

**City of Carson City
Agenda Report**

Date Submitted: February 11, 2014

Agenda Date Requested: February 20, 2014

Time Requested: Consent

To: Carson City Board of Supervisors

From: Health & Human Services Department (Nicki Aaker)

Subject Title: For Possible Action: Action to approve CCHHS applying for a grant through the State of Nevada, Division of Public and Behavioral Health to a program that will help teens make healthier and safer choices to protect their health and reduce the incidence of teen pregnancy in the community.

Staff Summary: Carson City Health and Human Services (CCHHS) strives to provide services and resources that best suit the community's need.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify) Information Only

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve CCHHS applying for a grant through the Action to approve CCHHS applying for a grant through the State of Nevada, Division of Public and Behavioral Health to a program that will help teens make healthier and safer choices to protect their health and reduce the incidence of teen pregnancy in the community.

Explanation for Recommended Board Action: Through partnership building for the existing Abstinence Education Grant Program (AEGP) project (using the Promoting Health Among Teens – Abstinence Only! curriculum), it has been discovered that there is a need for more comprehensive sexual health education for some teens. Many of the partnerships necessary to develop a successful comprehensive sexual health education program are pre-existing, and are with organizations who work directly with at-risk youth in various settings, such as Silver State Charter School and China Springs/Aurora Pines Youth Camp.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: State of Nevada, Division of Public and Behavioral Health

Alternatives: Deny CCHHS permission to apply for the grant.

Supporting Material: CCHHS Personal Responsibility Education Program (PREP) – Pilot Project Proposal; Attachment A – Proposed year 1 Deliverables; Attachment B: Proposed Budget – Year 1(May 1, 2014 – September 30, 2014)

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By: N. Aaker Date: 2/11/14
(Department Head)
Marcia Woods Date: 2/11/14
(City Manager)
[Signature] Date: 2/11/14
(District Attorney)
[Signature] Date: 2/11/14
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

Carson City Health and Human Services (CCHHS)

PREP – Pilot Project Proposal

January 31, 2014

Narrative

As the local public health authority for the consolidated municipality of Carson City, NV, Carson City Health and Human Services (CCHHS) strives to provide services and resources that best suit the community's needs. Through partnership building for the existing AEGP project (using the Promoting Health Among Teens – Abstinence Only! curriculum), it has been discovered that there is a need for more comprehensive sexual health education for some teens. Many of the partnerships necessary to develop a successful comprehensive sexual health education program are pre-existing, and are with organizations who work directly with at-risk youth in various settings. It is the hope of CCHHS Staff to serve these teens, many of whom are sexually active, with a program that will help them make healthier and safer choices to protect their health and reduce the incidence of teen pregnancy in the community.

Proposed Scope of Work

CCHHS project staff will engage in the following activities (more detailed objectives in Attachment A):

- Target audience:
 - Teens 13-18
 - Male and Female
- Project timeframe:
 - May 1, 2014 through September 30, 2014
- Curriculum:
 - Promoting Health Among Teens – Comprehensive Version (or other curriculum as advised by the Nevada Department of Public and Behavioral Health)
- Deliverables:
 - 30 participants from target audience complete >75% of the curriculum
 - Samples of tools developed for tracking of participant demographic and completion data, program evaluation, and other tools developed as requested by the Nevada Department of Public and Behavioral Health.
 - Monthly progress reports
 - Annual report
- Partner organizations to target for recruitment:
 - Silver State Charter School
 - China Springs/Aurora Pines Youth Camp
 - Other organizations serving at-risk youth as applicable

Description of Attachments:

- Attachment A : Detailed listing and timeframe of proposed program objectives and deliverables
- Attachment B: Proposed program budget

Carson City Health and Human Services (CCHHS)
PREP Pilot Project
Attachment A – Proposed Year 1 Deliverables

Objectives	Activities	Date Due By	Documentation
Identify and train staff in the evidence based program (EBP) PHAT – Comprehensive Version, or other curriculum as agreed upon by DPBH staff and the CCHHS Program Coordinator	- Staff identified as program facilitator(s), and other functions - Staff trained in the PHAT – Comprehensive curriculum	- May 15, 2014 - May 31, 2014	- CCHHS Monthly report - Documentation of staff training (internal/external), training content, and sign-in sheets
Ensure medical accuracy of the curriculum	Medical accuracy updates provided by DPBH	As applicable	To be provided by DPBH
Develop youth training schedule	- CCHHS program staff meets with partner organizations to schedule sessions (may be influenced by school calendars, after school activities, etc.) - CCHHS staff recruits new partner organizations to hold sessions as applicable	Ongoing	CCHHS Monthly Report
Recruit and enroll target audience: 30 total participants ages 13 - 18	- CCHHS staff will work with partner organizations to develop systems to market scheduled sessions to participants and parents - Interested participants will be enrolled in the program	Ongoing	CCHHS Monthly Report
Assess program effectiveness and	Program pre-/post-	By June 15, 2014	Updated evaluation tools

Carson City Health and Human Services (CCHHS)

PREP Pilot Project

Attachment A – Proposed Year 1 Deliverables

participant satisfaction	implementation evaluations will be developed • A system for evaluation implementation will be developed • A system for data extraction and analysis from the evaluation tools will be developed • Data and outcomes will be monitored	• By June 15, 2014 • By June 15, 2014 Evaluation tools, implementation processes, and data extraction/analysis systems will be reviewed/improved annually, or more often if needed • September 30, 2014	• Process description for evaluation implementation, data extraction, and analysis. • Outcomes of satisfaction and efficacy will be outlined in the annual report.
Deliver training and track progress/participation of youth; ensuring a minimum of 75% of the modules are completed for participants to be eligible to receive program incentive	• Participant participation will be tracked through sign-in or roll sheets (may be provided by partner organizations) • Internal participant participation tracking system will be developed (to ensure eligibility before incentives are given) • Following demographic data will be tracked: gender, age, race and ethnicity (Asian, Black, Hispanic, Native	• Ongoing, per session • Internal system developed by May 31, 2014 • Ongoing, per session	• Roll or sign-in sheets will be kept in electronic form by CCHHS staff • Examples of internal system

Carson City Health and Human Services (CCHHS)

PREP Pilot Project

Attachment A – Proposed Year 1 Deliverables

	American, Native Hawaiian, White, or Other), and city and county of residence. Annual update of participant demographic and participation data will be included in the annual report	Annually (by October 31, 2014)	Annual Report
Track and manage program incentives	- Incentive(s) to be used for program designated - System developed to track purchase of incentives - System developed to assign incentives to participants - Samples of incentive tracking systems will be given to DPBH staff for reference - Review of systems for effectiveness; program staff will participate in applicable QI projects on tracking and/or evaluation systems and tools	- By May 31, 2014 - By May 31, 2014 - By May 31, 2014 - By June 10, 2014 (with first monthly report - By October 31, 2014 (or more often if needed)	- System samples provided along with initial monthly report - Annual report discussion - Results of any additional reviews may be reported to DPBH staff in the monthly report - Samples of new versions of the tracking system that result from system review may be given to DPBH staff

Total participants to be recruited and complete the program: 30

Population age group: 13-18

Carson City Health and Human Services (CCHHS)

PREP Pilot Project

Attachment A – Proposed Year 1 Deliverables

Reports due to DPBH Project Coordinator:

- Monthly progress reports (due by the 10th day of the following month)
- Annual report (due by the 31st day of October – 2014 for Project Year 1)
- Samples of systems to be implemented and other required documents may be sent as attachments to monthly or annual reports

Carson City Health and Human Services (CCHHS)

Prep Pilot Project

Attachment B: Proposed Budget - Year 1 (May 1, 2014 - September 30, 2014)

Item	Description	Amount
Personnel	Program Coordinator/facilitator (.3 FTE @ \$29/hr for 22 weeks), Division Manager (.1 FTE @ \$37.50/hr for 22 weeks), Facilitator (.3 FTE @ \$43.75/hr for 22 weeks)	\$ 22,506.00
Training	Registration for webinars, online workshops, etc.	\$ 500.00
Travel and Milage	Travel to and from program sessions, meetings with partner organizations, etc.	\$ 1,000.00
Operating	Include costs associated with printing/copying (for session flyers, registration forms, and all other printed materials), purchase of materials needed to implement program (safer sex education kit/materials, etc.), general operation materials (poster paper, lamination sheets, postage/mailling materials, markers, etc.).	\$ 3,500.00
Incentives	\$25 incentive per participant x 30 proposed participants	\$ 750.00
Total		\$ 28,256.00