

13 mac



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9422 1-800-852-3345 Ext. 9422
Fax: 603-271-8431 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

February 23, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Behavioral Health, to enter into an agreement with University of New Hampshire (vendor# 177867-B046) 51 College Road, Durham, NH 03824, to provide services for the provision of creating a Workforce Development Plan for State Youth Treatment-Planning (SYT-P) in an amount not to exceed \$90,000, effective upon Governor and Executive Council approval through September 30, 2017. 100% Federal and 0% General Funds.

Funds are available in the following account in State Fiscal Year 2017 and are anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

05-95-42-421010-5087 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES, HHS: CHILDREN YOUTH & FAMILIES, CHILD PROTECTION, STATE YOUTH TREATMENT PLANNING

SFY	Class	Title	Activity Code	Budget
2017	102/500731	Contracts for Program Services	42108701	\$45,163

05-95-92-921010-2059 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: BEHAVIORAL HEALTH DIV OF, BUR FOR CHILDRENS BEHAVRL HLTH, STATE YOUTH TREATMENT PLANNING

SFY	Class	Title	Activity Code	Budget
2018	102/500731	Contracts for Program Services	92102059	\$44,837
			Total	\$90,000

EXPLANATION

The purpose of this request is for the provision of the development of a substance use disorder workforce development plan that will expand access to substance use treatment services to include youth and transitional aged youth. The workforce development plan will expand the workforce of substance use disorder professionals, who provide direct services to youth and transitional aged youth experiencing substance use disorders and/or co-occurring disorders (SUD/COD), statewide. This plan will also include the enhancement of the knowledge and competency of current providers on youth based approaches.

This contract was competitively bid. The Department published a Request for Proposals on October 21, 2016. One (1) application was received. The application was evaluated by Division of Behavioral Health staff with knowledge of the program requirements. The applicant, University of New Hampshire, was selected. The bid summary score sheet is attached.

The attached agreement is for the provision of services through September 30, 2017, with the option, at the State's sole discretion, to renew for up to one (1) additional year, based upon continued availability of funding, satisfactory vendor performance and approval of the Governor and Executive Council.

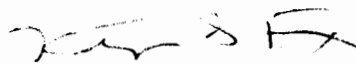
Should the Governor and Executive Council determine not to approve this request, there may be insufficient planning and oversight of the substance use treatment services for youth and transitional age youth in New Hampshire.

Area served: Statewide

Source of funds: 100% federal and 0% general. (CFDA # 93.243; State Youth Treatment-Planning; FAIN: TI026036)

In the event that the federal funds become no longer available, general funds will not be requested to support disability determination work.

Respectfully submitted,



Katja S. Fox
Director

Approved by:



Jeffrey A. Meyers
Commissioner



New Hampshire Department of Health and Human Services
 Office of Business Operations
 Contracts & Procurement Unit
 Summary Scoring Sheet

Workforce Development Plan for
 State Youth Treatment-Planning (SYT-P)

RFP-2017-DBH-01-WORKF

RFP Name

RFP Number

Bidder Name

1. UNH Institute on Disability
2. 0
3. 0
4. 0

Pass/Fail	Maximum Points	Actual Points
	325	280
	325	0
	325	0
	325	0

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Health and Human Services**

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Health and Human Services**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/17**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: Workforce Development Plan for State Youth Treatment-Planning (SYT-P)

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Kerri Murphy
 Address: 105 Pleasant Street
Concord, NH 03301

Phone: 603-271-5054

Campus Project Administrator

Name: Susan Sosa
 Address: University of New Hampshire
51 College Road
Durham, NH 03824

Phone: 603-862-4848

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Erica Ungarelli
 Address: Main Building
105 Pleasant Street
Concord, NH 03301

Phone: 603-271-5006

Campus Project Director

Name: Joanne Malloy
 Address: UNH Institute on Disability
10 West Edge Drive
Durham, NH 03824

Phone: 603-228-2084

F. Total State funds in the amount of \$90,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **1H79TI026036-01** from under CFDA# **93.243**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

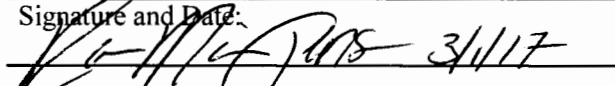
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

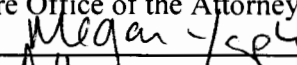
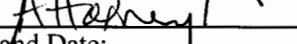
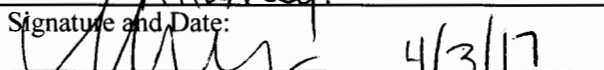
This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Health and Human Services** have executed this Project Agreement.

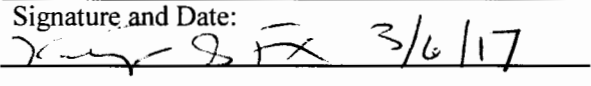
**By An Authorized Official of:
University of New Hampshire**

Name: Karen Jensen
Title: Manager, Sponsored Programs Administration
Signature and Date:  3/1/17

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: 
Title: 
Signature and Date:  4/3/17

**By An Authorized Official of:
Department of Health and Human
Services**

Name: Katja Fox
Title: Director, Division of Behavioral Health
Signature and Date:  3/6/17

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

- A. Project Title:** Workforce Development Plan for State Youth Treatment-Planning (SYT-P)
- B. Project Period:** From Governor and Executive Council Approval through September 30, 2017. The Department reserves the right, at its sole discretion, to renew contract services for up to one (1) additional year subject to continued availability of funding, satisfactory vendor performance, and approval of the Governor and Executive Council.
- C. Objectives:**
The purpose of this contract is to design a workforce development plan that will expand the workforce of substance use disorder professionals, who provide direct services to youth and transitional aged youth experiencing substance use disorders and/or co-occurring disorders (SUD/COD), statewide.
- D. Scope of Work:** See attached, Exhibit A, Item D-1
- E. Deliverables Schedule:** Workforce Map due May 15, 2017; Workforce Training Implementation Plan due May 15, 2017 and within thirty days of project's end; Monthly reports due no later than the 10th of each month; Annual report due within thirty days of project's end.
- F. Budget and Invoicing Instructions:** See attached, Exhibit A, Item F-1
Campus will submit invoices to the State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, invoiced separately by State FY, as shown on Exhibit A, Item F-1. State will pay Campus within thirty (30) days of receipt of each invoice. Campus will submit its final invoice not later than sixty (60) days after the Project Period end date.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or .



Exhibit A, Item D-1

Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor shall submit a detailed description of the language assistance services they shall provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after September 30, 2017, and the Department shall not be liable for any payments for services provided after September 30, 2017, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2018-2019 and SFY 2020-2021 biennia.

2. Scope of Services

- 2.1. The Contractor shall develop a State Youth Treatment-Planning (SYT-P) Workforce Development Plan ("the Plan"), that shall expand access to community based supports and professionals who provide direct services to youth and transitional aged youth who are experiencing substance use disorders/co-occurring disorders (SUD/COD).
- 2.2. The Contractor shall ensure the Plan is designed with milestones and activities that include, but are not limited to:
 - 2.2.1. Establish the project Management Team and SYT-P Workforce Development Workgroup, including mission, tasks, goals, objective and timelines for creation of the Workforce Plan.
 - 2.2.2. Develop data gathering plan and protocols, procedures; conduct focus groups and web-based meetings throughout the state with Public Health Networks, trainers, law enforcement, university programs and providers; Use state SUD, public health, and YRBSS data to identify high need populations.
 - 2.2.3. Develop SYT-P Workforce Practice profile and Core competencies, by conducting research on evidence- and research-based practices, including implementation in cross- agency, cross-disciplinary, and varied cultural contexts.
 - 2.2.4. Disseminate core competencies and evidence-based practice recommendations to all stakeholders groups and conduct a comprehensive review and revision of SYT-P core competencies.



Exhibit A, Item D-1

- 2.2.5. Identify critical barriers in state and federal licensing policies, rules, and regulations that are barriers to the development of high-quality assessment, treatment, and recovery services for youth and young adults with SUD/COD.
- 2.2.6. Analyze SUD/COD reimbursement, insurance plans, and other relevant policies and identify policy issues using key informant interviews.
- 2.2.7. Assess current community based in-service training programs in the areas of assessments, screening, treatment and recovery programs and gaps in personnel preparation.
- 2.2.8. Assess current University and college programs of study and gaps in personnel preparation.
- 2.2.9. Draft Workforce Development Plan based upon service gap analysis identified service gaps, policy gaps that address a career ladder based on the core competencies, including in-service training and prep-service training programs.
- 2.2.10. Disseminate Draft Plan to all stakeholder groups and conduct a comprehensive review and revision of the SYT-P Workforce Development Plan.
- 2.3. The Contractor shall collaborate with providers of services and supports that are available to youth and transitional aged youth experiencing SUD/COD to assist with Plan development. Providers shall include:
 - 2.3.1. Colleges and Universities
 - 2.3.2. High Schools and Middle Schools
 - 2.3.3. Community Mental Health Centers
 - 2.3.4. Community SUD Treatment Providers
 - 2.3.5. Recovery Support Programs
- 2.4. The Contractor shall work with the John Snow Research and Training Institute, Inc. (JSI) and Research Assistants to conduct an environmental scan that includes:
 - 2.4.1. Identification of stakeholders and partners; and
 - 2.4.2. Designing and conducting a survey to identify existing SUD/COD services and supports; and
 - 2.4.3. An analysis of data collected; and
 - 2.4.4. Use of geographic information system (GIS) mapping to create maps that inform current gaps in services, workforce, and other areas of interest.
- 2.5. The Contractor shall design a Youth SUD/COD Workforce Map to identify the composition and expertise of the statewide workforce who provide SUD/COD. The Contractor shall:

KJ

3/1/17



Exhibit A, Item D-1

- 2.5.1. Identify stakeholders and partners.
- 2.5.2. Design and conduct a survey to identify existing SUD/COD services and supports.
- 2.5.3. Analyze data collected.
- 2.5.4. Identify service workforce gaps.
- 2.5.5. Use geographic information system (GIS) mapping to create maps that inform current gaps in services, workforce, and other areas of interest.
- 2.6. The Contractor shall develop the three-year state-wide Plan to provide content and skills related SUD treatment to the workforce serving the population of focus. The Plan shall determine how staff is trained in adolescent-serving agencies including:
 - 2.6.1. Prepare faculty in appropriate college and education programs to deliver curricula that focus on adolescent and/or transitional aged youth specific SUD evidence-based practices.
 - 2.6.2. Develop and make accessible continuing education events throughout the state, to enhance the knowledge and skills of program directors, supervisor direct treatment staff, and allied health professionals, and,
 - 2.6.3. Make recommendations to develop or improve state standards for licensure/certification/credentialing of counselors.
- 2.7. The Contractor shall use tools and strategies from the national IDEA Partnership's Community of Practice frame work, "Leading by Convening for Authentic Engagement" (2014, <http://www.ideapartnership.org/documents>) to engage, motivate and extract expertise from key stakeholders while developing the Workforce Development Plan.
- 2.8. The Contractor shall obtain input from and engage stakeholders by conducting web-based listening sessions and focus groups, which may include but are not limited to:
 - 2.8.1. Youth and family stakeholders
 - 2.8.2. First responders
 - 2.8.3. The State's seven Integrated Delivery Networks
 - 2.8.4. Regional public health networks
 - 2.8.5. The NH Provider Association
 - 2.8.6. The NH Drug and Alcohol Counselors Association
 - 2.8.7. Community SUD/COD providers
 - 2.8.8. Trainers
 - 2.8.9. The primary higher education program directors
 - 2.8.10. Other provider and stakeholder networks identified in the State resource map.

KJ

3/1/17



Exhibit A, Item D-1

- 2.9. The Contractor shall partner with Youth MOVE NH <http://www.youthmovenh.org> to provide the following:
 - 2.9.1. Three (3) to five (5) focus groups with adolescents ages twelve (12) through seventeen (17) and transitional aged youth throughout the state. Groups must be representative of youth throughout NH.
 - 2.9.2. Focus groups that are inclusive of the diverse youth population in NH and that they focus on youth opinion on the current state of substance use disorder and co-occurring disorder resources.
 - 2.9.3. Groups that also focus on youth opinion on what an effective 'stigma campaign' would look like, in order to extract words, phrases, and ideas that would be effective toward the youth population.
 - 2.9.4. Incentives to youth who participate in the focus groups.

3. Reporting

- 3.1. The Contractor shall provide monthly reports to the Department no later than the tenth (10th) day of the following month. Monthly reports shall include, but are not limited to:
 - 3.1.1. Program activities.
 - 3.1.2. Materials developed.
 - 3.1.3. Brief narrative identifying barriers experienced.
 - 3.1.4. Plan to address identified barriers.
- 3.2. The Contractor shall provide an annual report to the Department that includes, but is not limited to:
 - 3.2.1. Workforce development map indicating types and locations of treatment available to youth and transitional aged youth.
 - 3.2.2. List of services available, by catchment area.
 - 3.2.3. Barriers to accessing workforce development services.
 - 3.2.4. Barriers to accessing treatment for the population served.
 - 3.2.5. Analysis of overall project and suggested actions that shall be taken by the Department to address gaps in services.

4. Deliverables

- 4.1. The Contractor shall provide a five-year State Youth Treatment-Planning (SYT-P) Workforce Development Plan within thirty (30) days of contract completion.
- 4.2. The Contractor shall deliver a Youth SUD/COD Workforce Map by May 15, 2017.
- 4.3. The Contractor shall produce a report based on focus group activity within thirty (30) days of contract completion.
- 4.4. The Contractor shall submit an initial workforce training plan no later than May 15, 2017, and a final, updated plan within thirty (30) days of the project's end.



Exhibit A, Item D-1

- 4.5. The Contractor shall conduct three (3) web-based listening sessions and focus groups within six (6) months of the initiation of the contract.
- 4.6. The Contractor shall provide monthly progress reports due ten (10) days following the month being reviewed.
- 4.7. The Contractor shall provide an annual report due twenty (20) days after the close of the calendar year, if applicable, and at the end of the contract.

University of New Hampshire
Workforce Development Plan for
State Youth Treatment-Planning (SYT-P)
Exhibit A, Item F-1

Budget Items	SFY 2017 Budget	SFY 2018 Budget	Total
1. Salaries & Wages	\$ 17,093	\$ 17,176	\$ 34,269
2. Employee Fringe Benefits	\$ 6,181	\$ 6,195	\$ 12,376
3. Travel	\$ 750	\$ 600	\$ 1,350
4. Supplies and Services	\$ 11,977	\$ 11,927	\$ 23,904
5. Equipment	\$ -	\$ -	\$ -
6. Facilities & Admin Costs	\$ 9,162	\$ 8,939	\$ 18,101
Totals	\$ 45,163	\$ 44,837	\$ 90,000.00

Campus Authorized Official KS
 Date 3/1/17