

**STATE OF CONNECTICUT  
MEMORANDUM OF AGREEMENT  
between the  
Children's Trust Fund  
(hereinafter "CTF")  
and the**

**\*University of Connecticut Health Center  
Department of Psychiatry  
(hereinafter "UCHC")**

**1. Purpose and Program Description**

- A. This Memorandum of Agreement ("MOA") is entered into for the purpose of outlining the responsibilities between CTF and UCHC in implementing the Nurturing Families Network Program with eligible families referred to or receiving prenatal, postnatal, and/or pediatric care from UCHC. The funds shall be utilized to provide the Nurturing Families Network Program (hereinafter "NFN") services for the term of this Agreement.
- B. NFN is a voluntary primary prevention program designed to screen all first-time parents and provide the appropriate level of timely parenting education, linkages to community services, and 24-hour telephone access. The goal of the program is to prevent child abuse and neglect and consists of three primary components:
- i. Nurturing Connections conducts universal screening of all pregnant and first-time parents and offers telephone support and education to parents determined to be at lower probability of engaging in child abuse and neglectful behaviors.
  - ii. Intensive Home Visiting offers weekly parenting education and support to those parents determined to be at higher probability of engaging in child abuse and neglectful behaviors.
  - iii. Nurturing Parenting and Children's Groups offer all parents in the community who meet the group criteria opportunities to participate in curriculum-based, experiential classes designed to promote positive parent-child relationships and reduce isolation.

The nature and intensity of the services provided and the complexity of the problems addressed vary significantly.

**2. Term of Agreement**

This Agreement will begin on July 1, 2008 and will terminate on June 30, 2011.

**3. Cancellation**

Either party may cancel this Agreement without cause by providing written notice of such intention to the other party not less than ninety (90) days prior to cancellation, except that this Agreement may be canceled without prior notice in the event that funding for the specified program is reduced or eliminated by the State. No cancellation of this Agreement shall be effective against payment due by CTF for services already rendered by UCHC.

#### **4. Statutory Authority**

The statutory authority for agencies to enter into this Agreement is as follows:

- A. For CTF, Connecticut General Statutes § 17a-50, and
- B. For UCHC, Connecticut General Statutes § 10a-104.

#### **5. Funding Level**

The total amount of funding that is provided by this Agreement shall not exceed \$206,000 per year and no more than 20% of the funds should be allocated for indirect cost.

#### **6. Funding Availability**

CTF assumes no liability for payment under the terms of this Agreement until and unless any state funds for this Agreement are authorized and available.

#### **7. Budget**

This Agreement is subject to the Budget contained herein. Expenditures made under this Agreement must be in accordance with this Budget. The following annual variances from the approved budget are allowable without prior CTF approval:

- A. Line item expenses within CTF-funded program cost centers up to 5% of each line item or \$5,000, whichever is greater;
- B. Individual salary variances within CTF-funded program cost centers up to 10% or \$3,500, whichever is greater.

These variances may be added or subtracted from the approved budget amounts and included in the budget amount columns of the quarterly expenditure reports.

#### **8. Responsibilities of CTF**

CTF shall:

- A. Provide funding to be used by UCHC for the three components of the NFN Program: Nurturing Connections, screening of first-time parents and provision of non-clinical telephone support; Intensive Home Visiting; and Nurturing Parenting Groups for families determined to be eligible based on the NFN policies and procedures as established by CTF.
- B. Provide staff training, technical assistance, and support to UCHC and monitor program implementation compliance.
- C. CTF shall process payment to UCHC under this Agreement upon submission and approval of data and financial expenditure reports from UCHC pursuant to Section 11 of the Agreement and submission of transfer invoices by UCHC to CTF.

#### **9. Responsibilities of UCHC**

UCHC shall:

- A. Provide through its NFN Program the three program components: Nurturing Connections, screening of first-time parents using the Revised Early Identification (REID) tool and provision of non-clinical telephone support; Intensive Home Visiting; and Nurturing Parenting Groups for families determined to be eligible based on the NFN policies and procedures as outlined in the NFN Policies and Procedures Manual established by CTF.

- B. Karen Steinberg will be responsible for the Depression Trial within the Nurturing Families Network. This project will include training and supervision of two therapists in the use of cognitive behavior therapy and the research associated with this project
- C. Participate in the collaborative network and attend all regular meetings.
- D. Seek prior approval from CTF before making any changes to the level of services.
- E. Submit resumes to CTF for all program staff including new hires.
- F. Follow the policies and procedures recommended by the Continuous Quality Improvement (CQI) Team and approved by the Children's Trust Fund.
- G. Serve on the CQI team if elected to the delegation representing the site's region.
- H. Participate in the program evaluation and comply with all research requirements of the NFN program.
- I. Provide all requested information and documentation to CTF's program evaluator in a timely manner for the purpose of program evaluation.
- J. Submit Nurturing Parenting Group Start-up Forms prior to the group's start date and Ending Forms after the end date, to CTF's program evaluator and CTF program staff.
- K. Provide data to the NFN program evaluator for the purpose of Medicaid reimbursement and will not seek reimbursement from the federal government for any of the services offered by the NFN program.
- L. Participate in a referral network with the hospitals and other NFN service areas.
- M. Screen all families who present for services at the service area or who are referred to the service area.
- N. Enter into a Memorandum of Agreement with each of the hospitals and each NFN service area detailing how referrals and information will flow through the network.
- O. Allocate funding in the approved budget for training for full-time and part-time staff as described in the NFN Professional Development Policy.
- P. Complete all pre-service and in-service NFN training requirements as described in the NFN Professional Development Policy.
- Q. Purchase all required curriculum and materials.
- R. Maintain an advisory board for the NFN program comprised of representatives of community agencies or other members of the community within the designated service area. Provide a proposed meeting schedule and agenda topics for the first year.
- R. Submit a signed MOA established with the University of Connecticut, Department of Human Development and Family Studies, which will outline the roles and responsibilities of each entity including:
  - i. UCHC shall accept full responsibility for the provision of direct services by graduate level Marriage and Family Therapy (MFT) student interns who will facilitate Nurturing Parenting Groups, complete the Kempe Family Stress Checklist

assessment and provide Intensive Home Visiting services to eligible parents who are hospitalized prenatally and/or when the child or parent is hospitalized after the child's birth.

- ii. UCHC shall contract with a Marriage and Family Therapy certified supervisor to provide weekly clinical supervision to the interns with the NFN Clinical Supervisor.
- S. Monitor the fiscal and programmatic activities of its NFN Program in providing the three program components and submit to CTF program data required by CTF, financial expenditure reports, and transfer invoices, all in the format specified by CTF.

## 10. Program Requirements

UCHC shall include the following terms in any contract or subcontract entered into for the purpose of implementing this Agreement:

- A. Contractor shall adhere to all Nurturing Families Network policies and procedures.
- B. Contractor shall attend meetings and participate in trainings when applicable.
- C. Contractor shall seek prior approval from CTF before making any changes to the level of services.
- D. Intensive Home Visiting Services requirements:
  - i. A full-time Home Visitor should schedule and conduct 12 to 15 home visits per week, or a minimum of 48 to 60 home visits per month; and
  - ii. Home visitors must not carry a caseload of more than 25 families at any given time.
- E. Nurturing Parenting Group requirements:
  - i. Each site must provide 30 group sessions per contract year. The length of each session must be in accordance with the chosen curriculum.
- F. Nurturing Connections Services requirements:
  - ii. At full capacity, the program will provide telephone support to 100 families per contract year.

## 11. Reporting Requirements/Deliverables

UCHC shall submit to CTF:

- A. Resumes of all program staff including new hires upon execution of this Agreement.
- B. Nurturing Parenting Group Start-up Forms prior to the group's start date and Ending Forms after the group's end date.
- C. A proposed advisory board meeting schedule and agenda topics for the first year upon execution of this Agreement.
- D. A signed MOA established with the University of Connecticut, Department of Human Development and Family Studies upon execution of this Agreement.
- E. An original, signed hard copy and one photocopy of a financial expenditure report, in the format prescribed by CTF, according to the following schedule:

REPORTING PERIOD	REPORTS DUE BY
July through September	November 1

October through December	February 1
January through March	May 1
April through June	September 1

- F. An original, signed hard copy and one photocopy of a final financial expenditure report detailing all program costs, in the format prescribed by CTF, no later than 30 days after completion of all scheduled work or the end of each contract year, whichever is earlier.

UHC shall submit to CTF's program evaluator:

- G. All requested information and documentation in a timely manner for the purpose of program evaluation. All monthly evaluation data forms must be submitted to CTF's program evaluator by the 10<sup>th</sup> day of the following month.
- H. Nurturing Parenting Group Start-up Forms prior to the group's start date and Ending Forms after the group's end date.

## 12. Performance Based Requirements

UHC's performance will be assessed annually by comparing UHC's program outcomes with statewide aggregate outcomes on all evaluation measures. Statewide aggregate outcomes will serve as the minimum performance standard for this purpose as appropriate.

## 13. Subcontractors

- A. Written approval must be obtained from CTF prior to entering into contracts and subcontracts for the purpose of implementing this Agreement.
- B. No contractor or subcontractor shall acquire any direct right of payment from CTF by virtue of the provisions of this Section or any other Section of this Agreement. The use of contractors or subcontractors, as defined in this Section, shall not relieve UHC of any responsibility or liability under this Agreement.
- C. UHC shall make available to CTF copies of all contracts and subcontracts upon request. All contracts and subcontracts issued using funds from this Agreement shall include provisions requiring such contractors or subcontractors to comply fully with all applicable terms and conditions of this original Agreement.
- D. UHC shall be responsible for monitoring the fiscal and programmatic activities of any contractor or subcontractor.
- E. Reports of contractor and subcontractor activities and expenditures must be submitted in the format and at the times required by CTF.

**14. Payment Schedule**

Payments under this Agreement shall be made as follows, conditional upon CTF's receipt, review and approval of invoices and deliverables:

**Year 1: July 1, 2008 - June 30, 2009**

Payment #	Amount	Conditions	On or After:
1	\$51,500	Upon full execution of this Agreement	July 1, 2008
2	\$51,500	Upon receipt and approval by the Children's Trust Fund of the first expenditure report of Year 1 for the period July 1, 2008 through September 30, 2008 and completion of all reporting requirements from the previous Agreement.	October 1, 2008
3	\$51,500	Upon receipt and approval by the Children's Trust Fund of the second expenditure report of Year 1 for the period October 1, 2008 through December 31, 2008.	January 1, 2009
4	\$51,500	Upon receipt and approval by the Children's Trust Fund of the third expenditure report of Year 1 for the period January 1, 2009 through March 31, 2009.	April 1, 2009

**Year 2: July 1, 2009 - June 30, 2010**

Payment #	Amount	Conditions	On or After:
5	\$51,500	Upon receipt and approval by the Children's Trust Fund of the fourth expenditure report of Year 1 for the period April 1, 2009 through June 30, 2009.	July 1, 2009
6	\$51,500	Upon receipt and approval by the Children's Trust Fund of the first expenditure report of Year 2 for the period July 1, 2009 through September 30, 2009.	October 1, 2009
7	\$51,500	Upon receipt and approval by the Children's Trust Fund of the second expenditure report of Year 2 for the period October 1, 2009 through December 31, 2009.	January 1, 2010
8	\$51,500	Upon receipt and approval by the Children's Trust Fund of the third expenditure reports of Year 2 for the period January 1, 2010 through March 31, 2010.	April 1, 2010

**Year 3: July 1, 2010 - June 30, 2011**

Payment #	Amount	Conditions	On or After:
9	\$51,500	Upon receipt and approval by the Children's Trust Fund of the fourth expenditure report of Year 2 for the period April 1, 2010 through June 30, 2010.	July 1, 2010
10	\$51,500	Upon receipt and approval by the Children's Trust Fund of the first expenditure report of Year 3 for the period July 1, 2010 through September 30, 2010.	October 1, 2010
11	\$51,500	Upon receipt and approval by the Children's Trust Fund of the second expenditure report of Year 3 for the period October 1, 2010 through December 31, 2010.	January 1, 2011
12	\$51,500	Upon receipt and approval by the Children's Trust Fund of the third expenditure report of Year 3 for the period January 1, 2011 through March 31, 2011.	April 1, 2011

**15. Unspent Funds**

Any funds unspent upon termination of this Agreement will be returned to CTF within 90 days after the date of termination.

**16. Revisions and Amendments**

- A. A formal amendment, in writing, shall not be effective until executed by both parties to this Agreement, and where applicable, the Attorney General.
- B. Such amendments shall be required for extensions to the final date of the contract period and to terms and conditions of this contract including but not limited to revisions to: the maximum contract payment; the unit cost of service; the contract's objectives, services or plan; due dates for reports; completion of objectives or services; and any other contract revisions determined material by CTF.
- C. No amendments may be made to a lapsed Agreement.

**17. Delinquent Reports**

- A. UCHC shall submit reports as required by CTF by the designated due dates as identified in this Agreement.
- B. After notice to UCHC and an opportunity for a meeting with a CTF representative, CTF reserves the right to withhold payments for services performed under this contract if CTF has not received acceptable progress reports, expenditure reports, refunds, and/or audits as required by this Agreement or previous Agreements for similar or equivalent services the contractor has entered into with CTF.

Nurturing Families Program Budget Narrative FY 2008-2009

Personnel							Total
Name	Classification	FTE	Salary				Total
Karen Steinberg	Assistant Professor	20%	\$ 17,046				\$ 17,046
Julian Ford (2 mos)	Associate Professor	10%	\$ 2,763				\$ 2,763
Jen Vendetti	Research Assistant	75%	\$ 46,943				\$ 46,943
Jessica Sanderson	Mental Health Clinician	50%	\$ 31,288				\$ 31,288
Administrative support	Administrative Assistant	10%	\$ 4,736				\$ 4,736
Total Salaries	subtotal		\$102,776				\$ 102,776
<b>Position</b>	<b>Classification</b>	<b>Hours</b>	<b>Frequency</b>	<b>Pay Rate/Hr</b>	<b>Total</b>		
3-4 Home visitors/Family outreach w	Graduate Student Interns in Marriage	50% per int	52 weeks	Volunteer			\$0.00
Group Facilitator	Hourly position (prenatal group facilitator)	3	18 weeks	\$25			\$1,350
Family Support Worker	Hourly position (Connections & family support worker)	13	50 weeks	\$18			\$11,700
Bilingual Family Support Worker	Hourly position (bilingual Connections & family support worker)	3	30 weeks	\$18			\$2,160
<b>Contractual Services</b>							
UCCONN Graduate MFT Student Supervision Consultant	Personal Services Contract (MFT supervision)	2	45 weeks	\$110			\$9,900.00
							\$ 25,110
<b>Other Costs</b>							
Food	Meals for Prenatal Groups	30 groups x \$50 per group, advisory group meetings x 4 @ \$20					\$1,580
Travel	Travel	\$20 per week X 50 weeks X 3 staff					\$3,000

Office supplies	copies, paper, group supplies, folders gift baskets for new families (baby items, toys, books, clothing, personal items for mothers), gift cards to enhance program participation (every 6 months)	10,000 x .06 per copy				\$400
Program supplies (family engagement)		\$35 per family x 25				\$875
Curriculum materials	PAT, Partners for a Healthy Baby, March of Dimes, Nurturing Programs					\$800
Training	PAT, child abuse and neglect prevention training, training for providing supervision to home visiting staff, and other staff development and training opportunities					\$1,880
						\$8,535
						\$136,421
Indirect Cost rate @ 20%	Indirect Cost Rate				total	\$27,284
						\$163,705
						\$163,705



Nurturing Families	Total costs	\$ 163,705
Depression Trial	Total costs	\$ 42,295
Total		\$ 206,000

Nurturing Families Program Budget Narrative FY 2009-2010

Personnel						
Name	Classification	FTE	Salary	Total		
Karen Steinberg	Assistant Professor	20%	\$ 17,557	\$		17,557
Jen Vendetti	Research Assistant	75%	\$ 48,351	\$		48,351
Jessica Sanderson	Mental Health Clinician	50%	\$ 32,227	\$		32,227
Administrative support	Administrative Assistant	10%	\$ 4,880	\$		4,880
Total Salaries	subtotal		\$ 103,015	\$		103,015
Position	Classification	Hours	Frequency/	Pay Rate/Hr	Total	
3-4 Home visitors/Family outreach w	Graduate Student Interns in Marriage	50% per int	52 weeks	Volunteer		\$0.00
Group Facilitator	Hourly position (prenatal group facilitator)	3	18 weeks	\$25		\$1,350
Family Support Worker	Hourly position (Connections & family support worker)	13	50 weeks	\$18		\$11,700
Bilingual Family Support Worker	Hourly position (bilingual Connections & family support worker)	3	30 weeks	\$18		\$2,160
Contractual Services						
UCONN Graduate MFT Student Supervision Consultant	Personal Services Contract (MFT supervision)	2	45 weeks	\$110		\$9,900.00
						\$ 25,110
Other Costs						
Food	Meals for Prenatal Groups	30 groups x \$50 per group, advisory group meetings x 4 @ \$20				\$1,580

Travel	Travel	\$20 per week X 50 weeks X 3 staff				\$3,000
Office supplies	copies, paper, group supplies, folders	10,000 x .06 per copy				\$400
Program supplies (family engagement 6 months)	gift baskets for new families (baby items, toys, books, clothing, personal items for mothers), gift cards to enhance program participation (every 6 months)	\$35 per family x 25				\$875
Curriculum materials	PAT, Partners for a Healthy Baby, March of Dimes, Nurturing Programs					\$800
Training	PAT, child abuse and neglect prevention training, training for providing supervision to home visiting staff, and other staff development and training opportunities					\$1,880
						\$8,535
Indirect Cost rate @ 20%	Indirect Cost Rate			total		\$ 136,660
						\$27,332
						\$163,992
Depression Trial						
Personnel						
Name	Classification	FTE	Salary			Total
Karen Steinberg	Assistant Professor	20%	\$ 17,557			\$ 17,557
Depression Trial Associated Costs						\$15,000
Other Costs						

Travel	Travel	\$20 per week X 50 weeks X 2 staff			\$2,000
Office supplies	copies, paper, folders	5000 x .06 per copy			\$200
Curriculum materials	PAT, Partners for a Healthy Baby, March of Dimes				\$250
				total	\$35,007
Indirect Cost rate @ 20%	Indirect Cost Rate				\$7,001
		Depression Trial		Total costs	\$42,008

Nurturing Families	Total costs	\$ 163,992
Depression Trial	Total costs	\$ 42,008
Total		\$ 206,000

Nurturing Families Program Budget Narrative FY 2010-2011

Nurturing Families Program Budget Narrative							FY 2010-2011	
Personnel								
Name	Classification	FTE	Salary			Total		
Karen Steinberg	Assistant Professor	20%	\$ 18,084			\$ 18,084		
Jen Vendetti	Research Assistant	75%	\$ 49,801			\$ 49,801		
Jessica Sanderson	Mental Health Clinician	50%	\$ 33,193			\$ 33,193		
Administrative support	Administrative Assistant	10%	\$ 5,025			\$ 5,025		
Total Salaries	subtotal		\$ 106,103			\$ 106,103		
Position	Classification	Hours	Frequency	Pay Rate/Hr	Total			
3-4 Home visitors/Family outreach w	Graduate Student Interns in Marriage	50% per int	52 weeks	Volunteer		\$0.00		
Group Facilitator	Hourly position (prenatal group facilitator)	3	18 weeks	\$25		\$1,350		
Family Support Worker	Hourly position (Connections & family support worker)	13	50 weeks	\$18		\$14,700		
Bilingual Family Support Worker	Hourly position (bilingual Connections & family support worker)	3	30 weeks	\$18		\$2,160		
Contractual Services								
UCONN Graduate MFT Student Supervision Consultant	Personal Services Contract (MFT supervision)	2	45 weeks	\$110		\$9,900.00		
Other Costs						\$ 25,140		
Food	Meals for Prenatal Groups	30 groups x \$50 per group, advisory group meetings x 4 @ \$20				\$1,420		



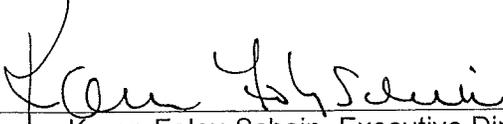
Curriculum materials	PAT, Partners for a Healthy Baby, March of Dimes					\$250
					total	\$ 35,534
Indirect Cost rate @ 20%	Indirect Cost Rate					\$7,107
		Depression Trial			Total costs	\$ 42,641

Nurturing Families	Total costs	\$ 163,360
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Depression Trial	Total costs	\$ 42,641
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Total	\$ 206,000
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for the Children's Trust Fund

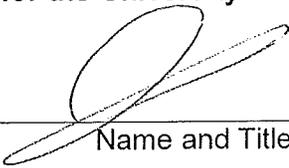


Karen Foley-Schain, Executive Director

6-30-08

Date

for the University of Connecticut Health Center



Name and Title

JEFFREY SMALL  
 ASSOCIATE VICE PRESIDENT  
 RESEARCH ADMINISTRATION AND FINANCE

6-26-08

Date

Funding Code:

Amount	FUND	Department	REQUIRED				OPTIONAL		REQR
			SID	Program	Account	Project	Activity	Agcy Chart	Budget Ref
\$206,000	11000	CTF94000	12042	28217	52742	CTF_NONPROJECT			2009
\$206,000	11000	CTF94000	12042	28217	52742	CTF_NONPROJECT			2010
\$206,000	11000	CTF94000	12042	28217	52742	CTF_NONPROJECT			2011