




COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-13**

For the meeting of: April 26, 2016

Date: March 17, 2016  
To: Board of Supervisors  
From: Connie Beck, Director   
Department of Health and Human Services – Mental Health  
Subject: Memorandum of Agreement with North Coast Health Information Network

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the Memorandum of Agreement (MOA) with North Coast Health Information Network (NCHIN);
2. Authorizes the Chair to sign three (3) originals of the MOA;
3. Authorizes the Assistant Director of the Department of Health and Human Services (DHHS) to sign future amendments to the MOA if necessary; and
4. Directs the Clerk of the Board to return one (1) certified Board Report to the DHHS-Contract Unit for forwarding to DHHS-Mental Health Administration.

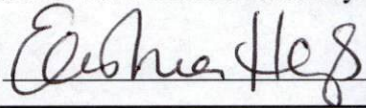
SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The North Coast Health Information Network (NCHIN) is a non-profit California corporation that operates an internet-based system that provides an interface for secure electronic health information exchange between participants using otherwise incompatible computer systems. NCHIN's internet-based system

Prepared by Michelle Tucker, ASO

CAO Approval 

REVIEW: Auditor MSM County Counsel Sm Human Resources KW Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

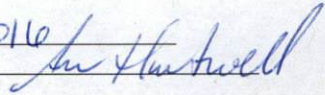
PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor Fennell Seconded by Supervisor Sundberg  
Ayes Sundberg, Fennell, Lovelace, Bohn, Bass  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 26, 2016  
By:   
Kathy Hayes, Clerk of the Board



essentially functions as a “translator” that interprets participants’ incompatible electronic records data so that it may be shared and accessed by other participants for treatment purposes.

On February 1, 2016, NCHIN received a grant from AcademyHealth to participate in a Community Health Peer (CHP) Learning Program project. NCHIN now desires to sub-grant a portion of the AcademyHealth grant award to DHHS-Mental Health with the mutual understanding the parties will enter into a Health Information Exchange (HIE) agreement that will allow for the development and implementation of additional data types and exchange procedures to be incorporated into the existing Bowman Systems LLC, ServicePoint software system. The term of the sub-grant will be from March 1, 2016 through May 31, 2017.

The ServicePoint HIE system updates will enable local hospitals and medical care providers, including DHHS-Mental Health Sempervirens, to quickly access client-specific relevant demographic information, medical records, lab test results, emergency department visits, and Alcohol and other Drug treatment information which will improve service delivery to homeless clients/patients and reduce costs related to unnecessary duplication of medical tests. The pending project will be similar to the HIE participation agreement between NCHIN and DHHS-Public Health that the Board approved on July 8, 2014 (item C-8).

DHHS has contracted with Bowman Systems LLC since 2009 for use of the Homeless Management Information Software (HMIS) ServicePoint. The HMIS ServicePoint software is utilized by the Humboldt Housing Coalition (HHHC) organization members to store Humboldt County homeless clients’ confidential information. Historically, HHHC members have used the data to better understand issues related to housing, homelessness, and how to reduce homelessness in Humboldt County. With regard to the pending project, NCHIN will contract directly with Bowman Systems LLC to perform all activities related to the CHP Learning Program project.

This item comes late to the Board because DHHS needed to wait until the grant was awarded by the Academy and Health to NCHIN before moving forward and establishing the relationship and operational contract.

FINANCIAL IMPACT:

The MOA will provide up to Twenty Five Thousand One Hundred Ninety One Dollars (\$25,191.00) to DHHS to perform all activities required by this MOA related to the CHP Learning Program project.

Related expenditures and revenue for the project’s cost reimbursement to DHHS-Mental Health are included in proposed Mental Health Administration budget unit 1170-424 for FY 2016-17.

There is no impact to the county’s General Fund.

Approving the MOA supports the Board’s Strategic Framework by facilitating public/private partnerships to solve problems, protecting vulnerable populations, and creating opportunities for improved health and safety.

OTHER AGENCY INVOLVEMENT:

Bowman Systems LLC is the provider of the HMIS ServiceProvider software.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board’s discretion.

ATTACHMENTS:

1. Memorandum of Agreement between (3 originals)

**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
NORTH COAST HEALTH INFORMATION NETWORK, INC.  
AND  
COUNTY OF HUMBOLDT  
FOR FISCAL YEARS 2015-2016 THROUGH 2016-2017**

This Memorandum of Agreement (“MOA”), entered into this First (1<sup>st</sup>) day of March, 2016, by and between North Coast Health Information Network, Inc., a tax-exempt, California private nonprofit corporation, hereinafter referred to as “NCHIN,” and the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” is made upon the following considerations:

WHEREAS, on February 1, 2016, NCHIN received grant funding from AcademyHealth to participate in a Community Health Peer (“CHP”) Learning Program project as set forth in the CHP Learning Program Grant; and

WHEREAS, COUNTY currently tracks client information for individuals receiving services through the Multiple Assistance Center and Permanent Supportive Housing programs through the Homeless Management and Information System (“HMIS”); and

WHEREAS, COUNTY utilizes the ServicePoint software by Bowman Systems, LLC to operate and maintain HMIS; and

WHEREAS, COUNTY, by and through its Department of Health and Human Services (“DHHS”), desires to expand the electronic health and other information data exchange capabilities that currently exist between NCHIN and COUNTY to increase the types of client/patient information to be exchanged with health care providers and to include and/or update data exchange procedures; and

WHEREAS, NCHIN desires to sub-grant AcademyHealth grant funds to COUNTY, with the mutual understanding the parties will enter into a separate Participation Agreement, to allow for the development and implementation of additional data types and exchange procedures to improve client/patient health care service delivery; and

WHEREAS, NCHIN desires to contract separately with Bowman Systems, LLC to enhance COUNTY’s legacy software for the purpose of supporting the development and implementation of additional data exchange procedures related to the CHP Learning Program project; and

WHEREAS, NCHIN and COUNTY desire to enter into an agreement which sets forth each party’s rights and responsibilities regarding the expenditure of AcademyHealth grant funds allocated hereunder.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the parties hereto mutually agree as follows:

1. RESPONSIBILITIES OF NCHIN:

- A. Development and Implementation of Data Exchange Procedures. NCHIN agrees to provide COUNTY with an amount not to exceed Twenty Five Thousand One Hundred Ninety One Dollars (\$25,191.00) in AcademyHealth grant funds for staff time and materials necessary to facilitate the development and implementation of additional data exchange procedures.
- B. Software Enhancement. NCHIN agrees to provide Bowman Systems, LLC with an amount not to exceed Twenty Seven Thousand Five Hundred Dollars (\$27,500.00), pursuant to a



separate contractual agreement therewith, to support software and material purchases intended to enhance COUNTY's legacy software for the purpose of supporting the development and implementation of additional data exchange procedures. Such funding may also be used to develop interfaces or other systems between HMIS and NCHIN's current Health Information Exchange ("HIE") systems.

- C. Training. NCHIN agrees to cooperate with COUNTY in order to provide training and technical assistance to DHHS staff so that health information exchange workflows support efficient and high-value use.

2. RESPONSIBILITIES OF COUNTY:

- A. Scope of Work. COUNTY agrees to work in conjunction with NCHIN project staff to meet the goals of the AcademyHealth grant as set forth in Exhibit A – Statement of Work, which is attached hereto and incorporated herein by reference.
- B. Utilization of Current Data Exchange Systems. COUNTY agrees to utilize NCHIN's current HIE infrastructure to support the local healthcare community's need to exchange various forms of health-related information.
- C. Information Requests. COUNTY agrees to respond in a timely manner to NCHIN's requests for information regarding the status and usefulness of the CHP Learning Program project.

3. TERM:

This MOA shall begin on March 1, 2016 and shall remain in full force and effect until May 31, 2017, unless sooner terminated as provided herein.

4. TERMINATION:

- A. Breach of Contract. Either party may immediately terminate this MOA, upon notice, in the event that the other party materially defaults in performing any obligation under this MOA, or violates any ordinance, regulation or other law applicable to its performance hereunder.
- B. Without Cause. This MOA may be terminated by either party without cause upon thirty (30) days advance written notice. Such notice shall state the effective date of the termination.
- C. Insufficient Funding. NCHIN's obligations under this MOA are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, NCHIN shall, at its sole discretion, determine whether this MOA shall be terminated. NCHIN shall provide COUNTY fourteen (14) days advance written notice of its intent to terminate this MOA due to insufficient funding.
- D. Compensation Upon Termination. In the event of any termination of this MOA, COUNTY shall be entitled to compensation for uncompensated activities performed hereunder through and including the effective date of such termination.

5. COMPENSATION:

The maximum amount directly payable to COUNTY under this MOA is Twenty Five Thousand One Hundred Ninety One Dollars (\$25,191.00). COUNTY agrees to perform all activities required by this MOA for an amount not to exceed such maximum dollar amount. However, if local, state or

federal funding or allowance rates are reduced or eliminated, NCHIN may, by amendment, reduce the maximum amount payable for the activities performed hereunder, or terminate this MOA as provided herein.

6. PAYMENT:

COUNTY shall submit to NCHIN quarterly invoices itemizing all activities performed, and costs and expenses incurred, pursuant to the terms and conditions of this MOA. Invoices shall be in a format approved by, and shall include backup documentation as specified by, NCHIN. COUNTY shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this MOA. Payment for activities performed, and costs and expenses incurred, pursuant to the terms and conditions of this MOA will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by COUNTY shall be sent to NCHIN at the following address:

NCHIN: North Coast Health Information Network, Inc.  
Attention: Martin Love  
2662 Harris Street  
Eureka, CA 95503

7. NOTICES:

Any and all notices required to be given pursuant to the terms of this MOA shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

NCHIN: North Coast Health Information Network, Inc.  
Attention: Martin Love  
2662 Harris Street  
Eureka, CA 95503

COUNTY: Humboldt County DHHS  
Attention: Paul Sheppard  
507 F Street  
Eureka, CA 95501

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. Each party agrees to timely prepare accurate and complete financial, performance and payroll records relating to the activities performed pursuant to the terms and conditions of this MOA, and to maintain and preserve said records for at least three (3) years from the date of final payment under this MOA, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom.
- B. Inspection of Records. Each party hereby agrees to make all records relating to the activities performed pursuant to the terms and conditions of this MOA available during normal business hours to inspection, audit and reproduction by any duly authorized local, state and/or federal agencies. Each party further agrees to allow interviews of any of its employees who might reasonably have information related to such records by any duly authorized local, state and/or federal agencies. All examinations and audits conducted under this section shall be strictly



confined to those matters connected with the performance of this MOA, including, but not limited to, the costs of administering this MOA.

9. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this MOA, each party may receive information that is confidential under local, state or federal law. Each party hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, but not limited to: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act (“CMIA”); the United States Health Information Technology for Economic and Clinical Health Act (“HITECH Act”); the United States Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations (“C.F.R.”) Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. The parties acknowledge that local, state and federal confidentiality laws are rapidly evolving and that amendment of this MOA may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this MOA embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws or regulations.

10. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this MOA, neither party shall unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service, denial of family care leave or any other classifications protected by local, state or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. Each party further assures that it will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of



the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this MOA by reference and made a part hereof as if set forth in full.

11. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

NCHIN certifies by its signature below that it is not a Nuclear Weapons Contractor, in that NCHIN is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. NCHIN agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this MOA if it determines that the foregoing certification is false or if NCHIN subsequently becomes a Nuclear Weapons Contractor.

12. INDEMNIFICATION:

- A. Mutual Indemnity. Each party hereto shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.
- B. Comparative Liability. In the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorney's fees.
- C. Effect of Insurance. Acceptance of insurance required by this MOA does not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to the activities performed pursuant to the terms and conditions of this MOA regardless if any insurance is applicable or not.

13. INSURANCE REQUIREMENTS:

- A. General Insurance Requirements. Without limiting the parties' indemnification obligations set forth herein, each party will maintain at all times during the performance of this MOA, at its own expense, any and all appropriate insurance policies to cover the activities performed hereunder, including, but not limited to, comprehensive general liability, comprehensive automobile, and workers' compensation policies.
- B. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this MOA shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

NCHIN: North Coast Health Information Network, Inc.  
Attention: Martin Love  
2662 Harris Street  
Eureka, CA 95503

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

14. RELATIONSHIP OF THE PARTIES:

It is understood that this is an MOA by and between two independent entities and is not intended to, and shall not be construed to, create the relationship of agents, servant, employee, partnership, joint venture or any other similar association.

15. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

Each party agrees to comply with all local, state and federal laws and regulations applicable to the activities performed pursuant to the terms and conditions of this MOA. Each party further agrees to comply with all applicable local, state and federal licensure and certification requirements.

16. PROVISIONS REQUIRED BY LAW:

This MOA is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the provisions, terms or funding of this MOA. This MOA shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

17. REFERENCE TO LAWS AND RULES:

In the event any law, regulation, policy or procedure referred to in this MOA is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

18. SEVERABILITY:

If any provision of this MOA, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOA.

19. ASSIGNMENT:

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision shall be void, and shall be cause for immediate termination of this MOA. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by the parties to obtain supplies, technical support or professional services.

20. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOA shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

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21. WAIVER OF DEFAULT:

The waiver by either party of any breach or violation of any requirement of this MOA shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOA.

22. AMENDMENT:

This MOA may be amended at any time during the term of this MOA upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOA shall be valid unless made in writing and signed by the parties hereto.

23. JURISDICTION AND VENUE:

This MOA shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

24. ADVERTISING AND MEDIA RELEASE:

Each party shall receive approval from the other party prior to using any informational material related to this MOA as advertising or releasing such informational material to the media, including, but not limited to, television, radio, newspapers and internet. Each party shall inform the other party of all requests for interviews by the media related to this MOA before such interviews take place; and the other party shall be entitled to have a representative present at such interviews.

25. SUBCONTRACTS:

Any and all subcontracts related to the activities performed hereunder shall be subject to all applicable terms and conditions of this MOA. Each party shall remain legally responsible for the performance of all terms and conditions of this MOA, including work performed by third parties under subcontracts, whether approved by the other party or not.

26. SURVIVAL:

The duties and obligations of the parties set forth in Section 4(D) – Compensation Upon Termination, Section 8 – Record Retention and Inspection, Section 9 – Confidential Information and Section 12 – Indemnification shall survive the expiration or termination of this MOA.

27. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOA, the terms and conditions set forth herein shall have priority.

28. INTERPRETATION:

This MOA, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

29. INDEPENDENT CONSTRUCTION:

The titles of the sections, subsections and paragraphs set forth in this MOA are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this MOA.

30. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

31. ENTIRE AGREEMENT:

This MOA contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOA shall be deemed to exist or to bind either of the parties hereto. In addition, this MOA shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms of this MOA are hereby ratified.

32. AUTHORITY TO EXECUTE:

Each person executing this MOA represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOA. Each party represents and warrants to the other that the execution and delivery of this MOA and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

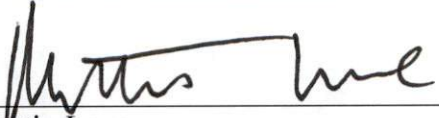


IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement as of the first date written above.


**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

**NORTH COAST HEALTH INFORMATION NETWORK, INC.:**

By:   
Martin Love  
Chief Executive Officer

Date: APRIL 5, 2016

By:   
Rosemary Den Ouden  
Chief Operating Officer


Date: 4/5/16

**COUNTY OF HUMBOLDT:**

By:   
Mark Lovelace,  
Chair, Humboldt County Board of Supervisors

Date: 4-26-16

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By:   
Risk Management

Date: 4/11/16

**LIST OF EXHIBITS:**

Exhibit A – Statement of Work

**EXHIBIT A**  
**STATEMENT OF WORK**  
**NORTH COAST HEALTH INFORMATION NETWORK, INC.**  
**FISCAL YEARS 2015-2016 THROUGH 2016-2017**

As a part of the Community Health Peer Learning Program (CHP), Participant Communities will:

1. Identify a specific population health management challenge to be improved through expanded capture, electronic exchange and use of electronic health data;
2. Create measurable, actionable and high-impact Community Action Plans (CAPs) to enhance data collection, aggregation, portability, and analysis supporting resolution of the identified population health management challenge;
3. Establish structures and processes under which designated community partners agree to actively engage in the CHP program to address their stated community population health management challenge;
4. Work to strengthen existing and cultivate new relationships with entities that can help to support and/or advance progress toward resolution of the stated population health challenge;
5. Actively participate in ongoing learning activities and convenings, both virtual and in-person;
6. Work collaboratively with the CHP NPO to capture, translate and share lessons learned;
7. Periodically report on progress, challenges and technical assistance needs via established channels;
8. Begin implementing CAPs; and
9. Build sustainable capacity to continue with and build upon the work supported through active participation in the CHP Program.
10. The following deliverables will be submitted to the National Program Office under the scope of this MOA:
  - a. An approved work plan (see Attachment A) and budget of \$100,000;
  - b. Brief monitoring reports, documenting milestones, challenges, technical assistance needs, and lessons learned; and
  - c. A high-impact CAP for achieving the community's stated population health improvement goal.
11. In addition, the Participant Community will work with the National Program Office to produce the following deliverables:
  - a. PowerPoint slide decks characterizing the CHP Program and Participant Communities' initiatives;
  - b. Participant Community profiles; and
  - c. "Bright Spot" profiles highlighting Participant Community challenges, accomplishments,



next steps, etc.

12. Participant Communities will also engage in program evaluation activities that include but are not limited to completion of assessments of community partner perceptions of and experiences with the CHP program process and interactions with the NPO.
13. The following activities will support ongoing evaluation throughout the duration of the project:
  - a. Monthly check-in calls with the National Program Office
  - b. Quarterly evaluation reports
14. Communities should consult the “CHP Program Community Activities: First Six Months At-a-Glance” document for more information about scheduled activities. The National Program Office will provide regular updates to communities regarding dates and timelines for the mentioned deliverables and activities.