

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
SAN ANTONIO METROPOLITAN HEALTH DISTRICT**

**TO:** Mayor and City Council

**FROM:** Fernando A. Guerra, MD, MPH, Director of Health

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant City Manager; City Attorney's Office; Human Resources Department; Finance Department; Project; File

**SUBJECT:** ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF HEALTH FOR THE FAMILIES PREVENTING DIABETES PROGRAM

**DATE:** June 24, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept and execute a contract change totaling \$90,000.00 from the Texas Department of Health (TDH) to fund the Families Preventing Diabetes Program in the San Antonio Metropolitan Health District (SAMHD) for the period July 1, 2004 through March 29, 2005. This ordinance will also adopt the program budget, approve the personnel complement, and authorize payments for contractual services.

Staff recommends approval.

**BACKGROUND INFORMATION**

The City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract with TDH through an ordinance passed and approved on December 4, 2003. TDH has now offered Contract Change Notice No. 06 to provide funds totaling \$90,000.00 for support of the new Families Preventing Diabetes Program in the SAMHD for the period July 1, 2004 through March 29, 2005.

The Families Preventing Diabetes Program is a collaborative population-based intervention pilot project between the Texas Diabetes Institute (TDI), the SAMHD, and the House of Neighborly Service (HNS).

The TDI brings years of cutting edge diabetes prevention research and knowledge, as well as diabetes education and program evaluation expertise to the project. SAMHD, as the public health agency for the city and unincorporated areas of the county, provides strong population-

based nursing experience and a networking background capable of ensuring services for unmet health needs, either through community partnerships or direct service provision.

The HNS is a Presbyterian affiliated multi-service neighborhood Center located in the West Side of San Antonio, a predominately low-income, minority populated area of the city. The Center's mission is to improve the quality of life for poor families by providing food distribution through a food pantry, adult education classes, English as a Second Language (ESL) classes, after school youth and summer programs, exercise and sewing classes, and senior activities. Services to children and their families include grandparents and other extended family members.

The purpose of the Families Preventing Diabetes Program is to:

- ✓ Identify family members who are already diagnosed with diabetes and assist them in attaining healthier behaviors and lifestyles in order to prevent further complications of the disease (secondary prevention).
- ✓ Teach diabetes prevention strategies to family members who currently do not have the disease (primary prevention). (Many of the families currently attending the HNS programs fit the profile for individuals at-risk for diabetes due to their ethnicity, poverty level, lack of exercise and poor diet.)
- ✓ Demonstrate the efficacy of this model for diabetes intervention in at-risk communities.

HNS is located at 407 North Calaveras, in zip code 78207, one of the nine zip codes with significant health and other disparities. The Families Preventing Diabetes Program will serve as model to be utilized for future collaborative intervention projects against diabetes.

The personnel complement for this program will consist of one Senior Public Health Nurse (See Attachment I). This person will implement and coordinate program activities. HNS will house the program and recruit a minimum of 50 target families through an individualized, comprehensive health risk appraisal. TDI will provide a diabetes educator and help with program evaluation. For their roles in this collaborative program HNS and TDI will receive up to \$24,600.00 and \$18,000.00 respectively from the grant funds.

### **POLICY ANALYSIS**

Acceptance of this grant from TDH will continue the long-standing practice of utilizing Federal and State aid to support the local public health programs of the City.

### **FISCAL IMPACT**

This TDH contract change provides \$90,000.00 in funding for the Families Preventing Diabetes Program in the SAMHD and will bring the total TDH funding for the Public Health State Support Project 2004/2005 Federal and State component to \$1,271,833.00.

Acceptance of this grant will place no demands on the City General Fund.

## COORDINATION

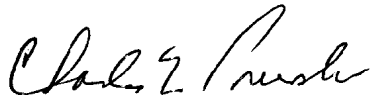
The City Attorney's Office and the Human Resources Department, Risk Management Division have reviewed the contract with TDH. The Finance Department has approved the proposed project budget.

## SUPPLEMENTARY COMMENTS

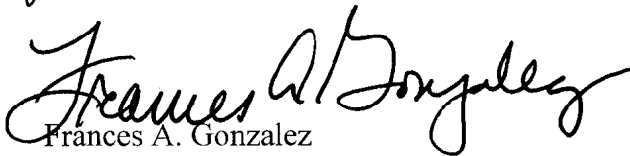
Provisions of the Ethics Ordinance do not apply.

### Attachments:

- Attachment I: Public Health State Support Project 2004/2005 Federal Budget and Personnel Complement
- Attachment II: TDH 7460020708 2005 Contract Change Notice No. 06, Attachment No. 07



Fernando A. Guerra, MD, MPH  
Director of Health



Frances A. Gonzalez  
Assistant City Manager

### APPROVED:



Terry M. Brechtel  
City Manager

**ATTACHMENT I**  
**Public Health State Support Project 2004/2005 - Federal**  
**Fund No. 26-016066**  
**TDH Contract No. 7460020708 2005**

<u>INDEX</u>	<u>ESTIMATED REVENUES</u>	<u>OBJECT CODE</u>	<u>ORIGINAL BUDGET</u>
	Attachment #07	00-004	\$ 90,000
	Total Estimated Revenues		\$ <u>90,000</u>

**APPROPRIATIONS**

**Families Preventing Diabetes Program**

**36-06-56 07/01/2004 - 03/29/2005**

Regular Salaries & Wages	01-010	29,004
Language Skill Pay	01-019	300
Social Security	01-030	1,985
TMRS	01-040	2,623
Group Health Insurance	01-050	3,132
Life Insurance	01-051	45
Workers' Disability Comp.	01-060	0
Personal Leave Buy Back Pay	01-072	0
Rental of Pagers	02-112	50
Mail & Parcel Post Service	02-113	0
Travel- Official	02-124	1,466
Car Expense Allowance	02-130	744
Fees to Professional	02-160	42,600
Automatic Data Processing Svcs	02-172	70
Office Supplies	03-210	781
Chemical, Medical & Drugs	03-228	2,000
Tools, Apparatus & Accessories	03-232	800
Indirect Cost	04-280	2,900
Machinery & Equipment	05-373	1,500
<b>Total 36-06-56</b>		<b>\$ <u>90,000</u></b>

Fund Only Index #: xxxxxx

**PERSONNEL COMPLEMENT:**

<u>Class No.</u>	<u>Title</u>	<u>Current Positions</u>
Activity 36-06-56		
0244	Senior Public Health Nurse	<u>1</u>
	Total 36-06-56	1



ATTACHMENT II

TEXAS DEPARTMENT OF HEALTH  
1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS  
COUNTY OF TRAVIS

TDH Document No. 7460020708 2005  
Contract Change Notice No. 06

The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:

ATT NO. 07 : TX DIAB PRG-COMM DIAB SRVC PROJ

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH  
DISTRICT

By: \_\_\_\_\_  
(Signature of person authorized to sign)

\_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_

RECOMMENDED:

By: \_\_\_\_\_  
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

RECEIVING AGENCY :

TEXAS DEPARTMENT OF HEALTH

By: Bob Burnette  
(Signature of person authorized to sign)

Bob Burnette, Director  
Procurement and Contracting Services Division  
(Name and Title)

Date: 6/4/04

MB PCSD - Rev. 2/03

## DETAILS OF ATTACHMENTS

Att/ Amd No.	TDH Program ID/ TDH Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (TDH Share)
		Begin	End	Source of Funds*	Amount		
01	TB/PC 0000001629	01/01/04	12/31/04	93.116	356,700.00	0.00	356,700.00
02	HIV/PREV 0000001706	01/01/04	12/31/04	93.940	232,350.00	0.00	232,350.00
03	STD/HIV 0000001818	01/01/04	12/31/04	93.977	215,116.00	0.00	215,116.00
04	IMM/LOCALS 0000001769	01/01/04	12/31/04	State	214,955.00	0.00	214,955.00
05	HIV/SURV 0000002157	04/01/04	12/31/04	93.944	117,712.00	0.00	117,712.00
06	EPI/LEAD 0000002255	07/01/04	06/30/05	93.262	45,000.00	0.00	45,000.00
07	DIAB/CDSP 0000002262	07/01/04	03/29/05	93.988	90,000.00	0.00	90,000.00
TDH Document No.7460020708 2005 Change No. 06					Totals	\$ 0.00	\$1,271,833.00
					\$1,271,833.00	\$ 0.00	\$1,271,833.00

\*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DOCUMENT NO. 7460020708-2005  
ATTACHMENT NO. 07  
PURCHASE ORDER NO. 0000002262

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: ASSOCIATESHIP FOR DISEASE CONTROL AND  
PREVENTION

TERM: July 01, 2004 THRU: March 29, 2005

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall design, implement, and evaluate a Family Focused Community Diabetes Services Projects (FFCDSP). This project shall provide community-based diabetes prevention and management interventions that implement population-based and evidence-based programs and strategies at the community level, and inform and educate community leaders about evidence-based community, systems, and environmental changes that support and impact diabetes primary and secondary preventive measures. This project shall target families in high-risk populations - racial and ethnic minorities who have disproportionate rates and burdens of diabetes and limited access to health care.

PERFORMING AGENCY shall be responsible for designing, implementing, and evaluating the FFCDSP project. PERFORMING AGENCY shall meet the following objectives through the FFCDSP project and shall provide evidence that the FFCDSP project is meeting the following objectives:

- Increase opportunities for implementing positive behavior and lifestyle changes (e.g., increased and continuing physical activity and healthy eating) in people who already have diabetes and those who are at risk of developing diabetes;
- Increase community, environmental, and systems changes in various community sectors (schools, businesses, faith communities, neighborhoods, health systems and food industry) that facilitate ongoing, increased physical activity and healthy eating among the general population, especially those with diabetes and "pre-diabetes";
- Institute project strategies or community policy and environmental changes conducive to risk reduction;
- Increase public and provider knowledge of the symptoms, risk factors and target goals of diabetes, pre-diabetes and gestational diabetes and the importance of physical activity and healthy eating in preventing and delaying or managing the disease and its complications; and
- Increase the knowledge of health care providers, payers, and their patients and implementation of the Texas Diabetes Council's (TDC) Minimum Standards for Diabetes

Care in Texas and clinical guidelines (providers, payers) and National Diabetes Education Program (NEDP) resources.

PERFORMING AGENCY shall establish and/or maintain a broad-based community diabetes coalition that meets at least quarterly for the duration of this project.

PERFORMING AGENCY shall develop and submit the following products:

- A work plan with performance measures and a timeline on which the contract will be based;
- Evidence of quarterly coalition meetings (minutes with attendance rosters);
- A program description in a format specified by RECEIVING AGENCY Program;
- Evaluation data and analysis to be specified by RECEIVING AGENCY Program; and
- Any other items agreed upon in writing between PERFORMING AGENCY and RECEIVING AGENCY.

PERFORMING AGENCY shall have and maintain procedures and tracking tools in a consistent, timely manner to document activities, services, and persons served that are measured in reports. PERFORMING AGENCY also shall fulfill evaluation requirements as specified by RECEIVING AGENCY.

PERFORMING AGENCY shall provide evidence through its formative evaluation that PERFORMING AGENCY is meeting project work plan's goals outlined in project's impact and process objectives.

PERFORMING AGENCY shall align any health care system components with the TDC's Minimum Standards of Care. All project interventions shall be consistent with the TDC's strategic plan and the RECEIVING AGENCY'S priorities for the health of Texans: fitness through physical activity and nutrition, immunizations, and eliminating health disparities.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, regulations, standards, and guidelines in effect on the beginning date of this contract Attachment unless amended.

PERFORMING AGENCY shall comply with the following:

- Health and Safety Code, Chapters 12.012 and 103; and
- *Healthy People 2010*, United States (U.S.) Department of Health and Human Services, November, 2000.

Within thirty (30) days of receipt of an amended standard(s) or guideline(s), PERFORMING AGENCY shall inform RECEIVING AGENCY Program, in writing, if it will not continue performance under this Attachment in compliance with the amended standard(s) or guideline(s). RECEIVING AGENCY may terminate the Attachment immediately or within a reasonable



period of time as determined by RECEIVING AGENCY.

The following performance measures shall be used to assess, in part, PERFORMING AGENCY'S effectiveness in providing the services described in this contract Attachment, without waiving the enforceability of any of the other terms of the contract.

RECEIVING AGENCY reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfall. RECEIVING AGENCY Program will monitor PERFORMING AGENCY'S expenditures on a quarterly basis. If expenditures are below that projected in PERFORMING AGENCY'S total contract amount as shown in SECTION III. BUDGET, PERFORMING AGENCY'S budget may be subject to a decrease for the remainder of the Attachment term. Vacant positions existing after ninety (90) days may result in a decrease in funds.

#### PERFORMANCE MEASURES

- Provide a minimum of 0 organizational activities leading to changes in community systems, policy, and/or environments;
- Provide a minimum of 0 organizational changes impacting community systems, and/or environments in two (2) or more sectors of the community (e.g., health care, worksites/business, faith-based groups, neighborhoods, recreation centers, schools, non-profits, and food industry);
- Provide at least 30 self-management classes (e.g., Centers for Disease Control and Prevention (CDC) diabetes self management program – Diabetes Empowerment Education Program (DEEP), Stanford's Chronic Disease Self Management, or other RECEIVING AGENCY approved models) or activities;
- Conduct at least 40 ongoing physical activity groups and/or events;
- Conduct at least 0 support groups;
- Conduct at least 40 food and nutrition classes;
- Provide a minimum of 0 provider education (risk reduction, TDC standards of care, etc.) events about diabetes;

Public Information: (primarily NDEP)

- Provide at least 0 television activities;
- Provide at least 0 radio activities;
- Publish at least 0 print advertisements (e.g., newspapers, church bulletins, business inserts or newsletters);
- Provide at least 0 websites, kiosks, etc.; and
- Distribute at least 0 printed materials (e.g., NDEP, TDC, and other diabetes-related literature.

PERFORMING AGENCY shall provide the following reports:

- Monthly performance reports accounting for key activities in work plan implementation (anecdotal and statistical), prepared in a format approved by RECEIVING AGENCY

- Program, and due ten (10) days after the end of each month;
- Quarterly reports analyzing progress on work plans and development of successful strategies, prepared in a format approved by RECEIVING AGENCY Program, and due twenty (20) days after the end of each quarter; and
  - A year-end project summary of achievements and level of accomplishing objectives for end of contract period and recommended practices and processes for achieving objectives, prepared in a format approved by RECEIVING AGENCY Program, and due thirty (30) days after the end of the contract Attachment term.

The numbers above indicate the minimum for each performance measure. This value is subject to change upon written agreement between RECEIVING AGENCY and PERFORMING AGENCY. Work plan activities and deadlines shall not be changed without prior approval from RECEIVING AGENCY.

PERFORMING AGENCY shall notify RECEIVING AGENCY Program Director, Diabetes Program, of any changes in project staff or contact information within fourteen (14) days of such change(s).

PERFORMING AGENCY'S project coordinator and support staff shall attend all scheduled trainings held by RECEIVING AGENCY unless prior approval is obtained from authorized RECEIVING AGENCY Program staff for absences.

PERFORMING AGENCY shall receive prior approval from RECEIVING AGENCY on any proposed educational media campaigns for the public or health care professionals. This requirement does not apply to promotional campaigns for local events. PERFORMING AGENCY shall use NDEP materials whenever possible. PERFORMING AGENCY shall include the following credit on all printed, audio or visual materials developed as part of this program: "Funding provided by the Texas Department of Health, Texas Diabetes Program."

## SECTION II. SPECIAL PROVISIONS:

None.

SECTION III. BUDGET:

PERSONNEL	\$29,004.00
FRINGE BENEFITS	8,499.00
TRAVEL	2,210.00
EQUIPMENT*	1,500.00
SUPPLIES	3,287.00
CONTRACTUAL	42,600.00
OTHER	0.00
 TOTAL DIRECT CHARGES	 \$87,100.00
INDIRECT CHARGES	\$2,900.00
TOTAL	\$90,000.00

Total reimbursements will not exceed \$90,000.00.

Financial status reports are due the 30th of October, 30th of January, and the 30th of June.

\* Equipment list attached.

Based on UGMS, indirect cost may be recovered up to 10% of the direct salary and wage costs of providing the service (excluding overtime, shift premiums, and fringe benefits).

PERFORMING AGENCY: TEXAS DEPARTMENT OF HEALTH

RECEIVING AGENCY PROGRAM: ASSOCIATESHIP FOR DISEASE CONTROL AND PREVENTION

TDH DOC. NO: 7460020708 2005

ATTACHMENT NO: 07

Change No. 06

EQUIPMENT LIST				
ITEM	DESCRIPTION	NO. OF UNITS	UNIT COST	EXTENSION
001	Tanita TBF-410 Body Fat Composition Monitor Analyzer Scale: Adult & Athlete modes, 440 lb weight capacity, single point load cel, weight-only function, AC adapter included, RS-232 port for computer, LCD display, Thermal printer, 2.44" x 300" paper, 3-year warranty.	1	1,500.00	\$ 1,500.00
TOTALS				\$ 1,500.00

Items may be brand name, if specified, or equivalent.