

February 13, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of a Revenue Grant Agreement with Providence Health Services for the Help Me Grow early childhood development program. Agreement Value is \$40,000 for 1 year. Funding is through Providence Health Services. No County General Funds are involved

Previous Board Action/Review	No Previous board action		
Performance Clackamas	<ol style="list-style-type: none"> 1. To assist individuals and families in need to be healthy and safe 2. To increase community safety and health 3. To continually improve the efficiency and effectiveness of services 		
Counsel Review	Yes: Sarah Foreman	Procurement Review	No
Contact Person	Kim La Croix	Contact Phone	971-806-0004

EXECUTIVE SUMMARY: The Clackamas County Public Health Division (CCPHD) of the Health, Housing & Human Services Department requests the approval of a Grant Agreement with Providence Health Services dba Providence Child Center to administer Help Me Grow (HMG) within Clackamas County.

The HMG model aims to improve the health and well-being of Clackamas County children and their families by ensuring that families of children who are at risk for developmental delays and broader social determinants of health are screened and connected to the services and supports they need. The primary outcomes of HMG include:

- **Early detection:** HMG uses developmental screenings to identify developmental and behavioral delays in children.
- **Access to resources:** HMG connects families to community resources, including childcare, preschool, and essential needs assistance.
- **Improved understanding of child development:** HMG helps parents and caregivers understand healthy child development and how to promote it.
- **Positive child-adult relationships:** HMG promotes positive relationships between children and adults.
- **Sense of belonging:** HMG helps children feel a sense of belonging.

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- **Social and emotional skills:** HMG helps children develop positive social and emotional skills, such as making friends and getting along with others.
- **Reduced mental health problems:** HMG can help reduce the incidence of clinically diagnosed mental health problems.
- **Family engagement:** HMG involves families in determining the outcomes of their efforts.

Clackamas County Public Health will utilize the funds received from HMG to pay for a portion of existing FTE within the CCPHD team. These funds will allow the current FTE to administer HMG services within Clackamas County. The other funding sources that supplement the cost of the existing FTE include Medicaid revenue, Title V, and Health Share funding.

This Grant Agreement begins upon execution and is effective as of January 1, 2025, through December 31, 2025, unless terminated early.

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve Agreement (11802) and authorize Chair Roberts to sign on behalf of Clackamas County.

Respectfully submitted,



Mary Rumbaugh
Director of Health, Housing & Human Services

GRANT AGREEMENT

CC Agreement #11802

This Grant Agreement (“**Agreement**”) by and between Providence Health & Services Oregon dba Providence Child Center, a nonprofit corporation (“**Providence**”) and Clackamas County, by and through its Health, Housing and Human Services Department, Clackamas County Public Health Division, CCPHD, (“**Grantee**”) is entered into on the date of the Agreement’s full execution and is effective for performance period starting January 1, 2025 (the “**Effective Date**”).

RECITALS

- A. Providence is qualified for exemption from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and is further classified as a non-private foundation within the meaning of Code Section 509(a).
- B. Providence has partnered with CCPHD to sponsor Grantee’s performance of the activities described in the statement of work attached to this Agreement as Exhibit A (the “**Statement of Work**”).
- C. Grantee has agreed to perform the activities described in the Statement of Work in accordance with this Agreement, including the budget attached hereto as Exhibit B (the “**Budget**”).

AGREEMENT

1. Grant Award.

1.1 Amount. PROVIDENCE awards a grant in the amount of \$40,000 (Forty Thousand Dollars and Zero Cents) to Grantee, subject to the terms and conditions of this Agreement.

1.2 Invoicing. To receive grant funds, Grantee must prepare and submit monthly or quarterly invoices to PROVIDENCE that document the actual expenses Grantee has incurred during the preceding month or quarter in Grantee’s performance of the activities described in the Statement of Work. Grantee must submit Grantee’s invoice no later than thirty (30) calendar days from the end of the month for which Grantee is seeking reimbursement. Invoices must reflect spending details within each of the Budget categories and include the designated project code referenced in the Budget. Invoices must be submitted to both of the following addresses:

Patricia.Cavanaugh2@providence.org AND Lynette.Mcsweeney@providence.org

Providence Health & Services Oregon
Attn: Providence Child Center
830 NE 47th Ave
Portland, Oregon 97213

1.3 Payment. PROVIDENCE will disburse grant funds to reimburse Grantee for invoiced amounts within thirty (30) calendar days of receiving the invoice, assuming Grantee’s continued compliance with the terms and conditions of this Agreement, including any benchmarks established in the Statement of Work, and provided that Grantee has submitted the invoice in accordance with this Section 1.3 and Providence has

determined that the amounts shown on the invoice are correct and represent amounts properly incurred by Grantee in the performance of the activities described in the Statement of Work.

2. Use of Grant Funds.

- 2.1 **Required Use.** Grantee will use the grant funds solely for the activities described in the Statement of Work and in accordance with the Budget. Furthermore, Grantee will use the grant funds exclusively for charitable purposes within the meaning of Code Section 501(c)(3). Use of any portion of the grant funds, including any interest earned, for any other purpose must be approved in writing by Providence before Grantee spends the funds.
- 2.2 **Prohibited Use.** Grantee will not use any portion of the grant funds: (i) to carry out propaganda, or otherwise attempt to influence legislation; (ii) to influence the outcome of any specific election of a candidate for public office; (iii) for any grants to individuals awarded on a nonobjective basis; or (iv) for any non-charitable purpose within the meaning of Code Section 501(c)(3). Grantee will repay, on demand, to Providence any portion of the grant funds that is not spent in accordance with this Agreement, including the requirement that all grant funds be spent for charitable purposes within the meaning of Code Section 501(c)(3).

3. Reporting and Recordkeeping.

- 3.1 **Required Reports.** Please refer to the reporting requirements in Exhibit A, Statement of Work, section 3.1.
- 3.2 **Separate Accounting.** Grantee will maintain Grantee's books so as to show the grant fund separately and will keep adequate records to substantiate all expenditures of the grant funds. Grantee will make these books and records available to Providence at reasonable times for review and audit upon Providence's request and will comply with all reasonable requests by Providence for information and interviews regarding Grantee's use of the grant funds. Providence may, at Providence's own expense, conduct an independent financial and programmatic audit of Grantee's expenditures of this grant and Grantee will cooperate with any such audit.
- 3.3 **Additional Information.** Grantee will supply Providence with such other information as Providence may reasonably request for purposes of exercising Providence's responsibility for supervising Grantee's expenditure of the grant funds.
- 3.4 **Term.** The term of this Agreement begins upon execution and is effective as of January 1, 2025. Unless earlier terminated, as provided in the Standard Terms and Conditions below, the termination date shall be December 31, 2025. Funds issued under this Agreement may be used to reimburse SUBRECIPIENT for eligible expenses relating to the Project and incurred during the eligible grant expenditure period of January 1, 2025, and not later than December 31, 2025, unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the end of the eligible grant expenditure period of this Agreement.
- 3.5 **Acknowledgement of Providence.** Grantee will acknowledge Providence in any announcement or publication Grantee makes regarding the grant or Grantee's grant-

funded activities; provided, however, that Grantee will submit such materials in advance to Providence, for review and revision in Providence's sole discretion.

4. **Changes in Control.**

4.1 **Corporate Changes.** Grantee will notify Providence within thirty (30) days of any significant changes to Grantee's corporate legal or tax status.

4.2 **Personnel Changes.** If requested, Grantee will notify Providence of the personnel responsible for the performance of the activities described in the Statement of Work and will notify Providence within thirty (30) days of any changes in such personnel.

5. **Miscellaneous.**

5.1 **Notices.** All notices and other communications under this Agreement will be in writing and deemed effectively given when personally delivered or when actually deposited in the mail as prepaid, registered or certified mail, return receipt requested, to the address set forth below or to any other address which either party may designate to the other by written notice, including email:

Providence:

Providence Health & Services
Providence Child Center
Attn: Patricia Cavanaugh
patricia.cavanaugh2@providence.org
830 NE 47th Ave
Portland, Oregon 97213

Clackamas County

Clackamas County Public Health Division
Attn: Erika Zoller
EZoller@clackamas.us
2051 Kaen Road, Suite 367
Oregon City, Oregon 97045

5.2 **Attachments and Exhibits.** In addition to the terms and conditions set forth in the body of this Agreement, the rights and obligations of the parties are subject to the Standard Terms and Conditions for Grant Agreements (the "**Standard Terms and Conditions**") and any Exhibits attached to this Agreement and incorporated by this reference. The Standard Terms and Conditions and Exhibits will be construed with and as an integral part of this Agreement to the same extent as if the Standard Terms and Conditions and Exhibits had been set forth verbatim in the body of this Agreement.

Standard Terms and Conditions
Exhibit A: Statement of Work
Exhibit B: Budget Narrative and Worksheet
Exhibit C: Progress Report Template
Exhibit D: Invoice Template

[signatures on next page]

PROVIDENCE HEALTH & SERVICES OREGON
dba PROVIDENCE CHILD CENTER
Grant Agreement # 11802

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The parties' proper and duly authorized officers have signed and executed this Agreement, effective as of the Effective Date set forth in this Agreement's preamble.

CLACKAMAS COUNTY
PUBLIC HEALTH DIVISION

PROVIDENCE HEALTH & SERVICES OREGON
dba PROVIDENCE CHILD CENTER

Kim La Croix, Interim Director

Patricia Cavanaugh

Patricia Cavanaugh, M.Ed.
Program Manager

Date Signed

CLACKAMAS COUNTY

Craig Roberts, Chair
Clackamas County Board of Commissioners

Counsel Approval:

Sarah Foreman 1/23/2023

County Counsel Date

STANDARD TERMS AND CONDITIONS FOR GRANT AGREEMENTS

1. **Termination.** This Agreement may be terminated:
 - a. By Providence and Grantee, by mutual written agreement, at any time.
 - b. By Providence, in the event that Grantee breaches the Agreement and fails to cure such breach within fifteen (15) days of receiving notice from Providence regarding the breach; provided, however, that Providence may immediately terminate this Agreement in the event of any denial, suspension, revocation or non-renewal of any license, permit or certificate that Grantee must hold in order to engage in the activities described in the Statement of Work.
2. **Effect of Early Termination.** Upon early termination of this Agreement, Providence will have no obligation to make additional disbursements of grant funds to Grantee and Grantee will return any unexpended grant funds; provided, however, that Providence will reimburse Grantee for any costs and non-cancelable commitments incurred prior to such termination in accordance with this Agreement. Nothing in this paragraph will be construed as limiting Grantee's obligation to repay to Providence any portion of the grant funds that is not spent in accordance with this Agreement.
3. **Remedies.** In the event that Grantee breaches this Agreement, all remedies provided under this Agreement will be independent of the others and severally enforceable and will be in addition to, and not in lieu of, any other rights or remedies available to Providence at law or in equity. If Providence breaches this Agreement, Grantee's remedy will be limited to termination of the Agreement and the receipt of any outstanding grant funds that Grantee is entitled for appropriate work already performed, as determined under this Agreement. Providence will not be liable for direct, indirect or consequential damages. Termination will not result in a waiver of any other claim Providence may have against Grantee.
4. **No Third-Party Beneficiaries.** Providence and Grantee are the only parties to this Agreement and are the only parties entitled to enforce this Agreement's terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name in this Agreement and expressly described as intended beneficiaries of this Agreement.
5. **Intellectual Property.** As between Providence and Grantee, all work product that results or arises from Grantee's activities described in the Statement of Work, and all intellectual property rights associated therewith (together "**Grantee Work Product**"), will be solely owned by Grantee, **provided however**, Grantee grants to Providence an irrevocable, worldwide, royalty-free, with the right to sublicense, license to use, copy, modify, distribute, publish, perform and otherwise exploit such work product for any purpose whatsoever. Further, Grantee agrees to make, and makes, such Grantee Work Product available to third parties under the same or similar license terms.
6. **Successors in Interest.** The provisions of this Agreement will be binding upon and inure to the benefit of the parties and their successors and approved assigns, if any.
7. **Access to Records and Facilities.** Grantee will maintain all financial records related to this Agreement in accordance with generally accepted accounting principles or National Association of Insurance Commissioners accounting standards. In addition, Grantee will maintain any other records, books, documents, papers, plans, records of shipment and payments and writings of grantee, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner to clearly document Grantee's performance. All clinical records, financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of

Grantee whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "**Records**." Grantee acknowledges and agrees that the Oregon Health Authority ("**OHA**"), the Oregon Secretary of State's Office, the Center for Medicare and Medicaid Services, the Comptroller General of the United States, the Oregon Department of Justice Medicaid Fraud Control Unit and their duly authorized representatives may be entitled to access Grantee's Records in order to perform examinations and audits and make excerpts and transcripts and to evaluate the quality, appropriateness and timeliness of Grantee's performance of the activities described in the Statement of Work. Grantee will retain and keep accessible all Records for the longer of:

- a. For non-clinical records, six (6) years following final disbursement of the grant or termination of this Agreement, whichever is later;
- b. For clinical records, seven (7) years following the date of service;
- c. The retention period specified in this Agreement for certain kinds of records;
- d. The period as may be required by applicable law, including the records retention schedules set forth in Oregon Administrative Rules ("**OAR**") Chapters 410 and 166; or
- e. Until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement.

Grantee will, upon request and without charge, provide a suitable work area and copying capabilities to facilitate such a review or audit. This right also includes timely and reasonable access to Grantee's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but will last as long as the records are retained.

8. **Information Privacy/Security/Access.** If Grantee's activities described in the Statement of Work require Grantee to have access to or use of any OHA computer system or other OHA Information Asset for which OHA imposes security requirements, and OHA grants Grantee access to such OHA Information Assets or Network and Information Systems, Grantee will comply with OAR 943-014-0300 through 943-014-0320, as such rules may be revised from time to time. For purposes of this paragraph, "**Information Asset**" and "**Network and Information System**" have the meaning set forth in OAR 943-014-0305, as such rule may be revised from time to time.
9. **Compliance with Applicable Law.** Grantee will comply with all federal, State, and local laws, regulations, executive orders and ordinances applicable to this Agreement or to Grantee's performance of the activities described in the Statement of Work as they may be adopted, amended or repealed from time to time, including but not limited to the following: (i) Oregon Revised Statutes ("**ORS**") Chapter 659A.142; (ii) OHA rules pertaining to the provision of integrated and coordinated care and services, OAR Chapter 410, Division 141; (iii) all other OHA Rules in OAR Chapter 410; (iv) rules in OAR Chapter 309 pertaining to the provisions of mental health services; (v) rules in OAR Chapter 415 pertaining to the provision of Substance Use Disorders services; (vi) state law establishing requirements for Declaration for Mental Health Treatment in ORS 127.700 through 127.737; and (vii) all other applicable requirements of State civil rights and rehabilitation statutes, rules and regulations. These laws, regulations, executive orders and ordinances are incorporated by reference to the extent that they are applicable to this Agreement and required by law to be so incorporated. Providence's performance under this Agreement is conditioned upon Grantee's compliance with the provisions of ORS 279B.220, 279B.230, 279B.235 and 279B.270, which are incorporated by reference. Grantee will, to the maximum extent economically feasible in the performance of this Agreement, use recycled paper (as defined in ORS 279A.010(1)(gg)), recycled PETE products (as defined in ORS 279A.010(1)(hh)), and other recycled products (as "recycled product" is defined in ORS 279A.010(1)(ii)).

- 10. Mutual Indemnification.** Providence on the one hand, and Grantee, to the extent permitted by Article XI, Section 10 of the Oregon Constitution and the Oregon Tort Claims Act (30.260 through 30.300) on the other hand, agrees to defend, indemnify, and hold harmless each other and each of their officers, trustees, directors, managers, shareholders, partners, members, employees, and affiliates from and against any and all claims, loss, damages, liability, judgments, settlements, obligations, costs, and expenses (including reasonable attorneys' fees) for or in connection with injury (including death) or damage to any person or property or other liability to the extent resulting from a consequence of the negligent act or failure to act or willful misconduct of then indemnifying party and its respective officers, trustees, directors, managers, shareholders, partners, members, employees, affiliates or agents. Neither Grantee nor any attorney engaged by Grantee will defend the claim in the name of Providence, nor purport to act as legal representative of Providence, without first receiving from Providence, authority to act as legal counsel for Providence, nor will Grantee settle any claim on behalf of Providence without the approval of Providence. Providence may, at Providence's election and expense, assume Providence's own defense and settlement. Similarly, Providence nor any attorney engaged by Providence will defend the claim in the name of Grantee, nor purport to act as legal representative of Grantee, without first receiving from Grantee, authority to act as legal counsel for Grantee, nor will Providence settle any claim on behalf of Grantee without the approval of Grantee. Grantee may, at Grantee's election and expense, assume Grantee's own defense and settlement.
- 11. Insurance.** Grantee will ensure that they have the type and levels of insurance that are commercially prudent to engage in the activities described in the Statement of Work. Proof of self-insurance with the above coverages shall satisfy this provision.
- 12. Waiver.** The failure of Providence to enforce any provision of this Agreement will not constitute a waiver by Providence of that or any other provision. Waiver of any default under this Agreement by Providence will not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Agreement.
- 13. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, any "claim") between Providence and Grantee that arises from or relates to this Agreement will be brought and conducted solely and exclusively within the Circuit Court of Multnomah County for the State of Oregon; provided, however, that if a claim must be brought in a federal forum, then that claim will be conducted solely and exclusively within the United States District Court for the District of Oregon.
- 14. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.
- 15. Merger Clause.** This Agreement and the attached Exhibits constitute the entire agreement between the parties. All understandings and agreements between the parties and representations by either party concerning this Agreement are contained in this Agreement. No waiver, consent, modification or change in the terms of this Agreement will bind either party unless in writing signed by both parties. Any written waiver, consent, modification or change will be effective only in the specific instance and for the specific purpose given.
- 16. Anti-discrimination Clause.** Grantee will not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or political affiliation in programs, activities, services, benefits or employment. Grantee will not discriminate against minority-owned, women-owned or emerging small businesses. Grantee will include a provision in each sub-agreement requiring subgrantees

to comply with the requirements of this clause.

17. Representations and Warranties.

- a. Grantee represents and warrants to Providence that:
 - i. Grantee has the power and authority to enter into and perform this Agreement;
 - ii. This Agreement, when executed and delivered, will be a valid and binding obligation of Grantee enforceable in accordance with this Agreement's terms;
 - iii. Grantee has the skill and knowledge possessed by well-informed members of Grantee's industry, trade or profession and Grantee will apply that skill and knowledge with care and diligence to engage in the activities described in the Statement of Work in a professional manner and in accordance with standards prevalent in Grantee's industry, trade, or profession;
 - iv. Grantee will, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to engage in the activities described in the Statement of Work; and
 - v. Grantee prepared Grantee's application related to this Agreement, if any, independently from all other applicants, and without collusion, fraud, or other dishonesty.
- b. The warranties set forth in this paragraph are in addition to, and not in lieu of, any other warranties provided.

18. Independent Status of Grantee.

- a. Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.
- b. If Grantee is currently performing work for the State of Oregon or the federal government, Grantee by signature to this Agreement, represents and warrants that the activities described in the Statement of Work to be performed by Grantee under this Agreement create no potential or actual conflict of interest as defined by ORS Chapter 244 and that no statutes, rules or regulations of the State of Oregon or federal agency for which Grantee currently performs work would prohibit Grantee from engaging in the activities described in the Statement of Work. If funds granted to Grantee under this Agreement are charged against federal funds, Grantee certifies that Grantee is not currently employed by the federal government.
- c. Grantee is responsible for all federal and State taxes applicable to compensation paid to Grantee under this Agreement and Providence will not withhold from the grant funds any amounts to cover Grantee's federal or State tax obligations. Grantee is not eligible for any social security, unemployment insurance or workers' compensation benefits as a result of the funds granted to Grantee under this Agreement, except as a self-employed individual.
- d. Grantee's performance of the activities described in the Statement of Work will not create an employment or agency relationship between Grantee and Providence. Grantee is responsible for determining the appropriate means and manner of performing the activities described in the Statement of Work.

19. Record Confidentiality. Grantee agrees to keep all client specific information confidential in accordance with state and federal statutes and rules governing confidentiality.

20. Assignment. Grantee will not assign or transfer Grantee's interest in this Agreement, voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or in any other manner, without prior written consent of Providence. Any such assignment or transfer, if approved, is subject to such conditions and provisions as Providence may deem necessary in Providence's sole discretion. No approval by Providence of any assignment or transfer of interest will be deemed to create any obligation of Providence in addition to those set forth in this Agreement.

21. Subgrants. Grantee will not subgrant any portion of the grant funds awarded under this Agreement without the prior written consent of Providence.

- a. In the event that Providence consents to Grantee's sub granting all or any portion of the grant funds to a third party, the following conditions will apply:
 - i. Grantee will remain responsible for all obligations under this Agreement;
 - ii. Grantee will include all requirements of this Agreement in each subgrant, and will be responsible for the performance of Grantee's subgrantees; and
 - iii. Grantee will supply Providence with a copy of each subgrant upon request.
- b. Providence by this Agreement incurs no liability to third persons for payment of any grant funds provided under this Agreement to Grantee.

22. Informal Dispute Resolution. The parties will use the following procedure if Grantee has complaints or concerns regarding this Agreement:

- a. Grantee may contact Providence to informally discuss Grantee's complaints or concerns.
- b. If the matter remains unresolved after the informal discussion, Grantee may submit a letter or other documentation to:

Providence Health & Services Oregon
Providence Child Center
830 NE 47th Ave
Portland, Oregon 97201

Setting forth Grantee's complaints or concerns. Within ten (10) business days of receiving Grantee's letter, Providence will contact Grantee and attempt to resolve the matter.

- c. If the matter remains unresolved, Grantee may submit a letter or other documentation to the CEO setting forth Grantee's complaints or concerns. The CEO or the CEO's designee will contact Grantee promptly and attempt to resolve the matter.
- d. If the matter remains unresolved, the parties may enter into mediation, if mutually agreed upon by the parties. Parties will share equal responsibility for costs associated with mediation.
- e. Nothing in this paragraph will affect either party's rights or obligations under this Agreement.

23. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all counterparts together will constitute one and the same instrument.

EXHIBIT A

Statement of Work

1. Background

The Clackamas County Access to Preventive Health (APH) program is part of the Public Health Division within the Health, Housing & Human Services Department. APH services are largely focused on improving maternal, child, and family health, and are a hybrid of direct care (e.g., WIC, breastfeeding support, home visiting) and policy, system, and environmental change strategies (e.g., strengthening access to reproductive health care).

In 2017, Help Me Grow started in Clackamas County. Clackamas County HMG is part of a larger regional and national HMG model. HMG is a system of collaboration and coordination across early childhood and health sectors to assure that families of children at-risk for developmental delays and broader social determinants of health are identified and connected to the services and supports they need. Rather than providing direct services, HMG focuses on enhancing existing services and resources for children 0 – 5 years. HMG is universally available for prenatal populations and families of young children.

The long-term vision of HMG in Clackamas County is that families and service providers routinely use the system when they have questions about pregnancy, young children, and family wellness and the various medical, social, and educational supports that are connected to these early life systems. The HMG system tracks the status of referrals, identifies gaps in the service array, and links families to appropriate community-based services through a “centralized access point” (known throughout as “Regional HMG,” which is located at Swindell’s Resource Center of Providence Child Center).

Clackamas County Public Health (CCPH) will utilize the funds received from Regional HMG to pay for a portion of an HMG liaison in Clackamas County. The HMG liaison will be part of the APH team, and their work will be connected to all of the early life health work that is occurring within APH and Clackamas County at-large. As a part of the 2025 agreement, CCPH and Regional HMG will continue to use the ConnectOR platform to ensure a closed loop referral process. Further, as a part of the 2025 agreement, CCPH will continue to strengthen closed loop referral processes and develop workflows with Regional HMG and partner agencies.

2. Scope of Work

2.1. Contract oversight, administration, and technical assistance

- Goal: In collaboration with Health Share of Oregon (HSO) and Regional HMG, Public Health/APHP will provide implementation oversight and supervision of the HMG liaison work in Clackamas County.
- Implementation oversight and supervision activities include, but are not limited, to the following components:
 - Budget monitoring
 - Monitoring and evaluating progress reports (see section 4 below)
 - Frequent communication with HSO and Regional HMG (e.g., meetings and ongoing HMG updates)
 - Consultation and technical support from Regional HMG on various topics/issues/challenges/barriers
 - Ensuring there is adequate staffing to operate HMG (i.e., consistent FTE is committed to HMG)

2.2. Fidelity to the 4 Core Components of HMG model

- ▶ Centralized Access Point
 - Goal – To serve as a portal of entry for family members, child health providers, and other health professionals who seek information, support, and referrals for children in Clackamas County
 - Tasks: The HMG Liaison at Clackamas County will:
 - Connect families to basic needs
 - Refer families to Regional HMG within 48 hours of making contact if the family is seeking resources regarding early childhood services that they are unsure of
 - Follow-up with the families that have been connected to services, with at least 3 attempts made to follow-up via phone calls and emails
 - Utilize Connect Oregon to make and close the referral loop
 - Research new resources available in the county and provide them to Regional HMG
 - Assist Regional HMG with entering and validating resources
- ▶ Family and Community Outreach
 - Goal – To liaise between families and community-based service providers in order to identify the needs of families, and to collaborate with organizations who provide services to communicate family's unmet needs
 - Tasks: The HMG Liaison at Clackamas County will:
 - Interact with families at county events to identify needs and gaps in services for children within the county. Report on the needs and gaps to the Regional HMG team within the Quarterly report.
 - Identify new community partners in the county that may be able to bridge the gap in services for children
 - Identify events in the county and neighboring counties at which HMG booths and tables can be set up
 - Discuss HMG representation with HMG Program Manager including messaging to share with families, screenings to be administered, promotional materials to be displayed and freebies
 - Along with an HMG staff member, or a county specialist, help families complete developmental screenings at events
 - Create and share an event calendar for every quarter at the Operational Meetings and share updates about the events at the Liaison meetings
 - Get at least 2 parent survey responses per quarter from families served
- ▶ Child Health Care Provider Outreach
 - Goal – To identify new child health care providers and specialty clinics in the county and remind existing providers in the county about HMG services
 - Help Regional HMG identify a physician champion in the county
 - With Regional HMG, share about HMG work through APH/Public Health staff meetings, community program/agency meetings, workgroups, interactions, and emails
 - Send HMG rack cards to clinics and new child health care providers
 - Assist with obtaining 2 provider survey responses per quarter from providers utilizing HMG
- ▶ Data Collection and Analysis
 - Refer to the 2025 Quarterly Reporting Template Document

3. Deliverables and metrics

3.1. Final deliverables

Description	Due Date
CCPH will complete quarterly progress report findings and submit to Regional Help Me Grow	April 10, 2025 July 10, 2025 October 10, 2025 January 10, 2026

3.2. Performance metrics (see Exhibit C for progress report template)

Meetings

Deliverables: Attendance and participation at monthly operations meeting and monthly regional Liaison meeting

Accountability: Participation report and follow-up tasks distributed to all stakeholders quarterly

Process	Responsible	Due Date
Monthly operations meeting <ul style="list-style-type: none"> Review the previous month's outputs - presentations and outreach completed, referral sources, gaps identified and filled, resources validated Discuss resources that were added and verified Gaps identified every quarter 	APH HMG Regional	Predetermined dates
Monthly regional liaison meeting <ul style="list-style-type: none"> Share new developments across region and connect with regional HMG staff; share county updates and upcoming priorities 	HMG County Liaison	Predetermined dates

Promoting Help Me Grow as a system to support community partners

Deliverables:

Conduct at least 4 outreach activities per quarter

- Report on the number of other HMG promotions done through emails,
- Support developmental outreach activities/events, which would include helping families complete developmental screening activities at the outreach events
- 50% of activities are with organizations that are culturally-specific and/or represent communities of color
- 25% of activities are with general audiences
- 25% of the activities are with HMG partner organizations

Accountability: Number and percent of outreach activities will be reviewed in the monthly operations meeting

Process	Responsible	Due Date
Details on each outreach activity will be recorded in HMG database (please reference HMG Liaison Handbook for data entry instructions). Photos of the events with participant consent, and a description of the event to be added to the HMG database and included in the quarterly report. The event description can include details about the number or screenings, rack cards distributed, families engaged with, children who engaged in developmental activities, families who wanted to be referred to HMG etc.	Regional HMG HMG County Liaison	At the completion of the outreach event

Resource database: Entering new resources

Deliverables:

- Gaps in services for young children and families will be identified. Categories with fewer than 5 resources will be considered a gap to be filled
- When gaps are identified, liaison will identify events at the county where they can outreach to address the gaps.
- Total number of culturally specific agencies that are in the regional HMG database (by County)

Accountability: In the monthly operations meeting, new resources added to the database are reviewed, and gaps prioritized for the next month

Process	Responsible	Due Date
Identify services (if present in the county) to meet the prioritized gap for each month. Enter the organizations that provide the services into the HMG database. Details included are, but are not limited to, service delivery logistics, cultural specificity, and languages spoken by staff. Add service terms for each organization added to the database. (Please see the HMG Liaison Handbook for a full outline of required organizational fields)	HMG County Liaison HMG Regional	When new services are identified

Resource database: Validate existing resources

Deliverable: Existing resources in the HMG database are validated for accuracy monthly

Accountability: In the monthly operations meeting, the team will review county-specific lists with the dates the information was validated

Process	Responsible	Due Date
Review county-specific community resources in the HMG database. Ensure the details on services are correct and current. Enter the date of validation for each organization in the notes. 25% of the resources for the county will be validated every quarter.	HMG County Liaison HMG Regional	End of each quarter

1.1. Reporting schedule to Regional HMG

Reporting Period	Report Due
January – March 2025	April 10, 2025
April – June 2025	July 10, 2025
July – September 2025	October 10, 2025
October – December 2025	January 10, 2026

Please submit original itemized receipts with accompanying invoice. Invoices to be sent to Patricia Cavanaugh (Patricia.Cavanaugh2@providence.org) and Lynette (Lynette.Mcsweeney@providence.org) by the 10th day of April, July, October 2025, and January 2026 for the previous quarter

Exhibit C
Line Item Budget and Narrative Worksheet

	Agency:	Clackamas County Public Health Division				
	Fiscal Contact:	Shane McElroy				
	E-mail address:	smcelroy@co.clackamas.or.us				
	Phone Number:		Fax Number:			
Budget Categories	Description					Total
(1) Salary	Position #	Title of Position	Salary (annual)	% of time (FTE)	# of months requested	Total Salary
	1	Case Manager (Tiffany Martinez)	\$63,141	33.00%	12	20,836.53
	2	Human Services Coordinator 1 (Lindsey Castelan)	\$77,398	5.00%	12	3,869.90
	3				12	0.00
	4				12	0.00
	5				12	0.00
	TOTAL SALARY					\$24,706.43
	Narrative* :					
(2) Fringe Benefits	Position #	Total Salary	Base If Applicable	%	=	Total Fringe
	1	20,836.53		40.08%	=	8,351.28
	2	3,869.90		68.70%	=	2,658.62
	3	0.00			=	0.00
	4	0.00			=	0.00
	5	0.00				0.00

	TOTAL FRINGE					\$11,009.90		
(3) Equipment	List equipment. Include all equipment necessary for program (i.e. computer, printer).						\$0	\$0
	Narrative* :							
(4) Supplies								
(5) Travel	In state		Out Of State			Subtotal	\$712	
	Narrative* :							
	Per Diem:							\$0
	Hotel:							\$0
	Air fare:							\$0
	Reg. fees:							\$0
	Other:							\$0
	Mileage:	1087	X	0.655	per mile			\$712
(6) Other	Please list.						\$0	
								\$0
								\$0
								\$0
								\$0
								\$0
(7) Contracts:	List all subcontracts and all contractual costs, if applicable.							
	TOTALS							
(8) Total Direct Costs	Total personnel, equipment, travel, and subcontracts						\$36,428	
(9) Cost Allocation and Indirect Rate	Total indirect @ 10% of personnel.						\$3,572	
(10) TOTALS	Total Help Me Grow budget						\$40,000	

Exhibit C
Progress Report
Template

Help Me Grow Progress Report

Agency: APH
Reporting Period:
Submitted by:

Program Reporting

Please report on the following that was achieved during the reporting period:



2025 Quarterly Reporting Template

Reporting Period:
Submitted By:

Program Reporting: Please report on the data or metrics stated in your contract in Exhibit A under the Program Reporting Section.

Text in Green is to be completed by the Clackamas County Liaison

Text in Pink is to be completed by the HMG Regional Team

Text in Purple to be completed jointly by HMG Regional and CL County Liaison

Text in Blue are general instructions per the contract

Meetings:

- Attended and participated at monthly operations meeting and monthly regional liaison meeting: Y N
- List and describe Meeting follow-up tasks achieved this quarter

Outreach:

- Describe the outreach activities within the community (Please include details about the organization/event/audience to whom the presentations were given, date/month of the presentation, number of attendees, HMG material distributed and other relevant details. Activities can include, but are not limited to presentations about HMG, information/resource circulation, and marketing of partner organization's services through texting, social media, and/or online communications. Please include pictures and outreach material). *Expectation per the contract is to conduct at least two outreach activities per week (24 per quarter) - 50% of with organizations that are culturally specific and/or represent communities of color; 25% of activities are with general audiences and 25% of the activities with HMG partner organization*
 - a. Decrease the number of outreach activities to 4 per quarter and report it

- b. Report on the number of other HMG promotions done through emails, social media etc.
- c. Support 4 developmental outreach activities/events per year, which may include conducting/helping families complete developmental screenings at those outreach events - 50% of developmental outreach needs to be done for communities of color
- d. Add these outreach activities to the database and add service terms

Resource Database:

- o Identify gaps in local community resources (*Although the contract says this would be the responsibility of HMG Regional, the 2025 contract will have the liaisons helping to identify the gaps, and HMG regional will analyze the data*)
 - a. When gaps are identified, liaison can help identify events at the county where they can outreach to address the gap instead of finding new resources as the liaison may already have done this in the past few years
- o List the name and number of new resources that were entered in the regional HMG database. *Gaps in services for young children and families will be identified. Categories with fewer than 5 resources will be considered a gap to be filled. At least 3 resources added to the database to fill the need*
 - a. Identify services/events to meet prioritized gaps in resources. Enter the organizations that provide those services/events that were attended into the HMG database. (Details included are, but are not limited to, service delivery logistics, cultural specificity, and languages spoken by staff).
 - b. How were resources validated in the database (i.e., website check, phone call, text, site visit, etc.)? *New contract will require to validate 25% of resources per quarter*
 - c. How many resources were added/removed or edited this quarter?

System Effectiveness

- o Review county-specific HMG system improvement activities – Report on any activities that can improve HMG reach at the county-level

Overall Summary

- o Provide a brief narrative of the accomplishments you are most excited about this quarter
- o Describe any and challenges you faced this quarter
- o Share some success stories from families
- o List the plan of action for the next quarter
- o Do you have any recommendations for Regional HMG?

Metrics	Clackamas County numbers
Number of calls to the line (by parent, clinician, or other social service agency) from Clackamas County	
Number of referrals made to HMG regional	

Primary reason for the call	
Race/Ethnicity	
Language	
Child Age	
OHP%	
Ranked list of services/programs to which referrals were made	
Percentage of families successfully connected to services	
Ranked list of service/program gaps (service/program gap means a service/program does not exist to address the need)	

Share progress made on the four components of the HMG model:

1. Centralized Access Point (Central only)
2. Family & Community Outreach
3. Child Health Provider Outreach
4. Data Collection & Analysis

