health Education Center

FOR

☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Southeastern Louisiana Area Health Education Center			5) Federal Employer Tax ID# or Social Security # 72115501400 (Must be 11 Digits)		
2) Street Address 1302 J.W. Davis Drive			6) Parish(es) Served 4, 29, 45, 47, 48, 51, 55		
City Hammond	State LA	Zip Code 70403	7) License or Certification # NA		
3) Telephone Number (985) 345-1119			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4) Mailing Address (if different)					
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A		

- 9) **Brief Description Of Services To Be Provided:**
Contractor will provide System Point of Entry (SPOE) services with the Region 3 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.	
13) Maximum Contract Amount \$ 1,772,477.00 14/15-97,328 15/16-586,904 16/17-592,894 17/18 - 495,351	

- 14) **Terms of Payment**
If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

- 15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum	Exhibit I: Board Resolution
Attachment II: Statement of Work	Exhibit II: Multi Year Letter
Attachment III: Budget	
Attachment IV: Monthly Invoice	
Attachment V: SPOE Monthly Report	
Attachment VI: Order of Precedence	

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

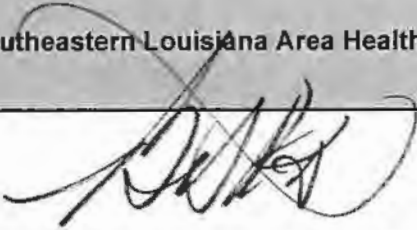
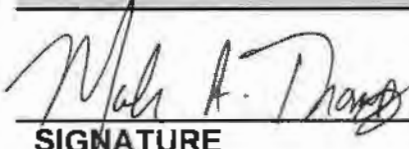
20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Southeastern Louisiana Area Health Education Center		STATE OF LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS	
 March 11, 2015			
SIGNATURE	DATE	SIGNATURE	DATE
Brian P. Jakes, Sr.		Kathy Kliebert	
NAME		NAME	
Chief Executive Officer		Secretary, Department of Health and Hospital or Designee	
TITLE		TITLE	
EarlySteps, Louisiana's Early Intervention System		Office for Citizens with Developmental Disabilities	
		 5-15-15	
SIGNATURE	DATE	SIGNATURE	DATE
Brenda Sharp		Mark A. Thomas	
NAME		NAME	
Program Manager		Assistant Secretary	
TITLE		TITLE	



**Office of State Procurement
PROACT Contract Certification of Approval**

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735268

Vendor: Southeastern Louisiana Area Health Education Center

Description: 735268 - Contractor will provide System Point of Entry (SPOE) Reg 3.

Approved By: Pamela Rice

Approval Date: 7/01/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

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Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

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- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment **111**

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	32.91	115	3,785	100	0	3,785
Intake Coordinator Supervisor	26.49	346	9,166	100	0	9,166
Intake Coordinator	18.3	346	6,332	100	0	6,332
Intake Coordinator	16.86	346	5,834	100	0	5,834
Intake Coordinator	16.86	346	5,834	100	0	5,834
Intake Coordinator	16.86	346	5,834	100	0	5,834
Intake Coordinator	16.86	346	5,834	100	0	5,834
Intake Coordinator	16.86	346	5,834	100	0	5,834
Admin. clerk/Data Manager	14.44	346	4,996	100	0	4,996
Total			53,449		0	53,449

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	4,078	100	0	4,078
Health Insurance	8,466	100	0	8,466
Dental Insurance	652	100	0	652
Life Insurance	720	100	0	720
Mutual of America (retirement)	3,732	100	0	3,732
			0	0
			0	0
			0	0
Total	17,648		0	17,648

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 33.018% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	479	100	0	479
EI Consultant	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
Intake Coordinator	479	100	0	479
			0	0
Total	3,832		0	3,832

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1600 x 2)	3,200	100	0	3,200
Utilities (\$291.66 x 2)	583	100	0	583
Telephone/Cell phone (\$1100 x 2)	2,200	100	0	2,200
Maintenance of Equipment (\$419.50 x 2)	839	100	0	839
IT/IT Audit (\$500 x 2)	1,000	100	0	1,000
Liability Insurance (\$200 x 2)	400	100	0	400
Workers Compensation (\$100 x 2)	200	100	0	200
Unemployment Insurance (\$100 x 2)	200	100	0	200
			0	0
Total	8,622		0	8,622

Justification Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1416.66 x 2)	2,833	100	0	2,833
			0	0
			0	0
			0	0
			0	0
Total	2,833		0	2,833

Justification Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1249.99 x 2)	2,500	100	0	2,500
		100	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	2,500		0	2,500

Justification Audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
			0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	8,444	100	0	8,444
			0	0
			0	0
			0	0
			0	0
			0	0
Total	8,444		0	8,444

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 3 **FROM:** 5/01/2015 **TO:** 6/30/2015

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	53,449	0	53,449
RELATED BENEFITS	(41)	17,648	0	17,648
TRAVEL	(12)	3,832	0	3,832
OPERATING SERVICES	(13)	8,622	0	8,622
SUPPLIES	(14)	2,833	0	2,833
PROFESSIONAL SVCS	(15)	2,500	0	2,500
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,444	0	8,444
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		97,328	0	97,328

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.74	693	21,996	100	0	21,996
Intake Coordinator Supervisor	26.44	2,080	54,995	100	0	54,995
Intake Coordinator	18.27	2,080	38,002	100	0	38,002
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Admin. clerk/Data Manager	14.41	2,080	29,973	100	0	29,973
Total			319,976		0	319,976

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	24,478	100	0	24,478
Health Insurance	50,800	100	0	50,800
Dental Insurance	3,913	100	0	3,913
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,398	100	0	22,398
			0	0
			0	0
			0	0
Total	105,909		0	105,909

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 33.099% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	2,875	100	0	2,875
EI Consultant	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Total	23,000		0	23,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1600 x 12)	19,200	100	0	19,200
Utilities (\$291.66 x 12)	3,500	100	0	3,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$416.66 x 12)	5,000	100	0	5,000
IT/IT Audit (\$500 x 12)	6,000	100	0	6,000
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$100 x 12)	1,200	100	0	1,200
Unemployment Insurance (\$100 x 12)	1,200	100	0	1,200
			0	0
Total	51,700		0	51,700

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1416.66 x 12)	17,000	100	0	17,000
			0	0
			0	0
			0	0
			0	0
Total	17,000		0	17,000

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1249.99 x 12)	15,000	100	0	15,000
Audit (\$200 x 12)	2,400	100	0	2,400
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	17,400		0	17,400

Justification

Audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	50,919	100	0	50,919
			0	0
			0	0
			0	0
			0	0
			0	0
Total	50,919		0	50,919

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 3 FROM: 7/01/2015 TO: 6/30/2016

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	319,976	0	319,976
RELATED BENEFITS	(41)	105,909	0	105,909
TRAVEL	(12)	23,000	0	23,000
OPERATING SERVICES	(13)	51,700	0	51,700
SUPPLIES	(14)	17,000	0	17,000
PROFESSIONAL SVCS	(15)	17,400	0	17,400
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	50,919	0	50,919
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		586,904	0	586,904

Note: No data entry allowed in this item

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	31.74	693	21,996	100	0	21,996
Intake Coordinator Supervisor	26.44	2,080	54,995	100	0	54,995
Intake Coordinator	18.27	2,080	38,002	100	0	38,002
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Intake Coordinator	16.82	2,080	34,986	100	0	34,986
Intake Coordinator	16.83	2,080	35,006	100	0	35,006
Admin. clerk/Data Manager	14.41	2,080	29,973	100	0	29,973
Total			319,976		0	319,976

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	24,478	100	0	24,478
Health Insurance	55,880	100	0	55,880
Dental Insurance	4,304	100	0	4,304
Life Insurance	4,320	100	0	4,320
Mutual of America (retirement)	22,398	100	0	22,398
			0	0
			0	0
			0	0
Total	111,380		0	111,380

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.809% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	2,875	100	0	2,875
EI Consultant	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
Intake Coordinator	2,875	100	0	2,875
			0	0
Total	23,000		0	23,000

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1600 x 12)	19,200	100	0	19,200
Utilities (\$291.66 x 12)	3,500	100	0	3,500
Telephone/Cell phone (\$1100 x 12)	13,200	100	0	13,200
Maintenance of Equipment (\$416.66 x 12)	5,000	100	0	5,000
IT/IT Audit (\$500 x 12)	6,000	100	0	6,000
Liability Insurance (\$200 x 12)	2,400	100	0	2,400
Workers Compensation (\$100 x 12)	1,200	100	0	1,200
Unemployment Insurance (\$100 x 12)	1,200	100	0	1,200
			0	0
Total	51,700		0	51,700

Justification | Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1416.66 x 12)	17,000	100	0	17,000
			0	0
			0	0
			0	0
			0	0
Total	17,000		0	17,000

Justification | Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1249.99 x 12)	15,000	100	0	15,000
Audit (\$200 x 12)	2,400	100	0	2,400
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	17,400		0	17,400

Justification | Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	51,438	100	0	51,438
			0	0
			0	0
			0	0
			0	0
			0	0
Total	51,438		0	51,438

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 3 FROM: 7/01/2016 TO: 6/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	319,976	0	319,976
RELATED BENEFITS	(41)	111,380	0	111,380
TRAVEL	(12)	23,000	0	23,000
OPERATING SERVICES	(13)	51,700	0	51,700
SUPPLIES	(14)	17,000	0	17,000
PROFESSIONAL SVCS	(15)	17,400	0	17,400
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	51,438	0	51,438
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		592,894	0	592,894

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment (11)

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	32.74	578	18,924	100	0	18,924
Intake Coordinator Supervisor	26.43	1,734	45,830	100	0	45,830
Intake Coordinator	18.26	1,734	31,663	100	0	31,663
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Intake Coordinator	16.82	1,734	29,166	100	0	29,166
Admin. clerk/Data Manager	14.41	1,734	24,987	100	0	24,987
Total			267,234		0	267,234

Justification

Personnel Cost for Region 3. Program Director is approximately 1/3 time on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
FICA/Med	20,400	100	0	20,400
Health Insurance	46,570	100	0	46,570
Dental Insurance	3,590	100	0	3,590
Life Insurance	3,600	100	0	3,600
Mutual of America (retirement)	18,670	100	0	18,670
			0	0
			0	0
			0	0
Total	92,830		0	92,830

Justification

FICA, Health, Dental, Life Insurance, Retirement benefits for those employees choosing to access these benefits represents 34.7372% related benefits.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	2,395	100	0	2,395
EI Consultant	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
Intake Coordinator	2,395	100	0	2,395
			0	0
Total	19,160		0	19,160

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore eight staff will travel to 7 parishes in Region 3.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$1600 x 10)	16,000	100	0	16,000
Utilities (\$291.66 x 10)	2,917	100	0	2,917
Telephone/Cell phone (\$1100 x 10)	11,000	100	0	11,000
Maintenance of Equipment (\$416.66 x 10)	4,167	100	0	4,167
IT/IT Audit (\$500 x 10)	5,000	100	0	5,000
Liability Insurance (\$200 x 10)	2,000	100	0	2,000
Workers Compensation (\$100 x 10)	1,000	100	0	1,000
Unemployment Insurance (\$100 x 10)	1,000	100	0	1,000
			0	0
Total	43,084		0	43,084

Justification

Rent, utilities, telephone, cell phones, fax, computers, copier maintenance, etc. are required for daily operation. Also includes workers comp. and liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper, pens, file folders, etc (\$1416.66 x 10)	14,167	100	0	14,167
			0	0
			0	0
			0	0
			0	0
Total	14,167		0	14,167

Justification

Purchase of folders, copy paper, pens, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant (\$1249.99 x 10)	12,500	100	0	12,500
Audit (\$240 x 10)	2,400	100	0	2,400
		0	0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	14,900		0	14,900

Justification

Legal and audit services yearly. EI consultant contracted to meet contract requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Laptops (\$1000 x 1)	1,000	100	0	1,000
			0	0
			0	0
			0	0
			0	0
Total	1,000		0	1,000

Justification

Replacement of computers on rotating basis. Computer life 3 to 4 years.

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. Cost	42,976	100	0	42,976
			0	0
			0	0
			0	0
			0	0
			0	0
Total	42,976		0	42,976

Justification

9.5% indirect and admin. cost.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Southeastern Louisiana AHEC - Region 3 FROM: 7/01/2017 TO: 4/30/2018

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	267,234	0	267,234
RELATED BENEFITS	(41)	92,830	0	92,830
TRAVEL	(12)	19,160	0	19,160
OPERATING SERVICES	(13)	43,084	0	43,084
SUPPLIES	(14)	14,167	0	14,167
PROFESSIONAL SVCS	(15)	14,900	0	14,900
CAPITAL ASSETS	(16)	1,000	0	1,000
ADMINISTRATIVE	(17)	42,976	0	42,976
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		495,351	0	495,351

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

						15.# of Referrals to EPSDT
						16.# of Referrals to OCDD
						17.# of Referrals to LEA
						18.# of Transition Meetings
						19.# of Referrals to Other Agencies
						20.# of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
0	0	0	0	0	0	23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3.# of Carryover Referrals closed-could not contact
0	0	0	0	0	0	4. Total #of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
0	0	0	0	0	0	7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
						10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION

STATE OF LOUISIANA
PARISH OF TANGIPAHOA

On the 18th day of June, 2014, at a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center a corporation, held in the city of Hammond, Tangipahoa Parish, Louisiana with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the above corporation do hereby authorize Virginia Pelegrin, President or Brian P. Jakes, Sr., Chief Executive Officer to negotiate at any time within 36 months from this date and on terms and conditions that she/he may deem advisable, a contract or contracts with the Louisiana Department of Health and Hospitals, to execute said documents on behalf of the corporation and further we do hereby give her/him the power and authority to do all things necessary to implement, maintain, amend or renew said documents.

The above resolution was passed by a majority of those present and voting in accordance with the bylaws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Southeastern Louisiana Area Health Education Center.

Held on the 16th day of June, 2014.

Subscribed and sworn before me, a Notary Public

For the Parish of St. Tammany State of Louisiana

On the 21st day of January, 2015.

Gosha Jakes
Notary Public #1360012

[Signature]
Secretary



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

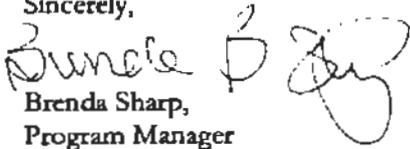
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Southeastern Louisiana Area Health Education Center		Amount \$ 1,772,477.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. (For Personal, Professional, Consulting contracts exceeding \$20,000)
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Southeast Area Health Education Center			
CFMS#: 730517	DHH#: 060300	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 454,978.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE

PHONE NUMBER

OCDD/EarlySteps

(225)342-5715

OFFICE

Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735268
Agency BA-22 #: 30 Agency Contract #: 060730

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(YYY-Y) (Start Date) (End Date)

Multi-year Contract (Yes/No): Yes If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Southeastern Louisiana Area Health Education Center 72115501400
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 3 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)

Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$97,328	100%	\$1,772,477	100.0%
TOTALS	\$97,328	100%	\$1,772,477	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,140,339
Amount this BA-22:	\$97,328
Balance:	\$9,258,402

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: Client Goff
Name: Client Goff
Title: Program Manager 1
Phone: (225) 342-0943

Reviewed/Approved By: Geetha Kumar
Name: Geetha Kumar
Title: Program Manager
Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8312	3655	8107	\$97,328.00

AMENDMENT TO
AGREEMENT BETWEEN STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH

Amendment #: 1
LAGOV#: 2000122575
LDH #: 060725

(Regional/ Program/ Facility)	Office for Citizens with Developmental Disabilities	
	EarlySteps, Louisiana's Early Intervention System	Original Contract Amt \$ 2,143,487.00
	AND	Original Contract Begin Date 05-01-2015
	First Steps Referral and Consulting , LLC	Original Contract End Date 04-30-2018
	Contractor Name	RFP Number: 305PUR-DHHRFP-SPOE

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 2,143,487.00 Current Contract Term: 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$2,143,487 FY15 \$114,526 FY16 \$697,512, FY17 \$715,045 FY18 \$616,404
Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 3,622,934.00 Changed Contract Term: 5/01/2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$3,622,934 FY15 \$114,526 FY16 \$697,512, FY17 \$715,045, FY18 \$616,404 (10 month), FY 18 \$123,377 (2 month), FY19 \$739,667, FY20 \$616,403
Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of First Steps Referral and Consulting, LLC, in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 4 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR		STATE OF LOUISIANA LOUISIANA DEPARTMENT OF HEALTH	
First Steps Referral and Consulting , LLC		Secretary, Louisiana Department of Health or Designee	
CONTRACTOR SIGNATURE	DATE	SIGNATURE	DATE
PRINT NAME	Mary F. Hockless	NAME	Mark A. Thomas
CONTRACTOR TITLE	Executive Director	TITLE	Assistant Secretary
		OFFICE	Office for Citizens with Developmental Disabilities
		PROGRAM SIGNATURE	DATE
		NAME	

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Director/EI Consultant/Supervisor	55.76	173	9,646	100	0	9,646
Intake Coordinator	13.06	346	4,519	100	0	4,519
Intake Coordinator	25.81	346	8,930	100	0	8,930
Intake Coordinator	25.81	346	8,930	100	0	8,930
Intake Coordinator	25.12	346	8,692	100	0	8,692
Intake Coordinator	25.12	346	8,692	100	0	8,692
Intake Coordinator	25.12	346	8,692	100	0	8,692
Data Management/Adm. Clerk	19.67	346	6,806	100	0	6,806
Data Management/Adm. Clerk	19.67	346	6,806	100	0	6,806
Total			71,713		0	71,713

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	9,561	100	0	9,561
FICA	5,495	100	0	5,495
FUTA	187	100	0	187
LAUE	180	100	0	180
Retirement IRA	2,871	100	0	2,871
			0	0
			0	0
			0	0
Total	18,294		0	18,294

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.4545%

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Director/EI Consultant/Supervisor	941	100	0	941
Intake Coordinator	941	100	0	941
Intake Coordinator	941	100	0	941
Intake Coordinator	941	100	0	941
Intake Coordinator	941	100	0	941
Intake Coordinator	941	100	0	941
Intake Coordinator	941	100	0	941
			0	0
Total	6,587		0	6,587

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office rental (\$1100 x 2)	2,200	100	0	2,200
Utilities (\$563.65 x 2)	1,127	100	0	1,127
Phone (\$878.28 x 2)	1,757	100	0	1,757
Liability Insurance (\$666.64 x 2)	1,333	100	0	1,333
Workers Comp. (\$466.65 x 2)	933	100	0	933
Postage (\$646.62 x 2)	1,293	100	0	1,293
Copier Rental (\$481.42 x 2)	963	100	0	963
			0	0
			0	0
Total	9,606		0	9,606

Justification

Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$76.93 x 2)	154	100	0	154
Pens, pencils, paper, drives, etc. (\$110.36 x 2)	221	100	0	221
Envelopes for mailings (\$66.27 x 2)	133	100	0	133
Toners for printers (\$449.35 x 2)	899	100	0	899
Computer Supplies/Virus Protection (316.76 x 2)	634	100	0	634
			0	0
			0	0
Total	2,041		0	2,041

Justification

Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 2)	180	100	0	180
Training (\$183.33 x 2)	364	100	0	364
Audit (\$686.43 x 2)	1,373	100	0	1,373
			0	0
			0	0
Total	1,917		0	1,917

Justification

Meet state contract audit requirements. Staff training as required.

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	71,713	0	71,713
RELATED BENEFITS	(41)	18,294	0	18,294
TRAVEL	(12)	6,587	0	6,587
OPERATING SERVICES	(13)	9,606	0	9,606
SUPPLIES	(14)	2,041	0	2,041
PROFESSIONAL SVCS	(15)	1,917	0	1,917
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	13,219	0	13,219
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		123,377	0	123,377

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail

Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Director/EI Consnlant/Supervisor	55.76	1,040	57,990	100	0	57,990
Intake Coordinator	13.06	2,080	27,165	100	0	27,165
Intake Coordinator	25.81	2,080	53,685	100	0	53,685
Intake Coordinator	25.81	2,080	53,685	100	0	53,685
Intake Coordinator	25.12	2,080	52,250	100	0	52,250
Intake Coordinator	25.12	2,080	52,250	100	0	52,250
Intake Coordinator	25.12	2,080	52,250	100	0	52,250
Data Management/Admin Clerk	19.67	2,080	40,914	100	0	40,914
Data Management/Admin Clerk	19.67	2,080	40,914	100	0	40,914
Total			431,103		0	431,103

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	57,366	100	0	57,366
FICA	32,972	100	0	32,972
FUTA	1,121	100	0	1,121
LAUE	1,078	100	0	1,078
Retirement IRA	17,222	100	0	17,222
			0	0
			0	0
Total	109,759		0	109,759

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.46%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Director/EI Consultant/Supervisor	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
			0	0
Total	38,164		0	38,164

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office rental (\$1100 x 12)	13,200	100	0	13,200
Utilities (\$563.65 x 12)	6,764	100	0	6,764
Phone (\$878.28 x 12)	10,539	100	0	10,539
Liability Insurance (\$666.64 x 12)	8,000	100	0	8,000
Workers Comp. (\$466.65 x 12)	5,600	100	0	5,600
Postage (\$646.62 x 12)	7,759	100	0	7,759
Copier Rental (\$481.42 x 12)	5,777	100	0	5,777
			0	0
Total	57,639		0	57,639

Justification Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$76.93 x 12)	923	100	0	923
Pens, pencils, paper, drives, etc. (\$110.36 x 12)	1,324	100	0	1,324
Envelopes for mailings (\$66.27 x 12)	795	100	0	795
Toners for printers (\$449.35 x 12)	5,392	100	0	5,392
Computer Supplies/Virus Protection (316.76 x 12)	3,801	100	0	3,801
			0	0
			0	0
Total	12,235		0	12,235

Justification Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$183.33 x 12)	2,200	100	0	2,200
Audit (\$686.43 x 12)	8,237	100	0	8,237
			0	0
Total	11,517		0	11,517

Justification Meet state contract audit requirements. Staff training as required.

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: FROM: TO:

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	431,103	0	431,103
RELATED BENEFITS	(41)	109,759	0	109,759
TRAVEL	(12)	38,164	0	38,164
OPERATING SERVICES	(13)	57,639	0	57,639
SUPPLIES	(14)	12,235	0	12,235
PROFESSIONAL SVCS	(15)	11,517	0	11,517
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	79,250	0	79,250
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		739,667	0	739,667

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail

Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Director/EI Consultant/Supervisor	55.76	867	48,344	100	0	48,344
Intake Coordinator	13.06	1,734	22,646	100	0	22,646
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Data Management/Adm. Clerk	19.67	1,734	34,108	100	0	34,108
Data Management/Adm. Clerk	19.67	1,734	34,108	100	0	34,108
Total			359,390		0	359,390

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	47,805	100	0	47,805
FICA	27,477	100	0	27,477
FUTA	934	100	0	934
LAUE	898	100	0	898
Retirement IRA	14,367	100	0	14,367
			0	0
			0	0
Total	91,481		0	91,481

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.4545%

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Director/EI Consultant/Supervisor	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
			0	0
Total	32,928		0	32,928

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Office rental (\$1100 x 10)	11,000	100	0	11,000
Utilities (\$563.65 x 10)	5,637	100	0	5,637
Phone (\$878.28 x 10)	8,783	100	0	8,783
Liability Insurance (\$666.64 x 10)	6,666	100	0	6,666
Workers Comp. (\$466.65 x 10)	4,667	100	0	4,667
Postage (\$646.62 x 10)	6,466	100	0	6,466
Copier Rental (\$481.42 x 10)	4,814	100	0	4,814
			0	0
Total	48,033		0	48,033

Justification Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$76.93 x 10)	769	100	0	769
Pens, pencils, paper, drives, etc. (\$110.36 x 10)	1,104	100	0	1,104
Envelopes for mailings (\$66.27 x 10)	663	100	0	663
Toners for printers (\$449.35 x 10)	4,494	100	0	4,494
Computer Supplies/Virus Protection (316.76 x 10)	3,168	100	0	3,168
			0	0
Total	10,198		0	10,198

Justification Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 10)	900	100	0	900
Training (\$183.33 x 10)	1,833	100	0	1,833
Audit (\$559.70 x 10)	5,597	100	0	5,597
			0	0
Total	8,330		0	8,330

Justification Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn. Costs	66,043	100	0	66,043
			0	0
			0	0
Total	66,043		0	66,043

Justification

Administrative costs represent 12% of total contract.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/1/19

TO: 4/30/20

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	359,390	0	359,390
RELATED BENEFITS	(41)	91,481	0	91,481
TRAVEL	(12)	32,928	0	32,928
OPERATING SERVICES	(13)	48,033	0	48,033
SUPPLIES	(14)	10,198	0	10,198
PROFESSIONAL SVCS	(15)	8,330	0	8,330
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	66,043	0	66,043
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		616,403	0	616,403

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

2000122575

DHH - CF - 1
Revised: 2011-06**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735229

DHH: 060725

Office for Citizens with Developmental Disabilities

Agency # 340

EarlySteps, Louisiana's Early Intervention System**AND****First Steps Referral and Consulting, LLC****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) First Steps Referral and Consulting, LLC			5) Federal Employer Tax ID# or Social Security # 55082549900 (Must be 11 Digits)		
2) Street Address P.O. Box 12213			6) Parish(es) Served 01, 20, 23, 28, 49, 50, 57		
City New Iberia	State LA	Zip Code 70562	7) License or Certification # NA		
3) Telephone Number (337) 224-5842			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4) Mailing Address (if different)					
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A		

9) **Brief Description Of Services To Be Provided:**

Contractor will provide System Point of Entry (SPOE) services with the Region 4 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
--------------------------------------	----------------------------------------

12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) **Maximum Contract Amount** \$ 2,143,487.00 14/15-114,526 15/16-697,512 16/17-715,045 17/18 - 616,404

14) **Terms of Payment**

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum
Attachment II: Statement of Work
Attachment III: Budget
Attachment IV: Monthly Invoice
Attachment V: SPOE Monthly Report
Attachment VI: Order of Precedence

Exhibit I: Sole Proprietorship
Exhibit II: Multi Year Letter

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

First Steps Referral and Consulting, LLC

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS


SIGNATURE

3.9.15
DATE

Mary F. Hockless

NAME

Executive Director

TITLE

SIGNATURE

DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

Office for Citizens with Developmental Disabilities

SIGNATURE

DATE

Brenda Sharp

NAME

Program Manager

TITLE


SIGNATURE

DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. Definitions: As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules found at 45 C.F.R. Parts 160 and 164, which were originally



Office of State Procurement PROACT Contract Certification of Approval

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735229

Vendor: First Steps Referral and Consulting, LLC

Description: 735229 - Contractor will provide System Point of Entry (SPOE) Reg. 4.

Approved By: Pamela Rice

Approval Date: 7/01/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contractor will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III

FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Director/EI Consultant/Supervisor	52.56	173	9,093	100	0	9,093
Intake Coordinator	12.31	346	4,259	100	0	4,259
Intake Coordinator	24.32	346	8,415	100	0	8,415
Intake Coordinator	24.32	346	8,415	100	0	8,415
Intake Coordinator	23.68	346	8,193	100	0	8,193
Intake Coordinator	23.68	346	8,193	100	0	8,193
Intake Coordinator	23.68	346	8,193	100	0	8,193
Data Management/Admin. Clerk	18.54	346	6,415	100	0	6,415
Data Management/Admin. Clerk	18.54	346	6,415	100	0	6,415
Total			67,591		0	67,591

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	8,867	100	0	8,867
FICA	5,180	100	0	5,180
FUTA	176	100	0	176
LAUE	169	100	0	169
Retirement IRA	2,709	100	0	2,709
			0	0
			0	0
			0	0
Total	17,101		0	17,101

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.301%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Director/EI Consultant/Supervisor	891	100	0	891
Intake Coordinator	891	100	0	891
Intake Coordinator	891	100	0	891
Intake Coordinator	891	100	0	891
Intake Coordinator	891	100	0	891
Intake Coordinator	891	100	0	891
Intake Coordinator	891	100	0	891
			0	0
Total	6,237		0	6,237

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3* Requested From DHH
Office rental (\$1100 x 2)	2,200	100	0	2,200
Utilities (\$533.70 x 2)	1,067	100	0	1,067
Phone (\$831.66 x 2)	1,663	100	0	1,663
Liability Insurance (\$631.25 x 2)	1,263	100	0	1,263
Workers Comp. (\$441.88 x 2)	884	100	0	884
Postage (\$612.30 x 2)	1,225	100	0	1,225
Copier Rental (\$455.87 x 2)	912	100	0	912
			0	0
			0	0
Total	9,214		0	9,214

Justification

Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$72.85 x 2)	146	100	0	146
Pens, pencils, paper, drives, etc. (\$104.50 x 2)	209	100	0	209
Envelopes for mailings (\$62.75 x 2)	126	100	0	126
Toners for printers (\$425.50 x 2)	851	100	0	851
Computer Supplies/Virus Protection (299.95 x 2)	600	100	0	600
			0	0
			0	0
			0	0
Total	1,932		0	1,932

Justification

Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 2)	180	100	0	180
		0	0	0
		0	0	0
			0	0
			0	0
			0	0
			0	0
Total	180		0	180

Justification

Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	12,271	100	0	12,271
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	12,271		0	12,271

Justification

Administration cost represents 12% of total contract.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 5/01/2015 TO: 06/30/2015

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	67,591	0	67,591
RELATED BENEFITS	(41)	17,101	0	17,101
TRAVEL	(12)	6,237	0	6,237
OPERATING SERVICES	(13)	9,214	0	9,214
SUPPLIES	(14)	1,932	0	1,932
PROFESSIONAL SVCS	(15)	180	0	180
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	12,271	0	12,271
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		114,526	0	114,526

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Director/EI Consultant/Supervisor	52.56	1,040	54,662	100	0	54,662
Intake Coordinator	12.3	2,080	25,584	100	0	25,584
Intake Coordinator	24.32	2,080	50,586	100	0	50,586
Intake Coordinator	24.32	2,080	50,586	100	0	50,586
Intake Coordinator	23.68	2,080	49,254	100	0	49,254
Intake Coordinator	23.68	2,080	49,254	100	0	49,254
Intake Coordinator	23.68	2,080	49,254	100	0	49,254
Data Management/Admin. Clerk	18.54	2,080	38,563	100	0	38,563
Data Management/Admin. Clerk	18.54	2,080	38,563	100	0	38,563
Total			406,306		0	406,306

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	53,201	100	0	53,201
FICA	31,083	100	0	31,083
FUTA	1,056	100	0	1,056
LAUE	1,016	100	0	1,016
Retirement IRA	16,252	100	0	16,252
			0	0
			0	0
			0	0
Total	102,608		0	102,608

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.2539%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Director/EI Consultant/Supervisor	5,345	100	0	5,345
Intake Coordinator	5,345	100	0	5,345
Intake Coordinator	5,345	100	0	5,345
Intake Coordinator	5,346	100	0	5,346
Intake Coordinator	5,346	100	0	5,346
Intake Coordinator	5,346	100	0	5,346
Intake Coordinator	5,346	100	0	5,346
			0	0
			0	0
Total	37,419		0	37,419

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office rental (\$1100 x 12)	13,200	100	0	13,200
Utilities (\$533.70 x 12)	6,404	100	0	6,404
Phone (\$831.66 x 12)	9,980	100	0	9,980
Liability Insurance (\$631.25 x 12)	7,575	100	0	7,575
Workers Comp. (\$441.88 x 12)	5,303	100	0	5,303
Postage (\$612.30 x 12)	7,348	100	0	7,348
Copier Rental (\$455.87 x 12)	5,470	100	0	5,470
			0	0
			0	0
Total	55,280		0	55,280

Justification Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$72.85 x 12)	874	100	0	874
Pens, pencils, paper, drives, etc. (\$104.50 x 12)	1,254	100	0	1,254
Envelopes for mailings (\$62.75 x 12)	753	100	0	753
Toners for printers (\$425.50 x 12)	5,106	100	0	5,106
Computer Supplies/Virus Protection (299.95 x 12)	3,599	100	0	3,599
			0	0
			0	0
			0	0
Total	11,586		0	11,586

Justification Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$166.67 x 12)	2,000	100	0	2,000
Audit (\$541.67 x 12)	6,500	100	0	6,500
			0	0
			0	0
			0	0
			0	0
Total	9,580		0	9,580

Justification Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	74,733	100	0	74,733
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	74,733		0	74,733

Justification

Administration cost represents 12% of total contract.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment **III**

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 7/01/2015 TO: 06/30/2016

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	406,306	0	406,306
RELATED BENEFITS	(41)	102,608	0	102,608
TRAVEL	(12)	37,419	0	37,419
OPERATING SERVICES	(13)	55,280	0	55,280
SUPPLIES	(14)	11,586	0	11,586
PROFESSIONAL SVCS	(15)	9,580	0	9,580
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	74,733	0	74,733
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		697,512	0	697,512

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment 111
FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Director/EI Consultant/Supervisor	54.14	1,040	56,306	100	0	56,306
Intake Coordinator	12.68	2,080	26,374	100	0	26,374
Intake Coordinator	25.05	2,080	52,104	100	0	52,104
Intake Coordinator	25.05	2,080	52,104	100	0	52,104
Intake Coordinator	24.39	2,080	50,731	100	0	50,731
Intake Coordinator	24.39	2,080	50,731	100	0	50,731
Intake Coordinator	24.39	2,080	49,254	100	0	49,254
Data Management/Admin. Clerk	19.1	2,080	39,728	100	0	39,728
Data Management/Admin. Clerk	19.1	2,080	39,728	100	0	39,728
Total			417,060		0	417,060

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	55,160	100	0	55,160
FICA	31,704	100	0	31,704
FUTA	1,077	100	0	1,077
LAUE	1,036	100	0	1,036
Retirement IRA	16,578	100	0	16,578
			0	0
			0	0
			0	0
Total	105,555		0	105,555

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.3092%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Director/EI Consultant/Supervisor	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,452	100	0	5,452
Intake Coordinator	5,453	100	0	5,453
Intake Coordinator	5,453	100	0	5,453
Intake Coordinator	5,453	100	0	5,453
Intake Coordinator	5,453	100	0	5,453
			0	0
			0	0
Total	38,168		0	38,168

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office rental (\$1100 x 12)	13,200	100	0	13,200
Utilities (\$544.41 x 12)	6,533	100	0	6,533
Phone (\$848.30 x 12)	10,180	100	0	10,180
Liability Insurance (\$643.88 x 12)	7,727	100	0	7,727
Workers Comp. (\$450.71 x 12)	5,409	100	0	5,409
Postage (\$624.54 x 12)	7,494	100	0	7,494
Copier Rental (\$464.95 x 12)	5,579	100	0	5,579
			0	0
			0	0
Total	56,122		0	56,122

Justification

Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$74.31 x 12)	892	100	0	892
Pens, pencils, paper, drives, etc. (\$106.59 x 12)	1,279	100	0	1,279
Envelopes for mailings (\$64.01 x 12)	768	100	0	768
Toners for printers (\$434.01 x 12)	5,208	100	0	5,208
Computer Supplies/Virus Protection (305.95 x 12)	3,671	100	0	3,671
			0	0
			0	0
			0	0
Total	11,818		0	11,818

Justification

Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$166.67 x 12)	2,000	100	0	2,000
Audit (\$552.50 x 12)	6,630	100	0	6,630
			0	0
			0	0
			0	0
			0	0
Total	9,710		0	9,710

Justification

Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	76,612	100	0	76,612
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	76,612		0	76,612

Justification

Administration cost represents 12% of total contract.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/01/2016

TO: 06/30/2017

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	417,060	0	417,060
RELATED BENEFITS	(41)	105,555	0	105,555
TRAVEL	(12)	38,168	0	38,168
OPERATING SERVICES	(13)	56,122	0	56,122
SUPPLIES	(14)	11,818	0	11,818
PROFESSIONAL SVCS	(15)	9,710	0	9,710
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	76,612	0	76,612
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		715,045	0	715,045

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Director/EI Consultant/Supervisor	55.76	867	48,344	100	0	48,344
Intake Coordinator	13.06	1,734	22,646	100	0	22,646
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Intake Coordinator	25.12	1,734	42,292	100	0	42,292
Data Management/Admin. Clerk	19.67	1,734	34,108	100	0	34,108
Data Management/Admin. Clerk	19.67	1,734	34,108	100	0	34,108
Total			358,124		0	358,124

Justification

Personnel cost for Region 4. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	47,805	100	0	47,805
FICA	27,477	100	0	27,477
FUTA	934	100	0	934
LAUE	898	100	0	898
Retirement IRA	14,367	100	0	14,367
			0	0
			0	0
			0	0
Total	91,481		0	91,481

Justification

9 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K, etc. Related benefits represents 25.5444%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Director/EI Consultant/Supervisor	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
Intake Coordinator	4,704	100	0	4,704
			0	0
			0	0
Total	32,928		0	32,928

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to all parishes in Region 4.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Office rental (\$1100 x 10)	11,000	100	0	11,000
Utilities (\$563.65 x 10)	5,637	100	0	5,637
Phone (\$878.28 x 10)	8,783	100	0	8,783
Liability Insurance (\$666.64 x 10)	6,666	100	0	6,666
Workers Comp. (\$466.65 x 10)	4,667	100	0	4,667
Postage (\$646.62 x 10)	6,466	100	0	6,466
Copier Rental (\$481.42 x 10)	4,814	100	0	4,814
			0	0
			0	0
Total	48,033		0	48,033

Justification

Office space rental, copier services, bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability and workers comp. insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$76.93 x 10)	769	100	0	769
Pens, pencils, paper, drives, etc. (\$110.36 x 10)	1,104	100	0	1,104
Envelopes for mailings (\$66.27 x 10)	663	100	0	663
Toners for printers (\$449.35 x 10)	4,494	100	0	4,494
Computer Supplies/Virus Protection (316.76 x 10)	3,168	100	0	3,168
			0	0
			0	0
			0	0
Total	10,198		0	10,198

Justification

Purchase of folders, pens, pencils, paper clips, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 10)	900	100	0	900
Training (\$183.33 x 10)	1,833	100	0	1,833
Audit (\$686.43 x 10)	6,864	100	0	6,864
			0	0
			0	0
			0	0
			0	0
			0	0
Total	9,597		0	9,597

Justification

Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	66,043	100	0	66,043
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Total	66,043		0	66,043

Justification

Administration cost represents 12% of total contract.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment **III**

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/01/2017

TO: 04/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	358,124	0	358,124
RELATED BENEFITS	(41)	91,481	0	91,481
TRAVEL	(12)	32,928	0	32,928
OPERATING SERVICES	(13)	48,033	0	48,033
SUPPLIES	(14)	10,198	0	10,198
PROFESSIONAL SVCS	(15)	9,597	0	9,597
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	66,043	0	66,043
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		616,404	0	616,404

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services			-	-	
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to DCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
						23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3. # of Carryover Referrals closed-could not contact
						4. Total #of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
						7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.



*Referral &
Consulting*

Providing Quality Services For Children and Families

Exhibit 1

P.O. Box 12213
New Iberia, LA 70562

Phone: 337-224-5842
Fax: 337-359-8747
1step@bellsouth.net

STATEMENT OF SOLE OWNERSHIP

I am engaged in business under the name of First Steps Referral and Consulting, LLC in the City of New Iberia, State of Louisiana.

I am the sole owner of First Steps Referral and Consulting, LLC, the business so conducted and no other person, firm or corporation has any interest therein.

All property in the name of First Steps Referral and Consulting, LLC belongs to me and is my sole property.

Signature

Mary F. Hatzler



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

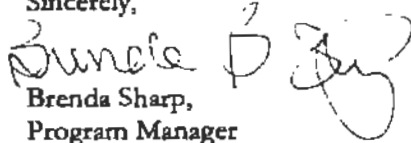
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME First Steps Referral and Consulting, LLC		Amount \$ 2,143,487.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): First Steps Referral and Consulting, LLC			
CFMS#: 730535	DHH#: 60299	EFF: 05-30-2014	TERM:
AMOUNT: \$ 600,023.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE

OCDD/EarlySteps

PHONE NUMBER

(225)342-5715

OFFICE

Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735229
Agency BA-22 #: 31 Agency Contract #: 060725

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): yes If "Yes", provide contract dates:
05/01/14 04/30/18
(Start Date) (End Date)

First Steps Referral and Consulting, LLC 55082549900
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 4 Parishes for EarlySteps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)
Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$114,526	100%	\$2,143,487	100.0%
TOTALS	\$114,526	100%	\$2,143,487	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,237,667
Amount this BA-22:	\$114,526
Balance:	\$9,143,876

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: CCP
Name: Clent Goff
Title: Program Manager 1
Phone: (225) 342-0943

Reviewed/Approved By: GK
Name: Geetha Kumar
Title: Program Manager 3
Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8412	3655	8107	\$114,526.00

AMENDMENT TO
AGREEMENT BETWEEN STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH

Amendment #: 1
LAGOV#: 2000126733
LDH #: 060735

(Regional/ Program/ Facility)	Office for Citizens with Developmental Disabilities	Original Contract Amt	\$ 1,379,398.00
	EarlySteps, Louisiana's Early Intervention System	Original Contract Begin Date	05-01-2015
	AND	Original Contract End Date	04-30-2018
	First Steps Referral and Consulting , LLC	RFP Number:	305PUR-DHHRFP-SPQ5
	Contractor Name		

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,379,398.00 Current Contract Term: 05/01/2015 - 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,379,398 FY15 \$72,976, FY16 \$445,176, FY17 \$458,111, FY18 \$403,135

Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 2,332,022.00 Changed Contract Term: 5/01/2015 - 4/30/2020

CF-1 Block 13 Maximum Contract Amount \$2,332,022 FY15 \$72,976, FY16 \$445,176, FY17 \$458,111, FY18 \$403,135 (10 month), FY 18 \$78,453 (2 month), FY19 \$471,036, FY20 \$403,135

Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of First Steps Referral and Consulting, LLC, in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 5 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR	STATE OF LOUISIANA LOUISIANA DEPARTMENT OF HEALTH
First Steps Referral and Consulting , LLC	Secretary, Louisiana Department of Health or Designee
CONTRACTOR SIGNATURE	SIGNATURE
DATE	DATE
PRINT NAME	NAME
Mary F. Hockless	Mark A. Thomas
CONTRACTOR TITLE	TITLE
Executive Director	Assistant Secretary
	OFFICE
	Office for Citizens with Developmental Disabilities
	PROGRAM SIGNATURE
	DATE
	NAME

LDH Contract Budget Detail

Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	55.76	173	9,646	100	0	9,646
EI Consultant and/or Supervisor	30.97	346	10,716	100	0	10,716
Intake Coordinator	25.81	346	8,930	100	0	8,930
Intake Coordinator	13.01	346	4,501	100	0	4,501
Intake Coordinator	25.12	346	8,692	100	0	8,692
Data Management/Admin Clerk	19.67	346	6,806	100	0	6,806
Admin Clerk (Part-time)	10.2	173	1,765	100	0	1,765
			0	100	0	0
			0		0	0
Total			51,056		0	51,056

Justification

Personnel cost for Region 5. Director is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	4,153	100	0	4,153
FICA	3,913	100	0	3,913
FUTA	133	100	0	133
LAUE	128	100	0	128
Retirement IRA	2,042	100	0	2,042
			0	0
			0	0
Total	10,369		0	10,369

Justification

5 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 20.31%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant and/or Supervisor	602	100	0	602
Intake Coordinator	602	100	0	602
Intake Coordinator	602	100	0	602
Intake Coordinator	602	100	0	602
			0	0
			0	0
			0	0
Total	2,408		0	2,408

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (83.20 x 2)	166	100	0	166
Telephone - Office (\$195.87 x 2)	392	100	0	392
Cell (\$181.90 x 2)	364	100	0	364
Insurance - Liability (\$673.24 x 2)	1,346	100	0	1,346
Insurance - Workers Comp. (\$471.27 x 2)	943	100	0	943
Postage (\$189.31 x 2)	379	100	0	379
Copier Rental (\$319.80 x 2)	640	100	0	640
			0	0
			0	0
Total	4,230		0	4,230

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$34.85 x 2)	70	100	0	70
Pens, pencils, papers, drives, etc. (\$28.25 x 2)	57	100	0	57
Envelopes for mailings (\$13.25 x 2)	27	100	0	27
Toner for printers (\$98.25 x 2)	197	100	0	197
Computer supplies/Virus protection (\$50 x 2)	100	100	0	100
			0	0
Total	451		0	451

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 2)	180	100	0	180
Training (\$166.67 x 2)	333	100	0	333
Audit (\$510 x 2)	1,020	100	0	1,020
			0	0
Total	1,533		0	1,533

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin Costs	8,406	100	0	8,406
			0	0
Total	8,406		0	8,406

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 5/1/18 TO: 6/30/18

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	51,056	0	51,056
RELATED BENEFITS	(41)	10,369	0	10,369
TRAVEL	(12)	2,408	0	2,408
OPERATING SERVICES	(13)	4,230	0	4,230
SUPPLIES	(14)	451	0	451
PROFESSIONAL SVCS	(15)	1,533	0	1,533
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	8,406	0	8,406
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		78,453	0	78,453

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail

Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	55.76	1,040	57,990	100	0	57,990
EI Consultant and/or Supervisor	30.97	2,080	64,418	100	0	64,418
Intake Coordinator	25.81	2,080	53,685	100	0	53,685
Intake Coordinator	13.01	2,080	27,061	100	0	27,061
Intake Coordinator	25.12	2,080	52,250	100	0	52,250
Data Management/Admin Clerk	19.67	2,080	40,914	100	0	40,914
Admin Clerk (Part-time)	10.2	1,040	10,608	100	0	10,608
			0	100	0	0
			0		0	0
Total			306,926		0	306,926

Justification

Personnel cost for Region 5. Director is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	24,920	100	0	24,920
FICA	23,478	100	0	23,478
FUTA	798	100	0	798
LAUE	767	100	0	767
Retirement IRA	12,251	100	0	12,251
			0	0
			0	0
			0	0
Total	62,214		0	62,214

Justification

5 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 20.27%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant and/or Supervisor	3,540	100	0	3,540
Intake Coordinator	3,540	100	0	3,540
Intake Coordinator	3,539	100	0	3,539
Intake Coordinator	3,539	100	0	3,539
			0	0
			0	0
Total	14,158		0	14,158

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (83.20 x 12)	998	100	0	998
Telephone - Office (\$195.87 x 12)	2,350	100	0	2,350
Cell (\$181.90 x 12)	2,183	100	0	2,183
Insurance - Liability (\$673.24 x 12)	8,079	100	0	8,079
Insurance - Workers Comp. (\$471.27 x 12)	5,655	100	0	5,655
Postage (\$189.31 x 12)	2,272	100	0	2,272
Copier Rental (\$319.80 x 12)	3,838	100	0	3,838
			0	0
Total	25,375		0	25,375

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$34.85 x 12)	418	100	0	418
Pens, pencils, papers, drives, etc. (\$28.25 x 12)	339	100	0	339
Envelopes for mailings (\$13.25 x 12)	159	100	0	159
Toner for printer (\$98.25 x 12)	1,179	100	0	1,179
Computer supplies/Virus protection (\$50 x 12)	600	100	0	600
			0	0
Total	2,695		0	2,695

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$166.67 x 12)	2,000	100	0	2,000
Audit (\$510 x 12)	6,120	100	0	6,120
			0	0
Total	9,200		0	9,200

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admin Costs	50,468	100	0	50,468
			0	0
Total	50,468		0	50,468

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 7/1/18 TO: 6/30/19

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	306,926	0	306,926
RELATED BENEFITS	(41)	62,214	0	62,214
TRAVEL	(12)	14,158	0	14,158
OPERATING SERVICES	(13)	25,375	0	25,375
SUPPLIES	(14)	2,695	0	2,695
PROFESSIONAL SVCS	(15)	9,200	0	9,200
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	50,468	0	50,468
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		471,036	0	471,036

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail
Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Program Director	55.76	867	48,344	100	0	48,344
EI Consultant and/or Supervisor	30.97	1,734	53,702	100	0	53,702
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	13.01	1,734	22,559	100	0	22,559
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Data Management/Admin Clerk	19.67	1,734	34,108	100	0	34,108
Admin Clerk (Part-time)	10.2	1,734	17,687	100	0	17,687
			0	100	0	0
			0		0	0
Total			264,713		0	264,713

Justification

Personnel cost for Region 5. Director is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Medical	20,767	100	0	20,767
FICA	19,565	100	0	19,565
FUTA	665	100	0	665
LAUE	639	100	0	639
Retirement IRA	10,230	100	0	10,230
			0	0
Total	51,866		0	51,866

Justification

5 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 19.5934.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
EI Consultant and/or Supervisor	3,008	100	0	3,008
Intake Coordinator	3,008	100	0	3,008
Intake Coordinator	3,009	100	0	3,009
Intake Coordinator	3,009	100	0	3,009
			0	0
Total	12,034		0	12,034

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (83.20 x 10)	832	100	0	832
Telephone - Office (\$195.87 x 10)	1,959	100	0	1,959
Cell (\$181.90 x 10)	1,819	100	0	1,819
Insurance - Liability (\$673.24 x 10)	6,732	100	0	6,732
Insurance - Workers Comp. (\$471.27 x 10)	4,713	100	0	4,713
Postage (\$189.31 x 10)	1,893	100	0	1,893
Copier Rental (\$319.80 x 10)	3,198	100	0	3,198
			0	0
Total	21,146		0	21,146

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Folders and labels (\$34.85 x 10)	349	100	0	349
Pens, pencils, papers, drives, etc. (\$28.25 x 10)	283	100	0	283
Envelopes for mailings (\$13.25 x 10)	133	100	0	133
Computer supplies/Virus protection (\$50 x 10)	983	100	0	983
	500	100	0	500
			0	0
Total	2,248		0	2,248

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Interpreter (\$90.00 x 10)	900	100	0	900
Training (\$166.67 x 10)	1,833	100	0	1,833
Audit (\$510 x 10)	5,202	100	0	5,202
			0	0
Total	7,935		0	7,935

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Fuods	Column 3 Requested From LDH
Admin Costs	43,193	100	0	43,193
			0	0
Total	43,193		0	43,193

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: First Steps Referral and Consulting, LLC FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	264,713	0	264,713
RELATED BENEFITS	(41)	51,866	0	51,866
TRAVEL	(12)	12,034	0	12,034
OPERATING SERVICES	(13)	21,146	0	21,146
SUPPLIES	(14)	2,248	0	2,248
PROFESSIONAL SVCS	(15)	7,935	0	7,935
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	43,193	0	43,193
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		403,135	0	403,135

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735210

DHH: 060735

Office for Citizens with Developmental Disabilities

Agency # 340

EarlySteps, Louisiana's Early Intervention System**AND****First Steps Referral and Consulting, LLC****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) First Steps Referral and Consulting, LLC			5) Federal Employer Tax ID# or Social Security # 55082549900 (Must be 11 Digits)	
2) Street Address P.O. Box 12213			6) Parish(es) Served 02, 06, 10, 12, 27	
City New Iberia	State LA	Zip Code 70562	7) License or Certification # NA	
3) Telephone Number (337) 224-5842			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4) Mailing Address (if different)				
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A	

9) **Brief Description Of Services To Be Provided:**

Contractor will provide System Point of Entry (SPOE) services with the Region 5 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
--------------------------------------	----------------------------------------

12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) Maximum Contract Amount \$ 1,379,398.00	14/15-72,976 15/16-445,176 16/17-458,111 17/18 - 403,135
----------------------------------------------------	----------------------------------------------------------

14) **Terms of Payment**

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum
Attachment II: Statement of Work
Attachment III Budget
Attachment IV: Monthly Invoice
Attachment V: SPOE Monthly Report
Attachment VI: Order of Precedence

Exhibit I: Sole Proprietorship
Exhibit II: Multi Year Letter

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

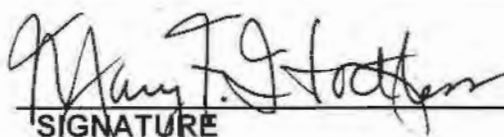
22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

First Steps Referral and Consulting, LLC

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

 3-9-15
SIGNATURE DATE

Mary F. Hockless

NAME

Executive Director

TITLE

SIGNATURE DATE

Kathy Kliebert

NAME

Secretary, Department of Health and Hospital or Designee

TITLE

EarlySteps, Louisiana's Early Intervention System

Office for Citizens with Developmental Disabilities

SIGNATURE DATE

Brenda Sharp

NAME

Program Manager

TITLE

 5-15-15
SIGNATURE DATE

Mark A. Thomas

NAME

Assistant Secretary

TITLE

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data processing, information technology, management, financial, administrative, health care, legal, medical, nursing, or other services to DHH.



Office of State Procurement PROACT Contract Certification of Approval

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735210

Vendor: First Steps Referral and Consulting, LLC

Description: Contractor will provide System Point of Entry (SPOE) services Reg. 5

Approved By: Pamela Rice

Approval Date: 6/29/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III
FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	52.56	173	9,093	100	0	9,093
EI Consultant and/or Supervisor	29.19	346	10,100	100	0	10,100
Intake Coordinator	24.32	346	8,415	100	0	8,415
Intake Coordinator	12.26	346	4,242	100	0	4,242
Intake Coordinator	23.68	346	8,193	100	0	8,193
Data Management/Admin Clerk	18.54	346	6,415	100	0	6,415
Admin Clerk (Part-time)	9.62	173	1,664	100	0	1,664
			0		0	0
			0		0	0
Total			48,122		0	48,122

Justification

Personnel cost for Region 5. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	3,830	100	0	3,830
FICA	3,688	100	0	3,688
FUTA	125	100	0	125
LAUE	120	100	0	120
Retirement IRA	1,929	100	0	1,929
			0	0
			0	0
			0	0
Total	9,692		0	9,692

Justification

7 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 20.14%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant and/or Supervisor	579	100	0	579
Intake Coordinator	578	100	0	578
Intake Coordinator	578	100	0	578
Intake Coordinator	578	100	0	578
			0	0
			0	0
			0	0
			0	0
Total	2,313		0	2,313

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$80.00 x 2)	160	100	0	160
Telephone - Office (\$188.27 x 2)	377	100	0	377
Cell (\$174.84 x 2)	350	100	0	350
Insurance - Liability (\$647.09 x 2)	1,294	100	0	1,294
Insurance - Workers Comp. (\$452.97 x 2)	906	100	0	906
Postage (\$181.96 x 2)	364	100	0	364
Copier Rental (307.38 x 2)	615	100	0	615
			0	0
			0	0
Total	4,066		0	4,066

Justification Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$34.85 x 2)	70	100	0	70
Pens, pencils, papers, drives, etc. (\$28.25 x 2)	57	100	0	57
Envelopes for mailings (\$13.25 x 2)	27	100	0	27
Toner for printers (\$98.25 x 2)	197	100	0	197
Computer supplies/Virus protection (\$50 x 2)	100	100	0	100
			0	0
			0	0
			0	0
Total	451		0	451

Justification Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpeter (\$90.00 x 2)	180	100	0	180
Training (\$166.67 x 2)	333	100	0	333
		100	0	0
			0	0
			0	0
			0	0
Total	513		0	513

Justification Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0	100	0	0
		100	0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	7,819	100	0	7,819
			0	0
			0	0
			0	0
			0	0
			0	0
Total	7,819		0	7,819

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment III

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 5/1/2015

TO: 06/30/2015

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	48,122	0	48,122
RELATED BENEFITS	(41)	9,692	0	9,692
TRAVEL	(12)	2,313	0	2,313
OPERATING SERVICES	(13)	4,066	0	4,066
SUPPLIES	(14)	451	0	451
PROFESSIONAL SVCS	(15)	513	0	513
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	7,819	0	7,819
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		72,976	0	72,976

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III
FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	52.56	1,040	54,662	100	0	54,662
EI Consultant and/or Supervisor	29.19	2,080	60,715	100	0	60,715
Intake Coordinator	24.32	2,080	50,586	100	0	50,586
Intake Coordinator	12.26	2,080	25,501	100	0	25,501
Intake Coordinator	23.68	2,080	49,254	100	0	49,254
Data Management/Admin Clerk	18.54	2,080	38,563	100	0	38,563
Admin Clerk (Part-time)	9.62	1,040	10,005	100	0	10,005
			0		0	0
			0		0	0
Total			289,286		0	289,286

Justification

Personnel cost for Region 5. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	22,977	100	0	22,977
FICA	22,130	100	0	22,130
FUTA	752	100	0	752
LAUE	723	100	0	723
Retirement IRA	11,571	100	0	11,571
			0	0
			0	0
			0	0
Total	58,153		0	58,153

Justification

7 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 20.1021%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant and/or Supervisor	3,470	100	0	3,470
Intake Coordinator	3,470	100	0	3,470
Intake Coordinator	3,470	100	0	3,470
Intake Coordinator	3,470	100	0	3,470
			0	0
			0	0
			0	0
			0	0
Total	13,880		0	13,880

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$80.00 x 12)	960	100	0	960
Telephone - Office (\$188.27 x 12)	2,259	100	0	2,259
Cell (\$174.84 x 12)	2,098	100	0	2,098
Insurance - Liability (\$647.09 x 12)	7,765	100	0	7,765
Insurance - Workers Comp. (\$452.97 x 12)	5,436	100	0	5,436
Postage (\$181.96 x 12)	2,184	100	0	2,184
Copier Rental (307.38 x 12)	3,689	100	0	3,689
			0	0
			0	0
Total	24,391		0	24,391

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$34.85 x 12)	418	100	0	418
Pens, pencils, papers, drives, etc. (\$27.75 x 12)	333	100	0	333
Envelopes for mailings (\$13.25 x 12)	159	100	0	159
Toner for printers (\$98.25 x 12)	1,179	100	0	1,179
Computer supplies/Virus protection (\$50 x 12)	600	100	0	600
			0	0
			0	0
			0	0
Total	2,689		0	2,689

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$166.67 x 12)	2,000	100	0	2,000
Audit (\$500 x 12)	6,000	100	0	6,000
			0	0
			0	0
			0	0
Total	9,080		0	9,080

Justification

Meet state contract audit requirements. Staff training as required.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0	100	0	0
		100	0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	47,697	100	0	47,697
			0	0
			0	0
			0	0
			0	0
			0	0
Total	47,697		0	47,697

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment III

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/1/2015

TO: 06/30/2016

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	289,286	0	289,286
RELATED BENEFITS	(41)	58,153	0	58,153
TRAVEL	(12)	13,880	0	13,880
OPERATING SERVICES	(13)	24,391	0	24,391
SUPPLIES	(14)	2,689	0	2,689
PROFESSIONAL SVCS	(15)	9,080	0	9,080
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	47,697	0	47,697
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		445,176	0	445,176

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III
FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	54.14	1,040	56,306	100	0	56,306
EI Consultant and/or Supervisor	30.06	2,080	62,525	100	0	62,525
Intake Coordinator	25.05	2,080	52,104	100	0	52,104
Intake Coordinator	12.63	2,080	26,270	100	0	26,270
Intake Coordinator	24.39	2,080	50,731	100	0	50,731
Data Management/Admin Clerk	19.1	2,080	39,728	100	0	39,728
Admin Clerk (Part-time)	9.9	1,040	10,296	100	0	10,296
			0		0	0
			0		0	0
Total			297,960		0	297,960

Justification

Personnel cost for Region 5. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	23,927	100	0	23,927
FICA	22,794	100	0	22,794
FUTA	775	100	0	775
LAUE	745	100	0	745
Retirement IRA	11,917	100	0	11,917
			0	0
			0	0
			0	0
Total	60,158		0	60,158

Justification

5 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 20.19%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant and/or Supervisor	3,540	100	0	3,540
Intake Coordinator	3,540	100	0	3,540
Intake Coordinator	3,539	100	0	3,539
Intake Coordinator	3,539	100	0	3,539
			0	0
			0	0
			0	0
			0	0
Total	14,158		0	14,158

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$80.00 x 12)	960	100	0	960
Telephone - Office (\$192.03 x 12)	2,304	100	0	2,304
Cell (\$178.34 x 12)	2,140	100	0	2,140
Insurance - Liability (\$660.04 x 12)	7,920	100	0	7,920
Insurance - Workers Comp. (\$462.02 x 12)	5,544	100	0	5,544
Postage (\$185.60 x 12)	2,227	100	0	2,227
Copier Rental (313.53 x 12)	3,762	100	0	3,762
			0	0
			0	0
Total	24,857		0	24,857

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$34.85 x 12)	418	100	0	418
Pens, pencils, papers, drives, etc. (\$28.25 x 12)	339	100	0	339
Envelopes for mailings (\$13.25 x 12)	159	100	0	159
Toner for printers (\$98.25 x 12)	1,179	100	0	1,179
Computer supplies/Virus protection (\$50 x 12)	600	100	0	600
			0	0
			0	0
Total	2,695		0	2,695

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpeter (\$90.00 x 12)	1,080	100	0	1,080
Training (\$166.67 x 12)	2,000	100	0	2,000
Audit (\$510 x 12)	6,120	100	0	6,120
			0	0
			0	0
			0	0
			0	0
Total	9,200		0	9,200

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0	100	0	0
		100	0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	49,083	100	0	49,083
			0	0
			0	0
			0	0
			0	0
			0	0
Total	49,083		0	49,083

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment 11

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/1/2016

TO: 06/30/2017

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	297,960	0	297,960
RELATED BENEFITS	(41)	60,158	0	60,158
TRAVEL	(12)	14,158	0	14,158
OPERATING SERVICES	(13)	24,857	0	24,857
SUPPLIES	(14)	2,695	0	2,695
PROFESSIONAL SVCS	(15)	9,200	0	9,200
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	49,083	0	49,083
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		458,111	0	458,111

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III
FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Program Director	55.76	867	48,344	100	0	48,344
EI Consultant and/or Supervisor	30.97	1,734	53,702	100	0	53,702
Intake Coordinator	25.81	1,734	44,755	100	0	44,755
Intake Coordinator	13.01	1,734	22,559	100	0	22,559
Intake Coordinator	25.12	1,734	43,558	100	0	43,558
Data Management/Admin Clerk	19.67	1,734	34,108	100	0	34,108
Admin Clerk (Part-time)	10.2	1,734	17,687	100	0	17,687
			0		0	0
			0		0	0
Total			264,713		0	264,713

Justification

Personnel cost for Region 5. Director/EI Consultant/Supervisor is .5 FTE on contract activities.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Medical	20,767	100	0	20,767
FICA	19,565	100	0	19,565
FUTA	665	100	0	665
LAUE	639	100	0	639
Retirement IRA	10,230	100	0	10,230
			0	0
			0	0
			0	0
Total	51,866		0	51,866

Justification

5 staff benefits to include state and federally required items such as FICA and Medicare. Includes other benefits such as health and 401K. Related benefits represents 19.5934%.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
EI Consultant and/or Supervisor	3,008	100	0	3,008
Intake Coordinator	3,008	100	0	3,008
Intake Coordinator	3,009	100	0	3,009
Intake Coordinator	3,009	100	0	3,009
			0	0
			0	0
			0	0
			0	0
Total	12,034		0	12,034

Justification

Travel will be reimbursed in accordance with PPM49. Families do not travel to the office, therefore four staff will travel to 5 parishes in Region 5.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$83.20 x 10)	832	100	0	832
Telephone - Office (\$195.87 x 10)	1,959	100	0	1,959
Cell (\$181.90 x 10)	1,819	100	0	1,819
Insurance - Liability (\$673.24 x 10)	6,732	100	0	6,732
Insurance - Workers Comp. (\$471.27 x 10)	4,713	100	0	4,713
Postage (\$189.31 x 10)	1,893	100	0	1,893
Copier Rental (319.80 x 10)	3,198	100	0	3,198
			0	0
			0	0
Total	21,146		0	21,146

Justification

Bulk mailing, telephone, cell phones, etc. are required for daily operation. Also includes liability insurance.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Folders and labels (\$34.85 x 10)	349	100	0	349
Pens, pencils, papers, drives, etc. (\$28.25 x 10)	283	100	0	283
Envelopes for mailings (\$13.25 x 10)	133	100	0	133
Toner for printers (\$98.25 x 10)	983	100	0	983
Computer supplies/Virus protection (\$50 x 10)	500	100	0	500
			0	0
			0	0
Total	2,248		0	2,248

Justification

Purchase of folders, copy paper, pens, pencils, staples, etc. are necessary supplies used in the daily operations.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Interpreter (\$90.00 x 10)	900	100	0	900
Training (\$166.67 x 10)	1,833	100	0	1,833
Audit (\$510 x 10)	5,202	100	0	5,202
			0	0
			0	0
			0	0
			0	0
			0	0
Total	7,935		0	7,935

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0	0	0	0
		0	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Admin. costs	43,193	100	0	43,193
			0	0
			0	0
			0	0
			0	0
			0	0
Total	43,193		0	43,193

Justification

Based on allowed 12%

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
				0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment III

CONTRACTOR: First Steps Referral and Consulting, LLC

FROM: 7/1/2017

TO: 04/30/2018

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	264,713	0	264,713
RELATED BENEFITS	(41)	51,866	0	51,866
TRAVEL	(12)	12,034	0	12,034
OPERATING SERVICES	(13)	21,146	0	21,146
SUPPLIES	(14)	2,248	0	2,248
PROFESSIONAL SVCS	(15)	7,935	0	7,935
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	43,193	0	43,193
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		403,135	0	403,135

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0095
Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to OCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
						23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3. # of Carryover Referrals closed-could not contact
						4. Total # of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
						7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
						10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.



*Referral &
Consulting*

Providing Quality Services For Children and Families

Exhibit 1

P.O. Box 12213

New Iberia, LA 70562

Phone: 337-224-5842

Fax: 337-359-8747

1ststep@bellsouth.net

STATEMENT OF SOLE OWNERSHIP

I am engaged in business under the name of First Steps Referral and Consulting, LLC
in the City of New Iberia, State of Louisiana.

I am the sole owner of First Steps Referral and Consulting, LLC, the business so conducted and
no other person, firm or corporation has any interest therein.

All property in the name of First Steps Referral and Consulting, LLC belongs to me and
is my sole property.

Signature

A handwritten signature in cursive script, appearing to read 'Mary F. Hatfield', written over a horizontal line.



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

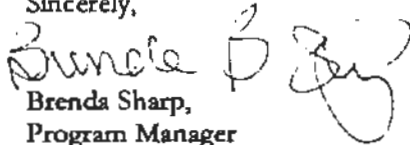
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME First Steps Referral and Consulting, LLC	Amount \$ 1,379,398.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018	BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
A. What critical services will go unprovided and to whom?
Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within **60 days** after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): First Steps Referral and Consulting, LLC			
CFMS#: 730536	DHH#: 060298	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 340,411.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE
OCDD/EarlySteps

PHONE NUMBER
(225)342-5715

OFFICE
Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735210
Agency BA-22 #: 32 Agency Contract #: _____

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): yes If "Yes", provide contract dates:
05/01/14 04/30/18
(Start Date) (End Date)

First Steps Referral and Consulting, LLC 55082549900
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 5 Parishes for EarlySteps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)
Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$72,976	100%	\$1,379,398	100.0%
TOTALS	\$72,976	100%	\$1,379,398	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,352,193
Amount this BA-22:	\$72,976
Balance:	\$9,070,900

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: _____ Reviewed/Approved By: Geetha Kumar
Name: Clent Goff Name: Geetha Kumar
Title: Program Manager 1 Title: Program Manager 3
Phone: (225) 342-0943 Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8512	3655	8107	\$72,976.00

AMENDMENT TO
AGREEMENT BETWEEN STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH

Amendment #: 1
LAGOV#: 2000122493
LDH #: 060735

(Regional/ Program/
Facility

Office for Citizens with Developmental Disabilities
EarlySteps, Louisiana's Early Intervention System

Original Contract Amt \$ 1,787,180.00
Original Contract Begin Date 05-01-2015
Original Contract End Date 04-30-2018
RFP Number: 305PUR-DHHRFP-SPOE

AND

Families Helping Families at the Crossroads

Contractor Name

AMENDMENT PROVISIONS

Change Contract From: From Maximum Amount: \$ 1,787,180.00 Current Contract Term: 04/30/2018

CF-1 Block 13 Maximum Contract Amount \$1,787,180 FY15 \$98,481, FY16 \$595,723, FY17 \$595,723, FY18 \$497,253

Block 14 Terms of Payment: See Attachment III: Budget

Change Contract To: To Maximum Amount: \$ 2,979,415.00 Changed Contract Term: 5/01/2015 - 4/30/2018

CF-1 Block 13 Maximum Contract Amount \$2,979,415 FY15 \$98,481, FY16 \$595,723, FY17 \$595,723, FY18 \$497,253 (10 month), FY 18 \$99,259 (2 month), FY19 \$595,723, FY20 \$497,253

Block 14 Terms of Payment: See Attachment III: Budget

Justifications for amendment:

The current contract, which was executed via RFP# 305PUR-DHHRFP-SPOE-2014-OCDD on May 1, 2015, expires on April 30, 2018. The RFP included an option to extend the resulting contract from 3 to 5 years. Since 2008, the RFP has been issued 3 times with no other qualified applicants competing. LDH/OCDD is satisfied with the performance of Families Helping Families at the Crossroads, in meeting all deliverables and would like to exercise the option to extend the contract the allowable 24 months, in the Region 7 parishes for EarlySteps, the Louisiana's Early Intervention program.

This Amendment Becomes Effective: 05-01-2018

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties.

IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below.

CONTRACTOR

Families Helping Families at the Crossroads

STATE OF LOUISIANA
LOUISIANA DEPARTMENT OF HEALTH
Secretary, Louisiana Department of Health or Designee

CONTRACTOR SIGNATURE DATE

PRINT NAME James Sprinkle

CONTRACTOR TITLE Executive Director

SIGNATURE DATE

NAME Mark A. Thomas

TITLE Assistant Secretary

OFFICE Office for Citizens with Developmental Disabilities

PROGRAM SIGNATURE DATE

NAME

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Intake Service Coordinator Supervisor	25	346	8,650	100	0	8,650
EI Consultant	26.44	346	9,148	100	0	9,148
Data Management/Admn Clerk	15	346	5,190	100	0	5,190
Data Management/Admn Clerk	15	346	5,190	100	0	5,190
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Total			62,778		0	62,778

Justification

Based upon present excellent competency of staff and intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Retirement	1,888	100	0	1,888
FICA/Medicare	5,032	100	0	5,032
Unemployment	630	100	0	630
Insurance Benefit	3,750	100	0	3,750
			0	0
			0	0
Total	11,300		0	11,300

Justification

To match past history with employee treatment and represents 18% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	914	100	0	914
EI Consultant	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
			0	0
			0	0
Total	6,398		0	6,398

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2020x 2)	4,040	100	0	4,040
Utilities	0	0	0	0
Telephone (\$600x 2)	1,200	100	0	1,200
Insurance Liability (\$500x 2)	1,000	100	0	1,000
Postage (\$500x 2)	1,000	100	0	1,000
			0	0
			0	0
Total	7,240		0	7,240

Justification

Due to stability of FHF, cost int his category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, files, folders, file cabinets, ink (\$900x2)	1,800	100	0	1,800
			0	0
Total	1,800		0	1,800

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Accounting (\$360 x 2)	720	100	0	720
			0	0
			0	0
Total	720		0	720

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn. Costs	9,023	100	0	9,023
			0	0
Total	9,023		0	9,023

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same at 10% rather than the allowed 12%.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Families Helping Families @ Crossroads FROM: 5/1/18 TO: 6/30/18

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	62,778	0	62,778
RELATED BENEFITS	(41)	11,300	0	11,300
TRAVEL	(12)	6,398	0	6,398
OPERATING SERVICES	(13)	7,240	0	7,240
SUPPLIES	(14)	1,800	0	1,800
PROFESSIONAL SVCS	(15)	720	0	720
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	9,023	0	9,023
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		99,259	0	99,259

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Intake Service Coordinator Supervisor	25	2,080	52,000	100	0	52,000
EI Consultant	26.44	2,080	54,995	100	0	54,995
Data Management/Admn Clerk	15	2,080	31,200	100	0	31,200
Data Management/Admn Clerk	15	2,080	31,200	100	0	31,200
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Total			377,395		0	377,395

Justification

Based upon present excellent competency of staff and intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Retirement	11,328	100	0	11,328
FICA/Medicare	30,192	100	0	30,192
Unemployment	3,780	100	0	3,780
Insurance Benefit	22,631	100	0	22,631
			0	0
Total	67,931		0	67,931

Justification

To match past history with employee treatment and represents related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	5,485	100	0	5,485
EI Consultant	5,485	100	0	5,485
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
			0	0
			0	0
Total	38,400		0	38,400

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2020x12)	24,240	100	0	24,240
Utilities	0	0	0	0
Telephone (\$600x12)	7,200	100	0	7,200
Insurance Liability (\$500x12)	6,000	100	0	6,000
Postage (\$500x12)	6,000	100	0	6,000
			0	0
			0	0
Total	43,440		0	43,440

Justification

Due to stability of FHF, cost int his category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, files, folders, file cabinets, ink (\$900x12	10,800	100	0	10,800
			0	0
Total	10,800		0	10,800

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Accounting (\$300x12)	3,600	100	0	3,600
			0	0
Total	3,600		0	3,600

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn. Costs	54,157	100	0	54,157
			0	0
Total	54,157		0	54,157

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same at 10% rather than the allowed 12%.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
	Total				

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Families Helping Families @ Crossroads FROM: 7/1/18 TO: 6/30/19

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	377,395	0	377,395
RELATED BENEFITS	(41)	67,931	0	67,931
TRAVEL	(12)	38,400	0	38,400
OPERATING SERVICES	(13)	43,440	0	43,440
SUPPLIES	(14)	10,800	0	10,800
PROFESSIONAL SVCS	(15)	3,600	0	3,600
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	54,157	0	54,157
(Enter Cat 1 name)	0			
(Enter Cat 2 name)	0			
TOTAL COST		595,723	0	595,723

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

LDH Contract Budget Detail Section

Attachment

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From LDH	Non LDH Funds	Amount Requested From LDH
Intake Service Coordinator Supervisor	25	1,734	43,350	100	0	43,350
EI Consultant	26.44	1,734	45,847	100	0	45,847
Data Management/Admn Clerk	15	1,734	26,010	100	0	26,010
Data Management/Admn Clerk	15	1,734	26,010	100	0	26,010
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Total			314,617		0	314,617

Justification

Based upon present excellent competency of staff and intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Retirement	9,440	100	0	9,440
FICA/Medicare	25,160	100	0	25,160
Unemployment	3,150	100	0	3,150
Insurance Benefit	18,881	100	0	18,881
			0	0
Total	56,631		0	56,631

Justification

To match past history with employee treatment and represents 18% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Intake Coordinator Supervisor	4,572	100	0	4,572
EI Consultant	4,572	100	0	4,572
Intake Coordinator	4,572	100	0	4,572
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
			0	0
Total	32,000		0	32,000

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Rent (\$2020x10)	20,200	100	0	20,200
Utilities	0	0	0	0
Telephone (\$600x10)	6,000	100	0	6,000
Insurance Liability (\$500x10)	5,000	100	0	5,000
Postage (\$500x10)	5,000	100	0	5,000
			0	0
Total	36,200		0	36,200

Justification

Due to stability of FHF, cost in this category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Paper, files, folders, file cabinets, ink (\$900x10)	9,000	100	0	9,000
			0	0
Total	9,000		0	9,000

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Audit/Accounting (\$360x10)	3,600	100	0	3,600
			0	0
Total	3,600		0	3,600

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total				

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Admn. Costs	45,205	100	0	45,205
Total	45,205		0	45,205

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same at 10% rather than the allowed 12%.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From LDH	Column 2 Non LDH Funds	Column 3 Requested From LDH
Total					

Justification

LDH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment

CONTRACTOR: Families Helping Families @ Crossroads FROM: 7/1/19 TO: 4/30/20

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM LDH
SALARIES AND WAGES	(11)	314,617	0	314,617
RELATED BENEFITS	(41)	56,631	0	56,631
TRAVEL	(12)	32,000	0	32,000
OPERATING SERVICES	(13)	36,200	0	36,200
SUPPLIES	(14)	9,000	0	9,000
PROFESSIONAL SVCS	(15)	3,600	0	3,600
CAPITAL ASSETS	(16)			
ADMINISTRATIVE	(17)	45,205	0	45,205
(Enter Cat 1 name)	(0)			
(Enter Cat 2 name)	(0)			
TOTAL COST		497,253	0	497,253

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds
If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

**CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS**

CFMS: 735293

DHH: 060749

Office for Citizens with Developmental Disabilities**Agency # 340****EarlySteps, Louisiana's Early Intervention System****AND****Families Helping Families @ the Crossroads****FOR**☐ Personal Services ☐ Professional Services ☐ Consulting Services ☒ Social Services

1) Contractor (Legal Name if Corporation) Families Helping Families @ the Crossroads			5) Federal Employer Tax ID# or Social Security # 72121337800 (Must be 11 Digits)		
2) Street Address 2840 Military Hwy			6) Parish(es) Served 07, 08, 09, 14, 16, 35, 41, 43, 60		
City Pineville	State LA	Zip Code 71360	7) License or Certification # NA		
3) Telephone Number (318) 641-7373			8) Contractor Status Subrecipient: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Corporation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Profit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Publicly Traded: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4) Mailing Address (if different)					
City	State	Zip Code	8a) CFDA#(Federal Grant #) 84.181A		

9) **Brief Description Of Services To Be Provided:**

Contractor will provide System Point of Entry (SPOE) services with the Region 7 parishes for EarlySteps, Louisiana's Early Intervention System and its eligible infants & toddler from birth to three as regulated under Part C of the Individuals with Disabilities Education Improvement Act (IDEA). Contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and supporting the completion of the initial individualized Family Service Plan (IFSP) for each eligible child and family. The contractor will maintain electronic and hard copy paper files of the early intervention records. Contractor shall perform work in accordance with Attachment II: Statement of Work.

10) Effective Date 05-01-2015	11) Termination Date 04-30-2018
12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.	
13) Maximum Contract Amount \$ 1,787,180.00 14/15-98,481 15/16-595,723 16/17-595,723 17/18 - 497,253	

14) **Terms of Payment**

If progress and/or completion of services are provided to the satisfaction of the Initiating Office/Facility, payments are to be made as follows:
Fiscal will pay invoices within (20) days after receipt.

Travel will be reimbursed in accordance with PPM 49.

Authorization for payment will be made upon submission of deliverables summarized within monthly report and itemized invoices after approval from the Program Manager. Contractor will be paid on a cost reimbursement basis in accordance with attached budget.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name Brenda	Last Name Sharp
	Title Program Manager	Phone Number (225) 342-0095

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

Attachment I: HIPAA Addendum
Attachment II: Statement of Work
Attachment III Budget
Attachment IV: Monthly Invoice
Attachment V: SPOE Monthly Report
Attachment VI: Order of Precedence

Exhibit I: Board Resolution
Exhibit II: Multi Year Letter

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.
2. Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office**.

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74.53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.
9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 42:1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502..

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds \$20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of \$1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.


21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.
23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

Families Helping Families @ the Crossroads

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

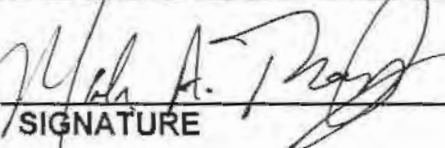
 3/9/15
SIGNATURE DATE
James Sprinkle
NAME
Executive Director
TITLE

SIGNATURE DATE
Kathy Kliebert
NAME
Secretary, Department of Health and Hospital or Designee
TITLE

EarlySteps, Louisiana's Early Intervention System

Office for Citizens with Developmental Disabilities

SIGNATURE DATE
Brenda Sharp
NAME
Program Manager
TITLE

 5-15-15
SIGNATURE DATE
Mark A. Thomas
NAME
Assistant Secretary
TITLE



**Office of State Procurement
PROACT Contract Certification of Approval**

This certificate serves as confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 735293

Vendor: Families Helping Families @ the Crossroads

Description: 735293 - Contractor will provide System Point of Services (SPOE) Reg 7

Approved By: Pamela Rice

Approval Date: 7/01/2015

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

HIPAA Business Associate Addendum

This HIPAA Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment _____ to the contract.

1. The Louisiana Department of Health and Hospitals ("DHH") is a Covered Entity, as that term is defined herein, because it functions as a health plan and as a health care provider that transmits health information in electronic form.
2. Contractor is a Business Associate of DHH, as that term is defined herein, because contractor either: (a) creates, receives, maintains, or transmits PHI for or on behalf of DHH; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for DHH involving the disclosure of PHI.
3. **Definitions:** As used in this addendum –
 - A. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 C.F.R. Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
 - B. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meaning as set forth in 45 C.F.R. § 160.103.
 - C. The term "security incident" has the same meaning as set forth in 45 C.F.R. § 164.304.
 - D. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 C.F.R. § 164.402.
4. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this contract and addendum as required by the HIPAA Rules and by this contract and addendum.
5. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule or regulation (including the HIPAA Rules) or as otherwise required or permitted by this contract and addendum.
6. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this contract and addendum, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH.
7. In accordance with 45 C.F.R. § 164.502(e)(1)(ii) and (if applicable) § 164.308(b)(2), contractor shall ensure that any agents, employees, subcontractors or others that create, receive, maintain, or transmit PHI on behalf of contractor agree to the same restrictions, conditions and requirements that apply to contractor with respect to such information, and it shall ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees' or subcontractors' actions or omissions do not cause contractor to violate this contract and addendum.
8. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1. Disclosures which must be reported by contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La.R.S. 51:3071 *et seq.* At the option of DHH, any harm or damage resulting from any use or disclosure which violates this contract and addendum shall be mitigated, to the extent practicable, either: (a) by contractor at its own expense; or (b) by DHH, in which case contractor shall reimburse DHH for all expenses that DHH is required to incur in undertaking such mitigation activities.
9. To the extent that contractor is to carry out one or more of DHH's obligations under 45 C.F.R. Part 164, Subpart E, contractor shall comply with the requirements of Subpart E that apply to DHH in the performance of such obligation(s).
10. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR § 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR § 164.528 for at least six (6) years after the date of the last such disclosure.
11. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR § 164.524.
12. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR § 164.526.
13. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Rules.
14. Contractor shall indemnify and hold DHH harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this addendum by contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. The parties agree that the legal relationship between DHH and contractor is strictly an independent contractor relationship. Nothing in this contract and addendum shall be deemed to create a joint venture, agency, partnership, or employer-employee relationship between DHH and contractor.
16. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any provision of the HIPAA Rules or any material term of this addendum.
17. At the termination of the contract, or upon request of DHH, whichever occurs first, contractor shall return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor shall extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

ATTACHMENT II

Statement of Work

GOAL/PURPOSE

The contractor will provide System Point of Entry services to infants and toddlers (birth to three years old) who have developmental delays or diagnosed medical conditions likely to result in developmental delays in accordance with the Individuals with Disabilities Education Improvement Act (IDEA). The contractor will be responsible for initial Service Coordination, the eligibility determination and enrollment process for each referred child and family, and the completion of the initial Individualized Family Service Plan (IFSP) for each eligible child and family in EarlySteps, Louisiana's IDEA Part C system.

Deliverable 1

The contractor shall provide qualified and trained Intake Support Coordinators to provide the required services outlined below and to function as the EarlySteps initial point of contact for the designated region.

Deliverable 1.1: Contractor will receive referrals from a parent, family member, physician, teacher, service providers, agencies, etc. Contractor will respond to each referral within specified timelines, and the following services will be offered: intake coordination via face-to-face interview and/or telephone contact, screening of the child, review of referral information and concerns, access of other health or evaluation information. The contractor must conduct the face-to-face interview with the family in their natural environment unless otherwise arranged with the family and with documentation that supports the family's decision.

Deliverable 1.2: Contractor will ensure that completion of the initial face-to-face interview with the family will include providing the following information: introduction of the family to the EarlySteps system and providing to the family, in the family's primary language or other mode of communication (including in writing), their procedural safeguards and their right to due process under IDEA-Part C in 34 CFR 303.400-438 related to intake and eligibility procedures.

Deliverable 1.3: Contractor will receive informed written consent from the parent/legal guardian to participate in the EarlySteps system in order to proceed with the intake process, eligibility process, accessing of information requests and initial IFSP development.

Deliverable 1.4: Contractor will request and document receipt of information from appropriate health, medical, educational, and other community services providers with parental consent.

Outcome 1.5: Contractor will complete the family interview and developmental screening of each referred child using the Ages and Stages Questionnaire or other tool approved by EarlySteps for children referred for developmental delay.

Deliverable 1.6: Contractor will ensure receipt of all relevant information from the family to complete intake process including: Medicaid eligibility verification, insurance and income verification and eligibility for and referral to other community programs/services.

- The SPOE shall verify Medicaid eligibility according to the requirements specified in Chapter 4 of the Practice Manual located at <http://www.earlysteps.dhh.louisiana.gov>.

Deliverable 1.7: Contractor will conduct a determination of need coordinated with the EarlySteps central and regional office staff, to access the surrogate parent system. The contractor's role shall include: Submitting any such names and addresses to OCDD for appropriate surrogate parent action, using the state-developed form; assisting OCDD in recruiting surrogate parent volunteers; assisting OCDD with local surrogate parent training if necessary; reviewing the child's situation in regards to whether a parent or guardian is present; and determining if a referred child would benefit from a surrogate parent. Within ten (10) business days of the child's initial referral to the contractor, the contractor must complete and return to OCDD the designated form for each child believed to be eligible to receive a surrogate appointment based on the criteria set forth under 34 CFR 303.406. OCDD shall appoint a surrogate parent and inform the contractor of the appointment.

Deliverable 1.8: Contractor will send an acknowledgement of receipt of referral form to referral sources using a standard acknowledgement letter provided by EarlySteps.

Deliverable 1.9: Contractor will send certified letters to families when contact attempts fail.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of referrals processed within 3 business days.
- Documentation of percentage of face-to-face interviews with families within 10 business days.
- Documentation of percentage of referral acknowledgements sent within 5 business days.

ATTACHMENT II

Statement of Work

- Documentation of percentage of certified letters sent to families after 3 documented contact attempts.
- Reports reflect accuracy of chart data within acceptable parameters as determined in monitoring activities.
- Documentation that parent CQI survey results shall be conducted by the contractor and consistent with targets set for the Louisiana Annual Performance Report (APR) for Indicator 4 for appropriate SPOE region. The APR is posted on the EarlySteps website.

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports
- Review results of parent survey data
- Review chart for required activity documentation

Deliverable 2: Conduct Eligibility Determination Process

The contractor shall coordinate eligibility determination for each child who enters the process following screening, arrange for the eligibility evaluator, early intervention consultant, family, and other multidisciplinary team members as appropriate, and facilitate the eligibility and/or IFSP team meetings. (Approximately 5,100 eligibility evaluations were coordinated by the SPOEs in 2012-13).

Deliverable 2.1: Contractor will collect relevant assessments and evaluations shall be collected from other sources including the referral source.

Deliverable 2.2: Contractor will assemble appropriate multidisciplinary team to review the referral information and previous assessment/medical information and to participate in the eligibility determination process in accordance with IDEA Part C regulations and EarlySteps policies. This team shall be an in-house multidisciplinary team with experience with evaluating infants and toddlers with disabilities, including the early intervention consultant, and/or shall be selected from the EarlySteps-enrolled early intervention evaluation providers. Payment for the EarlySteps-enrolled evaluators will be billed by them separately according to current EarlySteps process, not through the SPOE contractor.

Deliverable 2.3: Contractor will complete the determination of eligibility as required under IDEA Part C IDEA and state and federal regulations, the EarlySteps Practice Manual and the training modules: Making Informed Decisions, Battelle Developmental-2 Inventory and the Autism Screening module. Autism screening shall be conducted with children 18 months of age and annually thereafter.

Deliverable 2.4: Contractor will conduct referrals to community supports and resources and other services, including referral for EPSDT case management for children not eligible for EarlySteps.

Performance Measures

Contractor shall provide or maintain:

- The contractor shall meet the timelines specified in the RFP. EIDS captures the data based on SPOE performance. Reports shall be generated based on these activities. In addition the SPOE shall submit a monthly performance report which is included as Attachment XI. Accurate completion of data entry results shall be in successfully issued authorizations.
- Documentation of percentage of children processed from referral to initial IFSP within 45 calendar days, consistent with targets for APR and regional targets as specified in Attachment VIII
- Documentation of parent CQI survey results shall be consistent with targets set in Louisiana APR Indicator 4
- Documentation of identification of children shall be referred to EPSDT by the Bureau of Health Services Financing contractor
- Documentation of the number of eligibility evaluations completed by the multidisciplinary eligibility team

Monitoring Plan

The contract monitor will:

- Review of data from the Early Intervention Data System (EIDS)
- Review of monthly SPOE reports and self-assessments
- Review of the results of parent survey data.
- Review of chart for required documentation

ATTACHMENT II

Statement of Work

Deliverable 3: Assess family concerns, priorities, and resources and develop initial Individualized Family Service Plan (IFSP)

The contractor will coordinate the results of the evaluation and assessment process including the family-directed assessment, information collected during the intake process, results of the evaluation and assessment data, using a team-based model, which supports decision-making necessary to develop the IFSP as specified below:

Deliverable 3.1: Contractor will ensure that family concerns, priorities and resources are accurately reflected in the IFSP following an assessment conducted as part of the eligibility determination process for families of eligible children.

Deliverable 3.2: Contractor will ensure that the family chooses a Family Service Coordinator and Providers from the Service Matrix.

Deliverable 3.3: Contractor will ensure that an IFSP team is assembled that consist of the following members:

- Parent(s) of the child
- Other family members, requested by the parent(s)
- An advocate or other person(s) requested by the family,
- The Family Service Coordinator selected by the family at the time of the initial referral, as defined under 34 CFR 303.34 that has been designated responsible for the implementation of the IFSP.
- Person(s) involved in conducting the evaluations and assessments, in-person or through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend [34 CFR 303.343 (a) (v)], and
- Service providers [34 CFR 303.343 (a) (vi)] as appropriate.

Deliverable 3.4: Contractor will complete the initial IFSP within 45 calendar days of referral that identify child and family priorities according to IFSP requirements.

Deliverable 3.5: Contractor will complete referrals and transition activities for children referred to the OCDD and the local education agency (LEA) prior to the child's 3rd birthday according to EarlySteps and OCDD policy. Referrals to other resource agencies, such as Families Helping Families, Child Care Resource and Referral Agencies, Head Start and Early Head Start, etc., identified during intake process shall be made.

Performance Measures

Contractor shall provide or maintain:

- Documentation of completion of activities associated with referral, eligibility determination, and initial IFSP within 45calendar days.
- Documentation that IFSPs are complete and accurately identify child and family outcomes from assessment process
- Documentation of average costs of services within service guidelines
EarlySteps utilizes Service Guidelines called IFSP Team services process found in Chapter 6 of the Practice Manual which outlines a process based upon 24 hours of services in 6 months. These are the service guidelines referred to in the RFP from which average per child costs can be determined. Average per child costs are typically \$2100 per child for service costs only. Variations from this guideline are allowable according to the defined process. SPOEs shall follow the guidelines in the development of the initial IFSP so that cost effectiveness is demonstrated.
- Documentation of percentage of IFSPs completed which meet targets for Louisiana APR indicators 1, 2, 7, and 8

Monitoring Plan

The contract monitor will:

- Review of chart for hard copy of IFSP, transition meeting and documentation of referrals sent to OCDD and the LEA
- Review of EIDS data is within established parameters for region according to quarterly EIDS reports
- Review of Corrective Action Plans developed and timely correction of any targets not met
- Review of monthly report submitted to regional and central office staff. Attachment XI of the RFP outlines the data that EarlySteps requires for monthly reporting by the SPOE.
- Review evidence of team process in IFSP development according to signatures of participating members.

ATTACHMENT II

Statement of Work

Deliverable 4: Provide administrative functions related to collecting family financial information, issuing service authorizations and data entry for the Central Finance Office (CFO).

The contractor will perform activities which support timely service delivery for enrolled infants and toddlers and accurate, timely data reporting as specified below:

Deliverable 4.1: Contractor will submit Service authorizations to the CFO within 2 business days of the initial IFSP meeting.

Deliverable 4.2: Contractor will ensure that subsequent service authorizations are received from and processed for the FSC and service providers within 3 days following an IFSP review /revision.

Deliverable 4.3: Contractor will ensure that each child's Master record is maintained as specified below.

Deliverable 4.4: Contractor will ensure that data uploads to CFO are conducted according to the established schedule.

Deliverable 4.5: Contractor will ensure that Family income information is collected during the intake process for entry into EIDS and issuance of the Family Cost Participation Notice Statement. Ongoing financial data entry will occur annually as well.

Performance Measures

Contractor shall provide or maintain:

- Documentation of percentage of IFSPs completed which shall meet targets for Louisiana APR Indicators 1, 2, 7, and 8
- Documentation of IFSP services fully authorized for initial service provision shall occur within 30 days of parent consent. Service providers shall be able to provide timely services following access to service authorizations
- Documentation of Family Cost Share shall be accurately calculated requiring a minimum of system adjustments following entry

Monitoring Plan

The contract monitor will:

- Review chart for master copy of IFSP and other documentation for child master record
- Review provider billing processed by CFO and Medicaid
- Review EIDS data within state-established parameters

Deliverable 5: Establish and Maintain Record Keeping System according to Federal and State Requirements

The contractor shall establish and maintain records for each child as well as in support of business operations as specified below:

Deliverable 5.1: Contractor will maintain all early intervention records shall be maintained in accordance with the applicable regulations under IDEA, Family Education Rights and Privacy Act (FERPA) and Education Department General Accounting Rules (EDGAR), including hard copy paper file and electronic file record, as described below, regardless of the outcome of the intake process (i.e. eligible or not, accept or decline services, etc.).

Deliverable 5.2: Contractor will use the Early Intervention data system software (EIDS) operated by the CFO contractor for accurate data entry as the link between the contractor's records and the EIDS. EIDS is provided at no cost to the contractor.

Deliverable 5.3: Contractor will obtain all notices of actions and consents; family support coordination documentation including meeting notifications, IFSP reviews/evaluations, new IFSPs, correspondence, family income information, and releases in the hard copy file record in the format required shall be maintained.

Deliverable 5.4: Contractor will utilize required EarlySteps forms for record keeping according to the instructions provided in the EarlySteps Practice Manual.

Deliverable 5.5: Contractor will ensure data entry in EIDS is accurate such that OCDD is able to:

- Identify gaps in the local service delivery system and the need for resource development, personnel recruitment, etc.;

ATTACHMENT II

Statement of Work

- Conduct financial forecasting, fund acquisition, and other reporting functions accurately
- Verify required system components (e.g. IFSP, releases, consents, etc.) are completed according to state and federal regulations.
- Submit eligibility verification and prior authorization data to Molina the fiscal intermediary for the Bureau of Health Services Financing.

Deliverable 5.6: Contractor will ensure all child and family information, medical records, and data elements collected, maintained or used in the administration of the contract from unauthorized disclosure as set forth under 34 CFR 303.406 shall be protected according to:

- Safeguards that restrict the use or disclosure of information concerning children and families to purposes directly connected with the administration of the contract.
- Records, reports, documentation, data, and material developed or acquired by the contractor, as a direct requirement specified in the contract shall become the property of the State of Louisiana.
- Information gained by the contractor as a result of the activities conducted under the contract shall be confidential, and no reports, documentation, or material prepared as required by or obtained through the contract shall be released to the public without the prior written consent of OCDD and must include the identification of EarlySteps, OCDD and the State of Louisiana.
- Signatures obtained from all employees or subcontractors of the contractor agreeing to the confidentiality provisions of the contract as required by the OCDD.

Deliverable 5.7: Contractor will maintain financial, time, and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures as specified by DHH/OCDD. These records must be made available to DHH/OCDD, and/or its designees, and the legislative auditor during the contract period, any renewal period, and for the period of time specified below for retention of records.

Deliverable 5.8: Contractor will securely store books, records, evidence, and other documents relevant to the contract for a period of four (4) years after final payment and the completion of an audit (if an audit is performed). Any records or documents involved in, related to, or required for any litigation, claim, negotiation, audit, or other such action must be retained until the resolution of the action, or until four years have passed after final payment and completion of any required audit, whichever is later. The contractor shall allow authorized representatives of the State of Louisiana agencies and the federal government to inspect these records upon request.

Performance Measures

Contractor shall provide or maintain:

- Documentation of records is complete, accurate and meets Federal and State Requirements.
- Evidence that hard copy documentation shall be consistent with EIDS data.
- Documentation of records are maintained according to the required timelines

Monitoring Plan

The contract monitor will:

- Review charts
- Conduct agency Audits
- Review Data Report

Deliverable 6: Hire and Train staff to meet functions of SPOE office (see Attachment VI for Job Descriptions)

The Contractor will conduct activities which meet personnel requirements and needs of the region as specified below. Key personnel commitments made in the contract shall only be changed with prior written approval of DHH/OCDD. The contractor shall be responsible for the training and education of new personnel at the contractor's expense. DHH/OCDD shall not be liable for any cost related to the training or education of new or substitute staff.

Deliverable 6.1: Contractor will hire personnel who will demonstrate effective service provision as required in the contract and meet qualifications specified.

Deliverable 6.2: Contractor will hire appropriate number of staff necessary to provide all required services.

Deliverable 6.3: Contractor will hire staff members that meet specified qualifications.

Deliverable 6.4: Contractor will provide additional necessary support (such as data support) to assist the Intake Service Coordinators in providing the services required herein.

ATTACHMENT II

Statement of Work

Deliverable 6.5: Contractor and/or sub-contractor will, if requested by DHH, provide all necessary authorizations for the background checks for all personnel. The contractor must arrange for background checks for required staff according to requirements of the Department of Children and Family Services. This requirement states that an employee or subcontractor of the contractor must pass a background check prior to employment and or initiation of a contract and every three years thereafter or according to the requirements of RS 49:950 et seq. (The State reserves the right to conduct a background check on any contractor or sub-contractor personnel).

Performance Measures

Contractor shall provide or maintain:

- Supporting documentation that all staff meets specified qualifications.
- Documentation of adequate staffing of program results in timeline requirements being met according to APR Indicators 1, 7, and 8.

Monitoring Plan

The contract monitor will:

- Review Charts -Personnel files
- Review EIDS reports
- Review Staff Training Records
- Review documentation of Verification of Background Checks

Deliverable 7: Ensure that all licensing and training requirements are met according to the *Case Management Services Provider Manual*, reissued 7/01/2002.

The contractor will arrange and/or provide case management training and EarlySteps training as specified below:

Deliverable 7.1: Contract will ensure that each Intake Service Coordinator and Intake Service Coordinator/Early Intervention Consultant-Supervisor complete required licensing and EarlySteps training as specified below and participate in any required meetings. In addition, the intake service coordinators must adhere to the requirements of the EarlySteps Practice Manual.

EarlySteps Training Requirements shall include the following:

- Module 1: Orientation—EarlySteps: A New Look
- Module 2: Evaluation and Assessment—Making Informed Decisions on-line module and with a face-to-face component (when available) through EarlySteps
- Module 3: Spectrum of Child Development
- Module 4: Family-Centered Practices
- Module 5: Introduction to Teaming Practices
- Module 6: Introduction to the Individualized Family Services Plan on-line and Individualized Family Service Plan Process-a face-to-face component, when available.
- Module 7: Concerns, Priorities and Resource Process, a face-to-face training activity, when available
- Module 8: Talking to Families about their Rights, an online module
- Face-to-Face Orientation to EarlySteps by Regional Coordinator
- Technical Assistance provided at a minimum of 1 hour per month with the Regional Coordinator in region served; meetings may increase based on the SPOE needs. All SPOE staff will be required to attend scheduled meetings.
- SPOE software training
- Additional training as required by DHH/OCDD

Additional Case Management Licensing Training Requirements:

Orientation- at least sixteen (16) hours must be provided to all staff, volunteers, and students within five (5) working days of employment. A minimum of eight (8) hours of the orientation training must cover orientation to early intervention including, but not limited to, specific service needs and resources. This orientation must include, at a minimum:

- Case Management Provider policies and procedures.
- Medicaid and other applicable DHH policies and procedures.
- Confidentiality.
- Documentation in case records.
- Parents' Rights under IDEA Part C.
- Recipient rights protection and reporting of violations.
- Recipient abuse and neglect reporting policies and procedures.
- Recognizing and defining abuse and neglect.
- Emergency and safety procedures.

ATTACHMENT II

Statement of Work

- Data management and record keeping.
- Infection control and universal precautions.
- Working with the early intervention population.
- Professional ethics.
- Outcome measures.

Deliverable 7.2: Contractor will ensure that in addition to the required sixteen (16) hours of orientation, all new employees without documented training must receive an additional minimum sixteen (16) hours of training during the first ninety (90) calendar days of employment. This training must be related to the population of infants and toddlers with disabilities to be served, must include specific knowledge, skills, and techniques, and must include the training modules listed above.

Deliverable 7.3: Contractor will ensure that an individual with demonstrated knowledge of both the training topics and the target population provide this training. This training must include the following at a minimum:

- Assessment techniques.
- Support and service planning.
- Support and service planning for children with complex medical needs
- Resource identification.
- Interviewing and interpersonal skills.
- Data management and record keeping.
- Communication skills
- Cultural awareness.
- Personal outcome measures.

Deliverable 7.4: Contract will ensure that new employees do not assume service coordinator responsibility until the orientation is satisfactorily completed. This additional training may be counted as part of the required 40 annual hours. The following is a list of suggested additional topics for training:

- Nature of illness or disability, including symptoms and behavior.
- Pharmacology.
- Potential array of services for the population.
- Building natural support system.
- Family dynamics.
- Developmental life stages.
- First aid/CPR.
- Signs and symptoms of mental illness, alcohol, and drug addiction, mental retardation/developmental disabilities and head injuries.
- Monitoring techniques.
- Advocacy.
- Behavior management techniques.
- Values clarification/goals and objectives.
- Available community resources.
- Cultural diversity.
- Health management.
- Team building/interagency collaboration.
- Transition/closure.
- Facilitating team meetings.
- Stress and time management.
- Legal issues.
- Outcome measures.

Deliverable 7.5: Contractor will ensure that individuals who supervise Intake Service Coordinators complete a minimum of 40 hours of training a year. Suggested topics for supervisory training include:

- Professional ethics
- Process for interviewing, screening, and hiring staff
- Orientation/in service training of staff
- Evaluating staff
 - Approaches to supervision
 - Managing caseload size
 - Conflict resolution
 - Documentation
 - Time management

ATTACHMENT II

Statement of Work

The contractor shall print EarlySteps Practice Manual and any updates and shall make them available to all of the contractor's staff. Verification of training on the program practice manual shall be documented by the contractor. The manual is available on the website at <http://www.earlysteps.dhh.louisiana.gov/>.

Performance Measures

Contractor shall provide or maintain:

- Documentation of personnel records that include - Time, date, trainer, trainer's qualifications and agenda signed by supervisor, documentation of training provided by outside entities or organizations to include certificate of attendance signed by trainer or training organizations.

Monitoring Plan

The contract monitor will:

- Review Personnel File
- Review attendance records
- Review Training and Supervision Logs

Deliverable 8: Ensure quality of data reporting and quality assurance

The contractor will develop and implement quality management strategies which assure quality of contractor and EarlySteps system implementation and accuracy of data entry and reporting as follows:

Deliverable 8.1: Contractor will develop written procedures for performance of the services, as required herein, within 90 calendar days of the initiation of the contract which reflect provisions of the EarlySteps system in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner that ensures:

- Each referred child shall be guaranteed equal and timely access to the services available through the EarlySteps system or referred to other appropriate services, regardless of the nature of the child's disability or the degree of disability, family educational/socioeconomic status, primary language or geographic location.
- Families shall receive accurate and timely information, knowledge of choices or options available, and shall be given an explanation of their rights, opportunities and responsibilities under both Part C federal law and state law.
- Collaborative relationships with referring agencies, providers and other community agencies are developed which support the EarlySteps team-based service delivery model.
- Access for children and their families to systems and services that will assist in meeting their needs including those related to the child's developmental concerns as well as enhancing the family's capacity in meeting the needs of their child.
- Confidentiality of data, including medical records, payment information, child and family information, and early intervention service records shall be maintained
- Data shall be entered accurately and in a timely manner
- A written plan for conducting a self-evaluation and report findings to OCDD shall be developed and implemented by the Contractor throughout the Contractor's organization.
- A written approved Quality Enhancement Plan that engages in learning or collecting performance information to determine how well they are meeting the Contractor's goals; responding or acting in ways to improve performance, implementing or activating a plan that has well defined goals and objectives, and evaluating and monitoring the implementation of the quality project

Deliverable 8.2: Contractor will ensure that data management results in accurate data reporting which meets state and federal requirements such that:

- Procedures which ensure confidentiality of all contents including medical records, payment information, child and family information, and early intervention service records shall be implemented.
- Reporting requirement established by OCDD including monthly reports, corrective action plans, self-assessments and Individual Family Service Plans (IFSPs) shall be met.
- Procedures shall ensure timely, accurate input of data into EIDS.

Performance Measures

Contractor shall provide or maintain:

Documentation of policy manual development within 90 days of contract initiation which shall include, but shall not be limited to, the following:

- Anti-discrimination
- Evaluations
- Promotion

ATTACHMENT II

Statement of Work

- Disciplinary actions
- Termination
- Employee grievances
- Continuous quality management
- Training requirements

A written Quality Enhancement Plan must be developed within 90 days of contract initiation and approved by OCDD which shall include:

- Contractor's vision and mission
- Establishing a Quality Council
- Establishing an Organizational Infrastructure to Support Quality QM Policy and procedures
- Evaluating Fidelity of Implementation of the Contractor's plan and updates
- Quality management committee which includes stakeholders
- Data collection and analysis
- Procedures for conducting self-evaluation and other quality enhancements and procedures to report findings to OCDD according to established guidelines
- Training
- Procedures for determination of consumer satisfaction and means to address concerns identified

Monitoring Plan

The contract monitor will:

- Review policy manuals and quality assurance guidelines
- Review data reporting to ensure it meets schedules and results within expected parameters

DHH Contract Budget Detail

Attachment III
FY 14/15

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Intake Service Coordinator Supervisor	25	346	8,650	100	0	8,650
EI Consultant	26.44	346	9,148	100	0	9,148
Data Management/Admin Clerk	15	346	5,190	100	0	5,190
Data Management/Admin Clerk	15	346	5,190	100	0	5,190
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Intake Coordinator	20	346	6,920	100	0	6,920
Total			62,778		0	62,778

Justification

Based upon present excellent competency of staff and present intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Retirement	1,888	100	0	1,888
FICA/Medicare	5,032	100	0	5,032
Unemployment	630	100	0	630
Insurance Benefit	3,625	100	0	3,625
			0	0
			0	0
			0	0
			0	0
Total	11,175		0	11,175

Justification

To match past history with employee treatment and represents 17.801% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	850	100	0	850
EI Consultant	915	100	0	915
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
Intake Coordinator	914	100	0	914
			0	0
			0	0
Total	6,335		0	6,335

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2020 x 2)	4,040	100	0	4,040
Utilities	0	0	0	0
Telephone (\$600 x 2)	1,200	100	0	1,200
Insurance Liability (\$500 x 2)	1,000	100	0	1,000
Postage (\$600 x 2)	1,200	100	0	1,200
			0	0
			0	0
			0	0
Total	7,440		0	7,440

Justification

Due to stability of FHF, cost in this category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper,files,folders,file cabinets, ink (\$900 x 2)	1,800	100	0	1,800
			0	0
			0	0
			0	0
Total	1,800		0	1,800

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		100	0	0
			0	0
			0	0
			0	0
Total	0		0	0

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs (10%)	8,953	100	0	8,953
			0	0
			0	0
			0	0
			0	0
			0	0
Total	8,953		0	8,953

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same for the coming three years at 10% rather than the 12% allowed.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET

SUMMARY BUDGET FOR THIS PERIOD

Attachment

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CONTRACTOR: Families Helping Families @ the Crossroads

FROM: 5/1/2015

TO: 06/30/2015

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	62,778	0	62,778
RELATED BENEFITS	(41)	11,175	0	11,175
TRAVEL	(12)	6,335	0	6,335
OPERATING SERVICES	(13)	7,440	0	7,440
SUPPLIES	(14)	1,800	0	1,800
PROFESSIONAL SVCS	(15)	0	0	0
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	8,953	0	8,953
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		98,481	0	98,481

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 15/16

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Intake Service Coordinator Supervisor	25	2,080	52,000	100	0	52,000
EI Consultant	26.44	2,080	54,995	100	0	54,995
Data Management/Admin Clerk	15	2,080	31,200	100	0	31,200
Data Management/Admin Clerk	15	2,080	31,200	100	0	31,200
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Total			377,395		0	377,395

Justification

Based upon present excellent competency of staff and present intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Retirement	11,328	100	0	11,328
FICA/Medicare	30,192	100	0	30,192
Unemployment	3,780	100	0	3,780
Insurance Benefit	22,631	100	0	22,631
			0	0
			0	0
			0	0
			0	0
Total	67,931		0	67,931

Justification

To match past history with employee treatment and represents related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	5,485	100	0	5,485
EI Consultant	5,485	100	0	5,485
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
			0	0
			0	0
Total	38,400		0	38,400

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2020 x 12)	24,240	100	0	24,240
Utilities	0	0	0	0
Telephone (\$600 x 12)	7,200	100	0	7,200
Insurance Liability (\$500 x 12)	6,000	100	0	6,000
Postage (\$500 x 12)	6,000	100	0	6,000
			0	0
			0	0
			0	0
Total	43,440		0	43,440

Justification

Due to stability of FHF, cost in this category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper,files,folders,file cabinets, ink (\$900 x 12)	10,800	100	0	10,800
			0	0
			0	0
			0	0
Total	10,800		0	10,800

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Accounting (\$300 x 12)	3,600	100	0	3,600
			0	0
			0	0
			0	0
Total	3,600		0	3,600

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs (10%)	54,157	100	0	54,157
			0	0
			0	0
			0	0
			0	0
			0	0
Total	54,157		0	54,157

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same for the coming three years at 10% rather than the 12% allowed.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET **SUMMARY BUDGET FOR THIS PERIOD**

Attachment

111

CONTRACTOR: Families Helping Families @ the Crossroads

FROM: 7/1/2015

TO: 06/30/2016

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	377,395	0	377,395
RELATED BENEFITS	(41)	67,931	0	67,931
TRAVEL	(12)	38,400	0	38,400
OPERATING SERVICES	(13)	43,440	0	43,440
SUPPLIES	(14)	10,800	0	10,800
PROFESSIONAL SVCS	(15)	3,600	0	3,600
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	54,157	0	54,157
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		595,723	0	595,723

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 16/17

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Intake Service Coordinator Supervisor	25	2,080	52,000	100	0	52,000
EI Consultant	26.44	2,080	54,995	100	0	54,995
Data Management/Admin Clerk	15	2,080	31,200	100	0	31,200
Data Management/Admin Clerk	15	2,080	31,200	100	0	31,200
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Intake Coordinator	20	2,080	41,600	100	0	41,600
Total			377,395		0	377,395

Justification

Based upon present excellent competency of staff and present intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Retirement	11,328	100	0	11,328
FICA/Medicare	30,192	100	0	30,192
Unemployment	3,780	100	0	3,780
Insurance Benefit	22,631	100	0	22,631
			0	0
			0	0
			0	0
			0	0
Total	67,931		0	67,931

Justification

To match past history with employee treatment and represents related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	5,485	100	0	5,485
EI Consultant	5,485	100	0	5,485
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
Intake Coordinator	5,486	100	0	5,486
			0	0
			0	0
Total	38,400		0	38,400

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2020 x 12)	24,240	100	0	24,240
Utilities	0	0	0	0
Telephone (\$600 x 12)	7,200	100	0	7,200
Insurance Liability (\$500 x 12)	6,000	100	0	6,000
Postage (\$500 x 12)	6,000	100	0	6,000
			0	0
			0	0
			0	0
Total	43,440		0	43,440

Justification

Due to stability of FHF, cost in this category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper,files,folders,file cabinets, ink (\$900 x 12)	10,800	100	0	10,800
			0	0
			0	0
			0	0
Total	10,800		0	10,800

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Accounting (\$300 x 12)	3,600	100	0	3,600
			0	0
			0	0
			0	0
Total	3,600		0	3,600

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs (10%)	54,157	100	0	54,157
			0	0
			0	0
			0	0
			0	0
			0	0
Total	54,157		0	54,157

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same for the coming three years at 10% rather than the 12% allowed.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

DHH CONTRACT BUDGET
SUMMARY BUDGET FOR THIS PERIOD

Attachment **III**

CONTRACTOR: Families Helping Families @ the Crossroads

FROM: 7/1/2016

TO: 06/30/2017

CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	SOURCE OF FUNDS	
			APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	377,395	0	377,395
RELATED BENEFITS	(41)	67,931	0	67,931
TRAVEL	(12)	38,400	0	38,400
OPERATING SERVICES	(13)	43,440	0	43,440
SUPPLIES	(14)	10,800	0	10,800
PROFESSIONAL SVCS	(15)	3,600	0	3,600
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	54,157	0	54,157
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		595,723	0	595,723

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

DHH Contract Budget Detail

Attachment III

FY 17/18

(11) Salaries & Wages	Hourly Rate	Est. Hours of Work	Total Salary to be Paid	% Requested From DHH	Non DHH Funds	Amount Requested From DHH
Intake Service Coordinator Supervisor	25	1,734	43,350	100	0	43,350
EI Consultant	26.44	1,734	45,847	100	0	45,847
Data Management/Admin Clerk	15	1,734	26,010	100	0	26,010
Data Management/Admin Clerk	15	1,734	26,010	100	0	26,010
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Intake Coordinator	20	1,734	34,680	100	0	34,680
Total			314,617		0	314,617

Justification

Based upon present excellent competency of staff and present intake numbers.

(41) Related Benefits	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Retirement	9,440	100	0	9,440
FICA/Medicare	25,160	100	0	25,160
Unemployment	3,150	100	0	3,150
Insurance Benefit	18,881	100	0	18,881
			0	0
			0	0
			0	0
			0	0
Total	56,631		0	56,631

Justification

To match past history with employee treatment and represents 18% related benefit rate.

(12) Travel	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Intake Coordinator Supervisor	4,572	100	0	4,572
EI Consultant	4,572	100	0	4,572
Intake Coordinator	4,572	100	0	4,572
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
Intake Coordinator	4,571	100	0	4,571
			0	0
			0	0
Total	32,000		0	32,000

Justification

Travel to be reimbursed in accordance with PPM49. Families do not travel to the office, therefore seven staff will travel to 9 parishes in Region 7.

(13) Operating Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Rent (\$2020 x 10)	20,200	100	0	20,200
Utilities	0	0	0	0
Telephone (\$600 x 10)	6,000	100	0	6,000
Insurance Liability (\$500 x 10)	5,000	100	0	5,000
Postage (\$500 x 10)	5,000	100	0	5,000
			0	0
			0	0
			0	0
Total	36,200		0	36,200

Justification

Due to stability of FHF, cost in this category will not increase.

(14) Supplies	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Paper,files,folders,file cabinets, ink (\$900 x 10)	9,000	100	0	9,000
			0	0
			0	0
			0	0
Total	9,000		0	9,000

Justification

Office supplies, including paper, folders, etc. essential for contract deliverables.

(15) Professional Services	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Audit/Accounting (\$360 x 10)	3,600	100	0	3,600
			0	0
			0	0
			0	0
			0	0
Total	3,600		0	3,600

Justification

Meet state contract audit requirements.

(16) Capital Assets	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
	0		0	0
			0	0
Total	0		0	0

Justification

(17) Indirect/Admin Cost	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
Administrative Costs (10%)	45,205	100	0	45,205
			0	0
			0	0
			0	0
			0	0
			0	0
Total	45,205		0	45,205

Justification

Due to non-profit objectives and desire to serve community in most efficient means, this category will remain the same for the coming three years at 10% rather than the 12% allowed.

Object Detail

0	(Enter Cat 1 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

Object Detail

0	(Enter Cat 2 name)	Column 1 Total Amt Requested	Per Cent Requested From DHH	Column 2 Non DHH Funds	Column 3 Requested From DHH
		0		0	0
Total		0		0	0

Justification

CONTRACTOR: Families Helping Families @ the Crossroads

FROM: 7/1/2017

TO: 04/30/2018

			SOURCE OF FUNDS	
CATEGORIES	OBJECT DETAIL	TOTAL AMOUNT REQUIRED	APPLICANT AND OTHER	REQUESTED FROM DHH
SALARIES AND WAGES	(11)	314,617	0	314,617
RELATED BENEFITS	(41)	56,631	0	56,631
TRAVEL	(12)	32,000	0	32,000
OPERATING SERVICES	(13)	36,200	0	36,200
SUPPLIES	(14)	9,000	0	9,000
PROFESSIONAL SVCS	(15)	3,600	0	3,600
CAPITAL ASSETS	(16)	0	0	0
ADMINISTRATIVE	(17)	45,205	0	45,205
(Enter Cat 1 name)	0	0	0	0
(Enter Cat 2 name)	0	0	0	0
TOTAL COST		497,253	0	497,253

Note: No data entry allowed in this item

X

☐ Click Here if Combined Federal / State Funds

If funding is federal and state combined, please list breakdown below.

Fund Distribution Section

		Federal Dollars	State Dollars	Other	Total
SALARIES AND WAGES	(11)				
RELATED BENEFITS	(41)				
TRAVEL	(12)				
OPERATING SERVICES	(13)				
SUPPLIES	(14)				
PROFESSIONAL SVCS	(15)				
CAPITAL ASSETS	(16)				
ADMINISTRATIVE	(17)				
TOTAL COST					

Part C - System Point of Entry
Sample Monthly Invoice

Agency Name:
CFMS #:
Contact Person:
Address:

Phone:
Email:

Month: _____

Vendor#: _____

Invoice #: _____

SPOE Region: _____ PROGRAM: EARLYSTEPS

Date: _____

Categories		Approved Amount	Previously Billed	Current Expenses	Balance Remaining
Personnel			\$ -	\$ -	\$
Related Benefits			-	-	
Travel			-	-	
Operating Supplies			-	-	
Supplies			-	-	
Professional Services					
Capital Assets			-	-	
Administrative			-	-	
Total			\$ -	\$ -	\$

CONTRACTOR'S CERTIFICATE

"This is to certify that the information contained on this form is true, accurate and complete and that expenditures shown above were made for the furtherance of and in conformity with the contractual agreement with DHH/OCDD."

Signature of Contractor

Date

OCDD Approval Signature

Date

225-342-0085
Contact Phone #

						15. # of Referrals to EPSDT
						16. # of Referrals to OCDD
						17. # of Referrals to LEA
						18. # of Transition Meetings
						19. # of Referrals to Other Agencies
						20. # of New Referrals from Current Month
						21. Referrals closed-parent declined
						22. Referrals Closed -could not contact
						23. Total Number of New Referrals
						24. # of NEW Referrals Not eligible based on ASQ
						25. # of NEW Referrals Not eligible based on BDI
						26. Total Number of Eligible Children from New Referrals as of last day of current month
						27. # of New Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28. % of Families contacted within 4 calendar days

						1. # of Carryover Referrals from Prior Month
						2. # of Carryover Referrals closed-parent declined
						3. # of Carryover Referrals closed-could not contact
						4. Total # of Carryovers
						5. # of Carryover Referrals Not Eligible by ASQ
						6. # of Carryover Referrals Not Eligible based on BDI
						7. Total # of Eligible Children from Carryover Referrals
						8. # of Carryover Referrals contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9. % of Families contacted within 4 calendar days
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10. Face to Face Contact within 10 Calendar Days of Referral
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11. % of Face to Face Contact completed within 10 Calendar Days
						12. Total Number of IFSPs written from Carryovers Referrals
						13. # of IFSPs written within 45 days from Carryovers Referrals
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14. % of IFSPs completed within 45 days

Sample SPOE Monthly Report

Attachment VI

1. **Order of Precedence:** The contract shall, to the extent possible, be construed to give effect to all provision contained therein, however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provision of the RFP; and third priority to the provisions of the proposal.
2. **Entire Agreement:** This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein reference constitute the entire agreement between the parties with respect to the subject matter.

BOARD RESOLUTION FOR FAMILIES HELPING FAMILIES

STATE OF LOUISIANA

PARISH OF RAPIDES

On the 19 day of MAY, 2014, at a meeting of the Board of Directors of Families Helping Families, a corporation in the city of Pineville, Rapides Parish, LOUISIANA, with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted: BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize James Sprinkle, Executive Director, to negotiate on terms and conditions that he may deem advisable, any and all contracts, and to execute said documents on behalf of the corporation and further, we do hereby give him the power and authority to do all things necessary to implement, maintain, amend, or renew said documents.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes for a meeting of the Board of Directors of

FAMILIES HELPING FAMILIES AT THE CROSSROADS OF LOUISIANA

HELD ON THE 19 DAY OF MAY 2014


Chairperson, Board of Directors

Subscribed and sworn before me, SHERRY FRYAR, a Notary
Public for the Parish of RAPIDES on the 19th day of MAY
2014.


Notary Public, Parish of RAPIDES
State of Louisiana

SHERRY FRYAR
Notary Public ID Number 17952
Grant Parish, Louisiana
Commission is for life



State of Louisiana

DEPARTMENT OF HEALTH AND HOSPITALS Office for Citizens with Developmental Disabilities

March 25, 2015

Ms. Pamela Bartfay-Rice, Esq.
Director
Divisions of Administration
Office of Contractual Review
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Ms. Rice:

Please consider this justification for the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to enter in to a multi-year contract with the ten System Point of Entry Contractors selected through the RFP process:

Region 1 – Easter Seals Louisiana (CFMS – 735114)
Region 2 – Southeast Area Health Education Center (CFMS – 735115)
Region 3 – Southeast Area Health Education Center (CFMS – 735268)
Region 4 – First Steps Referral and Consulting, LLC (CFMS – 735229)
Region 5 – First Steps Referral and Consulting, LLC (CFMS – 735210)
Region 6 – Easter Seals Louisiana (CFMS – 735219)
Region 7 – Families Helping Families at the Crossroads (CFMS – 735293)
Region 8 – Easter Seals Louisiana (CFMS – 735294)
Region 9 – Southeast Area Health Education Center (CFMS – 735292)
Region 10 – Southeast Area Health Education Center (CFMS – 735213)

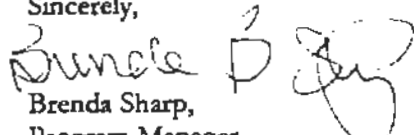
These contractors provide services for the EarlySteps system which are required by the Federal IDEA, Part C program with the US Department of Education. A multi-year contract supports the continuity of the required services: intake, initial eligibility determination, intake service coordination, as well as hosting the regional data systems for the State system for 10,000 annual referrals, and service authorizations for approximately 9300 children each year.

Funds for the first fiscal year of the contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement through the continuity of services provided over multiple years.

If further information is needed, please call (342-0095).

Sincerely,


Brenda Sharp,
Program Manager

SUMMARY OF INFORMATION

CONTRACTOR NAME Families Helping Families @ the Crossroads		Amount \$ 1,787,180.00
CONTRACT DATES Effective Date 05-01-2015 Termination Date 04-30-2018		BA-22 ATTACHED <input checked="" type="checkbox"/>

Certification Requirements: (Check Applicable Items)

- ☒ 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- ☒ 2. The services are not available as a product of a prior or existing professional, personal contract.
- ☒ 3. When applicable, the requirements for consultant contracts, as provided for under R.S. 39:1503-1507, have been complied with (proper documentation should be provided).
- ☒ 4. The using agency has developed and fully intends to implement a written plan providing for the assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract:

Name Brenda Sharp, Program Manager	Phone No. (225)342-0095
Location 628 N. 4th Street P.O. Box 3117 Bin 21 Baton Rouge, LA 70821-3117	

Summary of Monitoring Plan: (This must include periodic review of specified reports, documents, exception reporting, or other indicia or performance, etc.). Additional pages may be attached if necessary.

Monitoring will be achieved by receipt of all deliverables as listed on Attachment II including the review of monthly reports submitted and reports obtained through the central data system which will be monitored by the EarlySteps Program Manager.

The ultimate use of the final product of the services: (Specify)

Identify EarlySteps eligible infants and toddlers served under the Part C system thus meeting the federal benchmark of a least 2% served statewide.

- ☒ 5. Respond to questions A or B on all contracts except those funded by "Other Charges" (3600 series) of Budget:
- A. What critical services will go unprovided and to whom?
- Early intervention services would not be available to children in need.
- B. How many hours will the contractor have to work? N/A
- ☒ 6. Completed monitoring report will be submitted to the Office of Contractual Review within **60** days after termination of contract. **(For Personal, Professional, Consulting contracts exceeding \$20,000)**
- ☒ 7. The services have not been artificially divided to as to constitute a small purchase (not exceeding \$20,000).
- ☒ 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services the agency itself or by any agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- ☒ 9. The cost basis for the proposed contract is justified and reasonable.
- ☒ 10. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

PRIOR YEAR SERVICES PROVIDED BY (Contractor Name): Families Helping Families @ the Crossroads			
CFMS#: 735293	DHH#: 060296	EFF: 07-01-2014	TERM: 04-30-2015
AMOUNT: \$ 480,315.00	PREVIOUSLY ISSUED UNDER RFP? IF YES, DATE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE: 06-02-2011		

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Contains a date upon which the contract is to begin and upon which the contract will terminate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Contains a description of the work to be performed and objectives to be met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Contains an amount and time payment to be made.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Contains a description of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Contains a date of reports or other deliverables to be received, when applicable.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; (or)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; (and)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure memorandum 49 (The State General Travel Regulations).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Contains the responsibility for payment of taxes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Contains an assignability clause as provided for under LAC-4:4.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Budget Form BA-22, fully completed and attached to back of each contract.

DETERMINATION OF RESPONSIBILITY

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Is able to comply with the proposed or required time of delivery or performance schedule.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absences of evidence to the contrary or compelling circumstances presumed to be unable to fulfill this agreement).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. If a contract for consulting services is for \$50,000 or more: The head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offer or potential subcontractors have been filed with the statement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard

R.F.P. CONSULTING CONTRACTS FOR \$50,000 OR MORE; UNLESS DETERMINED EXEMPT AS PER ACT 673 of 1985, R.S. 39:1494.1 (A).

☐ Contract file attached and this includes:

☐ Criteria for selection ☐ Proposals ☐ Pertinent Documents ☐ Selection Memorandum

PROGRAM / FACILITY SIGNATURE

ASSISTANT SECRETARY OR DESIGNEE SIGNATURE

OFFICE

PHONE NUMBER

OCDD/EarlySteps

(225)342-5715

OFFICE

Office for Citizens with Developmental Disabilities

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
BA-22 (REV. 09/2005)

Date: 4/2/2015 Dept/Budget Unit: 09/340/2000
Agency Name: Office for Citizens with Developmental Disabi OCR/CFMS Contract #: 735293
Agency BA-22 #: 34 Agency Contract #: 060749

Fiscal Year for this BA-22: 2014-2015 BA-22 Start/End Dates: 05/01/15 06/30/15
(yyy-yy) (Start Date) (End Date)

Multi-year Contract (Yes/No): y If "Yes", provide contract dates:
05/01/15 04/30/18
(Start Date) (End Date)

Families Helping Families at the Crossroads 72121337800
(Contractor/Vendor Name) (Contractor/Vendor No.)

Contractor will provide System Point of Entry services with the Region 7 Parishes for Early Steps.
(Provide a statement of "Services Provided")

Contract Amendment (Yes/No): NO Amendment Start/End Dates: _____
(Start Date) (End Date)
Contract Cancellation (Yes/No): NO Date of Cancellation: _____

(Provide rationale for amendment or cancellation)

This information is to be provided at the Agency Level				
MEANS OF FINANCING	AMOUNT			
	Current Year	%	Total Contract	%
State General Fund	\$0	0%	\$0	0.0%
Interagency Transfers	\$0	0%	\$0	0.0%
Fees and Self Gen.	\$0	0.0%	\$0	0.0%
Statutory Dedication	\$0	0.0%	\$0	0.0%
Federal	\$98,481	100%	\$1,787,180	100.0%
TOTALS	\$98,481	100%	\$1,787,180	100.0%

*Specify Source (i.e., grant name, fund name, IAT sending agency and revenue source, fee type and source, etc.)

Are revenue collections for funds utilized above in line with budgeted amounts? (Yes/No)

If not, explain.

This information is to be provided at the Agency Level	
Name of Object Code/Category:	Miscellaneous Charges
Object Code/Category Number:	3655
Amount Budgeted:	\$15,496,069
Amount Previously Obligated:	\$6,491,642
Amount this BA-22:	\$98,481
Balance:	\$8,905,946

The approval of the aforementioned contract will not cause this agency to be placed in an Object Category deficit.

Agency Contact: [Signature]
Name: Clent Goff
Title: Program Manager 1
Phone: (225) 342-0943

Reviewed/Approved By: Geetha Kumar
Name: Geetha Kumar
Title: Accountant Manager 2
Phone: (225) 342-8725

FOR AGENCY USE ONLY

AGENCY	PROGRAM	ACTIVITY	ORGANIZ.	OBJECT	REPT CAT	AMOUNT
340	2000		8712	3655	8107	\$98,481.00

Justification for Contract 2000161613 Amendment

A Professional Service Agreement between Division of Administration, State of Louisiana and Sedgwick Claims Management Services, Inc.

January 31, 2018

Introduction

The Division of Administration (DOA), Office of Risk Management (ORM) proposes to modify its existing Contract 2000161613 with Sedgwick Claims Management Services, Inc., the Third Party Administrator (TPA) for insurance claims for ORM lines of insurance. The purpose of this modification is to exercise optional terms identified in the existing contract, including:

- 1) Extending the terms for an additional two (2) years, lengthening the Contract to a maximum period of five (5) years.
- 2) Increasing the compensation and maximum contract amount by \$32,967,083, providing for the additional period of service.

This document summarizes the justification for continuing to procure the additional period of professional services through a contract amendment.

Description of Services

The scope of services being procured through both the existing and proposed amendment are to: investigate, control and direct claims; ensure consistently successful customer relations; effect reductions in litigation; and provide containment of claims cost and control allocated expenses.

The TPA provides all services associated with investigating, adjusting and paying claims for ORM's lines of insurance. This includes all requisite associated functions such as: Workers' Compensation cost containment services; mandatory reporting to Centers for Medicare & Medicaid Services (CMS), FEMA, excess insurers and other entities; and recovery from third parties, including the Second Injury Fund.

The TPA also provides loss prevention services to include: loss prevention audits of each state agency, analysis of data to identify trends, one-on-one consulting for high risk agencies, and periodic appraisals of all state buildings.

The TPA provides a Risk Management Information System (RMIS) capable of supporting these processes and providing timely accurate information for reporting. The RMIS will also support loss prevention, underwriting, premium development and invoicing functions.

Review of Procurement Processes Used to Competitively Procure Services

On December 3, 2014, ORM issued a Request for Proposal (RFP #2014 Claims-LP) for proposals for Claims Management and Loss Prevention Services. Four proposers submitted a proposal in response to the RFP and following the evaluation process: Cannon Cochran Management Services, Inc. (CCMSI), MCI Inc. (partnered with Corvel Corporation) (MCI/Corvel), Sedgwick Claims Management Services, Inc. (Sedgwick), and York Risk Services Group, Inc. (York). Following the evaluation process, on March 12, 2015, ORM issued a Notice of Intent to award the contract to Sedgwick.

The proposals submitted by CCMSI, MCI/Corvel, Sedgwick and York were evaluated by a committee comprised of six individuals, three internal and three external persons: two ORM Claims Managers; an ORM Risk Administrator; a DOA Accountant Administrator; an LDR I.T. Management Consultant Supervisor and an employee of LSU Risk Management. After completing the evaluation process, the evaluation committee determined that Sedgwick's proposal offered the best plan for moving ORM's program forward and achieving continued improvement in claims management and loss prevention services. A copy of the Evaluation Score Worksheet prepared and signed by committee members is provided with this document, along with a copy of the signed award letter informing Sedgwick they were selected.

Because of a subsequent protest by York, ORM's incumbent TPA, a significant time delay occurred before the awarded contract was executed and in place. The previous contract expired June 30, 2015, so emergency provisions were negotiated for continuation of these critical TPA services while the protest processes were underway. York continued to provide services to

Justification for Contract 2000161613 Amendment

the State for the month of July 2015; effective August 2015, Sedgwick began providing TPA services under an emergency contract. The permanent contract issued through the RFP award was executed for a three (3) year period, effective February 1, 2016.

On September 1, 2017, Contract Amendment 1 was executed to increase the compensation and maximum amount of the three (3) year contract relative to Part 3 – Recovery Fees by \$891,000. The amendment was necessary because recoveries collected by Sedgwick in the first 15 months of the contract significantly exceeded the recovery collections anticipated by ORM, based on recoveries corrected in prior fiscal periods. As a result, recovery fees incorporated in the original contract were inadequate to cover the full contract period. A copy of the procurement justification letter for this amendment is provided.

The RFP and terms of the existing contract provide for a five (5) year term, subject to approval by the Joint Legislative Committee on the Budget (JLCB), although management chose to initially contract for a three (3) year period. An amendment is being proposed as the procurement vehicle to extend the contract period for these required services.

Justification

The decision to extend the contract period from three (3) years to five (5) years is centered on making the best business decision that supports maintaining a stable risk management program for the State. Sedgwick has partnered successfully with ORM and the TPA is satisfactorily delivering the full scope of contract services. Over the last two years, ORM has had ample time to monitor and evaluate the services provided by the TPA, the expenditure of funds under the contract, and the day-to-day monitoring of TPA performance. Since the existing contract is entering the final year of the contract period, ORM believes now is the appropriate time to move forward to extend the contract term and request approval of JLCB.

The TPA contract requires delivery of complex and expansive services, as suggested by the scope of services description on the previous page. Appendix A of the contract contains many pages of detailed specifications, providing both general conditions and provisions unique to the various lines of coverage. There is a *significant* learning curve any new TPA faces in taking over the robust risk management program for the State of Louisiana. In the initial outsourcing contract effective July 1, 2010, ORM chose to engage these TPA services through a five-year contract and allow a phased implementation of the privatization process for this reason.

An extension will also delay the time-consuming effort required of ORM personnel to draft, issue, evaluate and award a new RFP and to complete negotiation of contract terms and contract execution while navigating the Office of State Procurement approval processes to procure the services. An RFP process for a contract of this magnitude involves a large number of staff and resources and is thus very disruptive to ORM operations.

Finally, extending the contract also delays the transition to a new service provider, including a myriad of responsibilities necessary to successfully move to a new service model. It requires large-scale process changes and training, extensive customization to a new IT system, and a massive conversion of historical data from the prior TPA system. Successful completion of these responsibilities require the joint effort of both the new and expiring TPA and significantly draws on the time of every ORM leader and staff member. Services of this complexity are not cost-effective and efficiently provided under short interval contracts.

Below are several comparative statistics for the Workers' Compensation Claims Program that highlight Sedgwick performance during fiscal years 2016 and 2017:

	FY 2015	FY 2016	FY 2017
Closed Claim Ratio	91.50%	107.20%	110.10%
Total Recoveries	\$4,009,379	\$7,144,247	\$7,639,494
Total Medical Paid	\$33,382,340	\$26,670,057	\$28,129,742
Total Managed Care Savings		\$30.9 Million	\$34.1 Million

AMENDMENT TO CONTRACT BETWEEN STATE OF LOUISIANA

Division of Administration/Office of Risk Management

Amendment No. 1

AND

Sedgwick Claims Management Services, Inc.
1100 Ridgeway Loop Road, Memphis, TN 38120
Vendor Number:

Contract Number: 2000161613

Effective Date: September 1, 2017

THIS Amendment No. 1, with an effective date of September 1, 2017 is entered into by the State of Louisiana Division of Administration, Office of Risk Management ("State") and Sedgwick Claims Management Services, Inc. ("Contractor") and amends the Contract between the parties dated January 28, 2016 for claims adjusting and loss prevention services, Contract number: 2000161613, as described below.

WHEREAS, State and Contractor desires to amend the Contract to increase the Compensation and Maximum Amount of the 3 (three) year Contract from \$46,872,744 to the revised amount of \$47,763,744 and increase the Compensation and Maximum Amount of the additional 2 (two) years from \$32,373,083 to revised amount of \$32,967,083.

NOW, THEREFORE, in consideration of the mutual agreement contained herein, and other good and valuable consideration, the sufficiency of which is hereby agreed to and acknowledged, the parties hereby agree that the Contract is amended as follows.

Amendment Provisions:

CHANGE NUMBER ONE

Change to ***Section 6.0 Compensation and Maximum Amount of Contract***

Original language:

In consideration of the services required by this contract, STATE hereby agrees to pay to CONTRACTOR a maximum of \$46,872,744 for the three year term. In the event that the option to renew for an additional 2 (two) years is executed, a maximum of \$32,373,083 will be paid for the additional 2 (two) years.

The STATE will pay the Contractor for Service Fees, Emergency Adjusting Fees, and Recovery Fees upon receipt of invoices. CONTRACTOR will submit monthly invoices to the STATE. The format of the invoice is subject to STATE approval.

The Service Fees will be billed in monthly increments, each equal to one twelfth (1/12) of the annual amount specified in Appendix B - Cost Information, Part 1 - Service Fees.

The Emergency Adjusting and Recovery Fees will be billed as they arise, according to the rates established in Appendix B - Cost Information, Part 2 - Emergency Adjusting Fees and Part 3 - Recovery Fees. During the 3 (three) year contract term, Emergency Adjusting fees and Recovery Fees shall not exceed \$5,293,005. In the event that the option to renew for

an additional 2 (two) years is executed, a maximum of \$8,821,675 will be paid for the 5 (five) year period.

Payments will be made only on approval of ORM State Risk Director or designee.

In the event a change occurs in state government structure or STATE's program that results in a significant change in the services required under this Contract, STATE and CONTRACTOR will negotiate a cost adjustment and amend the contract accordingly.

Original language is amended as follows:

In consideration of the services required by this contract, STATE hereby agrees to pay to CONTRACTOR a maximum of \$47,763,744 for the three year term. In the event that the option to renew for an additional two (2) years is executed, a maximum of \$32,967,083 will be paid for the additional two (2) years.

The STATE will pay the CONTRACTOR for Service Fees, Emergency Adjusting Fees, and Recovery Fees upon receipt of invoices. CONTRACTOR will submit monthly invoices to the STATE. The format of the invoice is subject to STATE approval.

The Service Fees will be billed in monthly increments, each equal to one-twelfth (1/12) of the annual amount specified in Appendix B – Cost Information, Part 1 – Service Fees.

The Emergency Adjusting and Recovery Fees will be billed as they arise, according to the rates established in Appendix B – Cost Information, Part 2 – Emergency Adjusting Fees and Part 3 – Recovery Fees. During the 3 (three) year contract term, Emergency Adjusting Fees and Recovery Fees shall not exceed \$6,184,005. In the event that the option to renew for an additional two (2) years is executed, a maximum of \$ \$10,306,675 will be paid for the five (5) year period.

Payments will be made only on approval of ORM State Risk Director or designee.

In the event of a change occurs in state government structure or STATE's program that results in a significant change in the services required under this Contract, STATE and CONTRACTOR will negotiate a cost adjustment and amend the Contract accordingly.

CHANGE NUMBER TWO

Change to ***Appendix B Cost Information, Contract Total***

Original Contract Total chart:

Contract Total

	Initial 3-Year Period Contract Total	2 Year Renewal Period Contract Total	5 Year Total
Part 1 – Service Fees	\$41,579,739	\$28,844,413	\$70,424,152
Part 2 – Emergency Adjusting Fees	\$3,628,005	\$2,418,670	\$6,046,675
Part 3 – Recovery Fees	1,665,000	\$1,110,000	\$2,775,000
Total	\$46,872,744	\$32,373,083	\$79,245,827

Contract Total	\$79,245,827
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Original Contract Total chart is amended as follows:

Contract Total

	Initial 3-Year Period Contract Total	2 Year Renewal Period Contract Total	5 Year Total
Part 1 - Service Fees	\$41,579,739	\$28,844,413	\$70,424,152
Part 2 - Emergency Adjusting Fees	\$3,628,005	\$2,418,670	\$6,046,675
Part 3 - Recovery Fees	2,556,000	\$1,704,000	\$4,260,000
Total	\$47,763,744	\$32,967,083	\$80,730,827

Contract Total	\$80,730,827
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Note: Amendment increased Part 3 - Recovery Fees for the initial 3 (three) year contract period by \$891,000. In the event the option to renew for an additional 2 (two) years is executed, amendment increased Part 3 - Recovery fees by \$594,000. Total contract increase to Part 3 - Recovery Fees is \$1,485,000.

CHANGE NUMBER THREE

Change to **Appendix B Cost Information, Part 3 - Recovery Fees**

Original Part 3 - Recovery Fees chart

	Billable Amount			
	Rate	Initial 3-Year Period	2-Year Renewal Period	5-Year Total
Second Injury Fund	11%	\$1,485,000	\$990,000	\$2,475,000
Subrogation*	15%	\$180,000	\$120,000	\$300,000
Total		\$1,665,000	\$1,110,000	\$2,775,000

Total Part 3	\$2,775,000
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Original Part 3 - Recovery Fees chart is amended as follows:

Part 3 - Recovery Fees

Recovery Types	Rates	Amended 3-Yr Period	2-Yr Renewal Period	5-Year Total
Second Injury Fund	11%	\$2,160,000	\$1,440,000	\$3,600,000
Subrogation	15%	396,000	264,000	660,000
Total		\$2,556,000	\$1,704,000	\$4,260,000

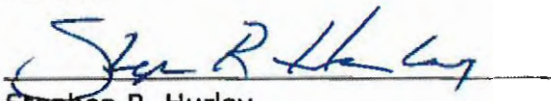
Total Part 3	\$4,260,000
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Note: Amendment increased Second Injury Fund recovery fees for the initial 3 (three) year contract period by \$675,000 and Subrogation recovery fees by \$216,000 for a total increase of \$891,000. In the event the option to renew for an additional 2 (two) years is executed, amendment increased Second Injury Fund recovery fees by \$450,000 and Subrogation recovery fees by \$144,000 for a total increase of \$594,000.

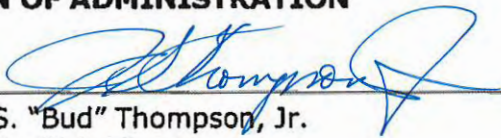
This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties. All other terms and conditions in the original Contract described above will remain the same.

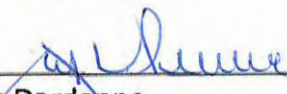
IN WITNESS THEREOF, this amendment is signed and entered into on the date(s) indicated below:

CONTRACTOR

BY: 
Name: Stephen R. Hurley
Title: Senior Vice President
Sedgwick Claims Management Services, Inc.
Date: 9-14-2017

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION**

BY: 
Name: J. S. "Bud" Thompson, Jr.
Title: State Risk Director
Date: 9/14/17

BY: 
Name: Jay Dardenne
Title: Commissioner of Administration
Date: 10/18/17