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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

BUREAU OF SPECIAL MEDICAL SERVICES

Jeffrey A. Meyers  
Commissioner

Deborah D. Schetz  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
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March 22, 2019

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

REQUESTED ACTION

- 1) Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, Bureau of Special Medical Services to hold a program, "Developmental Screening in New Hampshire: A Stakeholder Meeting" for Department staff, contractors, and stakeholders who work with children and families with and/or at risk for developmental delays, various special health care needs, and/or complex conditions, on May 7, 2019, at the Courtyard Marriott, Grappone Conference Center in Concord, New Hampshire for a total conference cost not to exceed \$5,006.50, effective upon Governor and Executive Council approval through June 30, 2019. Funds are available in the accounts below. 36% General Funds and 64% Federal Funds
- 2) Subject to the approval of Requested Action #1, authorize an advance payment of \$400 to the Courtyard by Marriott, Grappone Conference Center, 70 Constitution Ave, Concord, NH, 03301 (vendor code 158921-B001) to secure the date and facility.

Funds to support this request in State Fiscal Year 2019 are available in the following accounts:

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

Class/Object	Class Title	Activity Code	Amount
021-500211	Food Institutions	93001000	\$2,600.00
	Subtotal		\$2,600.00

05-95-93-930010-7858 DEPT. OF HEALTH AND HUMAN SERVICES, HHS: DEVELOPMENTAL SERVICES-DIV OF, DIV OF DEVELOPMENTAL SVSC, SOCIAL SERVICES BLOCK GRANT

Class/Object	Class Title	Activity Code	Amount
021-500211	Food Institutions	93017858	\$1,931.50
067-500559	Training for Providers	93017858	\$475.00
	Subtotal		\$2,406.50
GRAND TOTAL			\$5,006.50

### EXPLANATION

The "Developmental Screening in New Hampshire: A Stakeholder Meeting" program will improve knowledge and understanding for developmental screening with Department staff, contractors, and other providers. The focus of the program will be on ways to strengthen the system and improve outcomes for developmental screening in New Hampshire. A direct result of the program is that families with young children will have increased access to, and an improved overall experience with developmental screening, referrals, services, and resources that support growth and optimal development. Participation will enhance staff leadership skills and competencies on the subject. Program attendance will enable staff, contractors, and providers to better help families manage unique challenges involving their child's developmental disability and/or chronic health condition through family directed education and support.

Additionally, the program will bring together diverse partners to strengthen the community infrastructure for families by assuring that the Department, its contractors, and other providers offer services that are based on current best practice and comprehensive information on developmental screening. The program promotes greater system efficiencies by preventing the potential for duplication of support and services. The Department expects 100 individuals from throughout New Hampshire to participate in this stakeholder meeting. The Grappone Conference Center was selected based on its central location, space to accommodate the number of attendees, and availability for the meeting date. Attendees are not required to pay any registration fee nor is it anticipated that there will be any overnight accommodations. See attached conference agenda and listing of stakeholders for additional information. An itemization of the services to be provided with associated costs is attached.

Should the Governor and Executive Council deny this request, Department staff, contractors, and providers who offer developmental screening and related services to young children and their families, will not learn about serving them in a more collaborative and efficient approach potentially resulting in reduced positive outcomes for screening.

Area served: Statewide

Source of funds: 36% General Funds and 64% Federal Funds

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

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner

Developmental Screening in New Hampshire: A Stakeholders Meeting

Tuesday, May 7, 2019

Item	AU	Amount	Total		
Food/Meeting Accomodations	093-7858-021-500211	1,931.50	\$ 1,931.50	PIH - SSBG	Courtyard Marriott - Grappone Conf center
Food/Meeting Accomodations	093-5191-021-500211	2,600.00	\$ 2,600.00	SMS - Title V	Courtyard Marriott - Grappone Conf center
Room Rental/Facilities	093-7858-067-500559	400.00		PIH - SSBG	Courtyard Marriott - Grappone Conf center
Misc - technology for event	093-7858-067-500559	75.00	\$ 475.00	PIH - SSBG	Courtyard Marriott - Grappone Conf center
			\$ 5,006.50		

**Estimate of Charges**

<b>Account:</b>	State of New Hampshire	<b>Event Date:</b>	Tuesday, May 07, 2019
<b>Post As:</b>	Special Medical Services - State of NH	<b>Contact:</b>	Erika Downie
<b>Address:</b>	129 Pleasant Street Concord, NH 03301 UNITED STATES	<b>Phone:</b>	603-998-9143
		<b>Email:</b>	ebd@nhfv.org
		<b>Onsite Contact:</b>	
<b>Method Of Payment :</b>	Direct Bill	<b>Booked By:</b>	Susan Popham
<b>Folio #:</b>			

Date	Time	Function	Room	Agr	Gtd
Tue, May 07	8:30 AM - 9:00 AM	Continental Breakfast	State Rooms	100	
Tue, May 07	9:00 AM - 4:00 PM	Meeting	State Rooms	100	
Tue, May 07	10:00 AM - 10:30 AM	Break	State Rooms	100	
Tue, May 07	12:00 PM - 1:00 PM	Lunch	State Rooms	100	

<b>Function Room Rental</b>			
Quantity	Item	Price	Amount
1	State Rooms	\$400.00	\$400.00
<b>Subtotal:</b>			<b>\$400.00</b>
<b>Function Room Rental Total:</b>			<b>\$400.00</b>

<b>Additional Items</b>			
Quantity	Item	Price	Amount
1	- Podium with Microphone	\$25.00	\$25.00
1	- AV Table with Power Strip	\$5.00	\$5.00
1	- 8' x 8' Screen	\$45.00	\$45.00
<b>Subtotal:</b>			<b>\$75.00</b>
<b>Additional Items Total:</b>			<b>\$75.00</b>

<b>Food</b>			
Quantity	Item	Price	Amount
100	- Assorted Coca-Cola® Soft Drinks	\$2.75	\$275.00
100	The Continental	\$11.00	\$1,100.00
100	Mid Morning Break	\$5.00	\$500.00
100	Deli Buffet	\$21.00	\$2,100.00
<b>Subtotal:</b>			<b>\$3,975.00</b>
<b>Service Charge 14.00%:</b>			<b>\$556.50</b>
<b>Food Total:</b>			<b>\$4,531.50</b>

<b>Check Subtotal</b>	<b>\$4,450.00</b>
<b>Total Service Charges</b>	<b>\$556.50</b>
<b>Total Taxable Service Charges</b>	<b>\$0.00</b>
<b>Total Taxes</b>	<b>\$0.00</b>
<b>Check Grand Total</b>	<b>\$5,006.50</b>
<b>Deposit Paid</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,006.50</b>

# New Hampshire's Developmental Screening System Stakeholder's Meeting

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May 7, 2019  
9:00 am - 3:00 pm  
Grappone Conference Center  
70 Constitution Ave, Concord, NH 03301

## AGENDA

- |                 |   |
|-----------------|---|
| <b>9:00 am</b>  | <b>Welcome</b>  |
| <b>9:30 am</b>  | <b>Where do we think we are - <i>summary of progress to date</i></b>                      |
| <b>10:30 am</b> | <b>Are we missing anything? - <i>understanding the current system</i></b>                 |
| <b>12:00 pm</b> | <b>Lunch - networking</b>   |
| <b>12:30 pm</b> | <b>System support mapping - <i>forming a shared vision and key systems indicators</i></b> |
| <b>1:30 pm</b>  | <b>Strategic planning - <i>goals and strategies for the future</i></b>                    |
| <b>2:30</b>     | <b>What's next?</b>   |
| <b>3:00</b>     | <b>Adjourn</b>  |

## ORGANIZATIONS/AGENCIES PARTICIPATING OR INVITED

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Antioch  
Autism Council  
Belknap/Merrimack Community Action Program  
Catholic Medical Center-The Mom's Place  
Central NH VNA & Hospice  
Child Care Aware  
Child Health Services  
Children Unlimited  
Community Bridges  
Community Partners  
Coos Coalition  
Dartmouth Hitchcock Medical Center  
Easterseals, NH  
Endowment for Health  
Epping School District  
Families First  
Family Resource Center at Gorham  
Family Support NH  
FASTER Family Support Group, Manchester  
Gateways  
Gateways, Children & Family Services  
Genesis Behavioral Health  
Granite State United Way  
John Snow Institute  
Lakes Region Community Services  
Manchester Community Health Center  
Manchester School District  
Mental Health Center of Greater Manchester  
Moms Rising NH  
Monadnock Developmental Services  
Monadnock Family Services  
Monadnock United Way  
NAMI NH  
New Futures, Inc.  
New Hampshire Charitable Foundation  
NFI North, Inc.  
NH Association for Infant Mental Health  
NH Children's Behavioral Health  
NH Children's Health Foundation  
NH Children's Trust

## ORGANIZATIONS/AGENCIES PARTICIPATING OR INVITED

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NH Department of Education (DOE)  
NH Department of Health & Human Services (DHHS)  
NH DHHS Bureau Drugs and Alcohol Services  
NH DHHS Bureau of Children's Mental Health  
NH DHHS Bureau of Family, Community, & Program Support  
NH DHHS Bureau of Special Medical Services  
NH DHHS Child Development & Head Start Collaboration Bureau  
NH DHHS Division for Behavioral Health  
NH DHHS Division of Public Health Services  
NH DHHS Maternal & Child Health Section  
NH DHHS Office of Health Equity  
NH DHHS Women, Infants & Children (WIC)  
NH DOE Bureau of Student Wellness  
NH DOE Title I  
NH Family Voices  
NH Medicaid  
NH Pediatric Improvement Partnership (PIP)  
NH Pediatric Society  
NH State Legislature  
Northern Human Services  
Parent Information Center  
Pathways NH  
Prevention Technical Assistant Consultant  
Riverbend Community Mental Health  
Safe Schools Healthy Students  
Seacoast Public Health Network  
SERESC-Preschool Technical Assistance Network (PTAN)  
ServiceLink  
Southern NH Services  
Spark NH  
Stafford Learning Center  
Strafford Community Action Program  
The Moore Center  
TLC Family Resource Center  
UNH Department of Communication Sciences and Disorders  
UNH Institute on Disability  
University of North Carolina  
VNA at HCS (Keene)  
Waypoint NH  
Youth M.O.V.E. New Hampshire

## ORGANIZATIONS/AGENCIES PARTICIPATING OR INVITED