

**Exhibit A**  
Scope of Work

**1. Service Overview**

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

This contract is to provide services mandated by Health and Safety Code 38070-38081.1 on the local level. The Information and Education (I&E) Program is authorized by California Welfare and Institutions Code Section 14504.3(a-e) and is administered by the Maternal, Child, and Adolescent Health Division (MCAH). Awardees may participate in Title XIX Federal Financial Participation (FFP), which allows eligible entities to draw down federal reimbursement for activities related to Medi-Cal when non-federal funding is available for this purpose. The main goal of I&E is to decrease adolescent pregnancies by providing high-need youth “with the knowledge, understanding, and behavioral skills necessary to make responsible decisions.” I&E aims to empower and equip youth with knowledge and skills to make informed decisions about their sexual and reproductive health to help prevent adolescent pregnancies and sexually transmitted infections (STIs). This is accomplished by replicating or substantially incorporating elements of evidence-based or evidence-informed comprehensive sexual health education program models, linking youth to reproductive and sexual health services, and engaging parents and caring adults in the community.

**2. Service Location**

The services shall be performed at applicable facilities in the County of XXXX.

**3. Service Hours**

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national holidays and other times needed to provide program services.

**4. Project Representatives**

A. The project representatives during the term of this agreement will be:

<b>California Department of Public Health</b> Maternal, Child and Adolescent Health Div. Attention: NAME, Contract Manager 1615 Capitol Avenue, Suite 73.560, MS 8305 P.O. Box 997420 Sacramento, CA 95899-7420  Telephone: Fax: E-mail:	<b>AGENCY</b>  NAME, TITLE (Agency's Contract Manager)  Telephone: Fax: E-mail:
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B. Direct all inquiries to:

<b>California Department of Public Health</b> Adolescent Sexual Health Education Unit Attention: [Program Consultant] Mail Station Code XXXX Street address, room/suite number P.O. Box Number e.g., 997413 City, CA, Zip Code e.g., 95899-7413  Telephone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail: xxxxxxxx@cdph.ca.gov	<b>AGENCY</b>  Attention: NAME, TITLE ADDRESS Telephone: Fax: E-mail:
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C. All payments from CDPH to the Contractor; shall be sent to the following address:

<b>Remittance Address</b>
Contractor: Attention: Address: City, Zip: Phone: (XXX) XXX-XXXX Fax: (XXX) XXX-XXXX E-mail:

D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

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**5. Scope of Work Changes**

- A. Pursuant to Health and Safety Code Section 38077 (b) (2), changes and revisions to the Scope of Work contained in the agreement, utilizing the "allowable cost payment system", may be proposed by the Contractor in writing. All requested changes and revisions are subject to the approval of the State. Failure to notify the State of proposed revisions to the Scope of Work may result in an audit finding.
- B. The State will respond, in writing, as to the approval or disapproval of all such requests for changes or revisions to the Scope of Work within 30 calendar days of the date the request is received by the program. Should the State fail to respond to the Contractor's request within 30 calendar days of receipt, the Contractor's request shall be deemed approved.
- C. The State may also request changes and revisions to the Scope of Work. The State will make a good-faith effort to provide the Contractor 30 calendar days advance written notice of said changes or revisions.
- D. No changes to the Scope of Work agreed to, pursuant to this provision, shall take effect until the cooperative agreements are amended and the amendment is approved as required by law and this agreement.

**6. Reporting Requirements**

- A. The Contractor shall enter program data on an ongoing basis to the State through the data collection system referred to as SharePoint.
- B. The Contractor shall submit a satisfactory Semi-Annual Report according to the format described in "Exhibit I – Progress Report Transmittal."
- C. An original and two (2) copies of the Semi-Annual Report shall be submitted to the state as follows and postmarked no later than 30 days after the end of the six (6) month period.

The Semi-Annual Report will be reporting a narrative account of activities from July through December and January through June for fiscal years 2019 through 2021.

- D. If the Contractor fails to submit satisfactory ongoing data or satisfactory Semi-Annual Reports by the specified date, the Contract Manager shall withhold subsequent invoices for payment until the Contract Manager receives a satisfactory report.
- E. If there are other specific program requirements required by this Agreement, the Contractor shall report them as required, and in the format designated by the state.

**7. State Approval of Program Staff**

The contractor shall notify the CDPH/MACH in writing immediately and negotiate of any proposed change of the Project Director, or other staff that may affect the Contractor's ability to complete the Scope of Work. All requested changes are subject to the written approval of the Contract Manager.

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**8. List of Acronyms**

<b>Acronym</b>	<b>Definition</b>
AIF	Agency Information Form
ASHWG	Adolescent Sexual Health Workgroup
CASHNI	California Adolescent Sexual Health Needs Index
CDPH/MCAH	California Department of Public Health Maternal, Child and Adolescent Health
CHYA	California Healthy Youth Act
CQI	Continuous Quality Improvement
DGS	Department of General Services
EBPM/EIPM	Evidence-Based Program Model/Evidence-Informed Program Model
Family PACT	Family Planning, Access, Care, and Treatment
FTE	Full Time Employee
GAAP	Generally Accepted Accounting Principles
HIV/AIDS	Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome
I&E	Information & Education
LARC	Long Acting Reversible Contraception
LGBTQ	Lesbian, Gay, Bisexual, Transgender or Queer/Questioning
LSC	Local Stakeholder Coalition
MSSA	Medical Service Study Area
OMB	Office of Management and Budgets
PRA	Public Records Act
RFA	Request for Application
SAR	Semi-Annual Report
SHEAA	Sexual Health Education Accountability Act
SOW	Scope of Work
STI	Sexually Transmitted Infection
YSHCN	Youth with special health care needs

**9. Services to be Performed**

Services to be performed: See the following pages for a detailed description of the services to be performed.

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**Goal 1.**

Structure I&E services and community outreach efforts to effectively address the sexual and reproductive health needs of local youth populations.

**Major Objective 1.1.** I&E Contractor must assess the sexual and reproductive health needs of youth in their local service area(s) and must utilize assessment results to inform planning for I&E implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.1.1. Identify local areas and populations in greatest need of the Information and Education Program (I&E) services.	8/01/19		1.1.1 Needs assessment submitted within 30 days of award or as directed by MCAH.
1.1.2. Select appropriate evidence-based or evidence-informed program models EBPM/EIPM(s), implementation schedule(s) for target population(s), and key program activities.	9/01/19		1.1.2 Implementation plan submitted within 60 days of contract start date for approval or as directed by MCAH.

**Major Objective 1.2.** I&E Contractor must form and maintain and/or participate in regular meetings with a Local Stakeholder Coalition (LSC) to raise awareness about the program and adolescent sexual health issues in the community.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.2.1. Identify LSC members using guidance and requirements in the 2019-2021 I&E Request for Applications (RFA).	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		1.2.1 Report on LSC goals, purpose, activities, progress, and membership in the Semi-Annual Report (SAR).
1.2.2. Meet at least once per quarter with LSC.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		1.2.2 Report number of meetings per quarter reported and meeting materials (e.g., meeting agenda, minutes, etc.) in the SAR.

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Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.2.3. Identify 1-2 annual priority goals to be accomplished by LSC.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		1.2.3 Activities that have contributed to accomplishing goals reported in the SAR.

**Major Objective 1.3.** I&E Contractor must conduct additional approved community outreach activities as described in each agency's implementation plan (See 1.1.2) to recruit and retain sites and youth in the program. All activities, materials, and efforts must be approved by MCAH prior to implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
1.3.1. Conduct community outreach activities as described in the approved implementation plan.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		1.3.1 Progress on additional community outreach efforts reported in the SAR.

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**Goal 2.**

Hire and train staff to implement evidence-based or evidence-informed program models with fidelity; complete I&E program requirements; and participate in required trainings, workshops, and meetings with MCAH.

**Major Objective 2.1.** I&E Contractor must ensure adequate staffing to meet I&E program requirements.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.1.1 Hire a sufficient number of staff to complete all I&E contract requirements. At a minimum, the following key staffing roles are required: a) 1 FTE Health Educator/Facilitator b) .25 FTE Program Director/Coordinator	FY 19-21 Ongoing		2.1.1 Staff hired must meet core competency requirements, per ASHWG Core Competencies, to deliver EBPMs/EIPMs in a culturally and linguistically appropriate manner for the target population.  Submission of written notification of staff leaving the agency at least 5 business days prior to vacancy and written notification of newly hired staff within 5 business days of start date. All new staff and staff changes submitted as directed by MCAH.

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**Major Objective 2.2.** I&E Contractor must ensure staff capacity to implement the program by completing mandated trainings (e.g., in-person and webinar), attending required meetings (e.g., in-person, conference calls), and maintaining regular communication with Program Consultants, as determined by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.2.1. Attend all required curricula trainings prior to program implementation, as determined by MCAH.	December 2019		2.2.1 Participation in required curricula trainings prior to implementation with designated MCAH Program Consultant, other State Contractor, or specific curriculum developer.  Submission of Training Request Form to inform MCAH of training needs.  Completion of required interim trainings, when needed.  Completed staff trainings reported in the SAR.
2.2.2. Attend all required webinars as determined by MCAH.	FY 19-21 Ongoing		2.2.2 Participation in I&E required webinars.
2.2.3. Attend required Orientation and up to annual statewide meeting as determined by MCAH.	FY 19-21 Ongoing		2.2.3 Participation in required Orientation and statewide meetings.
2.2.4. Attend all required conference calls as determined by MCAH.	FY 19-21 Ongoing		2.2.4 Participation in required monthly I&E Live conference calls, and calls with the designated MCAH Program Consultant.



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**Major Objective 2.3.** I&E Contractor must ensure that all facilitators are observed and rated on quality of program delivery.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.3.1. Ensure that all facilitators are observed and rated on quality of program delivery a minimum of 2 times per year.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		2.3.1 Observations and findings reported to MCAH with the SAR.  Observation Reports submitted as directed by MCAH.

**Major Objective 2.4.** I&E Contractor must identify and address any gaps in staff development and training.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.4.1. Identify gaps in staff development and training (see Objective 2.3) and address gaps with additional training as needed.	FY 19-21 Ongoing		2.4.1 Participation in annual Facilitator Survey.  Gaps identified and completed trainings to address gaps reported in the SAR.

**Major Objective 2.5.** I&E Contractor must participate in formal and/or informal site visits conducted by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
2.5.1. Participate in formal and/or informal site visits conducted by MCAH.	FY 19-21 Ongoing		2.5.1 Participation in site visit including timely communication and completion of any required documentation.

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**Goal 3.**

Deliver I&E services including site identification, recruitment and retention of youth, and implementation of evidence-based or evidence-informed program models.

**Major Objective 3.1.** I&E Contractor must identify and enter into agreements with implementation sites.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.1.1. Establish Memorandums of Understanding (MOUs) with implementation sites prior to program implementation.	FY 19-21 Ongoing		3.1.1 MOUs established and maintained with identified sites prior to program implementation

**Major Objective 3.2.** I&E Contractor must plan site-level implementation by submitting and adhering to approved the Planned Curriculum form(s) and online planning calendar.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.2.1. Submit Planned Curriculum form to MCAH at least 10 days prior to start of implementation at a new site or with a new implementation schedule.	Ongoing		3.2.1 Planned Curriculum forms submitted to MCAH at least 10 days prior to start of implementation at a new site or with a new implementation schedule.
3.2.2. Adhere to Approved Planned Curriculum with regard to youth characteristics, program delivery settings, and program delivery length.	Ongoing		3.2.2 Data from Attendance Log and Entry and Exit surveys match proposed youth characteristics, program delivery settings, and program delivery length from Approved Planned Curriculum.
3.2.3. Maintain an online calendar of planned implementation.	Ongoing		3.2.3 Online planning calendar updated with three months (current month plus two months) of cohorts scheduled on the calendar.  Updates or changes to implementation (e.g., cohort status, cohort start/end date change) reflected on calendar within 3 days of the change occurring

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**Major Objective 3.3.** I&E Contractor must recruit and retain participants from priority youth populations identified in their implementation plan to meet annual reach numbers.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.3.1. Recruit and retain I&E participants to meet reach numbers from the approved implementation plan (See 1.1.2).	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		3.3.1 Recruitment and retention successes and challenges are reported in the SAR.  Attendance data submitted, as required.  See also 4.4.1

**Major Objective 3.4.** All youth served by I&E must meet required criteria from the 2019-2021 I&E RFA.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.4.1. Indicate target population(s) and setting on the Planned Curriculum form for each implementation site.	FY 19-21 Ongoing		3.4.1 All youth served meet at least one of the target populations outlined in the RFA.
3.4.2. Record participant ages on Attendance Log for each cohort.	FY 19-21 Ongoing		3.4.2 All I&E participants served are between the ages of 10-19 (up to 21 for expectant and for parenting youth).

**Major Objective 3.5.** I&E Contractor must deliver evidence-based or evidence-informed program models with fidelity.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.5.1. Submit and receive approval for any planned adaptations to the model(s) selected in the Planned Curriculum form.	FY 19-21 Ongoing		3.5.1 Approved Planned Curriculum form prior to implementation.
3.5.2. Record any unplanned adaptations and/or activities not conducted on the Fidelity Checklist.	FY 19-21 Ongoing		3.5.2 Submission of any adaptations completed during implementation on the Fidelity Checklist for each unique delivery site, EBPM/EIPM, and implementation schedule.

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Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.5.3. Review implementation plan annually and make any needed adjustments; revise and resubmit annually at a minimum.	Annually		3.5.3 Adjustments to implementation plan(s) reported on the SAR.  Approved implementation plan and planned curricula prior to implementation.

**Major Objective 3.6.** I&E Contractor must meet the requirements of the Sexual Health Education Accountability Act (SHEAA) in all settings and the California Health Youth Act (CHYA), in applicable settings.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.6.1. Include required adaptations as needed and as determined in conjunction with MCAH to meet SHEAA and CHYA requirements in implementation plans and/or documented in the Planned Curriculum form.	FY 19-21 Ongoing		3.6.1 Required adaptations as needed and as determined in conjunction with MCAH to satisfy SHEAA and CHYA requirements included in implementation plans and/or approved Planned Curriculum form.  Sign and submit the SHEAA attestation to MCAH within 60 days of contract start date.

**Major Objective 3.7.** I&E Contractor must meet the parent/caring adult engagement activities requirements in implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
3.7.1. Include plans for parent/caring adult engagement activities to meet MCAH requirements in the implementation plan.	FY 19-21 Ongoing		3.7.1 Approved parent/caring adult engagement activities included on approved in the implementation plan.  Report on type and frequency of activities, successes and challenges related to parent/caring adult engagement in the SAR.

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**Goal 4.**

Meet state requirements regarding: program and fiscal management, data collection and reporting, evaluation efforts including continuous quality improvement (CQI), and progress report delivery.

**Major Objective 4.1.** I&E Contractor must provide program oversight, management, and compliance with I&E requirements as outlined in the Request for Applications and Scope of Work.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.1.1. Adhere to I&E requirements as outlined in the I&E RFA and Scope of Work.	FY 19-21 Ongoing		4.1.1 See 2.5.1., 4.1.2, 4.1.3, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7
4.1.2. Submit I&E Semi-Annual Report (SAR) by the due dates each of program year.	2/1/2020 8/1/2020 2/1/2021 6/30/2021		4.1.2 SAR submitted by deadline.
4.1.3. Submit timely I&E quarterly invoices as directed by MCAH.	Quarterly		4.1.3 Quarterly invoices submitted no more than 30 calendar days following the close of each quarter.

**Major Objective 4.2.** I&E Contractor must participate in all required local and state evaluation efforts and ensure timely and accurate data collection.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.2.1. Participate in required local and state-level evaluation activities as directed by MCAH.	FY 19-21 Ongoing		4.2.1 Participation and data collection as determined by MCAH. Submit revisions to data form and data manual to MCAH for review and approval.
4.2.2. Participate in any additional required activities including a state longitudinal evaluation, if applicable.	FY 19-21 Ongoing		4.2.2 Participation and data collection as determined by MCAH.

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**Major Objective 4.3.** I&E Contractor must participate in all MCAH data collection efforts.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.3.1. Ensure participation in all required data collection and data entry.	FY 19-21 Ongoing		4.3.1 All data entered into I&E data systems in a timely manner as directed by MCAH.  See 4.4.1, 4.5.1, 4.6.1, 4.7.1

**Major Objective 4.4.** I&E Contractor must collect and report demographics and attendance for each youth served through the program.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.4.1. Collect and report demographics and attendance data for each youth served.	FY 19-21 Ongoing		4.4.1 Attendance Log submitted within five business days as directed by MCAH of cohort end date.

**Major Objective 4.5.** I&E Contractor must collect and report implementation data, where applicable, for each completed cohort.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.5.1. Collect and report implementation data, where applicable, for each cohort.	FY 19-21 Ongoing		4.5.1 Fidelity Checklist submitted within five business days as directed by MCAH of cohort end date.

**Major Objective 4.6.** I&E Contractor must administer required surveys to youth at program entry and exit.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.6.1. Administer required surveys to youth at program entry and exit, when required.	FY 19-21 Ongoing		4.6.1 Surveys are submitted within 5 business days as directed by MCAH at the end date for each cohort, when required.

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**Major Objective 4.7.** I&E Contractor must participate in continuous quality improvement efforts as directed by MCAH.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
4.7.1. Participate in CQI efforts as directed by MCAH.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		4.7.1 Participation in continuous quality improvement reported on the Semi-Annual Report or as directed by MCAH.

**Goal 5.**

Develop and implement activities to promote clinical linkages for youth in the program to address local adolescent sexual and reproductive health needs.

**Major Objective 5.1.** I&E Contractor must promote and increase youth awareness of and access to local Family PACT services and other health and support services for youth.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
5.1.1. Establish formal partnerships with local Family PACT providers to increase adolescent access to reproductive health services.	FY 19-21 Ongoing		5.1.1 See 1.1.2.  MCAH may request to see a signed Memorandum of Understanding with a local Family PACT clinic.
5.1.2. Train facilitators on Family PACT and other reproductive health services, including local resources and policies.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		5.1.2 Participation in Family PACT and reproductive health services training reported on the SAR.
5.1.3. Provide all I&E cohorts with written and verbal information on the location, cost, and confidentiality of clinical services.	FY 19-21 Ongoing		5.1.3 Plan to provide cohorts with required information included as part of the approved Planned Curriculum form.  All materials reviewed and approved by MCAH prior to dissemination.

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5.1.4. Track and report all clinical linkage successes in a format approved by MCAH.	FY 19-21 Ongoing		5.1.4 Progress and number of clinical linkages completed to be submitted in the SAR.

**Major Objective 5.2.** I&E Contractor must conduct additional approved clinical linkage activities as described in each agency's implementation plan (See 1.1.2). All activities, materials, and efforts must be approved by MCAH prior to implementation.

Major Functions, Tasks, And Activities	Timeline	Staff	Performance Measures
5.2.1. Conduct clinical linkage activities as described in the approved implementation plan.	Semi-Annual Report 2/1/2020 8/1/2020 2/1/2021 6/30/2021		5.2.1 Progress on additional clinical linkage efforts reported in the SAR.