



Contract Amendment

One (1)

Office of the Purchasing Agent  
Collin County Administration Building  
2300 Bloomdale Rd, Ste 3160  
McKinney, TX 75071  
972-548-4165

Vendor: Public Information Associates (PIA)  
M. Leigh Hornsby, M.C.M, Ph.D.  
Box 570  
Allen, TX 75013

Contract Agreement, Admin Duties for RHP 18  
Contract No. 06301-12  
Effective Date 5-Nov-12

Awarded by Court Order No.: 2012-377-06-18  
Contract Amendment Court Order No 1.: \_\_\_\_\_  
Contract Amendment Court Order No 2.: \_\_\_\_\_

**YOU ARE DIRECTED TO MAKE THE FOLLOWING AMENDMENT TO THIS CONTRACT**

- 1. Increase Milestone 1 cost from \$97,675 to \$122,675 per the attached documentation.

Except as provided herein, all terms and conditions of the contract remain in full force and effect and may only be modified in writing signed by both parties.

ACCEPTED BY:

Public Information Associates (PIA)  
M. Leigh Hornsby (print name)  
Box 570  
Allen, TX 75013

[Signature]  
SIGNATURE  
TITLE: Principal Partner  
DATE: 10-03-12

ACCEPTED AND AUTHORIZED BY  
AUTHORITY OF COLLIN COUNTY  
COMMISSIONERS' COURT

Collin County Administration Building  
2300 Bloomdale Rd, Ste 3160  
McKinney, Texas 75071

[Signature]  
Michalyn Rains, CPPO, CPPB  
Purchasing Agent  
DATE: \_\_\_\_\_



## Public Information Associates

Box 570, Allen, TX 75013 214-495-0403 (v) 214-495-0479 (f)

Mr. Bill Bilyeu  
Administrator  
Collin County  
2300 Bloomdale Road, Suite 4192  
McKinney, TX 75071

Dear Mr. Bilyeu:

Please accept this Change Order Request for project management of the Regional Health Partnership (RHP) 18 Anchor, which is part of the State of Texas 1115 Medicaid Waiver project.

Public Information Associates has served as the project manager for the RHP-18 project since June 2012. For the past four months, the state has initiated several significant updates to the Waiver program, including, but not limited to:

- Issuance of Workbooks and the Protocols document in late September
- Adherence to the 430-page Protocol with weekly briefings and updates from HHSC and CMS
- Inclusion of the role of safety net hospitals in the RHP process
- Implementation of important milestones in moving from Pass 1 to Pass 2 funding

The project team has worked diligently with project stakeholders and state officials to maintain the roles and responsibilities necessary for completing this project. However, these changes have required additional resources and project commitments.

We request a Change Order to increase the funding amount of Milestone #1 by 20 percent.

The attached documentation provides the increased work in this project.

I will be happy to answer any questions you might have.

Regards,

M. Leigh Hornsby, M.C.M., Ph.D.  
Principal  
Public Information Associates  
[Leigh.hornsby@publicinformationassociates.com](mailto:Leigh.hornsby@publicinformationassociates.com)

[www.publicinformationassociates.com](http://www.publicinformationassociates.com)



# Public Information Associates

Box 570, Allen, TX 75013 214-495-0403 (v) 214-495-0479 (f)

## Scope of Work/Milestones

**\*Items in red reflect additional work/adjustments**

Scope	Milestone Date <i>*Milestone dates are on or about the listed dates, as established by the HHSC .</i>
<p>1. Conduct/Coordinate a Community Health Assessment for the Collin, Grayson and Rockwall counties.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information will be compiled and distributed to officials in the three-county area and provided for implementation on county websites.</li> <li><input type="checkbox"/> Project team will utilize current data on record from public sources.</li> <li><input type="checkbox"/> Project team will conduct interviews with medical staff in each of the three counties.</li> </ul>	<p><b>Milestone #1 - Completed</b></p>
<p>2. Develop an Regional Healthcare Partnership (RHP) Plan utilizing the state-provided template and include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> RHP Organization &amp; Leadership</li> <li><input type="checkbox"/> Executive Overview</li> <li><input type="checkbox"/> Community Needs Assessment (as presented in Item 1)</li> <li><input type="checkbox"/> Stakeholder Engagement</li> <li><input type="checkbox"/> DSRIP Projects</li> <li><input type="checkbox"/> Allocation of Funds</li> <li><input type="checkbox"/> RHP Participation Certifications</li> </ul>	<p><i>To better communicate changes in Protocols, the project team conducted three stakeholder work group meetings on July 19, July 31 and Sept. 14. Approximately four-dozen stakeholder meetings also were conducted.</i></p> <p><i>Coordination of individual provider workbooks and development of Anchor workbooks to supplement Plan information.</i></p> <p><i>Additional work to make the Plan compliant with Pass 1 requirements, including incorporation of safety net hospitals and private hospital participation requirements.</i></p> <p><i>Project team members traveled to Austin to meet with HHSC to obtain clarity regarding changing protocols. At least one additional</i></p>

	<p>meeting is expected.</p> <p><b>Milestone #1 – Submission of First Three Sections of RHP Plan and Pass 1 to HHSC</b></p> <p><b>Milestone #2 – Submission of Pass 2 and Final Plan to HHSC</b></p>
<p>3. Represent, attend and participate in Medicaid 1115 discussions with HHSC, CMS, local medical providers and other interested parties on behalf of RHP-18.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An estimated 1-2 meetings or teleconferences per month with an estimated quarterly meeting in Austin during the one-year period.</li> <li><input type="checkbox"/> Information from the meetings will be compiled and distributed to identified Commissioners Court leaders in the three-county area.</li> </ul>	<p>A summit was held on Aug. 8-9. At least one conference call with HHSC is conducted weekly. (Because the plan was to have been submitted in August, the weekly participation and changes are progressing for what is anticipated to be 3-4 additional months.) Additional meetings are being held in Grayson and Rockwall counties to discuss safety net roles and potential DSRIP projects.</p> <p><b>Milestone #1</b>  <b>Milestone #2 (Conclusion: Dec. 30, 2012)</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b>  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
<p>4. Liaison to all 3 counties.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The project leader will compile and distribute information regarding the project to the Commissioners Courts within the three-county area throughout the duration of the project.</li> <li><input type="checkbox"/> The project team will serve as a liaison between the state and counties on new or changing project information.</li> </ul>	<p>Ongoing.</p> <p><b>Milestone #1 (Conclusion: Sept. 1, 2012)</b>  <b>Milestone #2 (Conclusion: Dec. 30, 2012)</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b>  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
<p>5. Create and implement a communications (stakeholder outreach) plan, as noted in Item 1).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A brief internal/ external communications plan will be created.</li> <li><input type="checkbox"/> Monthly workshops would be held for representatives of the commissioners' courts and selected stakeholders. (No more than eight workshops would be conducted.)</li> </ul>	<p>Monthly work group coordination/facilitation. Meeting dates shall be held the second or third week during each of the following months:</p> <p>January, March  <b>Milestone #3 (Conclusion: March 31, 2013)</b></p> <p>April (tentatively May)  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p> <p><b>Note; The schedule has been adjusted due to</b></p>

<input type="checkbox"/> Web/electronic content will be created for uploading/dist. by counties	<p><b>the delay in HHSC receiving Plans.</b></p> <p>Web/Social Media/Electronic Content:  <b>Milestone #2 (Conclusion: Dec. 30, 2012)</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b>  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
<p>6. Conduct up to four public hearings, as required by HHSC.</p> <input type="checkbox"/> The project team will plan, coordinate and conduct one public hearing in each of the following counties: Collin, Grayson and Rockwall. <input type="checkbox"/> Input and information collected during the public hearings will be compiled into a report. <input type="checkbox"/> Public hearings will be created as part of regularly scheduled Commissioners' Court meetings.	<p>Public Hearings are tentatively scheduled for Oct. 22-23 and tentatively in late November. This could, again, change due to HHSC adjusting the Plan schedule.</p> <p><b>Milestone #1 (3 Public Hearings)</b>  <b>Milestone #2 (1 Public Hearing)</b></p>
<p>7. Create final, annual report of activities:</p> <input type="checkbox"/> Draft/recommend protocols <input type="checkbox"/> Present to each Commissioners Court <input type="checkbox"/> Provide any necessary documentation to state.	<p><b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
<p>8. Address any edits or comments provided by HHSC and incorporate in the RHP Plan. Provide updates, as necessary, with Anchor 18/counties.</p>	<p><b>Milestone #2 Potentially – But Edits will most likely be in Milestone #3</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b></p>
<p>9. File any requested reports following the submission of the RHP Plan. Quarterly reports may be requested by HHSC.</p>	<p><b>Milestone #2 (Conclusion: Dec. 30, 2012)</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b>  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
<p>10. Provide assistance to any county within Anchor 18 seeking DSRIP status.</p>	<p>The project team has provided daily and weekly updates to individuals and groups regarding DSRIP status, safety net status, discussion points and additional items related to the roles and responsibilities of public and private</p>

	<p>agencies in the RHP process. The project team continues to serve as a clearinghouse for information and a resource for coordinating data associated with changes in this process.</p> <p><b>Milestone #2 (Conclusion: Dec. 30, 2012)</b>  <b>Milestone #3 (Conclusion: March 31, 2013)</b>  <b>Milestone #4 (Conclusion: June 30, 2013)</b></p>
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**Based on Updated HHSC Protocols, Project Team Hours Are Increasing**

Position	Original Projection	Additional Requirements	New Projection
Hornsby	435	Work with Safety Net Hospital in Grayson County  Grayson County Workbook Development	535
Cruser	270	Communication of Private Hospital & Safety Net Information and Plan Development to Achieve Pass 1 and Reach Pass 2  Additional Weekly Anchor Meetings (Estimated at 8)	350
Coggin	250	Additional Public Hearing for Pass 2  Division of Pass 2 into separate submission  Division of RHP Plan into three submissions over a potential two to three month time period	350

**Requested Fee Adjustment**  
*Based on Milestone Accomplishments*

Position	Milestone 1 NEW <b>COMPLETION: Upon Submission of First 3 Sections of RHP Plan &amp; Pass 1 to HHSC</b>  Divided 40%-60%	Milestone 1 PREVIOUS	Milestone 1 AMOUNT DIFFERENCE	Milestone 2 Submission on January 4, 2013	Milestone 3 Submission April 2013	Milestone 4 Submission in June 2013
PIA	\$56,175	\$45,675	\$10,500	\$29,580	\$7,540	\$7,540
Cruser	\$35,000	\$27,000	\$ 8,000	\$22,500	\$5,000	\$5,000
Coggin	\$21,000	\$15,000	\$ 6,000	\$12,000	\$2,700	\$2,700
Joseph-Williams	\$10,500					
<b>Total</b>	<b>\$122,675</b>		\$24,500	\$64,080	\$15,240	\$15,240