



Amendment No. 1
to
Agreement No. CT 4700 20082801057
for
Social Services
between
CENTRAL TEXAS ALLIED HEALTH
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is ***One Million Five Hundred Fifty Two Thousand Four Hundred Forty Eight dollars (\$1,552,448)***. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Aug 15, 2020 – Dec 30, 2020)	n/a	\$ 1,100,000
Amendment No. 1: Extend Agreement to 6/30/2021 and Add Funds to Agreement (Aug 15, 2020 – Jun 30, 2021)	\$1,552,448	\$ 2,652,448

- 3.0 The following changes have been made to the original Agreement EXHIBITS:
- Exhibit A.1 -- Program Work Statement** is deleted in its entirety and replaced with a new **Exhibit A.1 -- Program Work Statement**. [Revised 12/29/2020]
- 4.0 MBE/WBE goals were not established for this Agreement.
- 5.0 Based on the criteria in the City's Living Wage Resolution No. 20160324-020, the Living Wage requirement does not apply to this Agreement.
- 6.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.
- 7.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: _____



CENTRAL TEXAS ALLIED HEALTH
Todd Hamilton, Campus President
2101 E. St. Elmo Road
Austin, TX 78744

Date: 12/29/2020

CITY OF AUSTIN

Signature: _____



City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: 12/29/2020



City of Austin – Austin Public Health

Work Statement for Deliverables COVID-19 Rapid Response Initiative

1.0 Introduction/Overview and Purpose

In response to the COVID-19 pandemic, the City of Austin is seeking a qualified contractor to provide COVID-19 testing for priority populations within the city of Austin and/or Travis County area. Testing will be modeled as much as possible after already established Austin Public Health (APH) testing sites.

Central Texas Allied Health Institute (CTAHI), in coordination with the Austin Area Urban League (AAUL), will provide COVID-19 testing services starting the date of contract execution through 06/30/2021.

2.0 Statement of Work

Eligibility & Priority Populations

Testing is available for any individual without eligibility requirements.

However, this agreement seeks specifically to provide testing *especially* to 1) high risk workers as well as 2) marginalized and vulnerable populations. High-risk workers are those who are most likely to be hospitalized if they are infected with COVID-19 or are those workers who have members of their household who face such risks. Marginalized and vulnerable populations are those who may belong to one or more of the following communities:

- Persons of color
- LGBTQIA+
- Immigrants
- Seniors
- Survivors of domestic violence
- Individuals with developmental delays
- Individuals experiencing reentry (from incarceration)
- Other historically marginalized populations

This will be done through coordination with a testing outreach campaign by Austin Area Urban League (AAUL). This outreach campaign is funded through a separate APH agreement.

Program Services and Delivery

CTAHI will use City of Austin/APH certified policies and procedures for point of testing sites.

The Salesforce database will be utilized for the entire duration of the contract period.

APH will be involved in technical assistance/development throughout the span of this contract. CTAHI will contact APH representatives with any potential concerns prior to them becoming issues that would compromise the health and safety of staff or patients or potentially put the program out of compliance with the contract.

Test site will have a launch date of September 21, 2020 which will be a “soft” launch with fewer patients directed to the site with the intent to ramp up thereafter.

Strategies to Reach Priority Populations

AAUL has taken the lead on this contract to develop and execute a far-reaching outreach campaign to make the public aware of the project. Strategies are listed below.

TYPE	STRATEGY
Video Marketing	<ul style="list-style-type: none"> Record Young Professionals video to encourage user-generated content around COVID-19 testing participation, resources, and community volunteer opportunities. Repost social media received videos #ConqueringCOVID19 Curate forum through community conversations “State of the Urban League” about the history of pandemics on black/brown communities, the importance of testing and resources in communities of need, how millennial & GenZ demographics can get involved.
Social Media	<ul style="list-style-type: none"> Recognition posts of individuals donors, staff, and volunteers who participate in volunteerism, donation, and PPE distribution. Encourage user-generated content from volunteers, young professionals, supporters, and donors through targeted hashtags. Restructure video marketing content for social Instagram Engagement <ul style="list-style-type: none"> Story Reshares// Posts Shares, reposts, and comments) Twitter: <ul style="list-style-type: none"> Followers Retweets Mentions Facebook: <ul style="list-style-type: none"> Likes Shares Video views
Website	<ul style="list-style-type: none"> Curate a landing page for COVID-19 safe practices, resources, and socially safe events.
Email Marketing	<ul style="list-style-type: none"> Send emails to local partners and businesses regarding #ConqueringCOVID19 Send emails with volunteer/donation needs and opportunities.

Video Marketing	<ul style="list-style-type: none">• Video shares.• Interactions with videos. (i.e reposts, comments, and tags)• User-Generated Content Videos
Radio Marketing	<ul style="list-style-type: none">• Dr. Hockaday and Mr. Dunlap will appear on KAZI and The New Hot 95.9 radio stations to put out awareness of testing site to the target audience

Site Selection

The CTAHI COVID-19 test site will be located at the Lark Center at 1400 Tillery St. Austin, TX 78721.

Weekly testing schedule is as follows:

- Tuesday 9:00AM - 2:00PM
- Wednesday 2:00PM - 7:00PM
- Thursday 9:00AM - 2:00PM
- Friday 2:00PM - 7:00PM
- Saturday 9:00AM - 2:00PM

If additional locations are proposed by the agency, they will need to be approved by Austin Public Health staff in advance of setting up testing. Dates of test site closures due to holidays, make up days, and other changes in testing dates/times will be negotiated with Austin Public Health staff in advance of the change.

Site Staffing

The below chart contains an overview of the staffing required for the test site including role titles, number of individuals in a role, who the role reports to, and a brief summary of responsibilities. More detail will be available in the Site Plan to be developed by CTAHI.

<u>Title</u>	<u># of Person in Role</u>	<u>Reports To</u>	<u>Job Description</u>
Site Manager	1 Person	CTAHI Project Managers: <ul style="list-style-type: none"> • Dr. Jereka Thomas-Hockaday • Todd Hamilton 	<ul style="list-style-type: none"> • Serve as the Site Supervisor and Safety Officer • Must hold a license to practice nursing in the state of Texas • Must have experience working in vaccination clinic • Must have experience as a nurse leader or charge nurse in an acute care center
CMA of Operations	1 Person	Site Manager	<ul style="list-style-type: none"> • Develop and manages operational flow of the clinic as a liaison between CTAHI and AAUL staff • Must hold national certification as medical assistant • Must have 3-5 years of experience as a certified medical assistant
CMA of Logistics	1 Person	Site Manager	<ul style="list-style-type: none"> • Serve as Supervisor for the Logistics Team • Must hold national certification as medical assistant • Must have 3-5 years of experience as a certified medical assistant • Must have experience in ordering, inventory maintenance, and distribution of supplies • Must have knowledge of proper medical grade disinfection, terminal site cleaning, biohazard waste management and removal
Logistics Team	2 Persons	CMA of Logistics	<ul style="list-style-type: none"> • Serve as Environmental Services Team Member for the site • Must have experience in sanitation maintenance in a health care setting • Must be able to lift more than 10 lbs. repeatedly over long period of time
Specimen Storage Specialist	2 Persons	CMA of Operations	<ul style="list-style-type: none"> • Serve as the instructor and supervisor of student specimen collection specialist externs • Must hold national certification as medical assistant • Must have 3-5 years of experience as a certified medical assistant • Experience in vaccine storage and handling (back-up does not require experience)
Specimen Collection Specialists	6 Persons	CMA of Operations	<ul style="list-style-type: none"> • Execute the actual COVID-19 testing procedure of patients visiting the clinic • Must be a currently enrolled CTAHI student in either the Medical Assisting or Patient Care Technician programs • Have passed all relevant competencies need to participate in this externship experience

Safety Precautions

GENERAL SITE SAFETY PLAN

This plan addresses basic personnel safety protocols applicable to a COVID-19 test site environment. Agency specific protocol should be followed in addition to these general guidelines.

Personal Protective Equipment (PPE): Commensurate with the task, will be worn when performing on-site duties. This includes tasks associated with vehicles, mechanized equipment, tool use, loading/unloading trucks, and the handling of fuel and fuel containers. Specialized PPE should be utilized by those providing medical care, in patient testing positions, and safety zones to include: traffic vests, medical gloves, splash/eye protection, protective gowns, and respiratory protection.

COVID-19 Test Site Etiquette: Temperature Checks for all personnel operating at the collection site should be required prior to checking in. Anyone with a temperature greater than 99.6 degrees Fahrenheit should not be permitted to check in and should leave the testing site.

To promote personal hygiene, and the well-being of personnel assigned to the incident, all persons must wash their hands OFTEN, especially before entering meal areas, and after using the restroom facilities. Personnel should avoid touching their faces with unclean hands and should cough or sneeze into their sleeved elbow or into a tissue that is disposed of immediately.

Social distancing: should be exercised and promoted by all personnel assigned to the site and reinforced by the Site Manager who will be the designated Safety Officer. It is currently recommended that personnel remain a distance of at least 6 feet from one another while interacting.

No illegal drugs or alcohol are permitted at the test site. Violators should be immediately reported to local authorities.

All specific site operating and safety procedures will be outlined in a Site Plan (see Deliverable #2) with details for each location. This Site Plan will require approval from APH. This approved plan will be housed at the testing site at all times while the clinic is on operation.

APH will provide CTAHI the first round of PPE in order to stand up the clinic.

System for Collecting and Reporting Program Data

The following client information will be collected and verified during intake and will be retained in the clients electronic file for auditing purposes:

- Demographic: race and ethnicity, ages, gender, zip code
- Resident of the City of Austin and/or Travis County: Government Issued ID, Utility Bill, signed Self Declaration

The following program data is collected and reported to Austin Public Health on a biweekly basis (per the deliverable table):

- Number of tests performed

- Aggregate demographic information on clients tested

CTAHI will utilize an experienced, IT consultant who will advise and purchase IT equipment needed to run the clinic. They will provide guidance and troubleshooting throughout the course of the project.

CTAHI will utilize the current collection and reporting process that is being executed at APH testing sites to align and stay in compliance with current practices. This is the best way to ensure correct and timely reporting of data per agency policies. We will only utilize Salesforce to check in patients, print labels and run reports deemed necessary for APH per the contract.

Performance Goals

The CTAHI test site will aim to test 80 patients per day with the intention to reach 14,000 total patients over the duration of the contract.

The program will provide all individuals being tested with a Personal Hygiene and PPE kit to utilize at home during their time of pandemic.

3.0 Deliverables and Payment Schedule

Payment requests will be due every two weeks per the deliverable schedule below. Additional deliverables, or other changes to the Work Statement, may be added when mutually agreed upon between CTAHI and APH in writing.

Deliverable #	Deliverable Description	Supporting Documentation Required	Deliverable Due Date	Payment Amount
#1	Site Agreement	Documentation of permission to use location as test site(s) and calendar schedule of dates at each site. Site Assessment for each site – either completed checklist for each site or in person site assessment completed with APH PHEP staff.	Upon contract execution <i>Tentative 9/15/20</i>	\$300,000
	Data Management Plan	Policy and procedures to accurately track, maintain and secure client level data Procedure to report program data (unduplicated clients and aggregate demographics) to APH		
	Insurance	Insurance Certificate with all required coverages		

#2	Site Plan	<p>Detailed Site Plan which contains policies and procedures with details for each test site. Should contain detailed information on:</p> <ul style="list-style-type: none"> • Staffing • Flow of testing site • Any site-specific adjustments to procedures • Safety procedures <p>Should start from outreach campaign to spread information about testing availability (by AAUL), go through registration and testing, and conclude with linkage to social services.</p>	2 weeks after execution	\$100,000
	Practice Pods Complete	<p>Documentation showing completion of practice test clinics at each of the test locations. Documentation should include sign off by APH PHEP, the practice pod site, date/times practice pod performed, and results/lessons learned from the practice pod.</p> <p>At minimum, Practice Pod must be complete for Site 1 by this date and then completed for other sites (and submitted to APH) before testing begins at those sites.</p>	Tentative 9/29/20	
#3	Summary report of tests performed	<p>Number of tests performed</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p>	4 weeks after execution	\$100,000
#4	Summary report of tests performed	<p>Number of tests performed</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p>	6 weeks after execution	\$100,000
#5	Summary report of tests performed	<p>Number of tests performed</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p>	8 weeks after execution	\$100,000

#6	Summary report of tests performed	Number of tests performed Demographics of clients tested (since previous deliverable) from Salesforce report	10 weeks after execution <i>Tentative 11/24/20</i>	\$100,000
#7	Summary report of tests performed	Number of tests performed Demographics of clients tested (since previous deliverable) from Salesforce report	12 weeks after execution <i>Tentative 12/8/20</i>	\$100,000
#8	Summary report of tests performed	Number of tests performed Demographics of clients tested (since previous deliverable) from Salesforce report	14 weeks after execution <i>Tentative 12/22/20</i>	\$100,000
#9	Summary report of tests performed General Ledger	Number of tests performed Demographics of clients tested (since previous deliverable) from Salesforce report General Ledger reconciling all expenses for the project period.	Due 1/15/21	\$100,000
#10	Updated Insurance Updated Site Agreement	Insurance Certificate with all required coverages Documentation of permission to use location as test site(s) and calendar schedule of dates at each site.	Due 1/30/2021	\$280,000
#11	Summary report of tests performed	Number of tests performed during January 2021 Demographics of clients tested (since previous deliverable) from Salesforce report	Due 2/15/2021	\$280,000
#12	Summary report of tests performed	Number of tests performed during February 2021 Demographics of clients tested (since previous deliverable) from Salesforce report	Due 3/15/2021	\$280,000

#13	Summary report of tests performed	<p>Number of tests performed during March 2021</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p>	Due 4/15/2021	\$280,000
#14	Summary report of tests performed	<p>Number of tests performed during April 2021</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p>	Due 5/17/2021	\$280,000
#15	Close Out Report	<p>Number of tests performed</p> <p>Demographics of clients tested (since previous deliverable) from Salesforce report</p> <p>General Ledger reconciling all expenses for the project period.</p> <p>Closeout Report summarizing:</p> <ul style="list-style-type: none"> • Successes • Challenges • Program Impact • Unmet Needs • Trends 	Due 06/30/2021	\$152,448