

April 21, 2022

Board of County Commissioner  
Clackamas County

Members of the Board:

Approval of Grant Agreement with Providence Health & Services Oregon for the Help Me Grow Program (HMG). Contract not to exceed \$80,000.  
Funding is through Providence Health & Services Oregon.  
No County General Funds are involved.

<b>Purpose/Outcomes</b>	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. The overarching goal of HMG is to improve child health and developmental outcomes by strengthening links between children’s health and early learning systems, and creating a model for screening and referral that is consistent, robust, and replicable. HMG is universally-available for prenatal populations and families of young children.
<b>Dollar Amount and Fiscal Impact</b>	Contract Maximum value is \$80,000
<b>Funding Source</b>	Funding through Providence Health & Services Oregon No County General Funds are involved.
<b>Duration</b>	Effective upon signature and terminates on December 31, 2022
<b>Previous Board Action</b>	No previous Board Action
<b>Strategic Plan Alignment</b>	1. Improved Community Safety and Health 2. Ensure safe, healthy and secure communities
<b>Counsel Review</b>	County counsel has reviewed and approved this document on March 07, 2022 KR
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/> 2. This item is a Grant
<b>Contact Person</b>	Philip Mason-Joyner, Public Health Director – (503)742-5956
<b>Contract No.</b>	10522

**BACKGROUND:**

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 Oregon for the Help Me Grow Program (HMG)

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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. The overarching goal of HMG is to improve child health and developmental outcomes by strengthening links between children’s health and early learning systems, and creating a model for screening and referral that is consistent, robust, and replicable. HMG is universally-available for prenatal populations and families of young children.

This contract is effective upon signature and continues through December 31, 2022.

**RECOMMENDATION:**

Staff recommends the Board approval of this Amendment.

Respectfully submitted,

*Rodney A. Cook*

Rodney A. Cook, Director  
Health, Housing, and Human Services

## GRANT AGREEMENT

### CC Agreement #10522

This Grant Agreement (“**Agreement**”) by and between Providence, nonprofit corporation (“**Providence**”) and Clackamas County 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 as of January 1, 2022 ( 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 \$80,000 (Eighty 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 detail within each of the Budget categories and include the designated project code referenced in the Budget. Invoices must be submitted to one of the following addresses:

[abby.bush@providence.org](mailto:abby.bush@providence.org)

OR

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 fund be spent for charitable purposes within the meaning of Code Section 501(c)(3).

## **3. Reporting and Recordkeeping.**

- 3.1 Required Reports.** Grantee will, at a minimum, provide annual written reports to Providence as to the expenditure of the grant funds, covering both the substance of Grantee's activities funded with the grant award and Grantee's financial administration of the grant, as well as a final report that details all expenditures of the grant funds and the progress made towards the grant's goals, including Grantee's progress toward any benchmarks established in the Statement of Work. Grantee's annual reports is due no later than sixty (60) days from the end of Grantee's tax year and Grantee's final report is due within sixty (60) days from the date that the grant funds are fully expended. Other provisions in this Agreement, including provisions in the Statement of Work, may specify additional requirements for Grantee's annual and final reports and impose additional reporting requirements.
- 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 on the Effective Date. Unless earlier terminated, as provided in the Standard Terms and Conditions below, the termination date shall be 12/31/2022. 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, 2022, and not later than December 31, 2022, 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 of Oregon  
Attn: Abby Bush  
[Abby.Bush@providence.org](mailto:Abby.Bush@providence.org)  
830 NE 47th Ave  
Portland, Oregon 97213

**Clackamas County**


Clackamas County Public Health Division  
Attn: Erika Zoller  
[EZoller@clackamas.us](mailto: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.

*[signature page follows]*

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.

**PROVIDENCE OF OREGON**, an Oregon nonprofit corporation



3/29/2022

Date Signed

Name: JoAnn Vance

Title: Executive Director, Children's Developmental Health

**CLACKAMAS COUNTY**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Tootie Smith, Board Chair:

Title:

## 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. Indemnity.** Grantee will defend, save, hold harmless, and indemnify Providence and Providence's employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys' fees, resulting from, arising out of, or relating to the activities of Grantee or Grantee's officers, employees, subgrantees or agents under this Agreement. Grantee will have control of the defense and settlement of any claim that is subject to this paragraph. However, 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.
- 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 subgranting 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 of Oregon  
Attn:  
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 cost 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 Program (APHP) is part of the Public Health Division within the Health, Housing & Human Services Department. APHP 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 and immunizations).

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 Swindells Resource Center of Providence Child Center). HMG is also a critical component of the Perinatal Continuum of Care (PCOC) that is forming in Clackamas, Washington, and Multnomah counties. The PCOC coordinates the efforts of multiple regional agencies, programs, and systems that aim to improve the health, equity, and quality of life for women, children, and families – HMG is the system that will enable the PCOC’s regional coordination activities.

Clackamas County Public Health (CCPH) will subcontract the funds received from Regional HMG to pay for a HMG Liaison at the Clackamas County Children’s Commission (CCCC). As a part of the 2022 agreement, CCPH will also develop a closed-loop referral process (in partnership with Regional HMG) within APHP’s WIC and home visiting services. Funding to pay for CCPH’s time to develop closed-loop referral processes within APHP’s WIC and home visiting services are not included in this scope of work. CCCC and APHP will also collaborate with Regional HMG to develop a local HMG Implementation/Action Plan. The aim of the local HMG Implementation/Action Plan is to outline the goals for HMG implementation in 2022 and identify immediate areas of partnership and system alignment between HMG, CCCC, and APHP.

**2. Scope of Work**

**2.1. Contract oversight, administration, and technical assistance**

- Goal: In collaboration with Health Share of Oregon (HSO), Regional HMG, and leadership at CCCC, Public Health/APHP will provide contract oversight, administration, and technical assistance for the implementation of HMG in Clackamas County.
- Contract oversight, administration, and technical assistance activities include, but are not limited, to the following components:
  - Budget monitoring
  - Monitoring and evaluating progress reports from CCCC (see section 4 below)
  - Frequent communication with HSO, Regional HMG, and CCCC (e.g., meetings and ongoing HMG updates)
  - Consultation and technical support from Public Health/APHP on various

topics/issues/challenges/barriers

- Ensuring there is adequate staffing to operate HMG (i.e., consistent FTE is committed to HMG)

## 2.2. Continuity and system alignment

- Goal: In collaboration with HSO, Regional HMG, leadership at CCCC, and the Early Learning Hub, Public Health/APHP will ensure that HMG aligns with other maternal, child, and family health and early learning systems.
- Continuity and system alignment activities include, but are not limited, the following components:
  - Public Health/APHP will:
    - Act as the link between Clackamas County-operated maternal, child, and family health and well-being services, community-based organizations, Regional HMG, and CCCC
    - Actively contribute to the development of a coordinated PCOC, both within Clackamas County and the tri-county region
    - Work to align HMG with Home Visiting programs
    - Work to align HMG with other existing screening and referrals systems
    - Develop a local HMG Implementation/Action Plan in partnership with CCCC and Regional HMG

## 2.3. Resource maintenance and community outreach

- Goal: In collaboration with HSO, Regional HMG, leadership at CCCC, and the Early Learning Hub, Public Health/APHP will ensure CCCC promotes HMG as a system to support community partners and Clackamas County families.
- Resource maintenance and community outreach include, but are not limited, the following components:
  - In partnership with Public Health/APHP and other early learning partners, CCCC will:
    - Regularly enter new resources and validate existing resources in the Regional HMG resource database
    - When possible, conduct prenatal and early childhood program eligibility determinations and program enrollment, as well as coordination and integration of local referral and resource supports
    - Promote young child development, screening and referral processes throughout the community, with specific emphasis on cultural outreach/partnering with culturally-specific agencies and communities of color
    - Conduct outreach related to increasing developmental awareness for families and promotion of HMG. Outreach can be conducted virtually (e.g., texting, website, social media), in-person (following all COVID-19 requirements), or through other best methods.
    - Present information related to developmental knowledge and screening/referral practices. This information will be consistent with Regional HMG messaging
    - Promote HMG as a regional referral platform so 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

## 2.4. Quality improvement

- Goal: In collaboration with HSO, Regional HMG, and CCCC, Public Health/APHP will engage in continuous quality improvement in order to strengthen the infrastructure for local prenatal and early childhood services.
- Quality improvement activities include, but are not limited, the following components:

- Public Health/APHP will ensure CCCC is regularly identifying, documenting, and communicating gaps in the service array
- In partnership with Public Health/APHP, the CCCC will share lessons learned and implementation updates with HSO, Regional HMG, leadership at CCCC, the Early Learning Hub, and members of the PCOC
- Public Health/APHP will ensure CCCC is implementing findings from quality improvement activities

2.5. Partnership development and stakeholder engagement

- Goal: In collaboration with HSO, Regional HMG, the PCOC members, the Early Learning Hub, and CCCC, Public Health/APHP will enhance existing partnerships, develop new partnerships, and engage stakeholders in Clackamas County HMG.
- Partnership development and stakeholder engagement activities include, but are not limited, the following components:
  - Public Health/APHP will work with CCCC to regularly engage with service providers, parents, the Clackamas County Early Childhood Committee, and the Early Learning Hub to obtain their feedback on HMG
  - In partnership with Public Health/APHP, CCCC/the HMG team will contribute to a local service array gap analysis

2.6. Equity and trauma-informed practices

- Goal: In collaboration with HSO, Regional HMG, the PCOC members, the Early Learning Hub, and CCCC, Public Health/APHP will develop and implement strategies that are grounded in racial and health equity and trauma-informed practices.
- Equity and trauma-informed practice activities include, but are not limited, the following components:
  - Public Health/APHP will work with partners to find, understand, and eliminate the conditions that create disparities in health outcomes
  - Public Health/APHP will ensure that HMG services are trauma-informed, focus on the most vulnerable groups that face the most or greatest challenges, and that resources and power are allocated where they are most-needed
  - Public Health/APHP will work with partners to examine the multiple barriers that families experience when they access and engage in prenatal and early childhood services, supports, and resources.

**3. Deliverables and metrics**

3.1. Final deliverables

Description	Due Date
Public Health/APHP will summarize and share CCCC’s quarterly progress report findings and submit to Regional Help Me Grow	April 15, 2022 July 15, 2022 October 14, 2022 January 13, 2023
Public Health/APHP, CCCC, and Regional HMG will develop a local HMG Implementation/Action Plan	December 30, 2022

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"> <li>Review the previous month's outputs - presentations and outreach completed, referral sources, gaps identified and filled, resources validated</li> <li>Review data and collaboratively set priorities for the coming quarter</li> </ul>	Regional HMG CCPH CCCC	Held between 12-17th of each month
Monthly regional liaison meeting <ul style="list-style-type: none"> <li>Share new developments across region and connect with regional HMG staff; share county updates and upcoming priorities</li> </ul>	Regional HMG CCCC CCPH	4th Monday of each month, 3-4pm

**Promoting Help Me Grow as a system to support community partners**

**Deliverable:** Conduct at least two outreach activities per week (24 per quarter)

- 1) 50% of activities are with organizations that are culturally-specific and/or represent communities of color
- 2) 25% of activities are with general audiences
- 3) 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)	CCCC	End of each month
Report of the previous month's activities to all stakeholders for discussion at the monthly operations meeting	Regional HMG	3rd of each month

**Resource database: Entering new resources**

**Deliverable:**

- 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
- # 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 gaps in local community resources by reviewing "service area" and "resource categories" in the HMG resource database.	Regional HMG	1st of each month
Identify services to meet the prioritized gap for each month. Enter the organizations that provide those services into the HMG database. Details included are, but are not limited to, service delivery logistics, cultural specificity, and languages spoken by staff. (Please see the HMG Liaison Handbook for a full outline of required organizational fields)	CCCC	End of each month

Report of the previous month's resources sent to all stakeholders for discussion at the monthly operations meeting	Regional HMG	3rd of each month
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**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 resource database. Ensure the details on services are correct and current. Enter the date of validation for each organization.	CCCC	End of each month
Report of records validated sent to all stakeholders	Regional HMG	3rd of each month

**System Effectiveness**

**Deliverable:** Quarterly report of relevant metrics

**Accountability:** In the monthly operations meeting, the team will review the system effectiveness metrics

Process	Responsible	Due Date
Review the number of successful connections (referrals) for families	Regional HMG	Beginning of each quarter
Conduct a quantitative assessment of the number of self-identified goals that a family achieves	Regional HMG	Beginning of each quarter
Conduct a qualitative assessment of the strength of relationships (responsiveness with referrals, requests for partnership, etc) with culturally-specific agencies and population-specific early learning systems	Regional HMG	Beginning of each quarter
Summarize qualitative feedback from Regional HMG annual parent survey, focusing specifically on assessment of trust and relationship-building with hard-to-reach communities and communities of color	Regional HMG	Beginning of each quarter
Review demographic background of HMG participants	Regional HMG	Beginning of each quarter
Review county-specific HMG system improvement activities	CCPH	Beginning of each quarter

3.3. Reporting schedule to Regional HMG

Reporting Period	Report Due
January – March 2021	April 15, 2022
April – June 2021	July 15, 2022
July – September 2021	October 14, 2022
October – December 2021	January 13, 2023



**Exhibit B**  
**Budget**

	Agency:	Clackamas County Public Health Division						
	Fiscal Contact:	Sherry Olson						
	E-mail address:	<a href="mailto:solson4@co.clackamas.or.us">solson4@co.clackamas.or.us</a>						
	Phone Number:	503-742-5342	Fax Number:					
<b>Budget Categories</b>	<b>Description</b>						<b>Total</b>	
(1) Salary	<b>Position #</b>	<b>Title of Position</b>	<b>Salary (annual)</b>	<b>% of time (FTE)</b>	<b># of months requested</b>	<b>Total Salary</b>		
	1				12	0.00		
	2				12	0.00		
	3				12	0.00		
	4				12	0.00		
	5				12	0.00		
	TOTAL SALARY							\$0.00
	Narrative* :							<b>\$0</b>
(2) Fringe Benefits	<b>Position #</b>	<b>Total Salary</b>	<b>Base If Applicable</b>	<b>%</b>	<b>=</b>	<b>Total Fringe</b>		
	1	0.00			=	0.00		
	2	0.00			=	0.00		
	3	0.00			=	0.00		
						<b>\$0</b>		

	4		0.00			=	0.00		
	5		0.00				0.00		
	TOTAL FRINGE							\$0.00	
(3) Equipment	<b>List equipment.</b> Include all equipment necessary for program (i.e. computer, printer).							\$0	
(4) Supplies	Narrative* :								
(5) Travel									
		In state			Out Of State		Subtotal		\$0
	Narrative* :								
	Per Diem:							\$0	
	Hotel:							\$0	
	Air fare:							\$0	
	Reg. fees:							\$0	
	Other:							\$0	
	Mileage:	Miles:		X	.54	per mile		\$0	\$0
(6) Other	<b>Please list.</b>								
								\$0	
								\$0	
								\$0	
								\$0	
								\$0	
(7) Contracts:	<b>List all subcontracts</b> and all contractual costs, if applicable.								
	<b>Subcontract is for CCCC to operate Help Me Grow.</b>								
									\$87,000

	Funds will be used to pay for 1 FTE of a Help Me Grow Liaison (salary and fringe = \$72,000)		\$72,000	
	Funds will be used for printing and mailing Help Me Grow materials (\$1,000) and the purchase of tangible items for Help Me Grow outreach and promotion (\$14,000). Note: these funds are coming from Clackamas County Public Health, not Providence.		\$15,000	
	<b>TOTALS</b>			
(8) Total Direct Costs	<b>Total personnel, equipment, travel, and subcontracts</b>			<b>\$87,000</b>
(9) Cost Allocation and Indirect Rate	<b>Total indirect @ 10% of total award amount (total award from Providence = \$80,000). Indirect includes contract oversight, administration, and technical assistance from Clackamas County Public Health.</b>	10.00%	\$8,000	<b>\$8,000</b>
(10) TOTALS	<b>Total Help Me Grow budget</b>			<b>\$95,000</b>

**Exhibit C**  
**Progress Report Template**

**Help Me Grow Progress Report**

**Agency: Clackamas County Children's Commission**

**Reporting Period:**

**Submitted by:**

**Program Reporting**

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

1. Please tell us which project accomplishments you are most excited about.
2. Please tell us about any challenges or barriers you have run into, and how you plan to address them.  
What support do you need from Health Share?

**Exhibit D**  
**Invoice Template**

# INVOICE

Date: \_\_\_\_\_

**Company Name**

*Address:*

*City, State, Zip*

*Code*

*Phone: (XXX)XXX-XXXX*

Program:

**To:**

*Contract # XXXX*

Month Service Provided
<i>Month-Year</i>

DATES OF SERVICE	SERVICE DESCRIPTION	LINE TOTAL
		\$