

Jeffrey A. Meyers
Commissioner

Deborah H. Fournier
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID SERVICES
BUREAU OF DEVELOPMENTAL SERVICES

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August 29, 2017

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

REQUESTED ACTION

- (1) Authorize the Department of Health and Human Services, Office of Medicaid Services, Bureau of Developmental Services, Special Medical Services, Partners in Health Program to provide training for Department staff, contractors, and others who serve children and families with various special health care needs and complex conditions to implement family support services that will meet the "Standards of Quality for Family Strengthening & Support" on September 27, 2017, at the Audubon Center, in Concord New Hampshire for a total training cost not to exceed \$4,500, effective upon Governor and Executive Council approval through October 31, 2017. 100% Federal Funds.
- (2) Subject to approval of Requested Action #1, authorize the Department to make a **sole source** payment to Family Support New Hampshire, Concord, NH, 03301 (Vendor Number TBD) \$4,500 for purchasing the food, venue, logistics, and training materials and for paying the trainers. The Department will only pay the Vendor upon successful completion of the training.

Funds to support this request in State Fiscal Year 2018 are available in the following account:

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

Class/Object	Class Title	Activity Code	Amount
021-500211	Food Institutions	93017858	\$720
067-500557	Training of Providers	93017858	\$2,160
067-500560	Training of Providers	93017858	\$1,620
	Total		\$4,500

EXPLANATION

This action is **sole source** because Family Support New Hampshire is the only vendor in New Hampshire that is certified by the National Family Support Network to provide the "Standards of Quality for Family Strengthening & Support" training. Family Support New Hampshire will be providing the certified trainers, logistics coordination, materials (including binders, handouts, certificates and activity supplies), and meals. (See attached Training Cost Itemization.)

This training will assure that New Hampshire Department of Health and Human Services staff, contractors, and other providers are offering family support services to individuals with disabilities and their families that meet the "Standards of Quality for Family Strengthening & Support" (the Standards). The Department's contractors who provide family support services will use the Standards as a blueprint for implementing best practices and strengthening existing programs. The Department's contractors

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are required to complete a self-assessment of their family support services to develop a plan to improve the quality of existing services to meet the Standards. This training is a fundamental strategy for implementing the standards effectively. These trainings are designed for all management and direct service staff.

The "Standards of Quality for Family Strengthening & Support" training (the Training)" will be provided by New Hampshire's two Certified Quality Standards Trainers. The Standards were adopted for use nationwide by the National Family Support Network. Trainings were developed by the National Family Support Network, and trainers are required to attend a four-day train-the-trainer event in order to be a certified trainer of the Standards. Only organizations that are members of the National Family Support Network are eligible to send individuals to be trained as trainers. In June 2015, Family Support New Hampshire, a member of National Family Support Network, sent Karen Welford and Maria Doyle to become certified as trainers.

The training will be held at the Audubon Center, Concord New Hampshire, with a continental breakfast and lunch provided for up to thirty-six (36) individuals. This venue was selected when no other state building space was available to meet the logistical requirements of this particular training. The Department is not being charged for this meeting space. Each participant will receive a Standards of Quality for Family Strengthening and Support binder. As a result of attending this training, providers of family support services will be prepared to implement high quality family support services for individuals with disabilities and their families.

The date of the training day was determined using a survey tool to assess the availability of presenters and Family Support Programs' staff. An Agenda of the training is attached as a proposal from the presenters.

Should the Governor and Executive Council determine not to authorize this request, Special Medical Services/Partners in Health Coordinators and service providers may not be prepared to provide family support services that meet high quality standards. Additionally, should the training not be held in September 2017, the Department's contractors will not have the sufficient time to self-assess their services and develop a plan to improve quality of services.

Area served: statewide


Source of funds: 100% federal funds from the United States Department of Health and Human Services, Administration of Families, Social Services Block Grant, Catalogue of Domestic Assistance #93.667, Federal Identification Award Number #G-1701NHSOSR.

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

Respectfully submitted,



Christine Santaniello
Director

Approved by: 
Jeffrey A. Meyers
Commissioner

Standards of Quality for Family Strengthening and Support Certification Training

Training Cost Itemization

Item	Details	Class/ Object	Class Title	Activity Code	
Consultant and professional fees	2 trainers @ \$600 each & logistics facilitator \$960 (Logistical Facilitation to include: Coordination between State of NH, FSNH and National Network, Registration coordination, Securing Venue, contact for National Family Support Network, coordination of printing training booklet and handouts, ordering of food and beverages, providing required materials for training, day of training coordination, management of lists of certified attendees)	067- 500557	Training of Providers	93017858	\$2,160.00
TRAINING STAFF TOTAL					\$2,160.00
Food	Continental breakfast and lunch are a required component of the National Network's approved certification training.	021-500211	Food Institutions	93017858	\$720.00
FOOD TOTAL					\$720.00
Supplies	Certificates from National Family Support Network - 36 @\$20 each	067-500560	Training of Providers	93017858	\$720.00
Printing & copying	Standards Binder/materials	067-500560	Training of Providers	93017858	\$900.00
TRAINING SUPPLY TOTAL					\$1,620.00
TOTAL					\$4,500.00

Agenda

Desired Outcomes:

- Participants understand the two frameworks on which the Standards are based.
- Participants understand the Standards and are ready to apply them.
- Participants understand how the Standards can enhance their work with families.

8:45 am-9:00 am	<ul style="list-style-type: none">• Check In & Continental Breakfast
9:00 am – 12:15 pm	<ul style="list-style-type: none">• Welcome and Introductions• Background of the Standards• Overview of Family Supports• Overview of the Strengthening Families Approach• Structure and Implementation of the Standards• Standards Section A. Family Centeredness• Standards Section B. Family Strengthening
12:15 pm – 12:45 pm	Lunch
12:45 pm – 4:30 pm	<ul style="list-style-type: none">• Standards Section C. Embracing Diversity• Standards Section D. Community Building• Standards Section E. Evaluation
4:30 pm – 5:00 pm	<ul style="list-style-type: none">• Next Steps Activity• Training Evaluation• Presentation of Certificates