

MCH/CCHC Contract Opening

FFY2016 Contract

Presented by the Center for Local
Public Health Services



Budget and Invoicing Overview

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Budget 101

- Overview
 - Reform and Strengthen Federal Grant Making
 - Administrative Requirements
 - Cost Principles
 - Audit Requirements for Federal Awards

Assessment

In order for contracts to remain fixed price and comply with the Omni Circular, federal approval would have to be secured. Efforts have been underway since the Omni Circular was published, but as of this date approval has not been received.

Recommendation

To comply with the Omni Circular the MCH and CCHC contracts will be changed from fixed price to cost reimbursement with budgeting, invoicing, and reimbursement for actual costs incurred.

Definitions

- **Equipment:**

- Any single item that has a useful life of more than one year and has a purchase price that exceeds \$5,000.

- **Indirect costs:**

- Costs associated with the management and oversight of any organization's activities and are a result of all activities of the contractor. Indirect costs may include such things as utilities, rent, administrative salaries, financial staff salaries, and building maintenance.

Definitions

- **Modified Total Direct Cost (MTDC):**
 - Means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Definitions

- **Rebudget:**

- If the Contractor identifies specific needs within the Scope of Work, the Contractor may rebudget up to 10% of the total budget between object class categories of the budget without obtaining prior written approval of the Department. Such rebudgeting by the Contractor shall not cause an increase in the indirect cost category. The Contractor and the Department must agree to a written contract amendment for an increase to the indirect cost category or any other rebudgeting.
- * For those with a federally negotiated indirect rate, a contract amendment is also required for rebudgeting an amount greater than 10%.

What does this mean for MCH?

Maternal Child Health Services

- LPHAs will be required to submit a budget September 4, 2015
- Allowed to charge an indirect rate up to the maximum of 10% of the modified total direct costs as stipulated by the Maternal Child Health Block Grant (MCHBG)
- MOPHIRS will not be available for invoicing temporarily, so a redesign from fixed price to cost reimbursement can be implemented

What does this mean for CCHC?

Child Care Health Consultation

- LPHAs will be required to submit a budget by September 4, 2015
- LPHAs will be required to continue entering activities into the MOPHIRS Service Log to continue Year End Report data
- MOPHIRS will not be available for invoicing temporarily so a redesign from fixed price to cost reimbursement can be implemented

Invoicing

Transitioning to hard copy invoicing will be required at the start of the FFY16 contract year.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
VENDOR REQUEST FOR PAYMENT

VENDOR USE		
VENDOR NAME		INVOICE NUMBER
VENDOR REMIT TO ADDRESS		
STATE VENDOR NUMBER	BILLING PERIOD	
CONTRACT NAME / SERVICE	CONTRACT NUMBER	AMOUNT REQUESTED
COMMENTS		
I CERTIFY THAT THIS REPORT IS TRUE AND THAT ALL PAYMENTS CLAIMED ARE IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THE CONTRACT.		
AUTHORIZED SIGNATURE	TITLE	DATE
FOR DHSS PROGRAM USE ONLY		
PURCHASE ORDER (SC, SCS DOCUMENT NUMBER)	RECEIVER DOCUMENT (RC) NUMBER	
PROGRAM / BUREAU APPROVAL SIGNATURE(S)	TITLE	DATE APPROVED
COMMENTS		
ACCOUNTING DISTRIBUTION		DATE STAMP, ETC.

Budget Worksheets

Contract Budget Worksheet

- Contract budget worksheet must be submitted by September 4, 2015



Invoice Budget Worksheet

- Invoice Budget Worksheet must be submitted with each monthly or quarterly invoice



Budget & Invoicing Questions



CCHC Contract Overview

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Child Care Health Consultation (CCHC)

- Changes to Scope of Work
- Service Logs in MOPHIRS
- Resources

Scope of Work

Deliverables--Key services remain the same

- Consultations
 - Technical
 - Specialized (face-to-face)
 - Referrals (WIC, MO HealthNet, developmental screenings)
- Health Issue Trainings
- Children's Health Promotions

Services provided based on your jurisdiction and the providers' needs—all funds this year are unrestricted

Scope of Work—Health Issue Training Requirements

MOPDID's – OPEN Initiative



The screenshot shows a web browser window displaying the OPEN Initiative website. The browser's address bar shows the URL <https://www.openinitiative.org/>. The website header features the OPEN Initiative logo (a stylized 'M' and 'U' in a yellow square) and the text: "OPEN Initiative Center for Family Policy & Research University of Missouri Opening the Doors to Your Professional Development". Below the header is a navigation menu with buttons for "Home", "FAQs", "MOPD ID/Toolbox Information", "MOPD Registry Information", "Training Information", "Core Competencies", and "Resources". Underneath the navigation menu are links for "Welcome", "What's New", "About OPEN", "Meet the Staff", and "Contact Us".

The main content area is titled "Welcome to the OPEN Initiative" and "What's New?". It features a section titled "Toolbox Reports Out of Service" with the text: "Some Toolbox reports are currently out of service. We are aware of this issue and working on a solution. Please be patient and try again soon." Below this is a section titled "MOPD ID management and YOU!" with the text: "Is your MOPD ID information correct? If not, you could be missing important information on your training record! It is ultimately your responsibility to manage your MOPD ID information. That means looking up your MOPD ID on the Toolbox to make sure that OPEN has the correct spelling of your first and last name, that you are reporting name changes to OPEN, and that your date of birth and last 5 SSN are correct (especially if the MOPD ID was created by someone other than you)."

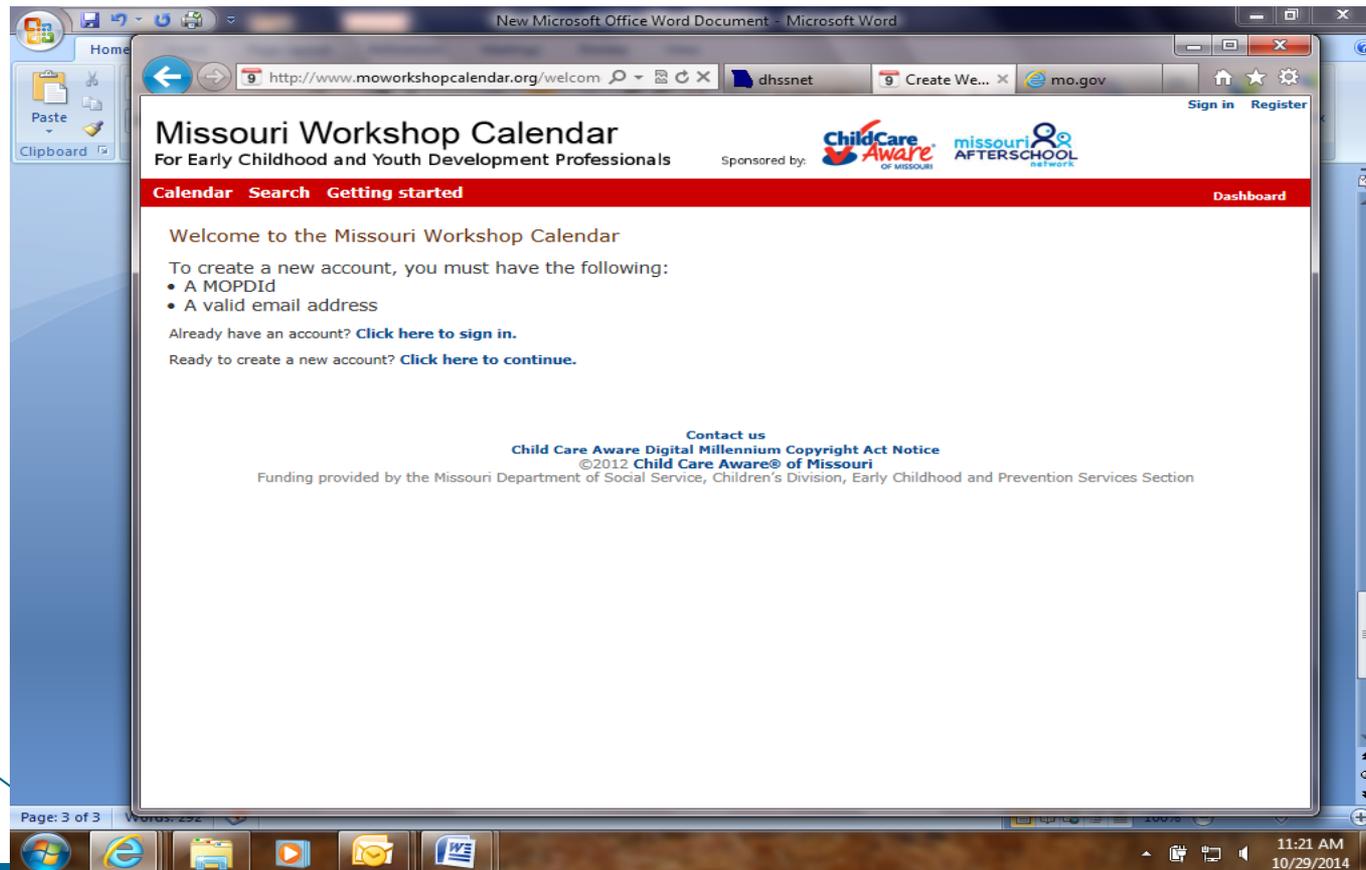
At the bottom of the main content area, it states: "Trainers, Program Directors, OPEN staff and DHSS-SCCR staff are NOT responsible for making sure that you are managing your MOPD ID information and are providing an accurate MOPD ID".

On the right side of the page, there are three yellow buttons: "Toolbox Login", "Look up MOPD ID", and "Request MOPD ID". Below these buttons are social media icons for Facebook, Pinterest, and YouTube, and a "Tweets" section showing a tweet from "The OPEN Initiative @OPENInitiative1" with the text: "The story of a smart young man discovering a very interesting error. Way to go, Joseph! mentalloss.com/article/65949/...".

The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time "4:16 PM" and date "7/8/2015".

Scope of Work--Health Issue Trainings

Trainings – Missouri Workshop Calendar



The screenshot shows a web browser window displaying the Missouri Workshop Calendar website. The browser's address bar shows the URL <http://www.moworkshopcalendar.org/welcom>. The website header includes the title "Missouri Workshop Calendar" and the subtitle "For Early Childhood and Youth Development Professionals". It is sponsored by "Child Care Aware of Missouri" and "Missouri Afterschool Network". A navigation menu at the top includes "Calendar", "Search", "Getting started", and "Dashboard". The main content area features a welcome message and instructions for creating a new account, which require a MOPDIID and a valid email address. It also provides links for signing in or continuing. The footer contains contact information, a copyright notice for 2012 Child Care Aware of Missouri, and funding details from the Missouri Department of Social Service.

Missouri Workshop Calendar
For Early Childhood and Youth Development Professionals

Sponsored by:  

[Calendar](#) [Search](#) [Getting started](#) [Dashboard](#)

Sign in Register

Welcome to the Missouri Workshop Calendar

To create a new account, you must have the following:

- A MOPDIID
- A valid email address

Already have an account? [Click here to sign in.](#)

Ready to create a new account? [Click here to continue.](#)

Contact us
Child Care Aware Digital Millennium Copyright Act Notice
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Funding provided by the Missouri Department of Social Service, Children's Division, Early Childhood and Prevention Services Section

Scope of Work—Health Issue Trainings

Lesson Plans

PowerPoints

Handouts

Certificates

Evaluations

The screenshot shows the 'Training navigator' interface for the Missouri Workshop Calendar. The page title is 'Missouri Workshop Calendar For Early Childhood and Youth Development Professionals'. It is sponsored by Child Care Aware of Missouri and the Missouri Afterschool Network. The interface includes a navigation bar with 'Training navigator', 'Archive', and 'Trash can'. Below this, there are instructions on how to publish a training from an approved template, including options to show templates for which the user is an editor or registrar. A table of training templates is displayed, with columns for Title, Appr. #, Created, and Expires. The table lists various training topics such as 'Head Lice 1.0', 'Healthy Drinks for Kids 1.0', 'Heart Health - Take a Healthy Break 1.0', and 'I Am Moving 1 Am Learning - Activities for All 1.0'. Each entry includes a title, an approval number, a creation date, and an expiration date. The interface also includes a 'Publish' button and a 'Next' button at the bottom of the table.

Title	Appr. #	Created	Expires
Head Lice 1.0 (E-2014-1433) - PRIVATE * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1433	11/14/2014	11/14/2017
Healthy Drinks for Kids 1.0 (E-2014-1342) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1342	11/24/2014	11/24/2017
Heart Health - Take a Healthy Break 1.0 (E-2014-1432) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1432	11/14/2014	11/14/2017
I Am Moving 1 Am Learning - Activities for All 1.0 (E-2014-1665) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1665	12/22/2014	12/22/2017
I Am Moving 1 Am Learning -Bath to Five Intro to Motor Development 1.0 (E-2014-1662) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1662	12/22/2014	12/22/2017
I Am Moving 1 Am Learning - Body Language 2.0 (E-2014-1660) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1660	12/22/2014	12/22/2017
I Am Moving 1 Am Learning - Child Assessment: Evaluating Motor Skills in Children 1.0 (E-2014-1666) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1666	12/22/2014	12/22/2017
I Am Moving 1 Am Learning - Engaging Family and Staff in Moderately Vigorous Physical Activity 1.0 (E-2014-1657) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1657	12/22/2014	12/22/2017
I Am Moving 1 Am Learning - Moderately Vigorous Physical Activity (MVPA) Every Day 1.0 (E-2014-1669) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1669	12/22/2014	12/22/2017
I Am Moving 1 Am Learning - Move, Play, Learn 1.0 (E-2014-1678) * Child Care Health Consultant Program Approved Training Edit Publish Personalize / Copy template	8-2014-1678	12/22/2014	12/22/2017

Dashboard

The screenshot shows a web browser window displaying the Missouri Workshop Calendar dashboard. The browser's address bar shows the URL <http://www.moworkshopcalendar.org/dashboard>. The dashboard header includes the site title "Missouri Workshop Calendar For Early Childhood and Youth Development Professionals" and logos for "ChildCare Aware OF MISSOURI" and "missouri AFTERSCHOOL network". A navigation bar contains links for "Calendar", "Search", "Getting started", "Start a New Training Approval Application", and "Dashboard". The user is logged in as "nola.martz@health.mo.gov".

The main content area is titled "Welcome Nola Martz (nola.martz@health.mo.gov)". On the left is a sidebar menu with the following items: "Find training", "Your registrations", "Apply for training approval", "Manage approved training", "Manage registration", "Trainer", "How to use the calendar", and "Account". The "Account" item is highlighted with a white tooltip. The main content area is titled "Your account" and includes a link to "Change username, password, MOPDID or contact information" and a section for "Account preferences".

The "Account preferences" section contains the following questions and checkboxes:

- Do you participate in training events?
- Are you a trainer?
- Do you submit trainings for approval for others or for yourself?

Below these questions is a link to "Update preferences".

The Windows taskbar at the bottom shows the system clock as 11:25 AM on 10/29/2014. The taskbar also displays icons for Internet Explorer, File Explorer, and Microsoft Word.

Scope of Work – Health Promotions



REPORTS

- MOPHIRS will still generate the Year End Report for you
- Service logs will still work the same—just will temporarily be disconnected from invoices

RESOURCES

- Revised Traumatic Brain Injury (TBI) resource
- Child Care Aware of MO
 - Wellness Roundtables

CCHC Questions



MCH Services Contract Overview & Program Updates

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Maternal Child Health (MCH) Services Program

- Changes to Scope of Work
- Program Updates
- Resources

MCH Services Scope of Work

- Changes in Standard Contract Language
- Changes related to Cost Reimbursement budgeting, invoicing, and reimbursement for actual costs incurred
 - Section 7.1 – 7.5
 - BUDGET AND ALLOWABLE COSTS
- Revised Publicity Statement
- Additions to Glossary

Revised Publicity Statement

- This project is/was funded in part by the Missouri Department of Health and Senior Services Maternal and Child Health Services Contract # _____, and is/was supported by the Health Resources Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant #B04MC28109, Maternal and Child Health Services for \$9,095,311, of which \$0 is from non-governmental sources. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

MCH Services Scope of Work

- Purpose Unchanged
- Deliverables & Outcomes Unchanged
 - Identified MCH Program Priority Health Issues (PHIs) remain the same
 - Individual LPHA's selected PHI remains the same
 - Year 2 of approved 3-year Work Plan

MCH Services Scope of Work

- Funding Provisions Unchanged
- Amendment Process Unchanged
- Monitoring Unchanged
 - Review of Progress and Year-End Reports
 - Annual Site Visits

MCH REPORTS

- Progress Report
 - Due by February 15, 2016
 - Progress toward system outcomes
 - Summary of activities demonstrating progress toward system outcomes

MCH Reports

- Year-End Report
 - Due by October 31, 2016
 - Progress toward system outcomes
 - Summary of activities demonstrating progress toward system outcomes
 - Description of challenges/barriers in completing activities
 - Subrecipient Annual Financial Report
 - Compliance with contract funding and general contract provisions
 - Local match funding amounts
 - Tangible personal property documenting equipment purchases

MCH Program Updates

- **CLPHS Organizational Structure**
 - MCH Program Manager Role divided into two positions
 - Public Health Nurse Manager
 - Rachelle Collinge, MPH, RN
 - MCH Program Manager
 - Martha Smith, MSN, RN, LNHA
- **Eastern District Nurse Consultant**

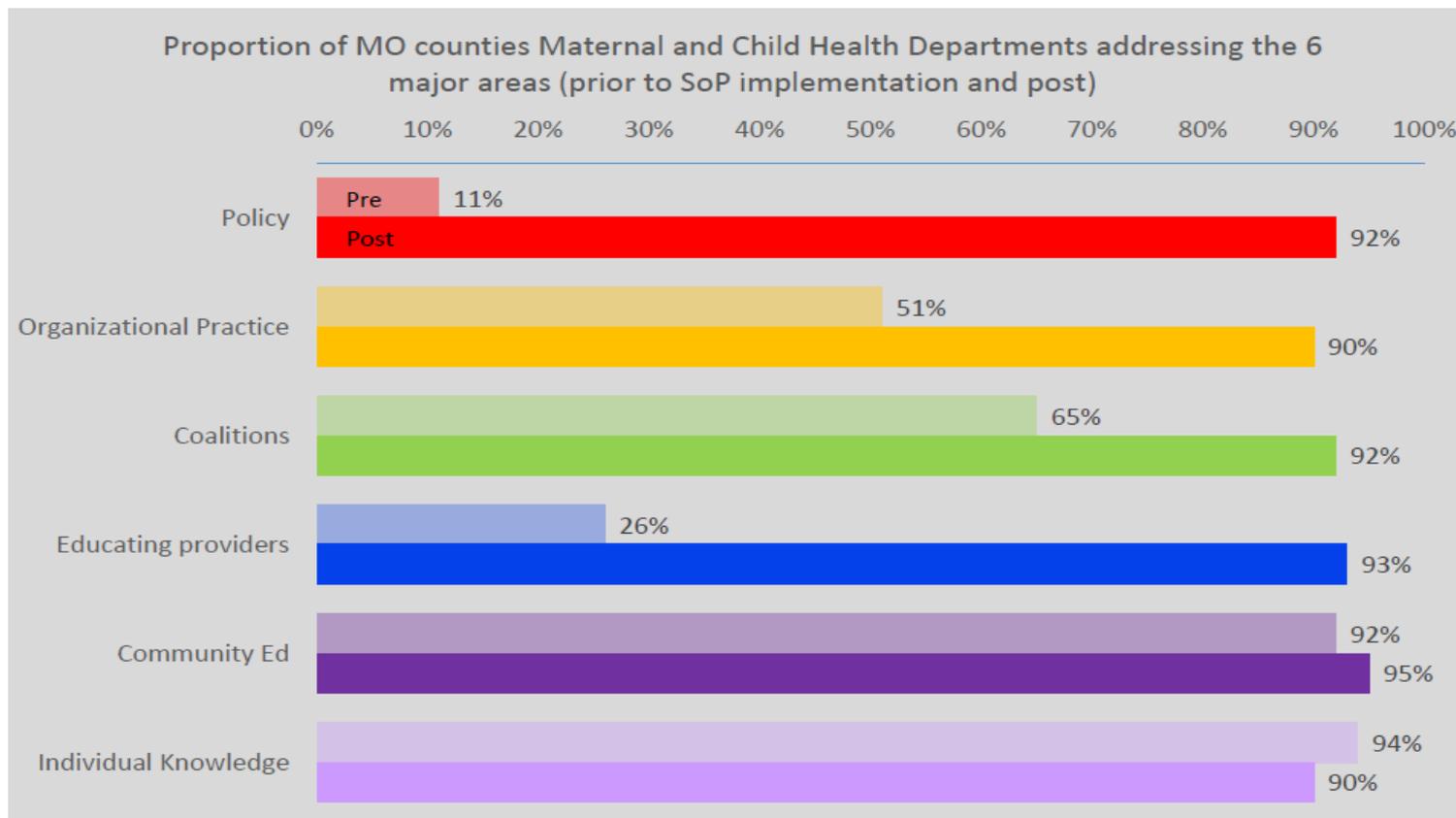
MCH Contract Evaluation

- **The Impact of using the Spectrum Of Prevention as a framework for local public health agencies in Missouri**
 - University of Missouri MPH Intern
 - Fall 2014

Evaluation Research Questions

- How many counties
 - advocated for policy change?
 - worked with businesses/schools/local organizations to change organizational practices?
 - worked to establish (or joined/maintained) coalitions and/or networks in their communities?
 - implemented a plan which provided up-to-date data and information to educate local health care providers?
 - worked to implement/facilitate ongoing community education?
 - worked to provide or support individual education to strengthen individual knowledge?

Proportion of MCH Contractors Addressing the 6 Levels of the Spectrum of Prevention: Pre- and Post-Implementation



MCH RESOURCES

- Spectrum of Prevention
- Life Course Perspective
- PHIGs
- Map of Contractor Selected PHIs
- Map of District Nurse Consultant (DNC) Regions
- MCH Services Reminder Calendar

MCH Block Grant (MCHBG) RESOURCES

- MCHBG Pyramid of Resources
- MCHBG National Performance Measures
 - FFY2016 through FFY2020
- MCHBG State Performance Measures
 - FFY2016 through FFY2020

OTHER RESOURCES

- New MCH Coordinator Orientation Manual
- Developing Effective Coalitions: An Eight Step Guide (Prevention Institute)
- Newly Revised Public Health Nursing Manual
- Revised TBI resource: Resources for Traumatic Brain Injuries in Early Childhood

DHSS Program Contacts

- **Adverse Birth Outcomes**

Maternal & Infant Mortality Prevention Coordinator – Jolene Borders

Jolene.Borders@health.mo.gov

Adolescent Health Coordinator – Andra Jungmeyer

Andra.Jungmeyer@health.mo.gov

- **Injury Prevention**

Injury Prevention Coordinator – Lesha Peterson

Lesha.Peterson@health.mo.gov

- **Obesity Prevention**

Obesity Initiative Coordinator- Pat Simmons

Pat.Simmons@health.mo.gov

School Health Services Program Manager – Marjorie Cole

Majorie.Cole@health.mo.gov

- **Tobacco Prevention**

Comprehensive Tobacco Control Program Manager – Victoria Warren

Victoria.Warren@health.mo.gov

MCH Program Questions



Overall/General Questions

