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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4988 1-800-852-3345 Ext. 4988
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Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

December 17, 2012

RETROACTIVE

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 Public Health Statistics and Informatics, Environmental Public Health Tracking Program, to exercise a **retroactive** contract renew and amend option with JSI Research and Training Institute, Inc. dba Community Health Institute, Purchase Order #1022633, Vendor #161611 B002, 501 South Street, Second Floor, Bow, New Hampshire, 03304, in order to perform new outreach activities including web marketing, in-person trainings, social media messaging, and written issue briefs that will increase the number of users of an environmental health web portal by increasing the Price Limitation by \$56,280.00 from \$99,916.00 to \$156,196.00 and extending the Completion Date to June 30, 2013, to be effective retroactive to January 1, 2013. This Agreement was originally approved by Governor and Council on April 18, 2012, item #67. Funds are available in the following account(s) for SFY 2013.

100% FED

05-95-90-900010-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH STATISTICS AND INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased Decreased) Amount	Revised Modified Budget
SFY 2012	102-500731	Contracts for Program Services	90041000	\$26,131.60	0.00	\$26,131.60
SFY 2013	102-500731	Contracts for Program Services	90041000	\$73,784.40	\$56,280.00	\$130,064.40
			Total	\$99,916.00	\$56,280.00	\$156,196.00

EXPLANATION

This request is retroactive due to administrative delays in creating a new scope of services and in obtaining the required documentation from the vendor. Funds in this amendment will be used to provide technical assistance to the Environmental Public Health Tracking Program. The public benefits of the agreement will be to raise awareness around the tracking of environmental health hazards (e.g. radon, arsenic, and other pollutants) and reduce or prevent adverse public health outcomes (e.g. cancer, asthma, poisonings, etc.). The

Her Excellency, Governor Margaret Wood Hassan

and the Honorable Council

December 17, 2012

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vendor will complete specific activities that include planning for the outreach activities, web-based marketing to draw attention to an environmental health web site, in-person training in environmental pollution and illness, social media exchanges communicated via Twitter or Facebook, and written issue briefs sent via a state health alert network. The vendor will assist staff in evaluation activities to measure and increase the number of users of the environmental health web portal. The vendor will assist staff in the development of an electronic user feedback system that will allow citizens to comment and share information on their use of the web portal and outreach materials.

The Program tracks and makes available existing information on sources of environmental hazards in ways that allow for comparisons of pollutants and environmental conditions with adverse health outcomes such as asthma, heart attacks, poisonings, and cancer. By better understanding these relationships, the intent of this program is to improve awareness, support decision-making, reduce environmentally related illness and disease, and eventually reduce health care costs.

Should the Governor and Executive Council not authorize this request; the Program will not know if its outreach efforts are connecting with its intended target audience. The Program will also not know if it has created an efficient transfer of knowledge, and therefore will lose an opportunity to ensure that state provided disease prevention services are meeting their intended purposes.

JSI Research and Training Institute, Inc. was selected for this project through a competitive Request for Proposal. The Request for Proposal was released to vendors via a posting on the Department of Health and Human Services website for soliciting Request for Proposals on February 13, 2012. In addition, five marketing vendors were notified by email, using the program vendor list.

There were two responses to the Request for Proposal, which were then reviewed by a four-member team. The team was made up of internal staff that have between five and twenty years experience in managing agreements with vendors for various public health programs. In addition, three reviewers have experience in environmental hazards and managing environmental health programs, and two reviewers have experience in health education and outreach. Proposals were scored by taking an average of all reviewers' scores. Eastern Research Group submitted a slightly lower bid; however, JSI Research and Training Institute, Inc dba Community Health Institute was selected because they demonstrated a stronger understanding and capacity of marketing and outreach needed for this project. The proposal submitted by JSI Research and Training Institute, Inc. dba Community Health Institute, received the highest score, and was selected. The vendor's proposal demonstrated that it is the best-qualified bidder to deliver the service. The Request for Proposal scoring summary is attached.

As referenced in the original letter approved by Governor and Executive Council on April 18, 2012, item #67, and in the Request for Proposal, Renewals Section, this competitively procured Agreement has the option to renew for one additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. The Division is exercising six months of this one-year renewal option because we have estimated that all of the activities can be completed in the current fiscal year.

The vendor is on schedule to complete the high level deliverables under Phase One with the planning and implementation of this outreach project, and this extension will allow the program to implement more detailed and targeted deliverables in Phase Two to expand implementation and evaluation of the outreach project.

The vendor has completed the first two of the following performance measures included in the existing agreement and is on schedule to complete the third performance measure by December 31, 2012.

- By July 31, 2012, assess the current Program communication plan. Assist Program staff with a review and evaluation of the communication plan for its ability to deliver key national or state messages to our target audiences. Write a brief report on any recommended changes to the communication plan.
- By July 31, 2012, evaluate the Program target audience needs. Ask the target audience how the tools and methods can be applied at the state, local or federal level. Write a report on the needs assessment process and outcomes.
- By December 31, 2012, create an updated Program outreach plan and user feedback process. Design and implement a user feedback process for the web based data portal to gather information on how web users connect with the Program products and services. Develop a written outreach plan to guide the communication activities.

The vendor will complete following performance measures by June 30, 2013.

- By March 31, 2013, attend at least four meetings to develop an electronic application for the user feedback process. Write a brief report on the outcome of the user feedback development process and provide specific recommendations for changes or improvements.
- By June 30, 2013, implement four activities (i.e. marketing, training, social media messaging, and risk communication) to expand the base of users for Program products and services. Evaluate the impact of the four outreach activities. Write a brief report on the effectiveness of the outreach activities.

Area served: Statewide.

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

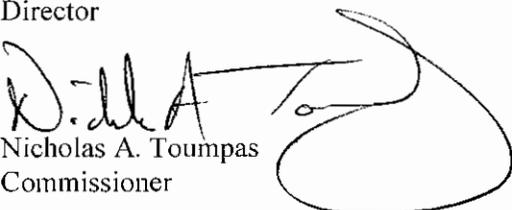
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

MJC/cg

EXERCISE OF OPTION TO RENEW AND AMEND One

This Agreement (hereinafter called the "Renew and Amend One") dated this 26th day of October, 2012 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 JSI Research and Training Institute, Inc. dba Community Health Institute, Purchase Order 1022633, a corporation organized under the laws of the State of New Hampshire, with a place of business at 501 South Street, Second Floor, Bow, New Hampshire, 03304 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated April 18, 2012, Item #67, 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 Exhibit C, #17 of the Agreement, the Agreement may be renewed for a period of one additional year, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

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 Council;

WHEREAS, the Contractor and the Division have agreed to Exercise the Option to Renew and 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:

Contractor Initials: 
Date: 10/26/12

1. **Exercise Of Option To Renew and Amend For One Additional Years:**

The Agreement is hereby amended as follows:

Amend Section 1.7 of the General Provisions by extending the completion date to June 30, 2013.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$56,280 from \$99,916 to \$156,196.

Exhibit A – Scope of Services

The prior Scope of Services identified in Exhibit A remain(s) in effect. This Exhibit A-1 is in addition to the original Exhibit A and both remain in effect. The scope of Services identified in Exhibit A of the Agreement is hereby amended to add the services in Exhibit A-1 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 \$56,280 for SFY 2013. The contract shall total \$156,196 for the contract term.

Funding in the amount of \$56,280 is available from #-010-090-5173-102-500731, 100% Federal Funds, from the Centers for Disease Control (CDC) (CFDA #93.538).

2. **Effective Date of Renew and Amend:**

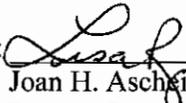
This Renew and Amend shall take effect on the date of Governor and Council approval.

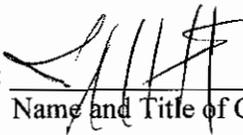
3. **Continuance of Renewal Agreement:**

Except as specifically amended and modified by the terms and conditions of this Renew and Amend, 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.

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:  11/19/12
Joan H. Ascheim Date
Bureau Chief

By: , Director 10/26/12
Name and Title of Contractor Signator Date

Community Health Institute /
Legal Name of Agency
JSI Research + Training Institute, Inc.


10/26/12

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On this the 26th day of October 2012, before me, Debra Love,
(name of notary)
 the undersigned officer, Jonathan Stewart personally appeared who acknowledged him/herself
(contract signatory)
 to be the Director of the Community Health Institute / JSI Research + Training
(signatory's title) (legal name of agency) Institute, LLC.
 a corporation, and that he/she, as such 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 Director of the Community Health Institute / JSI Research + Training
(signatory's title) (legal name of agency) Institute, LLC.

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



Notary Public/Justice of the Peace
DEBRA L. LOVE, Notary Public
 My Commission Expires December 3, 2013

My Commission expires:

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Jeanne P. Herrick
 Assistant Attorney General
Jeanne P. Herrick
 Date: 26 Nov. 2012

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: _____

DL
10/26/12

NH Department of Health and Human Services

**Exhibit A-1
Scope of Services**

Environmental Public Health Tracking Program, Data and Utilization Outreach

CONTRACT PERIOD: Date of G&C approval through June 30, 2013

**CONTRACTOR NAME: JSI Research and Training Institute, Inc. dba
Community Health Institute
ADDRESS: 501 South St., 2nd Floor
Bow, NH 03304
Project Manager: Katie Robert
TELEPHONE: (603) 573-3331**

The Contractor shall: Complete one (1) major deliverable (in addition to the existing four deliverables) to support the original intent of the contract to improve environmental health data use and outreach.

Deliverable: Expand the implementation and evaluation of the EPHT outreach activities.

a. Continue to assist EPHT staff with the implementation of the outreach plan developed under the original contract. Meet with staff and stakeholders to refine activities designed to expand outreach and use of products and services. The vendor is expected to attend a minimum of six (6) meeting by phone, webinar or in person.

b. Implement activities to expand the base of users for EPHT products and services, with a focus on those who visit the web-based portal for environmental health data. Cooperate with EPHT staff to increase the number of people using their products and services for the first four months of outreach activities, and evaluate the impact in the last two months. The vendor is expected to plan and implement four (4) outreach activities with the goal of increasing users of EPHT products and services. The activities will include:

1) Market positioning – Based on the existing EPHT needs assessment report and communication plan, develop a program tag line, key messages to promote its products and services, and a set of tools (e.g. web ads, web widgets, facts sheet, etc.) to attract target audiences to the web site and portal.

2) Target audience professional development with partners – Identify an environmental health partner and work on a selected risk topic to deliver training to that partner’s audience. Training will focus on topic-related content, as well as, promotion of EPHT products and services.

3) Message engagement with partners – Develop a set of social media messages to be disseminated by partners, and engage the partners in distribution of the messages via their web sites and social media tools.

4) Risk communication – Work with DPHS staff to develop a Healthy Insights or similar issue brief to be disseminated through the Health Alert Network. The issue brief will include topic-specific content (e.g. asthma, cancer, radon, etc.), as well as promotion of EPHT products and services.

c. Assist the EPHT staff with evaluating the impact of the four (4) outreach activities above. Create and implement qualitative examples of improvements, such as, information received via the user feedback process on EPHT products and services (i.e. data analysis, oral presentations, and/or publications and issue briefs). Create and implement quantitative measures of improvements, such as, greater awareness and/or actual use of the EPHT products and services, a greater number of users on the web portal, and/or a change in policies that positively affect environmental health issues.

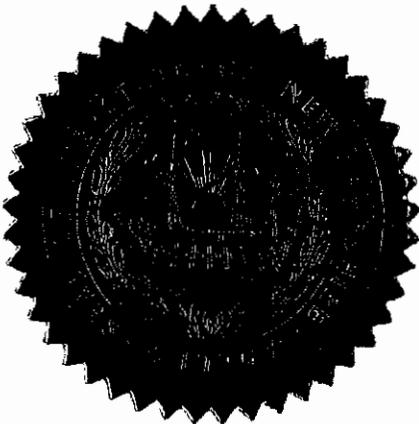
d. Write a brief report on the effectiveness of the expanded implementation and evaluation of the new outreach plan. The evaluation of EPHT products and services will depend on the timeline for technical implementation of the web portal and will dictate the content of the brief evaluation report.

e. Continue to assist EPHT staff with implementation of the user feedback process developed under the original contract. Assist with the development of an electronic application for the user feedback process within the environmental health web portal. CHI staff members are not expected to take on the technical development of the electronic application. CHI staff members are expected to attend a minimum of four (4) meetings by phone, webinar or in person. Write a brief report on the outcome of the user feedback development process with specific recommendations for changes or improvements.

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 Institute is a New Hampshire trade name registered on March 29, 2007 and that JSI RESEARCH AND TRAINING INSTITUTE, INC. presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having 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 3rd day of April, A.D. 2012

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE/AUTHORITY

I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;
2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008;

RESOLVED: Appointment of Jonathan Stewart as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of October 26, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 26th day of October, 2012.



Joel H. Lamstein, President

STATE OF New Hampshire
COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 26th day of October, 2012 by Joel H. Lamstein.



Notary Public Justice of the Peace
My Commission Expires: _____ **DEBRA L. LOVE, Notary Public**
My Commission Expires December 3, 2013

ADDITIONAL REMARKS SCHEDULE

AGENCY Mason & Mason Technology Insurance Services, Inc.		NAMED INSURED John Snow, Inc.	
POLICY NUMBER		World Education, Inc.	
CARRIER	NAIC CODE	44 Farnsworth St.	
		Boston, MA 02110-1214	
EFFECTIVE DATE:			

ADDITIONAL REMARKS
 THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: ACORD Certificate of Liability Insurance

Garage Liability				
INSR ADD'L LTR INSRD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY. AGG \$
Automobile Liability				
INSR ADD'L LTR INSRD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A				
Excess/Umbrella Liability				
INSR ADD'L LTR INSRD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A				\$
Other Liability				
INSR LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A				

JSI RESEARCH AND TRAINING INSTITUTE, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

SEPTEMBER 30, 2011

JSI Research and Training Institute, Inc.
September 30, 2011

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NORMAN R. FOUGERE, JR. CPA
99 HERITAGE LANE
DUXBURY, MA 02332-4334



PHONE: 781-934-0460
FAX: 781-934-0606

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
JSI Research and Training Institute, Inc.

We have audited the accompanying statement of financial position of JSI Research and Training Institute, Inc. (a Massachusetts non-profit organization) as of September 30, 2011, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from JSI Research and Training Institute, Inc.'s 2010 financial statements, and in our report dated April 20, 2011, we expressed an unqualified opinion on those financial statements.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. as of September 30, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 10, 2012 on our consideration of JSI Research and Training Institute, Inc.'s internal control over financial reporting and 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 the internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of JSI Research and Training Institute, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the 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 basic 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 basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink, reading "Thomas R. Fongue CPA". The signature is written in a cursive style with a large, stylized initial 'T'.

Duxbury, Massachusetts
April 10, 2012

JSI Research and Training Institute, Inc.
STATEMENT OF FINANCIAL POSITION
September 30, 2011
(With Comparative Totals for 2010)

	2011	2010
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 30,376,741	\$ 22,222,390
Receivables for program work:		
U.S. Department of Health and Human Services	82,270	198,704
Commonwealth of Massachusetts	263,550	393,705
Other	1,658,434	2,184,411
Field advances - program	411,461	827,751
Employee advances	73,816	55,043
Total Current Assets	32,866,272	25,882,004
Property and Equipment:		
Office furniture and equipment	219,206	216,302
Less: Accumulated depreciation	(213,516)	(207,516)
Net Property and Equipment	5,690	8,786
Other Assets:		
Deposits	43,545	32,700
TOTAL ASSETS	\$ 32,915,507	\$ 25,923,490
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and payroll withholdings	\$ 1,910,386	\$ 1,521,110
Accrued vacation	915,939	862,375
Advances for program work:		
U.S. Agency for International Development	2,497,939	2,964,688
U.S. Dept. of Health and Human Services	18,352	80,850
U.S. Dept. of Homeland Security	-	164,274
Other	16,166,468	12,312,577
Loans payable	572,193	402,389
Contingencies	-	-
Total Current Liabilities	22,081,277	18,308,263
Net Assets:		
Unrestricted	10,834,230	7,615,227
Total Net Assets	10,834,230	7,615,227
TOTAL LIABILITIES AND NET ASSETS	\$ 32,915,507	\$ 25,923,490

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF ACTIVITIES
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	2011	2010
UNRESTRICTED NET ASSETS:		
Public Support and Revenue		
Public Support:		
Government grants and contracts:		
U.S. Government	\$ 113,359,455	\$ 95,692,642
Commonwealth of Massachusetts	4,116,778	3,796,608
Other grants and contracts	28,472,866	51,151,395
Program income	211,341	366,501
Contributions	1,254,616	313,287
In Kind Project Contributions	3,676,017	12,263,648
Interest income	28,928	29,380
Total Unrestricted Support and Revenue	151,120,001	163,613,461
Expenses		
Program Services:		
International programs	125,569,002	141,003,887
Domestic programs	9,499,017	8,568,232
Total Program Services	135,068,019	149,572,119
Supporting Services:		
Management and General	12,832,979	12,170,236
Total Expenses	147,900,998	161,742,355
Increase (Decrease) in Unrestricted Net Assets	3,219,003	1,871,106
Net Assets at Beginning of Year	7,615,227	5,744,121
Net Assets at End of Year	\$ 10,834,230	\$ 7,615,227

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	PROGRAM SERVICES			SUPPORTING SERVICES		TOTAL EXPENSES	
	International Programs	Domestic Programs	Total	Management And General	2011	2010	
Salaries	\$ 12,165,178	\$ 4,071,224	\$ 16,236,402	\$ 2,214,623	\$ 18,451,025	\$ 17,119,991	
Consultants	8,483,494	2,102,400	10,585,894	64,382	10,650,276	12,368,422	
Cooperating National Salaries	16,063,822	-	16,063,822	-	16,063,822	15,210,623	
Travel	6,752,186	596,917	7,349,103	165,337	7,514,440	7,227,426	
Allowance & Training	3,847,513	625	3,848,138	104,658	3,952,796	3,215,805	
Sub-contracts	26,367,138	777,208	27,144,346	-	27,144,346	33,201,017	
Equipment, Material and Supplies	5,282,508	69,303	5,351,811	209,630	5,561,441	4,996,506	
Other Costs	42,931,146	1,881,340	44,812,486	10,068,349	54,880,835	56,134,917	
In-kind project expenses	3,676,017	-	3,676,017	-	3,676,017	12,263,648	
Depreciation	-	-	-	6,000	6,000	4,000	
TOTAL EXPENSE	\$ 125,569,002	\$ 9,499,017	\$ 135,068,019	\$ 12,832,979	\$ 147,900,998	\$ 161,742,355	

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF CASH FLOWS
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	<u>2011</u>	<u>2010</u>
Cash Flows From Operating Activities:		
Increase (Decrease) in net assets	\$ 3,219,003	\$ 1,871,106
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	6,000	4,000
(Increase) Decrease in receivables for program work	772,566	(641,246)
(Increase) Decrease in field advances - program	416,290	2,072,423
(Increase) Decrease in employee advances	(18,773)	24,479
(Increase) Decrease in deposits	(10,845)	(3,000)
Increase (Decrease) in accounts payable and payroll withholdings	389,276	(1,560,523)
Increase (Decrease) in accrued vacation	53,564	86,471
Increase (Decrease) in advances for program work	<u>3,160,370</u>	<u>2,317,443</u>
Net Cash Provided (Used) By Operating Activities	7,987,451	4,171,153
Cash Flows From Investing Activities:		
Acquisition of property and equipment	<u>(2,904)</u>	<u>(7,248)</u>
Net Cash Provided (Used) By Investing Activities	(2,904)	(7,248)
Cash Flows From Financing Activities:		
Proceeds from loans payable	804,124	697,762
Payments of loans payable	<u>(634,320)</u>	<u>(513,957)</u>
Net Cash Provided (Used) By Financing Activities	<u>169,804</u>	<u>183,805</u>
Net Increase (Decrease) in Cash and Cash Equivalents	8,154,351	4,347,710
Cash and Cash Equivalents at Beginning of Year	<u>22,222,390</u>	<u>17,874,680</u>
Cash and Cash Equivalents at End of Year	<u>\$ 30,376,741</u>	<u>\$ 22,222,390</u>

See notes to financial statements.

Community Health Institute

Mission Statement

The Community Health Institute's mission is to support and strengthen New Hampshire's health care system by providing coordinated information dissemination and technical assistance resources to health care providers, managers, planners, and policy makers, statewide. Our success translates into improved access to quality health and social services for all New Hampshire residents.

JSI Research and Training

Mission Statement

JSI Research and Training Institute was incorporated in 1987 as a 501©3 non-profit organization in the Commonwealth of Massachusetts. Our mission is to alleviate public health problems both in the United States and in developing countries around the world through applied research, technical assistance and training. JSI maintains offices in Boston, Massachusetts; Washington, D.C.; Denver, Colorado and Concord, New Hampshire; as well as seven overseas offices in developing nations. Since its inception, JSI has successfully completed more than 400 contracts in the health and human service fields.

JSI Research & Training Institute, Inc.
d.b.a Community Health Institute

Officers

<u>Name</u>	<u>Title</u>	<u>Address</u>
Joel H. Lamstein	President	[REDACTED]
Joel H. Lamstein	Treasurer	[REDACTED]
Patricia Fairchild	Clerk	[REDACTED]
Joanne McDade	Assistant Clerk	[REDACTED]

Board of Directors

<u>Name</u>	<u>Address</u>
Joel H. Lamstein	[REDACTED]
Patricia Fairchild	[REDACTED]
Herbert S. Urbach	[REDACTED]
Norbert Hirschhorn	[REDACTED]

KEY ADMINISTRATIVE PERSONNEL

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

Agency Name:

JSI Research and Training Institute, Inc. d/b/a Community Health Institute

Name of Bureau/Section:

Bureau of Public Health Statistics and Informatics (BPHSI),
Environmental Public Health Tracking (EPHT)

BUDGET PERIOD:	Date of Governor & Council approval through June 30, 2013		
	SFY 2013	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel		
Jonathan Stewart, Executive Director	\$100,800	0.00%	\$0.00
Rachel Kohn, Project Director	\$81,000	7.98%	\$6,462.39
Katie Robert, Project Manager	\$46,350	8.70%	\$4,030.43
Karyn Madore, Health Educator	\$84,500	10.22%	\$8,633.70
Martha Bradley, Health Educator	\$80,000	10.10%	\$8,079.05
Web Consultant, Heather Brack	\$53,001	3.48%	\$1,843.51
Evaluator, Eugenie Coakley	\$85,871	2.17%	\$1,866.76
	\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$30,915.85

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, **even if no salary is paid from the contract**. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

JONATHAN STEWART

Community Health Institute/JSI, 501 South Street, Bow, New Hampshire 03304 (603) 573-3300 jstewart@jsi.com

EDUCATION

DUKE UNIVERSITY SCHOOL OF MEDICINE
Department of Health Administration
Masters in Health Administration - 1986

DUKE UNIVERSITY SCHOOL OF MEDICINE
Department Of Biochemistry
Masters in Biochemistry - 1984

UNIVERSITY OF DELAWARE
School of Arts & Sciences
Bachelor of Arts in Biology - 1981

EXPERIENCE

Community Health Institute/JSI, Bow, NH September 2000 - present
Director

Provide technical assistance, training and evaluation to health and human service organizations to support the development of effective health care systems. Other professional experience includes:

North Country Health Consortium, Littleton, New Hampshire January 1998 - August 2000
Founding Director of rural health care network formed by four hospitals, two community health centers, two home health care agencies, a mental health and developmental services organization, and a community action program; initiated development of the Northern NH Area Health Education Center program.

Ammonoosuc Community Health Services, Littleton, New Hampshire November 1994 – December 1997
Operations Director of four site rural Community Health Center Network.

John Snow, Inc., Boston, Massachusetts October 1986 – July 1994
Consultant providing assistance in areas of health services research and evaluation, market research, financial analysis and program management.

Selected Planning & Management Projects:

New Hampshire Public Health Emergency Planning Technical Assistance and Training - Provide Technical Assistance to All Hazards Health Planning Regions to assist with all aspects of planning for pandemic influenza. Provide technical expertise in drafting regional Public Health Emergency Preparedness and Response Plans including a Pandemic Influenza Annex, Risk Communications, Medical Surge and All Health Hazards Plans.

NH DHHS, Community and Public Health Development Program - Project Director for initiative to provide technical assistance and training support to communities involved in development of improved local public health infrastructure, including capacity to respond to bioterrorism and other public health emergencies – worked with multiple partners to develop the New Hampshire Public Health Network and All Health Hazards Regions statewide.

Metrowest Community Health Care Foundation - Capacity and readiness assessment of seven municipalities in Metro-Boston for developing collaborative models for local public health service delivery.

Robert Wood Johnson Foundation - Project Director for New Hampshire Turning Point Initiative. Project purpose was to develop sustainable strategies to improve local public health capacity.

Maine Health Access Foundation (MeHAF) - Project Director and Facilitator for a visioning and planning process to initiate a multi-year, multi-phased initiative (the Integration Initiative) to transform the delivery of physical, mental health and substance use health care in Maine through better coordination and integration of these services.

Endowment for Health & UNH Institute for Health Policy & Practice - Project to improve access to health data for community health planning purposes; Led 10 community listening sessions and gathered information on other state approaches with an emphasis on web-based query and reporting systems.

Selected Research Projects:

National Network of Public Health Institutes and Robert Wood Johnson Foundation - Qualitative Assessment of Local and State Health Officials awareness of, interest in, and capacity to employ computer modeling for emergency preparedness.

Endowment for Health, Concord, NH - Study of the effect of New Hampshire's Community Benefits Law for Health Care Charitable Trusts. Cooperative effort with NHDHHS Office of Health Planning and the NH Office of the Attorney General.

Bureau of Health Professions, Rockville, Maryland - Study of the effect of AIDS Education and Training Centers on physician attitudes and practices; Comparative analysis of parallel CDC-funded study of the general primary care physician population.

Penobscot Nation Health Department, Old Town, Maine - Community Health Needs Assessment and Internal Program Assessment. Involved household surveys of health status, health behaviors, service utilization, and satisfaction.

Selected Program Evaluation Projects:

Beyond Influence/Greater Nashua Community Prevention Collaborative, Nashua, NH - Program Evaluator for regional coalition involved in statewide Strategic Prevention Framework (SAMSHA) initiative to prevent underage and binge drinking

Bridges to Prevention, Plymouth, NH - Program Evaluator for regional coalition involved in statewide Strategic Prevention Framework (SAMSHA) initiative to prevent underage and binge drinking

HRSA, BHP, NHSC - Conducted 5 year program data summary of the National Health Service Corps based on National Health Service Corps Uniform Data System (1999-2003).

Communities for Alcohol and Drug free Youth (CADY), Inc., Plymouth, NH - Program Evaluator for community-based coalition involved in multiple initiatives to promote positive and healthy school and community environments for youth.

Community Response Group (CoRe) - Meredith, NH - Program Evaluator for community-based coalition involved in multiple initiatives to promote positive and healthy school and community environments for youth.

NH Division of Alcohol & Drug Prevention & Recovery - Project Director for evaluation of state-wide ATOD prevention initiative involving multiple community-based coalitions implementing a range of programs including family strengthening, school-based education, mentoring and community action for environmental change.

SELECTED PUBLICATIONS & REPORTS

Rosenfeld, LA, Fox CE, Kerr D, Marziale E, Cullum A, Lota K, Stewart J, and Thompson MZ. "Use Of Computer Modeling For Emergency Preparedness Functions By Local And State Health Officials: A Needs Assessment". *J Public Health Management Practice*, 2009, 15(2), 96-104.

Stewart J, Kassler W, McLeod M. "Public Health Partnerships: A New Hampshire Dance". *Transformations in Public Health*, Winter 2002, Volume 3, Issue 3.

SELECTED BOARDS AND AFFILIATIONS

Bridges to Prevention, Leadership Board, 2010 - present

National Network of Public Health Institutes, Board of Directors, 2008 – present

New Hampshire Public Health Services Improvement Council, 2008 – present

American Lung Association-NH Leadership Council, 2008-9

New Hampshire Healthy People 2010 Leadership Council; Co-chair, 2000-2002

RACHEL S. KOHN, MSW, MPH

JSI/CHI, 501 South Street, Bow, New Hampshire 03304, 603-573-3305

rkohn@jsi.com

EDUCATION

SCHOOL OF THE MUSEUM OF FINE ARTS, BOSTON, MASSACHUSETTS
Graphic Design Certificate, December, 2008

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
M.P.H., Epidemiology, September, 1998

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK, BOSTON, MASSACHUSETTS
M.S.W., Macro Social Work, May, 1997

UNIVERSITY OF MASSACHUSETTS, AMHERST, MASSACHUSETTS
B.A., Social Thought and Political Economy, May, 1989

EXPERIENCE

Community Health Institute, Bow, New Hampshire
JSI, Boston, Massachusetts

Senior Consultant, November 1998 to present

Areas of technical expertise include: project management; needs assessment; program evaluation; survey research design and administration; technical assistance for program-level and client-level program implementation; all aspects of qualitative and quantitative data collection and management; grant writing, and report writing and dissemination. These technical skills are complimented by experience in graphic design with a focus on visual presentation of data and health communication strategies. Design projects have included annual reports, brochures, corporate identities, graphs and charts for presentations, logos, booklets, manuals, newsletters, web-design, posters, point of purchase displays and package design.

Selected Program Evaluation and Needs Assessment projects:

NH Tobacco & Obesity Policy Project

Evaluator for implementing high-impact public policy in the domains of licensed child care settings and public schools. TOPP evaluation activities included an annual needs assessment and survey of licensed childcare providers, evaluation of a 3-module training protocol, and an assessment of public school wellness policy adoption and implementation.

NH Immunization Marketing

Evaluator and graphic design consultant for the NH Immunization Program health marketing campaign that identified priority audiences, best-practice outreach strategies, partner communication channels and effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations.

Adolescent Substance Abuse Treatment Program

Provide data management and evaluation services for Child & Family Services' ASAT SAMHSA/CSAT-funded Assertive Adolescent Family Treatment (AAFT-2 & -3), a program designed to provide substance abuse treatment services New Hampshire adolescents in Merrimack, Hillsborough and western Rockingham counties.

Rockingham County Adult Drug Court

Development and implementation of a process and outcome evaluation plan and customized MS Access data collection system for this new Bureau of Justice Assistance-funded treatment drug court for non-violent addicted adult offenders.

Family-Based Prisoner Substance Abuse Treatment Program

Development and implementation of a process and outcome evaluation plan and customized MS Access data collection system for a Bureau of Justice Assistance-funded trauma informed-treatment and re-entry case management program for incarcerated women in five New Hampshire county correctional facilities.

Seacoast Youth Services

Design a utilization-focused evaluation plan for multiple programs provided by SYS including their Adolescent Substance Abuse Treatment program targeting high-risk youth and Project Adventure, a behavior modification program that uses proactive strategies to provide alternatives to high risk behaviors.

ONE Voice Youth to Youth

Work with the Dover, NH innovators of the Dover Youth Empowerment Model to establish evidence of program effectiveness. Evaluation enhancement efforts are funded by Center for Substance Abuse Prevention's Center for the Application of Prevention Technologies (CAPT) Service-to-Science program.

NH Strategic Prevention Framework State Incentive Grant

Evaluation and technical support provided for two of ten New Hampshire-based regional coalitions implementing the SPF protocol to address underage and binge drinking among youth and young adults in each region.

CAB Health and Recovery Services, Inc.

Evaluation consultant for substance abuse treatment and prevention programs including: MET/CBT-5; Essex County Juvenile Drug Court; Young Offenders Reentry Program; Women RISE; and Protect Encounter.

Legacy Foundation Low Income Smokers

Evaluation and dissemination of an innovative 2-year pilot study designed to enroll low income smokers into smoking cessation quitlines through financial services or workplace transition educational settings using the Ask, Advise, Refer approach with current smokers and help them to identify the financial implications of smoking tobacco.

NH Fit WIC

Evaluation consultant contracted by the New Hampshire Department of Health and Human Services, Nutrition and Health Promotion Section to develop an evaluation plan for the NH Fit WIC Program. Framed by a utilization-focused evaluation design that incorporated input from all stakeholders of the NH Fit WIC Program.

Youth Vision

Conduct a needs assessment and gap analysis of youth between the ages of 16 to 25 who are currently, or at one time, received out-of-home care through the Manchester NH district office.

Prairie Grove Health Study

Project Director for study designed to assess current and historical health exposure and status of children diagnosed with cancer living in Prairie Grove, Arkansas.

NH Environmental Public Health Tracking Program

Project management for the needs assessment, training and technical assistance for the NH DHHS Environmental Public Health Tracking program, including the development of an implementation and training plan for a comprehensive tracking and surveillance system.

Mobile Bay Mercury Study

Project Director for study designed to assess elevated rates of mercury in Mobile County residents and whether their exposure to mercury came from eating fish contaminated with mercury.

Selected Graphic Design projects:

United Way of Greater Seacoast: State of the Seacoast Report

Legacy Foundation Tobacco Education Training Manuals

Tools from the Field: Participant-Centered Techniques for Effective Training

Annual Public Health Conference Materials

Branding and Logo Designs

ASSOCIATIONS | BOARDS

American Evaluation Association
National Association of Drug Court Professionals
Amesbury Cultural Council

COMPUTER SKILLS

Adobe CS5 Creative Suite (Illustrator, Photoshop, InDesign, Flash, Dreamweaver)
MS Office Suite (Word, Excel, Publisher, Access)
Statistical Software (SPSS)
Social Network Applications (Facebook, Twitter, Google Docs, Skype, FaceTime)

KATHERINE ROBERT, MPA

JSI Research & Training, Inc. dba Community Health Institute,
501 South Street 2nd floor, Bow, New Hampshire 03304

krobert@jsi.com
(603) 573-3331

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
Master of Public Administration, 2009
Bachelor of Arts in Political Science, 2006

EXPERIENCE

JSI Research & Training Institute, Inc., Bow, New Hampshire

Project Manager, December 2007 to present

JSI provides consultation to health care organizations in the areas of health services delivery, public health, practice management, information for decision-making, and program evaluation. Clients include government agencies, public and private health care providers (hospitals, group practices, community health centers, family planning organizations, health maintenance organizations, community-based coalitions and social service agencies). JSI is a health care consulting firm working with clients in the public and private sectors. Since 1978, JSI has provided consulting, research and training services for agencies and organizations seeking to improve the health of individuals, communities and nations.

Spark NH Needs Assessment (*August 2012 – Present*) Work closely with the Spark NH Data Committee to finalize a needs assessment, document gaps, and identify policy and system recommendations for the NH Early Childhood System. This effort is in support of the Early Childhood Advisory Council's vision that all New Hampshire children and their families are healthy, learning and thriving now and in the future.

Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) Services (*May 2012 – present*) Recruit and hire qualified consultants to implement NAP SACC in targeted NH communities. Provide technical assistance to consultants during the project period through program recruitment support, logistical support, and implementation support. Conduct an evaluation of past NAP SACC interventions from the perspective of trained sites and trainers.

NH Immunization Marketing (*June 2010 to present*) Provides project coordination support, and works with the NH DHHS Immunization Program staff and community stakeholders to research, and assist in the development and implementation of a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Assists in the development of provider trainings, and provides technical support in planning an annual conference.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project (*April 2012 to present*) Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

NH Breast and Cervical Cancer Program Focus Groups (*April 2012 – Present*) Convened, facilitated, and summarized findings of four market research focus groups around promotional materials promoting breast and cervical cancer screenings. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for promotional materials development.

Dartmouth-Hitchcock Colorectal Cancer Screening Focus Groups (*April 2012 – June 2012*) Convened, facilitated, and summarized findings of two market research focus groups around six posters designed by the Dartmouth-Hitchcock Colorectal Cancer Screening Program. Finalized a

focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for promotional materials development.

Tobacco and Obesity Policy Project (*June 2010 to January 2012*) Provided project management support, and worked with NH DHHS Obesity Prevention Program and Tobacco Prevention and Control Program staff and partners to assist in the development of strategies and creation of trainings and materials for licensed childcare settings, schools, and workplaces to develop and adopt evidence-based guidelines around nutrition, physical activity, screen time, and tobacco exposure. Conduct qualitative research to inform process.

Dartmouth-Hitchcock Early Childhood Messaging Collaborative Focus Groups (*December 2011 to January 2012*) Convened, facilitated, and summarized findings of four market research focus groups around six logos and three graphic sets designed for the HNH foundation-funded Early Childhood Messaging collaboration. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for the logo and graphic development.

NH County Rankings Video Project (*September 2011 to December 2011*) Participated in a collaborative process of the NH State County Health Rankings Team to produce video vignettes focusing on state and local Public Health. Data from the NH County Health Rankings and the NH State Health Report were linked to stories gathered around the state that illustrate community actions to improve health or people impacted by improvements in public health. The video(s) will be used to educate and motivate individuals and communities into action to improve the health of their community and state.

Manchester Sustainable Access Project (MSAP) (*January 2008 to May 2011*) Provided administrative and logistical support to the MSAP project. The goal of MSAP is to design and implement an integrated community network of primary care for the city's most vulnerable populations by integrating mental health, dental and primary care services. MSAP attempts to enhance community access to Federal 330 grant funding and Medicaid enhanced reimbursement for providers through the expansion of the FQHC programs in the area.

Strategic Prevention Framework – Local Regional Evaluation (*January – March 2009*) Data entry and data analysis for surveys of four strategic prevention framework regions. Worked in SPSS to clean and analyze the data. Created summary reports to provide to the client.

Manchester Community Needs Assessment (*December 2008 to December 2009*) Provided logistical support to the project by serving as a liaison between the MSAP Data Committee and the Community Health Institute team. Assigned team roles, managed the budget, and defined key deadlines. Collected quantitative state and local data, as well as analyzed and summarized focus group and key informant survey data. Assisted in the development and editing of the final Needs Assessment Report.

New Hampshire Association for Justice, Concord, New Hampshire

Member Services Coordinator, July 2006 to November 2007

Managed all aspects of member services, including seminar and event planning and marketing. Managed association website, database and electronic mailing lists. Assistant editor of a quarterly scholarly journal for the trial bar. Responsible for soliciting and managing relationships with advertisers and event sponsors. Responsible for PAC development and other member service programs. Communicated and worked closely with the Board of Governors and committee chairs. Minor lobbying duties; monitoring hearings, communicating with legislators and staff as needed.

New Hampshire State Senate, Concord, New Hampshire

Senate Staff, May – July 2006

Worked in different capacities in the Senate Clerk's Office, transcribing verbatim minutes, as well as participating in session by organizing, docketing, and proofing bills. Assistant to Senator Robert Odell,

organizing and scheduling meetings. Secretary for the study committee on the leasing of Mt. Sunapee. Responsible for scheduling and organizing meetings, as well as creating the final report of the committee.

New Hampshire State Senate, Concord, New Hampshire

Intern, January – May 2006

Interned for Senate Majority Leader Robert E. Clegg, Jr. Performed research for legislation, wrote speeches, and testified on behalf of Senator Clegg at public hearings.

PROFESSIONAL ASSOCIATIONS

NH Public Health Association, Board of Directors, 2012 - Present

- Membership Committee – 2012 - Present

COMPUTER SKILLS

Proficient in Adobe InDesign CS5.5, Adobe Illustrator CS5.5, Microsoft Word, Excel, and Publisher. Working knowledge of Microsoft Access, QuickBooks, Adobe Photoshop, and SPSS.

KARYN DUDLEY MADORE

Community Health Institute/JSI Research & Training Institute, Inc., 501 South Street, 2nd floor, Bow, New Hampshire 03304
(603) 573-3305 kmadore@jsi.com

EDUCATION

UNIVERSITY OF SOUTH FLORIDA, TAMPA, COLLEGE OF PUBLIC HEALTH GRADUATE CERTIFICATE PROGRAM
SOCIAL MARKETING AND PUBLIC HEALTH PROGRAM IS OFFERED TO EXPERIENCED HEALTH EDUCATORS OR OTHER PUBLIC HEALTH PROFESSIONALS WHO WISH TO DEVELOP THE SKILLS NEEDED TO DEVELOP, IMPLEMENT AND EVALUATE SOCIAL MARKETING PROGRAMS. THE CERTIFICATE PROGRAM EMPHASIZES THE TRANSLATION OF THEORY AND KNOWLEDGE INTO EVIDENCE-BASED PRACTICE. (ANTICIPATED GRADUATION SPRING 2013)

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
M.Ed. 1995

PLYMOUTH STATE COLLEGE, PLYMOUTH, NEW HAMPSHIRE
B.S., 1987

EXPERIENCE

Community Health Institute/JSI Research & Training Institute, Inc., Bow, New Hampshire
Operations Director, August 1998 to present

Operations Director

Serve as Operations Director for the JSI-NH office, d.b.a. Community Health Institute. Provide operational oversight of office functions and operations including project and support staff workload division, professional and skill development and liaison to other JSI offices and departments.

NH Tobacco Addiction Treatment Services (TATS) – SFY2001 - Present

Serve as Project Director for the NH TATS project, which is a follow on to the NH Tobacco Use Cessation and Counter Marketing Project completed in FY07. This contract serves as the hub for the NH Tobacco Resource Center, which incorporates: 1) the NH Smokers' Helpline offering free and confidential counseling and services in English, Spanish and Portuguese; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) www.trytostophn.org, a web-based resource for NH tobacco users and 4) QuitWorks-NH a resource for NH clinicians working with their patients to quit using tobacco by providing them with a single portal for referring their patients who use tobacco for state-of-the-art treatment (www.quitworksnh.org). This initiative also includes the continued development of a consortium of health insurers who are willing to promote TTS-NH to their subscribers directly and endorse QuitWorks-NH to their contracted health care providers.

Expand and Promote Try-To Stop Resource Center

Serve as Project Director to expand and promote the NH Tobacco Helpline. With funding from the American Recovery and Reinvestment Act (ARRA), this project includes a population based media campaign that promotes free Nicotine Replacement Therapy (NRT) kits to a variety of audiences, including a pilot with employees of the Department of Transportation and their families, and then the entire state of NH. A variety of media will be used to promote the NH Tobacco Helpline including radio, TV, newspaper, bus and web advertising. Additionally, the plan includes a pilot project to implement systems change through Families First, where they will implement an electronic referral form to contact the Helpline rather than the fax referral currently in place.

NH Immunization Marketing

Serve as Project Director to develop a creative health marketing campaign, for the NH Immunization Program, that identifies priority audiences, best-practice outreach strategies, partner communication channels, effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations and increase NH immunization rates. The team will review existing state and national materials, and create new graphics and logos.

NH Tobacco & Obesity Policy Project

Serve as Project Director to implement a feasibility assessment for implementing high-impact public policy in three identified domains of licensed child care settings, public schools and workplaces. This assessment is timely and a critical opportunity for NH stakeholders to engage in a collaborative educational process that will likely result in strengthening regulatory rules, implementation of high-impact public policy access strategies, educating municipalities and legislators and building stronger public health partnerships.



NH County Rankings Video Project -MATCH

Co-Lead the process to collaborate with the NH State County Health Rankings Team to produce one or more 10 minute videos. The video(s) will focus on Public Health in NH as it relates to the NH County Health Rankings and the NH State Health Report. Data from the reports will be linked to stories gathered around the state that illustrate community actions to improve health or people impacted by improvements in public health. The video(s) will be used to educate and motivate NH individuals and communities into action to improve the health of their community and state

New Hampshire Public Health Emergency Planning Technical Assistance and Training

Co-created the development and implementation of a Public Information Officer Training for public health and safety officials and representatives of human service organizations likely to be called upon to fill a Public Information Officer (PIO) role in a public health event. The goal of this Regional PIO Training is to strengthen the communication skills of individuals to perform the role of a PIO in a public health emergency, including but not limited press releases, speaking with the press, key messaging, and audience definition. The training s continues on an as needed basis.

Communication Training

Researched, customized and implement a social communication training to help individuals identify their personal communication strengths and weaknesses in times of stress through interactive workshops. This training is an effective tool in organizational and leadership development, team building, and career planning and conflict resolution. To date this training has been provided to the following organizations: NH Tobacco Prevention and Control Program, NH Red Cross Granite Chapter, Community Health Institute, MIT Medical and JSI and continues to be offered by request.

Massachusetts Institute of Technology, Medical Department

Contracted to conduct a customer service assessment and training as part of an overall focused practice review resulting in the development of a customized customer service training to employees of the MIT Medical Department, building on the training originally developed for the OB/GYN service by customizing it to use in other services and to provide training sessions to employees of the MIT Medical Department.

NH Tobacco Use Cessation and Counter Marketing (TUCCM)

Served as Program and Media Manager for the NH TUCCM project completed June 30, 2007. This project incorporated three major components: 1) the toll free NH Smokers' Helpline offering services in English, Spanish and Portuguese through which smokers and other citizens of NH receive information on any aspect of tobacco and may be referred to state-of-the-art prevention and tobacco treatment resources, if appropriate; 2) the promotion of the NH Smokers' Helpline through a variety of traditional and non-traditional media outlets; and 3) a Tobacco Education Clearinghouse.

NH Try-To-STOP TOBACCO Resource Center

Served as Program Manager for the NH Try-To-STOP TOBACCO Resource Center, which incorporated three major components: 1) the Tobacco-Free Helpline offering services in English, Spanish and Portuguese through which smokers and other citizens of New Hampshire receive information on any aspect of tobacco and may be referred to state-of-the-art prevention and tobacco treatment resources, if appropriate; 2) the www.trytostop.org web site, home of the Quit Wizard, a self-guided, evidence-based Internet smoking cessation program; and 3) a Tobacco Education Clearinghouse.

Tobacco Technical Assistance and Development (TA)

Served as Project Director and TA Coordinator to develop and implemented a comprehensive needs assessment and strategic planning process that allowed the NH Tobacco Prevention and Control Program and its community partners to maximize the impact of limited resources with an emphasis on those who are most disparately impacted by tobacco. Concurrently, this project provided TA to existing NH tobacco cessation coalitions and utilized the data collected through the needs assessment to fund additional NH tobacco coalitions around the state.

The Circle Program, Plymouth, New Hampshire

Volunteer Coordinator/Mentor, August 1995 to August 1997

PROFESSIONAL ASSOCIATIONS

Circle Program, Mentor, 1993 to present

Concord Area Red Cross Board of Directors: 2001–2007, Vice-Chair, 2004–2005, President, 2005–2007

Comprehensive Cancer Collaborative Tobacco Prevention Workgroup

Tobacco Health Systems Change Collaborative 13 Workgroup Member – 13 States, CDC Funded

CDC Media Network Representative for NH

MSA Violation Monitoring National Workgroup



MARTHA BRADLEY, MS

Community Health Institute/JSI Research & Training Institute, Inc., South Street Bow, New Hampshire 03304 (603) 573-3318

EDUCATION

SPRINGFIELD COLLEGE, MANCHESTER, NEW HAMPSHIRE
M.S., Human Service Administration, May, 2001

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
B.A., Psychology, May, 1987

EXPERIENCE

Community Health Institute/JSI Research & Training Institute, Inc., Bow, New Hampshire

Project Manager, December 2002 to present

Areas of technical expertise include: Project management and implementation, health education and material development, training, and qualitative research.

Selected projects:

Dartmouth-Hitchcock Colorectal Cancer Screening Program Focus Groups, April 2012 – Present

Convene, facilitate, and summarize findings of four market research focus groups for eight posters promoting colorectal cancer screenings to low-income seniors over age 65 insured by Medicare. Wrote scripts, developed relevant recruitment and logistical materials, and developed final report with recommendations for materials development.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project, April 2012 to present Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

Tobacco and Obesity Policy Project, June 2010 to December 2011

Worked with NH Department of Health and Human Services, Tobacco Prevention & Control Program and Obesity Prevention Program staff and partners to develop strategy and create training and materials for licensed childcare settings and schools to adopt national standards around nutrition, physical activity, screen time, and tobacco exposure. Conducted focus groups and key informant interviews to child care professionals and developed baseline and follow-up survey to assess changes to policies.

NH Immunization Marketing, June 2010 to present

NH Department of Health and Human Services, NH Immunization Program: Work with community stakeholders to research, develop, and implement a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Develop and conduct provider trainings, and provide technical support in planning an annual conference, secure continuing education credits for professional development programs.

Engaging Smokers in Cessation through Financial Assistance Program, June 2009 to present

Through funding from the American Legacy Foundation coordinated with financial assistance programs in NH and RI to implement a demonstration project to connect low-income individuals who smoke with evidence-based cessation services. Trained credit counselors to assess smoking status of all clients, advise on the high personal costs of smoking and impact on their budget and refer clients to the state's quitline and developed tools to track progress of project. Project findings presented at poster sessions at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2010 and the National Institute on Drug Abuse 8th annual conference, *Blending Addiction Science and Practice: Evidence-Based Treatment and Prevention in Diverse Populations and Settings*, April 2010.

Training Oral Health Providers to Motivate Patients to Quit Smoking, October 2005 to present

Year one of this project included planning and convening phase to assess the readiness of oral health providers to engage patients who use tobacco in a brief intervention. Data was collected through key informant interviews, focus groups, literature review and a curricula search. Wrote report with recommendations. In subsequent years, recruited practices and conducted over 60 trainings reaching over 500 oral health professions on an evidence-based model for reaching tobacco users in a practice setting.



Healthy Eating Active Living, June–December 2007

Facilitated a strategic planning process with NH worksite representatives to draft statewide recommendations to increase healthy eating and active living for NH employees. Reviewed the literature. Coordinated statewide NH conference to present the strategic plan to reduce obesity rates for NH children and adults with over 200 stakeholders present.

Tobacco & Literacy in NH: A Pilot Program for Young Adults, October 2006 to December 2007

Through funding from the American Legacy Foundation coordinated with three Adult Education Programs in NH to develop and pilot test three lessons that advanced adult literacy skills and tobacco knowledge to adult learners. Disseminated lesson plans to national adult literacy and tobacco control programs. Presented findings at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2008 and the NH Conference for Adult Educators in February 2007. Abstract accepted at the ACCESS 08 Conference.

NH HIV Logistics and Capacity Building, July 2006 to June 2008

Provided logistical and capacity building support for the NH HIV/STD community planning process and for funded HIV Prevention Services agencies during the fiscal years 2006, 2007 and 2008.

Smoking Cessation: State-of-the-Art Tobacco Treatment, July 2004 to June 2006

Provided project management for the NHDHHS, Tobacco Prevention and Control Program. Recruited and trained 120 healthcare clinical sites to assist patients who use tobacco in the 5A tobacco treatment model and provided technical assistance to sites to adopt the recommendations in the Public Health Services' *Clinical Practice Guideline, Treating Tobacco Use and Dependence*. Track results of the intervention with baseline and post surveys using SPSS.

Tobacco Free in the Queen City, September 2004 to December 2005

Provided project management to the NH Chapter of March of Dimes in partnership with the Elliot Wellness Center to train health and human service providers serving pregnant women or new families in the 5A tobacco treatment model through the Elliot Health Systems. Trained and provided technical assistance to staff from various programs or departments.

Smoking Cessation for Women of Reproductive Age: State-of-the-Art Tobacco Treatment, December 2002 to June 2004

Provided project management for the NHDHHS, Tobacco Prevention and Control Program in partnership with Southern and Northern NH Area Health Education Centers and the NH Foundation for Healthy Communities. The goal of the project was to increase the capacity of NH health providers serving perinatal and reproductive age women to systematically provide effective smoking cessation interventions in their clinical setting. Responsibilities included: contract monitoring, recruitment and training of health educators to deliver the guideline-based tobacco treatment intervention and the recommended practice improvements to both publicly and privately funded clinical sites throughout NH. Promoted and recruited the clinical sites, designed training materials and survey tools. Monitored project.

Technical Assistance for Coalition Development, September 2003 to July 2004

Provided technical assistance and guidance to two NHDHHS, Tobacco Prevention and Control funded community coalitions on best practices and to increase their coalition's membership and advance their work plan objectives.

PRESENTATIONS

Presented Poster at Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in 2008 & 2010.

Presented Poster and presentation at the Break Free Alliance conference, *Promising Practice to Eliminate Tobacco Related Disparities: the Power of Communities*, April 2012.

Presented workshop at the annual NH Emergency Preparedness Conference 2010, 2011 & 2012.

OTHER EDUCATION

National Institutes of Health, Office of Extramural Research, Protecting Human Research Participants, September 2009

New Hampshire Department of Safety, Division of Fire Standards and Training:

IS-700: NIMS an Introduction, January 2009

IS-100: Introduction to ICS, January 2009

Public Information Office, April 2009

Homeland Security Exercise & Evaluation Program (HSEEP) Training Course, December 2008

Attended National Conference on Tobacco or Health, Minneapolis, MN, 2007

Attended World Tobacco Conference, Washington, D.C., 2006

Completed *Motivational Interviewing* workshop at Health Education and Training Institute, Portland, ME, 2005

Attended National Tobacco Conference, Boston, MA, 2004



HEATHER BRACK

JSI, 44 Farnsworth Street, Boston, MA 02210

(617)482-9485

hbrack@jsi.com

EDUCATION

MASSACHUSETTS COLLEGE OF ART, BOSTON, MASSACHUSETTS

Graphic Design, Interaction Design, and Computer Arts coursework, ongoing

PRESENTING DATA AND INFORMATION ONE-DAY COURSE BY EDWARD TUFTE

Effective use of graphics, animation and text in effective information design and presentation

SMITH COLLEGE, NORTHAMPTON, MASSACHUSETTS

B.A., Biological Sciences & Spanish Literature

TECHNICAL SKILLS

Experienced: HTML, XML, CSS, Adobe Creative Suite5, MS Office suite, QuarkXPress, Flash, CampaignMonitor, social media applications.

Good working knowledge: Premiere Pro, JavaScript, Captivate

EXPERIENCE

JSI, Boston, Massachusetts

Assistant Webmaster, 2010 – present

Designs and develops new front-end websites. Develops templates and stylesheets for new websites and newsletters.

Edits and prepares multimedia content for websites. Provides technical assistance and training on use of software used to maintain sites and support users by developing documentation and assistance tools. Assists the Webmaster with maintenance of intranet site for John Snow, Inc. (JSI) and World Education (WEI).

www.famplan.org

Designed and built site for Region I Title X Family Planning Training Center (RTC) to provide a central location for training information for both live and online family planning trainings in Region I, and to help reproductive health care providers and organizations easily find resources to improve their client services. Designed and developed newsletter template and manages monthly news dissemination via CampaignMonitor. Prepares and posts video content to site. Performs ongoing site maintenance for the RTC.

www.tfh.jsi.com

Designed and built English and Ukrainian versions of Together for Health site. Liased with project staff to facilitate develop website goals and necessary content. Together for Health builds the technical capacity to reduce the number of abortions, unintended pregnancies, and incidence of sexually transmitted infections through improved provision of and access to quality reproductive health (RH) and family planning (FP) services supported by both public and private sectors in Ukraine.

trytostopnh.org

Prepares video content for website and assists NHTPCP staff with content updates as needed. New Hampshire's Tobacco Prevention & Control Program (TPCP) implements tobacco control strategies recommended by the Centers for Disease Control and Prevention (CDC) Best Practices. These strategies include state and community interventions, health communication interventions, cessation interventions, surveillance and evaluation and administrative and management infrastructure.

<http://bphcdata.net/html/bphctraining.html>

Created mini-site for Bureau of Primary Health Care (BPHC) clients for dissemination of training information and online training modules. Performs periodic updates to the site. JSI provides training and technical assistance to grantees, works with BPHC and system developers to enhance data collection and reporting functions, and provides analytic support to the BPHC in interpretation of BPHC program data to support management of the Health Center Program.

www.uhep.jsi.com

Designed and built site for Ethiopia Urban Health Extension Program (USAID/UHEP), in accordance with USAID guidelines.

Web Specialist, 2006 – 2009

Assisted the Web Services team with maintenance of intranet site for John Snow, Inc. (JSI) and World Education (WEI). Designed, developed, and maintained new front-end websites. Provided technical assistance and training on use of software used to maintain sites and support users by developing documentation and assistance tools. Prepared design and specification documents. Performed quality assurance and debugging activities for all deliverables. Participated in quality improvement efforts targeting the external and internal web sites. Researched products to be used in websites.

<http://isesweb.org/>

Designed and built site for the International Society of Exposure Science (ISES). Facilitated development and design process with staff liason and ISES committee members. Trained staff to maintain site. ISES is committed to creating a safer and healthier world by advancing exposure science and promoting the use of exposure science in the fields of public, occupational, and environmental health.

www.agsp.worlded.org

Designed and built Ambassadors' Girls' Scholarship Program (AGSP) site and incorporated content provided by project staff. AGSP provides comprehensive support for girls' education in the form of scholarships, mentoring, and parent and community awareness programs to promote and support girls' education, and awareness activities to prevent and mitigate the spread of HIV and AIDS.

www.datachatt.jsi.com

Designed and built website for The National HIV Data and Technical Assistance and Training Center (dataCHATT) to meet requirements detailed by project staff. dataCHATT is a training and technical assistance (TA) service to help Ryan White HIV/AIDS Program grantees improve collection, quality, reporting and utilization of their program data. We work with grantees to assess data TA and training needs and provide support to HRSA's HIV/AIDS Bureau (HAB) and its grantees through distance learning, on-site TA and training, and electronic and written materials.

www.ipp.jsi.com

Adapted project design requirements for the web and built site for Region I Infertility Prevention Project (IPP). Designed and developed print materials for providers that are posted on the site and trained project staff to maintain site. The IPP website provides information about activities, research, guidelines, and projects for IPP partners and participants. The Region I Infertility Prevention Project is part of the National Infertility Prevention Project, dedicated to promoting chlamydia and gonorrhea screening and treatment for sexually active women attending family planning, sexually transmitted disease (STD), and other women's healthcare clinics.

www.nfhp.org.np

Built website for the Nepal Family Health Program II (NFHP) per design collaboration with project staff. Trained Nepalese staff to maintain site. NFHP works to improve the delivery and use of basic public sector family planning, maternal, newborn, child health, and literacy/life skills services, in a manner that builds local capacity and encourages stakeholder collaboration.

www.mali.worlded.org

Built website for World Education Mali and worked with staff to develop parallel version of the site in French. World Education Mali works through local NGO partners who understand their communities and the most pressing issues therein. Current programs address basic education and girls and women's education.

www.hanan.jsi.com

Designed and built Hanan site and incorporated content provided by project staff. The Hanan Maternal and Child Health and Nutrition project benefited women of reproductive age and children under 5 living in the West Bank and Gaza, by improving their access to quality maternal and child health and nutrition (MCHN) services and by promoting positive household and community MCHN-related behaviors; and by providing technical support and strengthened service delivery for partner clinics and hospitals.

World Education, Boston, Massachusetts

SABES Data & Publications Coordinator/ Web Designer, 2005 – 2006

Maintained a number of Literacy Division project web sites and collaborated on the development of new project sites.

www.sabes.org/hotline/

Lead successful project on creation of searchable online Hotline database, working closely with consultants on all aspects including content, timeframe, technical aspects, and publicity. Facilitated transfer of Hotline operations to call center, determined data transfer and fields and created documentation for database structure and function. The Massachusetts Adult Literacy Hotline provides referrals to over 300 adult education programs that offer one-on-one tutoring, small-group or classroom instruction to adult learners.

www.collegetransition.org

As webmaster for National College Transition Network (NCTN), maintained and updated site with new content as requested and worked with program coordinator to grow the site along with the project. The NCTN provides resources and support to adult basic education providers nationwide who wish to implement an effective college transition program in their communities.

Designed SPSS database for data analysis of SABES 3-yr Math Initiative Environmental Scan surveys. Created training materials and trained new staff in Hotline support and database management, publications system. Edited and formatted curriculum, training, and other materials. Tracked project budget and expenses. Assisted with proposal production and compiled data for major reports.

EUGENIE COAKLEY

JSI, 44 Farnsworth Street, Boston, Massachusetts 02210 (617) 482-9485

ecoakley@jsi.com

EDUCATION

HARVARD SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
M.P.H., 1994

BOSTON UNIVERSITY, BOSTON, MASSACHUSETTS
M.A., Statistics, 1987

FRAMINGHAM STATE UNIVERSITY, FRAMINGHAM, MASSACHUSETTS
B.S., Mathematics, 1983

HARVARD EXTENSION SCHOOL CAMBRIDGE, MASSACHUSETTS
Coursework in Environmental Science, 2008–2010

EXPERIENCE

JSI, Boston, Massachusetts
Biostatistician/Senior Consultant, 1999 to present

Current projects:

Maine Health Access Foundation's Mental Health Integration Project (2010-) – Quantitative lead for the JSI team performing the cross-site evaluation of the effectiveness of this multi-year effort to integrate mental health and primary care services in over 20 care settings. Develop and implement the collection of process and outcome measures, provide technical assistance, track the quality of the data collected, and provide a multi-level analysis of the data (pairing the quantitative measures with qualitative information from site visits and other sources).

Greater Rochester, NY Healthy Weight Initiative (2009-2012) – Senior consultant and statistician for this evaluation of a multi-level (youth, teachers, parents, pediatricians), multi-component (schools, day care, clinical, home) intervention aimed at reducing the rate of childhood obesity in Monroe County. Lead for analytic planning, data collection protocol development and implementation, analysis of BMI and physical activity data, synthesizing qualitative and quantitative data.

Teen Pregnancy Prevention (2006-2012) – Project Director of the cross-site, longitudinal evaluation of 18 programs in Massachusetts implementing science-based TPP curricula with adolescents. Provide technical assistance to sites regarding pre-post test process, logic models, data analysis, as well as training sessions. Developing data processing methods and supervising data entry staff. Creating data analysis/programming plan for the cross-site evaluation and implementing the statistical analysis and reporting of results.

Consulting – Statistical consultant for a variety of projects, on topics ranging from sample size and power calculations, complex survey design and weighted analysis, quality measurement, longitudinal analysis, programming, and program evaluation technical assistance. Currently supporting sample size and experimental design of JSI's **malaria supply chain monitoring and evaluation programs** in Africa (USAID funded), the **New Hampshire Environmental Public Health Tracking Communication Plan** project, and the **Massachusetts Asthma Surveillance** project (developing consistent prevalence estimates across data sources).

Recent key projects:

MTCT-Plus Program (2004-2010) – Operations Director for JSI's Data Management Center of Columbia University's MTCT-Plus program, which bring multidisciplinary care to HIV+ women and their families in 13 countries in Africa and Thailand. For 5 years, supervised programming and data processing staff that created an integrated system of monthly processing of medical records and reporting. This system was responsive to both the needs of the Columbia Secretariat as well as the Site medical and program staff. For the last 2 years, responsible for providing advanced SAS programming and statistical consultation, including a survival analysis of mother-to-child transmission of HIV using program data.

Women of Color Access to HIV Care (2007-2008) – Performing qualitative analysis of interviews with key staff of 50 effective programs as well as development of searchable database of published literature on the topic of improving access to care for women of color living with HIV-AIDS. The purpose of this project is to identify interventions that work to improve access, engagement, and/or retention in care and to provide a way for other organizations to become aware of these interventions.

Department of Defense (2006–2007) – Evaluated the effectiveness of the Post-Deployment Re-Assessment (PDHRA) Program for Service Members returning home from Iraq and Afghanistan. Tasks included designing a small validity study, at two Army bases, to examine the quality of the mental health screening tool; analysis of over 2 million PDHRA assessments to determine the association between symptom self-report and referral to care by health providers.

PRISM-E Study RCT (1999–2004) – Research and Operations Director for this SAMHSA-funded 6-year multisite clinical trial, evaluating whether an integrated or referral system of mental health and alcohol abuse care most benefits (over 2,000) older adults. JSI and Harvard Division on Aging formed the project Coordinating Center. Co-wrote the study protocol and process evaluation, performed site visits to monitor protocol fidelity and offer technical assistance, train site research assistants, develop and implement the randomization process, supervise data processing and programming staff, develop SAS software to clean the data, design analytic database, provide statistical consultation, data analysis and programming, and writing for manuscripts for peer-review publication.

ACADEMIC APPOINTMENTS

Harvard Medical School, Cambridge, Massachusetts
Research Associate in Medicine, 1996–1999

Harvard School of Public Health, Boston, Massachusetts
Department of Epidemiology, 1994–1995, Department of Nutrition, 1996–1999
Project Coordinator

Co-Director of the Boston Obesity/Nutrition Research Center – Epidemiology and Biostatistics Core: performed statistical analyses on longitudinal and cross-sectional data sets to determine the effect of body weight and physical activity on health and well-being. Published and presented papers on these topics; lead Core’s working group, advised/supervised other researchers and students on substantive, statistical, and SAS programming and Access database development issues. Assisted in the development of grant proposals and renewals.

University of Massachusetts, Boston, Massachusetts
Department of Management Sciences and Information,
Instructor of Statistics, 1987, 1994

Taught Quantitative Analysis I and II – courses that introduce business students to basic statistical methods – graphing, descriptive statistics, hypothesis testing, regression, chi-square tests, and ANOVA.

OTHER PROFESSIONAL | MAJOR VISITING APPOINTMENTS

Blue Cross Blue Shield, Massachusetts
Senior Research Associate, Strategic Planning Division, 1991–1992

Manager of Modeling and Analytic Support Unit within Strategic Planning. Responsible for all analytic work supporting strategic and corporate planning; statistical market research (including survey design, sample size calculation), enrollment forecasting, economic analysis. Supervised two analysts. Served on: Market Research Committee; Service (TQM) Committee – Co-chair; Marketing Systems Development Committee.

Blue Cross Blue Shield, Massachusetts
Program Manager, Health Programs Development Division, 1986–1991

Key projects included: development of the AIDS Case Management Program (1st insurer in MA to offer one); evaluation and revision of the second surgical opinion program, and managing the small area analysis project. Participated in the design, implementation, and/or software/analytic development of several other programs, including the PPO and POS product lines, the customer satisfaction and retention project, and the new claims processing system.

Budget Form

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

JSI Research and Training
Institute, Inc. dba Community

Bidder/Program Name: Health Institute

Environmental Public Health
Tracking Program's
Data Utilization and Outreach -

Budget Request for: Amendment

(Name of RFP)

SFY 2013 (January 1, 2013 - June

Budget Period: 30, 2013)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 30,915.85	\$ -	\$ 30,915.85	
2. Employee Benefits	\$ 11,748.02	\$ -	\$ 11,748.02	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 989.31	\$ -	\$ 989.31	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 1,545.79	\$ -	\$ 1,545.79	
6. Travel	\$ 250.00	\$ -	\$ 250.00	
7. Occupancy	\$ 3,091.58	\$ -	\$ 3,091.58	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,004.77	\$ -	\$ 1,004.77	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ 618.32	\$ -	\$ 618.32	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Meetings/Trainings	\$ 500.00	\$ -	\$ 500.00	
Indirect: Information Systems (3%)	\$ -	\$ 1,534.91	\$ 1,534.91	Indirect costs include: Information Systems (3% of Total Direct), HR (2% of TD), General Admin (2% of TD), Payroll/Accounting (3% of TD)
Indirect: HR (2%)	\$ -	\$ 1,023.27	\$ 1,023.27	
Indirect: General Admin (2%)	\$ -	\$ 1,023.27	\$ 1,023.27	
Indirect: Payroll/Accounting (3%)	\$ -	\$ 1,534.91	\$ 1,534.91	
TOTAL	\$ 51,163.64	\$ 5,116.36	\$ 56,280.00	

Indirect As A Percent of Direct

10.0%



Nicholas A. Toumpas
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4988 1-800-852-3345 Ext. 4988
Fax: 603-271-7623 TDD Access: 1-800-735-2964



José Thier Montero
Director

March 13, 2012

APPROVED F/C _____
DATE _____
APPROVED G&C #67
DATE 4/18/12
NOT APPROVED _____

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, Bureau of Public Health Statistics and Informatics, Environmental Public Health Tracking Program, to enter into an Agreement with JSI Research and Training Institute, Inc. dba Community Health Institute (Vendor #161611 B002), 501 South Street, Second Floor, Bow, New Hampshire, 03304, to identify the needs of its target audience and then to create, implement, and evaluate a marketing outreach plan to make disease prevention products and services available to the target audience to be effective April 18, 2012 or date of Governor and Council approval, whichever is later, through December 31, 2012, in an amount not to exceed \$99,916.00. Funds are available in the following account for SFY 2012 and SFY 2013, with authority to adjust amounts if needed and justified, between State Fiscal Years.

05-95-90-900010-5173 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH STATISTICS AND INFORMATICS, ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM

Fiscal Year	Class/Object	Class Title	Job Number	Total Amount
SFY 2012	102-500731	Contracts for Program Services	90041000	\$26,131.60
SFY 2013	102-500731	Contracts for Program Services	90041000	\$73,784.40
			Total	\$99,916.00

EXPLANATION

The Environmental Public Health Tracking Program makes available information on sources of environmental contamination (industrial chemicals, etc) in media such as air and water in ways that allow for comparisons with adverse health outcomes such as asthma, heart attacks, and cancer. By better understanding these relationships, the intent of this program is to improve the health of the public by reducing environmentally related illness and disease.

Because the Environmental Public Health Tracking Program is relatively new, it is important that the target audience who could most benefit from this information is identified and that information is presented to them in a way that is most likely to be acted upon. Therefore, the objective of this contract is to better understand the needs of the target audience and then to create, implement, and evaluate an outreach plan that will make disease prevention products and services (web-based health information, written environmental health issue briefs, oral presentations and training sessions) available to those who will use them. It is expected that this objective can be met by completing four main contract deliverables as summarized below.

Deliverable #1 requires the contactor to review the current Environmental Public Health Tracking Program communications plan for its ability to present key national and state environmental health messages to the target audience. Deliverable #2 calls for the contractor to evaluate target audience needs, including a review of past efforts to identify target audiences, suggest changes to the makeup of the target audience, and work with the target audience to see how well the existing Environmental Public Health Tracking Program services are meeting their needs.

Deliverable #3 will be the development of a feedback process so that members of the target audience can deliver timely feedback in order that Environmental Public Health Tracking Program services can be tailored to better meet the needs of the audience, and deliverable #4 will be the development and testing of an outreach plan. The outreach plan, to be based on knowledge gained through completing the first three deliverables, will be in essence a marketing strategy for ensuring that the target audience increases its utilization of the Environmental Public Health Tracking Program products and services.

Should Governor and Executive Council not authorize this request, the Environmental Public Health Tracking Program will not know if it is connecting with its intended target audience in ways that create an efficient transfer of knowledge, and therefore an opportunity to ensure that state provided disease prevention services are meeting their intended purposes will be lost.

JSI Research and Training Institute, Inc. was selected for this project through a competitive Request for Proposal. The Request for Proposal was released to vendors via a posting on the Department of Health and Human Services website for soliciting Request for Proposals on February 13, 2012. In addition, five marketing vendors were notified by email, using the Environmental Public Health Tracking Program vendor list.

There were two responses to the Request for Proposal, which were then reviewed by a four member Review Team. The four reviewers are Department of Health and Human Services staff and have between five and twenty plus years experience in managing agreements with vendors for various public health programs. In addition, three reviewers have experience in environmental health and managing environmental health programs, including grants and information technology contract management. Proposals were scored by taking an average of all reviewers' scores. Eastern Research Group submitted a slightly lower bid; however, JSI Research and Training Institute, Inc dba Community Health Institute was selected because they demonstrated a stronger understanding and capacity of marketing and outreach needed for this project. The proposal submitted by JSI Research and Training Institute, Inc. dba Community Health Institute, received the highest score and was selected. The vendor's proposal demonstrated that it is the best qualified bidder to deliver the service. The Request for Proposal scoring summary is attached.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for one additional year, 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 the Contractor for these services.

The following performance measures will be used to measure the effectiveness of the agreement.

By July 31, 2012 produce a report that assesses the strengths and weaknesses of the current communication plan, produce a report on recommended processes and approaches that will improve the current communication plan with focus to the target audience, and complete assessment surveys and focus groups that will evaluate target audience needs.

By December 31, 2012 design and implement a user feedback system; and create, implement, and evaluate a comprehensive outreach plan to increase the number of users of Environmental Public Health Tracking Program products and services.

Area served: Statewide.

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

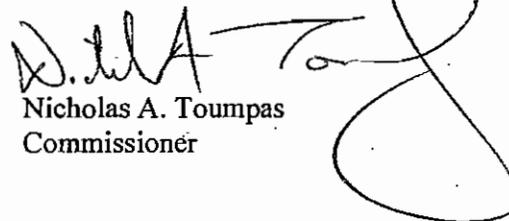
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/elb