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COMMUNICATIONS WITH DOCUMENTATION July 27, 2011

(Correspondence relating to upcoming legislation, appointments, petitions, etc)

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2011-231 . . .	Read & Filed.....	
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ONEIDA COUNTY HEALTH DEPARTMENT

A Adirondack Bank Building, 5th Floor, 185 Genesee St., Utica, NY 13501

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

GAYLE D. JONES, PHD, MPH, CHES
DIRECTOR OF HEALTH

ADMINISTRATION

Phone: (315) 798-6400 Fax: (315) 266-6138

June 21, 2011

FN 20 11 - 226

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

PUBLIC HEALTH

WAYS & MEANS

Dear Mr. Picente:

Re: C026209

Attached are four (4) copies of a grant between Oneida County through its Health Department and the Office of Children and Family Services – Healthy Families New York (HFNY).

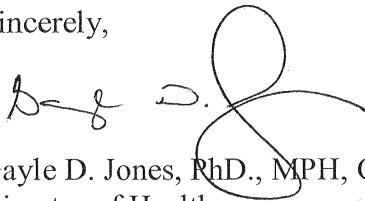
The Oneida County Public Health Department is lead agency, in partnership with the Family Nurturing Center of Central New York, Inc. Healthy Families of Oneida County practices intensive home visiting services to support expectant and new parents and their children toward the end result of primary prevention of child abuse and neglect. The Program Manager is now employed by the Family Nurturing Center after retirement from the Health Department, at the end of 2010 and continues with the Family Nurturing Center in the same capacity. Defined goals of the state and national program are followed.

The term of this grant shall become effective on July 1, 2011 and remain in effect through June 30, 2012 with reimbursement to Oneida County in the amount of \$585,710.

Please note: This grant is signed by you, as County Executive, electronically. However, the grant does require approval from the Board of Legislators. If you find this grant acceptable, please forward.

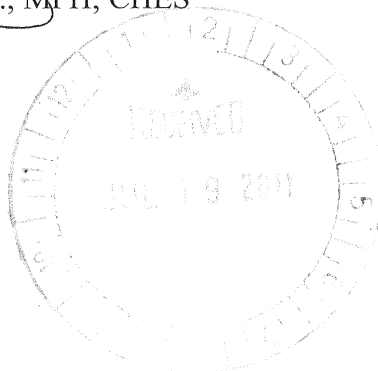
Should you require additional information, please contact me at 798-5220.

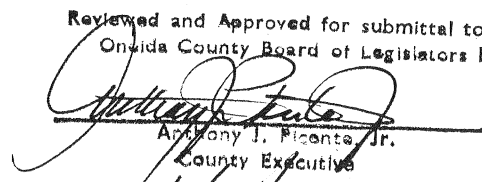
Sincerely,



Gayle D. Jones, PhD., MPH, CHES
Director of Health

attachments
ry



Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive
Date 6/28/11

CONTRACT SUMMARY SHEET – ONEIDA COUNTY HEALTH DEPARTMENT

DIVISION: The Office of Children and Family Services

NAME AND ADDRESS OF VENDOR: The Office of Children and Family Services
52 Washington Street
Rensselaer, New York 12144

CONTACT PERSON: Irene Willett, Director of Community Wellness

SUMMARY STATEMENTS: The Oneida County Public Health Department is lead agency, in partnership with the Family Nurturing Center of Central New York, Inc. Due to the New York State budget delays, program services ceased at the end of the last contract year. After attrition from the close and resumption of services, as well as some very recent staff turnover, this contract year starts following 106 families with a case weight of 164.75. Main operating hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, with flexibility for appointment arrangements to meet the needs of families outside these parameters. The Program Manager is now employed by the Family Nurturing Center after retirement from the Health Department, at the end of 2010 and continues with the Family Nurturing Center in the same capacity. Defined goals of the state and national program are followed. Healthy Families of Oneida County practices intensive home visiting services to support expecting and new parents and their children toward the end result of primary prevention of child abuse and neglect.

PREVIOUS CONTRACT YEAR: July 1, 2010 through June 30, 2011

TOTAL: \$585,710

THIS CONTRACT YEAR: July 1, 2011 through June 30, 2012

TOTAL: \$585,710

 NEW X RENEWAL AMENDMENT

<u>FUNDING SOURCE:</u> A3480	\$585,710
Less Revenues:	-0-
State Funds:	\$585,710
County Dollars – Previous Grant	-0-
County Dollars – This Grant	-0-

SIGNATURE: Gayle D. Jones, PhD., MPH, CHES
Director of Health

DATE: June 20, 2011

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or

reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6.a).

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of

this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS. If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce

Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely

affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a

contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without

discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to

service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.empire.state.ny.us>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business
Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the

New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**Standard Clauses for New York State
Office of Children and Family Services Contracts
APPENDIX A-1
Revised 12-2010**

1. PERSONNEL

- a. The Contractor agrees to be solely responsible for the recruitment, hiring, provision of employment benefits, payment of salaries and management of its project personnel, which shall be as shown in the APPENDICES. These functions shall be carried out in accordance with the provisions of this AGREEMENT, and all applicable Federal and State laws and regulations.
- b. It is the policy of the Office to encourage the employment of qualified applicants for, or recipients of public assistance by both public organizations and private enterprises who are under contractual AGREEMENT to the Office for the provision of goods and services. Contractors will be expected to make best efforts in this area.
- c. The Contractor agrees to identify, in writing, the person(s) who will be responsible for directing the work to be done under this AGREEMENT. No change or substitution of such responsible person(s) will be made without prior approval in writing from the Office, to the degree that such change is within the reasonable control of the Contractor.

2. NOTICES

- a. All notices permitted or required hereunder shall be in writing and shall be transmitted either:
 - By certified or registered United States mail, return receipt requested;
 - By facsimile transmission;
 - By personal delivery;
 - By expedited delivery service; or
 - By e-mail.

Notices to the Office shall be addressed to the Program Manager assigned to this contract at the Address, Telephone Number, Facsimile Number or E-Mail Address provided to the Contractor during contract development, or to such different Program Manager as the Office may from time-to-time designate.

Notices to the Contractor shall be addressed to the Contractor's designee as shown on the Cover Page in Appendix D, or to such different designee as the Contractor may from time-to-time designate.

- b. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.
- c. The parties may, from time to time, specify any new or different address in the United States as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the parties for purposes of implementation and administration/billing, resolving issues and problems and/or for dispute resolution.

3. OFFICE SERVICES

- a. The Contractor shall be responsible for the provision of necessary equipment and services for Contractor's staff, pursuant to and described in the narratives and budgets contained in the

APPENDICES.

- b. For Federally funded contracts, title to real property and non-expendable personal property whose requisition cost is borne in whole or in part by monies provided under this AGREEMENT shall be determined between the Contractor and the Office, pursuant to Federal regulations 45 CFR 92 unless such authority is otherwise inappropriate. Title to all equipment, supplies and material purchased with funds under this AGREEMENT under contracts which are not Federally funded shall be in the State of New York and the property shall not be transferred, conveyed, or disposed of without written approval of the Office. Upon expiration or termination of this AGREEMENT, all property purchased with funds under this AGREEMENT shall be returned to the Office, unless the Office has given direction for, or approval of, an alternative means of disposition in writing.
- c. Upon written direction by the Office, the Contractor shall maintain an inventory of those properties that are subject to the provisions of sub-paragraph b of this section.

4. GENERAL TERMS AND CONDITIONS

- a. The Contractor agrees to comply in all respects with the provisions of this AGREEMENT and the attachments hereto. The Contractor specifically agrees to perform services according to the objectives, tasks, work plan and staffing plan contained in the APPENDICES. Any modifications to the tasks or workplan contained in Appendix D must be mutually agreed to by both parties in writing before the additional or modified tasks or workplan shall commence.
- b. If any specific event or conjunction of circumstances threatens the successful completion of this project, in whole or in part, including where relevant, timely completion of milestones, the Contractor agrees to submit to the Office within three days of occurrence or perception of such problem, a written description thereof together with a recommended solution thereto.
- c. In providing these services, the Contractor hereby agrees to be responsible for designing and operating these services, and otherwise performing, so as to maximize Federal financial participation to the Office under the Federal Social Security Act.
- d. If funds from this contract will be used to pay any costs associated with the provision of legal services of any sort, the following shall apply:
 - No litigation shall be brought against the State of New York, the New York State Office of Children and Family Services, or against any county or other local government or local social services district with funds provided under this contract. The term "litigation" shall include commencing or threatening to commence a lawsuit, joining or threatening to join as a party to ongoing litigation, or requesting any relief from either the State of New York, the New York State Office of Children and Family Services or any county or other local government or local social services district, based upon any agreement between such agency in litigation with another party and such party, during the pendency of the litigation.
 - Opinions prepared by consultant law firms construing the statutes or Constitution of the State of New York do not constitute the view of the State unless the prior written approval of the Attorney General is obtained. Requests for said approval shall be submitted to the Solicitor General, Division of the Appeals and Opinions Bureau, Department of Law, The Capitol, Albany, New York 12224.
 - The contractor shall provide to the New York State Office of Children and Family Services in a format provided by the Office such additional information concerning the provision of legal services as the Office shall require.
- e. The Office will designate a Contract Manager who shall have authority relating to the technical services and operational functions of this AGREEMENT and activities completed or contemplated there under. The Contract Manager and those individuals designated by him/her in writing shall have the prerogative to make announced or unannounced on-site visits to the project. Project

reports and issues of interpretation or direction relating to this AGREEMENT shall be directed to the Contract Manager.

- f. Except where the Office otherwise authorizes or directs in writing, the Contractor agrees not to enter into any subcontracts, or revisions to subcontracts, for the performance of the obligations contained herein until it has received the prior written approval of the Office, which shall have the right to review and approve each and every subcontract prior to giving written approval to the Contractor to enter into the subcontract. All AGREEMENTS between the Contractor and subcontractors shall be by written contract, signed by individuals authorized to bind the parties. All such subcontracts shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of this AGREEMENT, (2) that nothing contained in the subcontract shall impair the rights of the Office under this AGREEMENT, (3) that nothing contained in the subcontract, nor under this AGREEMENT, shall be deemed to create any contractual relationship between the subcontractor and the Office, and (4) incorporating all provisions regarding the rights of the Office as set forth in Section 9 of this Appendix A-1 and in Appendix A-3, where applicable. The Contractor specifically agrees that the Contractor shall be fully responsible to the Office for the acts and omissions of subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Contractor
- g. The contractor warrants that it, its staff and any and all Subcontractors which must be approved by the Office, have all the necessary licenses, approvals and certifications currently required by the laws of any applicable local, state or federal government to perform the services pursuant to this AGREEMENT and/or subcontract entered into under this AGREEMENT. The Contractor further agrees such required licenses, approvals and certificates will be kept in full force and effect during the term of this Agreement, or any extension thereof, and to secure any new licenses, approvals or certificates within the required time frames and/or to require its staff and Subcontractors to obtain the requisite licenses, approvals or certificates. In the event the Contractor, its staff, and/or Subcontractors are notified of a denial or revocation of any license, approval or certification to perform the services under the AGREEMENT, Contractor will immediately notify Office.
- h. Prior to executing a subcontract agreement the Contractor agrees to provide to the Office the information the Office needs to determine whether a proposed Subcontractor is a responsible vendor. The determination of vendor responsibility will be made in accordance with Section 3 m. of this Appendix A-1.
- i. If the Contractor intends to use materials, equipment or personnel paid for under this contract in a revenue generating activity, the Contractor shall report such intentions to the Office forthwith and shall be subject to the direction of the Office as to the disposition of such revenue.
- j. Any interest accrued on funds paid to the Contractor by the Office shall be deemed to be the property of the Office and shall either be credited to the Office at the closeout of this AGREEMENT or expended on additional services provided for under this AGREEMENT.
- k. The Contractor ensures that the grounds, structures, buildings and furnishings at the program site(s) used under this AGREEMENT are maintained in good repair and free from any danger to health or safety and that any building or structure used for program services complies with all applicable zoning, building, health, sanitary, and fire codes.
- l. The Contractor agrees to produce, and retain for the balance of the calendar year in which produced, and for a period of six years thereafter, any and all records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under this contract. Such records shall include, but not be limited to, original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:
 - Payroll Expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, employee personal history folders, and cost allocation plans, if applicable.

- Payroll Taxes and Fringe Benefits: cancelled checks, copies of related bank statements, reporting forms, and invoices for Fringe Benefit expenses.
- Non-Personal Services Expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable.
- Receipt and Deposit of Advance and Reimbursements: Itemized bank stamped deposit slips, and a copy of the related bank statements.

Although not required, the Office recommends that the Contractor retain records directly pertinent to this contract for a period of ten (10) years after the end of the calendar year in which they were made, as the statute of limitations for the New York False Claims Act is ten years.

- m. By signing this contract, the contractor certifies that within the past three years the contractor has engaged in no actions that would establish a basis for a finding by OCFS that the contractor is a non-responsible vendor or, if the contractor has engaged in any such action or actions, that all such actions have been disclosed to OCFS prior to entering into this contract. The actions that would potentially establish a basis for a finding by OCFS that the contractor is a non-responsible vendor include:
- The contractor has had a license or contract suspended, revoked or terminated by a governmental agency.
 - The contractor has had a claim, lien, fine, or penalty imposed or secured against the contractor by a governmental agency.
 - The contractor has initiated a bankruptcy proceeding or such a proceeding has been initiated against the contractor.
 - The contractor has been issued a citation, notice, or violation order by a governmental agency finding the contractor to be in violation of any local, state or federal laws.
 - The contractor has been advised by a governmental agency that a determination to issue a citation, notice or violation order finding the contractor to be in violation of any local, state or federal laws is pending before a governmental agency.
 - The contractor has not paid all due and owed local, state and federal taxes to the proper authorities.
 - The contractor has engaged in any other actions of a similarly serious nature.

Where the contractor has disclosed any of the above to OCFS, OCFS may require as a condition precedent to entering into the contract that the contractor agree to such additional conditions as will be necessary to satisfy OCFS that the vendor is and will remain a responsible vendor. By signing this contract, the contractor agrees to comply with any such additional conditions that have been made a part of this contract.

By signing this contract, the contractor also agrees that during the term of the contract, the contractor will promptly notify OCFS if the contractor engages in any actions that would establish a basis for a finding by OCFS that the contractor is a non-responsible vendor, as described above.

- n. By signing this contract, the contractor agrees to comply with State Tax Law section 5-a.
- o. If additional funds become available for the same purpose as described in the original procurement, OCFS reserves the right to modify the AGREEMENT to provide additional funding to the Contractor for provision of additional mutually agreed upon services and/or to extend the provision of services under the AGREEMENT. This additional funding can be provided within an existing period, or in conjunction with a change in the original term. Any changes in the amount or changes in period and amount are subject to the approval of the Office of the State Comptroller.
- p. Any web-based intranet and Internet information and applications development, or programming delivered pursuant to the contract or procurement will comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility Web-Based Information and Applications, and New York State Enterprise IT Standard NYS-S08-005, Accessibility of Web-Based Information Applications, as such policy or standard may be amended, modified or superseded, which requires that state agency web-

based intranet and Internet information and applications are accessible to person with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005, as determined by quality assurance testing. Such quality assurance testing will be conducted by OCFS and the results of such testing must be satisfactory to OCFS before web content will be considered a qualified deliverable under the contract or procurement.

- q. Contractors must maintain Workers Compensation Insurance in accordance with the Workers Compensation Law. If a contractor believes they are exempt from the Workers Compensation insurance requirement then they must apply for an exemption. Contractors can apply for the exemption online through the New York State Workers Compensation Board website at http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp

5. REPORTS AND DELIVERABLES

The Contractor shall prepare and submit all reports, documents, and projects required by this AGREEMENT to the Office's Contract Manager for review and approval. These reports shall be in such substance, form, and frequency as required by the Office and as necessary to meet State and Federal requirements.

6. CONFIDENTIALITY AND PROTECTION OF HUMAN SUBJECTS

- a. The Contractor agrees to safeguard the confidentiality of information relating to individuals and their families who may receive services in the course of this project. The Contractor shall maintain the confidentiality of all such information with regard to services provided under this AGREEMENT in conformity with the provisions of applicable State and Federal laws and regulations. Any breach of confidentiality by the Contractor, its agents or representatives shall be cause for immediate termination of this AGREEMENT.
- b. Any contractor who will provide goods and/or services to a residential facility or program operated by OCFS agrees to require all of its employees and volunteers who will have the potential for regular and substantial contact with youth in the care or custody of OCFS to sign the Employee Confidentiality Certification and Employee Background Certification before any such employees and volunteers are permitted access to youth in the care or custody of OCFS and/or any client identifiable information concerning such youth. Additionally, OCFS will require a database check of the Statewide Central Register of Child Abuse and Maltreatment (SCR) of each employee and volunteer of the contractor who has the potential for regular and substantial contact with children in the care or custody of OCFS. Any other contractor whose employees and volunteers will have access to client identifiable information concerning youth in the care or custody of OCFS agrees to require all such employees and volunteers to sign the Employee Confidentiality Certification before any such employees and volunteers are permitted access to any client identifiable information concerning such youth.

7. PUBLICATIONS AND COPYRIGHTS

- a. The results of any activity supported under this AGREEMENT may not be published without prior written approval of the Office, which results (1) shall acknowledge the support of the Office and the State of New York and, if funded with federal funds, the applicable federal funding agency, and (2) shall state that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretation or policy of the Office or the State of New York.
- b. The Office and the State of New York expressly reserve the right to a royalty-free, non-exclusive and irrevocable license to reproduce, publish, distribute or otherwise use, in perpetuity, any and all copyrighted or copyrightable material resulting from this AGREEMENT or activity supported by this AGREEMENT. All publications by the Contractor covered by this AGREEMENT shall expressly acknowledge the Office's right to such license.
- c. All of the license rights so reserved to the Office and the State of New York under this paragraph are

equally reserved to the United States Department of Health and Human Services and subject to the provisions on copyrights contained in 45 CFR 92 if the AGREEMENT is federally funded.

- d. The Contractor agrees that at the completion of any scientific or statistical study, report or analysis prepared pursuant to this AGREEMENT, it will provide to the Office at no additional cost a copy of any and all data supporting the scientific or statistical study, report or analysis, together with the name(s) and business address(es) of the principal(s) producing the scientific or statistical study, report or analysis. The Contractor agrees and acknowledges the right of the Office, subject to applicable confidentiality restrictions, to release the name(s) and business address(es) of the principal(s) producing the scientific or statistical study, report or analysis, together with a copy of the scientific or statistical study, report or analysis and all data supporting the scientific or statistical study, report or analysis.

8. PATENTS AND INVENTIONS

The Contractor agrees that any and all inventions, conceived or first actually reduced to practice in the course of, or under this AGREEMENT, or with monies supplied pursuant to this AGREEMENT, shall be promptly and fully reported to the Office. Determination as to ownership and/or disposition of rights to such inventions, including whether a patent application shall be filed, and if so, the manner of obtaining, administering and disposing of rights under any patent application or patent which may be issued, shall be made pursuant to all applicable law and regulations.

9. TERMINATION

- a. This AGREEMENT may be terminated by the Office upon thirty (30) days prior written notice to the Contractor. Such notice is to be made by way of registered or certified mail return receipt requested or hand delivered with receipt granted by the Contractor. The date of such notice shall be deemed to be the date the notice is received by the Contractor established by the receipt returned, if delivered by registered or certified mail, or by the receipt granted by the Contractor, if the notice is delivered by hand. The Office agrees to pay the Contractor for reasonable and appropriate expenses incurred in good faith before the date of termination of this AGREEMENT.
- b. If the Contractor fails to use any real property or equipment purchased pursuant to this AGREEMENT for the purposes set forth in this AGREEMENT, or if at any time during the term of this AGREEMENT the Contractor ceases to provide the services specified in the AGREEMENT for which the equipment was purchased, the Office may terminate this AGREEMENT upon thirty (30) days written notice to the Contractor, where the Contractor has failed to cure as set forth hereafter. Said notice of breach shall be sent by way of registered or certified mail return receipt requested, or shall be delivered by hand, receiving Contractor's receipt therefore. Said notice shall specify the Contractor's breach and shall demand that such breach be cured. Upon failure of the Contractor to comply with such demand within thirty (30) days, or such longer period as may be specified therein, the Office may, upon written notice similarly served, immediately terminate this AGREEMENT, termination to be effective upon the date of receipt of such notice established by the receipt returned to the Office. Upon such termination, the Office may require a) the repayment to the Office of any monies previously paid to the Contractor, or b) return of any real property or equipment purchased under the terms of this AGREEMENT or an appropriate combination of a) and b), at the Office's option.
- c. To the extent permitted by law, this AGREEMENT shall be deemed in the sole discretion of the Office terminated immediately upon the filing of a petition in bankruptcy or insolvency, by or against the Contractor. Such termination shall be immediate and complete, without termination costs or further obligation by the Office to the Contractor.
- d. Should the Office determine that Federal or State funds are limited or become unavailable for any reason, the Office may reduce the total amount of funds payable to the Contractor, reduce the contract period or deem this contract terminated immediately. The Office agrees to give notice to the Contractor as soon as it becomes aware that funds are unavailable, in the event of termination under this paragraph. If the initial notice is oral notification, the Office shall follow this up immediately with

written notice. The Office will be obligated to pay the Contractor only for the expenditures made and obligations incurred by the Contractor until such time as notice of termination is received either orally or in writing by the Contractor from the Office. For Legislative and other special purpose grants funded from a State Community Projects Fund (State Finance Law § 99-d) account, the state shall not be liable for payments under this agreement made pursuant to an appropriation to the account if insufficient monies are available for transfer to the account, after any required transfers are made pursuant to State Finance Law § 99-d (3).

- e. The Contractor shall provide to the Office such information as is required by the Office in order that the Office may determine whether the Contractor is a responsible vendor for purposes of compliance with Section 163 of the State Finance Law and requirements of the Office of the State Comptroller established thereunder. If there is any change in any of the vendor responsibility information provided to the Office by the Contractor at any time during the term of this AGREEMENT, the Contractor shall be required to immediately notify the Office so that the Office may assess whether the Contractor continues to be a responsible vendor. Should the Contractor fail to notify the Office of any change in the vendor responsibility information or should the Office otherwise determine that the Contractor has ceased to be a responsible vendor for the purposes of this AGREEMENT, the Office may terminate this AGREEMENT upon thirty (30) days written notice to the Contractor. Said notice of termination shall be sent by way of registered or certified mail return receipt requested, or shall be delivered by hand, receiving Contractor's receipt therefore. Said notice shall specify the reason(s) that the Contractor has been found to no longer be a responsible vendor.

Upon determination that the Contractor is no longer a responsible vendor the Office may, in its discretion and as an alternative to termination pursuant to this paragraph, notify the Contractor of the determination that the Contractor has ceased to be a responsible vendor and set forth the corrective action that will be required of the Contractor to maintain the contact. Should the Contractor fail to comply with the required corrective action within thirty (30) days of the date of notification, or such longer period as may be specified therein, the Office may, upon written notice similarly served, immediately terminate this AGREEMENT, termination to be effective upon the date of receipt of such notice established by the receipt returned to the Office. Upon such termination, the Office may require (a) the repayment to the Office of any monies previously paid to the Contractor, (b) return of any real property or equipment purchased under the terms of this AGREEMENT, or an appropriate combination of (a) and (b), at the Office's option.

10. CONTRACTOR COMPLIANCE

The Office shall have the right to audit or review the Contractor's performance and operations as related to this AGREEMENT and/or to retain the services of qualified independent auditors or investigators to perform such audit and review on the Office's behalf. If the review indicates that the Contractor has violated or is in non-compliance with any of the terms of the AGREEMENT, or has abused or misused the funds paid to the Contractor, the Contractor agrees to pay to the Office any costs associated with the review.

If the review indicates that the Contractor has violated or is in non-compliance with any of the terms of the AGREEMENT, or has abused or misused funds paid to the Contractor, or if the Contractor has violated or is in non-compliance with any term of any other AGREEMENT, or has abused or misused funds paid to the Contractor under any other AGREEMENT with the Office, the rights of the Office shall include, but not be limited to:

- Recovery of any funds expended in violation of the AGREEMENT;
- Suspension of Payments
- Termination of the AGREEMENT; and/or
- Employment of another entity to fulfill the requirements of the AGREEMENT.

The Contractor shall be liable for all reasonable costs incurred on account thereof, including payment of any cost differential for employing such entity. The Contractor will assist the Office in transferring the operation of the contracted services to any other entity selected by the Office in a manner that will enable

the Office or clients to continue to receive services in an on-going basis, including, but not limited to, notifying clients of the new entity to which the services will be transferred and the effective date of the transfer, providing the new entity promptly and at no charge with a complete copy of the clients' and all other records necessary to continue the provision of the transferred services, and transferring any equipment purchased with funds provided under this AGREEMENT.

Nothing herein shall preclude the Office from taking actions otherwise available to it under law including but not limited to the State's "Set-Off Rights" and "Records" provisions contained in Appendix A (Standard Clauses for all New York State Contracts).

The Contractor agrees to cooperate fully with any audit or investigation the Office or any agent of the Office may conduct and to provide access during normal business hours to any and all information necessary to perform its audit or investigation. The Contractor shall also allow the NYS Attorney General, State Comptroller, the Office, and any representatives specifically directed by the State Comptroller or the Office to take possession of all books, records and documents relating to this AGREEMENT without prior notice to the Contractor. The Office will return all such books, records and documents to the Contractor upon completing the official purposes for which they were taken.

The Contractor agrees that all AGREEMENTS between the Contractor and a subcontractor or consultants for the performance of any obligations under the AGREEMENT will be by written contract (subcontract) which will contain provisions including, but not limited to, the above specified rights of the Office.

11. FISCAL SANCTIONS

In accordance with the OCFS Fiscal Sanction policy, contractors may be placed on fiscal sanction when the Office identifies any of the following issues:

- The contractor has received an Advance, overpayment or other funds under this or another agreement that has not been refunded to OCFS within the established timeframe;
- An OCFS, Office of the State Comptroller, or other audit identifies significant fiscal irregularities and/or that funds are due to OCFS;
- The contractor has not provided satisfactory services as required under the terms of this or another OCFS agreement;
- The contractor has not provided fiscal or program reports as required under the terms of this or another OCFS agreement;
- A local, State or federal prosecutorial or investigative agency identifies possible criminal activity, or significant fiscal or programmatic irregularities on the part of the contractor;
- The contractor is not in compliance with State or federal statutes or regulations, or applicable OCFS guidelines, policies and/or procedures; or
- Unsafe physical conditions exist at a program site operated by the contractor and funded under an agreement with OCFS.

Once the contractor has been placed on Fiscal Sanction, payments on all open contracts and any new awards, amendments or contract renewals will not be processed until the issues have been satisfactorily resolved. The contractor will be notified in advance of any proposed Fiscal Sanction and will be provided a timeframe within which the issues must be resolved in order to avoid a Fiscal Sanction. Issues that are not resolved within the timeframe established by OCFS may be referred to the Attorney General (AG) for collection or legal action. If a contract is referred to the AG a collection fee will be added to the amount owed. In addition, interest will be due on any amount not paid in accordance with the timeframe established by the AG. The contractor will remain on Fiscal Sanction until the amount owed, including any collection fee and interest, is paid.

12. PROCUREMENT LOBBYING LAW

The Contractor will comply with all New York State and Office procedures relative to the permissible contacts and disclosure of contacts as required by State Finance Law Sections 139-j and 139-k and Office procedures and will affirmatively certify that all information provided pursuant to those provisions is complete, true and accurate. This certification is included in the Offerer's Certification and Affirmation of Understanding and Agreement pursuant to State Finance Law Sections 139-j and 139-k.

The Office reserves the right to terminate this contract if the Offerer's Certification filed by the Contractor in accordance with the New York State Finance Law Section 139-k was intentionally false or intentionally incomplete. Upon such a determination by the Office, the Office may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this contract. Nothing herein shall preclude or otherwise limit the Office's right to terminate this contract as set forth at Paragraph 8 of this Appendix A-1.

13. REQUIRED REPORTS – CONTRACTS FOR CONSULTING SERVICES

If consulting services (including services for analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services) are provided, the contractor must submit on or before May 15th of each year for the annual period ending March 31st, Form OCFS-4843, State Consultant Services – Contractor's Annual Employment Record. This form must report information for all employees who provided services under the contract whether employed by the contractor or a subcontractor. This form will be available for public inspection and copying under the Freedom of Information Law with any individual employee names and social security numbers redacted.

Contractors can obtain this form from their Contract Manager or through the Internet at the following site: <http://ocfs.state.nyenet/admin/Forms/Contracts/word2000/OCFS-4843%20State%20Consultant%20Services-Contractors%20Annual%20Employment%20Record.doc>

The contractor must submit a completed Form OCFS-4843, State Consultant Services – Contractor's Annual Employment Record, to each of the following addresses:

New York State Office of Children and Family Services
Bureau of Contract Management
52 Washington Street, South Building, Room 202
Rensselaer, New York 12144

New York State Office of the State Comptroller
Bureau of Contracts
110 State Street, 11th Floor
Albany, New York 12236
Attn: Consultant Reporting

New York State Department of Civil Service
Alfred E. Smith Office Building
8th Floor Counsel's Office
Albany, New York 12239

14. ADDITIONAL ASSURANCES

- a. The Office and Contractor agree that Contractor is an independent contractor, and not an employee of the Office. The Contractor agrees to indemnify the State of New York for any loss the State of New York may suffer when such losses result from claims of any person or organization (excepting only the Office) injured by the negligent acts or omission of Contractor, its officers and/or employees or subcontractors. Furthermore, The Contractor agrees to indemnify, defend, and save harmless the State of New York, and its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the

performance of the contract, and from all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the Contractor in the performance of the contract, and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, or use, or disposition of any data furnished under the contract or based on any libelous or other unlawful matter contained in such data or written materials in any form produced pursuant to this contract.

- b. The Contractor agrees that Modifications and/or Budget Revisions that do not effect any change in the amount of consideration to be paid, or change the term, will be in accordance with Appendix C.
- c. Expectation of Insured: The Contractor, if a municipal corporation, represents that it is a self-insured entity. If a not-for-profit corporation or entity other than a self-insured municipal corporation, the Contractor agrees to obtain and maintain in effect a general policy of liability insurance in an appropriate amount. The Contractor agrees that it will require any and all Subcontractors with whom it subcontracts pursuant to this contract to obtain and maintain a general policy of liability insurance in an appropriate amount.
- d. Notwithstanding the provisions of Article 14 of this contract, to the extent the contractor provides health care and treatment or professional consultation to residents of facilities operated by OCFS, in conformance with Executive Law §522 the provisions of paragraphs A, B and C of Article 14 (Article 14 A., B. and C.) shall not apply. In such cases, the provisions of Public Officers Law §17, to the extent provided by Executive Law §522, shall apply instead.

15. RENEWAL NOTICE TO NOT-FOR-PROFIT CONTRACTORS

With respect to contracts that include a renewal option, if the Office does not provide notice to Contractor of its intent to not renew this contract by the date by which such notice is required by §179-t (1) of the State Finance Law, this contract shall be deemed continued until the date that the Office provides the notice required by §179-t (1), and the expenses incurred during such extension shall be reimbursable under the terms of this contract.

A-1 Summary of Personnel Costs

Position/Title	Annual Salary	% of Time	Salary times % of Time**	Local Share	OCFS Grant Funds	Total Cost
Director of Health (Gayle Jones) Administrative	\$79,267	2.00	\$1,585	\$792	\$792	\$1,584
Director of Wellness (Irene Willett) Administrative	\$53,211	5.00	\$2,660	\$1,570	\$1,090	\$2,660
Fiscal Services Adm.(Tom Engle) Administrative	\$83,234	5.00	\$4,161	\$3,081	\$1,081	\$4,162
Asst. County Attny (Brian Miga) Administrative	\$29,861	1.00	\$298	\$299	\$0	\$299
Child Find (Michelle Jones) Programmatic	\$53,499	2.00	\$1,069	\$1,070	\$0	\$1,070
Early Intervention Services Coord. (7) Programmatic.	\$320,371	2.00	\$6,407	\$6,407	\$0	\$6,407
Lead Prevention Program Coord Programmatic	\$64,757	2.00	\$1,295	\$1,295	\$0	\$1,295
MCH Nurses 4 Programmatic	\$137,791	2.00	\$2,755	\$2,756	\$0	\$2,756
			\$0			\$0
			\$0			\$0
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1. Personnel Total				\$17,270	\$2,963	\$20,233
2. Fringe Benefits Total	<i>Enter Rate:</i>	45.70		\$3,037	\$3,037	\$6,074
3. Total Personal Services Costs			20,234	\$20,307	\$6,000	\$26,307

** The figures in the column are for comparison purposes only. It may not exactly equal the Total Cost figure.

A-1 Personal Narrative

Budget Narrative: Attach a description of the role/responsibility of each person included above.
Resumes of key project staff should be included as an addendum to the Project Narrative Section.

1. Title:

Enter Role/Responsibility Below

Provides administrative oversight. Networks with political and county government officials for promotion of grant within the community.

2. Title:

Enter Role/Responsibility Below

Direct oversight and management responsibility for preventive services within the Health Department, encompassing MCH Nursing, related grant and support programs. Meets with Program manager as needed to provide support, guidance and assistance. Assists or facilitates staff training and education as needed. Promotes grant activities within the Health Department and community.

3. Title:

Enter Role/Responsibility Below

Provides direct financial oversight of accounting and finances, including the process of vouchers for both lead and subcontract agency, mileage, payment to consultants and contractual providers, payroll, monthly financial claim repols and BSRO, procurement of any lead agency supplies and services. Assists with budget tracking, planning and projection for budget/contract process.

4. Title:

Enter Role/Responsibility Below

Provides legal review and consultation for contracts, situations with clients, confidential and legal issues relating to program. Provides HIPPA training updates and other legal assistance as indicated.

5. Title:

Enter Role/Responsibility Below

As part of the Early Intervention Program, Child Find coordinator will continue to identify 'at risk children'. She will follow families of children that may need intervention services to strengthen their developmental skills. Program will be promoted to those families identified in need of education or strengthening of parental skills.

6. Title:

Enter Role/Responsibility Below

Early Intervention Service Coordinators will assist with the integration of eligible children into the EI program and preschool educational services. Will provide training to support staff, including shadowing experiences, and promote the program through Local Early Intervention Coordinating Council (LEICC).

7. Title:

Enter Role/Responsibility Below

Will assist in obtaining lead screening information and provide follow up for families if indicated. Verification that testing was done with permission can release results. Provides training to staff and functions as a resource of lead risks, reductions, and prevention methods. Tracks/records all lead levels done on Oneida County children.

8. Title:

Enter Role/Responsibility Below

MCH nurses provide training to staff, including shadowing and/or joint visits with families. Function as a resource and referral source both to our program and for our families. Assist with education needs as indicated.

9. Title:

Enter Role/Responsibility Below

10. Title:

Enter Role/Responsibility Below

11. Title:

Enter Role/Responsibility Below

12. Title:

Enter Role/Responsibility Below

13. Title:

Enter Role/Responsibility Below

14. Title:

Enter Role/Responsibility Below

15. Title:

Enter Role/Responsibility Below

16. Title:

Enter Role/Responsibility Below

17. Title:

Enter Role/Responsibility Below

18. Title:

Enter Role/Responsibility Below

19. Title:

Enter Role/Responsibility Below

20. Title:

Enter Role/Responsibility Below

B4. Contractual/Consultant

Item	Local Share	OCFS Funds	Total Costs
FNC subcontract budget for services (Program)	\$66,972	\$579,710	\$646,682
Community and collaborating consulting agencies (Program)	\$35,000	\$0	\$35,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Contractual/Consultant Costs	\$101,972	\$579,710	\$681,682

Enter Budget Narrative Below:

A. See attached budget and narrative for the FNC for details of planned subcontract for service staff.

B. This line reflects the combined in-kind and donated goods and services of the community partner agreements (MOUs) for various aspects of the program. Included are time requirements for screening on site, teaching, board participation, in-service/wraparound trainings, collaborations, projects as well as material donations including off-site storage space for materials, incentives and extra teaching materials. Reflects personnel time and services not shown anywhere else in the budget as well as that of the main referral sources throughout the county.

Copy of agreements will be received prior to payment.

B5. Travel

Item	Local Share	OCFS Funds	Total Costs
n/a			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Travel Costs	\$0	\$0	\$0

Enter Budget Narrative Below:

No allocated funds in this category.

B6. Equipment

Item	Local Share	OCFS Funds	Total Costs
n/a			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Equipment Costs	\$0	\$0	\$0

Enter Budget Narrative Below:

There are no allocated funds in this category.

B7. Supply Costs

Item	Local Share	OCFS Funds	Total Costs
n/a			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Supply Costs	\$0	\$0	\$0

Enter Budget Narrative Below:

There are no allocated funds in this category.

B8. Other Expenses

Item	Local Share	OCFS Funds	Total Costs
A. Audit (administration)	\$200	\$0	\$200
B. Insurance (administration)	\$100	\$0	\$100
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total Other Expenses	\$300	\$0	\$300

Enter Budget Narrative Below:

A. Insurance (In-kind) reflects the Health Department's appropriations for a portion of overall costs related to liability, worker's compensation, and accident policy costs, etc.

B. Audit (In-kind) reflects the Health Department's appropriation for portion of overall costs related to required annual financial review and report of findings.

Contractor Name:	Healthy Families
Period of Budget:	July 1, 2011 to June 30, 2012
Contract Number:	C026209

**APPENDIX B
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
A. Personal Services			
1. Project Staff Salaries	\$17,270	\$2,963	\$20,233
2. Fringe Benefits	\$3,037	\$3,037	\$6,074
3. Total (Lines 1 + 2)	\$20,307	\$6,000	\$26,307
B. Non-Personal Services			
4. Contractual/Consultant	\$101,972	\$579,710	\$681,682
5. Travel/Per Diem	\$0	\$0	\$0
6. Equipment	\$0	\$0	\$0
7. Supplies	\$0	\$0	\$0
8. Other Expenses	\$300	\$0	\$300
9. Total (Total Lines 4 to 8)	\$102,272	\$579,710	\$681,982
C. Project Total (Lines 3 + 9)	\$122,579	\$585,710	\$708,289

111,955	Local Match (if required) Use *calculation below
---------	--

*Local Match Calculation = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award.

Total costs entered for each budget category above must reflect totals from attached Budget Sections.

Local Share refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

OCFS Funds are the funds you are requesting through this application.

Total Cost refers to the combined Local Share and Grant Funds for this project.

Budget Narrative: Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

Note: All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

Local Share/Match Breakdown

	Source	Amount
A. Cash Donations	0	\$0
B. In-Kind Donations	Various (\$35,300) FNC (\$5536)	\$40,836
C. Volunteers/Intern	Oneida Co. Health (\$20307) FNC (\$61436)	\$81,743
D. Fees for Service	0	\$0
E. Unrestricted Cash or Fund Balance	0	\$0
F. Grants:		
- Other grants supporting this project	FNC NYS Persons Disabilities & Developmental Delays	\$39,600
Amount of OCFS Funds	NYS OFCS	\$585,710
Non-OCFS Funds supporting this project	0	\$0
Total		\$747,889

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

Appendix D
Application Cover Page – Agreement

I. Incorporated Agency Name:	Oneida County			
II. Project Title:	Healthy Families of Oneida County			
III. Amount of OCFS Funds Requested:	\$585,710.00			
IV. Proposed Dates of Project:	Jul1, 2011 through June 30, 2012			
V. Address: (Include Street, City, State, Zip Code)	Mailing	Payment	Site	Agency Record
(Lead Agency) Oneida County Health Dept. 185 Genesee St.-Adirondack Bank Building/ 5th Floor Utica, NY 13501	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
(Services sub-contractor) Family Nurturing Center of CNY, Inc. (FNC) 209 Elizabeth St.-4th floor suite Utica, NY 13501	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VI. Federal Tax Identification Number or Municipality Code:	Municipality 3001-00000000			
VII. Does the Business Entity have a Data Universal Numbering System (DUNS) Number? If yes, what is the DUNS Number?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		DUNS Number: 075814186	
VIII. Is the Business Entity a: (a) For Profit entity; and (b) A New York Certified Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), New York State Small Business or a Federally Certified Disadvantaged Business Enterprise (DBE)?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
If yes, please specify the type of entity:	<input type="checkbox"/> Minority Owned Business Enterprise (MBE) <input type="checkbox"/> Women Owned Business Enterprise (WBE) <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> New York State Small Business			
IX. Is the Business Entity a: (a) Not-For-Profit entity; and (b) A Minority Community-Based Organization (MCBO)	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
X. Charities Registration Number: (If exempt, enter reason for exemption)	Municipality			
XI. Has the Business Entity filed all required periodic or annual written reports with the Office of the Attorney General's Charities Bureau?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	

**XII. Congressional/Legislative District Information:
(If Known)**

Federal Congressional District(s):

State Assembly District(s):

State Senate District(s):

XIII. County:

XIV. Contact Person(s):

Key Contacts	Name	Address	Telephone & E-Mail Address **	Authorized to Sign Contracts	Authorized to Sign Vouchers
Board Chairperson					
Chief Administrative Officer ¹					
Contract Contact					
Chief Fiscal Officer					

****An E-mail address is required. If you do not have a personal e-mail address, please supply your Organization's shared e-mail address.**

¹ The Chief Administrative Officer is defined as the person who is responsible for the contractor's overall administration, eg. Executive Director, County Executive, or Agency Commissioner

APPENDIX X

MODIFICATION AGREEMENT

Agency Code: 25000 Contract No. C026209 Period: 7/1/2011 - 6/30/2012

Funding Amount for Period \$ 585,710.00

This contract is funded with non-Federal funds only

This contract is funded in whole or in part with Federal funds (see Appendix A3, paragraph 14 for Federal audit information))

OCFS has determined that the Contractor is NOT a subrecipient)

OCFS has determined that the Contractor is a subrecipient

The Federal Funds for this contract are from Catalogue of Federal Domestic Assistance (CFDA) Number(s):

This is an AGREEMENT between THE STATE OF NEW YORK, acting by and through the Office of Children and Family Services, having its principal office at 52 Washington Street, Rensselaer, New York 12144 (hereinafter referred to as the STATE), and Oneida County (hereinafter referred to as the CONTRACTOR), for modification of Contract Number C026209 as amended in attached Appendix(ices)

- Appendix A Standard Clauses For NYS Contracts - June 2011
- APPENDIX A-1
- Appendix B
- APPENDIX D APPLICATION COVER PAGE AGREEMENT - JANUARY 2011

All other provisions of said AGREEMENT shall remain in full force and effect.

A-1 Personal Narrative

Budget Narrative: Attach a description of the role/responsibility of each position included above.
Resumes of key project staff should be included as an addendum to the Project Narrative Section.

* Identify Administrative positions

1. Title: (Programmatic)

Enter Role/Responsibility Below

Ensures that all aspects of service delivery to families is implemented and executed according to the HFNY home visiting model. Reviews and evaluates program data. Actively involved in selection and training of staff and provides supervision to the supervisors. The objectives are achieved through a combination of on-site and off-site duties, including direct service, crisis intervention, participating in family/community events or support groups. We are defining management and supervision of direct line staff and costs associated with them as programmatic expenses.

2. Title: (Programmatic)

Enter Role/Responsibility Below

Provides case supervision, consultation, education, and direct observation or provision of service delivery to achieve program objectives. We are defining management and supervision of direct line staff and costs associated with those titles as programmatic expenses. In addition to regular duties, Ms. Leslie is a certified lactation consultant (CLC) and National FAW trainer. As a trainer she does 2 state-wide trainings for new FAWs annually. Additionally, Ms. Leslie makes CLC home visits to nursing mothers as needed. All supervisors are cross-trained as FAW back up and have basic ASL capabilities. All supervisors mentor new program staff and participate in various aspects of direct training. In addition to required routine field observations of FSWs they may join field staff to meet new cases or trouble-shoot others as indicated. Ms. Leslie can also function to assist in entering data if the need arises.

3. Title: (Programmatic)

Enter Role/Responsibility Below

Provides case supervision, consultation, education, and direct observation or provision of service delivery to achieve program objectives. We are defining management and supervision of direct line staff and costs associated with those titles as programmatic expenses. In addition to regular duties, Ms. Brant is a certified child abuse and neglect reporting trainer, who ensures all staff are educated and certified in this area. All supervisors are cross-trained as FAW back up and have basic ASL capabilities. All supervisors mentor new program staff and participate in various aspects of direct training. In addition to required routine field observations of FSWs they may join field staff to meet new cases or trouble shoot others as indicated. Ms. Brant also functions as editor of the quarterly family newsletter.

4. Title: (Programmatic)

Enter Role/Responsibility Below

Under Supervision, is responsible pre-screening and screening for initial risk indicators for child abuse/neglect within the population of expectant and new parents. They provide community outreach, education, and follow-up to referral sources, providers and the general public to introduce and promote the program. Visit referral sources on a routine basis to pick-up &/or do the initial screens. Perform in depth home or office assessment with the parent(s) to further evaluate needs for assistance, community resources, and home visitation services. Ms. Simpson is bilingual Spanish speaking.

5. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Ms. Clark also has vast experience with family and conflict resolution.

6. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Mr Mathis also has experience as a Fatherhood Advocate and in planning community events.

7. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Ms. Cotrich is also bilingual Spanish speaking.

8. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Ms. Zulic is also bilingual Bosnian speaking.

9. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Ms. Wells also has basic sign language capabilities.

10. Title: (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources

11. Title: FSW- J. Zwierecki (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources.

12. Title: FSW-S. LaQuay (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources. Ms. LaQuay also has years of experience in Head Start and community resources.

13. Title: FSW/DDA- Donnette Morgan (Programmatic)

Enter Role/Responsibility Below

Under supervision, the FSW is responsible for initiating and maintaining regular contact for a period up to 5 years with families expecting a child or with a newborn primarily in their homes. During this time the FSW establishes a trusting relationship with families; provides prenatal and other health education; assists to strengthen parent-child relationships; supports what is going right while encouraging behavior change in some areas; educates parents to improve their skills to optimize the home environment for the child's well-being and safety; and assists families to make and attend health and human service appointments, including those activities related to employment and educational goals. Generally helps strengthen family functioning and coping skills as well as self-sufficiency through mutual development of individual family support plan that utilizes community resources

14. Title: PT Data Coordinator (Programmatic)

Enter Role/Responsibility Below

This position is key to program functioning with responsibility for data input and flow. Data Manager functions as our third and final line of defense to spot missing data, errors, or trends. Transposes self surveys to the official screening forms. Works closely with the Program Manager to check and evaluate data reports and review. Sends required monthly and quarterly reports to the state system. Other responsibilities include office supplies, materials tracking, and assisting with any special projects. She is responsible for direct coaching of all staff regarding the flow and background concerning why and how the data system must work, liaisons with workers & supervisors regarding data, and mentors neighboring & new program staff regarding data idiosyncrasies & flow.

15. Title: Executive Director- D, Elefante (Administrative)

Enter Role/Responsibility Below

Administrative oversight and review of grant subcontract and related activities, oversight of fiscal operations including budget reports, board reports, vouchers, payroll, grant reports, and coordination with the agency's other program staff; ongoing staff consultations on implementation of Nurturing Parenting Programs and use of educational materials. Networks with community organizations for continued promotion of the grant; Meets regularly with Program Manager to provide support and guidance as needed. Assist with staff training and education as needed; collaborates in the interview and hiring process. 15%-10% Grant 5% in-kind

16. Title: Fiscal Manager-P. Vogel (Administrative)

Enter Role/Responsibility Below

Direct fiscal operations including payroll, human resources, employee benefits, program vouchers, as well as assisting with budget reports and mods. Procurement of supplies and materials. Preparing paperwork for vouchering every two weeks, budget preparation for grant renewals, meeting with employees to explain all agency policies and procedures; Orientation of basic agency systems and benefits with new employees. Reviews mileage paperwork and compiles bi-monthly financial claims. Coordinates all financial grant activities with the county fiscal officer and Program Manager on a monthly, or as needed basis. Prepares and participates in annual audit of entire facility, including all grant activities: 65%- 50% Grant 15% in-kind.

17. Title: Secretary/Receptionist- K. DePinto (Administrative)

Enter Role/Responsibility Below

Answer telephones, take messages, greet and direct visiting participants, assist staff with office copies and office machines, special events, assists with newsletter in publisher, fax and mailing arrangements. Oversee employee break room & supplies, staff volunteer services. 10% Grant

18. Title: Dir. of Services-M. Kojac (Administrative)

Enter Role/Responsibility Below

Referrals to HFOC, cooperation with family transitions, and/or joint cases, between other FNC programs and HFOC services. Acts on behalf of the agency in absence of Executive Director. Consultations with HF staff regarding linkage with other agency services, such as supervised visitation services 8% Grant.

19. Title: Program Planner-C. Cavallo (Administrative)

Enter Role/Responsibility Below

Provides assistance with ongoing program planning, legislative education & advocacy, NYS Home Visiting Council representation, and research on potential supplemental funding. Consultations with HF staff regarding linkage with other agency services. In role as certified labor coach and doula, provides educational in-service/wraparound and consults as needed with staff on issues regarding Labor & Delivery, pre & post natal issues, and breastfeeding. 10% In-Kind

20. Title: Evelyn's House Dir.-K. Cavallo (Programmatic)

Enter Role/Responsibility Below

Refer prenatal and postnatal teens from Evelyn's House residence and from community referrals. Coordinates and assists our HF families who transition into resident placement. Collaborate on training related to serving pregnant and parenting teens. 8% In-Kind

B4. Contractual/Consultant

Item	Local Share	OCFS Funds	Total Costs
A. Computer Maintenance (program)	697	1500	2197
B. Healthy Families owned copier/printer maintenance (program)	0	750	750
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Contractual/Consultant Costs	697	2250	2947

Enter Budget Narrative Below: Delineate between Administrative and Program items.

B 4. Contractual/Consultant Narrative:
Copies of agreements will be submitted prior to reimbursement.
All for HF staff and supervisory use needed for program use and to assist families with information and printed materials and program requirements.

A. Computer Maintenance agreement:
Consists of a qualified consulting company (Mohawk Valley Consulting) coming to the premises for routine maintenance on network, computers and printers; installation, trouble shooting, and other emergencies, at a cost of \$67/hour. Estimate based on past history and funds available. \$1,500 requested with \$697 in-kind for total of \$2,197.

B. Healthy Families Copier/Printer:
Annual maintenance service agreement for the Gestetner DSM622 copier located centrally in the Healthy Families office area and the color printer Gestetner DSc38u used for our quarterly newsletter, as well as training materials and any digital family or event photos needed in color = \$750.

B5. Travel

Reimbursement for travel, lodging, and mileage costs must not exceed the State rates in effect at the time the person traveled.

Item	Local Share	OCFS Funds	Total Costs
A. Daily work related travel (program)	0	25000	25000
B. Core-required trainings (2) (program)	0	1600	1600
C. Nurturing Skills Facilitator Training (2) (program)	0	1000	1000
D.. Other HF NY required & miscellaneous trainings (program)	0	1000	1000
E. Program Manager travel to bi-annual (2) & regional quarterly (4) leadership meetings (program)	0	330	330
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Travel Costs	0	28930	28930

Enter Budget Narrative Below: Delineate between Administrative and Program items.

A. Daily Work-Related Travel:
 (OCFS portion of the travel expenditures will be at or below the state approved rate.)
 Mileage rate is at .485/mile, under IRS guidelines. Mileage for our smaller field staff and supervisors to accomplish home visits and outreach averages 4,500 miles per month, for 12 months = 54,000 miles X .485 = Total cost \$26,190. Due to funding reductions and possible staff turnover, we are estimating this lesser amount of \$ 25,000.

Training/Conferences:
 B. Core Training- (Based on actual past costs & updated for the Albany area current GSA rates) 4 night hotel stay @ \$110/night = \$440, R/T 210.31 miles @ .485 = \$102, tolls R/T \$8, meals \$41.75 1st & last day = \$91.50 + \$61. x 3 full days = \$183 for meal total of \$274.50 = overall training costs of \$824.50. Historically meals have not come to the allowed amount; therefore, we are estimating \$800. We put in for 2 trainings in case of staff turnover = \$1,600.

C. Nurturing Skills Facilitator Training – held locally
 Week long training on Nurturing Program philosophy, background, skills and how to utilize and present the course and materials, including participant class presentation opportunity. Manuals and materials included. We put in for 2 trainings in case of staff turnover @ \$500= \$1,000.

D. Other HF NY required & miscellaneous trainings
 This would cover any unanticipated required trainings which might be offered/required for multiple staff or the entire program to attend such as " Nature of Nurturing- Victor Bernstein", Advanced Staff Trainings for selected positions, or unannounced topics such as "Domestic Violence for Home Visitors", "Motivational Interviewing", Prenatal, Data, or IFSP, for which we have no advance knowledge or specific details to plan. \$1,000 will allow us to send multiple staff to these, or similar, as indicated when they arise during the contract year and to cover any local opportunities which fit wraparound and for which there is a fee.

E. Program Manager travel to required bi-annual (2) & regional quarterly (4) leadership meetings- Meetings are based on Albany area with an average of 210 miles R/T @ .485 cents mile= \$101.85 +\$8.00 R/T tolls = \$109.85 per trip x 6 trips = Total annual cost \$ 659.10. Will carpool with Herkimer Co. for half of these trips (3) for final amount of \$330.

B6. Equipment

Item	Local Share	OCFS Funds	Total Costs
NA			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Equipment Costs	0	0	0

Enter Budget Narrative Below: Delineate between Administrative and Program items.

NA

B7. Supply Costs

Item	Local Share	OCFS Funds	Total Costs
A. Routine Office Supplies (program)	0	904	904
B. Printing Materials (program)	0	3941	3941
C. Program supplies/curricula/incentives (program)	0	500	500
C. Annual family picnic & graduation (program)	0	500	500
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Supply Costs	0	5845	5845

Enter Budget Narrative Below: Delineate between Administrative and Program items.

A. Routine office supplies for HF staff- Using actual costs for supplies for individual basic desk/office needs such as pens, pencils, file folders, traveling record portfolios, clips, tape, staples, notebooks, calendars, planners, post notes, highlighters, etc. is \$500. One box of a dozen 1 1/2 in. white view binders used for each new family at enrollment to keep program materials for reference is listed at \$33.60 x 5 boxes = \$168. Mailing envelopes universal # 10 standard, used for outreach by both FAW and staff, as well as general program needs (500 box) are \$19.50 x 4 boxes = \$78. Plain white mailers, 6 1/2 in. x 9 1/2 in. size, to hold larger sized materials often sent to families by FAW (500 box) are \$46 x 2 boxes = \$92. Clear front report covers with fasteners for our new Family Handbook to be given to all newly enrolled families are \$44/box of 25 x 2 boxes = \$88. Total annual basic office supplies = \$926. Requesting \$904.

B. Printing related materials- This is a major program cost with the amount of basic forms, data, documents, training, activities, provider screens/self survey, our quarterly newsletter, day to day outreach, and other periodic printing requirements. We look at past costs of printer/fax/copier ink, toner cartridges, and paper needed for program related needs to try and fix a figure for this budget. This encompasses supplies for PCs, network & program printer/copiers. Paper alone @ \$37 box x 30 = \$1,110, plus routine ink, developer, toner cartridges, replaced approx. 3 times year = \$1,600. We print our own quarterly color newsletter & brochures for families, and provider offices @ .30/copy x 300 copies X 4 is \$360 plus special 11x17 paper \$100 = \$460. Ink refills (3 prime colors) for the large color printer @ \$209 = \$627 x three per year = \$1881. Total printing costs = \$3,941.

C. Program supplies/curricula/incentives- These are usually purchased at irregular intervals in bulk when depleted and often add up to several thousand dollars when purchasing multiple things in large amounts. This enables us to get cost discounts and keep items such as bath thermometers, sippy cups, babysitter magnetic notes, stack and play, infant layette sets, and many other items that are given at periodic times on hand. At this time we are only including a minimal amount to cover replacements for our incentive & supplies = \$500.

D. Annual family picnic and graduation- Estimate reduced based on smaller numbers and past event costs for all food, beverages, park fees, supplies for activities & small game prizes, and backpacks filled with school supplies for graduates at annual recognition days open to all Healthy Families participants = \$500

B8. Other Expenses

Item	Local Share	OCFS Funds	Total Costs
A. Telephone/Internet (program)	339	4661	5000
B. Rent (program)	0	36752	36752
C. Audit (administrative)	500	2500	3000
D. Liability Insurance (administrative)	4000	7800	11800
E. Postage (program)	0	200	200
F. HFA National Accreditation/ Credentialing fee (program)	0	1116	1116
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Other Expenses	4839	53029	57868

Enter Budget Narrative Below: Delineate between Administrative and Program items.

Healthy Families staff is nearly 50% of the workforce of the FNC. This is used for general costs estimates when appropriate, unless the actual numbers can be used to calculate costs.

A. Telephone: FNC pays \$10,500 per year for landlines phones with individual voice mail capability and Internet service. This includes service, maintenance of phones, phone lines, and Internet service. HFOC=\$5000. Annually this = \$416.67/month or \$34.72 monthly per worker. We are budgeting for \$4,661 with the remaining \$339 as in-kind.

B. Rent: This includes parking for all HF staff, heat, air conditioning, water, and maintenance, along with plowing and salting. FNC pays \$ 8.60 per square foot X 6,674 square feet, June,'10 to May 31,'11. HFOC now accounts for allocated space of 4,083.72 sq. ft. \$8.60 x 4,083.72 sq. ft. = \$36,752. (\$3,062.67 monthly).

C. Audit: FNC expects \$6,000 this year for audit expenses. HFOC = 50% or \$3,000. We are asking for funding for \$2,500; FNC is making up the difference of \$500 as annual in kind

D. Insurance: This year insurance costs were markedly increased mainly due to increase in worker's compensation costs. FNC expects to pays \$ 23,600 annually for insurance expenses. HFOC = 50% or \$11,800. We are requesting funding for \$ 8,300. Therefore, FNC is making up the difference of \$3,500 as annual in kind

E. Postage- for outreach mailings for both the Assessment Worker as well as the home visitors to connect per protocol, as well as other incidental needs.

F. HFA Accreditation Fee- This is our pro-rated expected cost of the overall expenses for all NYS programs to be credentialed under the national model.

Program Name: Healthy Families of Oneida County
 Contractor Name:
 Period of Budget : July 1, 2011 through June 30, 2011
 Contract Number :

**APPENDIX B
 BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
A. Personal Services			
1. Project Staff Salaries	45508	362708	408216
2. Fringe Benefits	15928	126948	142876
3. Total (Lines 1 + 2)	61436	489656	551092
B. Non-Personal Services			
4. Contractual/Consultant	697	2250	2947
5. Travel/Per Diem	0	28930	28930
6. Equipment	0	0	0
7. Supplies	0	5845	5845
8. Other Expenses	4839	53029	57868
9. Total (Total Lines 4 to 8)	5536	90054	95590
C. Project Total (Lines 3 + 9)	66972	579710	646682

66972	Local Match (if required) Use *calculation below
-------	---

*Local Match Calculation = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award.

Total costs entered for each budget category above must reflect totals from attached Budget Sections.

Local Share refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

OCFS Funds are the funds you are requesting through this application.

Total Cost refers to the combined Local Share and Grant Funds for this project.

Budget Narrative: Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

Note: All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

**Administrative Costs: As the budget details are prepared please delineate between Administrative and Program Costs. Costs include, but are not limited to any staff, support or non-personal service items needed to facilitate the direction and administrative operation and oversight of the project.

Local Share/Match Breakdown

	Source	Amount
A. Cash Donations	0	0
B. In-Kind Donations		66972
C. Volunteers/Intern	0	0
D. Fees for Service	0	0
E. Unrestricted Cash or Fund Balance	0	0
F. Grants:		
- Other grants supporting this project	NYS Persons with Disabilities, Developmental Delays	39600
Amount of OCFS Funds	Healthy Families of NY	579710
Non-OCFS Funds supporting this project		
Total		686282

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.

APPENDIX D

Healthy Families of Oneida County – Home Visiting Program
Program Narrative/Workplan 2011 – ‘12

NUMBER OF FULLTIME FAMILY SUPPORT WORKERS 8 X 20 FAMILIES =
160 NUMBER OF FAMILIES TO BE SERVED AT ONE TIME. Include part time
FSW's or those in other titles that conduct home visits on a regular basis and explain below.
ESTIMATE THE NUMBER OF FAMILIES TO BE SERVED (ENROLLED) FOR THE
CONTRACT YEAR
120 TO 160 FAMILIES.

In the space below describe the workplan according to the guidelines provided by OCFS.

Due to the NYS budget delays our program services ceased at the end of the last contract year. After a two plus month furlough, we recalled staff on September 3, 2010. Over the year we have had some staff hired and turnover leaving us at the start of this contract with an experienced FAW, 5 experienced active FSWs, one new FSW beginning to take cases, an experienced FSW out on workers compensation, and 1 position left recently to be filled.

(Ultimate total of 8 active FSWs when all filled and trained to take cases.)

After attrition from the close and resumption of services, as well as some very recent staff turnover, we start this year following 106 families with a case weight of 164.75.

We have been fairly steady serving these 106 families the last quarter. When new newly hired complete the required CORE and subsequent trainings, we anticipate with a full complement of 8 trained FSWs, we would have the capacity to serve 160 families.

There is also a another cooperative yet separate grant between HFNY and the NYS Persons with Disabilities and Developmental Delays awarded to us which will fund another trial position for dual FSW/Developmental Delay Advocate (FSW/DA). The complete role and caseload of this individual to be hired has yet to be determined as this is a trial.

The Oneida County Public Health Department (OCHD) is lead agency, in partnership with the Family Nurturing Center of Central New York, Inc. (FNC), a community based not-for-profit organization that is dedicated to building nurturing families since 1988. This partnership began prior to the program beginning in 2001 during the writing of the original RFP. Both agencies are centrally located in downtown Utica, the county seat, and in close proximity to each other and the majority of main service providers, such as Medicaid, Day Care, Head Start, Child & Family Health Plus, Workforce Development, and public transportation.

The OCHD encompasses multiple social, health, and environmental divisions and programs, such as lead poisoning prevention; maternal-child health nursing; clinical services for

immunizations, STDs, & communicable diseases; Early Intervention & Special Children's Services; and the WIC program, to name a few. Operating hours are 8:30AM to 4:00 PM, Monday through Friday, during the summer, and 8:30AM to 4:30 PM the remainder of the year.

The FNC, as sub-contractor, provides the delivery of home visiting services for our program and houses our Healthy Families of Oneida County staff. In addition to periodic facilitator training weeks for the Nurturing Parenting Program, the FNC has multiple other programs and services to assist parents and their children. There are also 2 special separate facilities in town, *The Family Place* drop in center, at which they hold scheduled parenting education classes among other activities, and *Evelyn's House*, a resident home for pregnant or parenting young women and their children who have no safe, appropriate home, or support system to allow them to redirect their lives and reach goals. Healthy Families staff works a 37 ½ hr week. Main operating hours are 8:30AM to 4:30 PM, Monday through Friday, with flexibility for appointment arrangements to meet the needs of families outside these parameters.

Lead Agency Oneida County Health Dept.
185 Genesee St.-Adirondack Bank Building/ 5th Floor
Utica, NY 13501
(Services sub-contractor) Family Nurturing Center of CNY, Inc. (FNC)
209 Elizabeth St.-4th floor suite
Utica, NY 13501

The Program Manager is now employed by the FNC after retirement from the Health Department, at the end of 2010. She continues with the FNC in the same capacity maintaining basic direct oversight of the general program functions and has done so since the program inception. The Program Manager holds a Bachelor of Science in Nursing and Master of Science in Health Administration & Policy degree. She has also passed the required civil service exam for this position while with the Health Department.

The remaining administrative and service staff, consist of 1 FT and a newly created PT (2 days week) Supervisor position, 1 Family Assessment Worker (FAW), and 8 Family Support Workers (FSWs), as well as a PT data entry coordinator, all of whom are employed under the umbrella of our subcontract agency, FNC. Our FT supervisor has a Bachelor of Science in Psychology-Child Life degree. In addition to functioning as a Child Life Specialist, she is now also a Certified Lactation Consultant and National FAW CORE Trainer. She shares this latter ability as a contract consultant several times a year with the NY state Prevent Child Abuse America (PCAA) training team arm to teach new FAWs for the entire state system. She has also been with the program since inception and functioned in all roles prior to moving into a

supervisory role in 2003. In addition she brings a working knowledge of Spanish Our other supervisory position has just been downsized to PT with this contract year due to budget constraints and it remains to be seen if the current supervisor will remain in that capacity or we will have to replace her. She has been with the program in that capacity nearly 8 years, since the beginning of 2004. She has over 30 years of experience; first as an ordained pastor/counselor then Social Worker-Welfare Eligibility Specialist holding a Bachelor of Social Work degree. She also supervisor is qualified as a state certified instructor for the *Mandated Reporter Training for Abuse & Neglect*. Both supervisors and the program manager have taken CORE trainings for all positions including their own, as well as participating in, and often presenting, related educational opportunities to our own staff and the community. Supervisors spend 1 ½ -2 hrs. of scheduled time each week with FSWs to review, support and guide their work with assigned families. They also guide their orientation and education in the FSW role using the Transfer of Learning (TOL) guidebook developed and provided by the NYS PCAA training team. In addition to completion of the required CORE multi-day and other NYS PCAA provided courses, staff completes required initial orientation, 6 month & 12 month education through a wide variety of one-on-one or group trainings. Education might be provided by qualified OCHD or FNC staff, area community providers/experts, online approved courses, or self-guided videos all with oversight from the program administrative staff and documented through the Center for Human Services Research (CHSR) data system at Rockefeller College-SUNY Albany utilized by the statewide program system.

The current FAW has been with the program in that capacity over 5 ½ years, since November 2005. She completed nearly 3 years toward her Bachelor's degree at Hartwick College and is now accruing credits toward a BA in Community & Human Services through Empire State College. Prior to joining us she spent 3 years as a Rehabilitation Training Specialist with The ARC Oneida-Lewis, which involved screening & assessment of both clients and consumers. She has a working knowledge of Spanish and basic American Sign Language.

The returning 5 experienced FSWs have been with the program from 4 to just over 1 year, averaging just over 2 years, and include both male and female home visitors. Educations range from Bachelor's Degrees in Psychology, Associates in Human Services, Mental Health, Criminal Justice and other fields, to time spent in college without a completed degree, and finally 1 FSW who completed high school and provided experience as a war refugee. All live within our target area and are parents; two are single parents in committed long term relationships. Staff represents multiple cultural, language, and ethnic populations within the county wide target area, including Bosnian, Latina, and African American.

We continue the search for appropriate staff from the Russian, Amerasian, Burmese, and

Somalia population but have as yet been unsuccessful in finding available qualified candidates. For the Amerasian, Somali, and Burmese populations this is complicated by the fact that the original refugees often do not read even in their native language, and due to vastly different culture origins they have a very closed community. The first "Americanized" generation becomes educated and either moves on or has not shown interest in this type work. Individuals who can do basic reading and writing in both English and their native language are quickly utilized by the refugee resettlement organization, area businesses, and health/social service networks making it difficult to be competitive in hiring. Our efforts to continue the search with the assistance of the Mohawk Valley Resource Center for Refugees will continue. Meanwhile we do work with parents from these cultures as able and feel that a staff member with similar cultural and language abilities would augment our success.

Our comprehensive hiring process will be used to fill remaining FSW positions. After review of resumes, we start with a group of 4-5 potential candidates. After they watch the *Healthy Families NY video*, review the *family line drawing* and list strengths identified, we invite them to sit down together with our Healthy Families administrative team. Often a member of the home visiting staff or advisory board is included if possible. We utilize materials suggested for interview discussion by OCFS and other programs and follow a routine guide of questions and scenarios to tease out applicant's knowledge, maturity, ability to think quickly and outside the box, cultural sensitivity, group interaction and listening skills, among other more subtle qualities. After interviewers score the interpersonal rating scale and discuss the session, potential candidates are invited back for a 2nd individual interview with the Executive Director, Program Manager, and occasionally supervisory staff. This interview gives us the opportunity to follow-up any questions or areas that were not clear on either side, discuss program & agency expectations as well as benefits. At this time they are also given a paragraph summarizing findings from a fictional home visit and asked to give a summary of what resources they might offer the family. This not only identifies initial knowledge of area resources, but also gives us a basic writing sample. When final candidates are selected we take the added step of setting up a shadow home visit, with family permission, after review of confidentiality and HIPPA. This allows them the ability to see the program in action with an experienced FSW, if they can visualize themselves in that role, and for us to evaluate their demeanor, comments, and questions.

We follow the defined goals of the state and national program and follow best practice guidelines from the state policies to continue national credentialed status. Healthy Families of Oneida County practices intensive home visiting services to support expecting and new parents and their children toward the end result of primary prevention of child abuse and neglect. Additional goals contributing to this are encouraging positive parent-child bonding, promoting

optimal child health and development, as well as fostering parental self-sufficiency. Our visits begin before, or within, 92 days of birth and can continue voluntarily, at no charge, until the child reaches the age of 5, or enrolls in preschool, Head Start, or kindergarten. To provide an initial assessment of needs, and attempt to engage families, we follow a concerted effort of creative outreach utilizing various means to reach parents for 92 days. Following assessment, staff continues with a standard creative outreach form to guide attempts to enroll families using telephone calls, letters, visits, and informational mailings until enrolled, they decline, the infant ages out, or the 92 day period is complete. Once enrolled, home visiting staff utilize Florida State University, *Partners for A Healthy Baby* Curriculum and Handouts, and *24/7 Dad*, as well as the *Nurturing Program* materials for our primary curricula during family focused visits to enhance parent education and positive interactions with their children.

Community partners remain committed to supporting our success. Those key to service delivery continue to be all three county hospitals, St. Luke's' Hospital-"The Birth Place", Rome Memorial Hospital, and St. Elizabeth Hospital along with their respective PCAP OB Clinics. Others are WIC, the Local Department of Social Services, Workforce Development, Head Start, and multiple other community-based organizations. These agencies provide us with referrals using the screen and/or self survey tools, may also serve as a provider of services for our families via our referrals, and might assist in other ways such as the advisory board or for wraparound education.

Though we serve the entire county the majority of our families reside in the Utica-Rome area where the greatest population base is found. The US Census Bureau estimates our entire county population to now be 231,044 persons spread across rural, suburban, urban areas. A recent statewide report showing combined outcome data for births over the 3 year period from 2005 to 2007 shows seven zip codes rank highest overall, in the 7-10 range. Utica and Rome are included in those zip codes. Many other zips rank high in other specific issues such as infant mortality or teen births.

Utica is the county seat and largest population base (57,664 from 2010 census estimates), a small but continuing erosion in numbers, but includes the highest concentrated poverty rate, and the area chosen for resettlement of most of our refugee population. 12% of the population is foreign born. It is home to the Mohawk Valley Resource Center for Refugees, which has funneled over 11,000 non-English speaking persons mainly into our target area. These families represent the Bosnian, Russian, Vietnamese, and Amerasian cultures and languages. Though numbers of new refugees have decreased since 9/11, the newest, small yet growing groups are from Somalia, North and West Africa, as well as Myanmar (Burmese-mainly ethnic Karen people).

Rome is the 2nd largest population base within the county and the 2010 Census estimates 33,725, a small increase in residents. In 2008 the Refugee Center began relocating new refugees to Rome as well as Utica. This town and overall county population has declined greatly over the last two decades, resultant of a dwindling economy, closing of a major air base, and lack of job opportunities. The brunt of this exodus has left negative effects of lower paying service jobs; renter occupied older housing, with 30% of children under age 5 in Rome living under the poverty level. As is often the case when a community is struggling to survive, those on the lowest rungs are severely overburdened and children may become the casualties.

Local Child Protective Services does not have completed data for 2010 yet, however reports that the number of calls for the year 2009 (last year for which there is complete data) is up to 4,001 calls investigated, the highest recorded since 1993. Historically, LDSS has reported that trends show about 1/3 of all CPS calls, are eventually indicated.

For the 1st half of 2010 calls were again up, averaging 369 a month, nearly 17 a month above this same period in 2009. During the year 2009, numbers were down slightly to 205 filings for 425 children. A state 2009 report shows Oneida County to be 6th in the state for foster care rates by county, with 535 children in placement at that time. For the first half of 2010, through June, numbers were thankfully again down, with only 84 filings including 177 children.

Outside of our program, *preventive services* continue to be very limited. Area programs available when we can't serve families have diminished, or vanished, over the past years. The Community Health Worker Program continues to serve the county with a staff of 3 field workers and a coordinator. It is focused primarily on case management surrounding birth and newborn health and barriers to care. Early Head Start has a few home visitors who are available on a limited basis. Unfortunately, cessation of Adolescent Pregnancy Prevention Services funds several years ago closed area Teen Services Programs which were instrumental in prevention services for this segment. Adjoining Healthy Families Programs in neighboring Herkimer and Madison Counties enable us to serve families that migrate between us or might come to our attention through Oneida County service providers.

Accurate Information on 2010 or 2011 area births is yet currently unavailable. The NYS DOH Public Health Information Network (HIN) has provided updated data for the year 2009. For that year, there were 3108 births in our county; 234 births (8.8%) were considered low birth weight (2500 grams or under 5 1/2 lbs.) and there were 16 infant deaths. The last complete aggregate data remains for the 3 year period 2005-2007, showing that during this period 47.6 % births were to out of wedlock mothers, 5.2% of the births were to mothers who had late or no prenatal care, and teen (ages 10-17) births numbered 247, or 3.2%.

Performance targets are attached. Reports on related data outcomes will continue to be submitted to CHSR monthly and a narrative report is made on a quarterly and annual basis to contract managers with NYOCFS.

ONEIDA COUNTY HEALTH DEPARTMENT

A *Adirondack Bank Building*, 5th Floor, 185 Genesee St., Utica, NY 13501

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

GAYLE D. JONES, PHD, MPH, CHES
DIRECTOR OF HEALTH

ADMINISTRATION

Phone: (315) 798-6400 Fax: (315) 266-6138

FN 20

11 - 227



June 21, 2011

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

PUBLIC HEALTH
WAYS & MEANS

Dear Mr. Picente:

Re: Community Health Worker Program
C-021373

Attached are four (4) copies of a contract between Oneida County through its Health Department and the New York State Department of Health for the provision of the Community Health Worker Program.

The Community Health Worker Program provides enrollment of low income, pregnant women in continuous comprehensive prenatal care, enrollment of infants and children in preventive health care, including enrollment in Medicaid, child health plus and WIC. Families will be informed of HIV risk factors, with availability of HIV counseling and testing. Families will be made aware of risk factors associated with prenatal substance use, including tobacco use, including education about domestic violence and those in need of assistance. Women of child-bearing age will be informed about effective family planning methods. The term of this agreement shall become effective July 1, 2011 and remain in effect through June 30, 2012 with reimbursement by New York State in the amount of \$199,314. This contract is 100% State funded.

Please Note: The New York State Department of Health requires two (2) signature sheets to be returned for their records.

If this agreement meets with your approval, please forward to the Board of Legislators.

Sincerely,

Gayle D. Jones, PhD., MPH, CHES
Director of Health

attachments
ry

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 6/28/11

CONTRACT SUMMARY SHEET - ONEIDA COUNTY HEALTH DEPARTMENT

DIVISION: Community Wellness

NAME AND ADDRESS OF VENDOR: New York State Department of Health
Bureau of Maternal & Child Health
Administrative Unit
Room 878 Corning Tower Building
Empire State Plaza
Albany, New York 12237-0657

VENDOR CONTACT PERSON: Amy B. Hauptli, Health Program Administrator

DESCRIPTION OF CONTRACT: To provide for enrollment of low income, pregnant women in continuous comprehensive prenatal care, enrollment of infants and children in preventive health care, including enrollment in medicaid, child health plus and WIC. Families will be informed of HIV risk factors, with availability of HIV counseling and testing. Families will be made aware of risk factors associated with prenatal substance use, including tobacco use, families will be educated about domestic violence and those in need of assistance, women of child-bearing age will be informed about effective family planning methods.

PREVIOUS CONTRACT YEAR: July 1, 2010 through June 30, 2011

TOTAL: \$199,314

THIS CONTRACT YEAR: July 1, 2011 through June 30, 2012

TOTAL: \$199,314

_____ **NEW** X **RENEWAL** _____ **AMENDMENT**

FUNDING SOURCE: A3419 Grant Award \$199,314
State Funds \$199,314
County Dollars – Previous Grant \$ 0
County Dollars – This Grant \$ 0

SIGNATURE: Gayle D. Jones, Ph.D., MPH, CHES, Director of Health

DATE: June 16, 2011

Signature Page for:

Contract Number: C-021373

Contractor: Oneida Co. Health Department

Amendment Number: X-7.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the dates appearing under their signatures.

CONTRACTOR SIGNATURE:

By: _____ Date: _____

(signature)

Printed Name: Anthony J. Picente, Jr.

Title: Oneida County Executive

Approved as to Form Only
Assistant County Attorney

By: _____
Brian M. Miga
Assistant County Attorney

STATE OF NEW YORK)
)
County of _____) SS:

On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their/ capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Signature and office of the individual taking acknowledgement)

STATE AGENCY SIGNATURE

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

By: _____ Date: _____

(signature)

Printed Name: Barbara S. Devore

Title: Deputy Director, Center for Community Health

ATTORNEY GENERAL'S SIGNATURE

By: _____ Date: _____

STATE COMPTROLLER'S SIGNATURE

By: _____ Date: _____

APPENDIX X

Contract Number: C-021373

Contractor: Oneida Co. Health Department

Amendment Number: X-7.

This is an AGREEMENT between THE STATE OF NEW YORK, acting by and through NYS Department of Health, having its principal office at Albany, New York, (hereinafter referred to as the STATE), and Oneida Co. Health Department (hereinafter referred to as the CONTRACTOR), for amendment of this contract.

This amendment makes the following changes to the contract (check all that apply):

- Modifies the contract period at no additional cost
- Modifies the contract period at additional cost
- Modifies the budget or payment terms
- Modifies the work plan or deliverables
- Replaces appendix(es) A with the attached appendix(es) A (Revised 11/10)
- Adds the attached appendix(es) B-6, D-6
- Other: (describe) Extends the contract term one year to now end on June 30, 2012

This amendment is is not X a contract renewal as allowed for in the existing contract.

All other provisions of said AGREEMENT shall remain in full force and effect.

Prior to this amendment, the contract value and period were:

\$1,027,084
(Value before amendment)

From 7 / 1 / 2006 to 6 / 30 / 2011.
(Initial start date)

This amendment provides the following addition (complete only items being modified):

\$199,314

From 7 / 1 / 2011 to 6 / 30 / 2012.

This will result in new contract terms of:

\$1,226,398
(All years thus far combined)

From 7 / 1 / 2006 to 6 / 30 / 2012.
(Initial start date) (Amendment end date)

**Community Health Worker Program
and
Comprehensive Prenatal-Perinatal Services Network Program
Contractor Contact Information
July 1, 2011 - June 30, 2012**

Name and Address of Contractor: CHWP XX CPPSN Contract #C021373

Oneida County Health Department

185 Genesee Street 5th Floor

Utica, New York 13501

Employer's Identification Number (Federal ID#): 156000460

Charity Registration Number: N/A

Program Director	Program Coordinator	Fiscal Contact
Name: Irene Willett	Name: Betty Jones	Name: Thomas Engle
Title: Director of Wellness	Title: Sr. Outreach Worker	Title: Fiscal Services Administrator
Address (if different from above):	Address (if different from above):	Address (if different from above):
Office Telephone Number: 315-7985277	Office Telephone Number: 315-7985655	Office Telephone Number: 315-7985080
Office Fax Number: 315 798-5022	Office Fax Number: 315-798-5022	Office Fax Number: 315-798-5022
E-mail address: iwillett@ocgov.net	E-mail address: bjones@ocgov.net	E-mail address: tengle@ocgov.net

DOH Use Only

BWH - Contract Manager	
Name:	Phone:

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6.a).

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any

employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. **NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. **INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export

Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. **SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. **RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on

its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) **PRIVACY NOTIFICATION.** (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. **EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in

accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.empire.state.ny.us>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.

Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.

If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING.

To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law

Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

Appendix B-6

C-021373

Oneida Co. Health Department

Community Health Worker Program
July 1, 2011 – June 30, 2012

Summary Budget

Table A of Budget Pages

APPENDIX B-6

TABLE A-1 PERSONAL SERVICES - CHWP
 OPERATING BUDGET AND FUNDING REQUEST
 July 1, 2011 – June 30, 2012

PERSONAL SERVICES

Title	Annual Salary	% FTE	# of Mos.	Total Expense	Amount Requested from NYS	Other Source	Specify Other Source
(List Personnel Budgeted)							
Betty Jones, Sr. CHW	\$42,084	100%	12	\$42,084	\$42,084		
Jasmina Hodzic, CHW	\$25,038	100%	12	\$25,038	\$25,038		
Angel Woolheater, CHW	\$24,191	100%	12	\$24,191	\$24,191		
Tehvida Catic, CHW	\$21,652	100%	12	\$21,652	\$21,652		
Irene Willett, DCW	\$53,211	30%	12	\$15,963	\$15,963		
Gayle Jones, DOH	\$79,267	2%	12	\$1,585		1585	
Tom Engle, Fis. Ser. Adm	\$83,234	5%	12	\$4,162		4162	In-kind
Brian Mlga, Asst. Co. Atty	\$29,861	1%	12	\$299		299	In Kind
Bruse Kistner, Comp Tech	\$58,128	1%	12	\$581		581	
				\$0	\$0		
				\$0	\$0		
				\$0	\$0		
				\$0	\$0		
Subtotal Personal Services				\$135,555	\$128,928	\$6,627	
Fringe Benefits* 45.70%				\$61,949	\$61,949		
Total Personal Services				\$197,504	\$190,877	\$6,627	

* If more than one fringe benefit is used, use an average fringe rate for the calculation on this form. Page ___ of ___

Any vacant positions should be reported as an attachment to the quarterly voucher and the progress reports. The explanation must include what has been done to recruit and fill the positions and describe any problems with filling vacancy (ies).

APPENDIX B-6
 TABLE A - SUMMARY BUDGET - CHWP
 OPERATING BUDGET AND FUNDING REQUEST
 July 1, 2011 – June 30, 2012

	Total Expense	Amount Requested From NYS	Other Source	Specify Other Source
Personal Services				
Total Personal Service and Fringe	\$197,504	\$187,848	\$9,656	In-Kind
Nonpersonal Services				
Supplies and Materials	\$3,500	\$3,500		
Travel Expenses	\$6,500	\$6,500		
Audit	\$300	\$0	\$300	In-Kind
Cell Phones	\$1,000	\$466	\$534	In-Kind (Insurance reimbursement)
Desk Phones	\$1,500	\$0	\$1,500	In-Kind
Space	\$3,000	\$0	\$3,000	In-Kind
Training	\$1,000	\$1,000	\$0	In-Kind (Insurance reimbursement)
Interpreters	\$1,000	\$0	\$1,000	In-Kind (Insurance reimbursement)
Subtotal Nonpersonal Services	\$17,800	\$10,966	\$6,364	
GRAND TOTAL	\$215,304	\$199,314	\$15,990	

Federal Funds are being used to support this contract. Catalog of Federal Domestic Assistance (CFDA) numbers are: Medicaid Match 93.778 50%

Contractor: ONEIDA COUNTY HEALTH DEPARTMENT

Contract No.: CO21373

APPENDIX B-6

TABLE A-2 NONPERSONAL SERVICES - CHWP
OPERATING BUDGET AND FUNDING REQUEST
July 1, 2011 – June 30, 2012

NONPERSONAL SERVICES

(List Budgeted Expenses)	Total Expense	Amount Requested From NYS	Other Source	Specify Other Source
Supplies and Materials	\$500	\$500	\$0	
Audit	\$300	\$0	\$300	In-Kind
Cell phones	\$1,000	\$310	\$690	In-Kind (Insurance reimbursement)
Desk phones	\$1,500	\$0	\$1,500	In-Kind
Travel Expenses	\$6,500	\$0	\$6,500	In-Kind (Insurance reimbursement)
Space	\$3,000	\$0	\$3,000	In-Kind
Training Expenses	\$1,000	\$1,000	\$0	
Interpreters	\$1,000	\$0	\$1,000	In-Kind (Insurance reimbursement)
Total Nonpersonal Services	\$14,800	\$1,810	\$12,990	

BUDGET NARRATIVE/JUSTIFICATION ATTACHMENT

FORM B-1 CHWP

PERSONAL SERVICES

July 1, 2011– June 30, 2012

Contractor: ONEIDA COUNTY HEALTH DEPARTMENT

Contract No.: CO21373

PERSONAL SERVICES

Title	Incumbent	Description
Sr. CHW	Betty Jones	Responsible for some project management, data reports and work plan development and implementation. Assists Project Manager with plans/coordination of outreach activities. Meets with community agency representatives to update them on services offered by the CHWP(Community Health Workers Program). Collaborates with outside agencies to overcome barriers to health care and/or services for CHWP clients. Works along the Project Manager for ongoing education and updates for CHWs increasing their ability to provide education, advocacy and support for CHWP clients. Shares caseload of very rural clients with CHWs as needed. Collaborates with MCH as needed

CHWs	Jasmina Hodzic, Angel Woolheater, Tehvida Catic	Identify/assist women and their families to access health care and essential services in the area. Assist and refer CHW clients to community support services, conduct basic health/environmental assessments. Work with families in setting up a plan of action that addresses identified needs. Provide basic health education, referrals, advocacy, support and follow up. Serve as a liason between families and community agencies including physcian offices, conduct at least monthly home visits and assist families with ASQ screening. Screen antepartum and postpartum for depression using the Edinburg Scale; if needed referral and advocacy for mental health follow up is provided. Outreach is a frequent activity helping to identify women who have not or are late in accessing prenatal care. The 4 CHWs(which includes the Sr. Outreach Worker) are all full time. Sr. CHW, Betty Jones, continues to have a small caseload of the very rural population. She lives in the area, the amount of clients is realitively small and she can effectively see these clients, cutting down on program costs.
Director of Health	Dr. Gayle Jones	Oversees all health department programs and staff. 1% dedication to CHWP.
Director of Wellness	Irene Z. Willett, BSN	Oversees all Community Wellness programs with regards to fiscal analysis, project management, data comparison. Continues to supervise CHWP staff with annual review, monthly supervision with staff meeting, and home visit supervision. Provides information on appropriate health and social services updates and community provided education. Time dedicated toCHWP is 30%
Fiscal Services Administrator	Thomas Engle	Oversees all health department finances and budgeted expenses/BRSO reports. 5% time dedicated to CHWP.
Asst. County Attny	Brian Miga;, Esq.	Oversees all legal matters related to Health Department. Serves CHWP as general advisor.
Computer Tech, Asst.	Bruce Kistner	Maintains all computer, network and supportive equipment. Full time employee with 1% dedication to CHWP.

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Any vacant positions should be reported as an attachment to the quarterly voucher and the progress reports. The explanation must include what has been done to recruit and fill the positions and describe any problems with filling vacancy (ies).

**BUDGET NARRATIVE/JUSTIFICATION ATTACHMENT
FORM B-2 CHWP
FRINGE BENEFITS**

July 1, 2011 – June 30, 2012

Contractor: ONEIDA COUNTY HEALTH DEPARTMENT

Contract No.: CO21373

FRINGE BENEFITS

Component	Rate
FICA	7.65
Unemployment Insurance	0.25
Health Insurance	25.48
Retirement Benefits	10.12
Worker's Compensation Insurance	2.2
Disability Insurance N/A	0
TOTAL FRINGE BENEFIT RATE*	4570.00%

*This amount must equal the percentage used in budget calculations unless positions have different fringe rates. If this is the case, use an average fringe benefit rate.

**BUDGET NARRATIVE/JUSTIFICATION ATTACHMENT
FORM B-3 CHWP**

NONPERSONAL SERVICES

July 1, 2011 - June 30, 2012

Contractor: ONEIDA COUNTY HEALTH DEPARTMENT

Contract No.: CO21373

NONPERSONAL SERVICES

Item	Cost	Description
Audit	300	Required annual audit. In-kind Oneida County Health Department
Cell Phones (4)	1000	Phones provided for safety and to assist clients in making necessary phone calls who do not have phones. County Plan remains at \$75/month. We recently added texting at \$5/month per phone because many of our clients do have cell phones and can text even if they are out of minutes. This has really helped in connecting with
Desk Phones (5)	1500	Five phones needed for necessary daily operation of client case management.
Travel Expense	6500	Mileage based on \$.51/mile which is the current IRS rate. Amount of travel is based on last years mileage of CHWs for home visits/transportation. Average mileage for CHWP for the year is 12,800.
Space	3000	Space is for office area and is a formula that Oneida County has had in place for a number of years and applies to all departments within the country structure. Costs includes heat, electricity, maintainence and total number of square feet. Office area is 250 feet @ \$12/sq foot.
Training	1000	We will continue to utilize free or low cost trainings/conferences and webinars in our area to keep costs down. This will cover annual CHWP trainings that are required. We have recently hired a new CHW that will need to attend CORE.

Interpreters	1000	<p>Oneida County is a resettlement area for refugees from many different countries. We plan to continue our collaboration with MAMI and the Refugee Center to assist us in providing optimal assistance to our clients. The contractual cost is \$55/hr. The estimate is based on past year costs for these services. Whenever possible we will make joint visits with MCh to share costs or use a dependable family member over the age of 21 if they speak English.</p>
Supplies/Materials	3500	<p>We will use this money for the usual office supplies and educational material. We will continue to search for free or low cost up-to-date educational easy to read pamphlets that will reinforce our teachings. Our computer and printer is old and starting to</p>

Appendix D-6

C-021373

Oneida Co. Health Department

Community Health Worker Program

July 1, 2011 – June 30, 2012

Standard Workplan

Community Health Worker Program

Standard Work Plan

Goal 1: An acceptable detailed work plan and budget will be submitted to and approved by the Department of Health prior to any payment being made to the contractor.

Goal 2: Low income, pregnant women will enroll in comprehensive prenatal care in the first trimester through assistance in overcoming barriers to accessing acceptable services, including enrollment in Medicaid and WIC, for those eligible, and will attend at least 90% of visits.

1. Pregnant women will comprise a minimum of 75 percent of the program's caseload and outreach activities will be geared towards enrolling women without prior prenatal care. Careful attention will be given to planning how, when and where outreach will be conducted and evaluating its effectiveness in reaching pregnant women not engaged in prenatal care. The program will determine program eligibility and priority for enrollment.
2. Caseloads vary depending on the nature of the community, its resources and barriers, and the complexity of family needs. On average, each CHW will maintain a caseload of 25 at any given time. With case turnover, the caseload per CHW will be greater than 25, and on average is expected to range between 40-50 clients annually.
3. CHWs will assist clients to enroll in comprehensive prenatal care within the first trimester, or no later than one month after entry into the program. Towards that goal, at least 80% of clients enrolled in the program will enter prenatal care in the first trimester. Fully 100% of women not already enrolled in prenatal care will initiate care within one month of entry to the CHWP.
4. CHWs will assist pregnant women to schedule and keep prenatal care appointments and will work with women to ensure that at least 90% of prenatal appointments are kept.
5. At least 90% of eligible pregnant women will enroll in Medicaid and WIC.
6. Through these interventions, the CHWP will work to reduce the number of low birth weight babies born to women enrolled in the program to no more than 5%, which is the Healthy People 2010 target.
7. Postpartum women will be assisted to schedule and keep their postpartum visit within 8 weeks of delivery, and 85% will attend scheduled postpartum visits.

Goal 3: Women of child-bearing age will be educated about the impact of dental health on pregnancy, the need for dental services before and during pregnancy, and will be referred for at least one dental screening during pregnancy.

1. All pregnant women will be educated about the effects of dental health on the health of the fetus, the need for dental services before and during pregnancy, and made aware of community resources for dental services.
2. At least 50% of referrals for dental screening services will be completed.

Goal 4: All pregnant and postpartum women will be screened for depression using an approved screening tool.

1. At least 80% all pregnant and postpartum women referred to local counseling services for further assessment will complete the referral.

Goal 5: Parents will enroll their infants and children in timely and continuous primary and preventive health care through assistance in overcoming barriers to acceptable services, including enrollment in Medicaid, Child Health Plus, and WIC, for those eligible.

1. Fully 90% of newborns in the program will complete the newborn visit within four weeks of birth.
2. Among children in the household not already enrolled in primary care, at least 90% will be assisted to enroll by the CHW.
3. No less than 95% of all eligible newborns and 90% of children residing in the household will be assisted to enroll in Medicaid
4. At least 75% of children residing in the household who are ineligible for Medicaid will be assisted with enrollment in Child Health Plus.
5. At a minimum, 95% of all eligible newborns and 90% of children residing in the household will be enrolled in WIC.

Goal 6: Parents will be educated about the need for current immunizations and will be assisted to obtain up-to-date immunizations for their infants and children.

1. At least 90% of infants and children through age 2 will be current with immunizations.

Goal 7: Families will receive education on lead poisoning prevention and children will be assisted and referred for screening.

1. All clients with children under 6 years will be educated about risks and prevention of lead poisoning.
2. All homes will be assessed for risks of childhood and prenatal lead exposure and appropriate referrals will be made.
3. No less than 75% of infants and children through age 2 will be up-to-date with lead screening.

Goal 8: Families will be informed of HIV risk factors, measures to prevent transmission, availability of HIV counseling and testing, and will be assisted to receive HIV testing and other related services.

1. All women will be educated about the risks factors for HIV, prevention measures and community resources available to them.

2. All pregnant women will be educated about the effectiveness of antiretroviral therapy in preventing perinatal transmission and no less than 95% will complete referrals for HIV counseling and testing.

Goal 9: Families will be aware of the risk factors associated with prenatal substance use (including tobacco use) and individuals affected by or at risk for substance abuse will be referred to appropriate services.

1. All pregnant women and their families will be educated about the effects of substance abuse, including the impact of alcohol and smoking on the health of the fetus, and about resources available in the community, and all women will be screened.
2. Fully 80% referrals made for substance abuse services will be kept.

Goal 10: Families will be educated about domestic violence and those needing assistance will be helped to access appropriate services.

1. All pregnant women and their families will receive education about domestic violence, and resources available in the community.
2. At least 75% of referrals made for domestic violence services will be kept.

Goal 11: Women of child-bearing age will be informed about effective family planning methods and will be assisted to receive timely and appropriate services, including enrollment in the family planning benefit program or other public insurance programs for which they are eligible.

1. All women of childbearing age will receive current information about effective family planning methods, and will be assisted to obtain services.
2. Starting in the third trimester and continuing through the early postpartum period, all pregnant women will receive education about family planning methods and will be assisted to choose an effective family planning method that is consistent with their culture and lifestyle.
3. At least 85% of postpartum women will obtain family planning services within eight weeks of delivery.
4. At least 75% of post partum women who lose Medicaid eligibility will enroll in Family Health Plus, the Family Planning Benefit Program or the Family Planning Extension Program, as appropriate.

Goal 12: All childbearing women will be educated about the benefits of breastfeeding, successful techniques and available support services and will receive individual support when needed.

1. Among postpartum women, at least 75%, 65% and 50% will breast-feed at hospital discharge, at six weeks and at six months, respectively.

Goal 13: All families will receive education on milestones of infant and early childhood development and infants and children will be screened using the ASQ at 4, 8, 12, 24 and 36 months.

1. At least 90% of infants born into the CHWP will receive ASQ screenings at 4, 8, 12, 24 and 36 months, as appropriate.
2. All other children and infants in the family under five years old will receive at least one ASQ screening at the appropriate time.
3. All at risk infants and children will be referred to a local Early Intervention Program for further assessment, and 90% of these referrals will be kept.

Goal 14: All CHWP staff have completed required core CHWP training: Part I, Part II and Part III and receive other continuing education and mentoring to support their role.

1. All CHWs will be oriented and trained on Parts I and II of the Core Training Curriculum by the program coordinator.
2. The program coordinator will provide all CHWs with opportunities for ongoing training/in-service education as appropriate.
3. All new program coordinators and CHWs will successfully complete Part III of the Core Training offered by a DOH selected vendor.
4. The program coordinator will attend annual Supervisory Training and obtain ongoing education on appropriate topics.

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 1: LOW INCOME, PREGNANT WOMEN WILL ENROLL EARLY IN CONTINUOUS AND COMPREHENSIVE PRENATAL CARE THROUGH ASSISTANCE IN OVERCOMING BARRIERS TO ACCESSING ACCEPTABLE SERVICES, INCLUDING ENROLLMENT IN MEDICAID AND WIC, FOR THOSE ELIGIBLE.

OBJECTIVES

ACTIVITIES

OUTCOMES

1. Total # 200 enrolled for CHWP case management

a.# 150 pregnant – case managed
b.# 50 parenting – case managed

The CHWP will continue to focus our activities to seek out and engage women not enrolled in prenatal care. Our outreach activities will continue in the inner city of Rome and Utica, NY. Our collaboration with the local high school and alternative ed high school will continue. Our strong collaborative ties with area OB providers and local MCH programs will also continue. Predetermined zip codes will be give first priority, but we will continue to service the entire county as before. Women in the rural areas of our county have the most difficulty accessing health care. Keeping this in mind, we will continue to work closely with rural providers to help us engage women in those areas. Predetermined zip codes are: Utica (13501 and 13502); Rome (13440); Waterville (13480); New York Mills (13413); Camden (13316); and Blossvale (13308).

75 % pregnant
25 % parenting

2. a) Women initiating prenatal care in the first trimester will be maintained at least 90%.
b) Pregnant women enrolled in prenatal care with CHW assistance will be maintained at least at 95%

Prenatal referrals will be given first priority. CHWs will provide transportation while at the same time researching reasonable transportation options for their clients. CHWs will advocate for pregnant women not enrolled in PNC for timely appointments during the first trimester. CHWs will seek out pregnant women not in care and assist them in accessing PNC within the first trimester. The CHWs will meet to determine effective outreach efforts to reach women not in PNC. Our collaboration with the school nurses and social workers in the local high schools in our county will continue. We will look to strengthen the collaboration in the rural high schools, homeless

90 % first trimester PNC
5 % late/no PNC
95 % enrolled in PNC with CHW assistance

CHWP WORKPLAN

July 1, 2011 – June 30, 2012

shelters, food pantries, and Mohawk Valley Community Action. The CHWs will continue our teen support group in the local city high school and continue their involvement with the Teen Pregnancy Prevention Program (TPPN).

3. Women initiating prenatal care within one month of entry to CHWP will be maintained at 95%.

Antepartum women will be educated on the importance of prenatal care. Advocacy and assistance will be provided to help secure a timely appointment with an OB provider. Transportation issues will be addressed and assistance towards resolution will be provided. Safe child care alternatives will also be addressed if there is a problem with child care. The CHW and client will seek out available community resources to help in this area.

95 % PNC within one month

4. Attend prenatal care appointments will be maintained at 95%.

Upon initial visit, the CHW will discuss possible barriers to PNC office visits. The CHWs will assist in resolution of these barriers by helping the clients seek reasonable solutions and planning ahead. Clients will be given calendars to help keep track of appointments. The importance of continued care for them and their children will be discussed and reinforced throughout their involvement with the CHWP.

95% PNC appointments attended

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

(GOAL 1, continued)

OBJECTIVES

5. Total eligible pregnant women enrolled in Medicaid will be maintained at least 95 %.

ACTIVITIES

CHWs will ensure that the client and their family have active Medicaid. Problems that have prevented clients from obtaining Medicaid coverage will be discussed. The certification/recertification process will be explained stressing the need for timely recertification to prevent lapse in services.

OUTCOMES

95 % total enrolled in Medicaid

6. Total eligible pregnant women enrolled in WIC will be maintained at least at 95 %.

Benefits of WIC enrollment will be discussed with pregnancy/parenting women. Nutrition education will be addressed and how WIC can help provide optimum nutrition. Current information on WIC sites will be given as well as referrals to EAT SMART if needed. Transportation to WIC will be provided until other arrangements can be made. Consultation with our Lactation Consultant will also be available for women planning to breastfeed.

95 % total enrolled in WIC

7. LBW infants (less than 2500 grams) born to CHWP women will be reduced from 10 % to 5 %.

We will continue to keep logging LBW babies of mothers with known possible risk factors. As soon as possible, nutritional and behavioral assessments of pregnant women will be done. Women who engage in high risk behaviors will be given the opportunity early on to seek help in avoiding these behaviors. The CHWP will advocate with managed care providers if in place as well as regional centers to help these women. Women with poor nutrition will be given the opportunity to have our Nutritionist make a home visit to assess their dietary needs. Dental care will be addressed and assistance in securing an appointment with a dentist will be provided as well as transportation. The CHW will work with the client for ongoing appointments and transportation. Clients will be given education on the known causes and ongoing difficulties associated with LBW babies.

5 % LBW

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

8. Postpartum women who complete a postpartum visit within eight weeks of birth will be maintained at 95%.

The importance of postpartum care will be discussed and stressed especially with the teen population. Reinforcement will be given prior to EDD. CHWs will attempt a home visit within 10 days of delivery to help clients set up appointments. Child care/transportation will be discussed prior to delivery including car seat safety and then again on this visit. Clients will be given education on the importance of ongoing GYN care.

95 % postpartum visits
within 8 weeks

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 2: WOMEN OF CHILD-BEARING AGE WILL BE EDUCATED ABOUT THE IMPACT OF DENTAL HEALTH ON PREGNANCY, THE NEED FOR DENTAL SERVICES BEFORE AND DURING PREGNANCY, AND WILL BE REFERRED FOR AT LEAST ONE DENTAL SCREENING DURING PREGNANCY.

OBJECTIVES

1. Pregnant women will be educated about the effects of dental health on the health of the fetus, the need for dental services before and during pregnancy, and made aware of community resources for dental services.

ACTIVITIES

All pregnant women will be educated on the relationship of poor dental health and their overall health status. The impact on their unborn baby will be discussed. Feedback from the client will help to determine issues that prevent clients from obtaining this care. Women will be given a list of providers and will be assisted in transportation to the dentist if needed.

OUTCOMES

98 % educated

2. Completed referrals for dental screening services will increase from 94 % to 98 %.

Advocacy for clients needing dental care will take priority. The CHWs will work with local providers and managed care providers to assist with securing an appointment. Transportation/child care issues will be discussed with reasonable resolution to ensure client is able to attend appointments. Ongoing dental care will be encouraged for our clients and their families.

98 % completed referrals

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 3: ALL PREGNANT AND POSTPARTUM WOMEN WILL BE SCREENED FOR DEPRESSION USING THE AN APPROVED SCREENING TOOL.

OBJECTIVES

- 1.a) All pregnant women will be screened for depression using an approved screening tool.
- b) All postpartum women will be screened for depression using an approved screening tool.

ACTIVITIES

Unrecognized symptoms of depression leads not only to worsening of symptoms but behaviors that are disruptive to family functioning and tragic circumstances. The CHWP has been and will continue to use the Edinburg Scale for women to evaluate their own behavior and feelings. This tool helps women evaluate and recognize their feelings. The score will help the CHW facilitate a discussion on depression, causes, and help available to these women. The CHW will assist and encourage the client in seeking counseling, follow up, and possibly medication. The CHWs will advocate for these women and their families with local mental health providers in obtaining an appointment within a reasonable timeframe.

OUTCOMES

100 % pregnant women screened for depression
100 % postpartum women screened for depression

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

- 2.a) At risk pregnant women will be referred for further assessment.
- b) At risk postpartum women will be referred for further assessment.

85% completed referrals of pregnant women

90% completed referrals of postpartum women

Women who have demonstrated a need for mental health services will be referred to area mental health providers. CHWs will advocate for early appointments and assist our clients in transportation/child care options for them. CHWs will contact managed care providers in the behavioral unit to help with advocacy in securing appointments. CHWs will collaborate with PCP if appropriate to assist clients in obtaining proper medication and treatment follow up. Ongoing and follow up with counseling, medical/mental health care and group therapy will be strongly encouraged. CHWS will also encourage compliance with medication, stressing importance of continuing with their meds even if they feel well. The importance of consistent care and follow through will be discussed with our clients. How their mental health state impacts their relationships will also be discussed. Mental health education will be provided as well as referrals as needed. As per OCHD and CHWP policy, if the client exhibits behavior consistent with psychosis and/or displays behavior that is harmful to herself or family, the CHW will call 911 as well as the CHWP coordinator. The coordinator will contact the Director of Wellness on the situation. The Director of Wellness will advise the coordinator depending on the situation.

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 4: PARENTS WILL ENROLL THEIR INFANTS AND CHILDREN IN TIMELY AND CONTINUOUS PRIMARY AND PREVENTIVE HEALTH CARE THROUGH ASSISTANCE IN OVERCOMING BARRIERS TO ACCEPTABLE SERVICES, INCLUDING ENROLLMENT IN MEDICAID, CHILD HEALTH PLUS, AND WIC, FOR THOSE ELIGIBLE.

OBJECTIVES

1. Newborns who complete the first newborn visit within four weeks of birth will be maintained at 100%

ACTIVITIES

CHWs will educate parents on the importance of routine, timely visits to their physicians. Choosing a medical home for their babies/children as well as themselves will be investigated with the clients. The CHWs will provide clients with a calendar to write appointments down. Prior to delivery, the CHW will ensure a physician has been decided upon. Within 10 days of delivery, the CHWs will contact their client to ensure an appointment has been made and that the client will have made arrangements to get to the appointment with their baby. If there is a problem, the CHW will help to resolve this with the client.

OUTCOMES

100 % newborn visits within
4 weeks

2. Children not enrolled in primary care at CHWP entry who complete enrollment in a medical home will be maintained at 95 %.

Upon admission into the program, the CHW will discuss primary care. If it is discovered there is no primary care physician for the children, the CHW will assist the client and obtaining this service for her children. The proper use of Urgent Care and Emergency Room will be discussed. The rationale for not using these facilities instead of primary care will be discussed and reinforced. If the client has managed care CHWs will work with their provider to help clients chose a primary care physician.

95 % completed enrollments
after CHWP entry

CHWP WORKPLAN

July 1, 2011 – June 30, 2012

3.a) Total eligible newborns enrolled in Medicaid will be maintained at 98 %.

98 % total newborns enrolled in Medicaid

b) Total eligible children enrolled in Medicaid will be at maintained at 90%.

90 % total children enrolled in Medicaid

4. Eligible children for whom enrollment in Child Health Plus is completed will be maintained at 98%.

98 % enrolled in Child Health Plus

Upon initial assessment, Medicaid establishment will be addressed. If Medicaid is not in place, the CHW will assist the client in obtaining the proper documentation that will be needed for submission. Assistance with the application process will be provided. Follow up on this will be done, problems encountered will be addressed and with attempt to resolve. CHWs will also encourage clients to inform DSS of any address/phone changes that take place to keep information current. This is the most common problem with recertification. Clients do not get the notification and 'forget' to recertify often causing delays in accessing services. Families not eligible for Medicaid will be assisted and strongly encouraged to apply for FHP & CHP. The facilitated enrollment sites will be given to the client. The benefits of this program will be discussed with our qualifying families. The CHWs will inform families of the documentation they will need for application or how to obtain this documentation. The Coordinator will inform all CHWs of any changes in the program.

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

(GOAL 4, continued)

OBJECTIVES

- 5.a) Total eligible newborns enrolled in WIC will be maintained at least at 95%.
- b) Total eligible children enrolled in WIC will be at least 95 %.

ACTIVITIES

All pregnant women who enter the program will be educated on good nutrition and the benefits of WIC. CHWs will follow up with the client to ensure there is an appointment after baby is born. An appointment will be made if one is not in place. Parenting women will also be informed of all the benefits of WIC including the economical benefit of this program. All clients will be given information on the current sites of this program and documentation they will need and how to make an appointment. CHWs will advocate for timely appointments. The importance of keeping this appointment will be discussed including how a later appointment can prevent them from providing good nutrition for their children. CHWs will assist with transportation if this is a problem until resolution is achieved. Clients will be encouraged to communicate special dietary needs/desires to WIC personnel. CHWs will advocate on the client's behalf if a problem is encountered.

OUTCOMES

95 % total eligible newborns enrolled in WIC
95 % total eligible children enrolled in WIC

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 5: PARENTS WILL BE EDUCATED ABOUT THE NEED FOR CURRENT IMMUNIZATIONS AND WILL BE ASSISTED TO OBTAIN UP-TO-DATE IMMUNIZATIONS FOR THEIR INFANTS AND CHILDREN.

OBJECTIVES

- 1.a) Total infants who are up-to-date with immunization will be maintained at 90%
- b) Total children who complete immunizations will be maintained at 95%

ACTIVITIES

As part of the prenatal education there is discussion of immunizations and why they are important in keeping baby healthy. The CHWs will also discuss client concerns on the issues with side-effects in the news. The CHWs will provide valid and current information in order to support the need to immunize their children, including the health of the community as related to immunization children against childhood diseases. Routine well-checks for their children will be promoted. We will provide blank immunization records for their use to keep track of their child's immunizations.

OUTCOMES

90 % of infants current with immunizations
95 % of children current with immunizations

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 6: FAMILIES WILL RECEIVE EDUCATION ON LEAD POISONING PREVENTION AND CHILDREN WILL BE ASSISTED AND REFERRED FOR SCREENING.

OBJECTIVES

1. All homes will be assessed for risks of childhood and prenatal lead exposure and appropriate referrals made.
2. All families with children under 6 years of age will receive education about risks and prevention of lead poisoning.

ACTIVITIES

All clients' homes will be assessed for environmental hazards including possible sources of lead exposure. We will continue to use the Home Safety Check list. Those requiring further intervention will be forwarded through the proper channels. The CHWs/Coordinator will collaborate with the Environmental Health Department in educating the community and landlords on Lead exposure and poisoning. Education on sources of Lead exposure and poisoning will be given to all families enrolled in the CHWP. Parenting families with small children will be given education on sources of Lead exposure and poisoning, along with the risks and prevention. Families will also be informed of how good hygiene, clean houses, and optimal nutrition can reduce the risk of exposure and Lead poisoning. Families in need of cleaning supplies and a HEPA vacuum will be referred to the Oneida County Lead Poisoning Prevention Program. HEPA vacuums are available for use through this program.

OUTCOMES

98% homes will be assessed for environmental hazards including lead risks.
98% of families will be educated on risks and prevention of lead poisoning.

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

3. a) Infants up-to-date with lead screening will increase be maintained at 90%
- b) Children up-to-date with lead screening will increase from 80 % to 85 %.

As part of education on Infant Care, CHWs will address the need for Lead testing of their babies. Because many of our clients are discharged prior to their babies first birthday, we educate and reinforce the need for this screening and the importance to their baby's health. If the client is living in a known high Lead area, we will discuss the importance of having their children tested as well as themselves, especially if she is pregnant.

90 % infants lead screened

85 % children lead screened

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 7: FAMILIES WILL BE INFORMED OF HIV RISK FACTORS, MEASURES TO PREVENT TRANSMISSION, AVAILABILITY OF HIV COUNSELING AND TESTING, AND WILL BE ASSISTED TO RECEIVE HIV TESTING AND OTHER RELATED SERVICES.

OBJECTIVES

1. All women of child bearing age will be educated about risks, prevention measures and community resources.

ACTIVITIES

As part of our commitment to community education, HIV information is distributed at all Health Fairs and our teen support groups. Open discussion at our teen support groups is encouraged in order to facilitated knowledge and encourage safe sex behavior. Information on resources in our community is also given.

OUTCOMES

100 % educated

2. All pregnant women will know about the effectiveness of antiretroviral therapy in preventing perinatal transmission and will discuss HIV C & T with their prenatal provider.

All admission packets contain education on HIV transmission, impact on unborn babies, antiviral therapy and safe sex. It is our practice that this information is given on the first visit in the event the client refuses further home visits. CHWs strongly encourage women to get tested if they believe they may have been infected. We also encourage women to have this discussion with their partner to get tested as well. Information on community resources is also given at this time.

100 % pregnant women receiving specific referrals

CHWP WORKPLAN

July 1, 2011 – June 30, 2012

GOAL 8: FAMILIES WILL BE AWARE OF THE RISK FACTORS ASSOCIATED WITH PRENATAL SUBSTANCE USE, INCLUDING TOBACCO AND ALCOHOL USE, AND INDIVIDUALS AFFECTED BY OR AT RISK FOR SUBSTANCE ABUSE WILL BE REFERRED TO APPROPRIATE SERVICES.

OBJECTIVES

1. Pregnant women and other family members will be educated about the effects of substance use, including impact of alcohol and smoking on the health of the fetus.

ACTIVITIES

Between the first and third home visit, CHWs will discuss the impact of substance abuse, including alcohol and tobacco on their baby. Physiological changes in simple language that happen harming their unborn baby will be discussed. Information on community resources will be given, as well as encouragement to seek these resources out. Advocacy and support will be demonstrated by the CHW if a client is seeking cessation of this behavior.

OUTCOMES

100% pregnant women will be educated the effects of substance abuse, smoking, and alcohol on the health of the fetus.

2. Clients will be screened and made aware of community resources

All women who come through the program are educated on substance abuse and community resources will be discussed and encouraged. We are looking into a standardized tool for screening purposes.

100% clients will be screened and made aware of community resources.

3. Completed referrals for substance abuse services will increase from _____% to _____%.

CHWs will encourage the cessation of high risk behaviors. Clients will be assisted through the referral process as indicated. CHWs will collaborate with JCTOD and Insight House for assistance with referrals. Unfortunately this is a difficult area for women who are addicted. We will continue to educate and refer as indicated.

80 % completed referrals

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 9: FAMILIES WILL BE EDUCATED ABOUT DOMESTIC VIOLENCE AND THOSE NEEDING ASSISTANCE WILL BE HELPED TO ACCESS APPROPRIATE SERVICES.

OBJECTIVES

1. Pregnant women and other family members will be educated about domestic violence.

ACTIVITIES

All women in our program will be educated on the cycle of violence with the use of culturally sensitive material and feedback. All CHWs will take necessary precautions with suspected victims of domestic violence to ensure the client's safety.

OUTCOMES

100% families will be educated about domestic violence.

2. Clients will be screened and made aware of community resources.

All women in our program will be screened for signs of physical or emotional abuse. The CHWs will continue to provide emotional support and encouragement while assisting in formulating a back-up plan as needed including the current resources in the area.

98% women screened for domestic violence.

3. Completed referrals for domestic violence services will increase from 80% to 90 %.

As indicated clients will be assisted with referrals, transportation and accompanied as needed to a safe house program in their area. The CHWP will work closely with DSS, law enforcement and YWCA to advocate for services and collaborate with these agencies for safe housing.

90 % completed referrals

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 10: WOMEN OF CHILD-BEARING AGE WILL BE INFORMED ABOUT EFFECTIVE FAMILY PLANNING METHODS AND WILL BE ASSISTED TO RECEIVE TIMELY AND APPROPRIATE SERVICES, INCLUDING ENROLLMENT IN THE FAMILY PLANNING BENEFIT PROGRAM OR OTHER PUBLIC INSURANCE PROGRAMS FOR WHICH THEY ARE ELIGIBLE.

OBJECTIVES

1. Family planning education will start in the third trimester for pregnant women and be reinforced early postpartum. All women of child-bearing age will receive current information about effective family planning methods consistent with their culture and lifestyle.

ACTIVITIES

Education on child spacing will be started in the third trimester. Information for the client to review will be given in the admission packet covering up to date family planning methods. Clients will also be given information on extension of benefits under Medicaid for family planning services. CHWs will be current on payment sources for these services under Medicaid contract. The CHWs will continue to be sensitive with our clients with regards to family planning methods vs no plan. CHWs will work closely with Planned Parenthood to keep current on information for family planning. Throughout pregnancy and especially during the third trimester and postpartum, CHW and client will discuss client's feelings on family planning and complete a reproductive life plan. If client decides on Depo-Provera, client will be strongly encouraged to get the first shot in the hospital. Within 2 weeks of baby's birth, the CHW will make a post-partum home visit and check on clients' follow up appointments and assist the client as needed.

OUTCOMES

2. Completed referrals for family planning services will increase from 90 to 95 %.

95 % completed referrals

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

3. Completed referrals to Family Health Plus, FPEP or FPBP for postpartum women who will lose Medicaid eligibility will increase from 80 % to 85 %.

All clients payor source will be reviewed around the time of anticipated delivery to determine whether or not they will continue to be eligible for ongoing Medicaid enrollment. If found to be ineligible for Medicaid they will be referred to FHP. Written information will be available to the client on this program. CHW will explain the FPEP/FPBP. The client will be informed that they can go to Planned Parenthood at which time an application will be done and submitted to DSS. The CHW will attempt to stay involved to assist these women with this process until completed. Women who qualify for this program will be strongly encouraged to apply. On going in-services will be provided to the CHWP in order to facilitate this enrollment process and keep current with guidelines.

85 % completed referrals to FHP, FPEP or FPBP

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 11: ALL CHILDBEARING WOMEN WILL BE EDUCATED ABOUT THE BENEFITS OF BREASTFEEDING, SUCCESSFUL TECHNIQUES AND AVAILABLE SUPPORT SERVICES AND WILL RECEIVE INDIVIDUAL SUPPORT WHEN NEEDED.

OBJECTIVES

1. Postpartum women who breast-feed at time of hospital discharge will increase from 45 % to 55 %.

ACTIVITIES

CHWs will encourage breastfeeding with all our clients. CHWs will discuss all the benefits of breastfeeding and offer support. Information with regards to WIC and breastfeeding moms will be given. The CHWP has a certified lactation counselor and is available for one-on-one support and education for any women who wants this support.

OUTCOMES

55 % breastfed at hospital discharge

2. Postpartum women who breast-feed for at least six weeks will increase from 35 % to 45 %.

As time progresses, these numbers tend to fall. As a program we have found a number of reasons for this: Namely entering the work force/returning to school. The process of preparation is found to be inconvenient and there is a lack of family/friend support in this. "Bottles are much easier" seems to be the response. Despite our efforts for future planning, 50% of the women have stopped. We will continue to help women develop workable solutions to address their future needs in hopes they will find that this is easy to do with some planning. We will investigate ways that this will help women on an individual basis as their situations are as individual as they are. CHWs will share successful strategies/ideas at monthly staff meetings in order to help accomplish our goals.

45 % breastfed for at least six weeks

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

3. Postpartum women who breast-feed for at least six months will be maintained at least at 15%. Support is crucial during this time. Our hopes that 15% breastfed for at least six months if we can keep women breastfeeding for 6 weeks and longer with successful strategies we can reduce the numbers of women giving up.

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 12: ALL FAMILIES WILL RECEIVE EDUCATION ON MILESTONES OF INFANT AND EARLY CHILDHOOD DEVELOPMENT AND INFANTS AND CHILDREN WILL BE SCREENED USING THE ASQ AT 4, 8, 12, 24 AND 36 MONTHS.

OBJECTIVES

1. a) All infants will receive ASQ screenings at 4, 8, 12, 24 and 36 mos.
- b) All other siblings in the family under 5 years old will receive at least 1 ASQ screening at the appropriate interval.
2. At risk infants and children will be referred to a local early intervention program for further assessment.

ACTIVITIES

CHWs will discuss ASQs and the rationale with all pregnant/parenting women. Importance of participation of at the very least 4 month ASQ will be stressed. Infant development will be discussed at home visits during the last trimester and reinforced upon the first postpartum home visit. CHWs will reassure all parents that infants/children progress at their own rate; ASQs are only a helpful tool to track developmental milestones. However, if there are any concerns, EI will be notified with parents' permission. Procedure has been in place for a number of years with Health Department programs. Use of ASQs help personnel to discuss results with parents and make the appropriate referrals. We will continue with this process as we have been successful with this procedure.

OUTCOMES

80 % ASQ completed for infants
75% ASQ completed for other siblings
98 % EI Referrals

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

GOAL 13: ALL CHWP STAFF HAVE COMPLETED REQUIRED CORE CHWP TRAINING: PART I, PART II AND PART III AND RECEIVE OTHER CONTINUING EDUCATION AND MENTORING TO SUPPORT THEIR ROLE. ALL CHWP COORDINATORS WILL ATTEND ANNUAL COORDINATOR'S TRAINING AND WILL RECEIVE OTHER CONTINUING EDUCATION AND MENTORING TO SUPPORT THEIR ROLE.

OBJECTIVES

1. **PART I** - Program Coordinators will be familiar with PART I of Core Training, Implementation and Management of a CHWP and ensure all CHWs are orientated to the job.

ACTIVITIES

Coordinator and staff have received Core Training. Any new CHWs will receive this training as well. Review of this training will be included in monthly staff meetings, as reinforcement of this education. The coordinator will ensure that education of all topics of concern will be provided.

OUTCOMES

100% # staff completed
PART I

- 2.a) **PART II** - Program Coordinators will be familiar with PART II Core Training and ensure all CHWs complete PART II of Core Training, Preparing the CHWs to Serve the Target Population.

100% # staff completed
PART II

- b) Program Coordinators will provide ongoing training/in-service education on appropriate topics.

100% # staff completed
ongoing training /in-service

3. **PART III** - All new CHWs and Program Coordinators will successfully complete PART III of Core Training, Case Finding and Case Management.

Coordinators will continually review client charts and discuss with individual CHWs at case conferences. Importance of good case management and education of same will be stressed and enforced during individual case conferences and at staff meetings. Recent changes in the CHW narrative have been quite helpful to keep documentation organized and pertinent.

100 # staff completed PART III

CHWP WORKPLAN
July 1, 2011 – June 30, 2012

4. Program Coordinator will attend annual Coordinator's training, and ongoing training/in-service education on appropriate topics.

Program coordinator will continue to attend annual CHWP trainings provided by Womens Bureau of Health, as well as in-services/trainings provided by the Oneida County Health Department. Program coordinator will also attend meetings with collaborative agencies to keep current on information, resolve problems and network for area updates in services in our community.

100% attendance at ongoing training/education on appropriate topics.

2011 Adopted Budget Report

2960: Public Health - EHC Program (3-5 Years)

Oreid County

December 17, 2010

The Education and Transportation of Handicapped Children's Program is fiscally responsible for all educational, therapeutic, and transportation services rendered to children 3-5 years of age approved under Section 4410 of the Education Law.

Account	Description	Appropriations		Revenues		Budget Year 2011		Adopted Budget
		Prior Year (2009)	Current Year as of 06/30/10	Prior Year (2009)	Current Year as of 06/30/10	Departmental Request	County Executive Proposed	
A2960.1952	Evaluations	239,050	278,730	278,730	294,719	301,010	301,010	301,010
A2960.1953	Related Services	794,610	794,610	794,610	700,000	750,000	700,000	700,000
A2960.295	Other Equipment	2,000	500	500	0	2,000	2,000	2,000
A2960.4956	Transportation	1,630,095	2,216,822	2,216,822	2,361,668	2,476,162	2,426,162	2,426,162
A2960.4957	Tuition	7,461,671	8,186,352	8,186,352	7,970,117	8,328,836	8,278,836	8,278,836
A2960.4958	NYSSD Expense - NYS Clin	84,555	167,790	167,790	127,657	110,348	110,348	110,348
A2960.4959	NYS Chargebacks - 4408 So	220,000	266,287	266,287	268,330	275,000	275,000	275,000
A2960.49598	EHC Excess Admin Costs - 4	250,000	510,925	510,925	510,925	515,250	415,250	415,250
Appropriations Totals:		10,701,981	12,422,016	12,422,016	12,233,406	12,758,606	12,508,606	12,508,606

Account	Description	Budget Accounts		Revenues		Budget Year 2011		Adopted Budget
		Prior Year (2009)	Current Year as of 06/30/10	Prior Year (2009)	Current Year as of 06/30/10	Departmental Request	County Executive Proposed	
A2250	Medical EHC Trans & Trbr	251,100	265,275	265,275	63,434	378,460	378,460	378,460
A2707	Refund Prior Yr Audit (EHC)	9,315	17,850	17,850	14,000	14,875	14,875	14,875
A3376	NYS - Admin Reimbursement	67,875	68,250	68,250	68,250	68,250	68,250	68,250
A3277	State Aid - Education of Handic	5,883,586	6,662,978	6,662,978	6,563,912	6,876,413	6,787,163	6,787,163
A3278	State Aid - EHC Evaluations R	154,135	165,844	165,844	174,976	179,101	179,101	179,101
A3279	State Aid - EHC Excess Adml	148,750	304,000	304,000	304,000	306,574	247,074	247,074
Revenue Totals:		6,514,761	7,484,197	7,484,197	7,188,572	7,823,673	7,674,923	7,674,923
Net County Share		4,187,220	4,937,819	4,937,819	5,044,834	4,934,933	4,833,683	4,833,683

2011 Adopted Budget Report

2970: Public Health - Early Intervention Prog (0-2 yrs)

The Early Intervention Program's services, mandated by the State in accordance with Public Health Law, 10NYCRR, Part 69-4, are provided by the County of Oneida for children under 3 years old and their families who meet the referral and eligibility criteria. Services are to enhance the child's development and achieve developmental milestones as well as enable the family to enhance the child's development. Reimbursement to the County is captured by the Health Department from Medicaid, Insurance and State Aid (50%) pursuant to the regulations.

Account	Description	Prior Year (2009)		Current Year as of 06/30/10			Budget Year 2011		Adopted Budget
		Adopted	Orders and Expenditures	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	
A2970.19511	Service Coordination	273,008	227,271	287,850	287,850	277,000	300,900	300,900	300,900
A2970.19512	Evaluation	166,500	161,521	147,688	147,688	161,911	161,000	161,000	161,000
A2970.19513	Family Support	5,000	1,292	5,000	5,000	5,000	5,000	5,000	5,000
A2970.246	Medical Equipment	4,000	1,497	4,000	4,000	2,000	4,000	4,000	4,000
A2970.495115	Services	2,447,896	2,278,726	2,318,449	2,318,449	2,316,187	2,270,719	2,270,719	2,270,719
A2970.495116	Transportation	13,000	5,630	10,000	10,000	9,900	15,000	15,000	15,000
Appropriations Totals:		2,949,404	2,705,937	2,792,987	2,772,987	2,771,999	2,756,619	2,756,619	2,756,619

Account	Description	Prior Year (2009)		Current Year as of 06/30/10			Budget Year 2011		Adopted Budget
		Adopted	Revenue	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	
A1616	Fees For Services - Early Inter	1,663,034	1,860,606	1,624,436	1,624,436	1,710,283	1,692,569	1,692,569	1,692,569
A2705.1	Gifts & Donations - Early Inte	0	1,250	2,000	2,000	0	0	0	0
A3449	State Aid - Early Intervention	628,361	420,169	572,580	572,580	520,245	521,384	521,384	521,384
Revenue Totals:		2,291,395	2,282,026	2,199,036	2,199,036	2,230,528	2,213,953	2,213,953	2,213,953
Net County Share		618,009	423,912	593,951	573,951	541,471	542,666	542,666	542,666

2011 Adopted Budget Report 4010: Public Health - Health Administration

The Health Department, under the management of the Director of Health, is responsible for planning, directing and administering all public health programs and services according to applicable laws and regulations. Develops and assures compliance with all laws and actively participates in evaluating, planning and monitoring the health status of the county and its' residents while providing a multiplicity of health related services.

Account	Description	Appropriations		Revenues		Budget Year 2011		Adopted Budget
		Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Year End Projected	Departmental Request	County Executive Proposed	
A4010.101	Salaries	344,120	335,520	335,520	276,484	430,950	407,430	407,430
A4010.102	Temporary Help	28,983	0	0	28,812	0	0	0
A4010.103	Overtime	0	0	0	0	0	0	0
A4010.109	Salaries, Other	50,556	150,383	150,383	101,125	120,686	120,686	120,686
A4010.195	Other Fees & Services	89,751	87,599	87,599	79,017	83,599	83,599	83,599
A4010.211	Office Equipment	0	0	150	0	0	0	0
A4010.212	Computer Hardware	0	1,000	1,525	1,551	1,400	1,400	1,400
A4010.2121	Data Cards/ RSA Tokens	0	0	0	0	49	49	49
A4010.295	Other Equipment	0	0	3,360	3,358	0	0	0
A4010.411	Office Supplies	9,000	5,000	7,746	7,093	5,000	5,000	5,000
A4010.412	Insurance & Bonding	6,572	6,574	6,574	6,574	5,564	5,564	5,564
A4010.413	Rent/Lease - Equipment	2,508	2,508	2,508	2,220	2,220	2,220	2,220
A4010.416	Telephone	4,170	5,254	5,254	7,602	5,254	5,254	5,254
A4010.4163	Cellular Telephone Charges	1,496	292	292	287	837	837	837
A4010.417	Rent/Lease - Space	157,302	136,830	136,830	137,722	136,080	136,080	136,080
A4010.418	Meter Postage	3,704	5,054	5,054	3,690	4,007	4,007	4,007
A4010.436	Uniforms and Clothing	0	0	3,000	2,400	0	0	0
A4010.454	Travel - Meetings, seminars e	1,500	1,200	1,200	768	2,500	1,200	1,200
A4010.455	Travel & Subsistence	2,500	1,000	2,000	1,956	2,000	2,000	2,000
A4010.491	Other Materials & Supplies	400	400	400	387	400	400	400
A4010.492	Computer Software & Licen	1,284	1,320	1,685	1,239	793	793	793
A4010.493	Maintenance, Repair & Servi	0	0	300	299	1,019	1,019	1,019
A4010.495	Other Expenses	17,809	21,059	64,169	67,983	36,509	35,509	35,509
A4010.810	Retirement	37,200	21,936	21,936	17,932	43,612	33,389	33,389
A4010.830	Social Security	28,543	25,067	25,067	23,355	32,968	31,168	31,168
A4010.840	Workers Compensation	7,696	5,604	5,604	6,318	9,481	7,350	7,350
A4010.850	Unemployment Insurance	1,005	663	663	663	1,077	663	663
A4010.860	Health Insurance	83,234	60,553	60,553	71,991	122,375	97,481	97,481
Appropriations Totals:		874,333	874,816	929,372	850,826	1,048,380	983,098	983,098

Account	Description	Budget Accounts		Budget Year 2011	
		Prior Year (2009)	Current Year as of 06/30/10	Departmental Request	County Executive Proposed
A1602	Reimburse - Employee Count A	0	0	0	0
A1604	Charges For Services - Public H	15,286	46,015	45,881	45,881
A1689.3	Reimb Program Analyst Fr PH	0	0	17,443	17,443

2011 Adopted Budget Report

4010: Public Health - Health Administration

Budget Accounts		Revenues			Budget Year 2011		
Account	Description	Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A3401.01	State Aid - Public Health Admi	338,947	337,165	357,043	359,835	353,209	353,209
	Revenue Totals:	354,233	383,180	403,058	423,159	416,533	416,533
	Net County Share	570,100	491,636	447,768	625,221	566,565	566,565
			520,146				

2011 Adopted Budget Report

4011: Public Health - PHC Administration

The Physically Handicapped Children's Program ensures access to quality health care for chronically ill and disabled children 0 through 21 years of age by providing diagnostic and evaluation services and/or treatment services to those children who meet county medical and financial eligibility criteria. This cost center accounts for the appropriations and revenues needed to administer the Program.

Account	Description	Appropriations			Revenues			Budget Year 2011		
		Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A4011.101	Salaries	63,502	66,406	65,908	63,502	66,406	65,908	69,093	69,093	69,093
A4011.103	Overtime	0	0	0	0	0	0	0	0	0
A4011.195	Other Fees & Services	780	1,020	1,020	780	1,020	1,020	1,020	1,020	1,020
A4011.211	Office Equipment	200	0	0	200	0	0	0	0	0
A4011.212	Computer Hardware	1,469	0	0	1,469	0	0	0	0	0
A4011.2121	Data Cards/ RSA Tokens	0	0	0	0	0	0	0	0	0
A4011.411	Office Supplies	1,200	1,200	908	1,200	1,200	908	1,000	1,000	1,000
A4011.412	Insurance & Bonding	566	380	380	566	380	380	431	431	431
A4011.416	Telephone	638	572	892	638	572	892	572	572	572
A4011.418	Meter Postage	337	369	360	337	369	360	364	364	364
A4011.425	Training & Special Schools	0	0	0	0	0	0	200	0	0
A4011.454	Travel - Meetings, seminars & Travel & Subsistence	200	200	100	200	200	100	0	200	200
A4011.455	Travel & Subsistence	50	50	50	50	50	50	0	0	0
A4011.491	Other Materials & Supplies	220	220	100	220	220	100	200	200	200
A4011.492	Computer Software & Licen	300	0	0	300	0	0	0	0	0
A4011.493	Maintenance, Repair & Servi	50	50	0	50	50	0	0	0	0
A4011.495	Other Expenses	250	125	50	250	125	50	10	10	10
A4011.810	Retirement	5,019	5,787	4,724	5,019	5,787	4,724	6,979	9,934	9,934
A4011.830	Social Security	4,858	5,080	5,042	4,858	5,080	5,042	5,286	5,286	5,286
A4011.840	Workers Compensation	1,329	1,329	1,400	1,329	1,329	1,400	1,520	1,107	1,107
A4011.850	Unemployment Insurance	159	125	125	159	125	125	173	125	125
A4011.860	Health Insurance	16,864	19,091	19,430	16,864	19,091	19,430	23,315	22,344	22,344
A4011.861	Health Insurance - Retirees	0	0	0	0	0	0	0	0	0
Appropriations Totals:		97,981	102,004	100,489	97,981	102,004	100,489	110,163	111,686	111,686

Account	Description	Prior Year (2009)			Current Year as of 06/30/10			Budget Year 2011		
		Adopted	Revenue	Year End Projected	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A1689	Relin Lead Coordinator	0	46,284	27,734	20,770	20,770	27,734	31,387	31,387	31,387
A3401.02	State Aid - Physically Handicap	49,087	53,264	39,254	42,059	42,059	39,254	39,063	39,063	39,063
Revenue Totals:		49,087	99,648	66,988	62,829	62,829	66,988	70,450	70,450	70,450
Net County Share		48,894	(1,201)	33,501	39,175	39,175	33,501	39,713	41,236	41,236

2011 Adopted Budget Report

4012: Public Health - Clinic

The Public Health Clinic cost center includes a wide variety of public health activities and functions. Activities encompass disease control and prevention activities and health education, including disease surveillance. These public health functions are provided through the diagnostic and treatment center and include Immunization, Tuberculosis, Sexually Transmitted Disease and Refugee Health Assessments. In addition, the clinic provides physical exams for new county employees, correction and police officers.

Appropriations

Account	Description	Prior Year (2009)		Current Year as of 06/30/10			Budget Year 2011		Adopted Budget
		Adopted	Orders and Expenditures	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	
A4012.101	Salaries	399,362	402,540	430,313	430,313	417,719	459,892	332,703	332,703
A4012.102	Temporary Help	48,499	37,756	48,936	48,936	30,822	35,730	35,730	35,730
A4012.103	Overtime	300	2,338	500	500	1,699	1,000	1,000	1,000
A4012.109	Salaries, Other	21,330	22,853	22,186	22,186	22,186	24,824	24,824	24,824
A4012.1951	Other Fees and Services	99,860	79,154	76,239	76,239	115,897	146,582	146,582	146,582
A4012.1957	PCSA & Housekeeper Servi	0	0	0	0	0	0	0	0
A4012.211	Office Equipment	0	607	728	1,328	600	2,767	2,767	2,767
A4012.212	Computer Hardware	678	521	0	0	0	0	0	0
A4012.2121	Data Cards/ RSA Tokens	0	0	0	0	0	49	49	49
A4012.246	Medical Equipment	1,000	0	0	0	0	0	0	0
A4012.295	Other Equipment	0	3,401	0	0	0	0	0	0
A4012.411	Office Supplies	3,700	3,391	3,700	3,700	3,342	4,000	3,700	3,700
A4012.412	Insurance & Bonding	54,892	37,720	45,524	45,524	45,524	39,983	39,983	39,983
A4012.413	Rent/Lease - Equipment	1,534	1,504	1,534	1,334	1,383	1,273	1,273	1,273
A4012.416	Telephone	15,736	15,377	15,240	15,240	14,488	15,240	15,240	15,240
A4012.4163	Cellular Telephone Charges	200	190	193	193	216	218	218	218
A4012.417	Rent/Lease - Space	106,224	106,437	99,866	99,866	98,039	111,533	111,533	111,533
A4012.418	Meter Postage	5,050	5,203	5,528	5,528	5,249	5,463	5,463	5,463
A4012.425	Training & Special Schools	750	0	750	750	500	750	750	750
A4012.436	Uniforms and Clothing	1,400	1,200	1,200	1,200	1,200	1,200	1,200	1,200
A4012.446	Medical Supplies	23,000	18,099	17,000	17,779	20,098	20,000	20,000	20,000
A4012.447	Pharmaceuticals	265,000	259,873	245,000	253,979	249,360	244,000	244,000	244,000
A4012.451	Automotive Supplies	0	0	0	0	0	0	0	0
A4012.452	Automotive Repairs	0	0	0	0	0	0	0	0
A4012.455	Travel & Subsistence	5,500	3,540	4,500	4,500	5,286	5,000	4,500	4,500
A4012.456	Gasoline & Oil	0	0	0	0	0	0	0	0
A4012.491	Other Materials & Supplies	1,000	681	1,000	1,000	517	800	800	800
A4012.492	Computer Software & Licen	8,050	8,125	8,160	8,160	7,068	3,360	3,360	3,360
A4012.493	Maintenance, Repair & Servi	0	0	0	0	0	366	366	366
A4012.495	Other Expenses	128,240	107,447	134,377	134,377	135,195	169,054	165,408	165,408
A4012.810	Retirement	33,966	33,804	38,018	38,018	32,789	46,642	62,371	62,371
A4012.830	Social Security	34,284	32,480	36,701	36,701	34,445	37,991	28,262	28,262
A4012.840	Workers Compensation	9,230	9,789	9,448	9,448	9,478	10,926	7,923	7,923
A4012.850	Unemployment Insurance	1,117	519	899	899	899	1,242	899	899
A4012.860	Health Insurance	138,211	164,585	168,677	168,677	148,282	195,254	196,447	196,447
Appropriations Totals:		1,407,113	1,359,153	1,416,217	1,426,574	1,402,281	1,585,139	1,457,351	1,457,351

2011 Adopted Budget Report

4012: Public Health - Clinic

Account	Description	Prior Year (2009)		Revenues			Current Year as of 06/30/10			Budget Year 2011		
		Adopted	Revenue	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget			
A1613	Influenza Shots	112,874	59,020	119,740	119,740	95,967	93,442	88,449	88,449			
A1614	Pre-employment Physicals	1,480	2,600	1,480	1,480	2,600	2,625	2,625	2,625			
A1624	Reimbo Child Abuse Medical E	0	0	0	0	0	0	0	0			
A1631	Reimbursement - Insurance	170,822	192,237	175,003	175,003	186,000	185,885	211,768	211,768			
A1632	Reimbursement - Medicare	5,005	313	4,115	4,115	8,500	9,007	1,986	11,986			
A1633	Reimbursement - Contracts	26,800	32,325	25,650	25,650	23,600	27,225	23,974	23,974			
A1634	Reimbursement - Self Pay	111,625	96,443	105,000	105,000	68,000	75,380	79,912	79,912			
A2280	Refugee Testing	236,950	135,516	153,370	153,370	170,932	177,712	177,712	177,712			
A2288	Medicaid - Chap Health Prom	104,999	115,548	113,984	113,984	124,981	101,053	117,588	117,588			
A2289	Reimburse - Other Government	2,250	1,425	2,250	2,250	1,575	1,500	1,500	1,500			
A2291	Reimburse - Other County/ Dep	15,389	16,941	22,678	22,678	22,678	56,851	56,851	56,851			
A2611	Health - Sponsor Donations	7,500	0	7,500	7,500	0	0	0	0			
A3401.03	State Aid - Public Health Nurs	325,995	276,900	351,637	351,637	367,832	408,884	351,902	351,902			
	Revenue Totals:	1,121,689	929,267	1,082,407	1,082,407	1,072,665	1,139,564	1,124,267	1,124,267			
	Net County Share	285,424	429,886	333,810	344,167	329,616	445,575	333,084	333,084			

2011 Adopted Budget Report 4014: Public Health - Tuberculosis Control Compliance

The Tuberculosis Control Compliance Program houses the tuberculosis outreach contract between the New York State Department of Health and Oneyda County.

Budget Accounts		Appropriations			Revenues		Budget Year 2011	
		Prior Year (2009)	Current Year as of 06/30/10		Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
Account	Description	Adopted	Adopted	Modified	Year End Projected	Request	Proposed	Budget
A4014.109	Salaries Other	15,389	16,674	16,674	16,674	16,555	16,555	16,555
A4014.195	Other Fees & Services	29,085	28,730	26,840	24,603	28,468	28,468	28,468
A4014.212	Computer Hardware	0	0	525	521	0	0	0
A4014.246	Medical Equipment	0	0	0	0	0	0	0
A4014.411	Office Supplies	300	191	191	136	0	0	0
A4014.4163	Cellular Telephone Charges	0	0	0	0	0	0	0
A4014.455	Travel & Subsistence	1,315	265	265	262	281	281	281
A4014.492	Computer Software & Licen	0	0	365	364	0	0	0
A4014.495	Other Expenses	2,911	200	1,200	1,200	756	756	756
Appropriations Totals:		49,000	46,060	46,060	43,759	46,060	46,060	46,060

Budget Accounts		Revenues			Budget Year 2011			
		Prior Year (2009)	Current Year as of 06/30/10		Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
Account	Description	Adopted	Adopted	Modified	Year End Projected	Request	Proposed	Budget
A314	State Aid - Tuberculosis Contro	49,000	46,060	46,060	43,759	46,060	46,060	46,060
Revenue Totals:		49,000	46,060	46,060	43,759	46,060	46,060	46,060
Net County Share		0	0	0	0	0	0	0

2011 Adopted Budget Report 4015: Public Health - Lead Screening Program

The Lead Screening Program is grant funded by the Federal Government, through a contract administered by the New York State Bureau of Maternal Child Health. The Lead Screening Program ensures that children from birth to 6 years old are screened for lead. Developmental delays and behavior problems are major health concerns of Lead Poisoning. Affected children may not show any symptoms, which necessitates the early, accurate identification of children with elevated lead levels. Program services include home visits to clients at risk by both Nursing and Environmental Staff.

Appropriations

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011		
		Adopted	Orders and Expenditures	Adopted	Modified		Departmental Request	County Executive Proposed	Adopted Budget
A4015.101	Salaries	166,473	177,293	140,913	140,913	138,078	143,591	139,471	139,471
A4015.103	Overtime	1,000	145	500	500	215	250	250	250
A4015.109	Salaries, Other	0	0	0	0	0	31,387	31,387	31,387
A4015.195	Other Fees & Services	10,759	12,145	13,125	13,125	17,764	17,825	17,825	17,825
A4015.211	Office Equipment	0	0	0	0	0	0	0	0
A4015.212	Computer Hardware	0	0	0	525	521	450	450	450
A4015.246	Medical Equipment	0	0	0	0	0	0	0	0
A4015.411	Office Supplies	1,000	380	1,770	1,770	1,599	1,500	1,500	1,500
A4015.412	Insurance & Bonding	0	1,074	0	0	0	1,138	1,138	1,138
A4015.455	Travel & Subsistence	1,650	1,631	1,620	1,620	1,606	1,800	1,800	1,800
A4015.491	Other Materials & Supplies	750	0	0	0	0	0	0	0
A4015.492	Computer Software & Licen	0	0	0	365	364	0	0	0
A4015.493	Maintenance, Repair & Servi	0	0	0	0	0	0	0	0
A4015.495	Other Expenses	6,364	12,011	16,435	16,435	15,941	2,771	2,771	2,771
A4015.810	Retirement	8,287	12,251	15,121	15,121	11,936	9,450	9,450	9,450
A4015.830	Social Security	12,812	12,960	10,818	10,818	10,579	14,078	20,039	20,039
A4015.840	Workers Compensation	3,489	3,597	3,472	3,472	2,830	3,164	2,305	2,305
A4015.850	Unemployment Insurance	419	0	332	332	332	360	332	332
A4015.860	Health Insurance	46,636	55,317	53,844	53,844	42,331	57,971	55,556	55,556
A4015.861	Health Insurance - Retirees	0	0	0	0	0	0	0	0
Appropriations Totals:		259,639	288,905	257,950	258,840	244,096	296,739	294,963	294,963

Revenues

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011	
		Adopted	Revenue	Adopted	Modified		Departmental Request	County Executive Proposed
A1606	Reimburse Lead Screening	15,204	76,316	64,679	64,679	38,600	0	0
A3401.09	State Aid - Article 6 Funding	5,345	12,509	0	0	0	22,944	22,944
A3415	State Aid - Lead Screening Pr	152,879	175,218	146,087	146,087	158,788	146,430	146,430
Revenue Totals:		173,428	264,043	210,766	210,766	197,388	169,374	169,374
Net County Share		86,211	24,762	47,184	48,074	46,708	127,365	125,589

2011 Adopted Budget Report 4018: Public Health - Environmental Health

The Division of Environmental Health endeavors to protect county residents and visitors from health hazards that are beyond the control of ordinary citizens. This is accomplished by environmental surveillance, project plan review, operator education, and sanitary code enforcement. Inspections are made of facilities that involve public water supplies, sewage control, residential water supplies, food service, children's camps, schools, public swimming areas, mobile home parks, realty sub-divisions, and hotels and motels.

Account	Description	Prior Year (2009)		Appropriations			Current Year as of 06/30/10		Year End Projected	Departmental Request	Budget Year 2011	
		Adopted	Orders and Expenditures	Adopted	Modified	Projected	County Executive Proposed	Adopted Budget				
A401 8.101	Salaries	705,399	659,007	668,274	668,274	645,671	691,114	656,410	656,410			
A401 8.102	Temporary Help	8,400	2,944	8,652	8,652	8,152	8,820	8,652	8,652			
A401 8.103	Overtime	20,000	20,775	20,500	20,500	20,499	20,500	20,500	20,500			
A401 8.109	Salaries, Other	0	17,203	19,229	19,229	0	0	0	0			
A401 8.195	Other Fees & Services	49,609	35,687	13,439	13,439	13,134	13,439	13,439	13,439			
A401 8.19515	HN Other Fees and Services	11,830	24,884	0	0	0	0	0	0			
A401 8.212	Computer Hardware	2,476	0	0	0	0	1,050	1,050	1,050			
A401 8.2121	Data Cards/ RSA Tokens	0	0	0	0	0	49	49	49			
A401 8.251	Automotive Equipment	13,500	0	0	0	0	5,000	5,000	5,000			
A401 8.295	Other Equipment	800	647	0	0	0	0	0	0			
A401 8.411	Office Supplies	8,000	5,116	8,000	8,000	7,719	8,000	8,000	8,000			
A401 8.4115	HN Office Supplies	1,500	692	0	0	0	0	0	0			
A401 8.412	Insurance & Bonding	17,172	7,449	17,177	17,177	17,177	7,896	7,896	7,896			
A401 8.413	Rent/Lease - Equipment	2,580	3,237	2,580	2,580	2,220	2,220	2,220	2,220			
A401 8.416	Telephone	7,938	6,785	8,014	7,014	6,807	8,014	8,014	8,014			
A401 8.4163	Cellular Telephone	2,937	2,620	4,188	4,188	2,372	2,973	2,973	2,973			
A401 8.417	Rent/Lease - Space	2,340	2,340	2,340	2,340	2,340	2,340	2,340	2,340			
A401 8.418	Meier Postage	7,406	7,631	8,107	8,107	7,979	8,013	8,013	8,013			
A401 8.425	Training & Special Schools	1,800	92	1,200	1,200	1,000	1,200	1,000	1,000			
A401 8.4365	HN - Uniforms & Clothing	0	149	0	0	0	0	0	0			
A401 8.446	Medical Supplies	150	180	150	150	144	100	100	100			
A401 8.447	Pharmaceuticals	1,500	975	1,500	1,500	1,006	1,500	1,500	1,500			
A401 8.451	Automotive Supplies	65	12	50	50	697	50	50	50			
A401 8.452	Automotive Repairs	580	191	255	255	244	467	467	467			
A401 8.4545	HN - Travel - Mlgs, Seminars e	1,500	0	0	0	0	0	0	0			
A401 8.455	Travel & Subsistence	12,000	15,285	14,000	14,000	9,417	12,000	12,000	12,000			
A401 8.4555	HN Travel & Subsistence	1,200	651	0	0	0	0	0	0			
A401 8.456	Gasoline & Oil	1,926	1,018	738	738	967	1,672	1,672	1,672			
A401 8.491	Other Materials & Supplies	2,050	398	1,050	1,050	936	1,050	1,050	1,050			
A401 8.492	Computer Software & Licen	1,164	0	0	0	0	0	0	0			
A401 8.493	Maintenance, Repair & Servi	3,000	2,891	0	0	0	16	16	16			
A401 8.495	Other Expenses	83,219	75,620	76,165	75,275	67,010	70,560	70,560	70,560			
A401 8.495135	HN Other Expenses	16,284	14,498	85,952	85,952	0	0	0	0			
A401 8.495148	Remediation / Abatement Ac	0	0	0	0	0	0	0	0			
A401 8.49559	West Nile Virus	20,000	9,254	5,000	5,000	2,778	5,000	5,000	5,000			
A401 8.810	Retirement	68,443	54,518	66,790	66,790	50,732	72,908	99,381	99,381			
A401 8.830	Social Security	56,137	50,252	53,353	53,353	51,586	55,113	52,459	52,459			

2011 Adopted Budget Report 4018: Public Health - Environmental Health

Budget Accounts		Appropriations			Revenues		
Account	Description	Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Departmental Request	Budget Year 2011	Adopted Budget
		Adopted	Adopted	Modified	Projected	County Executive Proposed	
A4018.840	Workers Compensation	17,347	15,473	15,473	14,149	11,528	11,528
A4018.850	Unemployment Insurance	1,875	1,308	1,308	2,170	1,308	1,308
A4018.860	Health Insurance	107,608	89,817	89,817	95,240	110,028	110,028
	Appropriations Totals:	1259,735	1,193,301	1,191,411	1,032,146	1,145,527	1,112,675
							1,112,675

Budget Accounts		Revenues			Budget Year 2011		
Account	Description	Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
		Adopted	Adopted	Modified	Projected	Proposed	
A1231	FOIL Fees - Health Dept	7,000	3,000	3,000	2,427	3,000	3,000
A1608	Animal Disease Fees	3,000	11,000	11,000	10,286	11,000	11,000
A1609	Environmental Health Fees	220,000	255,000	255,000	250,078	329,930	329,930
A1629	Course Fees- Environmental H	4,000	0	0	0	0	0
A1638	Reimb Emv Health from Leval S	15,454	19,791	19,791	19,791	6,611	6,611
A2612	Environmental Health Fees	20,000	15,000	15,000	25,240	25,000	25,000
A3401.05	State Aid - Environmental Hea	367,060	307,241	307,241	310,312	310,291	300,291
A3417	State Aid - Drinking Water Su	157,780	148,313	148,313	89,774	129,774	129,774
A3418	State Aid - Healthy Neighborho	117,703	132,779	132,779	6,451	0	0
	Revenue Totals:	911,997	892,124	892,124	714,359	810,732	805,606
	Net County Share	347,738	301,177	299,287	317,787	334,795	307,069

2011 Adopted Budget Report 4019: Public Health - Community Health Outreach Program

The Community Health Outreach Program is a New York State funded grant which provides home visitation and case management to underserved families. The Program's goal is to assist these hard to reach families obtain optimal healthcare and to become self-sufficient. The target areas served in Oneida County are the cities of Utica & Rome and the townships of Vienna, Camden, Verona and Vernon. The Program employs four Outreach Workers and a RN program coordinator.

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011		Adopted Budget
		Adopted	Orders and Expenditures	Adopted	Modified		Request	County Executive Proposed	
A4019.101	Salaries	172,893	173,889	128,105	128,105	128,473	129,782	129,782	129,782
A4019.109	Salaries, Other	0	0	29,924	29,924	6,904	5,841	5,841	5,841
A4019.195	Other Fees & Services	1,224	1,114	2,000	2,000	1,925	0	0	0
A4019.295	Other Equipment	0	0	0	0	0	0	0	0
A4019.411	Office Supplies	0	19	0	0	0	344	344	344
A4019.412	Insurance & Bonding	0	1,109	0	0	0	0	0	0
A4019.413	Cellular Telephone Charges	1,094	1,264	1,002	1,002	1,076	1,445	1,445	1,445
A4019.446	Medical Supplies	0	0	0	0	0	0	0	0
A4019.445	Travel & Subsistence	0	145	2,885	2,885	2,885	2,135	2,135	2,135
A4019.491	Other Materials & Supplies	0	0	0	0	0	2,135	2,135	2,135
A4019.495	Other Expenses	400	333	225	225	317	0	0	0
A4019.810	Retirement	12,753	13,012	17,207	17,207	12,843	4,618	4,618	4,618
A4019.830	Social Security	13,226	12,604	9,800	9,800	9,828	13,509	19,229	19,229
A4019.840	Workers Compensation	3,619	3,755	3,624	3,624	2,711	9,928	9,928	9,928
A4019.850	Unemployment Insurance	432	0	338	338	338	2,855	2,855	2,855
A4019.860	Health Insurance	48,040	45,001	43,432	43,432	30,861	324	324	324
A4019.861	Health Insurance - Retirees	0	0	0	0	0	37,033	35,490	35,490
Appropriations Totals:		253,681	252,245	238,542	238,542	198,160	207,814	211,991	211,991

Revenues

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011		Adopted Budget
		Adopted	Revenue	Adopted	Modified		Request	County Executive Proposed	
A1622	Third Party Reimb for Home V	16,000	10,025	15,800	15,800	6,700	8,500	8,500	8,500
A2292	Reimburse from Home Health	31,881	32,049	4,950	4,950	0	0	0	0
A3419	State Aid - Preventive Services	205,800	204,453	199,314	199,314	191,460	199,314	203,491	203,491
Revenue Totals:		253,681	246,527	220,064	220,064	198,160	207,814	211,991	211,991
Net County Share		0	5,718	18,478	18,478	0	0	0	0

2011 Adopted Budget Report 4021: Public Health - Community Wellness

The Community Wellness cost center provides funding for the management of mandated core programs within Family Health, Prenatal Care, Infant Mortality, Primary and Preventative Care and Injury Prevention and Control. This division provides home visits by Registered Nurses to at risk pregnant and postpartum women, infants and toddlers up to age 2. Other services include provision of Early Intervention Therapies for children in the Early Intervention Program, Maternal Obstetrical Medicaid Services (MOMS Program) and the Child Health Care Consultant Program. This cost center also accounts for related grant programs including Child Passenger Seat Program and Bicycle Safety grant.

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Budget Year 2011		Adopted Budget	
		Adopted	Orders and Expenditures	Adopted	Modified	Year End Projected	Departmental Request		County Executive Proposed
A4021.101	Salaries	273,651	295,439	265,467	265,467	275,774	285,439	282,120	282,120
A4021.102	Temporary Help	54,000	51,099	74,828	74,828	54,619	61,519	61,519	61,519
A4021.103	Overtime	1,000	703	1,000	1,000	1,175	1,200	1,000	1,000
A4021.109	Salaries, Other	21,254	28,568	44,887	44,887	0	0	0	0
A4021.195	Other Fees & Services	73,500	66,767	62,140	62,140	61,936	90,568	90,568	90,568
A4021.19511	Individual Therapies	113,040	169,049	174,290	171,190	162,278	159,875	159,875	159,875
A4021.246	Medical Equipment	510	0	0	0	0	0	0	0
A4021.295	Other Equipment	13,170	15,667	16,715	20,515	20,465	20,500	20,500	20,500
A4021.411	Office Supplies	4,000	2,080	2,800	2,800	2,674	3,000	2,800	2,800
A4021.412	Insurance & Bonding	5,818	2,108	5,608	5,608	5,608	2,234	2,234	2,234
A4021.413	Rent/Lease - Equipment	2,352	2,352	2,352	2,352	1,468	1,468	1,468	1,468
A4021.416	Telephone	10,141	9,323	11,005	9,585	9,127	11,005	11,005	11,005
A4021.4163	Cellular/Telephone Charges	2,732	2,635	2,737	2,737	2,948	2,935	2,935	2,935
A4021.418	Meter Postage	8,416	8,672	9,213	9,213	8,999	9,106	9,106	9,106
A4021.425	Training & Special Schools	3,000	936	3,500	3,500	2,500	3,500	3,500	3,500
A4021.436	Uniforms and Clothing	600	800	600	600	600	600	600	600
A4021.446	Medical Supplies	4,500	1,694	3,500	3,500	3,020	3,000	3,000	3,000
A4021.454	Travel - Meetings, seminars e	200	0	200	200	200	200	200	200
A4021.455	Travel & Subsistence	24,682	21,848	24,108	23,408	18,365	21,308	21,308	21,308
A4021.491	Other Materials & Supplies	1,000	297	3,500	3,500	2,434	2,500	2,500	2,500
A4021.492	Computer Software & Licen	14,287	10,387	10,640	10,640	7,508	10,790	10,790	10,790
A4021.493	Maintenance, Repair & Serv	100	0	0	0	0	16	16	16
A4021.495	Other Expenses	6,346	7,364	5,846	5,846	5,800	7,671	7,671	7,671
A4021.810	Retirement	22,807	24,956	25,135	25,135	24,452	29,108	41,433	41,433
A4021.830	Social Security	25,142	25,884	26,109	26,109	25,365	26,634	26,381	26,381
A4021.840	Workers Compensation	6,733	7,074	6,828	6,828	6,968	7,659	5,458	5,458
A4021.850	Unemployment Insurance	822	0	635	635	635	870	635	635
A4021.860	Health Insurance	66,139	71,590	72,105	72,105	68,480	81,231	77,846	77,846
Appropriations Totals:		759,942	827,291	855,748	854,328	773,399	843,936	846,468	846,468

Budget Accounts		Prior Year (2009)		Current Year as of 06/30/10		Budget Year 2011			
Account	Description	Adopted	Revenue	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A1603	3rd Party Insurance - Comm W	184,816	113,153	150,000	150,000	148,500	150,000	150,000	150,000
A1623	Reimburse - fr Home Comm O	0	6,871	42,500	42,500	10,000	5,841	5,841	5,841

2011 Adopted Budget Report 4021: Public Health - Community Wellness

Budget Accounts	Description	Revenues				Departmental Request	Budget Year 2011	
		Prior Year (2009)	Current Year as of 06/30/10	Year End Projected	County Executive Proposed		Adopted Budget	
Account		Adopted	Modified	Projected				
A1635	Reimb - If El to Comm Welln	175,840	265,762	218,442	215,155	215,155	215,155	215,155
A2293	Medical - Prenatal Services	17,874	30,424	50,000	38,030	38,030	38,030	38,030
A2295	Child Restraint Seat Grant	11,000	13,300	16,089	17,895	17,895	17,895	17,895
A3401.04	State Aid - Community Wellne	145,032	148,940	136,886	162,773	162,773	162,773	162,773
A3422	State Aid - Misc State Grants	9,860	10,989	10,417	10,417	10,417	10,417	10,417
	Revenue Totals:	544,422	661,915	590,333	600,111	600,111	600,111	600,111
	Net County Share	215,520	193,833	183,067	243,825	243,825	246,357	246,357

2011 Adopted Budget Report 4046: Public Health - PHC Program

The Physically Handicapped Children's Program ensures access to quality health care for chronically ill and disabled children 0 through 21 years of age by providing diagnostic and evaluation services and/or treatment services to those children who meet county medical and financial eligibility criteria. This cost center accounts for the appropriations and revenues needed to support the activities of the Program.

Budget Accounts		Prior Year (2009)		Current Year as of 06/30/10			Budget Year 2011		Adopted Budget
Account	Description	Adopted	Orders and Expenditures	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A4046-495	Other Expenses	136,000	73,930	130,000	130,000	75,000	130,000	130,000	130,000
	Appropriations Totals:	136,000	73,930	130,000	130,000	75,000	130,000	130,000	130,000
Revenues									
Budget Accounts		Prior Year (2009)		Current Year as of 06/30/10			Budget Year 2011		Adopted Budget
Account	Description	Adopted	Revenue	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A3446	State Aid - Care Phys Handcpd	68,000	37,829	65,000	65,000	37,500	65,000	65,000	65,000
	Revenue Totals:	68,000	37,829	65,000	65,000	37,500	65,000	65,000	65,000
	Net County Share	68,000	36,101	65,000	65,000	37,500	65,000	65,000	65,000

2011 Adopted Budget Report 4059: Public Health - Early Interven Admin (0-2 Years)

The Early Intervention Program, as mandated by the State in response to federal law, must be administered by the County, pursuant to public health law, 10NYCRR, Part 69-4. The intent of the mandate is to ensure children under 3 years of age with a diagnosed disabling condition, developmental delay or suspected developmental delay and their families receive needed and appropriate services. Accordingly, referrals, evaluations, development of individual service plans, service coordination activities, provider monitoring and fiscal functions are inclusionary administrative responsibilities.

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Budget Year 2011			
		Adopted	Orders and Expenditures	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposal	Adopted Budget
A4059.101	Salaries	524,228	529,822	564,468	564,468	563,867	583,369	583,369	583,369
A4059.103	Overtime	4,277	24	1,000	1,000	140	700	700	700
A4059.1951	Other Fees and Services	11,099	16,091	13,090	13,090	16,632	18,295	18,295	18,295
A4059.211	Office Equipment	950	0	950	950	13,500	0	0	0
A4059.212	Computer Hardware	2,700	0	1,800	1,800	0	22,605	22,605	22,605
A4059.2121	Data Cards/ RSA Tokens	0	0	0	0	0	0	0	0
A4059.411	Office Supplies	4,000	3,307	4,000	4,000	4,766	5,590	5,590	5,590
A4059.412	Insurance & Bonding	4,770	3,390	4,771	4,771	4,771	2,862	2,862	2,862
A4059.413	Rent/Lease - Equipment	2,838	2,838	2,838	2,838	2,220	1,468	1,468	1,468
A4059.416	Telephone	3,784	4,343	5,054	4,404	5,888	5,054	5,054	5,054
A4059.4163	Cellular Telephone Charges	1,701	2,168	2,202	2,202	2,436	2,435	2,435	2,435
A4059.418	Meter Postage	3,029	3,122	3,317	3,317	3,210	3,278	3,278	3,278
A4059.454	Travel - Meetings, seminars e	1,500	1,461	1,500	1,500	996	5,500	5,500	5,500
A4059.455	Travel & Subsistence	16,000	14,727	16,000	16,000	13,780	17,400	16,000	16,000
A4059.491	Other Materials & Supplies	0	0	0	0	1,000	3,000	3,000	3,000
A4059.492	Computer Software & Licen	0	0	0	0	0	15,845	15,845	15,845
A4059.4951	Other Expenses	1,300	2,109	2,350	2,350	12,279	19,770	19,770	19,770
A4059.810	Retirement	39,763	38,389	46,538	46,538	39,092	59,548	84,763	84,763
A4059.830	Social Security	40,430	38,152	43,258	43,258	43,136	44,681	44,681	44,681
A4059.840	Workers Compensation	11,099	11,071	10,686	10,686	11,948	12,850	9,350	9,350
A4059.850	Unemployment Insurance	1,330	1,664	1,061	1,061	1,061	1,466	1,061	1,061
A4059.860	Health Insurance	113,205	131,330	132,910	132,910	119,817	145,799	139,724	139,724
Appropriations Totals:		788,003	804,008	857,793	857,143	860,539	971,515	985,350	985,350

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Budget Year 2011			
		Adopted	Revenue	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposal	Adopted Budget
A1950	Reimb Service Coordinator	296,800	244,161	284,115	284,115	285,041	287,625	287,625	287,625
A4451	Federal Aid - Early Intervent	395,265	404,907	458,413	458,413	470,975	525,930	525,930	525,930
Revenue Totals:		692,065	649,068	742,528	742,528	756,016	813,555	813,555	813,555
Net County Share		95,938	154,940	115,765	114,615	104,523	157,960	171,795	171,795

2011 Adopted Budget Report

4060: Public Health - EHC Admin (3-5 Years)

December 17, 2010

Under the direction of the Oneida County Department of Health, the EHC Administration cost center provides the administrative support for the County's Education of Handicapped Children Program as mandated by State Education Law.

Account	Description	Appropriations			Year End Projected	Departmental Request	Budget Year 2011		Adopted Budget
		Prior Year (2009) Adopted	Current Year as of 06/30/10 Modified	Budget Year 2011 Proposed			Budget Year 2011 Proposed		
A4060.101	Salaries	244,729	254,364	254,364	255,443	223,275	223,275	223,275	
A4060.195	Other Fees & Services	0	0	0	0	0	0	0	
A4060.211	Office Equipment	495	0	0	0	0	0	0	
A4060.212	Computer Hardware	619	0	0	0	2,200	2,200	2,200	
A4060.2121	Data Cards/ RSA Tokens	0	0	0	0	0	0	0	
A4060.295	Other Equipment	199	0	0	0	0	0	0	
A4060.411	Office Supplies	1,500	1,500	1,500	1,500	1,600	1,600	1,600	
A4060.412	Insurance & Bonding	5,410	5,411	5,411	5,411	1,664	1,664	1,664	
A4060.413	Rent/Lease - Equipment	1,740	1,814	1,814	1,236	1,236	1,236	1,236	
A4060.416	Telephone	1,687	1,572	1,572	1,572	1,862	1,862	1,862	
A4060.4163	Cellular Telephone Charges	297	331	331	331	325	325	325	
A4060.417	Rent/Lease - Space	0	0	0	0	0	0	0	
A4060.418	Meter Postage	1,683	1,843	1,843	1,843	1,821	1,821	1,821	
A4060.434	Travel - Meetings, seminars e	550	550	550	550	800	800	800	
A4060.435	Travel & Subsistence	5,200	5,500	5,500	5,500	6,050	5,500	5,500	
A4060.491	Other Materials & Supplies	60	0	0	0	0	0	0	
A4060.492	Computer Software & Licen	9,351	9,060	9,060	8,790	9,060	9,060	9,060	
A4060.493	Maintenance, Repair & Servi	120	0	0	0	0	0	0	
A4060.495	Other Expenses	135,528	27,625	27,625	27,559	25,100	25,100	25,100	
A4060.810	Retirement	16,621	22,305	22,305	18,116	22,595	38,070	38,070	
A4060.830	Social Security	18,722	19,459	19,459	19,541	17,081	17,081	17,081	
A4060.840	Workers Compensation	5,123	5,122	5,122	5,367	4,912	3,578	3,578	
A4060.850	Unemployment Insurance	612	477	477	477	558	477	477	
A4060.860	Health Insurance	51,736	55,958	55,958	55,990	71,371	64,389	64,389	
A4060.861	Health Insurance - Retirees	0	0	0	0	0	0	0	
Appropriations Totals:		501,982	413,181	412,891	409,226	391,510	398,038	398,038	

Account	Description	Revenues			Year End Projected	Departmental Request	Budget Year 2011		Adopted Budget
		Prior Year (2009) Adopted	Current Year as of 06/30/10 Modified	Budget Year 2011 Proposed			Budget Year 2011 Proposed		
A3401.06	State Aid - Education Handicap	144,582	1,316	1,316	1,310	1,355	1,355	1,355	
Revenue Totals:		144,582	1,316	1,316	1,310	1,355	1,355	1,355	
Net County Share		357,400	411,865	411,575	407,916	390,155	396,683	396,683	

2011 Adopted Budget Report 4062: Public Health - Lead Poisoning Prevention

Exposure to lead is associated with a range of serious health effects on children. In response to this, the NYS Department of Health has taken a leadership role in developing this strategic plan for the elimination of childhood lead poisoning in the state.

Account	Description	Appropriations			Revenues			Budget Year 2011		
		Prior Year (2009) Adopted	Orders and Expenditures	Current Year as of 06/30/10 Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget	
A4062.101	Salaries	18,302	16,160	19,075	19,075	0	0	0	0	
A4062.103	Overtime	0	23	0	0	0	0	0	0	
A4062.109	Salaries, Other	30,658	64,187	37,915	37,915	0	48,248	48,248	48,248	
A4062.195	Other Fees & Services	3,000	7,688	33,531	33,531	30,736	16,198	16,198	16,198	
A4062.211	Office Equipment	450	113	0	0	0	0	0	0	
A4062.212	Computer Hardware	500	0	0	0	0	0	0	0	
A4062.295	Other Equipment	0	2,905	6,000	6,000	2,500	1,048	1,048	1,048	
A4062.411	Office Supplies	5,000	3,803	2,200	2,200	2,152	2,252	2,252	2,252	
A4062.412	Insurance & Bonding	0	117	0	0	0	0	0	0	
A4062.4163	Cellular Telephone Charges	0	0	300	300	0	300	300	300	
A4062.418	Meter Postage	3,000	25	2,250	2,250	1,000	2,500	2,500	2,500	
A4062.425	Training & Special Schools	0	0	650	650	600	20,315	20,315	20,315	
A4062.446	Medical Supplies	0	339	430	430	400	430	430	430	
A4062.454	Travel - Meetings, seminars e	26,000	8,420	0	0	0	0	0	0	
A4062.455	Travel - Daily Expenses	10,000	196	2,500	2,500	2,260	1,000	1,000	1,000	
A4062.491	Other Materials & Supplies	6,000	3,008	5,750	5,750	4,994	8,354	8,354	8,354	
A4062.492	Computer Software & Licen	250	0	0	0	0	0	0	0	
A4062.495	Other Expenses	157,832	160,355	235,616	235,616	264,756	287,729	287,729	287,729	
A4062.810	Retirement	1,660	1,115	1,833	1,833	312	0	0	0	
A4062.830	Social Security	1,400	1,030	1,507	1,507	0	0	0	0	
A4062.840	Workers Compensation	458	397	383	383	0	0	0	0	
A4062.850	Unemployment Insurance	46	0	37	37	0	0	0	0	
A4062.860	Health Insurance	9,000	11,938	14,163	14,163	0	0	0	0	
Appropriations Totals:		273,556	281,820	364,140	364,140	309,711	388,374	388,374	388,374	

Account	Description	Prior Year (2009)			Current Year as of 06/30/10			Budget Year 2011		
		Adopted	Revenue	Net County Share	Adopted	Modified	Year End Projected	Departmental Request	County Executive Proposed	Adopted Budget
A1689.2	Reimb Clerk Administration	0	0	0	36,941	36,941	0	0	0	0
A2776	Misc Revenues - Lead Poison	0	7,800	0	0	0	1,500	12,000	12,000	12,000
A412	State Aid - Childhood Lead Po	273,556	282,593	0	327,199	327,199	308,211	376,374	376,374	376,374
Revenue Totals:		273,556	290,393	0	364,140	364,140	309,711	388,374	388,374	388,374
Net County Share		0	(8,573)	0	0	0	0	0	0	0

2011 Adopted Budget Report

4092: Public Health - Emergency Preparedness Program

Funds are provided by NYS Department of Health for the development, exercising and implementation of health emergency response and preparedness plans for Oneida County.

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011		Adopted Budget
		Adopted	Orders and Expenditures	Adopted	Modified		Departmental Request	County Executive Proposed	
A4092.101	Salaries	134,508	56,469	45,126	43,126	45,300	94,596	94,596	94,596
A4092.109	Salaries, Other	0	60,574	57,859	64,000	0	57,360	57,360	57,360
A4092.195	Other Fees & Services	390	6,643	13,690	88,915	30,993	43,451	43,451	43,451
A4092.211	Office Equipment	0	0	0	8,900	555	0	0	0
A4092.212	Computer Hardware	1,619	655	0	154,487	163,536	0	0	0
A4092.2121	Data Cards/ RSA Tokens	0	0	0	0	20,000	4,000	4,000	4,000
A4092.295	Other Equipment	0	0	0	60,630	0	5,110	5,110	5,110
A4092.411	Office Supplies	2,550	1,116	2,554	9,749	3,274	0	0	0
A4092.412	Insurance & Bonding	0	388	0	0	0	2,158	2,158	2,158
A4092.416	Telephone	3,553	3,461	3,488	4,588	7,080	0	0	0
A4092.4163	Cellular Telephone Charges	800	1,077	915	915	658	305	305	305
A4092.418	Meter Postage	500	0	0	0	0	4,800	4,800	4,800
A4092.425	Training & Special Schools	2,500	425	0	0	0	0	0	0
A4092.446	Medical Supplies	0	133	1,000	1,000	1,000	0	0	0
A4092.454	Travel - Meetings, seminars e	3,000	0	2,000	20,000	20,000	0	0	0
A4092.455	Travel - Daily Expenses	6,000	1,746	3,000	2,000	1,440	3,000	3,000	3,000
A4092.491	Other Materials & Supplies	800	8,923	1,500	4,986	3,480	6,760	6,760	6,760
A4092.492	Computer Software & Licen	4,325	11,466	5,790	90,090	80,260	0	0	0
A4092.493	Maintenance, Repair & Servi	5,800	0	0	9,638	5,293	12,866	12,866	12,866
A4092.495	Other Expenses	18,636	8,812	13,490	39,724	52,182	535	535	535
A4092.810	Retirement	10,871	6,098	7,110	7,110	4,213	7,500	7,500	7,500
A4092.830	Social Security	10,290	4,011	3,452	3,452	3,465	9,573	6,751	6,751
A4092.840	Workers Compensation	2,997	1,691	1,633	1,633	952	7,237	7,237	7,237
A4092.850	Unemployment Insurance	316	10,966	85	85	85	2,081	2,081	2,081
A4092.860	Health Insurance	25,994	17,599	13,882	13,882	13,527	236	236	236
Appropriations Totals:		235,469	203,673	178,574	642,410	468,518	289,801	274,302	274,302

Account	Description	Prior Year (2009)		Current Year as of 06/30/10		Year End Projected	Budget Year 2011		Adopted Budget
		Adopted	Revenue	Adopted	Modified		Departmental Request	County Executive Proposed	
A1689.1	Charge Back - Health Adminis	0	0	33,883	33,883	15,000	65,003	65,003	65,003
A3481	State Aid - Emergency Prepara	235,469	192,634	144,691	608,527	433,518	224,798	224,798	224,798
Revenue Totals:		235,469	192,634	178,574	642,410	468,518	289,801	289,801	289,801
Net County Share		0	11,039	0	0	0	0	(15,499)	(15,499)



Office of the Sheriff

County of Oneida

Robert M. Maciol, Sheriff

Robert S. Swenszkowski, Undersheriff
Elizabeth A. Gustafson, Chief Administrator

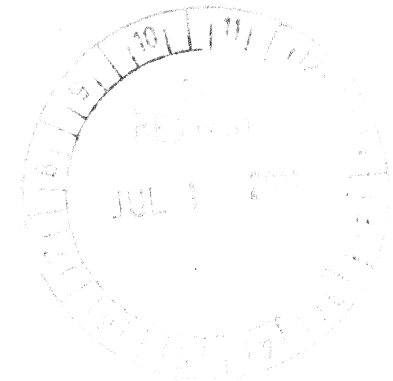
Jonathan G. Owens, Chief Deputy
Gabrielle O. Liddy, Chief Deputy

July 19, 2011

The Honorable Anthony J. Picente, Jr.
Oneida County Executive
Oneida County Office Building
800 Park Avenue
Utica, New York 13501

FN 20 11 - 228

PUBLIC SAFETY
WAYS & MEANS



Dear County Executive Picente:

Please find enclosed a copy of our office's 2010 State Law Enforcement Terrorism Prevention Program (SLETPP) grant award letter, grant contract and signature page signed by you, as well as the Board of Legislators' grant approval resolution (Res. 192).

Due to the fact that this grant funding will be spent over many budget periods, it is necessary to establish a capital account. In doing so, our office will be able to keep proper accounting records for such a large sum of money.

With this being said, I am requesting that you direct the Board of Legislators to approve the establishment of a capital account for **Capital Project H457** (revenue account H457- 4597) as quickly as possible.

The grant funding for Capital Project H457 totals \$138,713.00 and has already been approved by the Board of Legislators (Res. 192) on July 13, 2011.

I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, please do not hesitate to contact me at any point in time.

Sincerely,

Robert M. Maciol
Sheriff

Enclosure

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive
Date 7/19/11

Administrative Office
6065 Judd Road Oriskany, NY 13424
Voice (315) 736-8364
Fax (315) 765-2205

Law Enforcement Division
6065 Judd Road Oriskany, NY 13424
Voice (315) 736-0141
Fax (315) 736-7946

Correction Division
6075 Judd Road Oriskany, NY 13424
Voice (315) 768-7804
Fax (315) 765-2327

Civil Division
200 Elizabeth Street Utica, NY 13501
Voice (315) 798-5862
Fax (315) 798-6495

ONEIDA COUNTY
OFFICE OF THE DISTRICT ATTORNEY

Scott D. McNamara
District Attorney

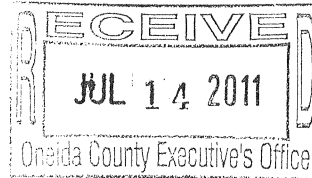
Michael A. Coluzza
First Assistant

Kurt D. Hameline
Laurie Lisi
Paul J. Hernon
Matthew P. Worth
Joseph A. Saba
Grant J. Garramone
Steven C. Cox
Stacey L. Paolozzi
Bernard L. Hyman, Jr.
Todd C. Carville

Dawn Catera Lupi
First Assistant

Robert L. Bauer
Michael R. Nolan
Kurt D. Schultz
Kara E. Wilson
John J. Raspante
Joshua L. Bauer
Patrick F. Scully
Christopher D. Hameline
Steven P. Feiner

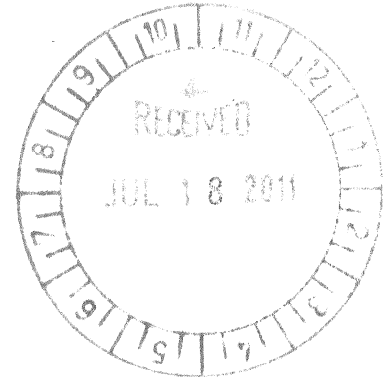
FN 20 11 - 229



PUBLIC SAFETY

July 11, 2011

WAYS & MEANS



The Honorable Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear Mr. Picente:

Enclosed please find documents pertaining to the expenses incurred by the Oneida County District Attorney's Office with regard to the investigation and/or prosecution of State of New York inmates.

Please review this material at your earliest convenience and forward it to the Board of Legislatures for their review and approval.

If you have any questions or concerns, please contact my office.

Thank you.

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive
Date 7/14/11

Very truly yours,

Scott D. McNamara
Oneida County District Attorney

sc

Encs. State Billing 2011 Summary of Cases/Certification
State Aid Voucher
Proposed Resolution

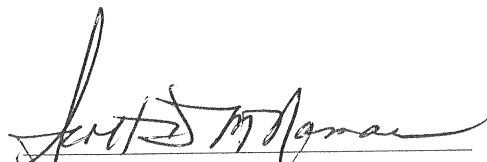
STATE BILLING 2011
SUMMARY OF CASES

INMATE	TOTAL
Thomas Bryant	1,561.46
Anthony Smth	155.09
Charles Jenkins	383.56
Victor Ortega	201.15
Luis Cornelio	389.56
Damien Williams	267.75
Jermaine Bailey	287.21
Victor Beldres	245.59
Timothy Broadbent	206.40
Carlos Colon	353.19
Eric Conklin	1,621.61
Jamar Findley	422.45
William Napolitano	337.28
Jonathan Rivera	394.39
Raphael Rivera	350.65
Rendell Robinson	447.39
Jose Rodriguez	1,765.64
Cody Rolfe	314.55
Anthony Smith	187.68
Total	\$9,892.60

Time expended on 07/06/11 by Susan Engesser preparing state billing for reimbursement:
one hour at \$30.25 per hour = \$30.25 plus 49.1% in fringe benefits = \$45.10

Total	\$45.10
Grand Total	\$9,937.70

I hereby certify that the above expenses were incurred with regard to the investigation and/or prosecution of the above-entitled matters.


Scott D. McNamara
Oneida County District Attorney

STATE
OF
NEW YORK

STATE AID VOUCHER

Voucher No.

1 Originating Agency <i>NYS Dept of Corrections</i>		Orig. Agency Code		Interest Eligible (Y/N) <i>N</i>	
Payment Date (MM) (DD) (YY) <i>/ /</i>		OSC Use Only		Liability Date (MM) (DD) (YY) <i>/ /</i>	
2 Payee ID <i>156-00-0460</i>		Additional		3 Zip Code <i>13501</i>	
4 Payee Name (Limit to 30 spaces) <i>Oneida County</i>		Route		Payee Amount	
Payee Name (Limit to 30 spaces) <i>District Attorney</i>		Stat. Type		Statistic	
Address (Limit to 30 spaces) <i>800 Park Avenue</i>		5 Ref/Inv. No. (Limit to 20 spaces) <i>A2206 State Inmates</i>		Indicator-Dept.	
Address (Limit to 30 spaces)		Ref/Inv. Date (MM) (DD) (YY) <i>/ /</i>		Indicator-Statewide	
City (Limit to 20 spaces) <i>Utica</i>		(Limit to 2 spaces) → State <i>NY</i>		Zip Code <i>13501</i>	

6 Date Paid	Check or Voucher No.	Description of Charges (If Personal Service, show name, title, period covered)	Amount	
			Dollars	Cents
		<i>Expenses associated with the investigation and prosecution of alleged crimes committed by inmates of the NYS Correctional Facilities as per attached list</i>	<i>9,937</i>	<i>70</i>

7 State Aid Program or Applicable Statute:		TOTAL	<i>9,937</i>	<i>70</i>
8 Payee Certification: I certify that the above expenditures have been made in accordance with the provisions of the Applicable Statute; that the claim is just and correct; that no part thereof has been paid except as stated; that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.		Less Receipts		<i>—</i>
→ Signature in Ink <i>[Signature]</i> Date <i>7/7/2011</i>		NET		<i>—</i>
Title <i>Comptroller</i>		<i>100</i> % State Aid Claimed	<i>9,937</i>	<i>70</i>
Name of Municipality <i>Oneida County</i>				

FOR STATE AGENCY USE ONLY

STATE COMPTROLLER'S PRE-AUDIT

Merchandise Received	I certify that this claim is correct and just, and payment is approved.		State Aid	
Date	By _____		Verified	Certified For Payment of State Aid Amount
Page No.	Date _____		Audited	
By _____			By _____	

Expenditure						Liquidation					
Cost Center Code				Object	Accum		Amount	Orig. Agency	PO/Contract	Line	F/P
Dept.	Cost Center Unit	Var.	Yr.		Dept.	Statewide					

PROPOSED RESOLUTION

WHEREAS, certain inmates incarcerated in the Mid-State Correctional Facility, Oneida Correctional Facility, Mohawk Correctional Facility, Marcy Correctional Facility and Central New York Psychiatric Center, said inmates being in the custody of the New York State Department of Corrections, all institutions being located in the County of Oneida, have been the subject of an investigation and/or prosecution for the commission of various crimes while incarcerated in the aforementioned facilities, and

WHEREAS, the Oneida County District Attorney has conducted investigations of said crimes occurring in Oneida County and prosecuted said inmates, and

WHEREAS, Section 606 of the Correction Law mandates payments of state funds to the county for expenses incurred in the investigations of said crimes and the prosecution of state inmates, and

WHEREAS, the Oneida County District Attorney has certified to the Board that the expense associated in the investigation and prosecution of alleged crimes committed by: Thomas Bryant, Anthony Smith (two), Charles Jenkins, Victor Ortega, Luis Cornelio, Damien Williams, Jermaine Bailey, Victor Beldres, Timothy Broadbent, Carlos Colon, Eric Conklin, Jamar Findley, William Napolitano, Jonathan Rivera, Raphael Robinson, Rendell Robinson, Jose Rodriguez and Cody Rolfe amount to \$9,937.70, now, therefore,

BE IT RESOLVED, that this Resolution and the attached statement of the expense of the District Attorney be forwarded to the New York State Department of Corrections as required by Section 606 of the Correction Law.



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

David J. Wood
Majority Leader

Patricia A. Hudak
Minority Leader

July 19, 2011

FN 20 11-230

Board of County Legislators
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Honorable Members:

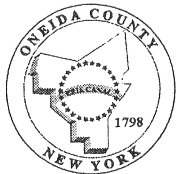
Under the provisions of Resolution No. 270 passed by the Oneida County Board of Legislators on June 16, 1992, I am recommending the re-appointment of Joseph Johnson, 1307 Blandina Street, Utica, NY to serve again on the Oneida County Sports Facility Authority for a term of 5 years, expiring December 31, 2015.

I hereby refer this matter to the Ways & Means Committee and the full Board for consideration at the meeting of **August 10, 2011.**

Respectfully submitted,

Gerald J. Fiorini
Chairman of the Board





COUNTY OF ONEIDA
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

ONEIDA COUNTY OFFICE BUILDING
800 PARK AVENUE
UTICA, NEW YORK 13501
(315) 798-5800
FAX (315) 798-2390
www.ocgov.net

FN 20 16-231



READ & FILED

July 17, 2011

Hon. Gerald J. Fiorini
Chairman
Board of Legislators
800 Park Ave.
Utica, NY 13501

RE: Appointments to the Oneida County Sports Facility Authority

Dear Chairman Fiorini:

There are currently two vacancies on the Oneida County Sports Facility Authority board which appointments are subject to County Executive appointment and, pursuant to Section 2052-c, subsection 1 of the Public Authorities Law, do not require the confirmation of the Board of Legislators.

I am appointing Thomas B. Keeler and Brian P. Noonan to fill the vacancies on the board of the Authority for a term of five years effective immediately and expiring on December 31, 2015. These appointments are effective as of June 29, 2011.

I am advising you of these appointments as a courtesy to the Board of Legislators.

Thank you for your kind attention to this matter.

Very truly yours,

Anthony J. Picente, Jr.
Oneida County Executive

Cc: Thomas B. Keeler
Brian P. Noonan



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

David J. Wood
Majority Leader

Patricia A. Hudak
Minority Leader

July 27, 2011

FN 20 11 - 232

Chairman Gerald J. Fiorini
Board of Legislators
800 Park Ave.
Utica, NY 13501

WAYS & MEANS

Dear Chairman Fiorini,


Effective August 12, 2009, the New York State Comptroller requires all elected and appointed officials who are members of the New York State Retirement System and do not participate in the County's payroll time system to maintain a "Record of Activities" for a period of three months. Following their submission, the Board of Legislators must pass a resolution stating the average days worked per month for each member of the Retirement system (**Note: non-members are not required to participate in the record keeping, nor are they required to be included in the Resolution**). Each member may submit a new "record of Activities" for a different three month period if they feel that the current "Record" is not reflective of their actual time worked.

The outcome of each members "Record of Activities" will be the major factor in the calculation to determine each member's annual service credit. That calculation is the responsibility of the New York State Comptroller's Office. The "Record of Activities" log book must be kept on file in the Clerk of the Board's Office for a period of ten (10) years following approval of the resolution. Furthermore, as newly elected officials become members of the retirement system, or if current elected officials join the system, they will be required to maintain a "Record of Activities" log for a period of three months. Once an individual completes their "Record of Activities," they will not be required to maintain a new one at the beginning of their next term of office.

This requirement also includes appointed employees. If these employees participate in the payroll time keeping system, they are not required to keep a "Record of Activities" log, but they must be included in the resolution. It may be necessary to pass an annual resolution listing these employees as new terms of employment begin.

I therefore respectfully request that the Board of Legislators approve a resolution establishing the standard work day and reporting days for the New York State and Local Employees Retirement System for certain county officials whose term began January 1, 2011 at the August 10, 2011 meeting. I will provide the resolution as soon as all calculations are completed. Thank you in advance.

Sincerely,


Mikale P. Billard
Clerk of the Board