



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

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June 3, 2014

### MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Healthy Start Coalition of Pasco, Inc.  
Contract #2014001811

Early Childhood Programs is requesting approval of the attached partnership agreement with the Healthy Start Coalition of Pasco, Inc. to cover services for the 2014 - 2015 fiscal school year. Together, both organizations will share information in providing services to pregnant women, infants, and toddlers for professional medical and dental services, when no other source of funding is available. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on June 21, 2012.

Funds to reimburse services will be provided by the Federal Early Head Start Grant for pregnant women, infants and toddlers who do not have current Medicaid eligibility. Cost reimbursement will be based on current Medicaid rates.

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: May 28, 2014 11:32:00



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Memo # ECP-048-13/14  
Contact: Angela Porterfield *acw*  
Ext. # 42730

DATE: June 3, 2014  
TO: HONORABLE SCHOOL BOARD MEMBERS  
FROM: Kurt S. Browning, Superintendent of Schools  
Amelia Van Name Larson, Assistant Superintendent for Student Achievement  
SUBJECT: Partnership Agreement- Healthy Start Coalition of Pasco, Inc.

### Introduction:

Head Start and Early Head Start Programs must partner with existing community agencies to deliver necessary health services to enrolled families. An agreement with the Healthy Start Coalition of Pasco, Inc. is necessary in order to ensure the provision of needed services.

### Description:

The agreement with the Healthy Start Coalition of Pasco, Inc. is renegotiated each year to ensure that the provision of services is in keeping with the most current Head Start and Early Head Start requirements. The agreement was reviewed and approved at the Policy Council meeting on May 14, 2014.

*Strategic Focus: Engage Families, Communities, and Business*

*Strategic Goal: The district and schools will communicate with and engage all stakeholders in the educational process.*

### Action Requested:

Approval of the Healthy Start Coalition of Pasco, Inc. Program Partnership Agreement with the Pasco County Head Start Early Head Start Programs is needed in order to satisfy Early Head Start program health services requirements.

### Recommendation:

The staff respectfully requests the approval of the 2014-15 Healthy Start Coalition of Pasco, Inc. Program Partnership Agreement with the Pasco County Head Start/Early Head Start Programs.



RECEIVED

5/19/2014

Contract # 2014001811

The District School Board of Pasco County  
The Pasco County Early Childhood Programs (Early Head Start)  
Partnership Agreement with The Healthy Start Coalition of Pasco, Inc.,  
2014-2015 Fiscal School Year

I. Purpose

The Pasco County Early Childhood Programs (Early Head Start), the Healthy Start Coalition of Pasco, Inc. and the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco, Inc. agree to work together and share information in providing services to expectant/postpartum women, infants and toddlers during the 2014-2015 fiscal school year.

Funds to reimburse services are provided by the Federal Early Head Start grant to expectant/postpartum women, infants and toddlers who do not have current Medicaid eligibility. Cost reimbursement will be based on current Medicaid rates.

II. Service Provision

The staff of the Early Head Start/Head Start Program will receive referrals from the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco, Inc. for expectant/postpartum women, infants and toddlers who may be eligible for the program.

The Early Head Start Program with assistance from community agencies provide assistance to the parents, as needed, to enable them to learn how to obtain prescribed medications, aids or equipment for medical and dental conditions.

Early Head Start/Head Start funds may be used for professional medical and dental services when no other source of funding is available, to ensure that Early Head Start/Head Start is the payor of last resort. When Early Head Start/Head Start funds are used for such services, written documentation of their efforts to access other available sources of funding must be provided.

A. The Pasco County Early Childhood (Early Head Start) Programs agrees to provide services as outlined below:

- Recruit, enroll and serve eligible expectant/postpartum women, infants and toddlers age birth to three years.
- Provide screening using the Ages and Stages Questionnaire for all enrolled infants and toddlers within forty-five (45) days of entry into the program for developmental, sensory and behavioral concerns.
- Provide an infant and toddler assessment on an ongoing basis for enrolled infant and toddlers.
- Implement "Partners for a Healthy Baby" Home Visiting Curriculum.
- Refer expectant/postpartum women, infants and toddlers for medical, dental and nutrition services to the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco County, Inc.

CONTRACT REVIEWED  
AND APPROVED:

nw 5.19.14



- Assist expectant/postpartum women and families with scheduling transportation for all medical, dental and nutrition service appointments.
- Work closely with other community agencies to provide comprehensive services to expectant/postpartum women, infants and toddlers.
- Provide individualized services to all expectant/postpartum women, infants and toddlers.
- Develop family partnership agreements with all enrolled families.
- Develop and implement transition plans that support expectant/postpartum women, infants and toddlers as they enter and exit into different program options.

The staff of the Early Head Start Program will be available to provide training and consultation to the staff of the Healthy Start Coalition of Pasco, Inc. and the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco, Inc. on an as needed basis.

**B. The Healthy Start Coalition of Pasco, Inc. agrees to assist in the coordination and referral of services provided by the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco, Inc. as outlined. Services provided through the Healthy Start Coalition of Pasco, Inc. contract service providers include:**

- Written documentation of attempts to obtain other funding sources must be provided prior to requesting payment from the Early Head Start/Head Start Program. Services for non-Medicaid expectant/postpartum women, infants and toddlers are reimbursed at cost based reimbursement rates.
- Cost reimbursement for families who do not have another funding source will be based on the current Medicaid rates and accepted as payment in full for covered services.
- The Healthy Start Coalition of Pasco, Inc. including contract service providers understand that all purchase orders will close and be unusable for appointment dates/charges after the 2014-2015 fiscal school year. Outstanding bills cannot be accepted for payment after the 2014-2015 fiscal school year. The Early Head Start fiscal school year as it pertains to this agreement is from August 1, 2014 through July 31, 2015.
- Services to expectant/postpartum women may include:
  - How to Apply for Medicaid and Florida Kid Care
  - Community Outreach
  - Home Visiting
  - Home Visit Within Two Weeks of Birth
  - Early and Continuing Risk Assessments
  - Prenatal and Postpartum Care
  - Fetal Development (including Smoking Cessation Alcohol and Drug Exposure)
  - Environmental Hazards

CONTRACT REVIEWED  
AND APPROVED:  
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- Child Birth Classes
  - Parenting Classes
  - Infant/Toddler First Aid/CPR Training
  - Nutrition Counseling and Intervention
  - Identification of Nutritional Needs
  - Dental Care
  - Psychosocial Counseling
  - Maternal (Postpartum) Depression
  - Family Planning
  - Miscarriage Support
  - SIDS
  - Grief Counseling
  - Shaken Baby Syndrome Training
- Services to Infants and Toddlers will include:
    - How to Apply for Medicaid and Florida Kid Care
    - Preventative Medical and Dental Care
    - Physical Exam/Well Child Health Exam
    - Dental Exams
    - Food Budgeting/ Menu Planning
    - Identification of Nutritional Needs
    - Nutrition Counseling and Intervention
    - Breast Feeding Support
    - Attachment and Bonding
    - Environmental Hazards
  - A representative from the Healthy Start Coalition of Pasco, Inc. and/or a contract service provider will be available as needed to provide training to parents on health related topics mentioned in this agreement.
  - Services provided will follow Early Head Start medical/health treatment guidelines, which consist of following the schedule for the Child Health Check-Up (EPSDT Physical) as indicated in the Florida Medicaid Child Health Check-up Coverage and Limitations Handbook.
  - A referral form mutually agreed upon by the Healthy Start Coalition of Pasco, Inc., the contract service providers and the Early Childhood (Early Head Start) Program will be used to document the need for services, the treatment recommended and the services received.
  - A Release for Information form that is mutually agreed upon by the Healthy Start Coalition of Pasco, Inc. the contract service providers and the Pasco County Early Childhood (Early Head Start) Program will be used to document that confidentiality procedures have been followed.
  - A representative from the Healthy Start Coalition of Pasco, Inc. will participate as a member of the Head Start Health Advisory Committee.

CONTRACT REVIEWED  
 AND APPROVED:  
 NW 5.19.14


This agreement represents the partnership of the Pasco County Early Childhood Services (Early Head Start), the Healthy Start Coalition of Pasco, Inc. and the Healthy Start Program of the Pasco County Health Department contracted through the Healthy Start Coalition of Pasco, Inc. to provide services to pregnant women, infants and toddlers enrolled in the Pasco County Early Childhood Services (Early Head Start) as outlined therein.

  
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Angela Porterfield, Director  
Pasco County Early Childhood Programs

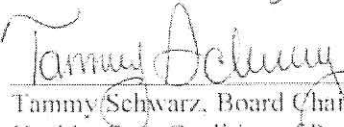
4/18/14  
Date

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Alison Crumbley, Chairman  
District School Board of Pasco County


Date

  
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Princess Addisa Wainwright, Chairman  
Head Start/Early Head Start Policy Council

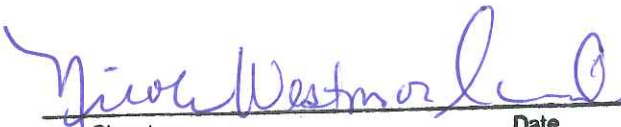
5/14/14  
Date

  
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Tammy Schwarz, Board Chair  
Healthy Start Coalition of Pasco, Inc.

4/4/14  
Date

  
\_\_\_\_\_  
John Tschirhart, Executive Director  
Healthy Start Coalition of Pasco, Inc.

4/4/14  
Date

  
\_\_\_\_\_  
Signature Date 5-19-14

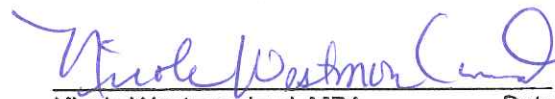
**Nicole Westmoreland, MBA, Purchasing Agent  
District School Board of Pasco County**



Attachment A – Healthy Start Coalition of Pasco, Inc.,

- A) This contract is subject to Act of God or government regulation, disaster, strikes, civil disorder, or other emergency making it illegal or impossible to provide facilities or hold the events. Should Healthy Start Coalition of Pasco, Inc., cancel this contract for reasons other than Act of God, etc., and another date time cannot be mutually agreed upon, Healthy Start Coalition of Pasco, Inc., shall refund all monies (including deposits) to the School Board.
- In addition, when the Department of Homeland Security issues a "Red Alert Status," the District School Board of Pasco County has the right to cancel this agreement without penalty and Healthy Start Coalition of Pasco, Inc., shall refund all monies (including deposits) to the School Board within thirty (30) calendar days.
- B) Healthy Start Coalition of Pasco, Inc., hereby agrees to indemnify and save harmless the contracting party and the contracting party's representative, successors, and assigns from and against any and all costs, damages, losses, demands, claims, actions and causes of actions whatsoever arising from or connected with the engagement to the same which do not arise from act or omissions within the reasonable control of the contracting party.
- C) Termination of Contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.
- D) Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate Court in and for Pasco County, State of Florida.
- E) This contract is governed by the laws put forth by the State of Florida.
- F) The School Board normally issues payment for services within 30 days from receipt of invoices, provided the services have been received in a satisfactory and proper manner. No advance payments will be made.
- G) The company and/or individual shall remain independent and not an employee or agent of the Board for the purpose of providing services not otherwise available to the Board.
- H) Healthy Start Coalition of Pasco, Inc., shall not assign, sublet, or otherwise dispose of, without first obtaining the written consent of the Board, any portion of services to be performed under this contract.
- I) Healthy Start Coalition of Pasco, Inc., shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Healthy Start Coalition of Pasco, Inc., shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract.
- J) Children receiving treatment at Healthy Start Coalition of Pasco, Inc., will be accompanied at all times by a parent or by a level II screened employee of the District School Board of Pasco County.

 4/4/14  
\_\_\_\_\_  
John Tschirhart, Executive Director Date  
Healthy Start Coalition of Pasco, Inc.

 5.19.14  
\_\_\_\_\_  
Nicole Westmoreland, MBA Date  
Purchasing Agent  
District School Board of Pasco County

 4/18/14  
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Angela Porterfield, Director Date  
Early Childhood Programs