

**Amendment No. 1 to the
Agreement Between
the Michigan Department of Health and Human Services
and
Planned Parenthood of Michigan
for
Family Planning Services - 2020**

1. Period of Agreement

This agreement shall commence on October 1, 2019 and continue through September 30, 2020. This agreement is in full force and effect for the period specified.

2. Program Budget and Agreement Amount

The total agreement amount is decreased from \$10,580,404.00 to \$3,685,957.00, and the Department's agreement amount is decreased from \$4,406,222.00 to \$1,672,700.00. as shown on the Attachment B budget pages.

The source of funding provided by the Department and approved indirect rate shall be followed as described in Attachment 1, of this agreement, which is part of this agreement through reference.

3. Amendment Purpose

The purpose of this amendment is to decrease the Department's agreement amount from \$4,406,222 to \$1,672,700, modify the budget and work plan, and update Attachment C - Performance/Progress Report Requirements, and Attachment E - Program Specific Requirements.

4. Original Amendment Conditions

It is understood and agreed that all other conditions of the original agreement remain the same.

5. Special Certification

The individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or contractor.

6. Signature Section

FOR the Planned Parenthood of Michigan

Lori Carpentier

President

Name

Title

FOR the Michigan Department of Health and Human Services

Christine H. Sanches

11/19/2019

Christine H. Sanches, Director
Bureau of Grants and Purchasing

Date

Attachment 1 - Schedule of Financial Assistance

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES SCHEDULE OF FINANCIAL ASSISTANCE

Planned Parenthood of Michigan

Source of Funds		Catalog of Federal Domestic Assistance (CFDA)		Federal Award				
Federal / State	Federal Agency Name	Number	Title	Award Number	Title	Federal Award Identification No.	Award Date	Amount
Federal (03000)	Department of Health and Human Services	93.994	Maternal and Child Health Services Block Grant to the States	252208 (20)	MATERNAL/CHILD HEALTH SERVICES BLOCK TITLE V	TBD		1,672,700.00
			Total Allocation					1,672,700.00

The federal funding provided by the Department is \$1,672,700.00.

Attachment 1b - APPROVED INDIRECT RATE

APPROVED INDIRECT RATE (S)

Rate Description	Indirect Rate %	Rate Base \$	Total Approved Indirect Costs
Total Approved Indirect Costs			

Attachment A - Statement of Work

Objective :	Ensure appropriate guidelines are in place to maximize revenue
Activity :	Promote patient enrollment in all available health plans (Medicaid expansion, etc.).
Responsible Staff :	Senior Health Center Managers, Health Care Specialists and Associates
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Monitor successful enrollments.
Activity :	Aggressively collect appropriate payments at the time of service.
Responsible Staff :	Senior Health Center Managers, Health Care Specialists and Associates
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Using practice management system reports to closely monitor payments, days in A/R.
Activity :	Bill third-party payers to ensure timely claims submission, payment and resolution of denials.
Responsible Staff :	Director of Revenue Cycle, Billing Manager and Specialists and health center sta
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Weekly assessment of "stateded" patients, review monthly rejection codes indicating patient was not active or not a covered benefit.
Activity :	Use appropriate tools (e.g. WebDenis, CHAMPS) to verify enrollment, covered benefits, co-pays, deductibles, etc.
Responsible Staff :	Billing Manager, Specialists and Associates
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Weekly assessment of "stateded" patients, review monthly rejection codes to track opportunities and successful insurance benefit verification.
Activity :	Coding and billing audits.
Responsible Staff :	Directors of Clinical Leadership Revenue Cycle and Quality, Risk and Compliance
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Annual audit conducted by an external auditor. Quarterly audit performed internally as directed by Dir. of Risk & Compliance. Chart review to validate documentation supports coding 100% of the time.
Activity :	Revenue Cycle staff will be in contact with provider representatives of the various qualified health plans to facilitate contracts.
Responsible Staff :	Director of Revenue Cycle
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Signed contracts and analysis of paid claims and increase in insured patient volume.
Objective :	Ensure appropriate care management, continuity of care, and quality patient services.
Activity :	Clinical provider peer review.
Responsible Staff :	Director of Clinical Leadership and Lead Clinicians
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Review care plan, medical necessity and billing documentation for accuracy.
Activity :	Patient safety and experience audits.

Responsible Staff :	Director of Quality, Risk and Compliance
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Review of facilities, audit of adherence to operational standards and guidelines.
Activity :	Chart audits – review charting and care plans.
Responsible Staff :	Chief Medical Officer
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Monthly review of a minimum of 10 charts per provider with feedback on care plan & medical necessity documentation.
Activity :	Provide patient-centered high quality contraceptive services.
Responsible Staff :	Regional Director of Patient Services and Training Team
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Implement 10 Best Practices in Contraceptive Counseling
Activity :	Provide high quality patient experience.
Responsible Staff :	Regional Director of Patient Services and Training Team
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Review Press Ganey patient satisfaction survey results and routinely share feedback with health center teams. Monitor progress.
Activity :	Provide high quality and efficient patient experience.
Responsible Staff :	Regional Director of Patient Services and Senior Health Center Managers
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Implement Access and Demand Dashboards to measure visit lengths, appointment book out, and staffing models.
Objective :	Quality Education
Activity :	Provide quality family planning and sexually transmitted infection risk reduction education to all patients seeking family planning related services.
Responsible Staff :	Regional Director of Patient Services, Director of Clinical Leadership and Lead
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Annual information and education review process to inform educational material choices. Mandatory, monthly, staff trainings.
Objective :	Develop Community Linkages
Activity :	PPMI will convene an Information and Education Committee (IEC) who are broadly representative of the population served or community that meets at least once a year to review and approve informational and educational materials prior to distribution
Responsible Staff :	Education Department (IEC)
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	
Measurement :	Documentation of at least one IEC meeting per year, roster of IEC members with demographic information, and list of approved educational materials
Activity :	PPMI will provide for informational and educational programs designed to: achieve community understanding of the objectives of the program; inform the community of the availability of services; and promote continued participation in the project by person to whom family planning services may be beneficial
Responsible Staff :	Education Department (Total programs offered)
Date Range :	10/01/2019 - 09/30/2020
Expected Outcome :	

Measurement : Documentation of number of individuals reached through education and outreach.

Activity : PPMI will provide, to the extent feasible, an opportunity for participation in the development, implementation, and evaluation of the project by persons broadly representative of all significant elements of the population to be served, and by others in the community knowledgeable about the community's needs for family planning services

Responsible Staff : Education Department (CACs and YACs)

Date Range : 10/01/2019 - 09/30/2020

Expected Outcome :

Measurement : Documentation of quarterly Community Advisory Council and Youth Advisory Council meeting minutes, CAC and YAC rosters with demographic information

Attachment B1 - Program Budget Summary

PROGRAM Family Planning Services - 2020			DATE PREPARED 11/19/2019	
CONTRACTOR NAME Planned Parenthood of Michigan			BUDGET PERIOD From : 10/1/2019 To : 9/30/2020	
MAILING ADDRESS (Number and Street) P.O. Box 3673			BUDGET AGREEMENT <input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment	
			AMENDMENT # 1	
CITY Ann Arbor	STATE MI	ZIP CODE 48106-3673	FEDERAL ID NUMBER 38-1707521	

Category		Total	Amount
DIRECT EXPENSES			
Program Expenses			
1	Salary & Wages	1,975,370.00	1,975,370.00
2	Fringe Benefits	395,074.00	395,074.00
3	Travel	32,626.00	32,626.00
4	Supplies & Materials	494,889.00	494,889.00
5	Contractual	0.00	0.00
6	Equipment	0.00	0.00
7	Other Expense	787,998.00	787,998.00
Total Program Expenses		3,685,957.00	3,685,957.00
TOTAL DIRECT EXPENSES		3,685,957.00	3,685,957.00
INDIRECT EXPENSES			
Indirect Costs			
1	Indirect Costs	0.00	0.00
Total Indirect Costs		0.00	0.00
TOTAL INDIRECT EXPENSES		0.00	0.00
TOTAL EXPENDITURES		3,685,957.00	3,685,957.00

Source of Funds

SOURCE OF FUNDS

Category	Total	Amount	Cash	Inkind
1 Source of Funds				
Fees and Collections	1,506,341.00	0.00	1,506,341.00	0.00
State Agreement	1,672,700.00	1,672,700.00	0.00	0.00
Local	506,916.00	0.00	506,916.00	0.00
Federal	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Total Source of Funds	3,685,957.00	1,672,700.00	2,013,257.00	0.00
Totals	3,685,957.00	1,672,700.00	2,013,257.00	0.00

Attachment B2 - Program Budget - Cost Detail Schedule

Line Item	Qty	Rate	Units	UOM	Total
DIRECT EXPENSES					
Program Expenses					
1	Salary & Wages				
Director	0.1660	106842.000	0.000	FTE	17,736.00
Manager	0.1660	61985.000	0.000	FTE	10,290.00
Clerk	0.1660	36153.000	0.000	FTE	6,001.00
Analyst	0.1660	72141.000	0.000	FTE	11,975.00
Administrator	0.1770	73542.000	0.000	FTE	13,017.00
Technician	0.1770	51101.000	0.000	FTE	9,045.00
Technician	0.1770	37224.000	0.000	FTE	6,589.00
Director	0.1290	96542.000	0.000	FTE	12,454.00
Assistant	0.1290	64715.000	0.000	FTE	8,348.00
Assistant	0.1290	41536.000	0.000	FTE	5,358.00
Manager	0.1290	53306.000	0.000	FTE	6,876.00
Chief Executive Officer	0.1660	186000.000	0.000	FTE	30,876.00
Executive Director	0.1660	180353.000	0.000	FTE	29,939.00
Manager	0.1660	54781.000	0.000	FTE	9,094.00
Nurse	0.2108	71956.000	0.000	FTE	15,168.00
Lead Worker	0.2108	98178.000	0.000	FTE	20,696.00
Lead Worker	0.2108	90640.000	0.000	FTE	19,107.00
Lead Worker	0.2108	94991.000	0.000	FTE	20,024.00
Director	0.2108	121952.000	0.000	FTE	25,707.00
Director	0.2108	77044.000	0.000	FTE	16,241.00
Director	0.2108	26927.000	0.000	FTE	5,676.00
Director	0.2108	22145.000	0.000	FTE	4,668.00
Director	0.2108	104545.000	0.000	FTE	22,038.00
Director	0.2108	76385.000	0.000	FTE	16,102.00
Nurse	0.2108	22495.000	0.000	FTE	4,742.00
Director	0.2108	95790.000	0.000	FTE	20,193.00
Coordinator	0.2108	48410.000	0.000	FTE	10,205.00
Assistant	0.2108	62547.000	0.000	FTE	13,185.00
Director	0.2108	82750.000	0.000	FTE	17,444.00
Assistant	0.2108	47060.000	0.000	FTE	9,920.00
Manager	0.2108	64123.000	0.000	FTE	13,517.00
Lead Worker	0.2108	49449.000	0.000	FTE	10,424.00

Line Item	Qty	Rate	Units	UOM	Total
Coordinator	0.2108	37238.000	0.000	FTE	7,850.00
Data Entry/Coder	0.2108	33100.000	0.000	FTE	6,977.00
Data Entry/Coder	0.2108	36675.000	0.000	FTE	7,731.00
Lead Worker	0.2108	39045.000	0.000	FTE	8,231.00
Data Entry/Coder	0.2108	32136.000	0.000	FTE	6,774.00
Data Entry/Coder	0.2108	32939.000	0.000	FTE	6,944.00
Data Entry/Coder	0.2108	32136.000	0.000	FTE	6,774.00
Data Entry/Coder	0.2108	32136.000	0.000	FTE	6,774.00
Data Entry/Coder	0.2108	32136.000	0.000	FTE	6,774.00
Specialist	0.2108	28641.000	0.000	FTE	6,038.00
Specialist	0.2108	30248.000	0.000	FTE	6,376.00
Specialist	0.0279	27597.000	0.000	FTE	770.00
Specialist	0.2108	26311.000	0.000	FTE	5,546.00
Specialist	0.2108	27195.000	0.000	FTE	5,733.00
Lead Worker	0.2108	39166.000	0.000	FTE	8,256.00
Specialist	0.2108	28641.000	0.000	FTE	6,038.00
Specialist	0.2108	27195.000	0.000	FTE	5,733.00
Specialist	0.2108	31353.000	0.000	FTE	6,609.00
Specialist	0.2108	30128.000	0.000	FTE	6,351.00
Manager	0.2108	55314.000	0.000	FTE	11,660.00
Specialist	0.2108	26311.000	0.000	FTE	5,546.00
Specialist	0.2108	26311.000	0.000	FTE	5,546.00
Manager	0.2110	60770.000	0.000	FTE	12,822.00
Manager	0.2110	54611.000	0.000	FTE	11,523.00
Manager	0.2110	51498.000	0.000	FTE	10,866.00
Manager	0.2110	53560.000	0.000	FTE	11,301.00
Manager	0.2110	58288.000	0.000	FTE	12,299.00
Manager	0.2110	46350.000	0.000	FTE	9,780.00
Manager	0.2110	46350.000	0.000	FTE	9,780.00
Manager	0.2110	55723.000	0.000	FTE	11,758.00
Manager	1.0000	35135.000	0.000	FTE	35,135.00
Manager	1.0000	47045.000	0.000	FTE	47,045.00
Educator	1.0000	34505.000	0.000	FTE	34,505.00
Educator	1.0000	37684.000	0.000	FTE	37,684.00
Educator	1.0000	34785.000	0.000	FTE	34,785.00
Educator	1.0000	37080.000	0.000	FTE	37,080.00

Line Item	Qty	Rate	Units	UOM	Total
Educator	1.0000	27605.000	0.000	FTE	27,605.00
Director	1.0000	70926.000	0.000	FTE	70,926.00
Director	0.8750	76426.000	0.000	FTE	66,873.00
Educator	1.0000	34505.000	0.000	FTE	34,505.00
Educator	1.0000	40625.000	0.000	FTE	40,625.00
Educator	1.0000	35535.000	0.000	FTE	35,535.00
Medical Personnel	0.2110	83688.000	0.000	FTE	17,658.00
Medical Personnel	0.2110	67486.000	0.000	FTE	14,240.00
Medical Personnel	0.2110	70570.000	0.000	FTE	14,890.00
Medical Personnel	0.2110	27751.000	0.000	FTE	5,855.00
Medical Personnel	0.2110	75302.000	0.000	FTE	15,889.00
Medical Personnel	0.2110	87931.000	0.000	FTE	18,553.00
Medical Personnel	0.2110	55595.000	0.000	FTE	11,731.00
Medical Personnel	0.2110	82570.000	0.000	FTE	17,422.00
Medical Personnel	0.2110	45039.000	0.000	FTE	9,503.00
Medical Personnel	0.2110	93807.000	0.000	FTE	19,793.00
Medical Personnel	0.2110	51518.000	0.000	FTE	10,870.00
Medical Personnel	0.0800	84357.000	0.000	FTE	6,749.00
Medical Personnel	0.2110	33743.000	0.000	FTE	7,120.00
Medical Personnel	0.2110	51844.000	0.000	FTE	10,939.00
Medical Personnel	0.2110	91051.000	0.000	FTE	19,212.00
Medical Personnel	0.2110	87808.000	0.000	FTE	18,527.00
Medical Personnel	0.2110	5427.000	0.000	FTE	1,145.00
Medical Personnel	0.2110	37238.000	0.000	FTE	7,857.00
Medical Personnel	0.2110	28963.000	0.000	FTE	6,111.00
Medical Personnel	0.2110	27617.000	0.000	FTE	5,827.00
Medical Personnel	0.2110	26713.000	0.000	FTE	5,636.00
Medical Personnel	0.2110	25465.000	0.000	FTE	5,373.00
Medical Personnel	0.2110	26593.000	0.000	FTE	5,611.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25809.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	33201.000	0.000	FTE	7,005.00
Medical Personnel	0.2110	28180.000	0.000	FTE	5,946.00
Medical Personnel	0.2110	35210.000	0.000	FTE	7,429.00

Line Item	Qty	Rate	Units	UOM	Total
Medical Personnel	0.2110	27617.000	0.000	FTE	5,827.00
Medical Personnel	0.2110	27417.000	0.000	FTE	5,785.00
Medical Personnel	0.2110	25568.000	0.000	FTE	5,395.00
Medical Personnel	0.2110	16317.000	0.000	FTE	3,443.00
Medical Personnel	0.2110	19860.000	0.000	FTE	4,190.00
Medical Personnel	0.2110	37238.000	0.000	FTE	7,857.00
Medical Personnel	0.2110	28963.000	0.000	FTE	6,111.00
Medical Personnel	0.2110	28179.000	0.000	FTE	5,946.00
Medical Personnel	0.2110	28179.000	0.000	FTE	5,946.00
Medical Personnel	0.2110	27938.000	0.000	FTE	5,895.00
Medical Personnel	0.2110	26713.000	0.000	FTE	5,636.00
Medical Personnel	0.2110	21049.000	0.000	FTE	4,441.00
Medical Personnel	0.2110	27617.000	0.000	FTE	5,827.00
Medical Personnel	0.2110	27617.000	0.000	FTE	5,827.00
Medical Personnel	0.2110	26311.000	0.000	FTE	5,552.00
Medical Personnel	0.2110	26854.000	0.000	FTE	5,666.00
Medical Personnel	0.2110	25809.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	19269.000	0.000	FTE	4,066.00
Medical Personnel	0.2110	32136.000	0.000	FTE	6,781.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	25465.000	0.000	FTE	5,373.00
Medical Personnel	0.2110	25809.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	15956.000	0.000	FTE	3,367.00
Medical Personnel	0.2110	25809.000	0.000	FTE	5,446.00
Medical Personnel	0.2110	18564.000	0.000	FTE	3,917.00
Medical Personnel	0.2110	33603.000	0.000	FTE	7,090.00
Medical Personnel	0.2110	42279.000	0.000	FTE	8,921.00
Medical Personnel	0.2110	29645.000	0.000	FTE	6,255.00
Medical Personnel	0.2110	26191.000	0.000	FTE	5,526.00
Medical Personnel	0.2110	20647.000	0.000	FTE	4,357.00
Medical Personnel	0.2110	20647.000	0.000	FTE	4,357.00
Medical Personnel	0.2110	52944.000	0.000	FTE	11,171.00
Medical Personnel	0.2110	26159.000	0.000	FTE	5,520.00
Medical Personnel	0.2110	36595.000	0.000	FTE	7,722.00

	Line Item	Qty	Rate	Units	UOM	Total
	Medical Personnel	0.2110	16815.000	0.000	FTE	3,548.00
	Medical Personnel	0.2110	52944.000	0.000	FTE	11,171.00
	Medical Personnel	0.2110	34707.000	0.000	FTE	7,323.00
	Medical Personnel	0.2110	25810.000	0.000	FTE	5,446.00
	Manager	0.1660	50000.000	0.000	FTE	8,300.00
	Director	0.1660	83173.000	0.000	FTE	13,807.00
	Director	0.2108	84872.000	0.000	FTE	17,891.00
	Director	0.2108	77446.000	0.000	FTE	16,326.00
	Assistant	0.2108	33100.000	0.000	FTE	6,977.00
	Assistant	0.2107	32136.000	0.000	FTE	6,771.00
	Assistant	0.2108	32136.000	0.000	FTE	6,774.00
	Assistant	0.2108	33100.000	0.000	FTE	6,977.00
	Assistant	0.2108	34847.000	0.000	FTE	7,346.00
	Manager	0.2108	52530.000	0.000	FTE	11,073.00
	Educator	1.0000	35535.000	0.000	FTE	35,535.00
	Medical Personnel	0.2110	16672.000	0.000	FTE	3,518.00
	Manager	0.2110	51498.000	0.000	FTE	10,866.00
	Medical Personnel	0.2110	20647.000	0.000	FTE	4,357.00
	Medical Personnel	0.7960	18077.000	0.000	FTE	14,389.00
	Medical Personnel	0.7960	25960.000	0.000	FTE	20,664.00
	Medical Personnel	0.7960	16571.000	0.000	FTE	13,191.00
	Medical Personnel	0.7960	13808.000	0.000	FTE	10,991.00
	Medical Personnel	0.7960	33100.000	0.000	FTE	26,348.00
	Medical Personnel	0.7960	25810.000	0.000	FTE	20,545.00
Total for Salary & Wages						1,975,370.00
2	Fringe Benefits					
	Composite Rate	0.0000	20.000	1975370.00		395,074.00
				0		
3	Travel					
	Mileage-Mileage - Travel to and from Conferences	0.0000	0.000	0.000		32,626.00
4	Supplies & Materials					
	Medical Supplies	0.0000	0.000	0.000		442,889.00
	Other Supply Costs	0.0000	0.000	0.000		52,000.00
Total for Supplies & Materials						494,889.00
5	Contractual					

	Line Item	Qty	Rate	Units	UOM	Total
6	Equipment					
7	Other Expense					
	Communication Costs	0.0000	0.000	0.000		34,632.00
	Space/Rental Costs	0.0000	0.000	0.000		92,086.00
	Space/Facility Costs	0.0000	0.000	0.000		264,185.00
	Miscellaneous	0.0000	0.000	0.000		50,150.00
	Professional Services	0.0000	0.000	0.000		346,945.00
Total for Other Expense						787,998.00
Total Program Expenses						3,685,957.00
TOTAL DIRECT EXPENSES						3,685,957.00
INDIRECT EXPENSES						
Indirect Costs						
1	Indirect Costs					
Total Indirect Costs						0.00
TOTAL INDIRECT EXPENSES						0.00
TOTAL EXPENDITURES						3,685,957.00

Modified Documents

[Attachment C - Performance/Progress Report Requirements](#)

[Attachment E - Program Specific Requirements](#)