

**Exhibit A**  
**Request for Proposals**

HHSC's Nurse-Family Partnership Competitive Grant Program Request for Proposals, RFP# 529-12-0066, including all addenda, is incorporated by reference as Exhibit A to this Agreement.

**Exhibit B**  
**CONTRACTOR's Proposal**

The CONTRACTOR's Proposal is incorporated by reference as Exhibit B to this Agreement.

**Exhibit C**  
**Uniform Contract Terms and Conditions, Version 1.4.1**

HHSC's Uniform Contract Terms and Conditions, Version 1.4.1, including Special Conditions 16.01, is incorporated by reference as Exhibit C to this Agreement.

[http://www.hhsc.state.tx.us/about\\_hhsc/Contracting/rfp\\_attch/General\\_TC.pdf](http://www.hhsc.state.tx.us/about_hhsc/Contracting/rfp_attch/General_TC.pdf)

**Exhibit D**  
**Uniform Grant Management Standards Governor's Office of Budget and Planning**  
**(As Adopted June 2004)**

Uniform Grant Management Standards Governor's Office of Budget and Planning" (As Adopted June 2004) is incorporated by reference as Exhibit D to this Agreement.

<http://governor.state.tx.us/files/state-grants/UGMS062004.doc>

**Exhibit E**  
**Additional Contract Requirements**

Invoices and purchase vouchers are due no later than the 15<sup>th</sup> day of the month following the month in which expenditures were incurred.

If any reporting items are not received by their due dates, identified payment dates are null and void and payments will not be made until all reporting items due prior to the payment date have been received.

Any promotional or marketing materials, client notifications, business presentations or client materials created and used by the Grantee, outside NFPNSO created materials, must be approved before use. To obtain approval of items noted above, copies must be made available to the assigned HHSC Project Manager to provide 15 business days for approval.

Upon official notification of grant award, Grantee will be required to immediately enter into implementation planning with NFPNSO and the HHSC State Nurse Consultant, making key Grantee staff available and flexible for consultation with the afore mentioned parties.

Grantee is prohibited from performing research on the NFP Staff and client population without prior written authorization from both NFPNSO and HHSC.

All ETO data submission is required to be directly inputted, without prior approval or modification.

Additional data collection may be requested as part of the MIECHV grant requirements.

Compliance with all federal requirements associated with the MIECHV grant funds including changes received by HHSC and amended in this contract during the contract period is required.

Grantees must adhere to HHSC's client eligibility requirements which include 'Texas Residents at or below 185 FPL, less than 28 weeks gestation at the time of enrollment, voluntarily consents to participate in the NFP program, and is a first-time mother.

All HHSC NFP Program nursing staff must follow all nursing licensure requirements for the State of Texas and all other laws applicable to the practice setting. All nursing staff must maintain active CPR certification.

Grant funds may only be used for the budget approved by HHSC NFP staff.

All out of state travel, with the exception of travel to Denver for required NFP training must be prior-approved by the HHSC Contract Manager

Any shifts among budget line items that account for more than 10 percent of that line item must be authorized by the HHSC Contract Manager prior to the line item shift. Any shifts among budget line items that account for less than 10 percent of that line item must be forwarded to HHSC Contract Manager.

\*\*\*Please note: Any documents due prior to the execution of the contract that have not been received by HHSC will become due to HHSC 30 days after execution of the contract, there will be no penalty to contractor in this event..

## **Exhibit F**

### **Reporting Requirements**

All reporting templates provided to the CONTRACTOR by HHSC will be utilized as requested in order to improve the uniformity and clarity of CONTRACTOR's data submission. Additional data elements may be requested by HHSC and it is required that CONTRACTOR make all reasonable efforts to assure that these data elements are collected and reported to HHSC upon their request. Templates and data element requests will not constitute the entirety of deliverables and requirements required for submission by this contract. Therefore, CONTRACTOR remains responsible for ensuring that all deliverables and requirements are met and reported as required by this contract.

All Reporting Requirements listed below are due to HHSC by the 15<sup>th</sup> day of each month beginning July 15, 2012 and ending September 15, 2013. If the 15<sup>th</sup> falls on a weekend or holiday all Reporting Requirement will be due on the next business day.

- Submit a **monthly narrative** that includes:
  - Implementation Progress: include progress/status of staff recruitment and retention, training, caseloads, use of ETO, issues/concerns, future plans and/or any other relevant information to describe your implementation progress.
  - Description of Referral Network: include the names of the organizations in your referral network, expected versus actual flow of referrals, community partner meetings and presentations, future plans, and/or any other relevant information to describe your referral network.
  - Comments: provide any comments, accomplishments, lessons learned, upcoming events, or anything you would like to share that is not captured in other sections of the report.
- Submit **Staff Requirements Data Report** monthly. This report shall remain cumulative.
- Submit **Individual Client Data Report** quarterly. This report shall remain cumulative.
- Submit required data into the NFPNSO Efforts to Outcome (ETO).
- Additional data elements may be requested by HHSC. Contractor will make all reasonable efforts to assure that all data elements are collected and reported to HHSC upon their request.
- Submit an annual audit, performed by a CPA according to federal OMB standards, of HHSC NFP grant expenditures by December 31.

Submit a Quarterly Expenditure Report covering, September 1 - November 30, December 1 - February 28, March 1 – May 31 and June 1 – August 31. These reports will be due to HHSC 30 days after the end of the reporting period

## Exhibit G

### Performance Measures

*Performance Measures quantitatively illustrate compliance with services required as part of the Texas Nurse-Family Partnership Program. These performance measures assess operational components and were selected as critical elements in progress towards positive program outcomes. Measurement areas include: client enrollment, staffing, and number of completed visits.*

*HHSC will track performance measures through TNFP Deliverables and through data collected in CIS. Data will be collected monthly and/or quarterly as indicated below, and observed/expected numbers calculated.*

#### PERFORMANCE MEASURES

*Project Period 1 (Contract Start Date through October 31, 2012)*

- *Home visiting staff must be hired within four months of contract start date*
  - *Data Source: Staff Requirements Data Report; ETO*
  - *Expectation: The Nurse Supervisor and some Nurse Home Visitors must be hired and attend training in the NFP Model in Denver prior to seeing families.*
  - *Rationale and notes: Continued funding for the Texas Home Visiting Program hinges upon enrolling clients before the end of the federal fiscal year. Nursing personnel must be hired and trained prior to enrolling clients in NFP.*
  
- *Home visiting staff are trained within two months of being hired and see their first client no later than 2 weeks after returning from NFP Denver training.*
  - *Data Source: Staff Requirements Data Report; ETO*
  - *Expectation: All nursing staff will be trained according the required model elements and receive required HHSC training within two months of their hire date. NHVs will see their first client no later than 2 weeks after returning from NFP Denver training.*  
*Rationale and notes: In order for families to benefit from the programs services, they must have access to well-trained home visiting staff to provide those services. Without trained staff, families cannot be served. Continued funding for the Texas Home Visiting Program hinges upon enrolling families before the end of the federal fiscal year.*
  
- *Families must be enrolled by August 31, 2012.*
  - *Data Source: ETO, Monthly Narrative, Staff Requirements Data Report, and ETO*
  - *Expectation: All nursing staff will be trained according the required model elements and receive required HHSC training within two months of their hire date and nurse home visitors must begin seeing clients within two week after NFP NSO training is completed.*
  - *Rationale and notes: Continued funding for the Texas Home Visiting Program hinges upon enrolling families before the end of the federal fiscal year.*
  
- *Policies and/or procedures developed on documentation, data collection and recording, and management of referrals.*
  - *Data Source: Monthly Narrative*

- Expectation: Documentation forms and policies procedures describing how and when documentation occurs will be in place prior to the first home visit. Data collection and recording policies and procedures should include when data collection forms must be completed after a home visit and the process for ensuring timely entry into ETO. Policies and procedures should clearly identify when and by whom data must be entered into the ETO. Management of referrals should include a description of how your agency will process referrals (eligibility, contacting potential clients, maintaining contact with referral agencies):
- Rationale and notes: In order to successfully serve clients, programs need to establish a strong infrastructure clearly delineating processes and procedures.

Project Period 2 (October 1, 2012 through November 30, 2013)

- Staffing vacancies must be filled within 4 months
  - Data Source: Monthly Update; Quarterly Report
  - Expectation: All staff vacancies will be filled within four (4) months of the staff person vacating a position.
  - Rationale and notes: Staffing is a critical component to the success of the program. Without adequate staff, contract goals cannot be attained and more importantly, the vulnerable population the program strives to impact will be left unserved.

HHSC program staff including the Project Manager and State Nurse Consultant will provide support and consultation to CONTRACTOR as they strive to achieve the above stated goals. At the discretion of the Project Manager and State Nurse Consultant, corrective action plans may be requested from CONTRACTOR when CONTRACTOR is not meeting one or more performance measure goals. CONTRACTORs that do not implement a corrective action plan with the aim of improving performance measure goals, may have all or part of their monthly payment withheld in accordance with Section 5.01 of HHSC's and CONTRACTOR's agreement for the Texas Nurse-Family Partnership Program; contracts may be at risk of termination; and/or Contractor may not be provided with future funding opportunities..