

AB#
554771

SUBAWARD
BETWEEN
THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT** (hereinafter "Subrecipient").

DHHS SUBAWARD MANAGER:

Emily Kluver
PO Box 95026
Lincoln, NE 68509-5026
402-471-8424
emily.kluver@nebraska.gov

PURPOSE. The purpose of this subaward is to continue and expand the implementation of the early childhood social-emotional development work in the Lincoln and Keith County Areas as approved by the Nebraska Child Abuse Prevention Fund Board (NCAPF Board) Neb. Rev. Stat. §§ 43-1901 to 43-1906.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. TERM. This award is in effect from July 1, 2016 the effective date through June 30, 2017, the completion date.
- B. TERMINATION. This subaward may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subaward in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBAWARD." In the event either party terminates this subaward, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subaward immediately.

II. AMOUNT OF SUBAWARD

- A. TOTAL SUBAWARD. DHHS shall pay the Subrecipient a total amount, not to exceed \$30,000 (thirty thousand dollars) for the activities specified herein and in accordance with the attached budget (Attachment A).
- B. PAYMENT STRUCTURE. Payment shall be structured as follows;
1. Quarterly payments will be made upon the submittal of a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures by the

Subrecipient. **The final quarterly budget expenditure report and reimbursement request must be received by July 15, 2017.**

C. BUDGET CHANGES.

The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subaward exceeding fifteen percent 15% of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

III. STATEMENT OF WORK

A. The Subrecipient shall:

Continue and expand the implementation of the early childhood social-emotional development work as outlined in the Scope of Work approved by the Nebraska Child Abuse Prevention Fund Board (Attachments B and C).

1. Continued implementation and expansion of the Parent Interacting with Infants (PIWI) model.
2. Continued implementation of the Parent Child Interaction Therapy (PCIT) model.

B. Administrative Standards:

The Subrecipient agrees to be held accountable for the services provided within this Subgrant and will provide data on the following measures and others as described in Attachments B and C:

1. # of staff and organizations participating in training of PIWI and PCIT.
2. # of staff and organizations participating in implementation of PIWI and PCIT.
3. # of families and children served by PIWI.
4. # of families and children served by PCIT.

C. Reporting Requirement:

1. The Subrecipient shall submit a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures in accordance with the agreement and approved budget on the following schedule:

Report Name	Due on or Before	Covering the Period of
1st Quarter Budget Expenditure	Oct. 15, 2016	Jul. 1, 2016 -Sept. 30, 2016
2nd Quarter Budget Expenditure	Jan. 15, 2017	Oct. 1, 2016 – Dec. 31, 2016
3rd Quarter Budget Expenditure	Apr. 15, 2017	Jan. 1, 2017 - Mar. 31, 2017
4th Quarter Budget Expenditure	Jul. 15, 2017	Apr. 1, 2017 – Jun. 30, 2017

2. The Subrecipient shall follow reporting protocol as determined in partnership with Nebraska Children and Families Foundation and the University of Nebraska Medical Center (UNMC) staff consultant and evaluators
3. The Subrecipient shall report on progress, activity, and results in accordance with the agreement on the following schedule:

Report Name	Due on or Before	Covering the Period of
Six Month Progress Report	Jan. 31, 2017	Jul. 1, 2016 – Dec. 31, 2016
Twelve Month Progress Report	Jul. 31, 2017	Jul. 1, 2016 – Jun. 30, 2017

4. All reporting materials are to be submitted to the Nebraska Children and Families Foundation office at 215 Centennial Mall South, Suite 200; Lincoln, NE 68508 to the attention of Jamie Anthony on or before deadline.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 115 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
4. In addition to, and in no way in limitation of any obligation in this subaward, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments

made under this subaward for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

- B. AMENDMENT. Except as provided in the NOTICES section, below, this subaward may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subaward shall be valid unless made in writing and signed by the parties.
- C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d et seq.; the Rehabilitation Act of 1973, 29 U.S.C. §§ 794 et seq.; the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.. Violation of said statutes and regulations will constitute a material breach of this subaward. The Subrecipient shall insert a similar provision into all subawards and subcontracts.
- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subaward to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subaward.
- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subaward, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subaward.
- F. BREACH OF SUBAWARD. DHHS may immediately terminate this subaward and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subaward in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subaward within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subaward does not waive DHHS's right to immediately terminate the subaward for the same or different subaward breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subaward and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subaward as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subaward, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subaward provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. This provision shall survive termination of this subaward.
- H. CONFLICTS OF INTEREST. In the performance of this subaward, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The subrecipient shall not acquire an interest either directly or indirectly which will conflict in any manner or degree

with performance and shall immediately notify DHHS in writing of any such instances encountered.

- I. DATA OWNERSHIP AND COPYRIGHT. DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subaward without written consent from DHHS. DHHS hereby reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for state government purposes. This provision shall survive termination of this subaward.
- J. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- K. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subaward to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subaward shall be deemed incorporated by reference and made a part of this subaward with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. Subrecipient certifies that it maintains a drug-free workplace environment to ensure worker safety and workplace integrity. Subrecipient shall provide a copy of its drug-free workplace policy at any time upon request by DHHS.
- M. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subaward due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subaward. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subaward which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subaward.
- N. FRAUD OR MALFEASANCE. DHHS may immediately terminate this subaward for fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the subaward by Subrecipient, its employees, officers, directors, volunteers, shareholders, or subcontractors.
- O. FUNDING AVAILABILITY. DHHS may terminate the subaward, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.

- P. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.
- Q. HOLD HARMLESS.
1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.
 2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.
- R. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subaward, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subaward.
- S. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.
- T. INTEGRATION. This written subaward represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subaward.
- U. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of

Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

http://www.revenue.ne.gov/tax/current/f_w-4na.pdf or
http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

- V. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or services provided under the subaward comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subaward to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.
- W. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Subrecipient is an individual or sole proprietorship, the following applies:

1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
 2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
 3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subaward terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.
- X. PUBLICATIONS. Subrecipient shall acknowledge the project was supported by DHHS in all publications that result from work under this subaward.
- Y. PROGRAMMATIC CHANGES. The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.
- Z. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The completed

form must be submitted before payments to the Subrecipient can be made. Download ACH Form:

http://www.das.state.ne.us/accounting/nis/address_book_info.htm

- AA. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subaward. This clause shall not apply to subawards between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.
- BB. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subaward without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subaward.
- CC. SEVERABILITY. If any term or condition of this subaward is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subaward did not contain the particular provision held to be invalid.
- DD. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subaward or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subaward and applicable federal, state, county and municipal laws, ordinances, rules and regulations.
- EE. TIME IS OF THE ESSENCE. Time is of the essence in this subaward. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.
- FF. NOTICES. Notices shall be in writing and shall be effective upon mailing by US mail postage prepaid. Written notices required by this subaward shall be sent to the DHHS Subaward Manager identified on page 1, and to the following addresses:

FOR DHHS:

Nebraska Department of Health and
Human Services - Legal Services
Attn: Contracts Attorney
301 Centennial Mall South
Lincoln, NE 68509-5026

FOR SUBRECIPIENT:

Shannon Vanderheiden
West Central Public Health
Department
111 N. Dewey St., Suite A
North Platte, NE 69101

DHHS may change the DHHS Subaward Manager to be notified under this section via letter to the Subrecipient sent by U.S. Mail, postage prepaid, or via email.

V. BUSINESS ASSOCIATE PROVISIONS

- A. Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this contract, shall mean Contractor.
- B. Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this contract, shall mean DHHS.
- C. HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- D. Other Terms. The following terms shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices,
- E. Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
- F. The Contractor shall do the following:
1. Not use or disclose protected health information other than as permitted or required by this Contract, consistent with DHHS' minimum necessary policies and procedures, or as required by law.
 2. Implement and maintain appropriate administrative, physical, and technical safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent access to, use, or disclosure of protected health information other than as provided for by the Contract and assess potential risks and vulnerabilities to the individual health data in its care and custody and develop, implement, and maintain reasonable security measures.
 3. Report to DHHS, within fifteen (15) days, any use or disclosure of protected health information not provided for by this Contract of which it becomes aware, including breaches of unsecured protected health information as required by 45 CFR 164.410, and any security incident of which it becomes aware. Contractor shall, as instructed by DHHS, take immediate steps to mitigate any harmful effect of such unauthorized disclosure of protected health information pursuant to the conditions of this Contract through the preparation and completion of a written Corrective Action Plan subject to the review and approval by the DHHS. The Contractor shall report any breach to the individuals affected and to the HHS Office of Civil Rights, and if warranted the media, on behalf of the covered entity, as required by the HIPAA regulations.
 4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Contractor agree to the same restrictions, conditions, and requirements that apply to the Contractor with respect to such information;
 5. Within fifteen (15) days:
 - a. make available protected health information in a designated record set to DHHS as necessary to satisfy DHHS' obligations under 45 CFR 164.524;

- b. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by DHHS pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy DHHS' obligations under 45 CFR 164.526;
 - c. Maintain and make available the information required to provide an accounting of disclosures to DHHS as necessary to satisfy DHHS' obligations under 45 CFR 164.528;
6. To the extent the Contractor is to carry out one or more of DHHS' obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to DHHS in the performance of such obligation(s); and
7. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.
- G. The Contractor is permitted to use and disclose protected health information:
- 1. As necessary to perform the services set forth in this Contract;
 - 2. As required by law; and
 - 3. Consistent with DHHS' minimum necessary policies and procedures.
- H. The Contractor may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by DHHS.

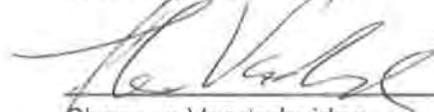
IN WITNESS THEREOF, the parties have duly executed this subaward hereto, and each party acknowledges the receipt of a duly executed copy of this subaward with original signatures, and that the individual signing below has authority to legally bind the party to this subaward.

FOR DHHS:



 Vicki Maca
 Deputy Director
 Division of Children & Family Services
 Department of Health and Human Services

FOR SUBRECIPIENT:



 Shannon Vanderheiden
 Executive Director
 West Central District Public Health
 Department

DATE: 8/9/16

DATE: 8-1-2016

FOR THE NCAFP BOARD:



Brandon Verzal

Chair

Nebraska Child Abuse Prevention Fund Board

DATE: 7/25/16

**Nebraska Child Abuse Prevention Fund Board
GRANT BUDGET FORM**

Attachment A

Organization:	Families 1st Partnership				
Project Title:	'16-'17 PIWI-PCIT Continuation				
Total Project Budget:	\$12,500	Budget Period:	7/1/2016	through	6/30/2017
			<i>Date</i>		<i>Date</i>

BUDGET ITEM	TOTAL PROGRAM BUDGET	NC FUNDS REQUEST	OTHER FUNDS	SOURCES
Direct Personnel				
Wages:				
Coordinator's payroll	\$ 1,872.00	\$ 1,872.00	\$ -	
.05 FTE x 2080 x \$18 = \$1872	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Wages	\$ 1,872.00	\$ 1,872.00	\$ -	
Benefits & Payroll Taxes:				
Coordinator's benefits	\$ 318.24	\$ 318.24	\$ -	
\$1872 x .17 = \$318.24	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Benefits & Payroll Taxes	\$ 318.24	\$ 318.24	\$ -	
Direct Expenses				
Office Operation Expenses:				
Rent PCIT room \$60 + ECSE space \$20x 12= \$960	\$ 908.40	\$ 908.40	\$ -	
Phone-\$3.20/mo x 12 mo= \$38.40 + 51.60 paper/postage	\$ 90.00	\$ 90.00	\$ -	
TOTAL Operation Expense	\$ 998.40	\$ 998.40	\$ -	
Travel:				
Mileage to OU-1200m x \$.54	\$ 648.00	\$ 648.00	\$ -	
Meals per diem \$59 x 3 days x 3 therapists	\$ 531.00	\$ 531.00	\$ -	
Lodging \$156/night x 3nights x 3 therapists	\$ 1,404.00	\$ 1,404.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Travel	\$ 2,583.00	\$ 2,583.00	\$ -	
Equipment:				
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Equipment	\$ -	\$ -	\$ -	
Supplies:				
PCIT supplies, toys, etc.	\$ 400.00	\$ 400.00	\$ -	
PIWI snacks, supplies	\$ 200.00	\$ 200.00	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Supplies	\$ 600.00	\$ 600.00	\$ -	
Training & Outreach:				
PCIT advanced training-OU 3 x 1200	\$ 3,600.00	\$ 3,600.00	\$ -	
PIWI training for local partners	\$ 100.00	\$ 100.00	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Training & Outreach	\$ 3,700.00	\$ 3,700.00	\$ -	
Contract / Consulting:				
Assistance for families w/o Insurance or Medicaid	\$ 278.36	\$ 278.36	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Contract / Consulting	\$ 278.36	\$ 278.36	\$ -	
Other Expenses:				
PIWI in 3 other settings	\$ 900.00	\$ 900.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Other Expenses	\$ 900.00	\$ 900.00	\$ -	
Administrative Expenses				
Administrative / Indirect Expenses:				
10% of \$12,500	\$ 1,250.00	\$ 1,250.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Administrative / Indirect Expenses	\$ 1,250.00	\$ 1,250.00	\$ -	
TOTAL BUDGET	\$ 12,500.00	\$ 12,500.00	\$ -	

North Platte (Families 1st Partnership) 2016-2017 PCIT –PIWI Continuation Budget Justification

Coordinator's salary: .05 FTE x 2080 x \$18.00/hr = \$1872.00	\$1872.00
Coordinator's benefits: \$1872 x .17 = \$318.24	\$318.24
Office Operation Expenses:	
Rent for PCIT room \$235- \$180 (therapist's rent share) = \$55 x 12= \$660	
+ .30 sq ft x \$0.69 x 12mo. = 248.40	\$908.40
Phone: .05 share of \$63 = \$3.20 x 12 =38.40	
+ \$51.60 for paper or postage	\$90.00
Travel:	
Mileage to OU-1200 m x \$0.54 = \$648.00	\$648.00
Meals per diem \$59 x 3 days x 3 therapists	\$531.00
Lodging \$156/night x 3 nights x 3 therapists	\$1404.00
Equipment: None	
Supplies:	
PCIT supplies toys, etc.	\$400.00
PIWI snacks, supplies	\$200.00
Training and Outreach:	
PCIT advanced training at OU 3 therapists x \$1200 = \$3600	\$3600.00
PIWI training for local partners	\$100.00
Contract & consulting: Assistance for families w/o Medicaid or insurance	\$278.36
Other:	
PIWI in 3 settings July session-PCA 8 families @ \$95 = \$760 + 2 sessions @ \$70 =	\$900.00
Administrative/Indirect Expenses: 10% of \$12,500 = \$1250.00	\$1250.00
TOTAL:	\$12,500.00

**Nebraska Child Abuse Prevention Fund Board
GRANT BUDGET FORM**

Attachment A

Organization:	Families 1st Partnership				
Project Title:	Expansion budget for High Plains Partnership				
Total Project Budget:	\$17,500.00	Budget Period:	7/1/2016	through	6/30/2017
			<i>Date</i>		<i>Date</i>

BUDGET ITEM	TOTAL PROGRAM BUDGET	NC FUNDS REQUEST	OTHER FUNDS	SOURCES
Direct Personnel				
Wages:				
Coordinator's salary .15 x 2080 x \$18/hr = \$3744	\$ 3,744.00	\$ 3,744.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Wages	\$ 3,744.00	\$ 3,744.00	\$ -	
Benefits & Payroll Taxes:				
Coordinator's benefits \$3744 x .17 = 636.48	\$ 636.48	\$ 636.48	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Benefits & Payroll Taxes	\$ 636.48	\$ 636.48	\$ -	
Direct Expenses				
Office Operation Expenses:				
Rent \$21 x 12mo.	\$ 248.40	\$ 248.40	\$ -	
Phone 6.30mo x 12 = 75.00 + postage/paper 24.40 = \$100	\$ 100.00	\$ 100.00	\$ -	
TOTAL Operation Expense	\$ 348.40	\$ 348.40	\$ -	
Travel:				
mileage-3000 m x .54=1620	\$ 1,620.00	\$ 1,620.00	\$ -	
Attend Collective Impact meetings-lodging/meals	\$ 516.00	\$ 516.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Travel	\$ 2,136.00	\$ 2,136.00	\$ -	
Equipment:				
			\$ -	
			\$ -	
TOTAL Equipment	\$ -	\$ -	\$ -	
Supplies:				
			\$ -	
Class supplies, toys, books	\$ 1,500.00	\$ 1,500.00	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	
Training & Outreach:				
Facility fees/participation fees	\$ 1,400.00	\$ 1,400.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Training & Outreach	\$ 1,400.00	\$ 1,400.00	\$ -	
Contract / Consulting:				
Facilitators (2)x\$50x9 sessionsx4 classes-3600	\$ 3,600.00	\$ 3,600.00	\$ -	
High Plains Partnership Case Mngmt.	\$ 2,100.00	\$ 2,100.00	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Contract / Consulting	\$ 5,700.00	\$ 5,700.00	\$ -	
Other Expenses:				
Promotion & meetings	\$ 435.12	\$ 435.12	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Other Expenses	\$ 435.12	\$ 435.12	\$ -	
Administrative Expenses				
Administrative / Indirect Expenses:				
Admin/indirect expenses	\$ 1,600.00	\$ 1,600.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Administrative / Indirect Expenses	\$ 1,600.00	\$ 1,600.00	\$ -	
TOTAL BUDGET	\$ 17,500.00	\$ 17,500.00	\$ -	

Families 1st Partnership ECSE PIWI Expansion budget justification

Coordinator's salary: $.10 \text{ FTE} \times 2080 \times \$18/\text{hr.} = 3744.00$	\$3744.00
Coordinator's salary: $\$3744.00 \times .17 = \636.48	\$636.48
Office operation expenses:	
Rent: $30 \text{ sq ft.} \times \$0.69 = \$20.70 \times 12\text{mo.} = \248.40	\$248.40
Phone: $.10 \times 63/\text{mo} \times 12 \text{ mo} = \$75.60 + \$24.40 \text{ paper/postage}$	\$100.00
Travel:	
Mileage- $3000 \text{ m.} \times \$0.54 = \1620.00	\$1620.00
Attend Collective Impact meetings 2 nights lodging plus meals—2 people	\$516.00
Lodging- $\$83/\text{night} \times 2 \text{ nights} \times 2 \text{ people} = \332	
Meals- $\$46 \text{ per diem} \times 2 \times 2 = \184	
Equipment: None	
Supplies: Class supplies, toys, books	\$1500.00
Training & Outreach: Facility fees/participation costs	\$1400.00
Contract/consulting:	
PIWI facilitator fee - $2 \text{ facilitators} \times \$50 \times 9 \text{ classes} \times 4 \text{ separate sessions}$	\$3600.00
High Plains Partnership –cost of implementing case management software	\$2100.00
Other expenses: Promotion & meetings	\$435.12
Admin/indirect expenses	\$1600.00
TOTAL:	\$17,500.00

**Nebraska Child Abuse Prevention Fund Board
GRANT BUDGET FORM**

Organization:	Families 1st Partnership				
Project Title:	Expansion budget for High Plains Partnership				
Total Project Budget:	\$17,500.00	Budget Period:	7/1/2016	through	6/30/2017
			<i>Date</i>		<i>Date</i>

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	\$ -	\$ -	\$ -	
TOTAL Other Expenses	\$ 435.12	\$ 435.12	\$ -	
Administrative Expenses				
Administrative / Indirect Expenses:				
Admin/indirect expenses	\$ 1,600.00	\$ 1,600.00	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Administrative / Indirect Expenses	\$ 1,600.00	\$ 1,600.00	\$ -	
TOTAL BUDGET	\$ 17,500.00	\$ 17,500.00	\$ -	

Nebraska Child Abuse Prevention Fund Board (NCAPF)

Early Childhood Social Emotional Development Subgrant

Families 1st Partnership Application for Continued PIWI & PCIT programs

SCOPE OF WORK July 1, 2016-June 30, 2017

1. Training Opportunities

- a. Members of the Families 1st Partnership gave consideration to the future needs of the community in making a decision for start up or continuing education for PCIT therapists in Lincoln County. Community members were recently informed that one of the PCIT therapists, Cassi Stark, will be moving to Eastern Nebraska. This leaves a gap in our ability to provide PCIT services through the new facility located at West Central District Health Department. Bringing in a new therapist would help provide continued access to PCIT for local families. The therapist who is interested and available has recently completed her masters and is in the process of arranging for insurance coverage through Medicaid and Magellan.

2. Existing Efforts

- a. Families 1st Partnership community partners are currently meeting monthly to move forward on plans for establishing collaborative relationships, central navigation, and improved networking. An MOU has been created for partners to make selections that will describe their role in collaborative efforts. A lot of research continues in seeking out information on how other communities have designed their collaborative systems. The community partners have a great interest in designing the most efficient way to accomplish referral of clients and provision of services.
- b. The MAPP process that was carried out during June 2015. This assessment of the public health system did identify areas that community members saw as gaps in providing care. A Service Array has not been done recently, but the need to get that done is pressing in order to provide local information for other programs.
- c. West Central District Health Department remains a constant support and resource for grant programs selected by Families 1st Partnership.
- d. The therapists that provide PCIT services have made many efforts to show themselves as a resource to the community. The therapists have been key contact points for Circle of Security Parenting Reflection classes. Families 1st Partnership and Families Link (the PCIT sector) have hosted open houses to vital connections in the community such as DHHS, the attorney's office, and the judges.
- e. There are monthly meetings with the therapists to stay on top of easing access to care for clients. Making incentives available to clients has improved attendance and willingness to contribute through surveys and evaluations.
- f. A major hurdle for the partnership this past year was the relocation of the PCIT facility. This came at a cost of over \$16,000. There were donations from Mid-Nebraska Community Foundation (\$2,000), Union Pacific Foundation (\$1592), and North Platte

Car Dealers Assoc. (\$200), but this definitely didn't cover all the costs. With permission from NCFE, carryover funds were made available (\$7259). The partnership is currently in the process of application to Mid-Nebraska Community Foundation to request funds to reduce the remaining \$4949.

3. Describe the partnership's plan to support early childhood social-emotional development through this grant.
 - a. In Open House visits, with DHHS workers there was a lot of discussion of improving the referral process for screening children with high needs. This process will become more defined as community partners make plans for the coordination of Alternative Response and Community Response.
4. Continuation of PIWI
 - a. There are already plans to offer a PIWI class that will be an infused concepts model coupled with Parent-Child Aquatics. This class is offered in four bi-weekly sessions with a final session that is a celebration session. We are currently seeking a site that would provide for a program to fidelity that doesn't include the swimming.
 - b. The most reliable community partner with the PIWI classes has been with the North Platte Recreation Center. Two instructors have received the PIWI training and infuse it very well into the Red Cross Water Introduction. The PIWI lesson is always reinforced in the swim portion of the PIWI time with a game or activity that practices "making me laugh", "playing with others", or "explore and learn". Community Partners have been offered the PIWI training so that others may facilitate a class in their client setting. There were 3 new community partners who showed an interest in the PIWI training.
 - c. Not applicable at this time.
 - d. The PIWI classes have been offered to Hispanic populations and single mom classes. An area that would still need to be addressed is teen moms.
5. The coordinator is responsible for all PIWI documentation. With the recent availability of Box.com, this process should become much smoother.
6. PCIT continuation-therapist information
 - a. There are 2 fully trained therapists; Jacquie Yenni, Cornerstone Counseling and Stephanie Morse, Platte River Counseling Professionals.
 - b. Plans have been made to train Samantha Byrnes, Riverside Counseling, LLC. She has recently completed her studies in clinical mental health and is awaiting various approvals from Magellan and Medicaid. She will be attending the PCIT training at OU on April 11-14.
 - c. No plans for bi-lingual therapist training at this time.
 - d. Each therapist has shown an interest in advanced training, especially if this can include trauma interventions. Funds have been included in the budget to support advanced training for all three.
 - e. DHHS has participated in discussions to become a referral source for getting children in need through the proper channels for screening. The most effective marketing strategy has been the Open Houses in small group settings that provide more involved conversations between the therapists and the working staff.

- f. The location of the PCIT facility is West Central District Health Department. Rent for the space is set by the landlord. The space rents for \$235/mo. Per MOU with the therapists, they each contribute \$60/mo for the rent. With 3 therapists, that is \$180 per month toward the rent. This includes phone service, email messaging services, and google calendar.
 - g. Through previous grant funds, the room has been equipped with toys, office supplies, incentive cards, technological assists, etc. for PCIT.
 - h. Please see attached for current MOU. It does need revision to meet the listed expectations. A revised MOU will be submitted upon completion of revisions.
7. The current therapists are informed of reporting requirements and agree to comply with those expectations.
 8. Current therapists are in contact with Munroe-Meyer program evaluator for timely submission of required ECBI, etc. scoring information.
 9. The PIWI program receives a lot of support and referral from the Early Childhood Development Network, North Platte Interagency members, and the North Platte Recreation Center. Community partners with each of these groups specifically share the PIWI enrollment information with clients. A secondary marketing tool has been FaceBook. Social media reaches out to a lot of people in a relatively short time. Many people share or tag others who may be interested, so word of an event or activity moves quickly.
 10. The Families 1st Partnership has specifically organized their members into workgroups that focus on needs of specific populations; prenatal & infant, early childhood, older youth, future planning/infrastructure & collaboration. These members are tasked with working towards sustainability of programs. This arrangement is fairly new to the group (Nov. 2015), so that planning is yet in its infancy, but future plans do include working to make programs self-supported in the community.

OUTCOMES

1. At the present time, there are 3 local community partners interested in receiving the PIWI facilitator training. This would include 3 different organizations. It is possible that each of these would send more than 1, but at this time only one member has been indicated.
2. The goal for families involved in the Parent-Child Aquatics PIWI is one session with 8 enrolled. The goal for facilitation through 2 different organizations would be 10 per organization.
3. Each PIWI class will be required to use the Pre/post or retrospective surveys as recommended by Munroe Meyer Institute, attendance sheets, PIWI guidelines review, etc.
4. A new facet of the referral system for improved access to care for families is currently in the works. There should be an addition to staffing to include a central navigator located at West Central District Health Department. Other key agencies will be given this contact information as the starting hub for matching families to appropriate services. The marketing and promotion for this will occur through the Collaborative workgroup as formed through the MAPP process and the Families 1st Partnership. Personal relationships become a very

strong connector to others serving in human services agencies. The person selected for the central navigator position will be one who has already had a presence in the community serving families.

Nebraska Child Abuse Prevention Fund Board

Early Childhood social Emotional Development Subgrant

Families 1st Partnership Expansion proposal to Keith County, NE

First Year Scope of Work and Outcomes for New Communities July 1, 2016-June 30, 2017

1. While Families 1st Partnership is the primary application agency, the proposed expansion of PIWI for Keith County Nebraska will be done through the support and cooperation of the High Plains Partnership community collaborative.
 - a. Current Board members:
 - i. Heather Gill, Early Childhood Coach; Mary Lawson, Ex. Dir. PAKS Developmental Services; Shelly Witt, NE DHHS Community support specialist-Children & Family Services; Rochelle Humphrey, Ogallala Public Schools, Early Childhood Education; Lisa Wilson, Marketing Facilitator-BTW Consulting; Sharon Ott, Ex. Dir., CASA; Lee Redinger, Ex. Dir. Ogallala Women's Resource Center
 - ii. The Purpose of High Plains Partnership is to serve as a hub that builds supportive relationships among providers to create a network of community partners so that families may enter this supportive system through any point of contact.
 - b. Locally, the group has carried out Circle of Security classes including follow-up support for families. Board members who serve as family coaches have provided informal case management and Wrap Around groups for families at risk. Board members actively participate and represent the interests and needs of Keith County children and families on various other local and regional boards such as: Through the Eyes of the Bench (Judge Stenburg), High Plains Early Childhood Learning, Region 16 Planning Team, Heartland Region Behavioral Health Community group, High Plains NAIMH, and statewide NAIMH (NE Association of Infant Mental Health)
2. Members of the High Plains Partnership have actively pursued various grant opportunities to meet the needs of the families in their community. A major barrier that they have faced is the need to have a fiscal agent. Another major challenge is the rural nature of the community. Many human service workers are juggling a variety of positions within their organizations, so the opportunity to reach beyond the "hands on" client work is not easy to come by. The importance of establishing a starting point for activities to serve families will serve as a basis for garnering more community partners and begin the establishment of more networking and communication for services for Keith County families. High Plains Partnership is still in the learning process of organizing their collaborative, so members are motivated. Due to the recent reconfiguration of the Sandhills Health District, Keith County faced a lot of transition in determining most efficient access to care for residents. Many of their residents come to Lincoln County for necessary health care services, so looking to Lincoln County to seek support in establishing programs for families seemed a natural choice. West Central District Health

Department will serve as the backbone support until the High Plains Partnership has become more established in their community partnerships and collaboration.

3. The missing piece in their work is the incorporation of an evidence based curriculum that would improve the relationship between parents and children. The best local assessments come from the judgments of those working directly with families. According to Rochelle Humphrey, Early Childhood-Special Education Educator with Ogallala Public Schools, 1 in 4 of all Ogallala preschoolers qualify for special education with the cause determined as environmental impacts. The skill set affected predominately is speech-language delay followed by motor development. The conclusion is that the parents of these children do not spend time to play or model conversation. This opinion is backed up by the ESU 16 Early Childhood Training staff.
4. Intention to apply for PIWI support
 - a. The steering committee for High Plains Partnership feels confident that they will be able to find at least 6 practitioners to train as PIWI facilitators.
5. The organizations that will be invited are: Women's Resource Center, Banner Health New Mothers Program, ESU 16, Royal Family Kids Camps, Goodall Library, Ogallala Public Schools Pre-school, and Independent consultants with Circle of Security parenting.
6. Child-Well Being Coordinator with Families 1st Partnership will work with newly trained PIWI facilitators to develop an action plan for offering the PIWI program with the current clients in their organization.
 - a. The plan is to hold at least 4 PIWI sessions.
7. The most logical referral process was identified as the current Ogallala Public Schools Early Childhood Educator, Rochelle Humphrey. Other referrals will come from Circle of Security Parenting reflection facilitator, Heather Gill. Since this is a very new process to the community, this is the starting point.
8. One member of High Plains Partnership has received training in the MPOWR Case management software, so that will provide a source for documentation of families. Families 1st Partnership Coordinator, Caroline Sabin, will actively work with each organization that conducts PIWI sessions to gather the appropriate documentation materials as required by Munroe-Meyer Institute program evaluator, Barb Jackson.

OUTCOMES

1. The plan is to have at least 6 staff trained for PIWI.
2. The goal is to have 30 families that grow in their parent-child attachment and involvement through the expansion of PIWI programs into Keith County Nebraska
3. Checklists will be developed in order for the data collection process to be efficient.