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Champions For Our Children

# Memo

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A public entity.

To: Patrick H. West, City Manager  
City of Long Beach Department of Health and Human  
Services

From: Kim Belshé, Executive Director

Date: December 3, 2012

Subject: **AMENDMENT TO CONTRACT #07500  
BLACK INFANT HEALTH PROGRAM**

This document is official notification that Contract #07500 has been revised to reflect a change in reporting schedule in Exhibit A (Scope of Work) that has been negotiated between City of Long Beach Department of Health and Human Services (Contractor) and the Los Angeles County Children and Families First – Proposition 10 Commission (Commission). This memorandum, when signed by the authorized signatories below, will constitute a duly executed amendment, incorporating the changes set forth below into said Contract. The remaining provisions of the Contract are in full force and effect.

**SCOPE OF WORK:**

The revised Scope of Work is approved as Exhibit A and forms an integral part of this Contract.

*(revised to reflected bi-annual report requirement)*

The foregoing amendment does not affect the dollar amount and financial terms of the contract.

**By acknowledging this memorandum where indicated below, you represent that you have reviewed and agree to the above-described amendment to the Contract #07500 with the Los Angeles County Children and Families First – Proposition 10 Commission and that you are legally authorized to sign and bind an agreement on behalf of City of Long Beach Department of Health and Human Services.**



City of Long Beach Department of Health and Human Services  
December 3, 2012  
Page 2

**CONTRACTOR**

Agreed and Accepted:

Name of Contractor: City of Long Beach Department of Health and Human Services

Contract Number: 07500

Print Name and Title of Authorized Signatory: Patrick H. West, City Manager

Signature:  Assistant City Manager Date 12/18/12

**COMMISSION**

Approved:

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

Print Name and Title of Authorized Signatory: Kim Belshé, Executive Director

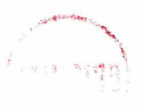
Signature:  Date 1/18/13

KB:MBA

APPROVED AS TO FORM

12/6, 2012  
ROBERT E. SHANNON, City Attorney

By   
LINDA TRANG  
DEPUTY CITY ATTORNEY





Champions For Our Children

## EXHIBIT A – SCOPE OF WORK

Contract Number: **07500**  
 Agency Name: **City of Long Beach Department of Health and Human Services**  
 Project Name: **Black Infant Health Program**  
 Project Length: **12 months**

Contract Period: **7.1.12-6.30.13**

Revision Date: **11.15.12**

(Office Use Only)

Report Period:

Submission Date:

The BIH Program Local Health Jurisdictions (LHJs) will strive to achieve the Healthy People 2020 goals to reduce African American maternal and infant health disparities by:

1. To increase social support and empowerment to mitigate the impact of chronic stress and improve health and wellness;
2. To improve women’s health including maternal and infant health throughout the life course
3. To engage the community in helping to improve maternal and infant health

Objectives	Activities and Subtasks	Staff Assignment	Timeline	Deliverables
<p>Include who, what, when, where, how and how much for each objective.</p> <p><b>Objective 1: Conduct a community-based BIH Program to improve early access to care and supportive services, maintenance of health before, during and after pregnancy, and increase social support and empowerment to improve the health status of African American women and their infants throughout the life course.</b></p>	<p>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</p> <p>1.1 Utilizing an interdisciplinary team approach, the BIH program staff will provide an intake assessment for 30-40 new BIH clients enrolled during this fiscal year to assess:</p> <ul style="list-style-type: none"> <li>• Early access to prenatal care;</li> <li>• Use of harmful substances;</li> <li>• Existence of mental health issues through screening with PHQ9;</li> <li>• Existence of other psychosocial issues that may negatively impact the health of mother and baby (e.g. chronic stress due to discrimination, domestic violence, homelessness,</li> </ul>	<p>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</p> <p>Facilitator            Family Health Advocate            BIH Coordinator            Public Health Nurse            Social Worker</p>	<p>Indicate start and end period.</p> <p>7/1/12 – 6/30/13</p>	<p>Indicate Date Due.</p> <p>Submit Q1 progress report to First 5 LA by Oct 31, 2012</p> <p>Submit two (2) progress reports to First 5 LA. Semi-annual reports* due:</p> <ul style="list-style-type: none"> <li>• <b>Jan. 31. 2013</b> (for July -Dec.)</li> <li>• <b>July 31. 2013</b> (for Jan. -June)</li> </ul> <p>*Report frequency</p>

**EXHIBIT A – SCOPE OF WORK**

<p><b>Objectives</b></p> <p>Include who, what, when, where, how and how much for each objective.</p>	<p><b>Activities and Subtasks</b></p> <p>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</p>	<p><b>Staff Assignment</b></p> <p>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</p>	<p><b>Timeline</b></p> <p>Indicate start and end period.</p>	<p><b>Deliverables</b></p> <p>Indicate Date Due.</p>
	<p>financial status, etc.);</p> <ul style="list-style-type: none"> <li>Breastfeeding readiness and support system</li> </ul>			<p>changed from quarterly to semi-annual in Nov 2012.</p> <p>Pregnancy outcomes to be included in the January 31.2013 (January 1. 2012-December 31. 2012), and July 31. 2013 (July 1.2012-June 30. 2013) reports.</p> <p>Submit a copy of the City of Long Beach Department of Health and Human Services BIH State annual report to First 5 LA by August 15. 2013.</p> <p>Documentation of intake assessment will be included in client chart.</p>
	<p>1.2 The interdisciplinary team will develop a plan of care and provide education and referrals to ensure linkage with needed services for each BIH client assessed. Activities will include:</p> <ul style="list-style-type: none"> <li>The development of a individualized case plan after the intake assessment;</li> <li>A review of each client’s strengths and needs following intake into the</li> </ul>	<p>Facilitator Family Health Advocate BIH Coordinator Public Health Nurse Social Worker</p>	<p>7/1/12 – 6/30/13</p>	<p>Individualized care plan will be included in clients chart.</p> <p>Case notes i.e. referrals/ assurance activities by BIH staff members will be included in the client’s chart.</p>

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	<p>program;</p> <ul style="list-style-type: none"> <li>• Consultation with PHN and/or Social worker regarding any health issues that may require an emergency referral or intervention;</li> <li>• Monthly interdisciplinary client case conferences;</li> <li>• Provide assurance activities and follow up on all referrals given</li> </ul>			
	<p>1.3 In addition to the ten prenatal and ten postpartum class series which make up the new model of the State BIH program, staff will provide additional workshops during the period of time there are no other classes being facilitated.</p> <ul style="list-style-type: none"> <li>• Lactation Education: The MCAH LHJ priority focus is the improvement of our exclusive and extensive breastfeeding rates, so one 2-hour lactation class will be taught to educate the clients on their rights to breastfeed in public, employee worksite rights and a discussion on overcoming the barriers to breastfeeding. (One-2 hour, one class session for at least 5 clients with a completion rate of 100%);</li> <li>• Child Passenger Safety classes (Two-2 hour, one class session for at least 5 clients with a completion rate of 100%);</li> <li>• School Readiness Parent Education class: Utilizing a community partner's expertise, program staff will arrange</li> </ul>	<p>Facilitator Family Health Advocate BIH Coordinator Public Health Nurse Social Worker</p>	<p>7.1.12-6.30.13</p>	<p>Schedule of classes and workshop agenda will be submitted to F5LA with the progress reports.</p> <p>Client sign-in sheets will be kept on file.</p> <p>Breastfeeding initiation report to be included in the January 31.2013 (January 1. 2012-December 31. 2012), and July 31. 2013 (July 1.2012-June 30. 2013) reports.</p>

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	<p>for a librarian or other appropriate professional to provide a class on the importance of reading to your child, selecting age appropriate reading material and utilizing library services, (One-2 hour class session for a minimum of 5 clients with a completion rate of 100%);</p> <ul style="list-style-type: none"> <li>• Feminine Hygiene class: BIH staff will teach two separate 2-hour classes on feminine hygiene for at least 5 clients per class with a completion rate of 100%.</li> <li>• In partnership with the University of California Cooperative Education Dept. the program will provide an 8 week 2-hour nutrition class series focused on healthy eating and staying active to at least 5 clients with a completion rate of 100%.</li> <li>• Two SIDS/Safe sleep one hour classes will be provided; one to the prenatal group and one to the postpartum group of clients. Each class will be given to at least 5 clients with a completion rate of 100%</li> </ul>			
<p><b>Objective 2: Provide culturally competent information to African American women, health care providers and the community to educate them on the importance of early entry into prenatal care, continued participation in prenatal care,</b></p>	<p>2.1 Contact each CPSP provider in Long Beach once during the fiscal year to:</p> <ul style="list-style-type: none"> <li>• Reinforce the information and education provided to the provider and their staff in the past two years related to health disparities amongst the African American population. Follow up reminder on the</li> </ul>	<p>BIH Coordinator</p>	<p>7.1.12-6.30.13</p>	<p>BIH Coordinator will communicate with the CPSP PHN and provide her a regular update of the visits she makes to the CPSP providers so the PHN can include the information in CPSP</p>

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<p><b>the importance of interconception care, and how BIH program staff can assist in the above areas.</b></p>	<p>Collaborative agreement which was signed at the end of fiscal year 10-11, (agreement does not expire);</p> <ul style="list-style-type: none"> <li>Continue to encourage the referral of African American clients to the BIH program at provider offices and local community events.</li> </ul>			<p>files.</p> <p>Documentation of communication will be maintained and submitted to F5LA with progress reports.</p>
<p><b>Objective 3: Develop and implement health improvement strategies that educate and assist African American pregnant and/or parenting women and the community to learn about the know causes of poor birth outcomes.</b></p>	<p>3.1 Continue ongoing communication and education with CPSP providers and staff, as well as other interagency providers on:</p> <ul style="list-style-type: none"> <li>The known and potentially contributory causes of poor birth outcomes, including but not limited to chronic stress due to social determinants (ie. violence, discrimination, living conditions, income, education and social support, etc.);</li> <li>Promote opportunities for training on cultural competence;</li> <li>Promote referral of patients to appropriate programs such as BIH</li> </ul>	<p>BIH Coordinator</p>	<p>7.1.12-6.30.13</p>	<p>BIH Coordinator will communicate with the CPSP PHN and provide her a regular update of the visits she makes to the CPSP providers so the PHN can include the information in CPSP files.</p> <p>Documentation of communication will be maintained and submitted to F5LA with progress reports.</p>
<p><b>Objective 4: Provide and document referrals to treatment services for various types of substance use and mental health issues to reduce or eliminate these behaviors and risk factors in pregnant and/or parenting African-American women.</b></p>	<p>4.1 Consult with Public Health Nurse and/or Social worker regarding any BIH client assessed as having substance use or mental health issues.</p> <ul style="list-style-type: none"> <li>Provide education on the importance of receiving appropriate interventions; refer for services and follow-up with client to ensure appropriate linkages.</li> </ul>	<p>Facilitator Family Health Advocate BIH Coordinator Public Health Nurse Social Worker</p>	<p>7.1.12-6.30.13</p>	<p>Case notes i.e. referrals/ assurance activities by BIH staff members will be included in the client's chart.</p>