

## **AGREEMENT KC-047-24**

This Agreement is entered into between Kitsap County Department of Human Services and Kitsap Public Health District, for the Improving the Health of High-Risk Mothers and Children Program.

### **I. Purpose**

This Agreement is for the appropriation of \$190,000 for the purpose of augmenting state and federal funding of mental health, chemical dependency and therapeutic court programs and services with the goal of preventing and reducing the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care per RCW 82.14.460 for the time period January 1, 2024 – December 31, 2024. Funding must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. No funding provided under this contract may be used to supplant existing funding for these programs.

### **II. Collaboration and Collective Impact**

Kitsap Public Health District shall take the initiative to work with other systems to reduce fragmentation or duplication and to strengthen working relationships utilizing collective impact strategies. Kitsap Public Health District will provide quarterly updates on collaborative efforts and outreach activities that will include issues mutually identified by Kitsap Public Health District and respective systems that can be addressed through collective impact strategies. Examples of such systems include mental health, veterans, adult protection and welfare, education, criminal justice, housing, employment services, primary health care plans and other publicly-funded entities promoting substance abuse and mental health services.

All entities providing services to working age adults and youth shall establish a connection with the local WorkSource system to ensure people have access to employment training and placement services.

### **III. Identification and Coordination of Available Funding Sources**

Kitsap Public Health District is required to identify and coordinate all available funding resources to pay for the mental health and chemical dependency services funded by this contract, including Federal (Medicaid and Affordable Care Act, etc.), State, local, private insurance, and other private sources. The 1/10<sup>th</sup> of 1% funding should be utilized as a Payor of Last Resort.

#### **IV. Project Description**

This project will provide behavioral health services within the Prevention, Early Intervention level of the continuum of care and addresses the following strategic goals:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.

This three-tier project has the goal of preventing mental illness, behavioral problems, and future addiction in young children by intervening with families who either have, or are at risk for, substance abuse and/or mental health problems. There are three components to this project:

1. Providing evidence-based Nurse Family Partnership (NFP) services to at least 10 low-income, high-risk first-time mothers and their babies (note total number of clients served by NFP annually is 50-60).
2. Improving access to services by utilizing a community health worker (CHW) for outreach and community infrastructure support.
3. Providing a Postpartum Support Group.

#### **V. Project Activities Project Activities**

The Kitsap Public Health District will provide the following for the Nurse Family Partnership (NFP) Program:

- Maintain 0.4 FTE Nurse Family Partnership (NFP) nurse home visitor.
- NFP staff will participate in ongoing training and education as required by NFP Nursing Services Organization.
- NFP supervisor will participate in ongoing training, education, and consultation as required to support quality, fidelity, and specific population needs.
- Existing caseload will be maintained at ten (10) families.
- Maintain outreach and referral plan to reach target population and maintain caseload.
- Provide Home Visits for first time, low-income pregnant women, mothers and infants.
- New clients will be enrolled before twenty-nine (29) weeks of pregnancy and receive visits according to NFP guidelines.
- Content of home visits will be aligned with NFP guidelines.
- Staff who provide home visits will receive individual reflective supervision.
- All staff will participate in reflective case conferences.
- Supervisors and nurse home visitors will review and utilize their data.
- Data will be used for quality and fidelity monitoring and improvement.

The Kitsap Public Health District will provide the following to improve access to services:

- Staff a bilingual (English-Spanish) Community Health Worker (CHW) who will work with the Parent Child Health (PCH) and Nurse Family Partnership team of registered nurses. The CHW will be a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served.
- The CHW will serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.
- Prenatal and postpartum assessments which include depression and Adverse Childhood Experiences (ACEs) screening.
- Health and parenting education.
- Referrals to community resources and case management.
- Expand outreach efforts to enroll more eligible women.
- Case management activities that can be done by a community health worker (CHW).

The Kitsap Public Health District will continue behavioral health support to mothers during the perinatal/postpartum period through a group peer model during an especially vulnerable time and offer referrals to additional services as needed. They will fund additional staff time (0.1FTE postpartum support group nurse facilitator, 0.1FTE CHW), and expenses (incentives/food) to continue Postpartum Support Groups with exercise, mindfulness, and connection to peers.

## **VI. Project Design**

The Improving Health and Resiliency of High-Risk Mothers and Their Children project (hereafter referred to as “Improving Health project”) includes providing an evidence-based nurse home visiting service to families and strengthening prevention and early intervention infrastructure in Kitsap County. With the use of a best practice evidenced based program and a collective impact approach, this project will improve the health status and wellbeing of Kitsap residents.

The project has three components: 1. providing evidence-based Nurse Family Partnership (NFP) services to at least 12 low-income, high-risk first-time mothers and their babies (note total number of clients served by NFP annually is (50-60). 2. improving access to services by utilizing a community health worker (CHW) for outreach and community infrastructure support. 3. Providing a Postpartum Support Group with exercise, mindfulness, and connection to peers.

The NFP program is a parental and infancy home visitation service that aims to improve the health, well-being, and self-sufficiency of first time parents and their children. Program activities are designed to link families to needed services, promote good

decision making, assist families in making healthy choices, and help women build supportive relationships with families and friends. NFP nurses assess for signs and symptoms of Substance Use Disorders (SUDs), mental illness, and Adverse Childhood Experiences (ACEs) with every client. The nurses provide education to promote health and, because of their trusting relationships with their clients, they are often able to support a parent's readiness to seek needed treatment services.

The CHW is an established liaison between health/social services and the community and has facilitated access to services with culturally appropriate strategies. The CHW for this project is bilingual in English and Spanish and has been able to provide targeted outreach to Kitsap's Spanish speaking population. In this proposal the CHW will continue to outreach to our Spanish speaking population and will identify other hard to reach populations with the plan to develop culturally appropriate strategies for engagement. In addition to outreach, the CHW has been integral in the development of new relationships with community partners. These partners all contribute to our prevention and early intervention infrastructure in Kitsap. The CHW will work collaboratively with our new Care Coordinator, who will develop a centralized referral system for early childhood intervention programs to increase access and services for pregnant and childbearing age women that need mental health and substance abuse treatment. Families are often confused about what services they can access, and providers also have challenges keeping up to date on program requirements for appropriate referrals. Creating a centralized process intends to reduce community confusion and increase the likelihood that residents can obtain the appropriate needed services in a timely manner.

## **VII. Project Outcomes and Measurements**

Kitsap Public Health District will participate in the Evaluation Plan for Treatment Sales Tax Programs. Programs or services implemented under the Treatment Sales Tax are reviewed by the Citizens Advisory Committee and monitored by the Human Services Department. Kitsap Public Health District will have an evaluation plan with performance measures developed in partnership with Kitsap Public Health District Epidemiologist. The emphasis will be on capturing data at regular intervals that can be used to determine whether Treatment Sales Tax funded programs met expectations. Some common measures will be identified that will be reported on. Evaluation efforts must include standardized data collection and reporting processes that produce the following types of information:

- Quantity of services (outputs)
- Level of change occurring among participants (outcomes)
- Return-on-investment or cost-benefit (system savings) if evidence-based
- Adherence to the model (fidelity)
- Common measures (to be identified by the Citizens Advisory Committee and Kitsap Public Health District staff that all programs must report on)

Data will be collected to monitor the following goals and objectives identified by the Contractor:

**Goal #1:** Prevent mental illness, behavioral problems, and future addiction in young children by intervening with families who have or are at risk for substance abuse and/or mental health problems.

**Objective #1:** Funded case load of at least 10 mothers and infants (0.4 FTE nurse) will be maintained through December 31, 2024.

**Objective #2:** Maintain an average retention rate of 85% for Nurse Family Partnership clients over the course of the program year (January-December 2024).

**Objective #3:** By December 31, 2024 Community Healthcare Worker has at least 250 unduplicated outreach and case management encounters.

**Objective #4:** Since January 2018, at least 80% of NFP clients with a potential or identified mental health problem will show improvement in knowledge, behavior, or status as measured by the Omaha System problem Rating Scale at graduation from services.

**Objective #5:** By December 31, 2024, at least 50 current clients will have a PHQ-9 and GAD-7 screen completed.

**Objective #6:** Since January 2018, at least 80% of NFP clients with a potential or identified substance use problem will show improvement in knowledge, behavior, or status as measured by the Omaha System Problem Rating Scale at graduation from services.

**Objective #7:** By December 31, 2024, at least 50 current clients will have a Nurse Family Partnership Health Habits (substance abuse topics) questionnaire completed.

**Objective #8:** Since January 2018, at least 80% or more NFP clients with a parenting/caretaking problem will show improvement in knowledge, behavior, or status as measured by the Omaha System Problem Rating Scale at graduation from services.

**Objective #9:** By December 31, 2024, Kitsap Public Health District will maintain required high fidelity to the Nurse Family Partnership model, as required by the National Service Office.

**Objective #10:** By December 31, 2024, KPHD will provide at least 10 postpartum support group sessions.

Objective #11: By December 31, 2024, Nurse Family Partnership CAB will convene at least 4 meetings to advise, support and sustain the NFP program.

### **VIII. Data Collection and Reporting**

Kitsap Public Health District will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, and October 31, 2024; and January 31, 2025 each year funding is received under this grant, detailing progress made on program outcomes during the quarter, what other funding sources have been investigated, and what the future potential for alternative funding is. In addition, outcomes identified in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs will be reported.

### **IX. Billing and Payment**

Payments to Kitsap Public Health District shall be requested using an invoice form, which is supplied by the County. Kitsap Public Health District invoices must be sent to the County by the fifteenth (15th) calendar day after the end of the month.

The Kitsap Public Health District is authorized to receive payments in accordance with the cost reimbursable budget included under this Agreement. The Kitsap Public Health District will comply with the following standards as applicable.

Reimbursement Request – Upon Completion of each month, the Kitsap Public Health District must provide to the County a written explanation of expenditures which are less than 90% of, or more than 115% of the year-to-date budgeted total.

All payments to be made by the County under this Agreement shall be made to:

Kitsap Public Health District  
345 6th Street, Suite 300  
Bremerton, WA 98337

The Agreement shall not exceed the total amount indicated on the cover sheet of this Agreement and any other modifications hereof.

### **X. Duration**

This agreement is in effect from January 1, 2024 – December 31, 2024.

### **XI. Amendments**

This agreement may only be modified by one or more written amendments duly approved and executed by both parties.

### **XII. Attachments**

The parties acknowledge that the following attachments, which are attached to this agreement, are expressly incorporated by this reference:

KC-047-24

This Agreement shall be effective January 1, 2024.

Dated this 9 day of February, 2024.

**CONTRACTOR**  
**KITSAP PUBLIC HEALTH DISTRICT**

*Yolanda Fong*

Yolanda Fong, Administrator

Dated this 26 day of Feb, 2024.

**KITSAP COUNTY BOARD OF**  
**COMMISSIONERS**

*Katherine T. Walters*

KATHERINE T. WALTERS, Chair

*Christine Rolfes*

CHRISTINE ROLFES, Commissioner

*Charlotte Garrido*

CHARLOTTE GARRIDO, Commissioner



ATTEST:

*Dana Daniels*

Dana Daniels, Clerk of the Board

**Attachment A: Budget**



## Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Special Project Budget Form

Agency Name: **Kitsap Public Health District** Project: **Nurse Family Partnership**

Enter the estimated costs associated with your project/program	2023			2024		
	Award	Expenditures	%	Request	Modifications	%
<b>Personnel</b>						
Managers and Staff	\$ 142,975.00	\$ 71,219.33	50%	\$ 128,000.00	\$ (14,975.00)	-10%
Total Benefits	\$ 56,472.00	\$ 28,034.72	50%	\$ 48,800.00	\$ (7,672.00)	-14%
<b>SUBTOTAL</b>	<b>\$ 199,447.00</b>	<b>\$ 99,254.05</b>	<b>50%</b>	<b>\$ 176,800.00</b>	<b>\$ (22,647.00)</b>	<b>-11%</b>
<b>Supplies &amp; Equipment</b>						
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Office Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Administration</b>						
Advertising/Marketing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Audit/Accounting	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Communication	\$ 751.00	\$ 546.64	73%	\$ 1,000.00	\$ 249.00	33%
Insurance/Bonds	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Postage/Printing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Training/Travel/Transportation	\$ 1,800.00	\$ 1,471.11	82%	\$ 2,000.00	\$ 200.00	11%
% Indirect (Limited to 5%)	\$ 10,270.00	\$ 5,063.59	49%	\$ 9,500.00	\$ (770.00)	-7%
Other: Rent	\$ 2,000.00	\$ -	0%	\$ -	\$ (2,000.00)	-100%
Other: Group food	\$ 400.00	\$ -	0%	\$ 500.00	\$ 100.00	25%
Other: Incentives	\$ 1,000.00	\$ -	0%	\$ 200.00	\$ (800.00)	-80%
<b>SUBTOTAL</b>	<b>\$ 16,221.00</b>	<b>\$ 7,081.34</b>	<b>44%</b>	<b>\$ 13,200.00</b>	<b>\$ (3,021.00)</b>	<b>-19%</b>
<b>Ongoing Operations &amp; Maintenance</b>						
Janitorial Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance Contracts	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance of Existing Landscaping	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Repair of Equipment and Property	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Utilities	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Sub-Contracts</b>						
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Other</b>						
Debt Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Total Project Budget</b>	<b>\$ 215,668.00</b>	<b>\$ 106,335.39</b>	<b>49%</b>	<b>\$ 190,000.00</b>	<b>\$ (25,668.00)</b>	<b>-12%</b>

NOTE: Indirect is limited to 5%

## Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Project Salary Summary

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**Agency Name:** Kitsap Public Health District

**Project:** Nurse Family Partnership

### Description

Number of Professional FTEs	2.00
Number of Clerical FTEs	0.00
Number of All Other FTEs	0.00
<b>Total Number of FTEs</b>	<b>2.00</b>

### Salary Information

Salary of Executive Director or CEO	\$ -
Salaries of Professional Staff	\$ 128,000.00
Salaries of Clerical Staff	\$ -
Other Salaries (Describe Below)	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
<b>Total Salaries</b>	<b>\$ 128,000.00</b>
Total Payroll Taxes	\$ 9,800.00
Total Cost of Benefits	\$ 26,000.00
Total Cost of Retirement	\$ 13,000.00
<b>Total Payroll Costs</b>	<b>\$ 176,800.00</b>

# BINDER

(Summary of Coverage)

**MEMBER:**

Kitsap Public Health District  
345 6th St, Suite 300  
Bremerton, Washington 98337

**MEMORANDUM #**

2024-012-P-001

**EFFECTIVE:**

9/1/2023 through 8/31/2024

*This binder is subject to the terms and conditions as referenced in the Memorandum of Coverage.*

COVERAGE:	COVERAGE TYPE	LIMIT**	DEDUCTIBLE/ CO-PAY
<b>GENERAL LIABILITY</b> <i>General Liability; Professional Liability</i>	Each occurrence	\$20,000,000	\$10,000
<b>AUTO LIABILITY</b> <i>Hired and Non-Owned; Temporary Substitute</i>	Each occurrence	\$20,000,000	\$10,000
<b>PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY</b>	Each Wrongful Act Member Aggregate	\$20,000,000 \$20,000,000	\$10,000
<b>EMPLOYMENT PRACTICES LIABILITY</b>	Aggregate Per member	\$20,000,000	20% Co-pay*
<b>CRIME BLANKET COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY</b>	Per Occurrence Member Aggregate	\$250,000 N/A	\$1,000
<b>NAMED POSITION COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY</b>	Per Occurrence Member Aggregate	N/A N/A	N/A N/A
<b>PROPERTY/MOBILE EQUIPMENT/BOILER AND MACHINERY</b>	Replacement Cost	Per Schedule with Enduris	Per Schedule with Enduris
<b>CYBER COVERAGE</b>	Member Aggregate AIP Program Aggregate	\$2,000,000 \$40,000,000	20% Co-pay* -
<b>AUTOMOBILE PHYSICAL DAMAGE</b>	Per Schedule with Enduris	Per Schedule with Enduris	\$250
<b>IDENTITY FRAUD EXPENSE REIMBURSEMENT</b>	Per Occurrence Member Aggregate	\$25,000 \$25,000	\$0

*\*Co-pay may be waived as per Memorandum of Coverage*

*\*\*Subject to limits and sub-limits as noted in the Memorandum of Coverage*



*Sheryl Brandt*  
Authorized Representative  
Executive Director

## Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:  Principal:  From:  To:

WA UBI Number:  RCW:  Penalty Due:  Wage Due:

License Number:

[Download all debarment data](#)

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									