



**DRAFT/SAMPLE SCOPE OF WORK**  
 Unite Tuolumne County (UTC)  
 24Month Contract (July 1, 2022-June 30, 2024)  
 ATTACHMENT A

<b>GOAL</b>	To identify and mitigate developmental delays in children & address social determinants of health risk factors to help Tuolumne County residents reach their optimal development and be prepared to succeed in school and in life.		
<b>OUTCOME</b>	To increase child/parent access to developmental & social/ determinants screenings utilizing tools such as Ages & Stages Questionnaire 3 (ASQ3} & Social Determinants of Health (SDOH). To provide resources & referrals to children/families to mitigate developmental delays and/or social determinant risk factors. To reduce barriers that prevent Tuolumne County residents from accessing available quality services for their optimal health and development.		
<b>OBJECTIVE</b>	<b>ACTIVITY</b>	<b>METHOD</b>	<b>VERIFICATION</b>
1. Help families & the professionals serving their children to navigate resources & referrals In Tuolumne County through a centralized Access system (call center and online inquiry).	1 a. Provide live-agent support to families & professionals within Tuolumne County.	1a. Staff Access 8 hours per day, 4 days per week (excluding weekends & holidays). (208 days/year)  target: 100 calls per year, 800 website hits	1a. Monitor ASQ online system, Unite Us, and call center tools.
2. Ensure children (In Tuolumne County) with developmental delays and families with social determinants of health risks are identified & linked to appropriate medical care and/or community supportive services.	2a. Promote ASQ3, ASQ-SE, ACES, and/or SDOH screenings.  2b. Provide resource referrals related to ASQ3 & SDOH identified concerns.  2c. Provide referrals for possible perinatal depression. (PHQ9)  2d. Provide “warm hand-offs”.	2a. Conduct screenings as requested by parent or guardian.  2b. Offer service & care solutions to all interested parents or guardians.  2c. Provide training & support for implementation of developmental screening.  2d Work one-on-one with families to reduce barriers when accessing services or care.	2a. Monitor Unite Us reporting.  2b. Provider contact logs or sign in sheets, online registrations  2c. Family contact logs or sign in sheets/ online registrations.

<p>3. Provide outreach &amp; education regarding available community resources throughout Tuolumne County.</p>	<p>3a. Meet with community stakeholders to dialogue about available resources and gaps in care.</p> <p>3b. Conduct community outreach to promote Unite Us and its role in building provider capacity and linking the patient-centered medical home, and learner-centered education systems.</p>	<p>3a. Host county-wide meetings with stakeholders.</p> <p>3b. Engage additional community stakeholders to promote utilization of Unite Us.</p> <p>Target: 12 trainings/ convenings per year</p>	<p>3a. Meeting agendas &amp; sign In sheets.</p> <p>3b. Community outreach contact reporting.</p>
<p>4. Collect &amp; evaluate data to Improve systems within Tuolumne County that support young children &amp; their families.</p>	<p>4a. Populate Unite Us data system.</p> <p>4b. Evaluate summed data relative to Tuolumne County young children &amp; families.</p>	<p>4a. Record parent or guardian contacts &amp; outcomes in data system.</p> <p>4b. Report trends as Illuminated by data &amp; offer recommendations to fill gaps &amp; mitigate risks on a quarterly basis.</p> <p>4c. Share key learnings from reported data in community presentations and peer learning sessions including sector specific venues (child education, child health, and parents/family audiences).</p>	<p>4a. Unite Us reporting of case contacts as recorded in data system.</p> <p>4b. Annual reporting to local stakeholders (inclusive of families and providers).</p> <p>4c. Agenda from convening(s).</p>

## SAMPLE BUDGET

<b>Expenditures</b>			
	Budget	Year 1	Year 2
<b>Personnel Expenses</b>			
Total Salaries & Wages	\$100,000.00	\$50,000.00	\$50,000.00
Total Fringe Benefits	\$49,573.50	\$24,786.75	\$24,786.75
<b>Subtotal Personnel:</b>	<b>\$149,573.50</b>	<b>\$74,786.75</b>	<b>\$74,786.75</b>
<b>Non Personnel Expense</b>			
Supplies: Training and Travel	\$1,000.00	\$500.00	\$500.00
Office Supplies	\$1,500.00	\$1,000.00	\$500.00
<b>Subtotal Operating:</b>	<b>\$2,500.00</b>	<b>\$1,500.00</b>	<b>\$1,000.00</b>
<b>Total Direct Expenses</b>			
Indirect @8.5% (estimate)	\$12,926.25	\$6,484.37	\$6,441.87
<b>Total Expenditures</b>	<b>\$164,999.75</b>	<b>\$82,771.12</b>	<b>\$82,228.62</b>