

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS000444800001**

AMENDMENT NO. 3

The **DEPARTMENT OF STATE HEALTH SERVICES** (System Agency) and **TEXAS A&M UNIVERSITY HEALTH SCIENCE** Center, an agency of the State of Texas (“**PERFORMING AGENCY**”), each a “Party” and collectively referred to as the “Parties” to that certain contract for tobacco cessation services, effective September 1, 2019, and denominated as DSHS Contract No. HHS000444800001 (the “Contract”), as amended, now desire to further amend the Contract.

WHEREAS, the Parties have chosen to exercise their option to renew the Contract; and

WHEREAS, the Parties have chosen to add funds to the Contract and amend the Contract Statement of Work for the renewal term of September 1, 2022, to August 31, 2023.

NOW, THEREFORE, the Parties hereby amend the Contract as follows:

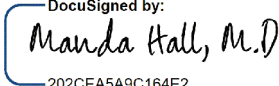
1. **ARTICLE III** of the Contract, **CONTRACT PERIOD AND RENEWAL**, is amended to reflect a revised termination date of **AUGUST 31, 2023**.
2. **ATTACHMENT A** of the Contract, **STATEMENT OF WORK**, is further supplemented with the addition of **ATTACHMENT A-3, FY2023 STATEMENT OF WORK**.
3. **SECTION V** of the Contract, **CONTRACT AMOUNT AND PAYMENT FOR SERVICES**, is amended to add **\$55,000.00** for the period of **SEPTEMBER 1, 2022**, through **AUGUST 31, 2023**, as identified in **THE DELIVERABLES TABLE** of **ATTACHMENT A-3, FY2023 STATEMENT OF WORK**. The total not-to-exceed amount of the Contract is increased to **\$220,000.00**.
4. This Amendment shall be effective as of **September 1, 2022**, provided both Parties have signed below before then.
5. Except as modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in full force and effect.
6. Any further revisions to the Contract shall be by written agreement of the Parties.

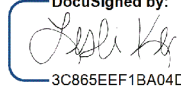
SIGNATURE PAGE TO FOLLOW.

**SIGNATURE PAGE FOR AMENDMENT NO. 3
DSHS CONTRACT NO. HHS000444800001**

DEPARTMENT OF STATE HEALTH SERVICES

**TEXAS A&M UNIVERSITY HEALTH SCIENCE
CENTER**

By: 
DocuSigned by:
Manda Hall, M.D.
202CEA5A9C164E2...

By: 
DocuSigned by:
Lesli Kerth
3C865EEF1BA04D8...

Printed Name: Manda Hall, M.D.

Printed Name: Lesli Kerth

Title: Associate Commissioner, Community Health Associate Director

Date of Signature: April 29, 2022

Date of Signature: June 15, 2022

**THE FOLLOWING DOCUMENT IS ATTACHED TO THIS AMENDMENT, AND ITS TERMS ARE
HEREBY INCORPORATED INTO THE CONTRACT BY REFERENCE:**

- **ATTACHMENT A-3, FY2023 STATEMENT OF WORK**

(ATTACHMENT FOLLOWS.)

DSHS CONTRACT NO. HHS000444800001

ATTACHMENT A-3 FY2023 STATEMENT OF WORK

I. PURPOSE

Community Health Workers (CHWs) play an integral role in providing quality healthcare to underserved populations. As culturally competent liaisons, CHWs help bridge the gap between medical professionals and members of the local community.

This Statement of Work supports Fiscal Year 2023 activities of a project focused on disseminating tobacco cessation outreach strategies and educational activities across the State of Texas. This project expands on the previous project by implementing the materials previously developed. The project, funded by System Agency, encompasses the implementation and promotion of a certified Community Health Worker and CHW Instructor (CHWI) tobacco cessation curriculum.

Contractor will work with DSHS on the development and implementation of each project component listed below. Texas A&M will provide updates to DSHS through the submission of monthly progress reports to DSHS Tobacco staff, as well as periodic updates through phone calls or emails. Texas A&M will collaborate with DSHS Chronic Disease Epidemiology on evaluation, qualitative data collection tools, and methods used for community health needs assessments.

II. PERFORMING AGENCY RESPONSIBILITIES

Performing Agency Will:

- A.** Consult with System Agency on the development and implementation of each project component listed below, including consulting with Chronic Disease Epidemiology on evaluation of the project.
- B.** Provide updates to System Agency through the submission of monthly progress reports to System Agency as well as periodic updates through phone calls or emails. Monthly report due to System Agency will include number of CHWs that completed the certification course, number, and description of CEU courses provided, and number of CHWs and CHWI that completed each CEU course, resource dissemination efforts, and pre- and post-test scores reflecting learning outcomes based on training objectives.
- C.** Implement CHW Smoking Cessation Curriculum that includes the following:
 1. Conduct the 160-hour CHW Certification Course with tobacco cessation focus.
 2. Deliver tobacco cessation CHW continuing education unit (CEU) training.
 3. Deliver tobacco cessation CHWI CEU training.
 4. Develop dissemination tobacco cessation resources (i.e., flipcharts, resource folders) to compliment CHW and CHWI training.
 5. Conduct an evaluation on the effectiveness of CHW training.

III. PERFORMANCE MEASURES

- A. System Agency will monitor the Performing Agency's performance of the requirements in this Attachment A-3 and compliance with the Contract's terms and conditions.

IV. INVOICE AND PAYMENT

- A. Performing Agency will request payments using the State of Texas Purchase Voucher (Form B-13) at <http://www.dshs.texas.gov/grants/forms/b13form.doc>. The Voucher and any supporting documentation will be mailed or submitted by fax or electronic mail to the address/number below.

Department of State Health Services
 Claims Processing Unit, MC 1940
 1100 West 49th Street
 P.O. Box 149347
 Austin, TX 78714-9347 FAX: (512) 458-7442
invoices@dshs.texas.gov and cmsinvoice@dshs.texas.gov

- B. Performing Agency will be paid on a deliverable basis and in accordance with the following table:

COMMUNITY HEALTH WORKER TRAINING Deliverables Table			
<i>Deliverable</i>	<i>Description</i>	<i>Due Date</i>	<i>Amount</i>
Monthly Progress Reports	Submit monthly progress report on activities performed, including number of CHWs that completed the certification course, number and description CEU courses provided (i.e., specific to training delivery method), number of CHWs and CHWI that completed each CEU course, resources disseminated, and pre- and post-test scores reflecting learning outcomes based on training objectives.	1 st weekday of each month	\$8,000.00
CHW Certification Course	Conduct 160-hour CHW certification course with tobacco cessation focus to at least 80 new Community Health Workers.	August 1, 2023	\$12,000.00
CHW Training	Provide three (3) CHW CEU training sessions on general tobacco cessation online as a webinar course.	June 1, 2023	\$ 5,000.00
	Provide CHW CEU training on general tobacco cessation online as a self-paced course. Merit of training will be 4.0 CEUs.	June 1, 2023	\$5,000.00

	Provide three (3) CHW CEU training sessions on general tobacco cessation in-person course. Merit of training will be 4.0 CEUs. Determine location and venue based on DSHS annual legislative report (i.e., target counties with CHWI presence), and community input.	June 1, 2023	\$5,000.00
CHWI Training	Implement online CHWI CEU training for general tobacco cessation (i.e., self-paced or webinars).	N/A	N/A
	Provide three (3) in-person tobacco cessation CHWI CEU training sessions to at least 12 CHW instructors. Determine location and venue based on DSHS annual legislative report (i.e., target counties with CHWI presence), and community input.	July 31, 2023	\$5,000.00
CHW/I Resources	Develop English and Spanish flipcharts for CHW/Is to complement in-person training.	February 1, 2023	\$5,000.00
	Package printed English and Spanish folders and disseminate to CHW/IS trainees with resource materials related to tobacco cessation; number of copies distributed at training and at conferences will be recorded. Downloadable versions of materials will be made available on training center website to online trainees in self-paced and webinar courses; the number of times resources are viewed will be recorded.		
Evaluation Report	Trainee Follow-up Interviews: Conduct interviews with CHWs who have taken tobacco cessation training to receive feedback on their tobacco cessation efforts in the community since the training. The number of follow-up interviews will be dependent on baseline number of interviews reported in FY22, to increase by at least 5% response participation rate.	August 31, 2023	\$10,000.00
	Prepare an evaluation report containing metrics including number of CHWs that completed the certification course, number and description CEU courses provided, and number of CHWs and CHWI that completed each of CEU course, training objective knowledge based on pre-and post-test scores, resource dissemination efforts, and interview results.		
TOTAL			\$55,000.00