



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-5172 1-800-852-3345 Ext. 5172
Fax: 603-271-5199 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

March 18, 2013

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 Public Health Services, Bureau of Population Health and Community Services, to amend an agreement with Community Health Access Network, Purchase Order #1011633, Vendor #162256-B001, 207 South Main Street, Newmarket, NH 03857, by increasing the Price Limitation by \$19,800 from \$1,000,074 to \$1,019,874 to provide professional education and technical assistance to support clinical quality improvement initiatives for diabetes prevention and management in New Hampshire, effective March 20, 2013, or date of Governor and Council approval, whichever is later. These specific amended funds are effective through June 30, 2013. The end date for the balance of funds in this contract remains unchanged. This Agreement was originally approved by Governor and Council on October 6, 2010 Item #79, and amended on September 19, 2012, Item # 58. Funds are available in the following account for SFY 13, with authority to adjust amounts within the price limitation and amend the related items of the contract without further approval from Governor and Council.

100% FED

05-95-90-901510-5667 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CHRONIC DISEASE
ASTHMA

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90019004	\$142,558	\$0	\$142,558
SFY 12	102-500731	Contracts for Prog Svc	90019004	\$141,070	\$0	\$141,070
SFY 13	102-500731	Contracts for Prog Svc	90019004	\$175,197	\$0	\$175,197
SFY 14	102-500731	Contracts for Prog Svc	90019004	\$182,022	\$0	\$182,022
SFY 15	102-500731	Contracts for Prog Svc	90019004	\$30,337	\$0	\$30,337
			Sub-Total	\$671,184	\$0	\$671,184

05-95-90-902010-2206 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES,
DIABETES

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90017000	\$59,000	\$0	\$59,000
SFY 12	102-500731	Contracts for Prog Svc	90017000	\$55,366	\$0	\$55,366
SFY 13	102-500731	Contracts for Prog Svc	90017000	\$55,357	\$19,800	\$75,157
SFY 14	102-500731	Contracts for Prog Svc	90017000	\$80,000	\$0	\$80,000
SFY 15	102-500731	Contracts for Prog Svc	90017000	\$22,000	\$0	\$22,000
			Sub-Total	\$271,723	\$19,800	\$291,523

05-95-90-902010-5608 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY &
SERVICES, TOBACCO PREVENTION FEDERAL

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90018000	\$30,500	\$0	\$30,500
SFY 12	102-500731	Contracts for Prog Svc		\$10,000	\$0	\$10,000
SFY 13	102-500731	Contracts for Prog Svc		\$1,667	\$0	\$1,667
SFY 14	102-500731	Contracts for Prog Svc		\$10,000	\$0	\$10,000
SFY 15	102-500731	Contracts for Prog Svc		\$5,000	\$0	\$5,000
			Sub-Total	\$57,167	\$0	\$57,167
			Total	\$1,000,074	\$19,800	\$1,019,874

EXPLANATION

Funds in this amendment will be used to enhance capacity to deliver the Stanford University Chronic Disease Self-Management Program (“Better Choices, Better Health”) in New Hampshire, and to evaluate outcomes from this program. Activities will include: data collection and analysis to publish updated Outcomes Survey results; two additional leader trainings for this program; and providing revised curricula and workshop materials to the Chronic Disease Self-Management Leader Network. The requested additional amount was originally intended to be included in this contract, and the existing Scope of Service assumed a higher level of funding. However, at the time the contract was established, the state appropriation and federal funds available were insufficient to fully fund the Diabetes Program Scope of Service.

Should Governor and Executive Council not authorize this Request, the contractor will lack capacity to deliver the Stanford University Chronic Disease Self-Management Program and evaluate outcomes, and ability to reduce the health and economic burden of diabetes and other chronic diseases may be jeopardized.

Community Health Access Network was originally selected for this project through a competitive bid process. A legal notice was published in the New Hampshire Union Leader soliciting Request for Proposals on April 9, 2010. In addition, a Bidder's Conference was held on April 21, 2010. The Request for Proposals was also posted on the Department of Health and Human Services web site.

Four letters of intent were received in response to the Request for Proposals. In all, two proposals were submitted for consideration. A review committee consisting of five professionals read and scored each proposal. The reviewers were both internal and external to Department of Health and Human Services and provided expertise in asthma control, diabetes education, tobacco prevention and control, program health and administration, contracting, public policy, public information, community-based services, and public health. The scoring criteria were based on a 100-point scale and focused on the bidder's capacity to perform the scope of service and their ability to collaborate with local partners. The reviewers were in close agreement concerning the strengths and weaknesses of the proposals and the scores reflect this. The proposal from the Community Health Access Network received the highest score and was selected for the project with conditions. Community Health Access Network then met the additional information requirements at a subsequent meeting. The Request for Proposals scoring summary is attached.

The Division of Public Health Services is committed to assuring that it delivers high quality public health services directly or by contract and has established the following performance measures for the work to be carried out under this proposal.

Performance measures originally set forth in the previous contract have been met to the satisfaction of the Asthma Program, the Diabetes Program and Tobacco Prevention and Control Program. The following performance measures will be used to measure the effectiveness of this amendment:

Diabetes Program:

- Publish a revised Outcomes Survey for the Chronic Disease Self Management Program in New Hampshire;
- Organize and support two Chronic Disease Self-Management Leader Update trainings;
- Provide revised curricula and materials to the Chronic Disease Self-Management Leader Network.

The area served is statewide.

The Source of Funds is 100% Federal Funds from Centers for Disease Control and Prevention.

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

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/KMB/kb

Program Name Asthma, Diabetes and Tobacco Prevention & Control Programs
 Contract Purpose RFP#11-DPHS-CDPECQP-11
 RFP Score Summary

RFA/RFP CRITERIA	Max Pts	Glen Group, Inc., North Conway, NH	Community Health Access Network, Newmarket, NH
Agy Capacity	30	12.80	27.60
Program Structure	50	10.20	43.00
Budget & Justification	15	12.10	13.80
Format	5	4.60	3.40
Total	100	39.70	87.80

BUDGET REQUEST	
Year 01	SFY 11 37,380.00 228,058.00
Year 02	SFY 12 74,760.00 235,070.00
Year 03	SFY 13 - 39,179.00
TOTAL BUDGET REQUEST	112,140.00 502,307.00
BUDGET AWARDED	
Year 01	- 278,058.00
Year 02	- 235,070.00
Year 03	- 39,179.00
TOTAL BUDGET AWARDED	- 552,307.00

RFP Reviewers	Name	Job Title	Dept./Agency	Qualifications
1	Kathy Berman	Program Manager	DHHS/Diabetes	JD, MPH
2	Lindsay Dearborn	Program Manager	DHHS/Asthma	MEd, MPH
3	Tiffany Fuller	Program Specialist IV	DHHS/BCCP	MS
4	Jamie Hoebeke	Senior Public Health Specialist	Manchester Health Dept.	MPH, CHES
5	Kathleen Sherman	Wellness Facilitator	Anthem Blue Cross/Blue Shield	BSN, RN

AMENDMENT One

This agreement (hereinafter called the "Amendment One") dated this 22nd day of February, 2013 is by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Community Health Access Network, Purchase Order Number 1011633, a corporation organized under the laws of the State of New Hampshire, with a place of business at 207 South Main Street, Newmarket, NH 03857 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated October 6, 2010, Item #79, and renewed on September 19, 2012, Item #58, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Executive Council;

WHEREAS, the Contractor and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$19,800.00 from \$1,000,074.00 to \$1,019,874.00

Exhibit A - 2 – Scope of Services

The prior Scope of Services identified in Exhibit A-1 and any subsequent amendments remain(s) in effect unless expressly revoked by this agreement, and Exhibit A-2 is in addition to Exhibit A-1 and both remain in

effect. The Scope of Services identified in Exhibit A-1 of the Agreement is hereby amended to add the services identified in Exhibit A-2 attached hereto.

Exhibit B – Contract Price

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall increase by \$19,800.00 for SFY 2013. The contract shall total \$1,019,874.00 for the contract term.

Funding in the amount of \$19,800 is available from 010-090-2206-102-500731, **100% Federal Funds** from the Centers for Disease Control and Prevention, CFDA #93.283.

2. Effective Date of Amendment:

This Amendment shall take effect on March 20, 2013 or the date of Governor and Council approval, whichever is later.

3. Continuance of Agreement:

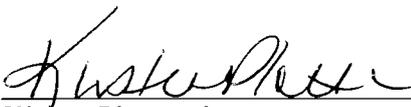
Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE
Division of Public Health Services

By:  3/19/13
Lisa L. Bujno, APRN Date
Bureau Chief

By:  2/22/13
Kirsten Platte, Director Date

Community Health Access Network

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

On this the 22nd day of February 2013, before me, Roberta Jane Arquette
(name of notary)
the undersigned officer, Kirsten Platte personally appeared who acknowledged him/herself
(contract signatory)
to be the Executive Director of the Community Health Access Network,
(signatory's title) (legal name of agency)
a corporation, and that he/she, as such Executive Director, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as Executive Director of the Community Health Access Network.
(signatory's title) (legal name of agency)

In witness whereof I hereunto set my hand and official seal.

Roberta Jane Arquette
Notary Public/Justice of the Peace

My Commission expires:

ROBERTA JANE ARQUETTE
Notary Public - New Hampshire
My Commission Expires October 8, 2013

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Janine P. Herrick
Assistant Attorney General
Janine P. Herrick
Date: 25 Mar. 2013

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of
New Hampshire at the Meeting on: _____.

OFFICE OF THE SECRETARY OF STATE

By: _____
Title: _____

NH Department of Health and Human Services

**Exhibit A-2
Scope of Services**

Chronic Disease Prevention, Education, and Clinical Quality Project Amendment

CONTRACT PERIOD: 03/20/2013 or date of G&C approval, whichever is later, through 06/30/13

CONTRACTOR NAME: Community Health Access Network

**ADDRESS: 207 South Main Street
Concord, NH 03857**

**Director: Kirsten Platte
TELEPHONE: (603) 292 -7205**

The prior Scope of Services identified in Exhibit A-1 and any subsequent amendments remain(s) in effect unless expressly revoked by this agreement. The Scope of Services identified in Exhibit A-1 of the Agreement is hereby amended to add the following services.

The Contractor shall:

Enhance the work identified in Exhibit A-1, Section 2: Other Public Health Initiatives and Activities:

2.3 Chronic Disease Self-Management (CDSM)

Provide additional data collection and analysis to compile and publish a second edition of Chronic Disease Self-Management Program Outcomes Survey results;

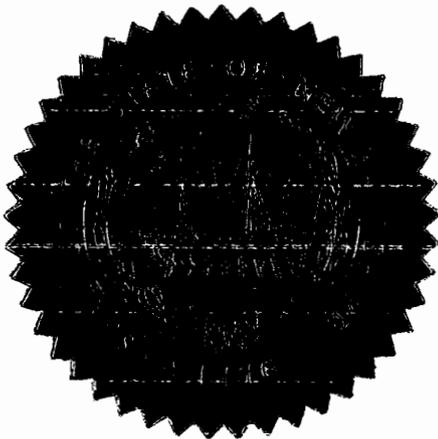
Provide support for at least two Chronic Disease Self-Management Leader Update trainings, to increase program leaders' capacity to deliver the CDSM Program and maintain certification as required by Stanford University;

Provide revised curricula and workshop materials to the Chronic Disease Self-Management Network as required to maintain fidelity to Stanford University's evidence-based program.

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 COMMUNITY HEALTH ACCESS NETWORK is a New Hampshire nonprofit corporation formed April 26, 1996. 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 6th day of July A.D. 2012

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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
 By Business Name
 By Business ID
 By Registered Agent
 Annual Report
 File Online

Date: 4/2/2013
 (Annual Report History, View Images, etc.)

Filed Documents

Business Name History

Name	Name Type
COMMUNITY HEALTH ACCESS NETWORK	Legal
COMMUNITY HEALTH ACCESS NETWORK ("CHAN")	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	248463
Status:	Good Standing
Entity Creation Date:	4/26/1996
Principal Office Address:	207 S MAIN ST NEWMARKET NH 03857
Principal Mailing Address:	No Address
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/31/2010
Last Annual Report Filed:	2010

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

CERTIFICATE OF VOTE

I, Helen Taft, of the Community Health Access Network (CHAN), do hereby certify that:

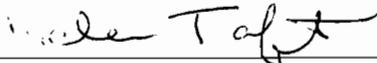
1. I am the duly elected Chair of the Board of Directors of the Community Health Access Network;
2. The following are true copies of resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on February 20, 2013;

RESOLVED: That this corporation enters into a contract with the State of New Hampshire Department of Health and Human Services, Division of Public Health Services.

RESOLVED: That the Executive Director is hereby authorized to apply for and enter into a contract with the State on behalf of this corporation. The Executive Director is authorized to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Kirsten Platte is the duly elected Executive Director of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of February 22, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand as the Chair of the Board of Directors of the corporation this 22nd day of February, 2013.



Helen Taft, Chair, CHAN Board or Directors

STATE OF NEW HAMPSHIRE

COUNTY OF Rockingham

The foregoing instrument was acknowledged before me this 22nd day of February, 2013 by Helen Taft.



Notary Public
My Commission Expires:

ROBERTA JANE ARQUETTE
Notary Public - New Hampshire
My Commission Expires October 8, 2013

BRAD BORBIDGE, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
197 LOUDON ROAD, SUITE 350
CONCORD, NEW HAMPSHIRE 03301

PHONE 603/224-0849
FAX 603/224-2397

INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS

Board of Directors
Community Health Access Network, Inc.
Newmarket, New Hampshire

We have audited the accompanying balance sheets of Community Health Access Network, Inc., as of September 30, 2012 and 2011, and the related statements of operations, changes in net assets and cash flows for the years 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 audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform the audits 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 audits provide 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 Community Health Access Network, Inc., as of September 30, 2012 and 2011, and the changes in its net assets and its cash flows for the years 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 February 8, 2013, on our consideration of the Organization'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 that testing, and not to provide an opinion on 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.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, 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.

A handwritten signature in black ink, appearing to read "A. Dady".

Concord, New Hampshire
February 8, 2013

COMMUNITY HEALTH ACCESS NETWORK, INC.

BALANCE SHEETS

SEPTEMBER 30, 2012 AND 2011

ASSETS

	<u>2012</u>	<u>2011</u>
Current Assets		
Cash and cash equivalents	\$ 76,211	\$ 54,839
Grants receivable	803,522	1,060,345
Membership and other receivables	9,243	58,505
Prepaid expenses	<u>154,442</u>	<u>119,438</u>
Total Current Assets	1,043,418	1,293,127
Furniture and equipment, net	<u>802,988</u>	<u>611,060</u>
TOTAL ASSETS	<u>\$ 1,846,406</u>	<u>\$ 1,904,187</u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts payable and accrued expenses	\$ 335,178	\$ 61,251
Deferred revenue	<u>566,583</u>	<u>1,056,889</u>
Total Current Liabilities	901,761	1,118,140
Net Assets		
Unrestricted	<u>944,645</u>	<u>786,047</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,846,406</u>	<u>\$ 1,904,187</u>

(See accompanying notes to these financial statements)

COMMUNITY HEALTH ACCESS NETWORK, INC.
STATEMENTS OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED SEPTEMBER 30, 2012 AND 2011

	2012	2011
Operating Revenue		
Grant funds used to defray operating expenses	\$ 478,639	\$ 570,551
Shared services income	656,386	552,647
Member dues	121,815	112,875
Other income	57,139	100,410
	1,313,979	1,336,483
Operating Expenses		
Salaries and benefits	275,349	240,127
Professional fees and contract services	607,460	649,606
Other operating expenses	386,168	393,646
Depreciation	322,611	304,225
	1,591,588	1,587,604
NET OPERATING LOSS AND DEFICIT OF REVENUE OVER EXPENSES	(277,609)	(251,121)
Grant and member funding for capital acquisitions	436,207	244,160
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	158,598	(6,961)
Net Assets at Beginning of Year	786,047	793,008
NET ASSETS AT END OF YEAR	\$ 944,645	\$ 786,047

(See accompanying notes to these financial statements)

COMMUNITY HEALTH ACCESS NETWORK, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2012 AND 2011

	2012	2011
Cash Flows From Operating Activities		
Change in net assets	\$ 158,598	\$ (6,961)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	322,611	304,225
Grant and member funding for capital acquisitions	(436,207)	(244,160)
(Increase) decrease in the following assets:		
Grants receivable	256,823	178,997
Membership and other receivables	49,262	65,750
Prepaid expenses	(35,004)	(3,096)
Increase (decrease) in the following liabilities:		
Accounts payable and accrued expenses	273,927	(41,973)
Deferred revenue	(490,306)	(252,283)
Net Cash Provided by Operating Activities	99,704	499
Cash Flows From Investing Activities		
Capital expenditures	(514,539)	(246,943)
Net Cash Used by Investing Activities	(514,539)	(246,943)
Cash Flows From Financing Activities		
Grant and member funding for capital acquisitions	436,207	244,160
Net Cash Provided by Financing Activities	436,207	244,160
Net (Decrease) Increase in Cash and Cash Equivalents	21,372	(2,284)
Cash and Cash Equivalents, Beginning of Year	54,839	57,123
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 76,211	\$ 54,839

(See accompanying notes to these financial statements)

Mission & Vision

Mission

To enable our member agencies
to develop the program and resources necessary
to assure access to efficient, effective quality health care
for all clients in our communities,
particularly the uninsured, Medicaid, and medically underserved populations.

Vision

Position CHAN as a model for functional integration,
using current technology and a body of health information.

CHAN Membership List FY 11-12
Area Code = 603

Full Members

Goodwin Community Health
311 Route 108
Somersworth, NH 03878
Tel; 749-2346
Fax; 749-2748

Janet Atkins, CEO
CHAN Board Member
X-203

Families First Health and Support Center
One Hundred Campus Avenue, Ste 12
Portsmouth, NH 03801
Tel; 422-8208
Fax; 422-8218

Helen Taft, Director
CHAN Board President
X-120

Health First Family Care Center
841 Central Street
Franklin, MH 03235
Tel; 934-0177 x 107
Fax; 934-2805

Rick Silverberg, ED
CHAN Board Treasurer

Lamprey Health Care, Inc.
207 S. Main Street
Newmarket, NH 03857
Tel; 659-2494
Fax; 659-7572

Ann Peters, Executive Director

X-7214

Manchester Community Health Center
145 Hollis Street
Manchester, NH 03101
Tel; 626-9500
Fax; 626-0899

Ed George, CEO
CHAN Board Secretary
X-9513

Shackelford County Community Resource Center
(dba Resource Care)
PO Box 2435
Albany, TX 76430
Tel; (325) 762-2447

Dustin Hawk
CHAN Board Member

Harbor Care Health and Wellness Center,
a division of Harbor Homes, Inc
45 High Street
Nashua, NH 03060
Tel; 882-3616

Peter Kelleher, CEO

Affiliate Members

Ammonoosuc Community Health Services, Inc
25 Mt. Eustis Road
Littleton, NH 03561
Tel; 444-2464
Fax; 444-5209

Ed Shanshala, Executive Director

Coos County Family Health Services
54 Willow Street
Berlin, NH 03570
Tel;
Fax;

Adele Woods, CEO

Health Care for the Homeless
(@CMC Community Health Services)
195 McGregor Street
Manchester, NH 03102
Tel;
Fax;

Marianne Savarese, Exec Director

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division of Public Health Services

Agency Name: Community Health Access Network

Name of Bureau/Section: Asthma, Diabetes, Tobacco Programs

Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract
Kirsten Platte, Executive Director/Project Director	\$81,827	0.49%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)		

Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
	\$0	0.00%
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)		

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed

KIRSTEN A. PLATTE
207 S. Main Street
Newmarket, NH 03857
(603) 292-7205

EXPERIENCE

Executive Director

July 2008 to Present

Community Health Access Network

Acting Executive Director

Sept 2007 to July 2008

- Coordinate, implement and support services for member Organizations furthering the goals adopted by CHAN Board of Directors,
- Develop new initiatives and collaborations for improved patient outcomes and efficient services for CHAN member agencies.
- Work with Board to develop CHAN's vision, plan and strategic objectives and maintain board communications.
- Assure the availability of and access of funding sources for Network activities.
- Responsible for CHAN staff including, hiring, firing, promotion and evaluations.
- Propose and implement programs and standards of clinical care management throughout the network.
- Act as Chief Executive Officer coordinating operations, programmatic objectives and fiscal integrity.
- Articulate CHAN's objectives and represent CHAN with external environment.

Director of Finance & Accounting

Community Health Access Network

Oct 2004 to Sept 2007

- Participate in long-term strategic, financial and workflow systems planning initiatives for the Network.
- Oversee all general accounting functions, including financial reporting, payroll, accounts payable, accounts receivable, etc. Maintain appropriate financial systems, ledgers, policies and procedures. Direct the preparation of a variety of reports and statements in support of financial planning and analysis activities.
- Maintain Network policies and procedures and the software systems for the management of finances.
- Coordinate and participate in independent and other audit processes and implement systems improvements and audit recommendations.
- Provide stewardship on the management of CHAN's resources via the development of the annual operation, capital and program budgets. Monitor and control expenditures and analyze/identify variances and financial projections. Develop cash flow budget.
- Prepare financial and information systems section of grant proposals and grant renewals and ensure that related financial reporting requirements are met, including Yearly Financial Status Report.
- Oversee the preparation and filing of local, state and federal tax forms and ensure compliance with regulatory fiscal and control requirements.

Accountant/CHAN Grants Manager

Lamprey Health Care, Inc.

Feb 1998 to Sept 2004

- Bill and reconcile State and Federal grants, drawdown Public Services funding for CHAN
- Responsible for all CHAN accounting processes including scheduling of GL accounts on a monthly basis, payroll, A/R, A/P, bank reconciliations, yearly budget preparation, monthly financial statements and miscellaneous financial reports.
- Responsible for Federal Grant, Public Health Services drawdown for Lamprey Health Care
- Responsible for bank reconciliations for Lamprey Health Care

Accounting Manager
July 1992 to Aug 1994

Industrial Ventilation, Inc.
Nampa, Idaho

General Accounting/Office Clerk
Feb 1988 to Nov 1989

Northwest Business Systems
Boise, Idaho

Customer Service Representative
July 1987 to Nov 1987

Durako Paint
Detroit, Michigan

Audit Clerk
July 1986 to July 1987

Advertising Audit Service
Bloomfield Hills, Michigan

EDUCATION

University of Wyoming, Laramie, WY
Bachelor of Science, 1986
General Business

PROFESSIONAL AFFILIATIONS

NH Oral Health Coalition Steering Committee, Treasurer, Past Chair
NH Oral Health Coalition Finance Committee
National Association of Community Health Centers-Network Task Force
Southern NH AHEC Advisory Board
New Hampshire Health Information Organization Board of Directors, Secretary

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: Community Access Health Network

Budget Request for: Diabetes Program

Chronic Disease Prevention, Education and Clinical Quality Project RFP # 11-DPHS-CDPECQP-11

Budget Period: SFY 2013 3/20/2013 to 6/30/2013

1. Total Salary/Wages	\$ 590.00	\$ 50.00	\$ 640.00
2. Employee Benefits	\$ 118.00	\$ 10.00	\$ 128.00
3. Consultants			
4. Equipment:	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -
6. Travel			\$ -
7. Occupancy	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 17,541.00	\$ 1,491.00	\$ 19,032.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

Indirect costs/direct costs specific to disease management program, capped at 10%

Indirect As A Percent of Direct

8.5%

1/10
(1/10/10)



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-0855 1-800-852-3345 Ext. 0855
Fax: 603-271-5318 TDD Access: 1-800-735-2964



Nicholas A. Tompaso
Commissioner

José Thier Montem
Director

August 12, 2010

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Approved F/C _____
Date _____
Approved G&C Item # 79
Date 10-6-10
Not Approved _____

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), Bureau of Prevention Services, Asthma Control, Diabetes Education, and Tobacco Prevention and Control Programs, to enter into an agreement with Community Health Access Network (Vendor #162256-1001), 207 South Main Street, Newmarket, NH 03857, to provide, coordinate and implement capacity-building interventions for improved workforce development, quality of health care, and public health initiatives specific to asthma, diabetes and tobacco control under the programs' joint Chronic Disease Prevention, Education And Clinical Quality Project, to be effective September 1, 2010 or date of Governor and Council approval, whichever is later, through August 31, 2012, in an amount not to exceed \$552,307. This competitively procured Agreement contains the option to extend the Agreement for up to three additional years contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. Funds are available in the following accounts for SFY 11, and are anticipated to be available in SFY12 and SFY 13 depending upon the availability and continued appropriation of funds in future operating budgets, with authority to adjust amounts if needed and justified, between State Fiscal Years.

05-95-90-901510-5667 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES,
DHHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION SERVICES, ASTHMA CONTROL
PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 11	102-500731	Contracts for Program Services	90019004	\$142,558
SFY 12	102-500731	Contracts for Program Services	90019004	141,070
SFY 13	102-500731	Contracts for Program Services	90019004	23,512
			Sub-total	\$307,140

05-95-90-901510-2206 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION SERVICES, DIABETES EDUCATION
 PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 11	102-500731	Contracts Program Services	90017000	105,000
SFY 12	102-500731	Contracts Program Services	90017000	84,000
SFY 13	102-500731	Contracts Program Services	90017000	14,000
			Sub-total	\$203,000

05-95-90-901510-5608 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION SERVICES, TOBACCO
 PREVENTION AND CONTROL PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 11	102-500731	Contracts Program Services	90018000	\$30,500
SFY 12	102-500731	Contracts Program Services	90018000	\$10,000
SFY 13	102-500731	Contracts Program Services	90018000	\$1,667
			Sub-total	\$42,167
			Total	\$552,307.

EXPLANATION

Funds in this agreement will be used to: 1) coordinate the bi-annual statewide conferences for the Asthma and Diabetes Programs in 2012, and coordinate a joint public health chronic disease conference in 2011; 2) provide development and administrative support to plan, provide and evaluate continuing education programs for health care providers; 3) provide technical assistance and logistical support to maintain a quality improvement process at participating community health center sites and implement evidence-based interventions according to national guidelines; 4) coordinate the solicitation and awarding of program *Partner Sponsorships* and *Implementation Grants* related to Healthy Homes, Healthy Schools and Chronic Disease Self Management; 5) provide administrative and logistical support for Healthy Homes and Schools activities; 6) link and interface with Chronic Disease Self Management Program activities; and 7) provide evaluation services as determined with chronic disease programs.

This agreement represents an effort on the part of the Asthma, Diabetes and Tobacco Programs to develop a scope of services for areas of work they have in common and generate a joint contract that addresses program integration, resource allocation and organizational effectiveness and adaptability. The end objective is to increase DPHS impact in an integrated, coordinated way on the status of public health infrastructure, access to evidence-based clinical health care, and population health outreach and messaging.

Community Health Access Network (CHAN) was selected for this project through a competitive bid process. A legal notice was published in the New Hampshire Union Leader soliciting Request for Proposals

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
August 12, 2010
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(RFP) on April 9, 2010. In addition, a Bidder's Conference was held on April 21, 2010. The RFP was also posted on the DHHS web site.

Four letters of intent were received in response to the RFP. In all, two proposals were submitted for consideration. A review committee consisting of five professionals read and scored each proposal. The reviewers were both internal and external to DHHS and provided expertise in asthma control, diabetes education, tobacco prevention and control, program health and administration, contracting, public policy, public information, community-based services, and public health. The scoring criteria were based on a 100-point scale and focused on the bidder's capacity to perform the scope of service and their ability to collaborate with local partners. The reviewers were in close agreement concerning the strengths and weaknesses of the proposals and the scores reflect this. While the non-select bidder submitted a lower cost proposal, their proposal and budget covered a single item in the Scope of Services, not the complete Scope of Services. The proposal from the Community Health Access Network addressed the entire Scope of Services, received the highest score, and was selected for the project with conditions. CIAN then met the additional information requirements at a subsequent meeting. The RFP scoring summary is attached.

As stated in the Request for Proposal, DPHS reserves the right to make final funding decisions based on the availability of funds. Additional funds of \$50,000 became available following the bidding process and are being added to this contract to enhance the ability to carry out the scope of the project. This addition constitutes less than 10% of the total funding of the contract and was therefore not put back out to bid in the interest of efficiency. Specifically these additional funds will be used to bring a week-long Certified Tobacco Treatment Specialist (CTTS) training conducted by the University of Worcester Tobacco Treatment and Dependence Certification program to community health center providers and others in New Hampshire. Providing this training in New Hampshire will decrease registration and travel costs and time for the participants and programs involved. These funds will also be used to enhance Asthma Program services: specifically, to increase the number of health care providers and community health center sites participating in professional development and quality improvement interventions for asthma, to expand the number of communities that complete strategic planning for Healthy Homes initiatives, and to develop a Healthy Schools curriculum for teacher credentialing programs in New Hampshire. These activities are based on recommendations in the NH State Asthma Plan and have been approved by the Centers for Disease Control and Prevention. The requested budget and actual budget reflect this addition of funds in the RFP scoring sheet and Contract documents.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for up to three additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. This is the initial agreement with this contractor for integrated and coordinated services to be provided to and on the behalf of the three programs.

The DPHS is committed to assuring that it delivers high quality public health services directly or by contract. As stewards of state and federal funds we strive to assure that all services are evidenced-based and cost efficient. To measure and improve the quality of public health services, DPHS employs a performance management model.

This model, comprised of four components, provides a common language and framework for DPHS and its community partners. These four components are: 1) performance standards; 2) performance measurement;

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
August 12, 2010
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3) reporting of progress; and, 4) quality improvement. DPHS has established the following performance measures for the work to be carried out under this proposal.

Asthma and Diabetes Programs:

1. Documented increase at participating clinical sites in the percent of patients with diabetes and asthma who receive recommended care according to established indicators.
2. a) Asthma: at least one professional education training offered annually in at least 6 primary, acute or specialty care sites in the four geographic areas of the state; Healthy Homes and Healthy Schools activities as determined by the NH Healthy Homes Task Force and NH Partners for Healthy Schools.
b) Diabetes: at least 4 professional education trainings offered annually, with at least one session in each of four geographic areas of the state.
3. Documented increase at participating sites with links to appropriate community-based services for chronic disease care management and coordination.
4. One statewide chronic disease conference in 2011 and statewide Asthma and Diabetes Program conferences in 2011-2012.
5. Process, program and impact evaluations and reports as determined by the Asthma and Diabetes Programs and contractor.
6. The contractor will meet with Asthma and Diabetes Programs on a monthly basis to monitor contract progress, make adjustments to work plans as necessary, and outline activities for the next period. Progress reports will include evaluation results as available and be submitted on a quarterly basis. A final report will be submitted at the end of the contract term highlighting the entire contract period in a format that can be utilized in state reporting.

Tobacco Prevention and Control:

1. By June 2011, increase the number of participating CHAN community health center staff identified as on-site tobacco treatment specialists completing the University of Massachusetts Medical School, Basic Skills for Working with Smokers (on-line course) by 7 (baseline is 0). Numerator/Denominator: number clinicians completing/total number clinicians.
2. Increase the number of referrals to the NH Smokers' Helpline from CHAN staff trained in www.quitworksnh.org. (Baseline = 3-5 referrals/month).
3. By March 2012, all CHAN sites will have incorporated a format of provider prompts in each Electronic Medical Record (EMR) for Ask, Advise, Assist and Refer as proof of implementing the Public Health Service Clinical Practice Guideline *Treating Tobacco Use and Dependence* training and technical assistance to ensure electronic medical/health records capture.
4. Ensure appropriate referrals are made/documented to quitline services using e-referral or fax referral process to www.quitworksnh.org or to community-based tobacco cessation services.
5. Provide process evaluations of all activities quarterly, using the CDC's evaluation method of inputs, activities, outputs, and outcomes for DPHS reporting purposes.
6. By June 2012, prepare a provider fidelity report incorporating data from each provider site that implemented the systems change EMR for Ask, Advise, Assess, Refer.
7. CHAN will ensure that the University of Worcester, Tobacco Treatment and Dependence Certification staff provides a weeklong Certified Tobacco Treatment Specialist (CTTS) training to NH. Bringing this training to NH will decrease the impact of registration and travel costs and time for those interested in becoming CTTS. Those working in NH's Community Health Centers will be prioritized. If space is available, this opportunity will be shared broadly.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
August 12, 2010
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The geographic area to be served is Statewide.

Source of Funds is 100% Federal Funds.

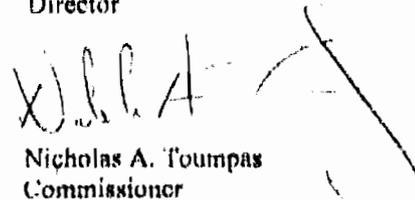
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Tounpas
Commissioner

JTM/cd

500
Poa



Nicholas A. Trompas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-6891 1-800-852-3345 Ext. 6891
Fax: 603-271-5318 TDD Access: 1-800-735-2964



August 8, 2012

G&C Approval Date: 9/19/2012

G&C Item # 58

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a contract renew and amend option with Community Health Access Network, Purchase Order #1011633, Vendor #162256-B001, 207 South Main Street, Newmarket, NH 03857, by increasing the Price Limitation by \$447,767.00 from \$552,307.00 to \$1,000,074.00 to provide, coordinate and implement capacity-building interventions for improving workforce development, quality of health care, and public health initiatives specific to asthma, diabetes and tobacco control under the programs' joint Chronic Disease Prevention, Education and Clinical Quality Project, and extend the Completion Date to August 31, 2014, effective retroactive to September 1, 2012. This Agreement was originally approved by Governor and Council on October 6, 2010 Item #79. Funds are available in the following account(s) for SFY 13, and anticipated to be available in SFY 14 and SFY 15 upon the availability and continued appropriation of funds in the future operating budgets with the authority to adjust amounts if needed and justified, between State Fiscal Years.

These services were contracted previously with this agency in SFY 2011, 2012 and 2013 in the amount of \$552,307, as originally approved by Governor and Council. Subsequent to contract approval, spending in State Fiscal Years 2011 and 2012 was reduced by a total of \$74,634.00 due to a reduction in available Diabetes federal funds.

05-95-90-901510-5667 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, CHRONIC DISEASE ASTHMA

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90019004	\$142,558	\$0	\$142,558
SFY 12	102-500731	Contracts for Prog Svc	90019004	\$141,070	\$0	\$141,070
SFY 13	102-500731	Contracts for Prog Svc	90019004	\$23,512	\$151,685	\$175,197
SFY 14	102-500731	Contracts for Prog Svc	90019004	\$0	\$182,022	\$182,022
SFY 15	102-500731	Contracts for Prog Svc	90019004	\$0	\$30,337	\$30,337
			Sub-Total	\$307,140	\$364,044	\$671,184

05-95-90-902010-2206 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS,
 DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SVS,
 CHRONIC DISEASE DIABETES

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90017000	\$105,000	(\$46,000)	\$59,000
SFY 12	102-500731	Contracts for Prog Svc	90017000	\$84,000	(\$28,634)	\$55,366
SFY 13	102-500731	Contracts for Prog Svc	90017000	\$14,000	\$41,357	\$55,357
SFY 14	102-500731	Contracts for Prog Svc	90017000	\$0	\$80,000	\$80,000
SFY 15	102-500731	Contracts for Prog Svc	90017000	\$0	\$22,000	\$22,000
			Sub-Total	\$203,000	\$768,723	\$271,723

05-95-90-902010-5608 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SVS,
 TOBACCO PREVENTION FEDERAL

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 11	102-500731	Contracts for Prog Svc	90018000	\$30,500	\$0	\$30,500
SFY 12	102-500731	Contracts for Prog Svc	90018000	\$10,000	\$0	\$10,000
SFY 13	102-500731	Contracts for Prog Svc	90018000	\$1,667	\$0	\$1,667
SFY 14	102-500731	Contracts for Prog Svc	90018000	\$0	\$10,000	\$10,000
SFY 15	102-500731	Contracts for Prog Svc	90018000	\$0	\$5,000	\$5,000
			Sub-Total	\$42,167	\$15,000	\$57,167
			Total	\$552,307	\$447,767	\$1,000,074

EXPLANATION

This request is retroactive because of unexpected delays due to final negotiations with the vendor relative to the defined scope of services, and delays encountered in confirming available funds through three different Division of Public Health Programs.

Funds in this amendment will be used to: 1) coordinate the bi-annual statewide conferences for the Asthma and Diabetes Programs in 2012, and coordinate a joint public health chronic disease conference in 2013; 2) provide development and administrative support to plan, provide and evaluate continuing education programs for health care providers; 3) provide technical assistance and logistical support to maintain a quality improvement process at participating community health center sites and implement evidence-based interventions according to national guidelines; 4) coordinate the solicitation and awarding of program *Partner Sponsorships* and *Implementation Grants* related to Healthy Homes, Healthy Schools and Chronic Disease Self Management; 5) provide administrative and logistical support for Healthy Homes and Schools activities; 6) link and interface with Chronic Disease Self-Management Program activities; and 7) provide evaluation services as determined with chronic disease programs.

This agreement represents an effort on the part of the Asthma, Diabetes and Tobacco Programs to develop a scope of services for areas of work they have in common and generate a joint contract that addresses program integration, resource allocation and organizational effectiveness and adaptability. The Division of Public Health Services seeks to coordinate and integrate local public health service delivery by strengthening the local public health infrastructure, increasing access to evidence-based clinical health care, and improving population health outreach and messaging.

The increase in prevalence of chronic diseases and inherent risk factors such as smoking, high blood pressure, obesity, diabetes, heart disease, stroke and asthma presents a significant public health problem in New Hampshire. According to the Centers for Disease Control and Prevention, the incidence and prevalence of chronic disease increases with age. New Hampshire ranks fifth in the nation for its aging population over 65 years of age.

Risk factors for chronic diseases and health complications are closely tied to socioeconomic disparities. Populations that carry a disproportionate burden of chronic disease and health complications include those living in poverty and/or rural locations, and those that are minorities and/or low literacy.

Should Governor and Executive Council not authorize this Request, the ability to reduce the health and economic burden from these chronic diseases through prevention and treatment activities will be jeopardized.

Community Health Access Network was selected for this project through a competitive bid process. A legal notice was published in the New Hampshire Union Leader soliciting Request for Proposals on April 9, 2010. In addition, a Bidder's Conference was held on April 21, 2010. The Request for Proposals was also posted on the Department of Health and Human Services web site.

Four letters of intent were received in response to the Request for Proposals. In all, two proposals were submitted for consideration. A review committee consisting of five professionals read and scored each proposal. The reviewers were both internal and external to Department of Health and Human Services and provided expertise in asthma control, diabetes education, tobacco prevention and control, program health and administration, contracting, public policy, public information, community-based services, and public health. The scoring criteria were based on a 100-point scale and focused on the bidder's capacity to perform the scope of service and their ability to collaborate with local partners. The reviewers were in close agreement concerning the strengths and weaknesses of the proposals and the scores reflect this. The proposal from the Community Health Access Network received the highest score and was selected for the project with conditions. Community Health Access Network then met the additional information requirements at a subsequent meeting. The Request for Proposals scoring summary is attached.

As referenced in the original letter approved by Governor and Council on October 6, 2010, Item #79 in the Request for Proposal, Renewals Section, this competitively procured Agreement has the option to renew for up to three additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. The Division of Public Health Services is exercising two years of this renewal option. These services were contracted previously with this agency in SFY 2011, 2012 and 2013 for \$552,307.

The Division of Public Health Services is committed to assuring that it delivers high quality public health services directly or by contract and has established the following performance measures for the work to be carried out under this proposal.

Performance measures set forth in the previous contract were met to the satisfaction of the Asthma Program, the Diabetes Program and Tobacco Prevention and Control Program. Further, performance measures set forth in this scope of services will increase the knowledge, skill and capacity of Community Health Access Network providers to treat patients that use tobacco with the most up to date scientific methods. The following performance measures will be used to measure the effectiveness of the agreement:

Asthma and Diabetes Programs:

1. Documented increase at participating clinical Quality Improvement sites in the percent of patients with asthma and diabetes who receive recommended care according to established indicators.
2. Healthy Schools policies adopted to reduce asthma triggers and improve asthma management in at least five school districts.
3. a) Asthma: At least one professional education training offered annually in at least six primary, acute or specialty care sites in the four geographic areas of the state; Healthy Homes and Healthy Schools activities as determined by the New Hampshire Healthy Homes Task Force and New Hampshire Partners for Healthy Schools.
b) Diabetes: at least four professional education trainings offered annually, with at least one session in each of four geographic areas of the state.
4. Documented increase at participating sites with links to appropriate community-based services for chronic disease care management and coordination.
5. One statewide Asthma and Diabetes conference in November 2012, and a statewide chronic disease conference in 2013.
6. Process, program and impact evaluations and reports as determined by the Asthma and Diabetes Programs and contractor.
7. The contractor will meet with Asthma and Diabetes Programs on a monthly basis to monitor contract progress, make adjustments to work plans as necessary, and outline activities for the next period. Progress reports will include evaluation results as available and be submitted on a quarterly basis. A final report will be submitted at the end of the contract term highlighting the entire contract period in a format that can be utilized in state reporting.

Tobacco Prevention and Control Program:

1. The number of Community Health Access Network community health center staff completing the on-line Basic Skills for Working with Smokers by June 2014.
2. The number of Community Health Access Network sites submitting a workflow process map for treating patients that smoke to Tobacco Prevention and Control Program by June 2013.
3. The number of Community Health Access Network site submitting target measures for Ask, Assist and Refer to Tobacco Prevention and Control Program by 2013.
4. The number of Community Health Access Network sites submitted to Tobacco Prevention and Control Program with at least one quarter of data showing documentation towards meeting chosen targets for Ask, Assist and Refer.
5. The number of calls Community Health Access Network completed with Tobacco Prevention and Control Program for progress checks.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the Centers for Disease Control and Prevention.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
August 8, 2012
Page 5 of 5

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

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/jpr