

MEMORANDUM

TO: Georgia Maheras, Esq., Deputy Director of Health Care Reform for Payment and Delivery System Reform and Director, Vermont Health Care Innovation Project

FROM: Steven Dickens, Invest EAP Director

DATE: April 20, 2016

SUBJECT: Request for approval of revised budget for Invest EAP Grant agreement #03410-13-15

This memo serves as a request to revise the budget for the grant agreement to Invest EAP, as part of the Provider Sub-grant Program within the Vermont Health Care Innovation Project.

Reallocate Contracts and reinvest in Other Budget Line

We have not used all of the money we anticipated to spend in the Contracts Line (we expect \$50,000 under spending in the Resilient VT project and \$10,000 underspending in the Behavioral Health Intervention project), and request that we move \$5,000 from the Contracts Line to the Other Line in the Resilient VT budget, and \$1,000 from the Contracts Line to the Other Line in the Behavioral Health Intervention budget. This money will offset slightly higher than anticipated expenses for research participation incentives.

Sustainable funding post SIM grant

We have impressive results to-date, showing statistically significant positive health outcomes in almost every measured area as a result of our interventions. We have been speaking with two large insurance entities interested in paying for these services ongoing after the SIM grants end, statewide. Implementation of these proposals will only be possible if we have trained staff statewide and develop an appropriate infrastructure to deliver these services.

We propose using the remaining unused funds in the Contract category for additional training and infrastructure development to achieve long-term sustainability.

Proposed and Original Budget for Each Project

Resilient Vermont Project						
<u>Budget Category</u>	1/1/15-12/31/16	1/1/16-6/30/16	7/1/16-11/30/16	Proposed Total	Original Total	
Personnel						
Frindge						
Travel	\$ -	\$ 500.00	\$ 500.00	\$ 6,500.00	\$ 6,500.00	
Equipment	\$ 1,800.37	\$ -	\$ -	\$ 1,900.00	\$ 1,900.00	
Supplies	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
Other	\$ 750.00	\$ -	\$ -	\$ 26,560.00	\$ 21,560.00	
Contracts	\$ 71,073.82	\$ 55,000.00	\$ 16,551.00	\$ 191,260.00	\$ 196,260.00	
Total Direct Costs	\$ 73,624.19	\$ 55,500.00	\$ 17,051.00	\$ 227,220.00	\$ 227,220.00	
Indirect	\$ 7,691.59	\$ 5,000.00	\$ 1,700.00	\$ 22,722.00	\$ 22,722.00	
Total	\$ 81,315.78	\$ 60,500.00	\$ 18,751.00	\$ 249,942.00	\$ 249,942.00	

Behavioral Health Screening Intervention Project						
<u>Budget Category</u>	1/1/15-12/31/16	1/1/16-6/30/16	7/1/16-11/30/16	Proposed Total	Original Total	
Personnel	\$ 3,028.52	\$ 3,000.00	\$ 1,500.00	\$ 17,796.00	\$ 17,796.00	
Frindge	\$ 1,990.86	\$ 1,900.00	\$ 750.00	\$ 8,431.00	\$ 8,431.00	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ 603.26	\$ -	\$ -	\$ 5,400.00	\$ 5,400.00	
Supplies	\$ -	\$ -	\$ -	\$ 370.00	\$ 370.00	
Other	\$ 860.00	\$ 860.00	\$ 250.00	\$ 2,680.00	\$ 1,680.00	
Contracts	\$ 6,004.83	\$ 5,000.00	\$ -	\$ 20,000.00	\$ 21,000.00	
Total Direct Costs	\$ 12,487.47	\$ 10,760.00	\$ 2,500.00	\$ 54,677.00	\$ 54,677.00	
Indirect	\$ 1,248.75	\$ 1,076.00	\$ 250.00	\$ 5,468.00	\$ 5,468.00	
Total	\$ 13,736.22	\$ 11,836.00	\$ 2,750.00	\$ 60,145.00	\$ 60,145.00	

Note: If the line item budget for each time period is less than the total proposed budget, it is because we anticipate that

Sinor, Karen

From: Judge, Joelle
Sent: Thursday, April 21, 2016 2:26 PM
To: Sinor, Karen
Cc: Korce, Leah; Trantum, Emily
Subject: RE: SIM Invest EAP MOU - 03410-13-15
Attachments: Re: confirming effective date for MOU amendment

Oh rats! I forgot – he confirmed at 4/1/16 start date with me this morning! Thanks for reminding me!

From: Sinor, Karen
Sent: Thursday, April 21, 2016 2:24 PM
To: Judge, Joelle <Joelle.Judge@partner.vermont.gov>
Cc: Korce, Leah <Leah.Korce@vermont.gov>; Trantum, Emily <Emily.Trantum@vermont.gov>
Subject: RE: SIM Invest EAP MOU - 03410-13-15
Importance: High

Hi Joelle,
Sorry to bug you about this, but could you tell me the effective date for this MOU. I used January 1, 2016 as the amendment date, but just need clarification.
Thanks!

From: Sinor, Karen
Sent: Tuesday, April 19, 2016 12:37 PM
To: Judge, Joelle <Joelle.Judge@partner.vermont.gov>
Cc: Trantum, Emily <Emily.Trantum@vermont.gov>
Subject: RE: SIM Invest EAP MOU - 03410-13-15

Hi Joelle,
I just want to confirm, will this amendment be effective for Jan 2016 (for Round 2)?
Thanks!
Karen

From: Judge, Joelle
Sent: Monday, April 18, 2016 10:57 AM
To: Sinor, Karen <Karen.Sinor@vermont.gov>
Cc: Korce, Leah <Leah.Korce@vermont.gov>; Trantum, Emily <Emily.Trantum@vermont.gov>
Subject: RE: SIM Invest EAP MOU - 03410-13-15

Good morning!
Attached is the memo that Steve Dickens supplied us with the narrative for the request for reallocation. The old and new budgets are on the second page.

Thank you!!

From: Sinor, Karen
Sent: Monday, April 18, 2016 10:53 AM

To: Judge, Joelle <Joelle.Judge@partner.vermont.gov>

Cc: Korce, Leah <Leah.Korce@vermont.gov>; Trantum, Emily <Emily.Trantum@vermont.gov>

Subject: SIM Invest EAP MOU - 03410-13-15

Hi Joëlle,

I hope you had a nice weekend!

I just wanted to reach out to see if you had any draft materials for the fund reallocation of InvestEAP?

Thanks so much!

Karen

Karen Sinor
Contracts & Grants Administrator
Department of Vermont Health Access
NOB 1 South,
280 State Dr.
Waterbury, VT 05671-1010
802-241-0252
Karen.Sinor@vermont.gov

MEMORANDUM OF UNDERSTANDING
BETWEEN THE DEPARTMENT OF VERMONT HEALTH ACCESS AND THE
DEPARTMENT OF AGING AND INDEPENDENT LIVING
JULY 2014
AMENDED APRIL 1, 2016

The Department of Vermont Health Access (DVHA) and the Department of Disabilities, Aging and Independent Living (DAIL) will collaborate on the following projects with Invest EAP: 1) *Resilient Vermont* which aims to develop a model for reducing stress and prevent chronic disease among workers and; 2) *Behavioral Health Screening and Intervention*, to demonstrate the impact an innovative behavioral health screening and intervention program in the workplace on improving health outcomes and reducing healthcare expenditures. This Memorandum of Understanding (MOU) shall be amended as necessary.

Purpose

This MOU agreement relates to health care innovation services provided by Invest EAP. Invest EAP is Vermont's public/private employee assistance program which operates under DAIL.

In 2013, the State was awarded a State Innovation Model (SIM) federal grant to support the work outlined below as part of the Vermont Health Care Innovation Project (VHCIP). This MOU is a sub-award as a part of the VHCIP Grant Program, which solicited proposals in the Spring and Summer of 2014.

As part of Round 1 of the VHCIP grant program, Invest EAP will expand their services and partner with Northern Counties Health Care, a Federally Qualified Health Center, to demonstrate the impact of integrating an innovative stress prevention and early intervention program with traditional primary care delivery. The program will research the effects of early intervention aimed at the social determinants of health and the root causes of stress to produce improved health outcomes and reduce medical expenditures.

As part of Round 2 of the VHCIP grant program, Invest EAP will partner with WellSys, a physician-owned training organization, and King Arthur Flour. Invest EAP clinical staff will work with WellSys to provide behavioral health screening and intervention at Vermont workplaces using a protocol developed and successfully implemented at FQHCs by the University of Wisconsin (UW) School of Medicine and Public Health.

DVHA agrees to transfer up to \$310,087 to DAIL for the purpose of supporting Invest EAP's *Resilient Vermont* and *Behavioral Health Screening and Intervention (BHI)* initiatives.

Term of Agreement

This MOU will be in effect upon July 1, 2014 and will end on November 30, 2016. This MOU shall be amended as necessary.

Contacts

VHCIP

Name: Karen Sinor

Title: Contracts & Grants Administrator

Phone: 802-241-0252

Email: Karen.Sinor@vermont.gov

Name: Joelle Judge
Phone: 802-828-1979

Title: Project Manager
Email: Joelle.Judge@partner.vermont.gov

DAIL

Name: Linda DuCharme
Phone: 802-241-0374

Title: Financial Manager III
Email: Linda.Ducharme@vermont.gov

Invest EAP

Name: Steven Dickens
Phone: 802-863-7509

Title: Director
Email: Steved@InvestEAP.org

Deliverables and Timeline

1. *Resilient Vermont* will provide the following comprehensive services to patients of Northern Counties Health Care:
 - a. Toll-free hotline to be answered live 24 hours per day, 7 days per week by a licensed counselor.
 - b. Provide short-term (1-5 sessions), solution-focused counseling to build resiliency and resolve problems.
 - c. Access to research and resource information for help with daily life challenges such as: Daycare; Eldercare; Parenting and; Adoption.
 - d. Access to a Life Resource counselor for help with issues such as: Credit problems; Transportation; Housing; Fuel Assistance; Economic Services; Social Services; Legal problems, and Employment.
 - e. Consultation with a Vermont-based attorney for legal problems coupled with a 25% fee reduction when needing to retain such an attorney for a court case.
 - f. Consultation with a licensed financial professional to help with debt problems, budgeting, retirement planning and related matters.
 - g. Disability management resources, including access to assistive technologies to help with job accommodations; help with employment; benefits counseling, and certain paid services to ensure the success of people with disabilities already in the workplace.
 - h. Wellness and resource workshops that we will offer at local community health centers.
 - i. Whole-life bio-psycho-social assessment with recommendations and help building resiliency.
 - j. Facilitate warm referrals for ongoing mental health and substance abuse counseling.
2. *Behavioral Health Screening and Intervention:* Invest EAP will implement a demonstration site at King Arthur Flour in Norwich, Vermont.
 - a. Implement an outreach plan to inform potential participants of the program. The outreach plan will include:
 - i. An introductory letter that introduces the new benefit;
 - ii. Informational brochures that describe the program;
 - iii. Quarterly prevention newsletter for participants;

- iv. Comprehensive website with health and wellness videos and other tools compelling for members.
 - v. Participation incentive in the form of a State-approved gift card or monetary payment to participants in the amount of \$10 to be issued upon completion of a three and six month assessment.
 - vi. In-person orientation and training for all employees.
- b. Treatment will consist of a range of behavioral techniques supported by the demonstrated approaches used by the University of Wisconsin School of Medicine and Public Health, including: Motivational Interviewing, Behavioral Activation and Problem-Solving Therapy.
- i. BHI counselors will perform in-person screenings of all participants.
3. The appended timeline on page 6 of this agreement is subject to modifications and shall be updated as necessary.

Evaluation and Expected Outcomes

Invest EAP will evaluate the success of the programs utilizing pre-test and post-test instruments that measure both: health behaviors known to be correlated with reduced healthcare expenditures and; specific health outcomes.

Invest EAP will also perform a qualitative analysis utilizing audiotape interviews with select patients to be transcribed and analyzed.

Anticipated Outcomes include:

1. Reduced severity and frequency of chronic health conditions.
2. Improved overall self-perception of health.
3. Improved self-perception of stress.
4. Reduced expenditures on chronic health conditions (for both individuals and dependents).
5. Reduced overall expenditures on health care (for both individuals and dependents).

Reporting Provisions

1. Quarterly and programmatic status reports shall be submitted to DVHA no later than the 10th of the month following the 3 month period being reported. The reports shall include a narrative summary outlining specific progress on projects as directed by the reporting templates provided.

The reporting schedule is as follows:

- a. 2014: October 10
- b. 2015: January 10, April 10, July 10, October 10
- c. 2016: January 10, April 10, July 10, October 10, December 10 (for the months of October and November, 2016)
- d. Final Report Due: December 10, 2016
- e. Programmatic reports shall be submitted to:

Joelle Judge

VHCIP Project Management Office
Agency of Administration
joelle.judge@partner.vermont.gov
(o) 802-828-1979

- Invest EAP shall prepare and present programmatic reports to the VHCIP work groups, Steering Committee or Core Team as requested.

Payment Provisions

DAIL agrees to submit quarterly invoices to DVHA detailing a report of expenditure by the 25th day of the month following each fiscal quarter for expenses relating to the included budget.

- Expenses incurred from July 1, 2014 through November 30, 2016 directly relating to the State Innovation Models Grant and as outlined in the included budget will be found allowable.
- Based on the quarterly expenditure reports, DVHA will initiate an interdepartmental transfer to reimburse DAIL for these expenditures by the 30th day after receipt of the report. Notification of the transfer will be sent via email to Linda DuCharme in the DAIL business office at Linda.DuCharme@vermont.gov.
- Funds transfer to DAIL by DVHA will be for the following expense:

Resilient Vermont:

Budget Category	Total
Personnel	\$ -
Fringe	\$ -
Travel	\$ 6,500.00
Equipment	\$ 1,900.00
Supplies	\$ 1,000.00
Other	\$ 26,560.00
Contracts	\$ 191,260.00
Total Direct Costs	\$ 227,220.00
Indirect	\$ 22,722.00
Total	\$ 249,942.00

Behavioral Health Screening Intervention:

Budget Category	Total
Personnel	\$ 17,796.00
Fringe	\$ 8,431.00
Travel	\$ -
Equipment	\$ 5,400.00

**MEMORANDUM OF UNDERSTANDING
DEPARTMENT OF AGING AND INDEPENDENT LIVING**

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AMENDMENT 2**


Supplies	\$ 370.00
Other	\$ 2,680.00
Contracts	\$ 20,000.00
Total Direct Costs	\$ 54,677.00
Indirect	\$ 5,468.00
Total	\$ 60,145.00

Funding

CFDA Title: State Innovation Models
 CFDA Number: 93.624
 Award Name: State Innovation Models: Funding for Model Design
 Award Number: 1G1CMS331181
 Award Year: FFY14
 Federal Granting Agency: Centers for Medicare & Medicaid Services
 Research and Development Grant? Yes No

The provisions of this Memorandum of Understanding are hereby entered into and agreed to by virtue of the authorized signatures below:

Lori Collins

 Steven Costantino, Commissioner Deputy Department of Vermont Health Access _____ Date _____ Steve Dickens, Director Invest EAP _____ Date	_____ Monica Hutt, Commissioner Department of Disabilities, Aging and Independent Living _____ Date _____ Diane Dalmasse, Director of VR Department of Disabilities, Aging and Independent Living _____ Date
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MEMORANDUM OF UNDERSTANDING
DEPARTMENT OF AGING AND INDEPENDENT LIVING

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