

Youth-Serving Partner Memorandum of Agreement

All Together Now: Making Health and Referral Systems Work for Young People

PROJECT BRIEF

All Together Now is a collaborative project involving publicly funded health systems' and youth-serving agencies in Durham, NC. The project will help to improve/enhance the capacity of Healthcare Provider Partners to better serve the reproductive health care needs of young people with quality services, including a full range of contraceptive options. The project will help build/strengthen a referral network with youth-serving agencies to effectively link young people to quality care. Key staff from Youth-Serving Partners and Healthcare Provider Partners will collaborate and coordinate across systems. These combined efforts will contribute to long term outcomes of reduced teen pregnancy and births in Durham, NC. The project is a five-year cooperative agreement funded by the Centers for Disease Control and Prevention.

PARTIES TO AGREEMENT:

Fiscal Agent:

SHIFT NC
3710 University Drive, Suite 310
Durham, NC 27707
Contact Person: Sarah Davis, Project Coordinator
Phone: (919) 226-1880 x114 Email: sdavis@shiftnc.org

Youth-Serving Partner:

Project Partner Agency: Durham County Youth Home
Address/Phone: 2432 Broad Street, Durham NC 27704 (919)560-0840
Federal Tax ID: 56-6000297
Project Contact: Angela Nunn and Sheila Bratts
Phone: (919)560-0840 Email: anunn@dconc.gov; sbratts@dconc.gov

SUB-AWARD FUNDING:

SHIFT NC will provide \$2,000 to the Youth-Serving Partner listed above to be distributed on the following schedule:

DATE	AMOUNT
Upon signing of this MOA.	\$500
April 1, 2017	\$750
July 1, 2017	\$750

Time Period of Agreement:

Beginning Date: October 1, 2016

Ending Date: September 30, 2017

PURPOSE OF AGREEMENT

The purpose of this agreement is for the signing parties to commit to increasing the number of young people from Durham County Youth Home accessing sexual and reproductive health services. The latter will be accomplished by Durham County Youth Home working with health care centers and systems to refer and link vulnerable young people to care. These systems may include federally-qualified health centers, Title X-funded centers, and community health centers. Durham County Youth Home will also promote health centers' services to increase awareness among young people within its system. As part of the Centers for Disease Control and Prevention's (CDC), Division of Reproductive Health "Working with Publicly Funded Health Centers to Reduce Teen Pregnancy Among Youth from Vulnerable Populations (DP15-1508)," all proposed strategies and activities listed herein are with the aim of contributing to the long-term goal of reducing teen pregnancy and births.

RESPONSIBILITIES AND EXPECTATIONS of SHIFT NC

Under this agreement, SHIFT NC is responsible for the following:

Commitment to Project Management

Under this agreement, SHIFT NC agrees to coordinate all aspects of the project, including:

1. Overseeing all project activities and managing all tasks related to the cooperative agreement with CDC.
2. Managing a contract with CAI and coordinating activities between CAI and Youth-Serving Partners, as needed. CAI is a nationally recognized organization, experienced in providing training and technical assistance to human service agencies in support of quality improvement efforts.
3. Disbursing funds in accordance with the amounts and timelines outlined in this agreement.
4. Convening quarterly meetings with representatives from all Healthcare Provider Partners and Youth-Serving Partners.
5. Provide strategic dissemination and communications activities to raise awareness of the project and of youth-friendly sexual and reproductive health services in the community.

Commitment to Provide Training and Technical Assistance

Under this agreement, SHIFT NC will provide ongoing technical support to partners, including:

1. Engage in an initial planning process (through September 2016) with the Youth-Serving Partner.
2. Establishing, with designated Youth-Serving Partner staff, an agreed-upon annual work plan and corresponding technical assistance plan, based on needs assessment findings and quality improvement goals of the Youth-Serving Partner.

3. Coordinating the delivery of professional development resources to Youth-Serving Partner staff, based on needs assessment findings and an agreed-upon work plan. This will include training by SHIFT NC staff and/or CAI staff.
4. Review performance measure data, with Youth-Serving Partners, on a quarterly basis and use data to inform improvement activities.
5. Regularly monitoring and assessing Youth-Serving Partner's needs, progress, successes, and challenges via phone calls, emails, or visits.

Commitment to Evaluation

Under this agreement, SHIFT NC is responsible for the following:

1. Providing assessment tools, instruction, and usage timelines.
2. Providing evaluation technical assistance and support to Youth-Serving Partner as needed.
3. Establishing relevant evaluation data submission timelines for Youth-Serving Partners.
4. Collecting relevant data from Youth-Serving Partners to inform Quality Improvement processes.

RESPONSIBILITIES AND EXPECTATIONS of YOUTH-SERVING PARTNER

Under this agreement, the Youth-Serving Partner is responsible for the following:

Commitment to Staffing

As a Youth-Serving Partner, Durham County Youth Home agrees to instate the following staff positions. (Names and titles of the individuals must be named in this MOA):

1. A leader with decision-making and supervisory authority to be key contact and to provide consistent leadership for, and participate in, planning, implementation, and refinement of referral and linking processes within the youth-serving organization.
 - Name of Key Contact: Angela Nunn
2. Designated "key staff" who work directly with the youth make safe, competent, and effective referrals of young people within Durham County Youth Home to health centers partners.
 - Title(s)/Role(s) of Designated Referral Staff: Sheila Bratts

As a Youth-Serving Partner, Durham County Youth Home commits that above instated staff will:

3. Key Contact (or designee) will participate in the overall project Key Partnership Team, which will meet quarterly.
4. Attend meetings between health centers and youth-serving systems so all participating staff are aware of services and staff at each organization to facilitate more effective referral and linkage relationships.
5. Attend and participate in annual partnership meeting/training with other leaders and key staff from the health centers and youth-serving systems.
6. Review, with SHIFT NC, performance measure data on a quarterly basis and use data to improve services.

(Funds can be used to support staff time at each of the partnering agencies, including evaluation and data collection activities).

Commitment to Key Activities

As a Youth-Serving Partner, Durham County Youth Home agrees to commit to executing and completing the following key activities:

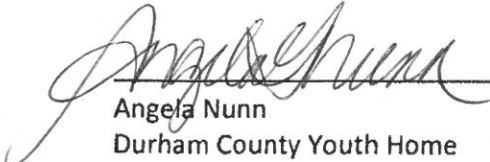
1. Identify potential opportunities and staff in positions to create and improve opportunities to assess sexual health history and to provide referrals and linkages to care.
2. Assign, and assure training for all key staff assigned, to assess sexual health history and to provide safe, competent, effective referrals to youth to health center partners for sexual and reproductive health services, including but not limited to contraceptive services and sexually transmitted disease (STD) testing and/or treatment.
3. Ensure key staff assess sexual health history and provide safe, competent, effective referrals to youth to health center partners.
4. Prioritize staff time to receive training and technical assistance (T&TA) to implement teen pregnancy prevention efforts, including conducting sexual health assessments and referring and linking youth to youth-friendly sexual and reproductive health services.
5. Prioritize time of the key staff assigned to this project to receive T&TA to on basic sexual and reproductive health, sexual and reproductive health services provided in the community, cultural competency, adolescent development, and how to make an effective referral to health centers partners.
6. Participate in the development of an individualized technical assistance plan (TA plan).
7. Facilitate and participate in the annual update of TA plans based on annual assessments.
8. Substantiate claims and follow general accounting principles.

Commitment to Regular, Timely Data Collection & Other Evaluation Activities

As a Youth-Serving Partner, Durham County Youth Home agrees to commit to the following data collection and evaluation activities:

1. Complete an annual assessment of organizational practices for adolescent reproductive health screening and referral to identify current strengths and gaps in practice.
2. Monitor progress through continuous quality improvement processes (e.g., Plan-Do-See-Act (PDSA), Getting to Outcomes (GTO)).
3. Implement systems to collect, report and use a set of performance metrics (structure, process, and outcome) that serve to examine progress made in improving access to contraceptive and reproductive healthcare for adolescents
4. Submit complete and timely performance measure data to SHIFT NC according to the data collection schedule. Data will be submitted quarterly and on an annual basis.
5. Pilot data collection processes prior to program implementation in October 2016.
6. Participate in occasional discussions with SHIFT NC to identify lessons learned and provide recommendations for the field.


Signatures:



Angela Nunn
Durham County Youth Home
Director

3/10/2017

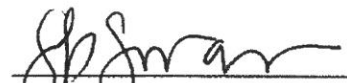
Date




Sarah Davis
Senior Technical Advisor
All Together Now Project Coordinator
SHIFT NC

3-10-17

Date



Sally Swanson
Chief Programs Officer
All Together Now Project Director
SHIFT NC

 3/10/17

Date

Commitment to Conduct and Institutionalize System Changes

As a Youth-Serving Partner, Durham County Youth Home agrees to commit to the following system change activities:

1. Enhance infrastructure and capacity to assess and address the sexual and reproductive health needs of young people in Durham County Youth Home to effectively refer and link youth to care and to ensure continuity of care. This may include the development or strengthening of policies and standard operating procedures to conduct a sexual health assessment of all youth within the system, the development of a referral and linkage system to permit partnering health centers, and supporting and providing staff training on sexual and reproductive health.
2. Build the infrastructure for implementing and evaluating a referral and linkage system between Durham County Youth Home and health center partners and other youth-serving systems, with the ability to track youth who are linked to care.

Commitment to Communications

As a Youth-Serving Partner, Durham County Youth Home agrees to commit to the following communications activities:

1. Implement activities to ensure awareness of contraceptive and reproductive health services for adolescents and their families/caregivers who receive services from Durham County Youth Home.

IMPORTANT CONSIDERATIONS

1. The content and associated funding in this MOA can be revisited on an annual basis, and adjustments may be made, as necessary.
2. Funds associated with this MOA cannot be used for clinical care or to purchase contraception.
3. Timely disbursement of funds is contingent on continued adherence to the agreed-upon data collection schedule.
4. In the event of future changes or reductions in the overall funding from the CDC for the All Together Now project, SHIFT NC has the sole and complete authority to restructure existing MOA funding agreements and/or reduce the specified amount of funding to the program partner based on these changes, without right of recourse by the program partner.

EXHIBIT _____


Name of Contractor/Vendor: _____

SHIFT NC

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S.147-86.59**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.


Signature

3.14.17
Date

DEBORAH ENGBRECHT
Printed Name

CFO
Title

IRAN DIVESTMENT ACT CERTIFICATION (Applicable only to contracts/agreements valued at \$1,000.00 or more).

"Beginning on February 26, 2016 local government units (Durham County) may not enter into contracts with any entity or individual found on the State Treasurer's Iran Final Divestment List. (North Carolina General Statute 147-86.58). The State Treasurer's Final Divestment List can be found on the State Treasurer's website at www.nctreasurer.com/iran. The list will be updated every 180 days. N.C.G.S.147-86.59 requires all entities, vendors or bidders to certify that they nor their subcontractors are listed on the Iran Final Divestment List as of the date of execution of this contract/agreement. Entities by completing and attaching Exhibit B to this contract/agreement certifies that they nor their subcontractors are on the list. Please complete this Exhibit and return with this contract."

