



120

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF DEVELOPMENTAL SERVICES

Nicholas A. Toumpas
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4488 1-800-852-3345 Ext. 4488
Fax: 603-271-4902 TDD Access: 1-800-735-2964

Nancy L. Rollins
Associate
Commissioner

May 29, 2013

*70% General Fund
30% Federal Fund*

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community-Based Care Services, Bureau of Developmental Services, Special Medical Service Section, to enter into an agreement not to exceed \$358,228.00 with Southeastern Regional Education Services Center, Inc., 29 Commerce Drive, Bedford, New Hampshire 03110, to provide feeding and swallowing services to children with special health care needs, effective July 1, 2013, or date of Governor and Executive Council approval, whichever is later, through June 30, 2015.

Funds to support this request are anticipated to be available in the following account in State Fiscal Year 2014 and State Fiscal Year 2015 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust the amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-93-930010-5191 HEALTH AND SOCIAL SERVICES: DEPT. OF HEALTH AND HUMAN SERVICES, HHS: DEVELOPMENTAL SERVICES-DIV OF, DIV OF DEVELOPMENTAL SVSC, SPECIAL MEDICAL SERVICES

Appropriation Number	Description	SFY 2014 Amount	SFY 2015 Amount	Total Amount
562-500912	CSHCN Assistance	\$179,114.00	\$179,114.00	\$358,228.00

EXPLANATION

This request will provide for the services of a Feeding and Swallowing Program Manager who will recruit, train and supervise a group of community-based therapists (speech, occupational, physical). This request will also assure the services of these therapists to provide for the assessment of and recommendations for interventions for feeding and swallowing issues of children with special health care needs. It is estimated that a total of 450 to 500 children will be served during the two-year contract period.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

May 29, 2013

Page 2 of 2

Special Medical Services Section offers feeding and swallowing consultation in order to assure that children with special health care needs will have access to needed services within the State. This service also lessens the burden on families who would otherwise have to travel out-of-state for comparable care.

Additionally, training and consultation shall be provided to hospital radiology departments in the provision of swallow studies in pediatric patients, as well as to the Special Medical Services Section's nurse coordinators and/or contracted nutritionists, school personnel and early intervention providers on the use of a screening tool to identify feeding issues.

A Request for Proposals that included performance measures was placed on the Department of Health and Human Services website between January 16, 2013 and January 25, 2013. The Request for Proposals sought services statewide. Only one (1) proposal was received.

After a thorough review of the proposals by the evaluation committee, the Southeastern Regional Education Service Center, Inc. was selected to provide the service. A Bid Summary showing a comparison of the Southeastern Regional Education Service Center, Inc. proposal to all other proposals in this category is attached.

The Division of Community-Based Care Services has been contracting with the Southeastern Regional Education Service Center, Inc. for eight years for provision feeding and swallowing services for children with special health care needs. The Division is pleased with the performance of the Southeastern Regional Education Service Center, Inc. under previous agreements.

Should Governor and Executive Council determine not to authorize this request between 450-500 children with special health care needs would not have access expert assessments and individualized plans for intervention of feeding and swallowing issues.

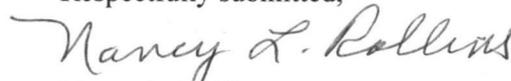
This agreement contains a provision to extend this award for up to two additional years contingent upon satisfactory service, sufficient funding, and the approval of the Governor and Executive Council.

Area served: Statewide.

Source of funds: 30% Federal from Title V Block Grant and 70% General funds.

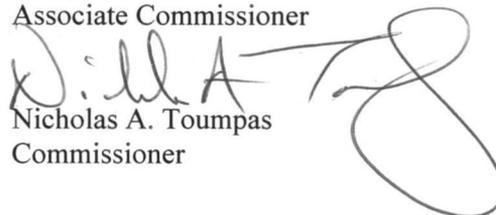
In the event that Federal funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

Feeding and Swallowing Services for Children with Special Health Care Needs

Service Area	Agency Name	Average Bid Score	Contract Award SFY 2014	Contract Award SFY 2015
Statewide	Southeastern Regional Education Services Center, Inc	93	\$179,114	\$179,114
	No other bidders			

SCORING SUMMARY SHEET

REQUEST FOR APPLICATIONS

FEEDING AND SWALLOWING SERVICES FOR CHILDREN WITH SPECIAL HEALTH CARE
NEEDS

Applicant: *Southeastern Regional Education Service Center, Inc.
Statewide Services

	Total Available	Average Score
1. Agency Capacity	(40 points)	<u>39</u>
2. Program Structure/Plan of Operation	(45 points)	<u>41</u>
3. Budget and Justification	(10 points)	<u>8</u>
4. Format	(5 points)	<u>5</u>
TOTAL	(100 points)	<u>93</u>

Reviewers:

Diane McCann, RN, MS, PNP, Retired State Employee. (Previously had been Clinical Coordinator for Special Medical Services.)

Diana Dorsey, MD, Pediatric Consultant, Special Medical Services Section

Alicia M. L'Esperance, BS/BA, Program Manager, Partners in Health Program.

* This was the only proposal received, for Feeding and Swallowing Services for Children with Special Health Care Needs.

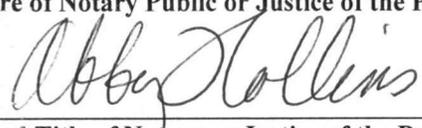
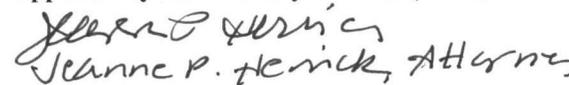
Subject: Feeding and Swallowing Services for Children with Special Health Care Needs

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services Special Medical Services Section Bureau of Developmental Services Division of Community Based Care Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Southeast Regional Education Service Center		1.4 Contractor Address 29 Commerce Drive Bedford, NH 03110	
1.5 Contractor Phone Number 603-206-6800	1.6 Account Number 05-95-93-930010-5191-562-500912	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$358,228.00
1.9 Contracting Officer for State Agency Nancy L. Rollins, Associate Commissioner		1.10 State Agency Telephone Number 603-271-8181	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Richard LaSalle, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Hillsborough</u> On <u>5/6/2013</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		ABBY COLLINS, Notary Public My Commission Expires September 23, 2014	
1.13.2 Name and Title of Notary or Justice of the Peace <u>Notary Public</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Nancy L. Rollins, Associate Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  <u>Jeanne P. Henick, Attorney</u> On: <u>4 Jun. 2013</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials: 
Date: 5/6/13

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each

Contractor Initials:

Date:

[Handwritten Signature]
5/6/13

certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

CERTIFICATE OF VOTE

I, Timothy Mayes, do hereby certify that:
(Name of Clerk of Corporation)

- I am duly elected Clerk of Southeastern Regional Education Service Center, Inc. (SERESC) (the "Corporation").
- The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on August 20, 2012

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Public Health Services, for the provision of Educational services.

RESOLVED: That the Executive Director (President) (Vice-President) (Treasurer) hereby is authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions or modifications thereto, as she/he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 1, 2013 (Date of Notarization Below is date to be used above)

4. Richard LaSalle, Executive Director (Is or are) the duly (President) (Vice-President) (Treasurer) elected of the Corporation.

(Seal)

Timothy K. Mayes
(Signature of Clerk of the Corporation)

STATE OF NEW HAMPSHIRE
COUNTY OF Hillsborough

The foregoing statement was acknowledged before me this first day of MAY, 19 by 2013

Mary Cody
(Name)

(Seal)

(TITLE: Notary Public/Justice of Peace)

My commission expires: _____
MARY L. CODY, Notary Public
My Commission Expires February 2, 2016

NH Department of Health and Human Services

STANDARD EXHIBIT A

SCOPE OF SERVICES

DATE: Commencing upon date of Governor and Council approval or July 1, 2013, whichever is later, through June 30, 2015.

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR:

NAME: Southeast Regional Education Service Center, Inc.

ADDRESS: 29 Commerce Drive

Bedford, NH

03110

TELEPHONE: 603-206-6800

FAX: 603-206-6599

EMAIL: richard@seresc.net

EXECUTIVE DIRECTOR: Richard LaSalle

The Feeding and Swallowing Services (FSS) Program will focus on providing community-based services to children with special health care needs, birth through 21 years of age, and their families. The FSS will include, at a minimum, a staff of Regional Feeding and Swallowing Specialists for the State of New Hampshire, a Program Manager and a Third-Party Administrator for Feeding and Swallowing Services. The same individual may hold more than one of the roles designated herein, or one role may be held by a single individual to meet the needs of the program and plan of work.

I. General Provisions

- A. The **Contractor** is responsible for providing home- and community-based feeding and swallowing assessments, intervention and ongoing monitoring of the growth and health status of children accepted for services by the FSS and the Special Medical Services Section (SMS).
- B. The **Contractor** must assure that Regional Feeding and Swallowing Specialists that comprise the FSS are available for consultation and technical assistance to all SMS community-based coordinators and clinic coordinators.

- C. The **Contractor** shall coordinate and collaborate whenever possible with other service providers within the community. At a minimum, such collaboration will include the Comprehensive Nutrition Network for Children with Special Health Care Needs (SMS contract). Efforts shall include collaborative training, joint planning for shared clients, interagency referrals and coordination of care.
- D. The **Contractor** must provide reports on a quarterly and annual basis regarding program census, activities, QA activities and accomplishments through the reporting mechanism and in the timeframe established by the Special Medical Services Section's administrative staff. The **Contractor** must assure that data is inputted in a timely manner in the SMS Master File system. Additional information may be requested by SMS at any time during the contract period.
- E. The **Contractor** should be available to develop or provide alternative means of service provision should there be an unmet needs identified for a specific population of Children with Special Health Care Needs.
- F. Program activities include attendance at meetings and activities as assigned by the Administrator of the Special Medical Services Section.
- G. The **Contractor** will coordinate a system integrating public and private funding to sustain the availability of specialized nutrition services to children with special health care needs throughout the State.
- Develop and maintain relationships with third-party insurance payers and public health funders.
 - Develop a system to negotiate and secure reimbursements for nutrition services, and serve as the paymaster for the established network of community-based providers' fee for service and training activities.
 - Establish and maintain the capacity to procure reimbursements via electronic billing systems.
- H. In addition, the Special Medical Services Section retains the right to reorganize services to ensure continuity of service delivery.

II. Staffing Provisions

A. The **Contractor** must follow the staffing guidelines summarized below:

1. SMS should be notified in writing within one (1) month of hire of when a new Regional Feeding and Swallowing Specialist is hired to work in the program. A resume of the employee shall accompany this notification.
2. In the event of a vacancy in any of the staff positions, the Contractor shall recruit for the position(s). The Special Medical Services Section shall maintain final approval in the selection process.

Contractor Initials:

Date: 5/6/13

3. Resumes of all staff shall be submitted to SMS with the agency's application for funding.
4. The **Contractor** shall make a request in writing to the Special Medical Services Section before hiring new program personnel that do not meet the required staff qualifications. A waiver may be granted based on the need of the program, the individual's experience and/or additional training.
5. All health professionals shall have the appropriate New Hampshire licensure.
6. Feeding and Swallowing Specialists shall have a Bachelor's degree in a health-related field, or a Master's degree in speech and language therapy or occupational therapy.
 - He/She shall have knowledge and understanding of anatomy and physiology of the normal swallowing reflex, and how this automatic activity may be impaired or diminished in children with disabilities.
 - Knowledge of normal growth and development.
 - Knowledge of federal/state legislation regarding service provision to children with disabilities.
 - Knowledge of the education/consultative processes.
 - Ability to organize work, analyze problems and recommend/implement solutions.
 - Ability to establish and maintain cooperative working relationships with medical, educational and allied health service providers.
7. Community-Based Feeding and Swallowing Specialists shall obtain, maintain and provide documentation of comprehensive professional liability insurance.
8. Community-Based Feeding and Swallowing Specialists must be willing and able to travel statewide.

III. Required activities of **Regional Feeding and Swallowing Specialists** shall include, but not be limited to, the following:

- A. Communicate regularly with SMS nurse coordinators, physicians and dieticians, and other SMS personnel regarding child-specific feeding and swallowing concerns, case coordination issues, outcomes of feeding and swallowing evaluations, service planning, and continuous quality improvement and initiatives.
- B. Utilize a standardized feeding and swallowing screening process to identify children with significant pathology, or at risk for such health problems.
- C. Utilize a standardized format for documenting oral motor plans for oral and non-oral feeders.
- D. Implement, monitor effectiveness and modify or revise feeding and swallowing interventions for atypical infants, toddlers and children with special health care needs.
- E. Include parents and community providers in the evaluation process and the plan of care.

- F. Participate in hospital-based radiology programs to provide video fluoroscopic swallow studies (VFSS) for at-risk children.
- G. Provide instruction regarding feeding interventions to meet the individual medical, physical and psychosocial needs of children with special health care needs and their families.
- H. Participate/Attend quarterly training activities with staff of the Comprehensive Nutrition Network (SMS contract).
- I. Complete, in a timely manner, comprehensive written reports, which detail the child's feeding and swallowing status and intervention/recommendations. Reports shall be available to families and health professionals designated by the family.
- J. Complete monthly reporting forms (provided by SMS) and attend quarterly in-service trainings provided by the **Contractor**.

IV. Required activities of the **Program Manager** shall include, but not be limited to, the following:

- A. Supervise the activities of all professional and support personnel associated with the FSS Program.
 - Provide ongoing competency development for all providers.
 - Recruit new providers as necessary.
- A. Assure that Regional Feeding and Swallowing Specialists associated with the FSS Program and professionals associated with the SMS contracted Comprehensive Nutrition Network attend quarterly in-service training activities.
- B. Organize and implement said training sessions for community-based providers in collaboration with the Comprehensive Nutrition Network.
- C. Assign the clinical caseload to community-based feeding and swallowing specialists.
- D. Monitor feeding and swallowing service delivery via frequent review of reports, and contact with key consumers including parents, care coordinators, dietitians, physicians, early intervention teams, school teams, etc.
- E. Collaborate with the Comprehensive Nutrition Network's Program Coordinator and Clinical Manager, and SMS' Developmental Pediatricians in planning for the continual improvement of nutrition, feeding and swallowing services.
- F. Contribute to program evaluation activities to: measure consumer satisfaction; investigate outcomes of service delivery; quality of monthly trainings; new program offerings (e.g., workshops, support groups, etc.); participate in other ongoing quality assurance activities.
- G. Provide ongoing training and technical assistance to hospital radiology departments to provide child- and family-friendly video fluoroscopic swallow studies (VFSS).

- Based on demand, assist community providers and hospitals to conduct 6-10 VFSS per month.
 - Assist participating hospitals to document VFSS data.
- H. Provide competency training in pediatric feeding and swallowing disorders to community-based personnel serving children ages preschool through high school.
- I. Collaborate with community groups to offer workshops, informational parent support groups, etc., to parents and other interested individuals on specific topics pertaining to feeding and swallowing disorders.
- J. Create and provide regional parent trainings on specific feeding and swallowing topics in collaboration with FSS staff and SMS' contracted Comprehensive Nutrition Network Program, when appropriate.
- K. Provide ongoing information, support and resources to primary care providers and medical homes regarding children with feeding and swallowing disorders.
- L. Prepare informational materials/handouts for families and primary care providers regarding aspects of feeding and swallowing issues not adequately available commercially.
- M. Submit monthly activity logs and expenditure reports to the SMS contracting officer.
- N. Prepare a year-end summary of activities and products.
- V. Required activities of the **Third-Party Administrator** of Feeding and Swallowing Services shall include, but not be limited to, the following:
- A. Develop and coordinate a system integrating public and private funding to sustain the availability of specialized nutrition services to children with special health care needs throughout the State.
 - B. Develop and maintain relationships with third-party insurance payers and public health funders.
 - C. Develop a system to negotiate and secure reimbursements for feeding and swallowing services, and serve as the paymaster for the established network of community-based providers' fee-for-service and training activities.
 - D. Establish and maintain the capacity to procure reimbursements via electronic billing systems.
 - E. Oversee the activities of a Biller and FSS Program staff whose scope of work includes reviewing and managing computer input of service encounter data and provider transactions.

NH Department of Health and Human Services

STANDARD EXHIBIT B

METHODS AND CONDITIONS PRECEDENT TO PAYMENT

1. The Contract Price shall not exceed \$358,228.00. Payments shall be made during SFY 2014 and SFY 2015 in accordance with the Budget attachment. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.
2. Reimbursements for services provided shall be made by the State on a monthly basis after receipt, review and approval of monthly expenditure reports submitted by the Contractor to the State. These reports, which are based on a budget approved by the State, shall be in a form satisfactory to the State and shall be submitted no later than twenty (20) working days after the close of the month. In addition to the monthly expenditure reports required and not later than sixty (60) days after the end of the budget period, the Contractor shall submit a final expenditure report in a form satisfactory to the State.
3. The Contractor agrees to use and apply all payments made by the State for direct and indirect costs and expenses including, but not limited to, personnel costs and operating expenses related to the Services. Allowable costs and expenses shall be determined by the State in accordance with applicable State and Federal laws and regulations. The Contractor agrees not to use or apply such payments for capital additions or improvements, dues to societies and organizations, entertainment costs or any other costs not approved by the State. The Contractor must also have written authorization from the State prior to purchasing any equipment with a cost in excess of five hundred dollars (\$500) and/or with a useful life beyond one (1) year.
4. The Contractor agrees that, to the extent future legislative action by the NH General Court may impact on the services described herein, the State retains the right to modify expenditure requirements under this agreement.
5. The Contractor and/or the State may amend the contract budget through line item increases, decreases or the creation of new line items provided these amendments do not exceed the Contract Price. Such amendments shall only be made upon written request to and written approval by the State with programmatic justification.
6. In the event of a vacancy in any of the key personnel positions, the Special Medical Services Section is authorized to direct any and all budget revisions deemed necessary and appropriate by the Administrator to assure continuity of services as outlined in Exhibit A, including the cost of advertisement.
7. The Contractor shall be paid only for the total number of hours actually worked at the identified hourly rate as designated in the Budget. The total of all payments made to the Contractor for costs and expenses incurred in the performance of the Services during the period of the contract shall not exceed three hundred fifty-eight thousand, two hundred twenty-eight dollars (\$358,228.00). As directed by the State, funds may be adjusted, if needed and justified, between State fiscal years based upon actual incurred expenses.

Contractor Initials: 

Date: 5/6/13

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

1. Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

17. Subcontractors: DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate

Contractor Initials:

Date: 5/6/13

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

SPECIAL PROVISIONS – DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

NH Department of Health and Human Services

STANDARD EXHIBIT C-I

ADDITIONAL SPECIAL PROVISIONS

1. Subparagraph 7.2 of the General Provisions of this agreement is hereby amended to read:

"7.2. The Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the services, to hire any person who has a contractual relationship with the State, or who is a State employee or official, elected or appointed, without prior written consent of the State. The Contracting Officer specified in Block 1.9 or his/her successor shall determine whether a conflict of interest exists."

2. Subparagraph 9.3. of the General Provisions of this agreement is deleted and the following paragraph added:

"9.3. The State, and anyone it shall designate, and the Contractor shall have authority to publish, disclose, distribute and otherwise use, in whole or in part, all data, provided such data, when published, disclosed, distributed or otherwise used, shall not disclose any personal identifiers or confidential information as to any individual or organization without the prior written consent of such individual or organization."

3. Paragraph 14. of the General Provisions of this agreement is hereby amended to read:

"14.1. The Contractor shall, at its sole expense, obtain and maintain in force, for the benefit of the State, the following insurance:

14.1.1. Comprehensive general liability insurance in amounts not less than \$1,000,000 each occurrence and \$2,000,000 aggregate.

14.2. The policies described in subparagraph 14.1. of this paragraph shall be the standard form employed in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State."

4. The following paragraphs shall be added to the General Provisions of this agreement:

"22.1. Records and Accounts Between the Effective Date and the date seven (7) years after the Completion Date, the Contractor shall keep detailed accounts of all expenses incurred in connection with the Services including, but not limited to, costs of administration, transportation, insurance, telephone calls and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents."

"22.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Contractor's normal business hours and as often as the State shall demand, the Contractor shall make available to the State all records pertaining to matters covered by this agreement. The Contractor shall permit the State to audit, examine and reproduce such records and to make audits of all invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined) and other information relating to all matters covered by this agreement. As used in this paragraph, "Contractor" includes all persons, natural or fictional, affiliated with, controlled by or under common ownership with, the entity identified as the Contractor in Block 1.3 of these General Provisions."

"22.3. Inspection of Work Performed: The State or an authorized representative shall, at all reasonable times, have the right to enter into Contractor's premises, or such other places where duties under the contract are being performed, to inspect, monitor or otherwise evaluate the work being performed. The Contractor and all subcontractors must provide access to all reasonable facilities and assistance for State representatives. All inspections and evaluations shall be performed in sushi manner as will not unduly delay work."

"22.4. Under the provisions of the Contract, personnel benefits for the Key Personnel shall be consistent with and in accordance to any adopted personnel policies of the contractor specified in Block 1.3. Health insurance benefits shall be designated by the Contract Budget."

"22.5. Third-Party Reimbursement and other sources of health services funding. The Contractor in Block 1.3 shall recover, to the maximum extent feasible, third-party revenues to which it is entitled for health services provided. Beneficiaries will not have any charges levied against them. Procedures outlined by Contractor in Block 1.3 shall identify all persons served who are eligible for third-party reimbursement, and shall be implemented at all contract sites. All income generated through third-party reimbursement shall be retained by the Contractor for the activities identified in Standard Exhibit A: Scope of Services. Records of the earnings and disposition of income must be maintained in the same manner as outlined in paragraph 22.1."

6. Following the approval by the Governor and Executive Council, this contract shall commence on or about July 1, 2013 and terminate on June 30, 2015, with an option for renewal by way of a 2-year extension (July 1, 2015 – June 30, 2017) subject to availability of funding and priorities, satisfactory performance of the Scope of Services by the Contractor, mutual agreement by the parties and approval of contract renewals by the Governor and Executive Council.
7. Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account identified in block 1.6, or any other account, in the event funds are reduced or unavailable.

NH Department of Health and Human Services

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

Contractor Initials: AL
Date: 5/6/13

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

29 Commerce Drive, Bedford, NH 03110

Check if there are workplaces on file that are not identified here.

Southeast Regional Education Service Center

From: 7/1/2013 To: 6/30/2015

(Contractor Name)

(Period Covered by this Certification)

Richard LaSalle, Executive Director

(Name & Title of Authorized Contractor Representative)


(Contractor Representative Signature)

5/6/13
(Date)

Contractor Initials: 
Date: 5/6/13

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

- Programs (indicate applicable program covered):
*Temporary Assistance to Needy Families under Title IV-A
*Child Support Enforcement Program under Title IV-D
*Socail Services Block Grant Program under Title XX
*Medicaid Program under Title XIX
*Community Services Block Grant under Title VI
*Child Care Development Block Grant under Title IV

Contract Period: 7/1/13 through 6/30/15

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)
(3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Handwritten Signature]
(Contractor Representative Signature)

Richard LaSalle, Executive Director
(Authorized Contractor Representative Name & Title)

Southeast Regional Education Service Center
(Contractor Name)

5/6/13
(Date)

Contractor Initials: RL
Date: 5/6/13

NH Department of Health and Human Services

STANDARD EXHIBIT F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

Contractor Initials: AL

Date: 5/6/13

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

Contractor Initials: AK

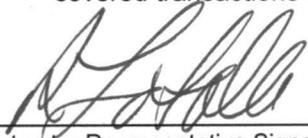
Date: 5/6/13

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.



(Contractor Representative Signature)

Richard LaSalle, Executive Director

(Authorized Contractor Representative Name & Title)

Southeast Regional Education Services Center

(Contractor Name)

5/6/13

(Date)

Contractor Initials: 

Date: 5/16/13

NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.



 (Contractor Representative Signature) Richard LaSalle, Executive Director

 (Authorized Contractor Representative Name & Title)

Southeast Regional Education Services Center, Inc. 5/6/13

 (Contractor Name) (Date)

Contractor Initials: RL
Date: 5/6/13

NH Department of Health and Human Services

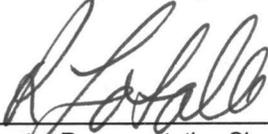
STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

- 1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.



(Contractor Representative Signature)

Richard LaSalle, Executive Director

(Authorized Contractor Representative Name & Title)

Southeast Regional Education Service Center

(Contractor Name)

(Date)

5/6/13

Contractor Initials: 

Date: 5/6/13

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.501.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Division of Community-Based Care Services
Bureau of Dev. Services, Special Medical Services

The State Agency Name

Southeastern Regional Education
Service Center, Inc.

Name of the Contractor

Nancy L. Rollins

Signature of Authorized Representative

R. LaSalle

Signature of Authorized Representative

Nancy L. Rollins

Name of Authorized Representative

Richard LaSalle

Name of Authorized Representative

Associate Commissioner

Title of Authorized Representative

Executive Director

Title of Authorized Representative

31 May 2013

Date

Date

NH Department of Health and Human Services

STANDARD EXHIBIT J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND
TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

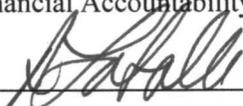
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
 - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.



(Contractor Representative Signature) Richard LaSalle, Executive Director
(Authorized Contractor Representative Name & Title)

Southeastern Regional Education Service Center

(Contractor Name) (Date)

Contractor initials: RL
Date: 5/6/13
Page # 1 of Page # 2

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 040240798

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

Contractor initials: [Signature]
Date: 5/6/13
Page # 2 of Page # 2

**SOUTHEASTERN REGIONAL EDUCATION
SERVICE CENTER, INC.
Financial Statements**

For the Year Ended June 30, 2012

(With Independent Auditors' Report Thereon)

TABLE OF CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to the Financial Statements	6
SUPPLEMENTARY INFORMATION:	
Schedule of Functional Expenses	14



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

102 Perimeter Road
Nashua, NH 03063-1301
Tel (603) 882-1111 • Fax (603) 882-9456
www.melansonheath.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Southeastern Regional Education Service Center, Inc.
Bedford, New Hampshire

We have audited the accompanying statement of financial position of Southeastern Regional Education Service Center, Inc. (a nonprofit organization) as of June 30, 2012, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southeastern Regional Education Service Center, Inc. as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2012 on our consideration of the Southeastern Regional Education Service Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of

Additional Offices:

Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2011, from which the summarized information was derived.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information appearing on page 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Melanson, Heath + Company P.C.
Nashua, New Hampshire
October 18, 2012

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.

Statement of Financial Position
 June 30, 2012
 (with comparative totals as of June 30, 2011)

ASSETS	Operating Fund	Unrestricted		Temporarily Restricted	2012 Total	2011 Total
		Board Restricted	Total Unrestricted			
Current Assets:						
Cash and cash equivalents	\$ 764,876	\$ 101,854	\$ 866,730	\$ 26,263	\$ 892,993	\$ 689,171
Restricted short term investments	136,473	-	136,473	-	136,473	152,889
Short term investments	325,343	-	325,343	-	325,343	322,951
Accounts and grants receivable	933,814	-	933,814	-	933,814	978,869
Prepaid expenses	20,958	-	20,958	-	20,958	17,371
Other assets	-	-	-	-	-	1,120
Total Current Assets	2,181,464	101,854	2,283,318	26,263	2,309,581	2,162,371
Property and equipment, net	6,801,260	-	6,801,260	-	6,801,260	6,987,576
TOTAL ASSETS	\$ 8,982,724	\$ 101,854	\$ 9,084,578	\$ 26,263	\$ 9,110,841	\$ 9,149,947
LIABILITIES AND NET ASSETS						
Current Liabilities:						
Accounts payable	\$ 126,238	-	\$ 126,238	\$ -	\$ 126,238	\$ 224,331
Accrued expenses	151,895	-	151,895	-	151,895	142,691
Other liabilities	11,902	-	11,902	-	11,902	11,400
Deferred revenue	158,417	-	158,417	-	158,417	90,408
Current portion of long term debt	190,000	-	190,000	-	190,000	180,000
Total Current Liabilities	638,452	-	638,452	-	638,452	648,830
Long term debt net of current portion	4,625,000	-	4,625,000	-	4,625,000	4,815,000
Net Assets	3,719,272	101,854	3,821,126	26,263	3,847,389	3,686,117
TOTAL LIABILITIES AND NET ASSETS	\$ 8,982,724	\$ 101,854	\$ 9,084,578	\$ 26,263	\$ 9,110,841	\$ 9,149,947

See accompanying notes to the financial statements.

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.

Statement of Activities

For the Year Ended June 30, 2012
(with comparative totals for the year ended June 30, 2011)

	Unrestricted			Temporarily Restricted	2012 Total	2011 Total
	Operating Fund	Board Restricted	Total Unrestricted			
Support and Revenue:						
Support:						
Governmental grants	\$ 1,703,267	\$ -	\$ 1,703,267	\$ -	\$ 1,703,267	\$ 1,659,445
Grants and contributions	4,452	-	4,452	2,975	7,427	9,141
Revenue:						
Tuition revenue	974,879	-	974,879	-	974,879	1,109,465
Consulting revenue	3,023,128	-	3,023,128	-	3,023,128	2,801,302
Membership revenue	90,997	-	90,997	-	90,997	77,709
Other services	1,712,615	101,854	1,814,469	-	1,814,469	1,770,454
Investment income:						
Interest income	3,246	-	3,246	20	3,266	5,730
Net assets released from restriction	1,000	-	1,000	(1,000)	-	-
Total Support and Revenue	7,513,584	101,854	7,615,438	1,995	7,617,433	7,433,246
Expenses:						
Program services	6,239,238	-	6,239,238	-	6,239,238	6,302,957
Administration	1,216,923	-	1,216,923	-	1,216,923	1,055,792
Total Expenses	7,456,161	-	7,456,161	-	7,456,161	7,358,749
Change in net assets	57,423	101,854	159,277	1,995	161,272	74,497
Net Assets, Beginning of Year	3,661,849	-	3,661,849	24,268	3,686,117	3,611,620
Net Assets, End of Year	\$ 3,719,272	\$ 101,854	\$ 3,821,126	\$ 26,263	\$ 3,847,389	\$ 3,686,117

See accompanying notes to the financial statements.

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.

Statement of Cash Flows
For the Year Ended June 30, 2012
(with comparative totals for the year ended June 30, 2011)

	<u>2012</u>	<u>2011</u>
<u>Cash Flows From Operating Activities:</u>		
Change in net assets	\$ 161,272	\$ 74,497
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	245,512	236,372
(Increase) decrease in:		
Restricted cash	16,416	(2,769)
Accounts and grants receivable	45,055	(138,155)
Prepaid expenses	(3,587)	5,358
Other assets	1,120	(1,508)
Increase (decrease) in:		
Accounts payable	(98,093)	183,404
Accrued expenses	9,204	-
Other liabilities	502	-
Deferred revenue	68,009	32,780
	<u>445,410</u>	<u>389,979</u>
Net Cash Provided By Operating Activities	445,410	389,979
<u>Cash Flows From Investing Activities:</u>		
Purchases of investments	(2,392)	(4,749)
Purchase of fixed assets	(59,196)	(59,673)
	<u>(61,588)</u>	<u>(64,422)</u>
Net Cash Used By Investing Activities	(61,588)	(64,422)
<u>Cash Flows From Financing Activities:</u>		
Principal payments of long term debt	(180,000)	(170,000)
	<u>(180,000)</u>	<u>(170,000)</u>
Net Cash Used By Financing Activities	(180,000)	(170,000)
Net Change in Cash and Cash Equivalents	203,822	155,557
Cash and Cash Equivalents, Beginning	689,171	533,614
Cash and Cash Equivalents, Ending	<u>\$ 892,993</u>	<u>\$ 689,171</u>
 SUPPLEMENTAL INFORMATION:		
Interest Paid	<u>\$ 248,390</u>	<u>\$ 251,391</u>

See accompanying notes to the financial statements.

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.

Notes to the Financial Statements

1. Organization

Southeastern Regional Education Service Center, Inc. (the Organization), is a New Hampshire nonprofit corporation that is funded through Federal revenues and tuition from local school districts. The Organization provides education services to local school districts and educators throughout New Hampshire.

2. Summary of Significant Accounting Policies

The following is a summary of significant accounting policies of the Organization used in preparing and presenting the accompanying financial statements.

Accounting for Contributions and Financial Statement Presentation

The Organization follows *Accounting for Contributions Received and Contributions Made* and *Financial Statements of Not-for-Profit Organizations* as required by the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC). Under these guidelines, the Organization is required to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. It also requires recognition of contributions, including contributed services, meeting certain criteria at fair values. These reporting standards establish standards for financial statements of not-for-profit organizations and require a statement of financial position, a statement of activities and a statement of cash flows.

Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting. Under this basis, revenues, other than contributions, and expenses are reported when incurred, without regard to the date of receipt or payment of cash. Contributions are reported in accordance with FASB ASC *Accounting for Contributions Received and Contributions Made*.

Restricted and Unrestricted Revenue

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Investments

The Organization's investments are comprised of certificates of deposit with maturities of greater than three months. Restricted short-term investments are comprised of money market mutual funds.

Allowance for Doubtful Accounts

The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). In determining the amount required in the allowance account for the year ended June 30, 2012, management has taken into account a variety of factors.

Property and Equipment

Property and equipment is recorded at cost or, if donated, at estimated fair market value at the date of donation. Major additions and improvements are capitalized, while ordinary maintenance and repairs are charged to expense. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets. Assets not in service are not depreciated.

Functional Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the Statement of Activities and in the Schedule of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Donated Services

The Organization receives donated services from a variety of unpaid volunteers assisting the Organization in its programs. No amounts have been recognized in the accompanying statement of activities because the criteria for recognition of such volunteer effort under generally accepted accounting principles have not been satisfied.

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual amounts could differ from those estimates.

Tax Status

Southeast Regional Education Service Center, Inc. is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) for fiscal years 2011, 2010, and 2009 are subject to examination by the IRS, generally for three years after they were filed.

The Organization recognizes interest related to unrecognized tax benefits in interest expense and penalties that are included within reported expenses. During the year ended June 30, 2012, the Organization had no interest or penalties accrued related to unrecognized tax benefits.

Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

Subsequent Events

In accordance with the provisions set forth by FASB ASC, *Subsequent Events*, events and transactions from July 1, 2012 through October 18, 2012 the date the financial statements were available to be issued, have been evaluated by management for disclosure. Management has determined that

there were no material events that would require disclosure in the Organization's financial statements through this date.

3. Concentration of Credit Risk - Cash and Cash Equivalents

The carrying amount of the Organization's deposits with financial institutions was \$ 892,993 at June 30, 2012. The difference between the carrying amount and the bank balance represents reconciling items such as deposits in transit and outstanding checks, which have not been processed by the bank at June 30, 2012. The bank balance is categorized as follows:

Insured by FDIC and CDARS	\$ 1,015,573
Uninsured and uncollateralized	<u>1,235</u>
Total Bank Balance	<u>\$ 1,016,808</u>

4. Investments

The Organization's short-term investments consist of certificates of deposit with maturities greater than three months. The Organization's certificates of deposit held at Centrix Bank and ING Direct are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization's investment balances as of June 30, 2012 exceeded the FDIC insurance coverage limit by \$ 17,874. Restricted short-term investments consist of money market mutual funds which are covered under the Securities Investor Protection Corporation (SIPC) program up to \$ 500,000 and by excess SIPC program for amounts over \$ 500,000. The Organization's balance as of June 30, 2012 did not exceed the SIPC coverage limit.

5. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	<u>2012</u>	<u>2011</u>
Land and land improvements	\$ 1,058,330	\$ 1,048,330
Buildings and improvements	7,306,764	7,316,764
Furniture, fixtures and equipment	1,271,865	1,226,629
Vehicles	<u>13,960</u>	<u>-</u>
Subtotal	<u>9,650,919</u>	<u>9,591,723</u>
Less: accumulated depreciation	<u>(2,849,659)</u>	<u>(2,604,147)</u>
Total	<u>\$ 6,801,260</u>	<u>\$ 6,987,576</u>

Depreciation expense for the year ended June 30, 2012 totaled \$ 245,512.

6. Accrued Expenses

Accrued expenses consist primarily of payroll related liabilities.

7. Deferred Revenue

Deferred revenue consists primarily of grant funds that were received that had not yet been earned under the grant agreements.

8. Long Term Debt

Long-term debt as of June 30, 2012 consisted of the following:

Bond payable due in varying monthly installments and interest at 2.8% due semiannually, paid by the Organization on a monthly basis, payable over 30 years, and secured by a letter of credit.	\$ <u>4,815,000</u>
Total	4,815,000
Less amount due within one year	<u>(190,000)</u>
Long-term debt, net of current portion	<u>\$ 4,625,000</u>

The following is a summary of future payments on the previously mentioned long-term debt.

<u>Year</u>	<u>Amount</u>
2013	\$ 190,000
2014	200,000
2015	210,000
2016	225,000
2017	235,000
Thereafter	<u>3,755,000</u>
	<u>\$ 4,815,000</u>

This bond was issued under a multi-annual rate agreement, under which the bond was subject to a mandatory remarketing on November 1, 2011. To enhance the marketability of the bond, the bond issuance documents require the Organization to retain a letter of credit to back the balance of the bond. On

November 1, 2011, the bond was not remarketed and the letter of credit was extended. Subsequently, on December 29, 2011, the bond was remarketed at par with the current interest rate of 2.8%. The Organization and the purchaser of the bond agreed to a new multi-annual rate agreement under which the bond will be subject to mandatory remarketing on October 31, 2016. The bond is backed in full by a letter of credit, expiring on November 14, 2016.

9. Line of Credit

The Organization has available a revolving line of credit with a bank in the amount of \$ 250,000. The outstanding balance on this line at June 30, 2012 was \$ 0, and there were no advances on the line of credit during the year. This line is payable on demand and requires monthly interest only payments calculated on the outstanding balance from the previous month. Interest is variable, based on Wall Street Prime adjusted daily. Said rate is subject to a floor of 4.00%. The current rate at June 30, 2012 was 4.00%.

10. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes at June 30, 2012:

	<u>2012</u>
New Hampshire Assistive Technology Loan Fund	\$ 19,627
Scholarship Fund	<u>6,636</u>
Temporarily restricted net assets	<u>\$ 26,263</u>

11. Net Assets Released from Restriction

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose.

12. Board-Designated Net Assets

Board designated net assets are comprised of two programs, the Center for Effective Behavioral Interventions and Supports (CEBIS) program and SMS services by speech pathologists. Funds represent net earnings from CEBIS workshops, consulting and SMS insurance payments. The CEBIS funds are to be used to offset expenses that are not funded by grants. The SMS funds are to be used to service speech patients after the yearly grant funds from the NH Bureau of Special Medial Services have been expended.

13. **Employee Benefit Plan**

Defined Contribution Plan

The Organization sponsors a defined contribution plan (the Plan) covering all employees age 18 and over, with at least one consecutive year of service who agree to make contributions to the Plan. The Organization has the option of making a discretionary matching contribution. Total expense for the year ended June 30, 2012, was approximately \$ 4,000.

14. **Operating Leases**

The Organization leases office equipment under various lease agreements. Equipment rental expense totaled \$ 32,142 for the year ended June 30, 2012.

15. **Fair Value Measurements**

FASB ASC, *Fair Value Measurements*, provides guidance for using fair value to measure assets and liabilities. *Fair Value Measurements* applies whenever other standards require or permit assets or liabilities to be measured at their fair market value. The standard does not expand the use of fair value in any new circumstances. Under *Fair Value Measurements*, fair value refers to the price that would be received from the sale of an asset or paid to transfer a liability in an orderly transaction between market participants as of the measurement date. *Fair Value Measurements* clarifies the principle that fair value should be based on the assumptions market participants would use when pricing the asset or liability and establishes a fair value hierarchy that prioritizes the information used to develop those assumptions.

Under *Fair Value Measurements*, the Organization categorizes its fair value estimates based on a hierarchical framework associated with three levels of price transparency utilized in measuring financial instruments at fair value. Classification is based on the lowest level of input that is significant to the fair value of the instrument. The three levels are as follows:

- Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. The types of financial instruments included in Level 1 are highly liquid instruments with quoted prices;
- Level 2 - Inputs from active markets, other than quoted prices for identical instruments, are used to model fair value. Significant inputs are directly observable from active markets for substantially the full term of the asset or liability being valued; and

- Level 3 - Pricing inputs significant to the valuation are unobservable. Inputs are developed based on the best information available; however, significant judgment is required by management in developing the inputs.

The estimated fair value of the Organization's financial instruments is presented in the following table:

	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Investments	\$ <u>461,816</u>	\$ <u>461,816</u>	\$ <u>461,816</u>	\$ <u>-</u>	\$ <u>-</u>
Total assets	\$ <u>461,816</u>	\$ <u>461,816</u>	\$ <u>461,816</u>	\$ <u>-</u>	\$ <u>-</u>
Bond payable	\$ <u>4,815,000</u>	\$ <u>4,815,000</u>	\$ <u>-</u>	\$ <u>4,815,000</u>	\$ <u>-</u>
Total liabilities	\$ <u>4,815,000</u>	\$ <u>4,815,000</u>	\$ <u>-</u>	\$ <u>4,815,000</u>	\$ <u>-</u>

The carrying amounts of cash and cash equivalents approximate fair value because of the short maturity of those financial instruments.

The carrying amount of notes payable approximates fair value because the financial instrument bears interest at a fixed rate that materially approximates current market rates for notes with similar maturities and credit quality.

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.

Schedule of Functional Expenses
 For the Year Ended June 30, 2012
 (with comparative totals for the year ended June 30, 2011)

	Program Services	Administration	2012 Total	2011 Total
Personnel expense:				
Salaries and wages	\$ 2,961,215	\$ 245,772	\$ 3,206,987	\$ 3,080,943
Employee benefits	449,346	37,293	486,639	552,394
Payroll taxes	237,136	39,461	276,597	263,223
Retirement plan contributions	4,000	-	4,000	78,048
Contract services	1,896,840	82,059	1,978,899	1,900,325
Supplies	319,098	138,450	457,548	394,852
Interest	-	217,353	217,353	249,275
Depreciation	-	245,512	245,512	236,372
Repairs and maintenance	52,765	97,644	150,409	175,946
Travel	100,984	4,234	105,218	115,906
Utilities	21,758	76,794	98,552	106,809
Communications	52,324	38,520	90,844	75,748
Insurance	6,000	20,376	26,376	40,679
Rent	3,029	29,113	32,142	36,396
Professional fees	-	26,809	26,809	17,997
Miscellaneous	11,041	5,164	16,205	12,589
Equipment	19,625	853	20,478	12,000
Advertising	5,997	3,044	9,041	9,247
Printing	2,156	-	2,156	-
Postage	100	1,601	1,701	-
Bad debt	-	2,695	2,695	-
Indirect costs	95,824	(95,824)	-	-
Total Functional Expenses	\$ 6,239,238	\$ 1,216,923	\$ 7,456,161	\$ 7,358,749

See Independent Auditors' Report.



Southeastern Regional Education Service, Inc.

Inspiring innovation and excellence in education and professional practice.

29 Commerce Drive
Bedford, NH 03110
Phone: 603-206-6800
Fax: 603-434-3891
www.seresc.net

RICHARD LaSALLE
Executive Director

SERESC's Mission

Inspiring innovation and excellence in
education and professional practice.

KEY ADMINISTRATIVE PERSONNEL FISCAL YEAR 2014-2015 .

Agency Name: Southeastern Regional Educatuin Service Center, Inc.

SFY	NAME	POSITION TITLE	ANNUAL SALARY	% FROM CONTRACT
2014	Judith Mikami	Speech/Language Pathologist	89,029	41%
	Maria Garcia	Project Assistant	30,940	56%
2015	Judith Mikami	Speech/Language Pathologist	89,029	41%
	Maria Garcia	Project Assistant	30,940	56%

Contractors Initials [Signature]
 Date 5/6/13

PROFILE

Speech Language Pathologist with 29 years of clinical experience and 27 years experience as an administrator and supervisor. Serve children of all age groups. Specialize in working with children with: special health care needs; feeding and swallowing disorders; autistic spectrum disorders; motor speech disorders; social-pragmatic communication disorders; sensory integration dysfunction. Regularly provide conferences, workshops, training and consultation to parents, personnel in hospitals, early supports and services, public school teams, and community agencies, regarding areas of specialties. Teach a semester long graduate course in Pediatric Dysphagia. Provide on-going supervision and mentoring to professionals serving children with feeding and swallowing and communication disorders; also graduate students in speech language pathology. Excel at working with teams, designing services which result in high consumer satisfaction, and putting strategic plans into practice. Dedicated to family driven services, coordinated service delivery, and continual service improvement. Committed to documenting reports, forms, and information materials that are friendly to parents and professionals. Have consistently operated financially healthy programs via accurate budgeting, third party revenue, securing grants, and fund raising.

Summary Of Qualifications

CLINICAL

- 29 years experience serving children with feeding and swallowing disorders, from newborn through young adulthood. Work directly with children's families, physicians, early intervention team, special education team, etc., under parent direction. Program manager of the state-wide Feeding and Swallowing Program which is a part of the Nutrition, Feeding and Swallowing Network supported by Special Medical Services.
- Have conducted and interpreted over 2800 pediatric videofluoroscopic swallow studies over the past 25 years.
- Extensive experience with evaluating and serving children with: social-pragmatic communication disorders; the full range of neurological disorders; oral motor disorders; motor speech disorders; craniofacial disorders; sensory integration disorders; hearing impairment; the sequelae of prematurity; metabolic and genetic disorders.
- Transdisciplinary therapist with strong background in neurodevelopment, sensory integration, social-emotional development, and family systems.
- Trained in American Sign Language and Signed English.

ADMINISTRATION

- Program Manager for a Feeding and Swallowing Network, a part of the Nutrition, Feeding and Swallowing Program- a collaborative program between SERESC, Child Health Services and Special Medical Services.
- Developed and managed agency, state, and federal budgets for an Early Intervention Program.
- Submitted, secured and implemented private charitable grants and state and federal grants.
- Conducted program development and strategic planning efforts with staff and management.
- Designed, measured, and interpreted quality management tools including continuous service improvement (CSI) activities, consumer satisfaction surveys, and quality assurance studies.
- Acted as liaison between program and management, public funding sources, school district's, medical community, human service agencies, insurance companies.
- Developed, implemented, and updated program policies and procedures which meet New Hampshire Part H Standards and JCAHO requirements.
- Created consumer information materials including brochures, resource booklets, and handbooks
- Determined, organized, and maintained program safety and emergency procedures.
- Collected, collated and submitted hospital, state and federal statistics.

Judith H. Mikami, MA CCC

- Oversaw program's participation in research projects.
- Addressed any consumer recommendations or concerns.

TEAM LEADERSHIP AND SUPERVISION

- Recruit, interview, and supervise staff.
- Insure the completion of a competency-based comprehensive orientation for new staff and professional development plans for existing staff.
- Extensive experience with supervising and mentoring other professionals in feeding and swallowing disorders and autistic spectrum disorders.
- Supervised a transdisciplinary team of physical, occupational and speech therapists, physical therapy assistant, secretary, developmental physicians, social worker, and psychologists.
- Develop and regularly update job descriptions and program policies and procedures.
- Conduct annual reviews for all staff with individual professional development plans. Design-meeting formats and trainings which insure the creative and timely addressing of team business and topics for discussion and learning.
- Facilitate team development, team coping with stressful events, and conflict resolution.
- Delegate caseloads via goodness of fit between team members style and skills with goals for child and priorities and values of the family.

TRAINING

- Plan annual trainings for the Nutrition, Feeding and Swallowing Network of the Special Medical Services Bureau.
- Provide frequent training and on-going consultation to member school districts of SERESC
- Regularly present workshops related to pediatric feeding and swallowing disorders to hospitals, school system personnel and early intervention providers in New Hampshire and surrounding states.
- Regularly present trainings to professionals, paraprofessionals, and parents on communication issues and approaches for children with autistic spectrum disorders.
- Present at two or more conferences per year in areas of specialty.

Work Experience

<i>Spring 201-present</i>	University of New Hampshire, Dept. of Communication Disorders-Instructor Graduate level course: Pediatric Dysphagia	
<i>Feb. 1995-present</i>	Southeastern Regional Educational Service Center, Inc.	<i>Consultant</i>
<i>June 1986-Feb. 1995</i>	Southern New Hampshire Regional Medical Center Early Intervention Program	<i>Director</i>
<i>Aug. 1985-June 1986</i>	Southern New Hampshire Regional Medical Center Early Intervention Program	<i>Staff SLP</i>
<i>Oct. 1984-Aug. 1985</i>	Southern New Hampshire Regional Medical Center Speech and Hearing Department	<i>Staff SLP</i>
<i>June 1983-Oct. 1984</i>	Easter Seals/Goodwill Industries of New Hampshire	<i>Staff SLP</i>

Education

<i>May 1983</i>	University of Denver Masters of Arts in Speech Language Pathology with a specialty in Educational Audiology	
<i>June 1981</i>	Columbia University Post Graduate Certification in working with deaf and hearing impaired infants and their parents	
<i>Dec. 1980</i>	Northeastern University Bachelor of Arts in Speech Language Pathology	

Professional Certifications and Affiliations

- Certificate of Clinical Competence from the American Speech and Hearing Association-
Acct. # 01007137 (since 1984)
- Licensed by the State of New Hampshire Board of Speech-Language Pathology; License # 385

KAREN POULIN RINGUETTE CCC/SLP

EDUCATION:

5/99 Master of Science, Special Education, concentration in Assistive Technology, Johns Hopkins University, Baltimore, Maryland

9/92 Master of Science, Speech Language Pathology, Boston University, Boston, Massachusetts

5/91 Bachelor of Science, Communication Disorders, *cum laude*, Boston University, Boston, Massachusetts

CLINICAL EXPERIENCE:

5/06-Present Independent Contractor of Speech Language Pathology services

- Provide consultative feeding and swallowing services to children with special health care needs. Services provided via a collaborative program between CHS, SERESC and the State of NH/DHHS/SMS, 7/02- Present
- Provide AAC/AT and speech/language services to students with developmental disabilities at Winnacunnet High School, Hampton, NH
- Conduct preschool screenings for SAU #16
- Provide consultative AAC and communication enhancement services to adults with developmental disabilities at Kimi Nichols Center, Plaistow, NH

1/00-5/06 Exeter Hospital, Exeter, New Hampshire

- Provided services to students with multiple challenges requiring AAC/assistive technology in public schools and home settings
- Provided services to individuals with a variety of communication and feeding/swallowing disorders in outpatient clinic and contracted settings

9/99-12/99 Lakeview Neurorehabilitation Center, Effingham Falls, New Hampshire

- Provided speech/language services for students with neurobehavioral challenges in a residential setting

8/97-9/99 University of Maryland Medical System, Baltimore, Maryland

- Provided services for *Maryland's Hospital for Children* including developmental, language/learning and feeding/swallowing disorders
- Provided services to adults as needed with cognitive/linguistic disorders, tracheotomy/ventilator dependency and dysphagia

1/95-7/97 Kennedy Krieger Institute, Baltimore, Maryland

- Provided services on an inpatient Neurobehavioral unit treating individuals with co-existing severe behavior/communication disorders
- Conducted interdisciplinary team evaluations within inpatient and outpatient clinics for individuals with developmental disabilities

**.9/92-1/95 Southern New Hampshire Regional Medical Center, Nashua, New Hampshire
Provided contracted and hospital based services for**

- Adults in day habilitation programs
- Infants and toddlers in home based programs and preschools
- Students in the public schools

PROFESSIONAL AFFILIATIONS:

Certificate of Clinical Competence, American Speech Language Hearing Association
Licensed, State of New Hampshire # 730

CHERYL M. LUNDGREN, MS, CCC-SLP

EDUCATION

- 1994-1996 **COLUMBIA UNIVERSITY, Teachers College, New York, NY**
MS in Speech and Language Pathology, May 1996
Awarded departmental scholarship for academic achievement
- 1990-1994 **UNIVERSITY OF NEW HAMPSHIRE, Durham, NH**
BS in Communication Disorders, Minor in Psychology, May 1994
University Honors in Major designation

EXPERIENCE

- 03/01-
Present **DARTMOUTH-HITCHCOCK MEDICAL CENTER, Lebanon, NH**
Speech-Language Pathologist
3-2001 to 5-2004 - per diem
5-2004 to 9-2009 - full time
9-2009 to Present - per diem
- Provide outpatient speech services including evaluation and treatment for children with articulation, language, swallowing and fluency disorders.
 - Provide outpatient speech services including evaluation and treatment for adults with dysphagia, dysarthria, aphasia, laryngectomy, stuttering, and voice disorders.
 - Provide treatment using the Lee Silverman Voice Treatment Program to adults with dysphonia related to Parkinson's Disease.
 - Perform Modified Barium Swallow Studies with adults and children.
 - Provide evaluation and treatment to pediatric and adult inpatients with varied diagnoses.
 - Provide post surgical information and training regarding feeding children status-post cleft lip and/ or palate surgery.
 - Participate in multidisciplinary meetings of the Craniofacial Anomalies Clinic and provide family education, community support and treatment planning for children with cleft palate, cleft lip and velopharyngeal insufficiency.
 - Perform videofluroscopic studies for the assessment of VPI with Radiologists and perform nasoendoscopic studies for the same with Otolaryngologists.
 - Collaborate regularly with physician's regarding patient treatment, recommendations and concerns.
 - Participate in staff development and continuing education projects.
 - Provide supervisory support to Speech-Language Pathology Graduate Students.
- 05/05-
04/12-
present **Southeastern Regional Education Service Center, Inc., Bedford, NH**
Speech-Language Pathologist / Feeding & Swallowing Provider
- Provided home based assessment and treatment of feeding and swallowing for children.
 - Interacted with families and home and school based providers to establish goals and treatment plans.
 - Attended conferences pertaining to feeding and swallowing, development and nutrition.

Fall 2010 **UNIVERSITY OF NEW HAMPSHIRE, Durham, NH**
Fall 2011 **Instructor, Department of Communication Disorders**
Taught Graduate Level course on Craniofacial Speech Disorders (1 credit)

05/04-
02/06

ELLIOT HOSPITAL, Manchester, NH
Per Diem Speech-Language Pathologist

Provided inpatient based assessment and treatment to adults and children with dysphagia and acute speech and language disorders.

02/00-
05/04

ELLIOT HOSPITAL, Manchester, NH
Speech-Language Pathologist

- Evaluated and treated children with language, speech, and fluency disorders.
- Evaluated and treated children with disordered feeding due to behavioral and/or medical issues in both the inpatient and outpatient settings.
- Performed bedside feeding evaluations in the Neonatal Intensive Care Unit and collaborated with family and staff on the development and implementation of feeding plans.
- Assessed and treated adults with cognitive-linguistic, language, speech and swallowing disorders in both the inpatient and outpatient settings.
- Evaluated and trained patients following laryngectomy with regard to alternative means of communication including tracheo-esophageal puncture.
- Counseled family members with regard to generalization of therapeutic techniques.
- Performed Modified Barium Swallow studies on children and infants under the guidance of Judith Mikami, SLP from Special Medical Services Bureau and Southeastern Regional Education Service Center.
- Provided education to the community and staff on various professional topics.
- Participated in quarterly multidisciplinary meetings of the Elliot Hospital Cleft Lip and Palate Clinic.
- Performed pediatric evaluations with Physical Therapists in the context of the Elliot Developmental Assessment Follow-up Clinic.
- Provided evaluation and treatment to adult patients via Elliot affiliated VNA.

06/96-
01/00

NEW YORK PRESBYTERIAN HOSPITAL, New York, NY
(Formerly Columbia-Presbyterian Medical Center)

Senior Speech-Language Pathologist

- Evaluated and treated children with disorders in the following areas: speech and language, fluency, voice, dysphagia.
- Assessed pediatric patients for use of Passy-Muir Speaking Valve and consulted with parents regarding the implementation of its use.
- Performed pediatric and adult FEESST (Fiberoptic Endoscopic Evaluation of Swallowing with Sensory Testing) in conjunction with Otolaryngologists.
- Performed bedside swallowing evaluations and trained patients and caregivers in the use of compensatory swallowing techniques.
- Evaluated and treated adults with aphasia, voice disorders, and dysarthria.
- Performed pre-operative consultations with patients undergoing laryngectomy.
- Trained and assessed patients in use of tracheo-esophageal voice prosthesis and speech aids.
- Attended departmental in-services on various topics. Attended Otolaryngology Grand Rounds and Tumor Board.

- Participated in monthly multidisciplinary meetings of the Center for Craniofacial Reconstruction and Rehabilitation.
- Assessed patients for dysphagia in the context of weekly multidisciplinary clinics as part of the Huntington's Disease Center of Excellence at the New York State Psychiatric Institute.
- Supervised Speech Pathology graduate students.

CERTIFICATION AND LICENSURE

Certificate of Clinical Competence, ASHA
 New Hampshire License, Speech-Language Pathology (License # 0752)
 New York State License, Speech-Language Pathology (Inactive as of 10-1-02)

MEMBERSHIP

American Speech-Language-Hearing Association (Membership # 09135559)

PRESENTATIONS

"Craniofacial Speech Disorders: Assessment and Treatment"
 Cheshire Medical Center, Keene, NH, May 2006
 Sponsored by Dartmouth Hitchcock Medical Center

"Why Johnny Can't Run and Jenny Can't Skate: Evaluation of Exercise Problems in Children"
 Lecture given collaboratively with Laurie Waterman, RRT, BS and Dennis C. Stokes, MD
 Dartmouth Hitchcock Medical Center Grand Rounds, June 23, 2005.

"NICU vs. NICE or Striving Toward NICE NICU"
 Marybeth Moser, RN, Jill Mack, PT, Cheryl Lundgren, MS CCC/SLP
 Lecture given as part of Neonatal Nursing Critical Care Course
 Elliot Hospital, Manchester, NH April 1, 2004

"Early Childhood Language Development"
 Notre Dame, Manchester, NH March 19, 2002

"Neonatal Feeding"
 Elliot Hospital, Manchester, NH, October 24, 2001

"Management of Dysphagia in Huntington's Disease"
 Rehabilitation Strategies for Huntington's Disease:
 A Model for Movement Disorders
 Columbia Health Sciences HDSA Center for Excellence
 New York State Psychiatric Institute, New York, NY, November 10, 1999

"Pediatric Communication Disorders"
 Common Problems in Pediatric ENT
 8th Annual Pediatric Otolaryngology Conference
 Columbia-Presbyterian Medical Center
 New York, NY, October 2, 1998

CONTINUING EDUCATION & VOLUNTEER EXPERIENCE

Information available upon request.

BARBARA MARIE CLOUTIER

OBJECTIVE

To expand my clinical practice in pediatric occupational therapy.

EDUCATION

University of New England

Master of Science in Occupational Therapy 2006

Bachelor in Health Science 2005

- Graduated Magna Cum Laude

PROFESSIONAL EXPERIENCE

Special Medical Services/SERESC Bedford, NH September 2010 - Present

- Contract therapist with the collaborative feeding, swallowing, and nutrition program through The Bureau of Special Medical Services. Provided specialized evaluations, consultation, and treatment plans for children birth through 21 years with feeding and swallowing needs. Currently training for competency in Videofluoroscopic Swallow Studies. Managed a caseload of 100+ children with on-going supervision and training. Worked closely with nutritionists, doctors, specialists, school teams, and other therapists to provide comprehensive care.

Easter Seals Salem, NH September 2008 - Aug 2012

- Worked as a full time occupational therapist within the home setting. Evaluated and developed treatment plans for children birth to three with a variety of diagnoses and needs. Supported and educated families in the ongoing needs of their child. Attended meetings and advocated for children and families. Provided consultation to co-workers when needed.

StoreySmith Pediatric Clinic, PA Cumberland, ME June 2006 - Aug 2008

- Worked as a full time occupational therapist within the clinic, preschool, and home settings. Evaluated and developed treatment plans for children aged 1 ½ to 14 with diagnoses such as: Autism Spectrum Disorder, Cerebral Palsy, Traumatic Brain Injury, Developmental Delay, Sensory Processing Disorder, Attention Deficit Hyperactivity Disorder, and Fine and/or Gross Motor Delay. Participated in co-treatment sessions with physical therapists and speech and language pathologists. Attended team meetings and provided consultation within the classroom and home. Involved families in treatment sessions and offered strategies for home carryover. Organized and presented a small in-service on the benefits of implementing Brain Gym Techniques within the classroom to the faculty at a private school in Portland. Supervised two Level I OT students and one Level II OT student.

Kearsarge Reg. School District Paraprofessional New London, NH Sept. 2001 - June 2006

- Substituted in an integrated preschool.
- Assisted OTR/L yearly with 0-3 year child check using the DIAL evaluation.

Woodford's Family Services Portland, ME Oct. 2004 - May 2005

- In home support for young boy diagnosed with Asperger's Syndrome.

Bedford Town Pool Bedford, NH Summer 2003 & 2004

- Lifeguard and swim instructor for children aged 3-17.

CLINICAL EXPERIENCE

- Spurwink Preschool, Community OT Clinic** Saco, ME 2006
- Advanced Practicum Experience. Established holistic treatment sessions for children with autism. Evaluated two children, and documented daily sessions. Consulted with team members about a specific sensory integration treatment technique.
- Crotched Mountain Rehabilitation Center** Greenfield, NH 2005
- Developed and implemented client-centered treatment plans for 12 children with varying abilities in a school setting, as a Level II student therapist. Coordinated co-treatment sessions with PTs, SLPs, and rehab technicians. Evaluated three children and documented results. Organized and presented an in-service on Sensory Integration versus Behavioral Techniques to 15 team members. Attended team meetings and family conferences.
- Androscoggin Valley Hospital** Berlin, NH 2005
- Evaluated and established treatment plans in both the outpatient and inpatient rehabilitation setting, as a Level II student therapist.

PROFESSIONAL DEVELOPMENT

Continuing Education

- University of Southern California, 160 Contact Hours 2010
 - Sensory Integration and Praxis Test Certification
- International Association of Infant Massage, 48 Contact Hours 2010
 - Certification for the Instruction of Infant Massage
- Spiral Foundation, Boston Symposium, 11 Contact Hours 2010
 - Integration of Sensation: Clinical Innovations & Research
- Easter Seals Staff In-service, 3 Contact Hours 2010
 - Domestic Violence, Veteran Services, & Services after 3
- Pediatric Feeding & Swallowing Disorders, 7 Contact Hours 2009
 - Practical Understanding & Solutions
- NHOTA Annual Conference, 6 Contact Hours 2009
 - Annual Update
- Feeding & Pre-Speech Issues, 13 Contact Hours 2008
 - The Mild & Moderately Involved Child
- How Does Your Engine Run, 11.75 Contact Hours 2008
 - The Alert Program for Self-Regulation
- Brain Gym 101, 24 Contact Hours 2007
 - Train The Brain: Using Movement to Integrate The Brain
- Bridging the Gap, 6 Contact Hours 2007
 - Theory and Practical Strategies to "Jump Start" Learning in Children with Sensory Needs
- Handwriting Without Tears, 10.25 Contact Hours 2006
- American Sign Language, 6 week course 2005
- Is It Sensory or Is It Behavior?, 12 Contact Hours 2005
- Autism & PDD Intervention Strategies, 12 Contact Hours 2005
- Asperger's Disorder & Autism, 6 Contact Hours 2004
 - An Update on Understanding & Interventions

Memberships

- AOTA, member 2006 - Present
- Pi Theta Epsilon, Secretary & Treasurer 2004 - 2006

Meghan A. Fredette, MS/CCC-SLP

EMPLOYMENT OBJECTIVE

To obtain a challenging position as a speech-language pathologist/feeding specialist that allows me to both utilize and strengthen my skills in the areas of pediatric feeding, dysphagia, and speech-language development and rehabilitation.

CAREER TRACK

SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, LLC
SPEECH LANGUAGE PATHOLOGIST CONSULTANT

Bedford, NH
2011 - Present

- ▶ Evaluation and treatment of pediatric speech and language disorders. Providing outpatient speech therapy for children ages four months to seventeen years.
- ▶ Working as a feeding and swallowing consultant with NH Nutrition, Feeding and Swallowing Program to evaluate and treat children with swallowing and/or feeding disorders.

TUFTS MEDICAL CENTER
SPEECH LANGUAGE PATHOLOGIST

Boston, Massachusetts
2010 - 2011

- ▶ Clinical and instrumental evaluations of pediatric swallowing and feeding disorders. Worked collaboratively in the NICU, PICU and other pediatric inpatient floors to evaluate pediatric feeding and swallowing readiness, safety, efficiency and effectiveness. In addition, creating plans of care for each of the patient's individual needs.
- ▶ Education to family, medical staff, nursing staff, and other team members regarding the intricacies of feeding, swallowing and breathing in terms of the particular patient's current diagnosis, prognosis and ability to maintain hydration and nutrition via oral feeding and/or alternative forms of nutrition.
- ▶ Evaluation and treatment of pediatric speech and language disorders. Outpatient therapy for children ages twelve months to eighteen years.
- ▶ Additional responsibilities included attending a multidisciplinary Cleft Palate Clinic; once monthly Voice Clinic with pediatric otolaryngology; and weekly multidisciplinary Feeding Team evaluations of pediatric swallowing and feeding disorders.

SPEECH THERAPY GROUP, LLC
SPEECH LANGUAGE PATHOLOGIST

Beverly, Massachusetts
2009 - 2010

- ▶ Evaluation and treatment of pediatric speech and language disorders. Provided short term outpatient speech therapy for children ages four months to seventeen years.
- ▶ Worked as part of the Pediatric Feeding and Swallowing Team to evaluate and treat children with swallowing and/or feeding disorders.
- ▶ Worked in collaboration with families, school systems, daycares and/or pediatrician to identify the best approach for each child's unique needs.
- ▶ Responsible for the development and marketing for Pediatric Feeding and Swallowing Team. Initiated and completed creation of all marketing materials and marketing calls to pediatrician offices.

- ▶ Evaluation and treatment of pediatric speech and language disorders. Providing short term outpatient speech therapy for children ages four months to seventeen years.
 - ▶ Worked as part of the Feeding and Nutrition Team to evaluate and treat children with swallowing and/or feeding disorders.
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INDEPENDENT STUDY

- ▶ Purpose of the study was to establish the fundamental competencies in evaluating and treating infants and children with feeding and swallowing disorders.
 - ▶ Development of further knowledge and experience regarding the interplay between feeding and swallowing disorders and child's overall development; a child's health and well-being; the feeding relationships among family members; and the impact on a family system.
 - ▶ Children served as part of this study were generally medically, developmentally and socially complex. Additionally, these children were treated by a team of professionals including the speech pathologist, nutritionist, physical therapist and occupational therapist.
 - ▶ Other activities included participating in the Seacoast Forum for Children with Feeding and Swallowing Disorders and assisting in the production of a power point orientation to The Nutrition, Feeding and Swallowing Program-New Hampshire.
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EDUCATION

MASTER OF SCIENCE
Communication Sciences & Disorders
University of New Hampshire, Durham, New Hampshire

BACHELOR OF SCIENCE
Communication Sciences & Disorders
University of New Hampshire, Durham, New Hampshire

INTERESTS & ACTIVITIES

International & national traveling – Australia, New Zealand, Fiji
Running, skiing, swimming, cooking, reading

REFERENCES AND FURTHER DATA PROVIDED UPON
ESTABLISHMENT OF MUTUAL INTEREST

LINDA A. POULIN

WORK EXPERIENCE

1977 – 1982	Coos County Nursing Home Certified Nursing Assistant	Berlin, NH
1983 – 1989	Berlin Public School System Classroom Assistant	Berlin, NH
1989 – 1991	Berlin Public School System Special Education/Resource Room Assistant	Berlin, NH
1991 – 1998	Berlin Public School System Certified Speech and Language Assistant	Berlin, NH
1994 – 1998	Berlin Public School System Varsity and Junior Varsity Cheerleading Coach	Berlin, NH
1998 – 2002	Berlin Public School System Substitute Teacher/Assistant	Berlin, NH
2004 – 2007	Northern Human Services Speech and Language Pathologist (part time)	Conway, NH
2003 – Present	North Country Speech & Language Services, L.L.C. Owner/Speech and Language Pathologist	Berlin, NH
2009 – Present	Multi-Sensory Intervention Through Consultation and Education (MICE) Consultant for Hearing Impaired Children (0-3)	Concord, NH
2013 – Present	Seresc – SMS Feeding and Swallowing Consultant	Bedford, NH

EDUCATION

1998 – 2001	University of New Hampshire Bachelor of Science, Communication Sciences and Disorders Minor in Education Graduated Summa Cum Laude – GPA 3.84	Durham, NH
2001 – 2003	University of New Hampshire Master of Science, Communication Sciences and Disorders – GPA 3.83	Durham, NH

PROFESSIONAL BOARDS

2008 – Present	Board of Directors for Early Education and Intervention Network of N.H. (EEIN)
2008 – Present	Board of Directors for EEIN Mentorship

PROFESSIONAL MEMBERSHIPS

American Speech-Language-Hearing Association (ASHA)
New Hampshire Speech-Language-Hearing Association, Inc. (NHSLHA)
American Association of University Women (AAUW)
Golden Key Honor Society
Alpha Epsilon Delta Honor Society
Phi Kappa Phi Honor Society
Past-Member National Student Speech-Language-Hearing Association
University of New Hampshire Alumni Association

PROFESSIONAL MENTORSHIPS

Mentee Experience in the following areas:

- *Cochlear Implants*
- *3 individual Pediatric Dysphagia mentorships with Judy Mikami (Bureau of Special Medical Services)*

Mentor Experience in the following area:

Presenter of workshop - Speech & Language Development for the Non-SLP 2009 & 2010
(Includes individual mentorship hours for attendees)

PROFESSIONAL RECOGNITION & AWARDS

3 Awards for Continuing Education (ACE) from the American Speech-Language-Hearing Association

VOLUNTEER EXPERIENCE

Special Olympic Healthy Hearing Pilot Program, Berlin High School Music Boosters, Berlin High School Backers, Miss America/Miss New Hampshire Pageant Judge, Cheerleading Tournament Judge, High School Career Exploration Presenter/Mentor

PRESENTATIONS

-Speech & Language Development for the Non-SLP
-Dysphagia – Swallowing safety & guidelines

REFERENCES

Available upon request

Southeastern Regional Education Service, Inc.
29 Commerce Drive
Bedford, New Hampshire 03110

Board of Directors

2012 – 2013

SAU #12	Nathan Greenberg, Superintendent Stephen Young, School Board
SAU #15	Dr. Charles P. Littlefield, Superintendent Brian D'Amelio, Auburn School Board Emily Roster, Candia School Board Cheryl Akstin, Hooksett School Board
SAU #25	Timothy Mayes, Superintendent Don Graff, School Board
SAU #26	Marjorie Chiafery, Superintendent Andy Schneider, School Board
SAU #27	Dr. D. Brian Cochran, Superintendent John York, School Board
SAU #28	Dr. Henry LaBranche, Interim Superintendent Brian Carton, Pelham School Board Jerome Rekart, Windham School Board
SAU #55	Dr. Earl Metzler, Superintendent Michael Mascola, Timberlane School Board Judy Graham, Hampstead School Board
SAU #81	Bryan Lane, Superintendent Amy Sousa, School Board

M. ALICIA GARCIA

OBJECTIVE

To obtain a position in the healthcare industry with a competitive, growth-oriented company where my abilities to initiate action, organize and effectively communicate will result in excellent quality service.

SUMMARY

A successful professional with twenty years of experience in the healthcare industry with the ability to work independently in an energetic, fast-paced environment. Excellent communication and organizational skills with the ability to completely follow-through on multiple tasks results in an efficiently run organization and a high level of client satisfaction.

PROFESSIONAL EXPERIENCE

Project Assistant, Feeding & Swallowing Program, SERESC, Bedford, NH November 2011-Present
Responsibilities include collecting billing data from 6 providers, ensuring referrals and authorizations are in place, submitting claims in a timely fashion and pursuing unpaid claims to ensure maximum reimbursement; tracking and posting all insurance reimbursements and office expenses; establishing in-office policies and procedures; storing and maintaining patient medical records; credentialing providers with insurance carriers; inputting encounters to track visit data for the Special Medical Services program. Excellent work attendance.

Medical Transcriptionist, Telecommute, Self-Employed, Weare, NH 2000-November 2012
Ability to transcribe medical providers' dictated records efficiently and proficiently with the production of accurately documented medical records with utmost confidentiality. Sensitive to deadlines. Perform quality assurance checks. Capability of transcribing from microcassettes, digitally and Electronic Medical Records. Excellent work attendance.

Certified Medical Assistant, Concord Gastroenterology, PA, Concord, NH 1993-2000
Responsibilities include scheduling appointments, creating and maintaining patient charts and registering patients; handling insurance referrals and preauthorization for multiple insurance companies; copying and filing in an efficient manner as well as patient contact including phone triaging and personal patient care in a service oriented manner; managed patient recalls. Assisted physicians in office procedures. Excellent work attendance.

EDUCATION

Associate in Business Science, Hesser College, Manchester, NH 1992-1993
President's List 1992-1993

High School Diploma, Manchester West High School, Manchester, NH

COMPUTER SKILLS

Proficient in Medisense, Emdeon billing system, Office Ally billing system, Microsoft Word, Microsoft Works, Microsoft Excel as well as Windows XP and Vista. Type 89 WPM, excellent at 10-key calculator. Acquire new computer skills easily.

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SOUTHEASTERN REGIONAL EDUCATIONAL SERVICE CENTER is a New Hampshire nonprofit corporation formed August 6, 1974. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 25th day of March A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

NH Department of Health and Human Services

BUDGET

Southeastern Regional Education Service Center, Inc. Feeding and Swallowing Services for Children with Special Health Care Needs		FY 2014	FY 2015
1.	PERSONNEL SERVICES		
a.	Program Manager		
	Salary (\$37.50/hr. x 7.5 hrs/day x 130 days/yr)	\$36,564.00	\$36,564.00
	Fringe (@ 33%)	12,066.00	12,066.00
b.	Program Assistant		
	Salary (\$14.53/hr. x 7.5 hrs/day x 160 days/yr)	17,436.00	17,436.00
c.	Fringe (@33%)	\$5,754.00	\$5,754.00
	<i>Subtotal: Personnel Services</i>	\$71,819.99	\$71,819.99
2.	PROGRAM SUPPORT		
a.	Cultural/Linguistic Support (a.k.a. Interpreter Services) (\$35.00/hr. x 69 hrs.)	\$2,400.00	\$2,400.00
b.	Technical Support for Electronic Data Integration	\$0.00	\$0.00
	<i>Subtotal: Program Support</i>	\$2,400.00	\$2,400.00
3.	PATIENT SERVICES		
a.	Regional F&S Patient Services (540 visits total)	\$81,655.00	\$81,655.00
	<i>Subtotal: Patient Services</i>		\$81,655.00
4.	DIRECT EXPENSES		
a.	Travel (@ \$0.55/mile)	\$1,890.00	\$1,890.00
b.	Business & Training Meetings	\$4,000.00	\$4,000.00
c.	Communications	\$0.00	\$0.00
d.	Office Supplies	600.00	600.00
e.	Billing Software (@ \$39.00/mo.)	468.00	468.00
	<i>Subtotal: Direct Expenses</i>	\$6,958.00	\$6,958.00
5.	INDIRECTS / ADMINISTRATIVE COSTS		
a.	Administrative Fee (@ 10%)	\$16,283.00	\$16,283.00
TOTALS		\$179,114.00	\$179,114.00

FACT SHEET

DIVISION OF COMMUNITY BASED CARE SERVICES
BUREAU OF DEVELOPMENTAL SERVICES
SPECIAL MEDICAL SERVICES SECTION

CIVIL RIGHTS COMPLIANCE

1. Name of Applicant Agency (legal): Southeast Regional Education Service Center, Inc.
2. Address (mailing): 29 Commerce Dr.
Bedford, NH
03110
3. Telephone Number: 603-206-6800
4. Name of Agency Board Chairperson/
President Philip Littlefield, PhD
5. Name of Agency Director: Richard LaSalle
6. Is the Agency exempt from Federal Income Tax 501 (c) (3)? Yes No
7. Civil Rights Information
- a. Does the agency have a non-discrimination notice posted in client service areas?
Yes No
- b. Does the agency have a procedure for obtaining race/ethnic data?
Yes No
- c. Does the agency have a procedure for obtaining primary language data?
Yes No
- d. Is the agency handicapped accessible?
Yes No
- e. If not accessible, is alternate site available?
Yes No
- f. Does the agency have a procedure for communicating with persons with Limited English Proficiency (LEP)?
Yes No
- g. Does the agency have a procedure for communicating with handicapped persons?
Yes No