

AMENDMENT

It is agreed between the State of Vermont, Department of Vermont Health Access (hereinafter called "State") and Primacy Care Development Corporation (PCDC) (hereinafter called "Contractor") with principal place of business in New York, NY that the contract dated January 1, 2016 is to be amended July 1, 2016 as follows:

1. By striking out on page 1, item #3 of the Base agreement, and inserting in lieu thereof the following revised item #3:

3. Maximum Amount: In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$321,450.

Work performed between July 1, 2016 and the signing or execution of this agreement that is in conformity with Attachment A may be billed under this agreement.

2. Attachment A: By striking out the introduction sentence under Section III. Deliverables, A. In-Person Training Sessions, and inserting in lieu thereof the following revised introduction sentence:

III. Deliverables

The Contractor will offer the following instructional programs to cover the topics and formats listed below. Final decisions will be made on topics after consultation with the State.

A. In-Person Training Sessions

Four sessions of 3-day, in-person introductory care coordination training for up to 60 participants (up to 240 participants in total):

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3. Attachment A: By striking out the table under Section IV. Budget, and inserting in lieu thereof the following revised table:

Activity/Deliverable	Amount
One (1) or two (2) remote planning sessions in January 2016	\$8,500
Eight (8) bi-weekly, 1-hour planning calls between January and March 2016	\$8,700
Updates to Contractor's Care Coordination Fundamentals course to align with client preferences	\$12,600
Four (4) 3-day, in-person training sessions on Category 1 topics for up to 240 participants. Fee is not subject to change if there are	\$115,400

fewer than 240 participants.	
Development of new curriculum	\$18,900
Five (5) webinars	\$21,000
One (1) 2-day, in-person Advanced Care Coordination training session on Category 3 topics for up to 40 participants. Fee is not subject to change if there are fewer than 40 participants.	\$29,250
One (1) 1-day, in-person Care Coordination training session for Managers and Supervisors for up to 40 participants. Fee is not subject to change if there are fewer than 40 participants.	\$25,000
One (1) 2-day in person Train-the-Trainer workshop for up to 40 participants. Fee is not subject to change if there are fewer than 40 participants.	\$29,500
Clearinghouse Management and Logistics	\$12,600
Project management/client check in meetings between March 2016 and December 2016	\$12,600
Travel	\$27,400
Project Total	\$321,450

4. Attachment A: By striking out 4. Deliverable 4 in Section IV. Budget, and inserting in lieu thereof the following revised Deliverable 4:

- 4. Deliverable 4:** Four (4) 3-day, in-person training sessions on Category 1 topics for up to 240 participants.
- a. Training Delivery – Contractor will provide 4 staff (3 trainers and 1 coordinator) to deliver four (4), 3-day trainings at a location determined by State. Contractor will not be responsible for paying for facilities or other expenses related to hosting events. The deliverable price includes Contractor’s travel time to and from the event. Approximately 80 days including 32 days of travel.
 - b. Curriculum Development including production of curriculum booklets and day-of materials for 240 participants. Approximately 6 days.

5. Attachment A: By striking out the table on page 11 and the 2nd table on page 14 under Phase 2: Training and Delivery in Section V. Timeline, and inserting in lieu thereof the following revised tables (*italics added to show changes within tables*):

Phase 2: Training Delivery

March 1, 2016 – December 31, 2016 (10 months)

Mode of Instruction	Number of participants	Times offered and prep hours involved	Description
<p>Introductory Care Coordination training</p> <p>3 day in person training on Category 1 topics</p> <p>Development of new curriculum for Category 1 topics</p>	<p>Up to 60 per session</p>	<p>March, May, July, August</p> <p><i>Four, 3 day sessions (March, May and July to be delivered in three parts of the State; e.g., Day 1 repeated in three locations on consecutive days in March; Day 2 repeated in three locations on consecutive days in May; Day 3 repeated in three locations on consecutive days in July. August training to be delivered days 1-3 on three consecutive days in one location.</i></p>	<ul style="list-style-type: none"> • Day 1: <ul style="list-style-type: none"> ○ Introduction to care coordination ○ Principles of team based care ○ Outreach and engagement ○ Conducting comprehensive assessments • Day 2: <ul style="list-style-type: none"> ○ Communication skills ○ Bias, culture and values ○ Accessing community and social supports ○ Transitions of care, home visits, and supporting care givers • Day 3: <ul style="list-style-type: none"> ○ Development and implementation of care plans ○ Motivational Interviewing ○ Health coaching ○ Professional boundaries <p>Research and development of curriculum in the following topic areas with details and specific related to the Vermont care management program(s):</p> <ul style="list-style-type: none"> ○ Outreach and engagement ○ Conducting comprehensive assessments ○ Development and implementation of care plans <p>14 hours to develop each 1-hour class (each of the 3 bullets immediately above represent a 1-hour class) 14 x 3 = 42 hours curriculum development for these 31 hour classes</p>
<p>Webinars</p>	<p>Up to 500 participants.</p> <p>Webinars will be hosted on Contractors</p>	<p>Bi- Monthly April, June, August, October, December</p> <p>Five, 1 hour webinars</p>	<ul style="list-style-type: none"> • Using data to identify people needing services • Principles of person centeredness • Care coordination by phone • Coordinating care for patients with specific chronic conditions such as DM, HTN, heart disease, asthma, and HIV and mental illnesses

Mode of Instruction	Number of participants	Times offered and prep hours involved	Description
	website afterwards for unlimited viewing.	14 hours of curriculum development time per webinar 5 x 14 = 70 hours	<ul style="list-style-type: none"> • Navigating the insurance system • Risk stratifying patient panels • Disability awareness and competency • Trauma informed care, crisis management and suicide prevention • Palliative and end of life care

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July – Dec. 2016	July	August	September	October	November	December
Event	3 sessions of Introductory Care Coordination Training, Day 3. Curriculum development Check-in phone meeting(s) as needed	Webinar 3 <i>1 Session of Introductory Care Coordination Training Days 1-3 (3 consecutive days).</i> Check-in phone meeting(s) as needed	Advanced Care Coordination Training (2 consecutive days). 3 sessions of Disability Competency Training, Day 3. Check-in phone meeting(s) as needed	Care Coordination for Managers and Supervisors Training (1 day). Webinar 4 Check-in phone meeting(s) as needed	Train-the-Trainer training (2 consecutive days) Check-in phone meeting(s) as needed	Webinar 5 Evaluation

6. Attachment A: By striking out Section VI, and inserting in lieu thereof the following revised Section VI:

VI. The Contacts for this Award are as Follows:

	<u>State Fiscal Manager</u>	<u>State Program Manager</u>	<u>Contractor</u>
Name:	Leah Korce	Erin Flynn	Michael Rosen
Phone #:	802-242- 0243	802-654-8920	212-437-3946
E-mail:	leah.korce@vermont.gov	erin.flynn@vermont.gov	mrosen@pcdc.org

7. Attachment B: By striking in its entirety with the following revised version:

**ATTACHMENT B
 PAYMENT PROVISIONS**

The maximum dollar amount payable under this agreement is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually performed as specified in Attachment A up to the maximum allowable amount specified in this agreement. State of Vermont payment terms are Net 30 days from date of invoice, payments against this contract will comply with the State’s payment terms. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are included in this attachment. Work performed between July 1, 2016 and the signing or execution of this agreement that is in conformity with Attachment A may be billed under this agreement. The following provisions specifying payments are:

1. This contract is funded by federal grants and is subject to federal approval by the Centers for Medicare and Medicaid Innovation (CMMI). No reimbursement shall be provided under this agreement without federal approval for the task, service, or product for which reimbursement is claimed. The maximum amount payable under this contract for services and expenses shall not exceed \$321,450.
 - a. In December 2015, the State received federal approval for the time period January 1, 2016- June 30, 2016 in the amount of \$123,500.
 - b. In February 2016, the State sought federal approval for the time period January 1, 2016 – June 30, 2016 in an additional amount of \$5,040. Contractor may not begin work for that time period without written authorization from the State of Vermont. Approval for funding is contingent on CMMI authorization.
 - c. In Spring 2016, the State will seek federal approval for the time period of July 1, 2016- December 31, 2016 in the amount of \$192,910. Contractor may not begin work for that time period without written authorization from the State of Vermont. Approval for funding is contingent on CMMI authorization.
2. Contractor shall invoice for the following deliverables after the State Program Manager has issued written approval of their satisfactory completion:

Deliverable	Deliver by Date	Amount
One (1) remote planning session in January 2016	On or before January 31 st , 2016	\$8,500
Eight (8) bi-weekly, 1-hour planning calls between January 2016 and March 2016	On or before March 31 st , 2016	\$8,700

Updates to Contractor's Care Coordination Fundamentals course to align with State's preferences	On or before March 31 st , 2016	\$12,600
Development of new curriculum	On or before March 31 st , 2016	\$18,900
Two 3-day, in-person training sessions on Category 1 topics for up to 120 participants	On or before June 30 th , 2016	\$56,000
Travel associated with two 3-day, in-person training sessions for up to 120 participants	On or before June 30 th , 2016	\$10,400
Two 3-day, in-person training session on Category 1 topics for up to 120 participants	Between July 1 st and December 31 st , 2016	\$59,400
Travel associated with two 3-day, in-person training session on Category 1 topics for up to 120 participants	Between July 1 st and December 31 st , 2016	\$10,400
Webinar 1 and 2	On or before June 30 th , 2016	\$8,400
Webinars 3, 4 & 5	Between July 1 st and December 31 st , 2016	\$12,600
One 2-day, in-person Advanced Care Coordination training session on Category 3 topics for up to 40 participants	Between July 1 st and December 31 st , 2016	\$29,250
Travel associated with one 2-day, in-person Advanced Care Coordination training session on Category 3 topics for up to 40 participants	Between July 1 st and December 31 st , 2016	\$3,300
One 1-day, in-person Care Coordination training for Managers and Supervisors for up to 40 participants	Between July 1 st and December 31 st , 2016	\$25,000
One 2-day, in-person Train-the-Trainer workshop for up to 40 participants	Between July 1 st and December 31 st , 2016	\$29,500
Travel associated with one 2-day, in-person Train-the-Trainer workshop for up to 40 participants	Between July 1 st and December 31 st , 2016	\$3,300
Contractor/State check-in meetings between March and June 2016	Between July 1 st and December 31 st , 2016	\$5,040
Contractor/State check-in meetings between July and December 2016	Between July 1 st and December 31 st , 2016	\$7,560
Clearinghouse Management and Logistics	Between July 1 st and December 31 st , 2016	\$12,600
Total		\$321,450

3. No benefits or insurance will be reimbursed by the State.
4. **Travel.** The Contractor may bill for travel related to this contract in-state at the current State mileage reimbursement rate. Any out-of-state travel or training must be expressly approved by the State in writing in advance of travel.
 - a. Travel expenses will be reimbursed up to the amount of \$27,400.
 - b. All travel mileage and associated travel expenses shall not exceed the State approved mileage rates at the time at which the expense occurred, see Appendix I – Required Forms: Travel and Expense Form for State current mileage reimbursement rates.
 - c. Meals are not an allowable expense under this agreement.
5. **Invoices.** All requests for reimbursements shall be made using the Invoice – Contract/Grant Agreements form attached, see Appendix I – Required Forms, or a similar format agreed upon by the State and Contractor. All payments are subject to payment terms of Net 30 days. The Contractor shall submit invoices to the State monthly. The Contractor shall only submit invoices for deliverables that have been approved by the State Program Manager. The Contractor shall submit each invoice along with the paid subcontractor invoice as supporting documentation for all reimbursed payments.

Payments and/or reimbursement for travel, lodging, training/registration and other approved expenses shall only be issued after all supporting documentation and receipts are received and accepted by the State. Invoices with such expenses shall be accompanied by a Travel and Expense Form, see Appendix I: Required Forms.

Invoices should reference this contract number, contain a unique invoice number, and current date of submission. Invoices should be submitted electronically with all other reports to:

Leah Korce, Grants Management Specialist
Business Office, Contracting Unit
Department of Vermont Health Access
Leah.Korce@vermont.gov

By the STATE OF VERMONT

By the CONTRACTOR

Signature: _____
Steven Costantino, Commissioner Date
Department of Vermont Health Access (DVHA)
NOB 1 South, 280 State Drive
Waterbury, VT 05671
Phone: 802-241-0147
Email: steven.costantino@vermont.gov

Signature: _____
Louise Cohen, CEO Date
Primary Care Development Corporation
45 Broadway, Suite 530
New York, NY 10006
Phone: 212-437-3917
Email: lcohen@pcdc.org