



## Board of Directors Meeting

March 14, 2013

### Approve Contract with Children's Aid Society

#### Item III.A.

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<b>Recommended Action:</b>	Approve and authorize the Executive Director to sign the contract between JWB and Children's Aid Society-Carrera Adolescent Pregnancy Prevention Program
<b>Issue:</b>	Required technical assistance for implementation of Children's Aid Society-Carrera Adolescent Pregnancy Prevention Program
<b>Program:</b>	Teen Pregnancy Prevention
<b>Budget Impact:</b>	The FY 12/13 budget contains an allocation of \$600,000, which is a grant award from the Department of Health and Human Services (DHHS)
<b>Strategic Plan Goal:</b>	School Success

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#### Background:

The Carrera Summer and After-School Program is funded by a grant from the federal Office of Adolescent Health (OAH), Department of Health and Human Services. OAH awarded nine organizations in the United States to test the degree to which the Carrera model can be successfully replicated in other locations and with other populations. The program in St. Petersburg is only one of two programs in the U.S. that are located in the southeast (the other is Atlanta). In addition to being identified by OAH as an evidence-based model, the Office of Juvenile Justice and Delinquency Prevention identifies Carrera as an effective program that prevents both juvenile justice involvement and teen births. The Coalition for Evidence-Based Policy also identifies the program as a top tier program, its highest rating.

The Carrera program has been found to reduce teen pregnancies. OAH is interested in the degree to which the model can be replicated with high fidelity. This means how well programs have hired qualified staff that relate very well to youth, and consistently deliver program services the way these services were implemented in the original model. Retention of staff is an important element, because the program's philosophy is that staff represent a second family to these youth, and that relationship builds over time.

The local program is called the Carrera Summer and After-School Program (CSASP). It operates at the Enoch Davis Center. Its goal is to provide intensive and comprehensive youth supports to the same group of youth who began the program in sixth grade when they entered John Hopkins Middle School. Male and female students living in ZIP Codes 33705, 33711, 33712 and 33713 were targeted for the program, as these are ZIP Codes with high rates of teen births and sexually transmitted diseases (STD's). Pinellas County Health Department (PCHD) operates the local program through a subcontract with JWB. This comprehensive program provides youth with educational, medical and dental care, mental health, family life sexuality education, individual sports, self-expression, and Job Club services.

OAH has noted that CSASP has several areas of success, including that the program is implementing the model with very high fidelity and quality. This is important: it shows the local program is replicating the model in key ways, which means it has a strong chance of preventing teen pregnancy. Staff from the Children's Aid Society-Carrera Adolescent Pregnancy Prevention Program, who provide technical assistance to CSASP, note several program areas of strength, including: identifying and maintaining a high caliber professional program staff; quality engagements with youth that reflect staff's embracement of the model's program principles and philosophy; and strong community partnerships to leverage resources in ways that enhance service delivery and program experiences for participants.

In September 2012, the Board of Directors approved receipt of Year 3 federal funds. Staff is requesting that the Board authorize Ms. Lancaster to sign the contract between JWB and the Children's Aid Society/National Training Center (CAS-NATC) in the amount of \$82,500. CAS-NATC will provide PCHD with technical assistance, staff training, curricula, assessment of program fidelity, and its management information system to track youth attendance and services received. The contract includes a Memorandum of Understanding among CAS-NATC, JWB, and PCHD that PCHD will implement the program with fidelity. Once this contract is executed, JWB will add a special condition to its contract with PCHD to comply with the terms of the MOU. The contract has been reviewed by the JWB attorney, and a copy is attached.

# **PROVIDER CONTRACT FOR PROFESSIONAL SERVICES**

**between**

**THE JUVENILE WELFARE BOARD**

**And**

**THE CHILDREN'S AID SOCIETY-CARRERA ADOLESCENT  
PREGNANCY PREVENTION PROGRAM**

This Provider Agreement ("Agreement") is entered into for the period of September 1, 2012, through August 31, 2013, by and between the Juvenile Welfare Board of Pinellas County ("JWB") and The Children's Aid Society Carrera Adolescent Pregnancy Prevention Program ("CAS-Carrera NATC" or the "Provider"), (together, the Parties"). It shall be duly noted JWB has contracted with the Pinellas County Health Department ("PCHD") for direct service provision of the CAS-Carrera NATC Adolescent Pregnancy Prevention Model, known locally as the Carrera Summer and After-School Program. As such, CAS-Carrera NATC acknowledges possible limitations to specific direct service provision. JWB will make best efforts to ensure PCHD is compliant with roles and responsibility to execute the CAS-Carrera NATC Model with fidelity.

WHEREAS, JWB has determined that a need exists for the services outlined in this Agreement;

WHEREAS, the Provider is engaged in an independent business; and WHEREAS, JWB desires to engage the Provider as an independent contractor to provide, and the Provider desires to provide, the services set forth herein, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, based on the foregoing and the covenants, conditions and promises hereinafter set forth herein, the parties agree as follows:

1.Duties, Term and Compensation. The Provider's duties, term of engagement, compensation and provisions for payment thereof shall be as set forth in Attachment A, B, C and D hereto.

2 Expenses. The Provider will be reimbursed for expenses, in an amount not to exceed \$82,500, incurred in connection with providing services hereunder. The Provider shall supply, at its expense, all equipment, tools, materials, supplies and personnel as required by the Provider to accomplish the designated tasks as related CAS-Carrera model.

3.Expertise. The Provider represents that it has sufficient staff available to perform the services and that all individuals providing services have the licensure/credentials, certifications, background training and experience to perform properly the services to be delivered under this Agreement.

4.Time Devoted to Work; Conduct. JWB will rely on the Provider to devote in such number of hours as is necessary to complete the requirements of this Agreement. The Provider shall, upon the request of JWB, submit data as to the time requirement of services performed or to be performed by the Provider in connection with this Agreement. The Provider will be permitted to engage in any business and perform services for its own accounts, provided that services under this agreement are not compromised.

The Provider shall perform his, her or its services for JWB in accordance with workmanlike and ethical standards applicable and customary to the CAS-Carrera NATC model and profession.

5. Documentation; Cooperation. The Provider agrees to provide all records and other documentation that may be required by any regulatory agency with jurisdiction over the activities of JWB. If such records and other documentation need to be provided, JWB agrees to use its reasonable efforts to provide the Provider with at least ten (10) days' notice with respect to such regulatory request. The parties agree to cooperate with each other in connection with any internal investigations by JWB or the Provider of possible violation of their respective policies and procedures and any third party litigation.

6. Independent Contractor. The Provider is retained by JWB only for the purposes and to the extent set forth in this Agreement. The relationship between JWB and the Provider, during the term of this Agreement, shall be that of client and independent contractor. This Agreement shall not render the Provider an employee, partner or agent of, or joint venture with, JWB for any purpose. No employee or agent of the Provider shall be, or shall be deemed to be, an employee or agent of JWB. The Provider is not authorized to enter into any contract or assume any obligations on behalf of JWB.

JWB shall not withhold any amounts from payments becoming payable to the Provider hereunder for federal, state or other income tax, Social Security or Medicare tax or unemployment tax. The Provider agrees to make all necessary contributions and to pay any and all taxes in accordance with applicable law. The Provider shall, if requested by JWB, provide documentation to JWB evidencing that any and all federal and state employment taxes have been paid. The Provider acknowledges that JWB shall not be required to include the Provider or any employee or agent of the Provider under any applicable workers' compensation insurance program and/or policy. Notwithstanding the foregoing, JWB may, at its option, carry workers' compensation insurance for its own benefit or the mutual benefit of itself and those contractors which are individuals providing the services as described in this Agreement and JWB doing so shall not create any inference of employment, partnership or agency relationship. Neither the Provider nor any employee or agent of the Provider shall have any claim against JWB hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, health or disability benefits, unemployment insurance benefits, worker's compensation or employee benefits of any kind.

7. Intellectual Property. The Provider warrants that it owns or is licensed to use all of the intellectual property that it may transfer to JWB or otherwise include in the goods, services and other deliverables for JWB under this Agreement. All rights of copyright, patent or any other intellectual property in any work which was created by CAS-Carrera NATC or on behalf of JWB, whether solely or jointly with JWB, in the course or as a result of the work performed during the term of this Agreement will belong solely to CAS-Carrera NATC by operation of the "Developer" doctrine. Without limiting the foregoing, JWB hereby assigns all rights, title and interest in such work to CAS-Carrera NATC and, if requested by CAS-Carrera NATC, will execute agreements and instruments that further document such assignment without additional compensation. JWB shall have no ownership or copyright in CAS-Carrera NATC materials, nor in the intellectual property contained therein, nor in the delivery formats, whether electronic, print or any other form. In no event shall JWB take any action or accept any assistance or engage in any activity that would result in any university, governmental body, research institute or other person, entity or organization acquiring any rights of any nature in the results of work performed by or for CAS-Carrera NATC. Notwithstanding the foregoing, all data obtained by JWB as a result of its implementation of the Carrera Summer and After School Program pursuant to this Agreement (including, but not limited to, individual participant level data) is owned by JWB. Thus, JWB will own all data arising out of its implementation of the CAS-Carrera NATC model and has the right to use the data and any other non-trade secret information obtained from CAS-Carrera NATC in any manner it sees fit, including, but not limited to, research, analysis publications and presentations. JWB will share the data with CAS-Carrera NATC, however, JWB maintains ownership to all data obtained by JWB as a result of implementation of the CAS-Carrera NATC model.

8. Program Data. By contract, JWB requires PCHD to adhere to performance measures required by the Office of Adolescent Health OAH and to enter data in the Carrera Management Information System. All agencies receiving funds from JWB are required to enter data into SAMIS (the Service Activities Management Information System owned and operated by JWB) or any other system serving similar purpose as required by JWB in its sole discretion. The Director of Performance Management has approved an exception to this contractual requirement for the Carrera Summer and After-School Program with the understanding, based on previous joint discussion among CAS-Carrera, PCHD, and JWB staff. JWB is granted access to CMIS to access individual-participant level data for individuals participating in the JWB funded Carrera Summer and After School Program. On the basis of this information, JWB is not requiring PCHD to enter data into both JWB's and Carrera's systems. JWB is permitted to use an electronic data interchange process to import individual participant level data for individuals participating in the JWB funded Carrera Summer and After School Program from CMIS into SAMIS (or other similar system as designated by JWB), CAS-Carrera NATC will ensure that data in CMIS is compatible for import into JWB's selected database.

9. Confidentiality. The Provider acknowledges that, during the performance of his, her or its duties hereunder, JWB will have access to and become acquainted with various trade secrets as that term is defined in s. 812.081, F.S. owned or licensed by CAS-Carrera NATC and/or used by CAS-Carrera NATC in connection with the operation of its business (collectively, the "CAS-Carrera NATC Trade Secrets"). JWB agrees that it will not disclose any CAS-Carrera NATC Trade Secrets, directly or indirectly, or use any CAS-Carrera NATC Trade Secrets in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of performing its duties under this Agreement. JWB shall protect the CAS-Carrera NATC Trade Secrets against unauthorized disclosure using the same degree of care, but no less than a reasonable degree of care, as JWB uses to protect its own trade secrets or other information exempt from Florida's public records law. CAS-Carrera NATC acknowledges that JWB is a public entity governed by Florida's Public Records Act, Ch. 119, F.S. CAS-Carrera NATC also acknowledges that pursuant to s.815.045, F.S., trade secret information as defined in s. 812.081, F.S., is exempt from public records law. Thus, any document, whether in hard or electronic format that CAS-Carrera NATC claims is a trade secret as defined by s. 812.081, F.S., must be clearly marked as such by CAS-Carrera NATC so that JWB is aware what document(s) CAS-Carrera NATC claims is/are a trade secret exempt from public records law. CAS-Carrera NATC understands that unless a specific exemption to the public records exists, JWB must, by law, disclose all records in its possession.

JWB agrees to notify CAS-Carrera NATC of any unauthorized use or disclosure of CAS-Carrera NATC Trade Secrets and to take all actions reasonably necessary to prevent further unauthorized use or disclosure thereof. These requirements apply to any subcontractors or agents JWB uses in the performance of the work and services provided hereunder. JWB's obligations in this Section 9 shall not apply to information which (a) is or becomes known to the general public through no fault of JWB or (b) is received by JWB on a non-confidential basis from a third party rightfully in possession of the information and having no direct or indirect obligation of any type to CAS-Carrera NATC with respect to the information.

10. Indemnification. Subject to the limitations set forth in s.768.28, F.S., JWB agrees to indemnify and hold CAS-Carrera NATC and its officers, agents, employees and trustees harmless from any and all suits, claims, legal actions, damages, costs, expenses (including reasonable attorney's fees) or other liability of any kind which may be or has been asserted against CAS-Carrera NATC or any of its officers, agents, employees or trustees by another or others resulting directly or indirectly from (a) JWB's performance or failure to perform pursuant to this Agreement, , or (b) violation of any applicable laws, infringement of third party proprietary and/or intellectual property rights, libel, slander and other torts including with respect to personal injury, bodily injury, property damage and death arising from the negligent or willfully wrongful acts or omissions of JWB or its employees, subcontractors or agents, in

connection with the goods and services provided in connection with this Agreement. CAS-Carrera NATC acknowledges that JWB is a governmental entity and is entitled to sovereign immunity under Florida law and nothing herein is a waiver of JWB's sovereign immunity. CAS-Carrera NATC agrees to indemnify and hold JWB, its officers, directors, agents, employees and trustees harmless from any and all suits, claims, legal actions, damages, costs, expenses (including reasonable attorneys' fees and costs) or other liability of any kind which may be or has been asserted against JWB or any of its officers, directors, agents, employees or trustees by another or others resulting directly or indirectly from (a) CAS-Carrera NATC's performance or failure to perform pursuant to this Agreement, or (b) violation of any applicable laws, infringement of third party proprietary and/or intellectual property rights, libel, slander and other torts including with respect to personal injury, bodily injury, property damage and death arising from the negligent or willfully wrongful acts or omissions of CAS-Carrera NATC or its employees, subcontractors or agents.

11 Insurance. Where the Provider requires the use of a vehicle in the performance of work under this Agreement, the Provider shall, at all times during the term hereof and at its own expense, keep in full force and effect automobile insurance, in amounts acceptable to JWB, for property damage, bodily injury and/or death with limits of no less than \$500,000 each person for bodily injury and \$500,000 each person for property damage. The Provider shall provide JWB with certificates of insurance evidencing the aforesaid coverage, prior to commencing services pursuant to this Agreement.

A.For Incorporated Providers: In addition to worker's compensation, as required by law, the Provider shall carry commercial general liability insurance in the minimum amount of three million dollars (\$3,000,000.00), covering all of the Provider's activities related to this Agreement. The Provider's liability policies shall name JWB as an additional insured. The Provider shall provide JWB with certificates of insurance evidencing the aforesaid coverage, prior to commencing services pursuant to this Agreement.

B.For Professional Providers: The Provider shall also carry comprehensive professional liability insurance in the minimum amount of one million (\$1,000,000.00) dollars, covering all of the Provider's activities related to this Agreement. The Provider shall provide JWB with certificates of insurance evidencing the aforesaid coverage, prior to commencing services pursuant to this Agreement.

The amounts of insurance required to be obtained by the Provider pursuant to paragraph 11 shall not constitute a limitation on the indemnification obligations of the Provider.

12. Termination. CAS-Carrera NATC may terminate this Agreement for "Cause," after giving JWB written notice of the reason. Cause means: (a) JWB has breached the provisions of Section 9 hereof in any respect, or materially breached any other provision of this Agreement and the breach continues for 30 days following receipt of a notice from CAS-Carrera NATC; (b) JWB has committed fraud, misappropriation or embezzlement in connection with this Agreement.

Except as provided in subparagraphs A and B below, this Agreement may be terminated by JWB without cause upon no less than thirty (30) days' notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. In addition, JWB may terminate this Agreement as follows:

- A. Funds are currently provided to JWB for Provider services via the Department of Health and Human Services, Office of Adolescent Health, and Grant No. 5 TP1AH000015-03-00. In the event funds to finance this Agreement become unavailable, JWB may terminate the contract upon no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. JWB

shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide 30 days' notice for Termination for Lack of Funds. JWB shall be the final authority as to the availability of funds and extension notice beyond the minimum time herein stated.

- B. In addition to the rights set forth in paragraph 11.A. above, JWB may terminate this Agreement for "Cause" after giving Provider notice of the reason. Cause means (a) CAS Carrera NATC has materially breached any provision of this Agreement and the breach continues for 30 days following receipt of a notice from JWB or (b) CAS-Carrera NATC has committed fraud, misappropriation or embezzlement in connection with this Agreement.

In the event of termination of this Agreement Provider will only be entitled to payments for work performed up to the termination date and any amounts advanced to the Provider for which satisfactory work has not been completed shall be refunded to JWB. Upon termination or expiration of this Agreement, the Provider shall deliver to JWB a written report of work completed and the status of the project, together with any records or other property belonging to JWB. The obligations of the Parties pursuant to Sections 7, 9, 10 and 13 hereof and this Section 12 shall survive the termination or expiration of this Agreement.

13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to conflicts of law principles. Venue for any dispute hereunder will be the Circuit Court for the 6<sup>th</sup> Judicial Circuit, Pinellas County, Florida or the United States District Court for the Middle District of Florida, Tampa Division.

14. Equitable Relief. Without limiting the remedies available to JWB, the Provider hereby agrees that damages at law would be an insufficient remedy to JWB in the event that the Provider breaches any of the provisions of this Agreement and that JWB shall be entitled to injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by the Provider. The various rights and remedies of JWB under this Agreement or otherwise shall be construed to be cumulative, and no one of them shall be exclusive of any other or of any right or remedy allowed by law.

15. Arbitration: All controversies, claims or disputes arising out of or relating to this Agreement shall be resolved by binding arbitration pursuant to the American Arbitration Association, Commercial Arbitration Rules, Expedited Procedures, with only one arbitrator to be selected in accordance with the Commercial Arbitration Rules, Expedited Procedures. Judgment upon such award rendered by the single arbitrator shall be final and may be entered in a court of competent jurisdiction as set forth in paragraph 13. Any arbitration will occur in the venue set forth in paragraph 13.

15. Notices. For all purposes of this Agreement, notices and all other communications under or in connection with this Agreement shall be deemed to have been duly given when delivered or mailed by United States certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

If to JWB:	Name:	Starr Silver, Ph. D., Principal Investigator
	Title:	Teen Pregnancy Prevention Program Replication and Director of Resource Development
	Company:	JWB Children's Services Council of Pinellas County
	Address:	14155 58 <sup>th</sup> Street North
	Address:	Clearwater, FL 33760

If to CAS-Carrera NATC Name: Dr. Michael Carrera  
Title: V.P of Adolescence & Dir. Carrera Adolescence  
Pregnancy Prevention Program  
Company: The Children's Aid Society  
Address: 350 East 88<sup>th</sup> Street  
Address: New York, NY 10128

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

16.Amendment; Waiver. No amendment, change, modification or waiver of this Agreement shall be valid unless in writing and signed by the parties hereto. No waiver by one party hereto of any provision hereof or any breach of this Agreement by the other party shall be deemed a waiver of any other provision or subsequent breach, nor shall any such waiver constitute a continuing waiver.

17.Headings. Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

18.Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be executed by facsimile signatures, and such signatures shall be deemed to be originals.

19.Severability. If any provision of this Agreement, or any portion thereof, is held to be invalid or unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

20.Entire Understanding. This Agreement, including the exhibit(s) attached hereto, constitutes the entire understanding and agreement of the parties as to the subject matter of this Agreement, and any and all prior agreements, understandings and representations not expressly set forth in this Agreement are of no further force and effect.



IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first written above.

THE CHILDREN'S AID SOCIETY

Juvenile Welfare Board of Pinellas County

By: \_\_\_\_\_

Name: Dr. Michael Carrera  
Title: Vice President of Adolescence  
Program and Director of Carrera  
Adolescent Pregnancy Prevention  
Program, The Children's Aid Society

By: \_\_\_\_\_

Name: D. Gay Lancaster  
Title: Executive Director

## ATTACHMENT A: PAYMENT TERMS



Carrera

### Adolescent Pregnancy Prevention Program

#### COMPENSATION:

As full compensation for the services rendered pursuant to this Agreement, JWB shall pay CAS - CARRERA the agreed contract amount of \$82,500, in four equal payments of \$20,625. CAS-Carrera NATC will receive from JWB, an initial payment of \$20,625 - upon execution of this agreement. Three subsequent payments of \$20,625 each will be made upon receipt of an invoice from CAS-Carrera NATC. Said invoice periods are as follows: September 1 to December 31, 2012, January 1 to April 30, 2013, and May 1 to August 31, 2013. Invoices shall be submitted in a standard format please see attached. Additional services by CAS-Carrera will require an amendment letter to this agreement to be signed by both parties.



## ATTACHMENT B: SCOPE OF SERVICES



# Carrera Adolescent Pregnancy Prevention Program

### The Children's Aid Society (CAS)-Carrera Adolescent Pregnancy Prevention Program Scope of Services Related to Ongoing Training, Technical Assistance and Support for CAS-Carrera NATC Replication(s)

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The CAS-Carrera NATC National Accreditation Training Center (NATC) will provide intensive ongoing technical assistance (TA), training, and support related to the maintenance of CAS-Carrera NATC replication(s). For the purposes of this contract, Pinellas County Health Department (PCHD) is the replication site, and the program is the Carrera Summer and After School Program. The following outlines the scope of services and overall fidelity management that the NATC will provide to PCHD and JWB. The core areas of support are detailed in the outline below.

- Assist site in components where the Carrera Summer and After School Program requires additional support. This is to be based on review of performance metric data conducted by the Fidelity Manager (R. Hobson) and in conjunction with Greg Denizard, Associate Director of Operations for CAS-Carrera.
  - Explore considerations for Saturday programming
- Component Planning
  - Assist site in developing entrepreneurial activities
  - Assist site in sustainability goals, objectives, and activities.
  - CAS-Carrera will continue to provide support for the achievement of component milestones and high quality engagement in component. This includes:
    - Ongoing support (in the form of scheduled webinars, national and individualized conference calls, and on site/distance learning) from Component Specialists for FLSE, Mental Health, Job Club, Education, and Medical and Dental Services. Specific topics and/or training will be tailored to program needs and will be developed/determined through mutual collaboration with the site Program Director, the Fidelity Manager, and CAS-Carrera leadership.  
Job Club: engagement through entrepreneurship; planning for world to work exposures; maximizing summer opportunities for community service; FLSE: monthly national topical conference calls; assistance in pre/post test survey assessments; TA for curriculum implementation; case conferencing  
Mental Health: case conferences/consultation; support for Power Group implementation; support for cross component collaboration  
Education: support for best practices in utilization of IAP in reaching academic goals; quality engagement in the education component  
Medical and Dental Services: support for the provision of medical and dental services; TA/consultation provided as needed

Lifetime individual Sports: support for the ongoing implementation of robust LIS activities; TA/consultation provided as needed

Self Expression: support for the ongoing implementation of robust LIS activities; TA/consultation provided as needed

#### CAS-Carrera NATC Performance Management Evaluation

- Orient/acclimate site to information related to the CAS-Carrera NATC program milestones, evaluation protocols and the Carrera Management Information System (CMIS) that has been developed since August 31, 2012.
- Provide relevant ongoing training on CMIS utilization, provided that new information and/or functionality has been developed since August 31, 2012.
- Provide ongoing support to the program site, designated JWB/PCHD staff, and researchers on data review and reconciliation, formal reports, and performance metrics “dashboards”; this includes weekly generated CMIS reports on attendance data and customized reports for program purposes (user log in, service module utilization, etc.)

#### **I. Program Training and Technical Assistance (TA) Activities**

CAS-Carrera NATC will organize orientations and trainings at the National Accreditation Training Center (NATC) in New York, the North Carolina offices, and/or locally to ensure that new staff are appropriately acclimated to the model’s core principles and philosophy and are sufficiently trained to be able to expertly execute the model as prescribed by their role. In addition, NATC staff will provide TA for effective program delivery and overall problem solving on program components and participant engagement and retention.

Considerations are as follows:

- NATC orientations:
  - History, mission, and guiding principles: CAS-Carrera NATC core values and philosophy
  - Logic model
  - Holistic definitions of sexuality
  - Component overview and milestones
  - Overview of CAS-Carrera NATC’s performance management system
- The NATC will provide pre service and ongoing in service trainings, to include:
  - Component staff trainings on relevant curricula
  - Roles and responsibilities for all program staff
  - Conduct regularly scheduled monthly maintenance meetings for component staff
  - Establish regularly scheduled meetings with agency leadership to discuss and share best practices and participate in problem solving
  - National conference calls with CAS-Carrera and members of the CAS-Carrera management team on topics relevant to program/service delivery

## II. Ongoing TA, Support, and Training for Program Maintenance Year 3

CAS-Carrera NATC will provide ongoing technical assistance (TA), Support, and Training to PCHD to ensure program fidelity. This is achieved through regularly scheduled on-site and telephone TA, supervisions, and support to PCHD. The NATC will provide at least (2) staff trainings and (2) maintenance meetings quarterly and will provide the agenda for each meeting to Jennifer Artiaga (jartiaga@jwbpinellas.org). NATC also will provide at least two (2) scheduled quarterly TA, support, and supervisory contacts. Additionally, the CAS-Carrera NATC designated leadership team will be in regular contact with PCHD weekly by telephone, email, conference call, and/or visits.

- The configuration of designated leadership team(s) members referenced above related to and/or may be comprised of different staff based on specific site need or related expertise. Below is a general categorization of CAS-Carrera staff who have and/or will be interfacing with the JWB program site directly and/or develop content include:
  - CAS-Carrera Sr. Leadership: Dr. Michael Carrera, Director; Shelia Reich, Sr. Assistant Director of National Implementation; Greg Denizard, Associate Director for Operations; and Monique Weekes, Sr. Assistant Director of Finance
  - Content Specialist(s): FLSE Content Specialist; Mental Health Content Specialist; Education Content Specialist; and Job Club Content Specialist; Medical and Dental Services Manager
  - IT/Web based Training: Serosh Shahid, Data Analyst;
  - Fidelity Management: RONALDA HOBSON, Fidelity Manager

### Annual Program Planning:

Annual Program Planning for Year IV will be formally initiated in Q2/Q3 through the Fidelity Manager and site specific component planning and review. Key topics are highlighted below and will focus on age and stage specific considerations; ***this is illustrative and not exhaustive. CAS-Carrera will provide any additional TA on site specific identified topics and will also provide ongoing trainings for all OAH Carrera grantees:***

- Analysis and Review of Annual CMIS Performance Metrics (Greg Denizard, Sr. Associate Director of Operations, Shelia Reich, Sr. Assistant Director)
- Year In Review: Review of Lessons Learned for Year IV; Planning for Summer Program; and Planning Programming for the 7<sup>th</sup> Grade Cohort (RONALDA HOBSON, Fidelity Manager)
- Managing Attrition and Strategies for Long Term Engagement (RONALDA HOBSON, Fidelity Manager)
- Curriculum Planning for Program Components
  - 7<sup>th</sup> Grade Curriculum for FLSE – Jean Workman, FLSE Content Specialist
  - 7<sup>th</sup> Grade Curriculum for FLSE for Parents FLSE – Jean Workman, FLSE Content Specialist
  - 7<sup>th</sup> Grade Power Group – Nicole Sanders, Mental Health Content Specialist
  - 7<sup>th</sup> Grade Junior Achievement Curriculum – JA Office, RONALDA HOBSON, Fidelity Manager, and Carrera Job Club Content Specialist
- The venue through which program planning topics will be shared will be varied in format and will be determined/scheduled in conjunction with the site. Formats include site visits, conference calls, webinars/distance learning, and/or local/regional trainings. Assist PCHD in ensuring that program plans and site activities are consistent with the CAS-Carrera NATC model

and the age and stage development of program participants. JWB and PCHD understanding of this model is based on training provided by CAS-NATC on model components and program philosophy. JWB and PCHD also are using the description of the Carrera program as outlined in the article, "Preventing pregnancy and improving health care access among teenagers: An evaluation of the Children's Aid Society—Carrera program" (Philliber, Kaye, Herrling, and West, published in *Perspectives on Sexual and Reproductive Health* 34: (5), Sept/Oct 2002, p. 244-251 as the model that is to be replicated.

CAS-Carrera has provided to JWB and all OAH Carrera Grantees the following documents in writing which articulate core aspects of the program model and best practices for program replications:

- "Lessons for Lifeguards"
- Overview of the CAS-Carrera Program
- Core Beliefs/Principles and Philosophy
- FIRMTH and More on FIRMTH
- Holistic Definition of Sexuality
- Component Overviews: Component Descriptions and Related Milestones
- Carrera Management Information System Overview
- Program Launch Timeline
- Carrera Program Site Selection Guidance
- Sample Carrera Program Rotation Schedule
- Carrera Staffing Considerations and Sample Job Descriptions
- Evaluation Data/Documents:
  - Statistically Significant Research Findings
  - Education Related Outcomes
  - Coalition for Evidenced-Based Policy: Evidence Summary for Carrera Adolescent Pregnancy Prevention Program
- Fidelity Management
- Communicating About Carrera
- Establishing a Carrera Cohort
- Job Club: Exposing Young People to the World of Work (PowerPoint)
- Family Life and Sexuality Education: An Above the Waist Approach (PowerPoint)
- Education: Helping Young People Achieve their Academic Goals (PowerPoint)
- Share best practices as identified by national CAS-Carrera NATC network
- Continued cultivation of stakeholder support for local programming

#### Component TA and Training Support:

NATC staff will provide ongoing TA, training and problem solving related to the program components

- Ongoing training on the implementation of relevant program curricula and protocols
  - Activities completed by: Content Specialist and Fidelity Manager
- Overall support for the achievement of program milestones
  - Support provided by: Sr. Leadership Team (as previously referenced), Content Specialists, IT Data Analyst, and Fidelity Manager
- On site observations of program components with the objective of sharing best practices to enhance service delivery to program participants
  - Fidelity Manager and Content Specialists
- CAS-Carrera will provide observations to the Program Director (and any other designated staff as requested) who will upload the forms into Share Point.

#### Review of Performance Management Metrics and Analysis of Program Trends:

- Overall adherence to prescribed data collection and programmatic reporting requirements (monthly program/component reports)

JWB currently receives weekly attendance reports. The NATC will develop requested monthly reports (gender, attrition, services, etc.) by December 31, 2012. The Fidelity Manager in conjunction with Greg Denizard will provide and review performance metric data with PCHD on at least a monthly basis.

- Accurate and timely reporting of attendance and analysis of current trends
  - Review of component milestones/pacing toward achieving prescribed program objectives
  - Review of participant retention/and engagement strategies

The Fidelity Manager in conjunction with Greg Denizard provides/reviews with PCHD in an ongoing fashion/ monthly reporting.

Attendance will be reported to take into account each youth's date of entry into the program.

- Review of Staffing
  - Assist in the ongoing assessment of current staffing pattern and development of professional development/training plans
  - Review of roles and responsibilities

The Fidelity Manager reviews with the Program Coordinator in an ongoing fashion, staffing issues relative to new hires and/or ongoing professional development for current staff.

#### Monthly Maintenance Meetings and Quarterly Professional Development Workshops

- CAS-Carrera NATC will assist PCHD in developing and implementing monthly component meetings to share best practices and provide relevant component specific trainings
- CAS-Carrera NATC will assist PCHD in developing a quarterly calendar of professional development activities on relevant themes for all program staff



CAS-Carrera, coordinated efforts of Greg Denizard, Sr. Associate Director of Operations for CAS-Carrera, will work with JWB and the Pinellas County Health Department- to develop a mutually agreed upon system level access for non-confidential information and reports.

Provide program observation and monitoring for fidelity to the CAS-Carrera NATC model through a site-dedicated Fidelity Manager (job description in Attachment D).

#### OAH Program Observation Form for TPP Grantees

- As has been approved by OAH, CAS-Carrera will complete a minimum of 20 observation forms per year (approximately 5 per quarter). These observations are shared with the program site (Program Director and/or additional JWB staff as directed by JWB). JWB will share findings with OAH as prescribed by the funding entity.

#### CAS-Carrera Fidelity Monitoring

- The Fidelity Manager meets weekly with the Program Director. Objectives for site visits/site level meetings are referenced in the Scope of Work and Fidelity Manager Job description. Site visits/Program Director Meetings objectives are also tailored to reflect emerging needs as identified by the Program Director and/or designated JWB Staff. Monthly assessments are reflected in the following format:
  - Program Highlights/Emerging Issues
  - Program Site/Space
  - Staffing
  - Component Review
  - Outreach
  - Challenges
  - Need for NATC Supports
  - CMIS Status Update
  - Training and TA Requests/Recommendations
  - Next Steps

This information is shared monthly with the JWB management team ([jartiaga@jwbpinellas.org](mailto:jartiaga@jwbpinellas.org)) and the Program Coordinator, Susan Jenkins.

CAS-Carrera shall work collaboratively with JWB\_PCHD on evaluation. JWB will share with PCHD and CAS-Carrera JWB's evaluation plans, research methodology, and timeline in advance of implementation that is planned or occurs after the date this contract is executed. Evaluation documents intended for dissemination to the JWB Board of Directors and/or the public will be shared in advance of actual dissemination.

CAS- Carrera agrees to routinely analyze all Philliber Survey Instruments provided by JWB and provide in writing the results within three weeks from the time of receipt, provided data does not need to be reconciled (e.g., missing information, additional surveys subsequently submitted for absent

students, etc.). If reconciliation of data is necessary, JWB acknowledges the time frame for receiving results may be longer than three weeks from time of receipt.

CAS- Carrera agrees to acknowledge requests for information from the Project Director and/or Program Coordinator within 48 hours and to respond to questions and/or inquiries from the Project Director and/or Program Coordinator within 3-5 business days of the request. Jennifer Artiaga, Senior Contract Manager, will be copied on all email communications (Jartiaga@jwbpinellas.org). Members of the CAS-Carrera team frequently travel; a 48 hour response time will account for any unforeseen challenges or delays in replying. CAS-Carrera will “reply – all” on email communications generated from or as designated by JWB.

**III. Fidelity Management<sup>2</sup>**

- As related to the Scope of Work, the following reflect (written) deliverables for Fidelity Management:
  - Completion of OAH Observations
  - Weekly site visit meeting agendas
  - Monthly program assessment forms
  - Monthly Training Calendar

JWB will have access to these documents (I.e, a copy will be maintained at the Enoch Davis Center).

**IV. Coordination with CMIS of OAH-required Performance Measure data collection and reporting**

## ATTACHMENT C: MOU



# Carrera Adolescent Pregnancy Prevention Program

### The Children's Aid Society CAS-Carrera Adolescent Pregnancy Prevention Program and Pinellas County Department of Health and Juvenile Welfare Board of Pinellas County Memorandum of Understanding for the Launch and Maintenance of CAS- Carrera Program Replications

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The Children's Aid Society Carrera Adolescent Pregnancy Prevention Program ("CAS-Carrera NATC.") and Pinellas County Health Department (PCHD) agree to assume and perform the roles and responsibilities associated with the implementation and maintenance of (a) CAS-Carrera NATC program replication(s) for the time period September 1, 2012 to August 31, 2013.

It shall be duly noted JWB has contracted with the Pinellas County Health Department ("PCHD") for direct service provision of the CAS-Carrera NATC Adolescent Pregnancy Prevention Model, known locally as the Carrera Summer and After-School Program. JWB will monitor PCHD's compliance with this MOU and will report to CAS-Carrera NATC any areas of non-compliance identified by JWB.

If CAS-Carrera becomes aware of any breach or foreseeable breach through the course of their TA with PCHD, CAS-Carrera NATC will notify Jennifer Artiaga, JWB Sr. Contract Manager, of this.

The MOU is comprised of three sections:

- Joint Responsibilities of PCHD and CAS-Carrera NATC
- Responsibilities of CAS-Carrera NATC
- Responsibilities of PCHD

#### **I. Joint Responsibilities of PCHD and CAS-Carrera NATC**

1. Structure and facilitate meaningful communication between PCHD and the CAS-Carrera program staff to discuss all issues pertaining to the planning and implementation of the program.
2. Ensure that all CAS-Carrera program staff are hired and trained in the program model prior to the implementation of the program. This will be done through collaborative efforts of CAS-Carrera and PCHD.
3. Ensure that CAS-Carrera staff participates in regular training, monthly maintenance meetings, and scheduled supervision.
4. Work collaboratively to ensure that all medical and dental appointments for participants are fulfilled in a timely fashion in conjunction with CAS-Carrera medical and dental staff. Following all establish protocols.

5. Work collaboratively to develop a consistent Saturday (where possible) and mandatory summer programming for CAS-Carrera participants. Following all established protocols
6. Participate in regularly scheduled monthly meetings with CAS-Carrera staff to discuss program development needs.
7. Ensure that program component milestones are achieved within the timeline established in conjunction with the CAS-Carrera central staff. These milestones include:
  - Education: Daily and Saturday homework help, remediation, and enrichment with trained teachers and tutors driven by Individual Academic Plans (IAP) for each participant;
  - Employment: Weekly exposure to the “world of work,” including earning stipends, opening bank accounts, exploring career choices, and participating in entrepreneurial projects;
  - Family Life and Sexuality Education (FLSE): Weekly comprehensive, scientifically accurate sexuality education sessions taught in an age-appropriate fashion by a trained professional;
  - Self-Expression: Ongoing exposure music, dance, writing and drama workshops led by theater and art professionals, where children can discover talents and build self-esteem at least two exposures annually;
  - Lifetime Individual Sports: A program emphasizing sports that build self-discipline and can be played throughout life, including golf, squash, swimming, and others at least two exposures annually;
  - Full Medical and Dental Care: Comprehensive, no cost medical and dental services provided in partnership with local providers following medical and dental protocols developed by CAS-Carrera;
  - Mental Health Services: Weekly discussion groups led by certified social workers; individual counseling, case management, and crisis intervention as needed.
8. Early alerts must be communicated if the partnership is not progressing as planned; intensive problem solving efforts should be used to course correct when challenges are identified. Use of outside mediation should be utilized if serious problems or concerns exist which may jeopardize services to the young people, program health, and overall progress.
9. Should it be jointly determined that dissolving the partnership is necessary, a plan for disengaging should not be abrupt and should reflect exhaustive problem-solving approaches and attempts that are mindful of the disruption to young people and to program.
10. Under CAS-Carrera leadership PCHD will work collaboratively to assure modest evaluation is implemented annual at site.

## **II. Responsibilities of CAS-Carrera NATC**

1. Advise and assist in fundraising as needed ensuring the acquisition of revenues necessary to meet specialty needs and rich program activities not covered by the grant.

2. Facilitate the planning and implementation of CAS-Carrera programming. Provide on-going and regularly scheduled on-site technical assistance, training, support, and supervision of the CAS-Carrera program and staff.
3. Deliver pre-service, in-service, and on-going training and professional development to CAS-Carrera staff throughout the duration of the relationship.
4. Facilitate the posting, screening, and selection of CAS-Carrera staff in conjunction with agency leadership and program staff.

### **III. Responsibilities of PCHD**

1. Ensure the implementation of the fully evaluated CAS-Carrera program model as developed by CAS-Carrera and agreed to by both parties with no modifications or adaptation to the overall evaluated program model or its implementation and operation.
2. Staff CAS-Carrera replications as outlined in CAS-Carrera Job Description document which is attached. Remain fully staffed in all CAS-Carrera components throughout the academic year and summer. Dedicated staff will work exclusively for the CAS-Carrera program. Ensure that all applicable local and state requirements for staff clearances are met.
3. Ensure timely and appropriate training and utilization of the Carrera Management Information System (CMIS) for data and performance management and program reporting purposes as guided by the CAS-Carrera central staff.
4. Ensure that all procedures and regulations for student safety, student pick-ups and transportation, parent consents, field trips, food, and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.
5. Provide appropriate/adequate in-kind space for program components and for all CAS-Carrera site staff; ensure adequate IT supports.
6. Include CAS-Carrera staff in all relevant agency led/coordinated professional development opportunities.
7. Maintain average daily attendance and annual retention at 85 percent and provide the program management team with detailed information on each child the program deems no longer eligible to be retained.

The Children's Aid Society - Carrera Adolescent Pregnancy Prevention, Pinellas County Department of Health and Juvenile Welfare Board of Pinellas County.

Agreed on this day, September 1, 2012, by  
(Month/day/year)

\_\_\_\_\_  
Vice President of Adolescence Program and Director  
of Carrera Adolescent Pregnancy Prevention Program,  
The Children's Aid Society, Dr. Michael A. Carrera

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Director of the Pinellas County Health  
Department, Claude Dharamraj, MD, MPH, FAAP

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Executive Director of the Juvenile Welfare Board  
D. Gay Lancaster

\_\_\_\_\_  
Signature of Director

**Attachment D**  
**Position Description: Consultant/Fidelity Manager**  
**St. Petersburg, FL**

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The Children’s Aid Society (CAS) – Carrera Program is an evidenced-based, primary adolescent pregnancy prevention program implementing replications in New York City and in other geographies across the county. The CAS-Carrera program has been designated as a “Top Tier” evidenced based program by The Coalition for Evidence-Based Policy and has the distinction of being among the model programs funded by the U.S. Health and Human Services’ (HHS) Office of Adolescent Health; of the 75 grantees that were awarded a total of \$75 million, nine agencies representing eight states were selected to launch the CAS-Carrera model in their communities. Through a unique and innovative partnership, CAS-Carrera will provide intensive, ongoing technical assistance (TA), training, and overall fidelity management to those agencies across the country successful in securing 5-year HHS funding for CAS-Carrera replications.

**POSITION: Fidelity Manger for St. Petersburg, FL**

CAS-Carrera is seeking to hire a part time Consultant in the capacity of Fidelity Manager for the duration of the grant period to provide ongoing TA, training, and support to a program replication in St. Petersburg, FL. Reporting to the Assistant Director for National Implementation, the Fidelity Manager will be responsible for ensuring strict replication site fidelity to the CAS-Carrera program components and philosophy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work in conjunction with CAS-Carrera senior staff and the designated agency to implement the strategy and timeline associated with key aspects of a best practices Carrera program launch and maintenance for this 5-year HHS supported initiative;
- Participate in regular planning sessions and joint problem solving with the leadership of CAS-Carrera, the designated agency, and other relevant stakeholders;
- Conduct weekly site visits and quality assurance reviews of CAS-Carrera replications with National Training Center (NTC) and agency leadership;
- Provide primary TA, training, and support to the Program Director(s) and lead agency staff; assist in identifying and providing opportunities for ongoing training and professional development;
- Assist CAS-Carrera in ensuring that the roles and responsibilities outlined and assumed by stakeholders and highlighted in partner agreements/MOUs are performed;
- Provide CAS with an on-going analysis of local and regional demographic trends and policy initiatives impacting the Carrera program;
- In collaboration with the Assistant Director, develop and maintain a comprehensive training calendar for designated program sites, including professional development workshops, monthly component maintenance, and technical assistance workshops for program staff and leadership;
- Ensure timely data entry/collection, packaging, and forwarding of required research data, and site reports; ensure appropriate documentation and reporting on the program’s IT/performance management system;

- Prepare reports for the CAS-Carrera NTC highlighting site-based activities per approved reporting schedule.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- A Master's degree in a human services, public health, or relevant field;
- Must be able to travel CAS-Carrera training offices in North Carolina and New York;
- Five years of progressive administrative/management experience; solid experience in program start up and maintenance;
- Five years experience providing direct services to young people (ages 10-18);
- Strong communication (oral and written), organizational and interpersonal skills; ability to communicate and/or formally present on behalf of CAS-Carrera to a range of stakeholders;
- Proficiency with data management systems and the ability to generate high quality reports using various computer software applications.