

## **ATTACHMENT 1 – Performance Narrative**

### **A. PROJECT IDENTIFIER INFORMATION:**

Grant Number: U77HP16459  
Project Title: New York State Area Health Education Center (AHEC) System  
Grantee: Research Foundation for SUNY, University at Buffalo  
Address: Department of Family Medicine, University at Buffalo,  
77 Goodell St, Suite 220, Buffalo, NY 14203  
Primary Contact: Leishia B. Smallwood, MPA, Director, 716-816-7225, [leishias@buffalo.edu](mailto:leishias@buffalo.edu)  
Project Period: September 1, 2018 through April 25, 2019

### **B. WORK PLAN PROGRESS SUMMARY** *Italics=changes from previous year's report.*

#### **1. Current staffing/Roles and Responsibilities:**

##### **a. Statewide Office Key Personnel**

Leishia B. Smallwood, MPA, Director/PI (1.0 FTE). Leadership to assure federal/state funding goals consistent with mission and goals at community, regional, statewide and national levels. Facilitates statewide model for strategic planning and collaboration; encourages innovation to meet regional needs; markets AHEC accomplishments and assures evaluation strategy.

Shannon Carlin-Menter, PhD, Evaluation Director (0.53 FTE). Leads program and educational evaluation/research, needs assessment and scholarship initiatives. Co-PI, Western New York Genetics in Research and Health Care Partnership, SEPA, National Institutes of Health.

Daniel Morelli, MD, Medical Director (0.02 FTE In-kind). As Chair, Department of Family Medicine, provides leadership with regional medical directors regarding AHEC strategies to address state and national health care reform initiatives and academic training/admissions policies.

Ranjit Singh, MB BChir, MBA, AHEC Scholars Program Director (0.08 FTE). Oversees AHEC Scholars Program development; participates in medical education curriculum development.

##### **b. Statewide Office/Other Personnel**

Anneliese Eason, Business Operations Manager (1.0 FTE). Oversees statewide budgetary needs and requests; facilitates collaboration with center personnel to ensure timely invoice processing.

Bridget Forshee, MS, Sr. Program Developer (0.60 FTE). Coordinates statewide and regional grant/fund development and required reporting to stakeholders; assist with evaluation of statewide program development and implementation.

Erica Shaw, MPA, Opioid Expansion Program Specialist (0.64 FTE). Facilitates collaboration with local, regional and statewide community partners and stakeholders; organize opioid expansion project efforts; and coordinate/devise resources for participating AHEC centers.

John S. Taylor, MP, MBA, Development Director (0.15 FTE). Provides essential program start up assistance to the AHEC Scholars Program Director and pursues related external funding critical to the expansion and sustainment of the NYS AHEC System.

Bryan Cacciotti, MP, Fiscal Program Manager (0.15 FTE). Ensures statewide fiscal management, responsibilities, and compliance requirements for all funding sources.

**c. Center Key Personnel**

All nine NYS AHECs have an executive director at 0.75 FTE or greater who provides overall leadership and management (operations, fiscal, human resources and program); oversees strategic planning and goal setting for organization to fulfill federal/state AHEC requirements; responsible for fund development and sustainability to support existing and new initiatives; and is accountable to Board of Directors.

Bronx-Westchester AHEC: Nicole Charles, MA, Executive Director

Brooklyn-Queens-Long Island AHEC: Gabrielle Kersaint, MSPH, Executive Director

Catskill Hudson AHEC: Robert Wingate, Executive Director

Central New York AHEC: Mandy Qualls, MS, CHES, Executive Director

Erie Niagara AHEC: Danise C. Wilson, MPH, Executive Director

Hudson Mohawk AHEC: Kathryn Stair, MS, Executive Director

Manhattan-Staten Island AHEC: Mary Mitchell, MPA, Executive Director

Northern AHEC: Karin Blackburn, Executive Director

Western New York Rural AHEC: Catherine Huff, CEO

**d. Regional Office Key Personnel**

Central Region Office/Upstate Medical University: Robert Ostrander, MD, Medical Director and Carrie Roseamelia, PhD, Director

Eastern Region Office /Albany Medical College: Henry Pohl, MD, Medical Director and Enid Geyer, MLS, MBA, Coordinator

New York Metropolitan Region Office: Maxine Golub, MPH, Director

2. **Operations:** There were no significant operational changes during the reporting period. Matching funds from New York State totaled \$1,662,000 for FY18-19 and was approved for upcoming FY19-20.
3. **Plans for time remaining in current project period: Activities planned, progress expected and anticipated changes.**

Activities will continue as planned, with no anticipated changes. The NYS AHEC System is on target to meet or exceed all annual deliverables outlined in original proposal submission: 1,000 high school students will participate in pipeline activities designed to increase health career exposure; 270 current health professions students will complete community-based experiential learning, with an emphasis on medically underserved areas; 750 current health professionals will participate in continuing education opportunities; formalize and implement the NYS AHEC Scholars Program for current health professions students with a defined set of didactic and community-based training activities in rural and/or underserved areas; and develop and strengthen strategic partnerships to advance the work of the project, including but not limited to expanding diversity, distribution, and practice transformation efforts throughout the state.
4. **Plans for Upcoming Budget Year/Project Plan with Projected Trainees & Milestones:**

On the following page, the detailed work plan outlines proposed project activities by objective, milestones, and evaluation methods for the upcoming budget year.

**Objective 1: Pipeline Activities [Goal 1: Diversity]**

To support recruitment of underrepresented minorities/underserved populations into health professions with exposure activities developed for high school students (grades 9-12). [Youth Exposure Programs grades 9 – 12]

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<p><b>Obj. 1:</b> Provide health career activities and tools to students (grades 9 – 12), targeted at underrepresented minorities and /or students from underserved populations through:</p> <p>a) <b>Unstructured Pipeline Activities</b> such as single exposure health career awareness programs.</p> <p>b) <b>Structured Pipeline Activities</b> such as sequenced and comprehensive health career awareness programs, clubs or camps.</p> <p>c) <b>Pipeline Resources, Tools &amp; Technical Assistance</b> such as the marketing of health career exploration curriculum toolkits; assisting high schools with identifying health workforce gaps in their communities; coordinating summer health career programs; supporting job shadow and mentorship placements; identifying sites for worksite visits; assisting in the recruitment of students into health career related programs; and/or providing online tools for students and teachers.</p>	<p>a) 900 students will complete <b>Unstructured Pipeline Activities</b>.</p> <p>b) 100 students will complete <b>Structured Pipeline Activities</b>.</p> <p>c) Students and teachers will utilize AHEC developed health career related curriculum toolkits; high school students will be connected to job shadow and worksite visit opportunities, as well as mentorship placements; and students and teachers will utilize AHEC developed online health career related tools.</p>	Annually	<p><b>All Centers:</b></p> <p><i>Bronx-Westchester AHEC, Brooklyn-Queens-Long Island AHEC, Catskill Hudson AHEC, Central NY AHEC, Erie Niagara AHEC, Hudson Mohawk AHEC, Manhattan-Staten Island AHEC, Northern AHEC and Western NY Rural AHEC</i></p>	<p><b>Effectiveness Evaluation:</b></p> <ul style="list-style-type: none"><li>• Baseline individual information and demographics</li><li>• Reach (target population)</li><li>• Utilization of curriculum or tools</li></ul> <p><b>Process Evaluation:</b></p> <ul style="list-style-type: none"><li>• Continuous quality improvement plan</li></ul> <p><b>Longitudinal Tracking:</b></p> <ul style="list-style-type: none"><li>• National Student Clearinghouse Data</li></ul>

## Objective 2: Rotations and Community-based Experiential Training [Goal 2: Distribution]

To support community-based experiential training of health profession students in medically underserved communities through field placements and clinical rotations. [IPE & focus on Core Topics in MUCs]

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<p><b>Obj. 2:</b> Collaborate with partners to facilitate community-based experiential training through:</p> <ul style="list-style-type: none"> <li>a) Placement of students within Rotations or Internships in MUCs;</li> <li>b) Providing students within Rotations or Internships with a didactic component which covers one or more core topic areas* or Providing students with experiential classroom training that includes a didactic component which covers one or more core topic areas;</li> <li>c) Offering residential housing and/or travel incentives for <i>students</i>.</li> </ul> <p><i>*Core Topic Areas include: Inter-professional Education; Behavioral Health Integration; Social Determinants of Health; Cultural Competency; Practice Transformation; and Current and emerging health issues.</i></p>	<ul style="list-style-type: none"> <li>a) Place 270 health professions students within field placements and/or clinical rotations.</li> <li>b) Place 125 health professions students within enhanced IPE rotation placements in MUCs that address core topic areas.</li> <li>c) Affordable housing provided to seven health professional students pursuing placements within a rural setting.</li> </ul>	Annually	All Centers & Regional Offices (Central: Upstate Medical University; Eastern: Albany Medical College; and NY Metropolitan: Institute for Family Health)	<p><b>Effectiveness Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Baseline individual information and demographics</li> <li>• Reach (target population)</li> <li>• Site placement demographics</li> <li>• Total Hours in placement and/or training</li> <li>• Training Content and Topics covered</li> <li>• Individual commitment to working in MUCs</li> </ul> <p><b>Process Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Continuous quality improvement plan</li> </ul> <p><b>Longitudinal Tracking:</b></p> <ul style="list-style-type: none"> <li>• National Student Clearinghouse Data</li> </ul>



**Objective 3: Continuing Education [Goal 3: Practice Transformation]**To support training activities for currently practicing health professionals focused on core topic areas. *[Focus on Core Topic Areas]*

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 3:</b> Develop, implement or facilitate access to continuing education for current health professionals through workshops, summits, conferences, online modules, distance learning and/or web-based programs that focus on one or more core topic areas.	<ul style="list-style-type: none"><li>• 750 current health professionals will complete CE training.</li><li>• 150 health professionals will receive enhanced CE training with a focus on core topic areas.</li></ul>	Annually	All Centers & Regional Offices	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>• Baseline individual information and demographics</li><li>• Reach (target population)</li><li>• Type of training received</li><li>• Total Hours in training</li></ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"><li>• Continuous quality improvement plan</li></ul>

**Objective 4: AHEC Scholars Program [Goals 1, 2 & 3: Diversity, Distribution & Practice Transformation]**

To support the development and implementation of a two-year, interdisciplinary program curricula in core topic areas with a defined set of clinical, didactic, and community-based training activities in medically underserved communities for a cohort of inter professional students. [IPE, focus on core topic areas, in MUCs]

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 4.1:</b> Implement and sustain a two-year, interdisciplinary program curricula with a defined set of clinical, didactic, and community-based training activities in rural and/or underserved areas for a cohort of health profession students and strengthen the health care workforce by supporting an enhanced interprofessional education (IPE) model in MUCs for future healthcare providers to address diversity and distribution with a focus on core topic areas.	<ul style="list-style-type: none"><li>For the 2<sup>nd</sup> Cohort: recruit 75 students (2 teams per AHEC center)</li></ul>	Student recruitment open continuously	Statewide Office ( <i>University at Buffalo</i> ) in collaboration with all Centers & Regional Offices	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Baseline individual information and demographics</li><li>Reach (target population)</li><li>Site placement demographics</li><li>Total Hours in placement and training</li><li>Individual commitment to working in MUCs</li></ul>
<b>Obj. 4.2:</b> Develop and maintain strategic partnerships through agreements that define the role of partners, determine engagement strategies, and estimate resources required.	<ul style="list-style-type: none"><li>Each Center will maintain at least six strategic partnerships with community-based health organizations in MUC settings.</li></ul>	Annually	All Centers. Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Reach (target population)</li><li>Total strategic partnerships established and maintained</li><li>Level of Community Linkages and Partnerships established and maintained</li></ul>

**Objective 5: Connecting Graduates to MUCs [Goal 2: Distribution]**

To connect health professional graduates to vacancies in medically underserved communities and raise awareness of debt reduction incentive programs for MUC practice. *[MUC Placement]*

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 5.1:</b> Canvass strategic partner employers (FQHCs, other safety net organizations, hospitals) in rural and underserved communities to identify current and upcoming job vacancies that are critically needed.	<ul style="list-style-type: none"><li>Each center will establish and maintain contact with at least 6 strategic partner employers in a MUC setting.</li></ul>	Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Reach</li></ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"><li>Continuous quality improvement plan</li></ul>
<b>Obj. 5.2:</b> Notify graduates via strategic partner health professional schools (physician residency, nurse, PA/NP, social work, pharmacy or certificate programs) to fill vacancies.	<ul style="list-style-type: none"><li>Each center will notify their respective strategic partner health professional schools with 100% of the vacancies identified by the strategic partner employers in a MUC setting.</li></ul>	Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Reach</li></ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"><li>Continuous quality improvement plan</li></ul>
<b>Obj. 5.3:</b> Designated Ambassadors will notify health professional students about incentives from state and federal debt reduction programs such as the National Health Service Corps Scholarship Program.	<ul style="list-style-type: none"><li>Each center will designate at least one staff member as an Ambassador.</li></ul>	Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Reach and Impact</li></ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"><li>Continuous quality improvement plan</li></ul>

## Objective 6: Strategic Partnerships [Goals 1, 2 & 3: Diversity, Distribution & Practice Transformation]

To develop and strengthen partnerships for implementing, advancing and sustaining the work of the AHEC Program to support practice transformation, diversity, and distribution of the health care workforce in medically underserved communities. [in MUCs]

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 6.1:</b> Convene New York State AHEC System Advisory Board to advise the New York State AHEC System regarding AHEC's response and roles in addressing issues facing the state's health care system	<ul style="list-style-type: none"> <li>Meet two times per year to: Foster community-focused, multi-disciplinary approach in health care training and service delivery in MUCs; Help develop linkages with state agencies, state programs and community resources; and Assist in evaluating the effectiveness of the New York State AHEC System.</li> </ul>	Bi-Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"> <li>Outcomes</li> <li>Reach and Impact</li> </ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"> <li>Evaluations from Advisory Board members</li> </ul>
<b>Obj. 6.2:</b> Develop and maintain strategic partnerships that engage key stakeholders (e.g. federal, state, local and national organizations) in the implementation and advancement of AHEC activities within medically underserved communities.	<ul style="list-style-type: none"> <li>Implement and continue to develop strategic partnerships with defined roles of partners, engagement strategies, and estimated resources required, with organizations such as: minority-serving institutions, state-level entities, Health Care Safety Net Sites, and active pipeline programs outside of AHEC.</li> <li>The NYS AHEC System will be marketed to Stakeholders and other partners by defining value propositions, aligning propositions with partners, developing marketing materials, engaging partners, establishing a process for developing and/or sharing partnership successes.</li> </ul>	Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"> <li>Outcomes</li> <li>Reach and Impact</li> </ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"> <li>Evaluations from Advisory Board members</li> </ul>
<b>Obj. 6.3:</b> Invest in the sustainability of the program and continue to diversify funding at the center level and statewide through grants and contracts from provider groups, government agencies and other foundations.	<ul style="list-style-type: none"> <li>Expanded funding for issue-focused initiatives (federal, state and local grants and contracts from provider groups, government and foundations).</li> </ul>	Annually	All Centers, Regional Offices & Statewide Office	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"> <li>Outcomes</li> <li>Reach and Impact</li> <li>Record of grants submitted and grants received.</li> </ul>

## Objective 7: Statewide Evaluation Activities

To develop and strengthen the activities of the AHEC Program through a comprehensive evaluation plan which will support continuous quality improvement, measure and assess program performance and impact, track progress of goals and objectives, and inform programming decisions.  
[Diversity, Distribution & Practice Transformation in MUCs]

Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 7.1:</b> Implement continuous quality improvement plan that will monitor and keep all activities on track in terms of quality implementation, participant/stakeholder satisfaction, and target population reach, recruitment and exposure.	<ul style="list-style-type: none"><li>Activities executed as planned</li><li>Activities operationalized in a manner consistent with the AHEC program goals and objectives</li><li>Potential obstacles to implementing the program identified and addressed</li></ul>	Quarterly & Annually	Statewide Office in collaboration with all Centers & Regional Offices	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"><li>Outcomes</li><li>Reach and Impact</li></ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"><li>Continuous quality improvement plan</li><li>Feedback from stakeholders</li></ul>

## Supplemental Funding: September 1, 2018 – August 31, 2019

<b>Supplemental Funding: Opioid Expansion Project</b> To expand training related to opioid diagnosis, use, treatment and prevention for current health professionals, future practitioners, and the general population. <i>[Diversity, Distribution &amp; Practice Transformation in MUCs]</i>				
Activities	Expected Outcomes	Time Frame	Responsible Party	Evaluation/ Tracking Method
<b>Obj. 1: Health Professional Continuing Education</b>  In collaboration statewide strategic partners (i.e. University at Buffalo's Research Institute on Addiction, the NYS Office of Alcohol and Substance Abuse Services (OASAS), the NYC Department of Health and Mental Hygiene), recruit providers and coordinate free buprenorphine waiver trainings for physicians, nurse practitioners, and physician assistants practicing in New York.	<ul style="list-style-type: none"> <li>Recruit at least 400 current health professionals (physicians, nurses, physician assistants, behavioral health practitioners, etc.) to participate in at least 16 in-person clinical training events that address opioid diagnosis, abuse, prevention, and treatment.</li> </ul>	Annually (9/1/2018-8/31/2019)	Statewide Office in collaboration with Erie-Niagara AHEC, Hudson Mohawk AHEC, Manhattan-Staten Island AHEC, and Western NY Rural AHEC	<b>Effectiveness Evaluation:</b> <ul style="list-style-type: none"> <li>Outcomes</li> <li>Reach and Impact</li> </ul> <b>Process Evaluation:</b> <ul style="list-style-type: none"> <li>Continuous quality improvement plan</li> </ul>
<b>Obj. 2: High School and College Student Awareness</b>  In collaboration with local educational partners, coordinate outreach events addressing opioid substance abuse, prevention, and treatment for current college and high school students.	<ul style="list-style-type: none"> <li>Host 40 tabling sessions or informative presentations for current high school and/or college students, with a particular emphasis on those from underrepresented and disadvantaged backgrounds, to increase awareness about the opioid epidemic and educate participants on current prevention efforts and available treatment services in the local community.</li> </ul>			
<b>Obj. 3: Community Engagement and Outreach</b>  In collaboration with local community partners, coordinate community engagement and outreach efforts addressing opioid substance abuse, prevention, and available treatments.	<ul style="list-style-type: none"> <li>Coordinate and collaborate with local community-based partners (including other non-profit organizations) to host 12 community engagement events designed to increase community knowledge and awareness of opioid abuse, prevention, and available treatments.</li> </ul>			

## **ATTACHMENT 2 – Estimated Unobligated Balance**

Grant Number: U77HP16459  
Project Title: New York State Area Health Education Center (AHEC) System  
Grantee: Research Foundation for SUNY, University at Buffalo  
Address: Department of Family Medicine, University at Buffalo  
77 Goodell St, Suite 220, Buffalo, NY 14203  
Primary Contact: Leishia B. Smallwood, MPA, Director, 716-816-7225, [leishias@buffalo.edu](mailto:leishias@buffalo.edu)  
Project Period: September 1, 2018 through April 25, 2019

No unobligated balance of funds is expected by the end of the current budget period.



### **ATTACHMENT 3 – Biographical Sketches for New Key Project Personnel**

Grant Number: U77HP16459  
Project Title: New York State Area Health Education Center (AHEC) System  
Grantee: Research Foundation for SUNY, University at Buffalo  
Address: Department of Family Medicine, University at Buffalo  
77 Goodell St, Suite 220, Buffalo, NY 14203  
Primary Contact: Leishia B. Smallwood, MPA, Director, 716-816-7225, [leishias@buffalo.edu](mailto:leishias@buffalo.edu)  
Project Period: September 1, 2018 through April 25, 2019

*No new key project personnel to report.*

## ATTACHMENT 4 – Updated Project Abstract

Grant Number: U77HP16459  
Project Title: New York State Area Health Education Center (AHEC) System  
Grantee: Research Foundation of SUNY, University at Buffalo (UB)  
Address: Dept. of Family Medicine, UB, 77 Goodell St, Suite 220, Buffalo, NY 14203  
Primary Contact: Leishia B. Smallwood, MPA, Director, 716-816-7225, [leishias@buffalo.edu](mailto:leishias@buffalo.edu)  
Project Period: September 1, 2018 through April 25, 2019

**Overall Purpose/Goals:** The overall purpose of the New York State AHEC System is focused on the shortage of health care professionals and lack of diversity in the health workforce via strategies that enhance access to quality health care and improve health care outcomes by addressing the health workforce needs of medically disadvantaged communities and populations. Through community-academic partnerships, the New York State AHEC System cultivates a skilled, culturally diverse workforce to assure that each community has access to primary care from practitioners whose backgrounds reflect the racial, ethnic, and socioeconomic composition of the state's population. The New York State AHEC System will continue to utilize a process-impact approach to evaluate the success of its programs and short-term, intermediate and long-term outcomes.

Goals/objectives:

- ***Diversity:*** Prepare a diverse, culturally competent primary care workforce representative of the communities served;
- ***Distribution:*** Improve workforce distribution, particularly within medically underserved communities (MUCs); and
- ***Practice Transformation:*** Develop and maintain a healthcare workforce that is prepared to deliver high quality care in a transforming healthcare delivery system with an emphasis on MUCs.

**Methodology/Activities:** The NYS AHEC System has nine local centers based in rural and urban communities: Bronx-Westchester AHEC, Brooklyn-Queens-Long Island AHEC, Catskill Hudson AHEC, Central New York AHEC, Erie Niagara AHEC, Hudson Mohawk AHEC, Manhattan-Staten Island AHEC, Northern AHEC and Western New York Rural AHEC. NYS AHEC activities include:

- *Pipeline Activities:* health care career exposure programs for students in grades 9-12;
- *Rotations and Community Experiential Training:* for current health professions students;
- *Continuing Education:* for practicing health professionals focusing on Core Topic Areas;
- *NYS AHEC Scholars Program:* a two-year IPE program focused on Core Topic Areas;
- *Connecting Graduates to MUCs:* connection of graduates to job opportunities in MUAs;
- *Development and Strengthening of Strategic Partnerships:* for program advancement; and
- *Statewide System Enhancement:* informed by program process evaluation.

**Milestones:** During the course of the project reporting period (September 1, 2018 through April 25, 2019), the NYS AHEC System proudly provided:

- Over 8,000 students in grades K-12 and college with exposure programs increasing awareness and promotion of health care careers;
- Nearly 490 health professional students in medicine, nursing, physician assistant, social work, dentistry, public health, and pharmacy with rotations or other community-based experiential learning totaling over 71,850 hours.
- Over 160 Continuing Education programs, including workshops, seminars, conferences, and online training, to roughly 31,100 current health professionals with topics addressing cultural competency, health literacy, quality improvement, patient safety, leadership development, and health information technology.

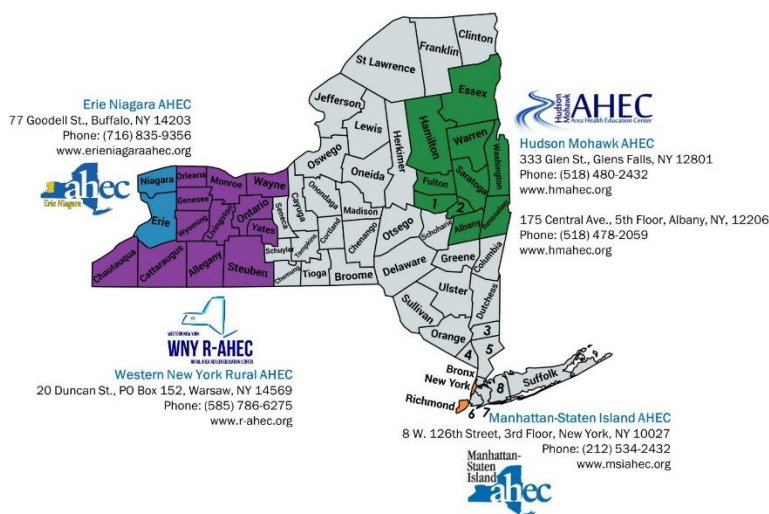
## ATTACHMENT 5 – Supplemental Funding Progress Report

Grant Number: U77HP16459  
Project Title: New York State Area Health Education Center (AHEC) System  
Grantee: Research Foundation of SUNY, University at Buffalo (UB)  
Address: Dept. of Family Medicine, UB, 77 Goodell St, Suite 220, Buffalo, NY 14203  
Primary Contact: Leishia B. Smallwood, MPA, Director, 716-816-7225, [leishias@buffalo.edu](mailto:leishias@buffalo.edu)  
Project Period: September 1, 2018 through April 25, 2019

**Overall Purpose/Goals:** The overall purpose of this supplemental funding is to expand training related to opioid use/misuse diagnosis, treatment, and prevention for current health professionals, future practitioners (i.e. students), and the general population.

### Participating AHEC Centers:

A total of four AHEC Centers agreed to participate: Erie-Niagara AHEC, Western New York Rural AHEC, Hudson-Mohawk AHEC, and Manhattan-Staten Island AHEC. The image to the right details the participating AHECs' geographic catchment areas.



### Project Objectives:

In alignment with the above goal and focus areas, the following specific and measurable objectives have been developed:

- **Objective 1: Health Professional Continuing Education**  
In collaboration with the statewide strategic partners, coordinate and recruit current health professionals (physicians, nurses, physician assistants, behavioral health practitioners, etc.) to attend training events that address opioid diagnosis, abuse, prevention, and treatment.
  - *Anticipated Deliverable:* Increase 400 current healthcare professionals' clinical knowledge of opioid abuse, prevalence, treatment, and prevention efforts.
- **Objective 2: High School and College Student Awareness**  
In collaboration with local educational partners, coordinate outreach events addressing opioid substance abuse, prevention, and treatment for current college and high school students.
  - *Anticipated Deliverable:* Increase student knowledge of opioid abuse, prevalence, treatment, and prevention efforts, including available community resources and services through a minimum of 40 informative/tabling sessions
- **Objective 3: Community Engagement and Outreach**  
In collaboration with local community partners, coordinate community engagement and outreach efforts addressing opioid substance abuse, prevention, and available treatments.
  - *Anticipated Deliverable:* Increase overall community knowledge of opioid abuse, prevalence, treatment, and prevention efforts, including available community resources and services through a minimum of 12 community engagement events.

### Project Progress and Outcomes:

The following chart provides a detailed overview of all supplemental funding activities, outcomes, and project barriers by objective.

## OBJECTIVE 1: HEALTH PROFESSIONAL CONTINUING EDUCATION

Objective(s)	Milestones and Task Implementation	Milestones Accomplished	Challenges & Solutions	Project Outcomes	Timelines & Adjustments
In collaboration with statewide strategic partners, recruit providers and coordinate free Medication Assisted Treatment (MAT buprenorphine) waiver training for physicians, nurse practitioners, and physician assistants practicing in New York.	<p>All participating AHECs completed at least one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ <b>MAT Waiver Training Partnership Development</b> <i>Examples include:</i> <ul style="list-style-type: none"> <li>▪ MSI AHEC partnered with NYC DOHMH Buprenorphine Training Program to coordinate free MAT Waiver trainings in NYC</li> <li>▪ NYS AHEC System partnered with 3 separate regional Opioid Task Forces, offering services, and collaborating with existing OUD networks</li> </ul> </li> <li>▪ <b>Recruitment and Advertising of MAT Trainings</b> <i>Examples include:</i> <ul style="list-style-type: none"> <li>▪ Centers shared details for 6 MAT Waiver trainings: Batavia (11/17/18), Ithaca (12/8/18), Catskill (1/29/19), Lockport (2/9/19), Albany (2/22/19), and Binghamton (2/23/19), with providers and organizations in their regions</li> </ul> </li> <li>▪ <b>Coordination of AHEC Sponsored MAT Waiver Training Event</b> <i>Examples include:</i> <ul style="list-style-type: none"> <li>▪ WNY Rural AHEC collaborated with the Genesee Orleans Council on Alcoholism and Substance Abuse to schedule 2 MAT trainings for providers</li> <li>▪ Hudson Mohawk AHEC collaborated with the NYS AIDS Institute, Office of Drug User Health, NY ACP, and Alliance for Positive Health to offer two separate Buprenorphine Waiver trainings</li> </ul> </li> </ul>	<p><b>Since Sept. 1, 2018:</b></p> <ul style="list-style-type: none"> <li>• <i>Outreach efforts:</i> Recruitment flyers for 6 MAT Trainings were sent to over 1,600 organizations and providers</li> <li>• <i>Partnerships and collaborations:</i> -Partnered with NYC Dept. of Health and Mental Hygiene -Member of S2AY Rural Health Opioid Task Force, Erie County Opiate Task Force, Genesee Orleans and Wyoming Opioid Task Force</li> </ul>	<p><b>Challenges:</b> Multiple barriers to provider engagement were identified:</p> <ul style="list-style-type: none"> <li>• Stigmatization of MAT as a practice</li> <li>• Misinformation surrounding impact of MAT implementation on provider practice</li> <li>• Saturation of market for receptive providers by concurrent regional DOH programming</li> <li>• Policy level reimbursement barriers for providers for MAT in practice</li> </ul> <p><b>Solutions:</b> Evidence based recruitment toolkits have been developed to provide research supporting MAT in practice. Staff have developed Community Events designed to reach providers and begin the discussion in communities to destigmatize the use of medications to treat OUD, and encourage providers to consider MAT as a practice.</p>	<p><b>Number MAT Trainings held:</b></p> <ul style="list-style-type: none"> <li>• 3 trainings</li> </ul> <p><b>Number of Providers Trained:</b></p> <ul style="list-style-type: none"> <li>• 37 providers, including physicians, physician assistants, harm reduction specialists, nurses, nurse practitioners, and medical residents.</li> </ul> <p><b>Total Number of Training Sites:</b></p> <ul style="list-style-type: none"> <li>• 7 sites, including county health departments, hospitals, non-profits, and substance use treatment agencies</li> </ul> <p><b>Services offered at Training Sites:</b></p> <ul style="list-style-type: none"> <li>• 2 sites directly offer substance use treatment services</li> <li>• 1 site directly offers opioid use treatment services and medication assisted treatment</li> </ul>	<p><b>Year 1:</b> AHEC Center staff will continue to:</p> <ul style="list-style-type: none"> <li>a) build relationships with existing OUD treatment networks,</li> <li>b) connect with care providers to increase interest in MAT Training,</li> <li>c) destigmatize the practice in the community and among providers, and</li> <li>d) schedule Buprenorphine Waiver trainings in medically underserved and underrepresented communities.</li> </ul>

## OBJECTIVE 2: HIGH SCHOOL AND COLLEGE STUDENT AWARENESS

Objective(s)	Milestones and Task Implementation	Milestones Accomplished	Challenges & Solutions	Project Outcomes	Timelines & Adjustments
In collaboration with local educational partners, coordinate outreach events addressing opioid use, prevention, and treatment for current college and high school students.	<p>Thus far, the four participating AHECs have held informational tabling events focusing on educating students about opioids, opioid use disorder, prevention, opioid overdoses, and provided local resources for students and their families.</p> <p>Tabling Events Have involved:</p> <ul style="list-style-type: none"> <li>• 15 Different High Schools</li> <li>• 12 Different Colleges</li> </ul>	<p><b>Since Sept. 1, 2018:</b> Cumulatively, the four participating centers have held 35 of the 40 total high school and tabling events.</p> <p>•A partnership was established with a multi-county coalition to bring OUD education to schools, HERO Program coordinated by Livingston County Sheriff</p>	<p><b>Challenge(s):</b> The abiding stigmatization of Substance Use Disorder and Opioid Use Disorder can present an initial barrier into school districts from administration and communities.</p> <p><b>Solution(s):</b> Continuing to network, offer programming, and collaborate with strategic partners to increase awareness has been effective in reducing stigma and lowering the barrier to entry. AHEC's are able to rely on strong existing partnerships, as well as robust portfolios of previous events to encourage development of new partnerships and entry to schools and colleges across the state.</p>	<p><b>Number of Events:</b></p> <ul style="list-style-type: none"> <li>▪ 35 High School and College Tabling events</li> <li>-18 High School Tabling events</li> <li>-17 College Tabling Events</li> </ul> <p><b>Number of Students Reached:</b></p> <ul style="list-style-type: none"> <li>▪ 1623 total students</li> <li>-950 high school students</li> <li>-673 college students</li> </ul>	<p><b>Year 1:</b> AHEC staff will continue to facilitate relationship building with high schools and colleges, offering educational outreach on the opioid epidemic, prevention, and resource availability for those with SUD/OD. Emphasis will continue to be placed on developing regional resources for students, and by extension their families, in medically underserved areas in response to the challenges of the opioid epidemic in these communities.</p>

### OBJECTIVE 3: COMMUNITY ENGAGEMENT AND OUTREACH

Objective(s)	Milestones and Task Implementation	Milestones Accomplished	Challenges & Solutions	Project Outcomes	Timelines & Adjustments
In collaboration with local community partners, coordinate community engagement and outreach efforts addressing opioid use, prevention, and available treatments. These events will include a range of addiction specialists, counselors, medical professionals, and subject experts.	<p>The four participating centers have developed, implemented or facilitated eight of the required twelve Community Engagement events focusing on Community Opioid Education and Prevention.</p> <p>The Community Events have included:</p> <ul style="list-style-type: none"> <li>• <i>Wyoming Care Coordination Summit:</i> A free networking and educational event on substance use and opioid use. The summit included medical experts, government officials and community members, discussing opioid use disorder, community resources, and the local efforts underway to address the issue.</li> <li>• <i>Taking Action Together: A Community Conversation on Opioids:</i> An event bringing together university researchers, community organizations, and community members to discuss the state of the opioid epidemic, and the role of collaboration in shaping research, policy, and care. Researchers presented current posters and community organizations shared resources. A panel of experts discussed barriers to care, engaging community in research, and stigma.</li> <li>• <i>Black Health Matters:</i> This event was hosted by a faith based coalition, inviting community partners to discuss health issues, including</li> </ul>	<p><b>Since Sept. 1, 2018:</b></p> <ul style="list-style-type: none"> <li>▪ Each participating center has hosted at least one successful community engagement event focusing on opioid use and abuse, education and prevention.</li> <li>▪ Additional partnerships have been developed from these events, including collaborations with local Health Departments, Opioid Task Force stakeholders, academic institutions, and regional provider groups.</li> </ul>	<p><b>Challenge(s):</b> The prevalence of pervasive stigmatization surrounding opioid use, those who use opioids, and the resultant impact on communities, as well as a denial of which communities are impacted by the prevalence of opioid use, Opioid Use Disorder, and the overall opioid epidemic, have occasionally served as a challenge for staff to gain entrance into relevant communities.</p> <p><b>Solution(s):</b> Utilizing key partnerships with connections in target communities has proven effective to connect with communities and develop desired events.</p>	<p><b>Number of Events:</b></p> <ul style="list-style-type: none"> <li>▪ 8 community outreach events</li> </ul> <p><b>Number of Students Reached:</b></p> <ul style="list-style-type: none"> <li>▪ Over 285 total attendees</li> </ul>	<p><b>Year 1:</b> AHEC staff will continue to explore viable partnerships with community stakeholders and partners, developing responsive programming to address the opioid crisis in communities throughout the state.</p>

	<p>           OUD, which impact the community. An addiction specialist presented to community members and shared resources for addressing opioid misuse.         </p> <ul style="list-style-type: none"> <li> <i>Out of the Shadows Resource Fair:</i>            This event provided resources to persons experiencing or recovering from addiction and their loved ones. The Fair featured guest speaker, author and recovering addict John Wolfe, as well as Narcan training, culminating in a 5k race to support community organizations.         </li> <li> <i>Addressing the Opioid Epidemic with MAT: A Webinar</i>            An educational webinar to elaborate on the role of Medication Assisted Treatment in countering the opioid epidemic. The webinar was designed to share current, evidence based information with current medical professionals regarding OUD treatment.         </li> <li> <i>West Glens Falls EMS Symposium:</i>            EMS providers attended the free event, featuring the Alliance for Positive Health. The speaker gave an overview of addiction, then provided a free Narcan training.         </li> </ul>				
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## **NYS AHEC System Statewide Evaluation Updates**

### **Executive Committee Team Leadership Meeting – March 5, 2019**

The Statewide Evaluation plan is driven by the ultimate mission of the NYSAHEC program. However, the NYS AHEC program is comprised of nine (9) separate not-for-profit agencies (AHEC Centers), all of which serve different populations, and hold vastly different strengths and weaknesses. In order to assure that all nine AHEC Centers share the same ultimate mission and thus, contribute to the Statewide Evaluation Plan, an Executive Committee Team membership Meeting was convened on March 5, 2019. The half-day meeting involved all nine AHEC Center Executive Directors and was facilitated by two seasoned AHEC committee members. The Statewide Office personnel did not attend this meeting. During the meeting, the Executive Committee members were able to clarify their top four priorities that would drive the overall improvement of the Statewide System and programs. The top four priorities established during this meeting were as follows:

1. Improve the relationship the centers have with the Statewide Office
  - a. Better understanding of structure and roles of the Statewide office, staff, centers and regional offices, etc.
  - b. Clear and equitable reporting of core deliverables
  - c. Shared leadership between Executive Committee members
2. Improve Collaboration between centers
  - a. Share ideas and solutions between centers
  - b. Establish mentors
  - c. Create a repository of shared tools/templates/programs
  - d. Share new program ideas
3. Improve Skill Sharing across the AHEC Centers
  - a. Understand each other's strengths and weaknesses
  - b. Share best practices
4. Improve Sustainability of Programs
  - a. Procuring funds (via grants) for capacity building
  - b. Improve Individual Center Evaluations
  - c. Develop and share replicable models
  - d. Develop a Sustainability Plan

### **Advisory Board Meeting – March 6, 2019**

As our new Statewide Evaluation Plan now includes feedback from each of the nine Center's Board of Directors, we decided that our Advisory Board members could support the practice and use of the program evaluations by pilot testing our evaluation process before utilizing the tools with the separate boards. Prior to the March 6<sup>th</sup> meeting, we asked a few of our Advisory Board members to review the reports for one of the nine centers which contained: (a) a narrative overview of all programmatic activities broken out by our 7 overall objectives; (b) a detailed participant data breakdown; (c) a breakdown of their AHEC Scholars Team (as applicable); (d) a list of all strategic partners as submitted in our NYS AHEC Evaluation Report; (e) baseline regional demographics; and (f) an overview of the region's educational health professions programs. We asked that they each focus their efforts on sections A-D, and then prepare a 5-10 minute report of their findings and feedback at the Advisory Board Meeting. When reviewing the report, we asked board members to consider questions like "What do these results mean for the System?" and "Should the System should change anything?" The Advisory Board's participation in this process provided us with valuable feedback prior to implementing similar activities with each of the nine center's board on a semi-annual basis.

Overall, the Advisory Board members found the reports understandable and they were able to better understand the connections between the Statewide Objectives and how they corresponded to the Center's activities. The reports will be distributed to each of the nine centers in May 2019 and the Executive Directors will then collect feedback from their committee members to be distributed back to the Statewide Office. Based on the Advisory Board feedback the following changes will be implemented: Each of the nine Centers will develop logic models for each of their individual programs/activities. Logic Models will help the centers and the boards understand the target population, the goals/objectives, and the activities to meet those goals, as well as a better understanding of what information they should collect in order to measure the efficacy of their programs. The Advisory Board also agreed that the Centers should take a more direct role in the longitudinal follow-up of their past participants.

## NYS AHEC Scholars Program Implementation Updates – Program Logistics

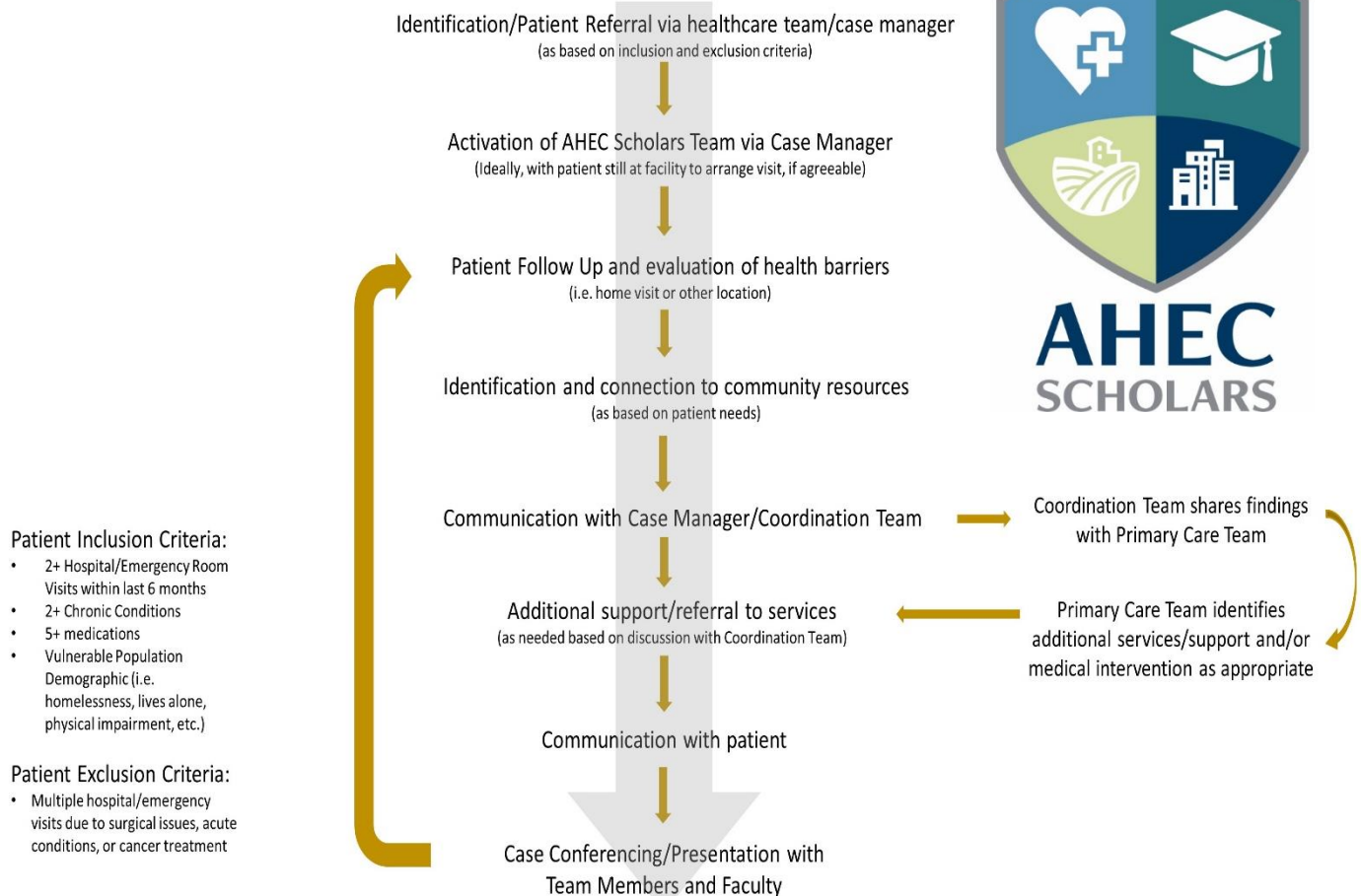
The overarching goal of the NYS AHEC Scholars program is for students to gain a valuable understanding about the numerous social and cultural factors that influence an individual's overall health and their ability to access quality care. By involving students in social, financial, and cultural issues of care, this program aims to support the development of future healthcare professionals who are able to provide high-quality, patient-centric care to all members of their community.

**PROGRAM EXPECTATIONS:** Each AHEC Scholar is a part of an interprofessional team of students. Participants are expected to work with a core group of patients to identify issues associated with social determinants of health, and propose potential solutions that will ultimately reduce the number of avoidable hospitalizations and emergency room visits. Additionally, each AHEC Scholar is required to complete an online curriculum that address topics designed to augment patient care, including cultural competency, practice transformation, behavioral health integration, and interprofessional care coordination. Typically, each AHEC Scholars Team will work with a group of 2-4 patients.

**FACULTY MENTORS:** This program is primarily student-led, thus our partner faculty members do not need to provide direct instruction. However, faculty members are expected to serve in an advisory capacity. Students and faculty members maintain regular communication, and faculty members are expected to serve as a sounding board for students' questions and concerns. In addition, all curriculum materials are provided by the NYS AHEC System. While not expected, faculty members may provide supplemental didactic information, if they so wish.

**VISITING PATIENTS OUTSIDE OF THE HOSPITAL SETTING:** By visiting patients outside of the hospital setting, students are able to gain a more accurate and in-depth view of the day-to-day struggles that influence an individual's overall health and their ability to access quality care. By visiting patients in locations that are familiar to them, students are able to develop stronger personal connections, which in turn will encourage patients to share details about their challenges that they may not have shared in a more clinical atmosphere.

### AHEC Scholars Work Flow



## NYS AHEC Scholars Program Implementation Updates – Program Curriculum Development

The NYS AHEC System Statewide Office developed the didactic portion of the Scholars Program via online modules. All Year 1 Modules are accessible from the NYS AHEC System website (<http://nysahec.org/>). Upon student cohort selection, participants are provided with their own credentials to log into the program. The Modules are accessible using a mobile device, such as a phone or tablet. Several modules contain additional resources including articles, reports, and videos. The AHEC Scholar participants have access to a statewide discussion forum, accessible directly within the online learning management system, where they can post questions about the program, talk with members of other AHEC Scholars Teams across the state, and/or share experiences, best practices, and learning moments.

### Online Module Organization:

The didactic portion of the NYS AHEC Scholars program is available completely online in asynchronous format (meaning that there is not a set time that the participants must log in each week). Each module can be completed by the participants within their own time and at their own pace. With the exception of the first four modules, they do not need to complete the modules in the order they are listed.

Module	Name	Topics Covered	Activities	Assignments	Estimated Completion Time
1	Introduction	<ul style="list-style-type: none"> <li>Program Overview</li> <li>Introduction to Hot-Spotting</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>		1.0 hour
2	Background Information	<ul style="list-style-type: none"> <li>What is the Triple Aim?</li> <li>Super-Utilizers</li> <li>Patient Complexity</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>		0.75 hour
3	Program Logistics	<ul style="list-style-type: none"> <li>The Importance of Participatory Healthcare</li> <li>Finding and Enrolling Patients</li> <li>Patient Engagement</li> <li>Connection to Community Services</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> <li>Supplemental Services Activity</li> </ul>	<ul style="list-style-type: none"> <li>Supplemental Services Look Up Assignment</li> </ul>	1.5 hours
4	Tools and Safety Procedures	<ul style="list-style-type: none"> <li>HIPAA</li> <li>Safety Procedures for Patient Visits</li> <li>Visiting Patients in their Home</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> <li>Quiz</li> </ul>		0.5 hour
5	Communication Techniques	<ul style="list-style-type: none"> <li>COACH Model</li> <li>SBAR Method</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>		1.5 hours
6	Social Determinants of Health	<ul style="list-style-type: none"> <li>Social Determinants of Health</li> <li>Health Literacy</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	4.0 hours
7	Cross Cultural Communication	<ul style="list-style-type: none"> <li>Cross Cultural Communication</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	2.5 hours
8	Primary Care and Behavioral Health Integration	<ul style="list-style-type: none"> <li>Trauma Informed Care</li> <li>Harm Reduction</li> <li>Motivational Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	7.0 hours
9	Drug-Related Stigma	<ul style="list-style-type: none"> <li>Drug-Related Stigma</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	3.0 hours
10	Cultural Competency	<ul style="list-style-type: none"> <li>Culturally Competent Care</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	9.5 hours
11	Interprofessional Collaboration and Care	<ul style="list-style-type: none"> <li>Interprofessional Collaboration and Teamwork</li> <li>Roles and Responsibilities for Collaborative Practice</li> <li>Interprofessional Communication</li> <li>Values and Ethics</li> </ul>	<ul style="list-style-type: none"> <li>Video</li> <li>Assigned Readings</li> </ul>	<ul style="list-style-type: none"> <li>Upload copy of Course Completion</li> </ul>	3.25 hours
12	Documenting Experiential Training	<ul style="list-style-type: none"> <li>Recording Experiential Training</li> </ul>	<ul style="list-style-type: none"> <li>Patient Interactions</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Activity Log and Reflection</li> </ul>	Not Counted in Didactic Hour Requirement
13	External or Supplemental Training (OPTIONAL)	<ul style="list-style-type: none"> <li>Acceptable External Training</li> </ul>		<ul style="list-style-type: none"> <li>Upload Verification of Attendance or Document of Completion</li> </ul>	Not Counted in Didactic Hour Requirement

## Scholar Participant MODULE Feedback

*"Through the modules, I learned about communication techniques to help patients manage their complex medical and social conditions in the best possible way using the "COACH" model. This model aims to help patients by connecting and engaging with them, observing them in a nonjudgmental manner to determine their needs, communicating positively, and creating a plan to address the problem by noticing progress and figuring out next steps."* - NYS AHEC Scholar Participant

*"The modules have provided useful information on how to interact with patients. Emphasis should be placed on creating a patient-care team partnership. It was interesting to learn about motivational interviewing, which is the act of talking effectively with people about change and making that change happen. I learned the importance of asking open questions, which are designed to make the patient open up and speak to you. Next, it is important to make positive affirmations about the patient, and then reflect what the patient is feeling by verbalizing it back to the patient in an empathetic and understanding manner. Summarizing and reflecting what the patient has communicated to you will ensure that there are no misunderstandings between you and the patient, and also lets the patient know that you are fully tuned-in to what they are saying."* - NYS AHEC Scholar Participant

*"The modules have taught me about social determinants of health, which include all of the environmental conditions in which a person lives that can affect their health, daily functioning, and overall quality of life. I also learned about how to provide trauma-informed care to patients. I believe that it is very important to have physicians and healthcare providers who are confident and knowledgeable enough to take the time to inquire and respond appropriately to patients who have gone through trauma. Patients who have gone through trauma such as childhood abuse have many risks to their health that must be understood in order to provide them with the best care possible."* - NYS AHEC Scholar Participant

## NYS AHEC Scholars Program Implementation Updates –

### Applicants share the reasons why they are participating in the NYS AHEC Scholars Program

*“The NYS Rural Area Health Education Center Scholars program would give me a unique opportunity to be able to assist patients and collaborate with a care team and other students on solutions for complex clinical and social problems. Through this program, I would be able to use my problem-solving skills along with my fondness for helping others to work towards a positive impact in the community... The lessons I learn and knowledge I gain of the system here will serve me well both in the immediate future regarding this internship but also throughout my career as a doctor as I strive to provide the best care possible for my patients.” – Rural AHEC Scholar Participant*

*“There is a noticeable physician shortage in my hometown, as the healthcare professionals in my own physician's office have no choice but to direct walk-in patients to an overcrowded Urgent Care, where a lengthy wait to see a healthcare provider is practically guaranteed. As a result, patients may head to the emergency room to be treated for ailments that should not be considered severe enough to be treated in an emergency room. The root of this problem appears to be a shortage of physicians in my area, but there must be more depth to this problem that I do not yet understand. I hope the NYS AHEC Scholars Program will further my education regarding how access to quality care can become more feasible for patients in underserved areas.” – Rural AHEC Scholar Participant*

*“I am overwhelmed at the possibility of being able to learn and improve my nursing care skills while at the same time gain valuable experience that normally would not be available to me until after graduation and licensing. I am sincerely looking forward to participating in the NYS AHEC Scholars Program and working towards providing the best healthcare possible to all.” – BW AHEC Scholar Participant*

*“Having been born and raised in a developing country, I witnessed first-hand the disastrous effects that lack of access to quality healthcare produces. In Haiti, whether a father has the required funds to pay for care can be the singular aspect that dictates whether his wife will die in the process of a complicated and high-risk birth. This is partly the reason why I relentlessly pursued and remain committed to my Physician Assistant studies and wholly the reason why I would like to join the NYS AHEC Scholars Program. I am of the belief that serving disadvantaged communities is a realm of work that is a testament to the foundational values of healthcare in our country and clinical practitioners should be educated on the ways we can do so and do it excellently. The great thing about AHEC is the fact that the program is not one dimensional and addresses issues beyond the bounds of a clinical perspective, alone, meaning that scholars will receive training that can be applied beyond the scope of a hospital and be valuable to the community. What I want to become is a well-rounded healthcare professional, I know that AHEC's structure will bring this about.” – MSI AHEC Scholar Participant*

*“This program would help me with my career goals and achievements as a social worker because it would allow me to dive into aspects of social work more early in my college experience. This means that within my freshman year I am ahead of the curve while going through college to reach my dream. With a new challenge such as this, I know my determination and the will to serve my community, will carry me through the two years of this program.” – Rural AHEC Scholar Participant*

*“The NYS AHEC Scholars Program helps students achieve the mission of enhancing access to quality healthcare through advocacy, education and research. Participating in the NYS AHEC Scholars Program will allow me to further enhance my knowledge and skills within a social work setting. It is a great opportunity to start experiencing real life situations with real life clients as a social worker.” – BW AHEC Scholar Participant*

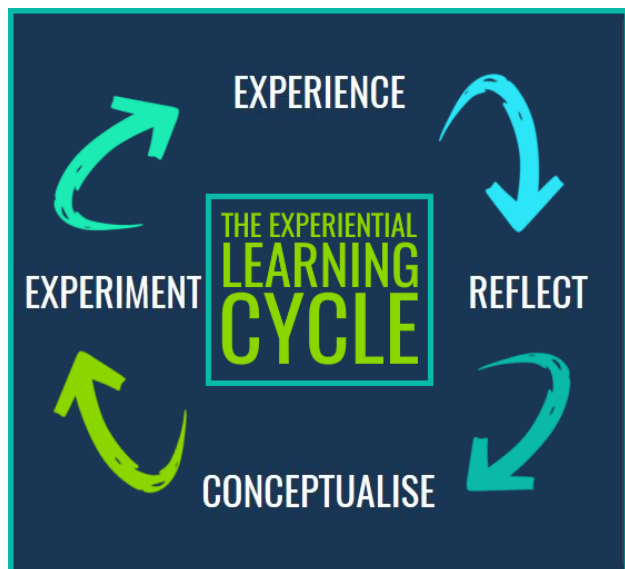
*“This internship would be beneficial to my career as I plan on gearing towards working in a hospital setting, this would enhance my skills and educate me on how to advocate more efficiently, hospital protocols and regulations, and various types of paperwork and planning. I will dedicate my time and passion to enhance and improve the lives of all the individuals I support, I am passionate and patient to learn more about the population and have strong leadership skills to assist in a team. Thank you once again for this amazing opportunity.” – BW AHEC Scholar Participant*

*“While still in school, the NYS AHEC scholars program is going to provide me with more clinical exposure and experience which will help me to develop myself towards my career. While serving as a foundation for me to build upon, the AHEC program will also instill in me the need and importance of providing care to the underserved and rural communities. With regards to my career goal as a nurse anesthetist, the NYS AHEC will open the door to meeting new people and creating networks that may come handy and helpful in the near future. Thank you for the opportunity.” – BW AHEC Scholar Participant*

*“While I had many positive experiences during my shadowing and work experiences that lead me to decide on pursuing a career in medicine, one of my biggest motivations were the times that I witnessed patients slipping through the cracks in the healthcare system, in my work, my volunteering, and even in the form of examples of friends and family in personal life.... I would love for the opportunity to help make a difference to someone in need, to be a part of a team, to learn more about what practices I can be employing as a future physician to truly care for the whole patient, and to be a part of a program that seems to emulate and encourage the type of medical practice that is largely the reason why I'm here in the first place.” – EN AHEC Scholar Participant*



## NYS AHEC Scholars Program Implementation Updates – *AHEC Scholar Critical Reflections of Experiential Training Experiences*



"The most influential experience this month through the NYS AHEC Scholar Program was the monthly meeting, which was my first real introduction to the program and also my first time meeting the majority of my peers and the professionals associated with the Buffalo chapter of this program. The meeting primarily consisted of people in the program presenting the patients that they had successfully completed intake into the program with, or home visits since their intake. The entire group was updated on every patient's standing, and discussed approaches and suggestions for continued support or directions for possible treatment routes. I was really impressed with how much information people had been able to gather from even just the intake visits, and how well the group was working as an interdisciplinary healthcare team, providing suggestions and information from the lens of physicians, nurses, pharmacists, social workers, and students in each of these fields." – **EN AHEC Scholar Participant**

"This program and opportunity has helped me become more knowledgeable about the healthcare system and the way it operates, especially the Whitney Young healthcare. I am able to ask thorough questions about a person's health, by relating it to their environment and other factors that healthcare personnel normally do not ask or look at. I think I can use this in the future as either a physician assistant or a healthcare administrator to better support the patients that walk in seeking for healthcare beyond just their physical. I look forward to using this experience as a good learning experience to further help me understand how I can serve people who are underserved." – **HM AHEC Scholar Participant**

"I think a lot of the patients that we target with our program are used to having a relatively invasive medical presence in their lives, and better communication of how our role is to coordinate and make that care easier and less invasive might help patients feel relieved by the idea of following up with the program after the initial intake rather than like it is one more medical appointment they have to add to an already extensive list. I'm hoping that the next time I have a chance to intake a patient into the program I'll be able to communicate this better, and maybe even schedule a home visit before I leave the hospital, as long as they know when they're going to be discharged, to keep continuity of care and hopefully establish more trust in my relationship with the patient." – **EN AHEC Scholar Participant**

"...working at a hospital at this time in my life has helped me understand if not all, most of what is broken in our healthcare system. It isn't just about the rich receiving care and poor getting rejected but rather just the quality of treatment both people in these classes receive while they are receiving care." – **HM AHEC Scholar Participant**

"During my visit with my Faculty Advisor (Dr. R), I had a chance to discuss one interesting patient with him. Patient x was one of Dr. R's many HIV patients. He was also a drug addict. What made patient X a pick for me, was because not only did he have a lot of health problems, but in his case he did not have insurance. Patient x did not qualify for Medicare, Medicaid or ADAP because he had won \$400,000 in a lawsuit in Sep/2018. This stood out to me because it was a major problem for Dr. R and the remaining of the staff. They didn't know what to do to help him with his HIV medication, since he had so much money in his bank account... I realized that some decisions are more black and white than others. And it isn't always going to be as easier as sending transportation or worrying about support system because patient x had all of that. In his case he was dealing with his own self. I learn so much to social determinants to this case than I have with the many other obvious social determinants cases. I look forward to following up with patient x to see how they progress." – **HM AHEC Scholar Participant**

"...with AHEC giving me the opportunity to work with underserved communities it will better help me see what I like about jobs like that and to also better understand what population I will be working with the most if I do decide to work with communities the AHEC Scholars will be working with. Hence, I hope to take away from the program a broader view on working with underserved populations and communities, learn how to interact with patient or individuals in this study and to also understand about the hospital policies regarding patient care." – **HM AHEC Scholar Participant**

## NYS AHEC Centers - Incorporation of Quality Improvement Measures [Ongoing Program Examples]

### *Erie Niagara AHEC – Pipeline Program*

#### **Public Health & Health Professional Summer Day Camp (August 2018)**

The camp was assessed using two different measures: a pre and posttest to assess knowledge change and a program survey to assess overall participant satisfaction. Students were also asked to share open-ended feedback that will be utilized during the next planning cycle.

#### **Improvements to be Implemented based on the Feedback:**

- Incorporate more hands-on activities (reduce lectures)
- Make a stronger effort to educate the high school students on how the Public Health Undergraduate program can be a starting point for student interested in medical school or other specific health professions
- Include more Faculty members and Staff from the University at Buffalo in order to highlight the different departments and interests of the schools
- Maintain relationships with the students post-camp through e-mail campaigns and social media communications that will include tips on applying to college, writing a college application essay and additional opportunities to learn about the University

### *Catskill Hudson AHEC – Continuing Education*

#### **Series of Interdisciplinary Health Professions Seminars on LGBTQ+ Healthcare**

Evaluations by participants and planners within a series of interdisciplinary Health Professions Seminars on LGBTQ+ Healthcare have in part helped direct the series more specifically toward a focus on training current health professionals about the specific needs of the adolescent LGBTQ+ population, and to the expansion of the size of the planning committee, the more formal incorporation of leadership from the New York State Department of Health AIDS Institute Clinical Education Initiative, a longer-term commitment to training participants on Pre-Exposure Prophylaxis and STD/STI prevention and treatment methodologies in addition to cultural competency components (because of increased epidemiological concerns about the prevalence of STDs in the region), and added mental and behavioral health and legal content.

This was evidenced by the intentional creation of a full-day model focused on adolescent health developed by an enlarged planning committee with the specific intent that this model could be replicated by other entities elsewhere and particularly to meet training gaps in rural areas and outside of New York City, which has a greater preponderance of training resources on this topic than other parts of downstate New York and the rest of the state do.



### *Catskill Hudson AHEC – Continuing Education*

#### **Day-Long Emergency Responder Leadership Academy**

Evaluations by both participants and the planning committee of the annual day-long Emergency Responder Leadership Academy (for EMS leaders statewide) have led to an increased diversification in presenter and subject matter selection, and to more narrowly focus recent academies on the increasing challenge of sustainability of local EMS organizations, where previously they often focused on technical/procedural leadership training and operations, while also adding newer components on population health and cultural competency skillsets, community relations and resource development. This connects into increased operational challenges, gaps, and discontinuations of some EMS organizations due to sustainability failures across the state and in downstate New York as much as anywhere.

### *Catskill Hudson AHEC – Continuing Education*

#### **The Annual Health Professions Rural Student Immersion Program**

Evaluations by both participating medical school students and planning committee members of the annual Health Professions Rural Student Immersion Program serving Dutchess County have led to nuanced changes in preceptor selection, length of time students spend at any one of the eight preceptor sites (on a relative basis to each other), and correspondingly to the amount of information that students receive via experiential education on certain topics and specialties. For instance, there was re-weighting between student time spent in long-term care institutional environments as opposed to community-based settings.

## Scrubs Club

*is a health career exploration program for all high school students*



### *Catskill Hudson AHEC – Pipeline Program* **Scrubs Club**

For CH AHEC's Scrubs Club and K-8 pipeline and health-interaction-orientation programs for children, program evaluations and user data has led to an intentional effort to add new programs that can serve as a precursor for students to enter into the secondary-level Scrubs Club health careers orientation extracurricular programming. This has resulted in part from feedback collected about the scope of the Scrubs Club program provided by Yonkers High School in Westchester County, and via a replication project into eight educational institutions/high schools underway at Sullivan County BOCES, which elected to make use of the Scrubs Club program in tandem with a mentor model in rural areas that is intended to connect students to participate in grades 8 through 10 and therefore to improve continuity in certain programs between the middle school and high school grades.

The new Health Career Kids program serving elementary age children, which sprang partly from such user feedback and evaluations of years-of-usage of the Scrubs Club curricular, was piloted at Astor Services in Dutchess County and developed with feedback from a local teacher.

Program evaluations are underway and as the curriculum starts being utilized by other schools, in tandem with the other components of our agency's pipeline suite, which are the Medical MindBenders curriculum (middle school) and the Billie's Medical Adventures program (educating very small children on increasingly comfort levels during interactions with health providers; a puppet-simulation based curriculum). Interest levels in usage of the Billie's Medical Adventures program have been more noted among EMS providers as well as in primary care and educational settings.



**ATHOS** is a division of WNY R-AHEC that offers quality educational resources for health care professionals. The focus of this curriculum is to educate individuals on techniques to enhance patient-centered care, improve the delivery of culturally appropriate healthcare services, and enhance professional behavior in the workplace.

### *Rural AHEC – Continuing Education*

#### **ATHOS Program - Professionalism Presentation**

(47 out 124 participants completed an evaluation)

#### **Improvements to be Implemented based on the Feedback:**

- Prioritize topics (focus on characteristics, ethics, behavior as indicated by host organization) and be prepared to delete topics on the fly
- Use humor
- Be flexible enough to not need videos if technology not working – ensure host has prepared tech more than once

### *Rural AHEC – Continuing Education*

#### **ATHOS Program - LGBTQ Presentation**

(68 out 118 participants completed an evaluation)

#### **Improvements to be Implemented based on the Feedback:**

- If committing to a much smaller time frame, focus on one or two topic areas and go in-depth (for example, focus on health form updates and office environment)
- Simplify activity, especially for shortened time
- If presentation parameters seem outside the scope of presentation, do not accept invitation
- LGBTQ topics should be small group presentation unless presenter has control of time and space



## Cover Sheet (Table) for MOAs/MOUs/ contracts for NYSAHEC SYSTEM Strategic Partnerships

April 2019

*This cover sheet lists all formalized NYSAHEC System monetary and non-monetary strategic partnership MOAs/MOUs/Contracts in a tabular format. All copies of the MOUs/contracts have been shared within a separate PDF file.*

### Resources Exchanged/Provided Key:

- 1 - Space (meeting rooms, classrooms, etc.)
- 2 - Financial
- 3 - Human Capital (faculty or staff time)
- 4 - Infrastructure or Supplies (office equipment, furniture, etc.)
- 5 - Communication or Technology Assistance (marketing, website, tech tools, e-mail support, other)
- 6 - Access to schools, Faculty or Students
- 7 - Access to Data or other Research Resources
- 8 - Curriculum and/or Training Materials
- 9 - Other

### AHEC Objectives Column Key:

- 1 - Pipeline Activities
- 2 - Rotations and Community-based Experiential Training
- 3 - Continuing Education
- 4 - AHEC Scholars Program
- 5 - Connecting Graduates to MUCs
- 6 - Sustainability and/or expanded funding for issue-focused initiatives
- 7 - Evaluation: Continuous Quality Improvement, Assess program performance

Partner Name	Type of Partnership	Purpose of Strategic Partnership	Resources exchanged/ provided	Intended Outcome of Partnership	AHEC Objectives that are the focus of this partnership
<i>Auburn Community Hospital</i>	<i>Health Care Safety Net Site &amp; Pipeline Program</i>	<i>Collaborate to plan, promote, and implement successful Medical Academy of Science and Health (MASH) Camps.</i>	<i>1-8</i>	<i>Increase middle and high school students' knowledge of the various health career professions available. Additionally increase their understanding of the educational requirements, skills, typical job duties, and personal qualities involved in these careers with the goal of these students pursuing these fields later in life.</i>	<i>1</i>

Chautauqua Center	Health Care Safety Net Site	<i>The partner will promote and provide student and faculty resources for the AHEC Scholars Program.</i>	1,3	<i>The overarching goal of the AHEC Scholars Program is for students to gain a valuable understanding about the numerous social and cultural factors that influence an individual's overall health and their ability to access quality care. By exposing students to social, financial, and cultural issues of care, this program aims to support the development of future healthcare professionals who are able to provide high-quality, patient-centric care to all members of their community.</i>	4
Oswego Hospital	Health Care Safety Net Site & Pipeline Program	<i>Collaborate to plan, promote, and implement successful Medical Academy of Science and Health (MASH) Camps.</i>	1-8	<i>Increase middle and high school students' knowledge of the various health career professions available. Additionally increase their understanding of the educational requirements, skills, typical job duties, and personal qualities involved in these careers with the goal of these students pursuing these fields later in life.</i>	1
CUNY Lehman College Social Work Department and School of Health Sciences, Human Services, and Nursing	Other Type of Partner	<i>Partner supports the development, promotion and implementation of the AHEC Scholars Program.</i>	1-8	<i>The overarching goal of the AHEC Scholars Program is for students to gain a valuable understanding about the numerous social and cultural factors that influence an individual's overall health and their ability to access quality care. By exposing students to social, financial, and cultural issues of care, this program aims to support the development of future healthcare professionals who are able to provide high-quality, patient-centric care to all members of their community.</i>	1-7
Sage College	Other Type of Partner	<i>Partner supports the development, promotion and implementation of the AHEC Scholars Program.</i>	1,3,4	<i>The overarching goal of the AHEC Scholars Program is for students to gain a valuable understanding about the numerous social and cultural factors that influence an individual's overall health and their ability to access quality care. By exposing students to social, financial, and cultural issues of care, this program aims to support the development of future healthcare professionals who are able to provide high-</i>	4

				<i>quality, patient-centric care to all members of their community.</i>	
<i>SUNY Canton</i>	<i>Other Type of Partner</i>	<i>Partner supports the development, promotion and implementation of the AHEC Scholars Program.</i>	<i>1,3,6,7,8</i>	<i>The overarching goal of the AHEC Scholars Program is for students to gain a valuable understanding about the numerous social and cultural factors that influence an individual's overall health and their ability to access quality care. By exposing students to social, financial, and cultural issues of care, this program aims to support the development of future healthcare professionals who are able to provide high-quality, patient-centric care to all members of their community.</i>	<i>4</i>

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## Memorandum of Agreement

This Memorandum of Agreement is entered into between Central New York Area Health Education Center (hereafter referred to as CNYAHEC), 9 Main Street, Cortland, New York, 13045 and Auburn Community Hospital (hereafter referred to as the Facility), 17 Lansing Street, Auburn, New York 13021. This agreement provides for collaboration between the two parties listed above on the implementation of a two-day M.A.S.H. Camp (Medical Academy of Science and Health) for students entering 8<sup>th</sup> or 9<sup>th</sup> grade in the 2019-2020 school year. There will be a maximum of 20 students attending the camp. The M.A.S.H. Camp will be held on April 17<sup>th</sup> and 18<sup>th</sup>, 2019.

**Scope of Responsibilities:** The specific responsibilities of the Facility shall include:

1. Work with CNYAHEC (specifically, the Program Manager) to plan, promote, and implement a successful M.A.S.H. Camp;
2. Serve as the host site with access to all participating departments and meeting space for the youth; allow tours of selected departments;
3. Work with the Facility dietary staff to plan and provide meals and snacks for the youth;
4. Remit payment no later than 30 days after receiving invoice from CNYAHEC for the cost of scrubs for each MASH camp attendee, lanyards for each MASH camp attendee, social media promotion of camp via Facebook, CNYAHEC staff travel, and CNYAHEC staff working hours devoted to the Auburn Community Hospital MASH camp. The exact cost of the camp is located in the CNYAHEC Costs section.
5. Provide a list of health information (immunizations, etc.) required by the Facility for youth registration; provide health clearance to all registered/selected youth;
6. Secure appropriate workshop presenters and assure that activities are planned and presented in accordance with the guidelines presented by CNYAHEC staff;
7. Provide assistance with camp promotion through the Facility marketing/public relations department and serve as the primary contact for local media and internal communications;
8. Work with local schools, media outlets, and CNYAHEC to promote the M.A.S.H. Camp;
9. Allow use of the Facility name and logo on all CNYAHEC-developed promotional materials and media articles as appropriate;
10. Use the CNYAHEC name and logo on all hospital-developed promotional materials or media articles with approval by CNYAHEC; provide recognition to CNYAHEC during media interviews;
11. Use only photographs of youth participants who have indicated consent on the media release portion of the online form;
12. Maintain a file folder with copies of all local media/promotional materials regarding M.A.S.H. Camp; provide to CNYAHEC at end of camp.

**Scope of Responsibilities:** The specific responsibilities of CNYAHEC shall include:

- 1) Work with the Facility to plan, promote, and provide technical assistance to implement a successful M.A.S.H. Camp;
- 2) Submit invoice for camp costs outlined (please see CNYAHEC Costs section)



- 3) Work with the Facility to provide M.A.S.H. Camp participants with scrubs, lanyards, name badges, and certificates;
- 4) Provide administrative overview for participant online registration, health/medical packets, welcome packets, and evaluation forms; collect registration information; provide regular registration updates to the Facility;
- 5) Provide copies of all participant health forms to the Facility upon request; provide copies of all youth evaluation forms and a final summary report of camp;
- 6) Attend select days and times of the M.A.S.H. Camp as a representative of the sponsoring organization;
- 7) Work with local schools, media outlets, and the Facility to promote the M.A.S.H. Camp;
- 8) If enrollment is fewer than ten students six weeks prior to camp, work with the Facility to develop a marketing plan to boost enrollment;
- 9) Develop all necessary promotional materials, forms, releases, brochures, etc., while providing opportunity for the Facility to approve before use;
- 10) Use the Facility name and logo on all promotional materials and media articles as appropriate;
- 11) Use only photographs of youth participants who have indicated consent on the media release portion of the online form;
- 12) Provide an itemized invoice to the Facility, including all camp-associated costs, within 30 days of camp conclusion (please see CNYAHEC Costs section)

#### **CNYAHEC Costs**

**Projected 2019 Camp Costs for 20 Campers at \$25.00 per Camper**

	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Set of scrubs for each camper	20	\$18.00	\$360.00
Lanyards for each camper	20	\$2.00	\$40.00
CNYAHEC staff hours (see below)	80	\$23.00/hr	\$1,840.00
Camp promotion		\$20.00	\$20.00
Subtotal			\$2,260.00
Camper fees	20	\$25.00	(\$500.00)
<b>Total</b>			<b>\$1,760.00</b>


#### **Terms and Conditions**

Collaboration on this project will begin immediately with execution of this MOA.

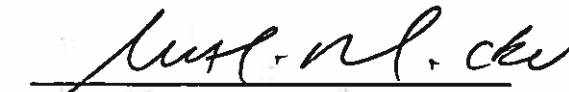
The Facility agrees to a maximum camp enrollment of twenty (20) youth. If, with adequate promotion, enrollment is at ten (10) youth or below within one month of the date of camp, The Facility will consult with CNYAHEC to re-negotiate numbers or to design a plan to enhance promotion of camp. The Facility may increase the maximum enrollment of camp at any time with the understanding that resources supplied by CNYAHEC may be in limited supply. The Facility agrees to indemnify and hold harmless CNYAHEC of and from all claims, demands, losses, causes of action, damage, lawsuits, and judgments, including attorneys' fees and costs arising out of or relating to the collaboration known as M.A.S.H. Camp.

Either party may terminate this agreement without cause by giving 30 days' notice in writing.

The policy of CNYAHEC is to provide equal opportunity to all persons, without regard to race, color, religion, national origin, age, sex, disability, or Veteran status.

  
\_\_\_\_\_  
Mandy Qualls  
Center Director  
CNYAHEC

Date: 3/13/19

  
\_\_\_\_\_  
Scott A. Berlucchi  
CEO/President  
Auburn Community Hospital

Date: March 11, 2019

This Strategic Partner Agreement is made effective on this 11<sup>th</sup> day of March 2019 by and between WNY Rural AHEC (hereinafter known as "AHEC"), located at 20 Duncan Street, Warsaw, NY and the Chautauqua Center (hereinafter known as "Strategic Partner"), located at 319 Central Avenue, Suite B, Dunkirk, NY.

This agreement is made regarding the WNY Rural AHEC Scholars Program and subsequent clinic site visitations and/or internship experiences. As part of the program, SUNY Fredonia students from various healthcare related studies will connect with Chautauqua Center staff and selected appropriate Chautauqua Center patients in order to support patients' efforts to meet their health goals.

Under this agreement, the Strategic Partner will:

1. Identify a point of contact to facilitate ongoing communication between the Strategic Partner, SUNY Fredonia, and AHEC.
2. Provide a placement site for participants of the NYS AHEC Scholars Program.
3. Mentor one to two student teams of 3 to 5 students as they interact with patients and research local community services.
4. Provide information regarding opportunities for student internships and student rotations at their site(s).
5. Provide access to updated information regarding employment vacancies at their site(s).
6. Acknowledge awareness that Rural AHEC Scholar participants enrolled as State University of New York at Fredonia students will be covered by a Certificate of Liability policy; issued by State University of New York directly to the SUNY Fredonia through their affiliation agreement. Therefore, liability will not fall under the responsibility of AHEC.

Under this agreement, AHEC will:

1. Facilitate student communication, participation, and progress in the AHEC Scholars Program.
2. Provide access to their online program curricula to SUNY Fredonia faculty, clinical site staff, and students participating in the AHEC Scholars Program on the condition that all content is to be used for AHEC Scholars.
3. Hold quarterly meetings with clinic personnel and student participants as part of their ongoing continuous improvement efforts.
4. Share data collected on AHEC Scholars associated with the Strategic Partner, including but not limited to aggregate participation hours and overall program progression.
5. Share employment opportunities at Strategic Partner's various clinical sites with appropriate graduated candidates.
6. Provide the Strategic Partner with possible candidates for employment that come to the awareness of AHEC.
7. Share with Strategic Partner an annual report on the NYS AHEC System, detailing program offerings, participation, successes, and aggregate data for the previous fiscal year.

Termination agreement:

The term of this strategic partnership is as follows:

Term begins on beginning date stated above and ends on the 31<sup>st</sup> day of August 2020, with the expectation of a new term being put forth for negotiation and agreement on the 1<sup>st</sup> day of September 2020.



Either party may terminate this agreement at any time and for any reason, so long as good faith efforts have been made to resolve outstanding issues.

This agreement may be modified as conditions warrant by a mutual written agreement between both parties.

This agreement, as entered into by both parties, shall be governed in accordance with the laws of the State of New York.

Accepted by: **The Chautauqua Center**



(Strategic Partner's) Signature

CEO

Title

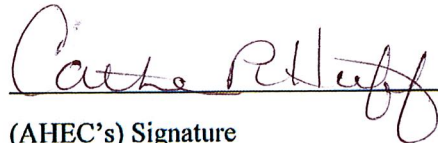
Michael C Pore

Print Name

3/11/2019

Date

Accepted by: **AHEC Authorized Official**



(AHEC's) Signature

CEO

Title

Catherine P. Huff

Print Name

3/12/19

Date

*For Internal Use Only*

Copy Sent to NYS AHEC Statewide Office: (check one)

☒ e-mailed ☐ faxed

Sent to: Bridget Forshee e-mail or fax: bsutton2@buffalo.edu

Date sent: 3/12/19

## **NYS AHEC System**

### **Strategic Partner Agreement**

This Strategic Partner Agreement is made effective for all purposes and in all respects on this 14 day of November, 2018 by and between Bronx Westchester Area Health Education Center (hereinafter known as "AHEC"), located at 250 Bedford Park Blvd. West, Bronx, NY 10468 (Lehman College of the City University of New York; T3 Suite 113) and Lehman College's Social Work Department and Lehman College's School of Health Sciences, Human Services, and Nursing (hereinafter known "Strategic Partner"), located at Lehman College of the City University of New York located at 250 Bedford Park Blvd. West, Bronx, NY 10468. Under this agreement, the Strategic Partner agrees to promote and support the development, implementation, and continuance of applicable programs offered through the NYS AHEC System, while AHEC agrees to provide access to online program curricula, share captured data as applicable, and maintain regular communication with the Strategic Partner, including but not limited to program updates and annual reports.


Whereas, both parties hereto do mutually agree to the following:

1. AHEC agrees to provide access to their online program curricula to faculty involved with AHEC facilitated programs, on the condition that all content is to be used for educational purposes only.
2. For programs with a duration greater than one academic semester, AHEC agrees to hold quarterly meetings with faculty and student participants as part of their ongoing continuous improvement efforts.
3. AHEC agrees to share data collected on participants matriculated with the Strategic Partner, including but not limited to follow-up graduation and employment surveys, aggregate participation hours, and overall program progression.
4. AHEC agrees to provide the Strategic Partner with an annual report on the NYS AHEC System, detailing program offerings, participation, successes, and aggregate data for the previous fiscal year.
5. The Strategic Partner will identify a point of contact to facilitate ongoing communication between the Strategic Partner and AHEC.
6. Using supplied materials from AHEC, the Strategic Partner will promote applicable NYS AHEC programs, including but not limited to youth pipeline activities, internship and rotation opportunities, continuing education offerings, and the NYS AHEC Scholars Program, to appropriate health professional faculty and students, thereby encouraging faculty and student body participation.
7. The Strategic Partner will identify pre-established healthcare facilities with which they currently hold contracts as placement sites for participants of the NYS AHEC Scholars Program, as well as those interested in rotation and internship opportunities.
8. The Strategic Partner agrees to disseminate available employment vacancies monthly to the graduating health professional student body regarding open positions at local health employers and/or healthcare facilities in underserved and/or medically disadvantaged regions.
9. Strategic Partner will be responsible for providing liability insurance for students in their healthcare facility placements and will advise students that they must maintain student health insurance; under no circumstances shall AHEC be responsible for providing either liability or health insurance for students.

10. Participants who wish to receive college credit, either through directed study, independent study, or other means falls outside the scope of this agreement, and thus will be up to the sole discretion of the Strategic Partner, as governed by their credit-bearing procedures.
11. Termination: Either party may terminate this agreement at any time and for any reason, so long as good faith efforts have been made to resolve outstanding issues.
12. This agreement may be modified as conditions warrant by a mutual agreement between both parties and shall be duly executed in writing.

This agreement, as entered into by both parties, shall be governed in accordance with the laws of the State of New York.

Accepted by: Strategic Partner Authorized Official



(Strategic Partner's) Signature

CARL MAZZA

Print Name

Chairperson - Social  
work  
11/26/18

Title

11/26/18

Date



(Strategic Partner's) Signature

Catherine A. Georges

Print Name

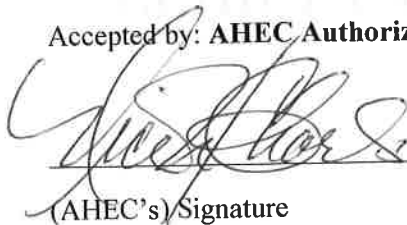
Chairperson - Nursing

Title

11/29/18

Date

Accepted by: AHEC Authorized Official



(AHEC's) Signature

NICOLE CHARLES

Print Name

EXECUTIVE DIRECTOR

Title

11/29/18

Date



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## Memorandum of Agreement

This **Memorandum of Agreement** is entered into between **Central New York Area Health Education Center** (hereafter referred to as CNYAHEC), 9 Main Street, Cortland, New York, 13045 and **Oswego Hospital** (hereafter referred to as OH), 110 West Sixth Street, Oswego, New York 13126. This agreement provides for collaboration between the two parties listed above on the implementation of a two-day M.A.S.H. Camp (Medical Academy of Science and Health) for students entering 8<sup>th</sup> or 9<sup>th</sup> grade in the 2019-2020 school year. The OH M.A.S.H. Camp will be held on August 7<sup>th</sup> and August 8<sup>th</sup>, 2019.

**Scope of Responsibilities:** The specific responsibilities of OH shall include:

1. Work with CNYAHEC (specifically, the Program Manager) to plan, promote, and implement a successful M.A.S.H. Camp;
2. Serve as the host hospital site with access to all participating departments and meeting space for the youth; allow tours of selected departments;
3. Work with OH dietary staff to plan and provide meals and snacks for the youth;
4. Provide list of health information (immunizations, etc.) required by hospital for youth registration; provide health clearance to all registered/selected youth;
5. Secure appropriate workshop presenters and assure that activities are planned and presented in accordance with the guidelines presented by CNYAHEC staff;
6. Provide assistance with camp promotion through the OH marketing/public relations department and serve as the primary contact for local media and internal communications;
7. Work with local schools, media outlets, and CNYAHEC to promote the M.A.S.H. Camp;
8. Allow use of the OH name and logo on all CNYAHEC-developed promotional materials and media articles as appropriate;
9. Use the CNYAHEC name and logo on all hospital-developed promotional materials or media articles with approval by CNYAHEC; provide recognition to CNYAHEC during media interviews;
10. Use only photographs of youth participants who have indicated consent on the media release portion of the online form;
11. Maintain a file folder with copies of all local media/promotional materials regarding M.A.S.H. Camp; provide to CNYAHEC at end of camp.

**Scope of Responsibilities:** The specific responsibilities of CNYAHEC shall include:

- 1) Work with OH to plan, promote, and provide technical assistance to implement a successful M.A.S.H. Camp;
- 2) Work with OH to provide M.A.S.H. Camp participants with lanyards and certificates;
- 3) Provide registration packets, reminder notices, welcome packets, evaluation forms, and state forms to participants; collect registration information; provide regular registration updates to OH;
- 4) Provide copies of all participant health forms to OH upon request; provide copies of all youth evaluation forms and a final summary report of camp;

- 5) Attend select days and times of the M.A.S.H. Camp as a representative of the sponsoring organization;
- 6) Work with local schools, media outlets, and OH to promote the M.A.S.H. Camp;
- 7) If enrollment is fewer than ten students six weeks prior to camp, work with OH to develop a marketing plan to boost enrollment;
- 8) Develop all necessary promotional materials, forms, releases, brochures, etc., while providing opportunity for OH to approve before use;
- 9) Use the OH name and logo on all promotional materials and media articles as appropriate;
- 10) Use only photographs of youth participants who have indicated consent on the media release portion of the online form;
- 11) Provide an itemized invoice to Oswego Hospital Auxiliary (Attn: Sarah Weigelt), including all camp-associated costs, within 30 days of camp conclusion (see projected amount due below).

#### **CNYAHEC Projected Expenses**

	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
CNYAHEC staff hours	100	\$23.00/hr	\$2,300.00
Subtotal			\$2,300.00

#### **CNYAHEC Projected Revenue**

	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Camper Registration	20	\$30.00	\$600.00
Subtotal			\$600.00

#### **Total Due to CNYAHEC**

	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
CNYAHEC staff hours	100	\$23.00/hr	\$2,300.00
Camper Registration	20	\$30.00	(\$600.00)
<b>Total</b>			<b>\$1,700.00</b>

#### **Terms and Conditions**

Collaboration on this project will begin immediately with execution of this MOA.

Oswego Hospital agrees to a maximum camp enrollment of twenty (20) youth. If, with adequate promotion, enrollment is at ten (10) youth or below within one month of the date of camp, Oswego Hospital will consult with CNYAHEC to re-negotiate numbers or to design a plan to enhance promotion of camp. Oswego Hospital may increase the maximum enrollment of camp at any time with the understanding that resources supplied by CNYAHEC may be in limited supply. Oswego Hospital agrees to indemnify and hold harmless CNYAHEC of and from all claims, demands, losses, causes of action, damage, lawsuits, and judgments, including attorneys' fees and costs arising out of or relating to the collaboration known as M.A.S.H. Camp.

Either party may terminate this agreement without cause by giving 30 days' notice in writing.

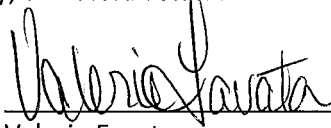


The policy of CNYAHEC is to provide equal opportunity to all persons, without regard to race, color, religion, national origin, age, sex, disability, or Veteran status.



Mandy Qualls  
Center Director  
CNYAHEC

Date: 2/12/19



Valerie Favata  
Vice President and Chief Nursing Officer  
Oswego Hospital

Date: 3/5/19



## **AHEC Scholars Program**

### **Collaboration Agreement for Participating Educational Entities**

**AHEC Scholars** is a program for health professions students interested in supplementing their education by gaining additional knowledge and experience in rural and/or underserved urban settings. This is a longitudinal program with interdisciplinary curricula designed to implement a defined set of clinical, didactic, and community-based activities. Each team will utilize a hybrid model of in-person experiences and online modules to gain in-depth training on topics designed to augment patient care.

This Collaboration Agreement is made effective for all purposes and in all respects on this 24<sup>th</sup> day of September, 2018, by and between Hudson Mohawk AHEC (hereinafter known as "Hudson Mohawk AHEC"), located at 333 Glen Street, Suite 200A, Glens Falls, NY 12801 and The Sage Colleges (hereinafter known as "Program Affiliate"), located at 65 First Street Troy, New York 12180.

Under this agreement, Hudson Mohawk AHEC agrees to:

1. Connect area health profession programs and faculty to form interdisciplinary groups of students to participate in the AHEC Scholars program, market the program, disseminate college student applications, ensure regular communication with faculty, and monitor student progress through the program.
2. Identify a site(s) for experiential learning opportunities and the identification of patients.
3. Host quarterly meetings with faculty and student participants as part of their ongoing continuous improvement efforts.
4. Host monthly meetings of student participants to discuss didactic curriculum and program experiences, and address barriers related to patient health.
5. Share data collected on participants matriculated with the Program Affiliate, including but not limited to follow-up graduation and employment surveys, aggregate participation hours, and overall program progression.
6. Provide access to their online program curricula to faculty involved with AHEC Scholars Program, on the condition that all content is to be used for educational purposes only.
7. Share captured data from the online program curricula, as applicable.
8. Maintain regular communication with faculty and students.
9. Provide an annual report on Scholars Program, detailing participation, successes, and aggregate data for the program year.

Under this agreement, the Program Affiliate agrees to:

1. Promote and support the development, implementation, and continuance of the AHEC Scholars program.

2. Provide guidance and supervision to participants throughout the duration of the program, and participate in periodic case conferences and meetings.
3. Identify a point of contact to facilitate ongoing communication between the Program Affiliate and Hudson Mohawk AHEC.
4. Using supplied materials from AHEC, promote NYS AHEC Scholars Program to appropriate health professional faculty and student participants, thereby encouraging faculty and student body participation.
5. Offer student health insurance and provide liability insurance, as held by the Program Affiliate, to AHEC Scholars participants, particularly as related to healthcare facility placements.

Whereas, both parties hereto do mutually agree to the following:

1. Identify at least one (1) healthcare facility as a placement site for participants of AHEC Scholars to gain in-person experiences.
2. Support the applicant selection process, including review of applications and interviews as deemed necessary.
3. Facilitate regular case conferencing opportunities for the student team to review and discuss observations and apply didactic content to experiential learning opportunities.

**Terms of Agreement:**

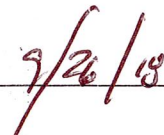
Either party may terminate this agreement at any time and for any reason, so long as good faith efforts have been made to resolve outstanding issues. This agreement may be modified as conditions warrant by a mutual agreement between both parties and shall be duly executed in writing. This agreement, as entered into by both parties, shall be governed in accordance with the laws of the State of New York.

Accepted by: **Program Affiliate Authorized Official**


  
Signature: Program Affiliate Authorized Official

  
Title

  
Print Name

  
Date

Accepted by: **AHEC Authorized Official**

  
Kathryn Stair, Executive Director  
Hudson Mohawk AHEC

9/26/18  
Date

## **NYS AHEC System**

### **Strategic Partner Agreement**

This Strategic Partner Agreement is made effective for all purposes and in all respects on this 21<sup>st</sup> day of [ February ], 2019 by and between Northern Area Health Education Center, Inc. (hereinafter known as "NAHEC"), located at 1 Main Street, Suite 102, Canton, NY and SUNY Canton (hereinafter known as "Strategic Partner"), located at 34 Cornell Drive, Canton, NY. Under this agreement, the Strategic Partner agrees to promote and support the development, implementation, and continuance of applicable programs offered through the NYS AHEC System, while AHEC agrees to provide access to online program curricula, share captured data as applicable, and maintain regular communication with the Strategic Partner, including but not limited to program updates and annual reports.

Whereas, both parties hereto do mutually agree to the following:

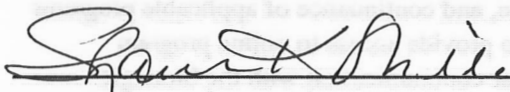
1. AHEC agrees to provide access to their online program curricula to faculty involved with AHEC facilitated programs, on the condition that all content is to be used for educational purposes only.
2. For programs with a duration greater than one academic semester, AHEC agrees to hold quarterly meetings with faculty and student participants as part of their ongoing continuous improvement efforts.
3. AHEC agrees to share data collected on participants matriculated with the Strategic Partner, including but not limited to follow-up graduation and employment surveys, aggregate participation hours, and overall program progression.
4. AHEC agrees to provide the Strategic Partner with an annual report on the NYS AHEC System, detailing program offerings, participation, successes, and aggregate data for the previous fiscal year.
5. The Strategic Partner will identify a point of contact to facilitate ongoing communication between the Strategic Partner and AHEC.
6. Using supplied materials from AHEC, the Strategic Partner will promote applicable NYS AHEC programs, including but not limited to youth pipeline activities, internship and rotation opportunities, continuing education offerings, and the NYS AHEC Scholars Program, to appropriate health professional faculty and students, thereby encouraging faculty and student body participation.
7. The Strategic Partner will identify pre-established healthcare facilities with which they currently hold contracts as placement sites for participants of the NYS AHEC Scholars Program, as well as those interested in rotation and internship opportunities.
8. The Strategic Partner agrees to disseminate available employment vacancies monthly to the graduating health professional student body regarding open positions at local health employers and/or healthcare facilities in underserved and/or medically disadvantaged regions.
9. Student health insurance and liability as held by the Strategic Partner will extend to NYS AHEC participants, particularly as related to healthcare facility placements, and will therefore not fall under the responsibility of AHEC.
10. Participants who wish to receive college credit, either through directed study, independent study, or other means falls outside the scope of this agreement, and thus will be up to the sole discretion of the Strategic Partner, as governed by their credit-bearing procedures.
11. Termination: Either party may terminate this agreement at any time and for any reason, so long as good faith efforts have been made to resolve outstanding issues.



12. This agreement may be modified as conditions warrant by a mutual agreement between both parties and shall be duly executed in writing.

This agreement, as entered into by both parties, shall be governed in accordance with the laws of the State of New York.

Accepted by: **Strategic Partner Authorized Official**



(Strategic Partner's) Signature

**VP for Admin/CFO**

Title

**Shawn K. Miller**

Print Name

2/21/19

Date

Accepted by: **AHEC Authorized Official**



(AHEC's) Signature

**Chief Executive Officer**

Title

**Richard Merchant**

Print Name

2/21/2019

Date

*For Internal Use Only*

Copy Sent to NYS AHEC Statewide Office: (check one)

☐ e-mailed ☐ faxed

Sent to: \_\_\_\_\_ e-mail or fax: \_\_\_\_\_

Date sent: \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

**THIS MEMORANDUM OF AGREEMENT** is made as of the 1st day of February, 2019 ("Effective Date") by and between **CENTRAL NEW YORK AREA HEALTH EDUCATION CENTER** (hereafter referred to as CNYAHEC), located at 9 Main Street, Cortland, New York 13045 and the **STATE UNIVERSITY OF NEW YORK**, an educational corporation organized and existing under the laws of the State of New York, with its principal place of business located at State University Plaza, Albany, New York 12246, through and on behalf of the **STATE UNIVERSITY OF NEW YORK UPSTATE MEDICAL UNIVERSITY** (also known as SUNY Health Science Center at Syracuse), a component of which is **UNIVERSITY HOSPITAL**, a general hospital licensed under Article 28 of the New York Public Health Law, located at 750 East Adams Street, Syracuse, New York 13210 ("Hospital").

**WHEREAS**, the parties desire to collaborate to provide for the implementation of a two (2) day M.A.S.H. Camp (Medical Academy of Science and Health) for current eighth (8<sup>th</sup>) and ninth (9<sup>th</sup>) graders (collectively "Students") of the 2018-2019 school year to be held at the Hospital's Community Campus ("CC"), located at 4900 Broad Road, Syracuse, New York 13215.

**WHEREAS**, the Hospital has qualified professionals and facilities for the M.A.S.H. Camp experience and is willing to make its facilities available for this purpose in collaboration with CNYAHEC and to the Students pursuant to the terms and conditions of this Agreement,

**NOW THEREFORE**, in consideration of the mutual covenants and conditions herein set forth the parties hereto mutually agree as follows:

**Term:** This Agreement will become effective as of **February 1, 2019** and shall expire on **March 31, 2019**. Such M.A.S.H. Camp will be held on **February 21<sup>st</sup>** and **February 22<sup>nd</sup> 2019**. This Agreement may be renewed upon mutual written agreement and is subject to the written approvals of the New York State Attorney General and the New York State Office of the State Comptroller, if applicable.

If either party wishes to terminate this Agreement, it is understood that written notice will be given to the other party at least thirty (30) days in advance of such termination. Notwithstanding the foregoing, this Agreement may be terminated immediately without notice if Hospital in its sole judgment, determines that continuation of the Agreement may be a threat to the safety or welfare of Hospital's patients, the patients' families, or Hospital employees or visitors, or the efficient operation of Hospital, or other reasons which cause the continued presence of Students at Hospital not to be in the best interest of Hospital.

### **A. Hospital Scope of Responsibilities:**

1. Work with CNYAHEC (specifically, the Program Manager, Claire Payne) to plan, promote and implement a successful M.A.S.H. Camp.
2. Serve as the host hospital site with access to all participating departments and meeting space for the Students participating in M.A.S.H Camp; allow tours of selected departments.



3. Work with Hospital dietary staff to plan meals and snacks for the Students.
4. Provide list of health information (immunizations, etc.) required by the Hospital for Student M.A.S.H. Camp registration; provide health clearance to all registered/selected Students.
5. Provide assistance with M.A.S.H. Camp promotion through the Hospital's marketing/public relations department and serve as the primary contact for local media and internal communications.
6. Work with local schools, media outlets and CNYAHEC to promote M.A.S.H. Camp.
7. Allow the use of the Hospital's name and logo on all CNYAHEC-developed promotional materials and media articles as appropriate.
8. Use the Hospital's name and logo on all Hospital developed promotional materials or media articles with approval by CNYAHEC; provide recognition to CNYAHEC during media interviews.
9. Use The Advocates logo on all Hospital developed promotional materials or media articles with approval by CNYAHEC; provide recognition to the Upstate Friend In Deed during media interviews.
10. Use only photographs of youth participants who have indicated consent on the media release portion of the online form.
11. Maintain an online or physical folder with copies of all local media/promotional materials regarding M.A.S.H. Camp; provide to Program Manager at end of M.A.S.H. Camp.
12. Work concurrently with, and meet at the end of the event with CNYAHEC to explore and secure program funds for 2020.
13. Secure appropriate workshop presenters and assure that activities are planned and presented in accordance with the guidelines presented by CNYAHEC staff.
14. Will follow and make students aware of University Wide Policy C11, Child Protection Policy for Participants in Volunteer, Educational and Social Activities, attached hereto as **Exhibit B** and made part of this MOU, for visitation related to an Upstate sponsored activity involving minors of the age of 18 years or younger.

**B. CNYAHEC Scope of Responsibilities:**

1. Work with Hospital (specifically Kristin Bruce) to plan, promote, and provide technical assistance to implement a successful M.A.S.H. Camp.
2. Provide M.A.S.H. Camp Students with scrubs, lanyards, name badges, and certificates.
3. Provide registration materials, reminder notices, welcome materials evaluation forms, and state forms to participants; collect registration information; provide regular registration updates to Hospital (specifically Kristin Bruce).
4. Provide copies of all Student health forms to Hospital upon receipt; provide copies of all Student evaluation forms and final summary report of Camp.
5. Attend select days and times of the M.A.S.H. Camp as a representative of the sponsoring

organization.

6. Work with local schools, media outlets, and Hospital (specifically Director of Corporate Communications) to promote the M.A.S.H. Camp.
7. If enrollment is fewer than ten (10) Students three (3) weeks prior to camp, work with Hospital to develop a marketing plan to boost enrollment.
8. Develop all necessary promotional materials, forms, releases, brochures, etc., while providing opportunity for Hospital to approve before use.
9. Use the Hospital name and logo on all promotional materials and media articles as appropriate.
10. Use photographs only of youth participants who have indicated consent on the media release portion of the online form.

**C. Additional Terms:**

1. Hospital agrees to a maximum camp enrollment of 27 Students. If, with adequate promotion, enrollment is 10 Students or below within three (3) weeks of the date of M.A.S.H. Camp, Hospital will consult with CNYAHEC to re-negotiate numbers or to design a plan to enhance promotion of M.A.S.H. Camp. Hospital may increase the maximum enrollment of M.A.S.H. Camp anytime, upon mutual written consent, with the understanding that resources supplied by CNYAHEC may be limited in supply.
2. CNYAHEC shall advise Students of the necessity to be free from any health impairment that is of potential risk to Hospital's patients, the patients' families, and Hospital employees or visitors, or that may interfere with the performance of Hospital's responsibilities.
3. CNYAHEC shall warrant that it complies with all applicable local, State and federal provisions.
4. CNYAHEC shall assure that Students are covered under accident and health insurance policies to cover accidents, injuries, or illnesses occurring in the course of their participation in the M.A.S.H. Camp experience at Hospital and shall provide evidence of such coverage to Hospital no later than fifteen (15) days after request.
5. If damages to Hospital property, premises, equipment, or supplies occur as a result of Student participation in the M.A.S.H. Camp at Hospital, CNYAHEC shall fully cooperate with Hospital in recovering the cost of damages from Student and Student's parents or guardians.
6. CNYAHEC shall be responsible to and shall defend, indemnify, and hold harmless the State University of New York, the State of New York, University Hospital, and the State University of New York Upstate Medical University, and their respective officers, trustees, directors, servants, employees, agents, contractors, and Students for any and all losses, expenses, damages and liabilities, including reasonable attorney's fees arising out of the intentional or negligent acts or omissions of its officers, directors, trustees, agents, contractors, Students, servants, or employees. The terms of this provision shall survive the termination of this Agreement.

Subject to the availability of lawful appropriations (pursuant to Section 41 of the New York State Finance Law) and consistent with Section 8 of the New York State Court of Claims Act, SUNY will

hold CNYAHEC harmless from and indemnify it for any final judgment of a court of competent jurisdiction only to the extent attributable to the negligence of SUNY or of its officers or employees when acting within the course and scope of their employment within the scope of this Agreement.

7. Hospital shall make available, insofar as possible, classrooms, conference rooms, and other areas as necessary, for M.A.S.H. Camp experience.
8. Hospital shall have no responsibility for the transportation of Students to and from Hospital.
9. Hospital shall provide participants with emergency medical care for injury or illness occurring while participating in the M.A.S.H. Camp at Hospital. Billing for this service will be done in the same manner as for any patient receiving Emergency Department care. Follow-up care is the responsibility of the injured party. Financial responsibility for the Emergency Department services shall be the obligation of the participant.
10. Hospital shall report to CNYAHEC if it is discovered that Students have been exposed to a health hazard unrecognized at the time of exposure, e.g. radiation and/or suspected Tuberculosis.
11. It is mutually agreed that at no time shall either party discriminate against any Student participating in the M.A.S.H. Camp at Hospital based upon color, marital status, religion, sex, sexual orientation, national origin, age, veteran status, and/or handicap or disability.
12. **Notice:** All notices, requests, demands, and other communications required or permitted hereunder shall be in writing and delivered in person or by courier, receipt acknowledged; or mailed by certified mail, return receipt requested, postage prepaid; to the addresses set forth below:

If to Hospital:        Contracts Office, SLC  
                              SUNY Upstate Medical University  
                              750 East Adams Street  
                              Syracuse, New York 13210  
                              Attn: Contracts Administrator

With copies to:        SUNY Upstate Medical University  
                              University Hospital  
                              750 East Adams Street  
                              Syracuse, New York 13210  
                              Attn: Chief Executive Officer  
  
                              SUNY Upstate University Hospital Community Campus  
                              4900 Broad Road  
                              Syracuse, NY 13215  
                              Attn: Chief Administrative Officer

If to CNYAHEC:        Central New York Area Health Education Center  
                              9 Main Street  
                              Cortland, NY 13045  
                              Attn: Executive Director

Notice shall be deemed complete on the date of hand or courier delivery (as evidenced by a signed receipt) or the date of delivery by certified mail (as evidenced by a return receipt from the United

States Postal Service). Each party may change its address or addressee set forth above by giving written notice of the change to the other party.

- 13. Independent Contractors:** In the performance of services, duties, and obligations under this Agreement, University and Affiliate shall be and at all times are acting and performing as independent contractors and nothing contained herein is intended to, nor will it create, the relationship of partnership, joint venture, agency, or employment between University, its officers, trustees, directors, servants, employees, or staff and Affiliate.
- 14. Assignment:** No party shall assign this Agreement or any of its rights and obligations hereunder without the prior written consent of the other party.
- 15. Severability:** If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal or unenforceable, the remaining portions of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be invalid, unless to do so would contravene the present valid and legal intent of the parties.
- 16. Waiver:** The waiver of any term or condition of this Agreement or any breach of a provision of this Agreement by either party shall not operate or be construed as a subsequent waiver of any term or condition or waiver of any subsequent breach by either party.
- 17. No Third-Party Beneficiaries:** No term of this Agreement shall be construed to confer any third-party beneficiary rights on any party.
- 18. Governing Law; Venue:** This Agreement shall be enforced and construed in accordance with the laws of the State of New York. Jurisdiction of any litigation with respect to this Agreement shall be in the State of New York, with venue in a court of competent jurisdiction located in Onondaga County, or any other court having competent jurisdiction in the State of New York.
- 19. Exhibits; Entire Agreement:** This Agreement shall be subject to and hereby incorporates by reference, Exhibit A, *SUNY Standard Contract Clauses*, and is made an integral part of this Agreement and Exhibit B, *University Wide Policy C11, Child Protection Policy for Participants in Volunteer, Educational and Social Activities*. This Agreement, together with Exhibit A and Exhibit B, sets forth the entire agreement of the parties and supersedes all prior proposals, representations, communications, negotiations, and agreements between the parties whether oral or written, with respect to the subject matter. This Agreement may not be amended or changed in any of its provisions except by a subsequent written agreement signed by duly authorized representatives of the parties.
- 20. Construction:** The parties hereto acknowledge and agree that (i) each party has reviewed the terms and provisions of this Agreement; (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all parties hereto and not in favor or against any party, regardless of which party was generally responsible for the preparation and drafting of this Agreement.


**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by its duly authorized officers on the day and year first written above.

**Agency No. 28110**  
**Department ID. No.: 3320211**

**MOU-504440**

**CENTRAL NEW YORK AREA HEALTH  
EDUCATION CENTER**

**SUNY UPSTATE MEDICAL UNIVERSITY**



Mandy Qualls  
CNYAHEC Center Director



Nancy P. Daoust, FACHE  
Chief Administrative Officer  
Upstate University Hospital  
at Community Campus

2-14-19

Date

2/19/19

Date

State University of New York  
Notary Acknowledgement

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGEMENT

Contract No.:

STATE OF )

SS:

County of )

On this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known and known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that he/she resides at \_\_\_\_\_,

Town of \_\_\_\_\_,

County of \_\_\_\_\_,

State of \_\_\_\_\_ and further that:

[CHECK ONE]

\_\_\_\_ (If an Individual): he/she executed the foregoing instrument in his/her name and on his/her own behalf.

\_\_\_\_ (If a Corporation): he/she is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, he/she is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, he/she executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

\_\_\_\_ (If a Partnership): he/she is the \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, he/she is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, he/she executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

\_\_\_\_ (If a limited liability company): he/she is a duly authorized member of \_\_\_\_\_ LLC, the limited liability company described in said instrument; that, he/she is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, he/she executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

  
\_\_\_\_\_  
Notary Public

Registration Number: 01C1621163 State of: New York



**Standard Contract Clauses**  
**State University of New York**

**February 11, 2014**

**EXHIBIT A**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a Contractor, licensor, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. PROHIBITION AGAINST ASSIGNMENT**

Except for the assignment of its right to receive payments subject to Article 5-A of the State Finance Law, the Contractor selected to perform the services herein are prohibited in accordance with Section 138 of the State Finance Law from assigning, transferring, conveying, subletting or otherwise disposing of its rights, title or interest in the contract without the prior written consent of SUNY and attempts to do so are null and void. Notwithstanding the foregoing, SUNY may, with the concurrence of the New York Office of State Comptroller, waive prior written consent of the assignment, transfer, conveyance, sublease or other disposition of a contract let pursuant to Article XI of the State Finance Law if the assignment, transfer, conveyance, sublease or other disposition is due to a reorganization, merger or consolidation of Contractor's its business entity or enterprise and Contractor so certifies to SUNY. SUNY retains the right, as provided in Section 138 of the State Finance Law, to accept or reject an assignment, transfer, conveyance, sublease or other disposition of the contract, and to require that any Contractor demonstrate its responsibility to do business with SUNY.

**3. COMPTROLLER'S APPROVAL.** (a) In accordance with Section 112 of the State Finance Law, Section 355 of New York State Education Law, and 8 NYCRR 316, Comptroller's approval is not required for the following contracts: (i) materials; (ii) equipment and supplies, including computer equipment; (iii) motor vehicles; (iv) construction; (v) construction-related services; (vi) printing; and (vii) goods for State University health care facilities, including contracts for goods made with joint or group purchasing arrangements.

(b) Comptroller's approval is required for the following contracts: (i) contracts for services not listed in Paragraph (3)(a) above made by a State University campus or health care facility certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$250,000; (ii) contracts for services not listed in Paragraph (3)(a) above made by a State University campus not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$50,000; (iii) contracts for services not listed in Paragraph (3)(a) above made by health care facilities not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$75,000; (iv) contracts whereby the State University agrees to give something other than money, when the value or reasonably estimated value of such consideration exceeds \$10,000; (v) contracts for real property transactions if the contract value exceeds \$50,000; (vi) all other contracts not listed in Paragraph 3(a) above, if the contract value exceeds \$50,000, e.g. SUNY acquisition of a business and New York State Finance Article 11-B contracts and (vii) amendments for any amount to contracts not listed in Paragraph (3)(a) above, when as so amended, the contract exceeds the threshold amounts stated in Paragraph (b) herein. However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

(c) Any contract that requires Comptroller approval shall not be valid, effective or binding

upon the State University until it has been approved by the Comptroller and filed in the Comptroller's office.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by SUNY of any SUNY-approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based on the submission of competitive bids, Contractor affirms, under penalty of perjury, and each person signing on behalf of Contractor, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered it to SUNY a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.**

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 *et seq.*) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as SUNY and its representatives and entities involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. SUNY shall take reasonable steps to protect from public disclosure any of the Records which are



exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate SUNY official, in writing, that said Records should not be disclosed; and (ii) said Records shall be sufficiently identified; and (iii) designation of said Records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, SUNY's or the State's right to discovery in any pending or future litigation.

#### 11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

Identification Number(s). Every invoice or New York State Claim for Payment submitted to the State University of New York by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State University of New York is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the State University of New York contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

#### 12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

(a) In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(1) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or

continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(2) at SUNY's request, Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(3) Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(b) Contractor will include the provisions of "1", "2" and "3", above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a Contractor or sub-contractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. SUNY shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, SUNY shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. **CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit A, the terms of this Exhibit A shall control.

14. **GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. **LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. **NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized) but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete

in which to respond.

18. **PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with the approval of the State, otherwise, the bid may not be considered responsive. Under bidder certification, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. **MacBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that Contractor and any individual or legal entity in which the Contractor holds a ten percent or greater ownership interest and any individual or legal entity that holds a ten percent or greater ownership interest in the Contractor either (a) have no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165(5) of the State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. **OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
30 South Pearl St., 7th Floor  
Albany, NY 12245  
Tel: 518-292-5100  
Fax: 518-292-5884  
email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue  
New York, NY 10017  
212-803-2414

email: mwbecertification@esd.ny.gov  
<https://ny.newnyscontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of

these efforts to be provided upon request to SUNY;

(b) The Contractor has complied with the Federal Equal Employment Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Search Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that SUNY may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with SUNY in these efforts.

#### 21. RECIPROCITY AND SANCTIONS

**PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act of 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. Contact the NYS Department of Economic Development, Division for Small Business, 30 South Pearl Street, Albany, New York 12245, for a current list of jurisdictions subject to this provision.

**22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer

programming, engineering, environmental health and mental health services, accounting, auditing, paralegal, legal or similar services, then in accordance with Section 163(4-g) of the State Finance Law, the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to SUNY, the Department of Civil Service and the State Comptroller.

**24. PURCHASES OF APPAREL AND SPORTS EQUIPMENT.** In accordance with State Finance Law Section 165(7), SUNY may determine that a bidder on a contract for the purchase of apparel or sports equipment is not a responsible bidder as defined in State Finance Law Section 163 based on (a) the labor standards applicable to the manufacture of the apparel or sports equipment, including employee compensation, working conditions, employee rights to form unions and the use of child labor; or (b) bidder's failure to provide information sufficient for SUNY to determine the labor conditions applicable to the manufacture of the apparel or sports equipment.

**25. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**26. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.** To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the Contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or SUNY discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor

in accordance with the terms of the agreement, if SUNY determines that such action is in the best interests of the State.

**27. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

#### **THE FOLLOWING PROVISIONS SHALL APPLY ONLY TO THOSE CONTRACTS TO WHICH A HOSPITAL OR OTHER HEALTH SERVICE FACILITY IS A PARTY**

28. Notwithstanding any other provision in this contract, the hospital or other health service facility remains responsible for insuring that any service provided pursuant to this contract complies with all pertinent provisions of Federal, state and local statutes, rules and regulations. In the foregoing sentence, the word "service" shall be construed to refer to the health care service rendered by the hospital or other health service facility.

29. (a) In accordance with the 1980 Omnibus Reconciliation Act (Public Law 96-499), Contractor hereby agrees that until the expiration of four years after the furnishing of services under this agreement, Contractor shall make available upon written request to the Secretary of Health and Human Services, or upon request, to the Comptroller General of the United States or any of their duly authorized representatives, copies of this contract, books, documents and records of the Contractor that are necessary to certify the nature and extent of the costs hereunder.

(b) If Contractor carries out any of the duties of the contract hereunder, through a subcontract having a value or cost of \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that, until the expiration of four years after the furnishing of such services pursuant to such subcontract, the subcontractor shall make available upon written request to the Secretary of Health and Human Services or upon request to the Comptroller General of the United States, or any of their duly authorized representatives, copies of the subcontract and books, documents and records of the subcontractor that are necessary to verify the nature and extent of the costs of such subcontract.

(c) The provisions of this section shall apply only to such contracts as are within the definition established by the Health Care Financing Administration, as may be amended or modified from time to time.

## EXHIBIT B



# UNIVERSITY-WIDE POLICY MANUAL

Policy Number: UW C-11

Approved by: Executive Leadership Team &  
University Executive Committee

Issue Date: 10/27/2015

Applies to: Upstate Medical University

Value(s): *(Drive Innovation & Discovery, Respect  
People, Value Integrity, Serve Community)*

Page(s): 1 of 6

### Child Protection Policy for Participants in Volunteer, Educational and Social Activities

Review Date:	Change Description:
06/08/2018	N/A
Revised Date:	Change Description:
06/08/2018	Originating Department Name added "Institutional Compliance & Ethics," web links updated; referenced policy numbers updated, links to additional forms added.

**Applies to:**

All members of the Upstate community

**Policy:**

Upstate Medical University is committed to protecting the safety and well-being of children who utilize our facilities and/or participate in Upstate-related activities. All members of the Upstate community must conduct themselves appropriately with children and must report instances or suspicion of physical or sexual abuse of children.

In order to meet this commitment, Upstate requires that: with the exception of patient visitation (governed by Policy V-04), job shadowing experiences of no more than three days (governed by Policy UW J-01) and occasional and incidental visits, all children on our campus be part of an Upstate sponsored activity ("Covered Activity"); and that those persons responsible for the supervision of children in such activities ("Covered Persons") be subjected to New York Sex Offender Registry and National Sex Offender Public Registry searches, be properly trained in the requirements of this policy and take appropriate action when notified of suspected physical or sexual abuse of children under their supervision.

This policy applies to: activities involving child volunteers, and educational and social activities involving children that are sponsored by Upstate or conducted on the Upstate campus or using Upstate facilities.

This policy also supplements Upstate's policies related to hospital volunteers (Policy UW V-07), job shadowing (Policy UW J-01) and minor volunteers and minor paid workers in Upstate research laboratories (Policy CAMP B-13).

This policy does not apply to activities involving children as research subjects or patients or to any clinical care activities. This policy also does not apply to the Upstate Medical University Child Care Center or activities occurring therein.

### *Definitions:*

**Child:** An individual under the age of 17 who is not a matriculated student, a person accepted for matriculation, a research subject or a patient.

**Patient Visitation:** Visits by children to patients in the hospital or other clinical care areas are governed by the Patient Visitation Policy (Policy V-04) and fall outside the scope of this policy.

**Occasional and Incidental Visit:** An infrequent visit to the Upstate Medical University campus (other than Patient Visitation) for the purposes of visiting an Upstate employee, generally lasting not more than two (2) hours, nor occurring more than once a week. Such visits, while not favored, are permitted in recognition that the children of Upstate employees may have a legitimate need to be briefly on our campus. All children on our campus for an Occasional and Incidental Visit must be under the direct supervision of their Upstate-employed parent or guardian at all times while on our campus.

**Covered Activity:** A program or activity sponsored or approved by Upstate Medical University or any activity conducted by a vendor, licensee or permittee for which a license or permit for use of the Upstate Medical University facilities has been approved. No fewer than two Covered Persons shall be designated by the Responsible University Official to be responsible for the custody, control or supervision of children participating in a Covered Activity except in those instances where the Responsible University Official has determined that it is not practicable to require that more than one Covered Person be assigned to a particular Covered Activity.

**Covered Person:** A person designated by the appropriate Responsible University Official who is responsible for the custody, control or supervision of children participating in a Covered Activity and who is an Upstate student, employee or volunteer or is a vendor, licensee, permittee or other person who is given permission to come on to or use Upstate facilities for a Covered Activity.

**Responsible University Official:** An Upstate employee who oversees the administration of, and adherence to, this policy with respect to Covered Activities. The Vice President of Research is the Responsible University Official for Covered Activities governed by Policy CAMP B-13, ("Minor Volunteers and Minor Paid Workers in Upstate Research Laboratories"). The Dean of Student Affairs is the Responsible University Official for Covered Activities sponsored by or utilizing the facilities of an Upstate college (i.e., Medicine, Nursing, Health Professions, and Graduate Studies) or the Division of Student Affairs. The Upstate University Hospital Associate Administrator for Regulatory Affairs and Patient Support is the Responsible University Official for all other Covered Activities.

**Physical Abuse:** Physical contact with a child which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

**Sexual Abuse:** Engaging in any sexual offense covered by NYS Penal Law with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct,

rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

**Prior Approval Required for All Covered Activities:**

No Covered Activity shall occur unless and until the Responsible University Official for such Covered Activity has completed the Required Actions By Responsible University Official identified below and has issued his/her approval of such Covered Activity.

**Prohibited Conduct by a Covered Person:**

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child or unless one-on-one contact is approved in accordance with a determination pursuant to this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area or vehicle.
2. Engage in physical abuse or sexual abuse of a child.
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during a Covered Activity.
4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
6. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

**Required Conduct by a Covered Person:**

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse or prohibited conduct as defined herein.
2. Report immediately any suspected physical abuse or sexual abuse of a child to the University Police Department, and provide to the University Police Department a written report of suspected physical or sexual abuse of a child.
3. Comply with the SUNY Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504 available on the University-Wide Policies and Procedures webpage.
4. Complete all required training developed pursuant to this policy.

5. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

### Required Actions by Responsible University Official:

A Responsible University Official shall:

1. Identify and approve the Covered Activities under his/her oversight and maintain records reflecting the approval of such activities.
2. Identify and designate the Covered Persons for all covered activities under his/her oversight and maintain records reflecting such designation.
3. Identify and designate an alternate Responsible University Official (RUO) in the event that the RUO is absent in such a way that s/he is not available to the Covered Persons handling the Covered Activity. (i.e vacation, medical leave)
4. Identify those Covered Activities where it is not practicable to require that more than one Covered Person be assigned to a particular Covered Activity and maintain records reflecting that determination.
5. Confirm that the requirements of this policy have been communicated to Covered Persons prior to the commencement of a Covered Activity.
6. Insure that at least one Covered Person is present at each Covered Activity at all times that children are participating in such activity.
7. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches have been obtained and reviewed for Covered Persons no more than ninety (90) days prior to the commencement of a Covered Activity.
8. Confirm, where applicable, that all steps for Third Party Use of University Facilities for Covered Activities has been completed.
9. Immediately report allegations of physical abuse or sexual abuse of a child to the University Police Department 464-4000, and complete and provide to the University Police Department a written report for each allegation of physical abuse or sexual abuse of a child.
10. Notify and coordinate with appropriate campus offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.
11. Confirm that required training on this policy has occurred prior to the commencement of a Covered Activity for all Covered Persons.

### Retaliation:

Retaliatory action against anyone acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with this policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this policy, is a violation of this policy. A Retaliatory Act can be any action taken with the intent to castigate or discourage a reporter of alleged abuse. Retaliatory acts may include, but are not limited to:

- Employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- Actions negatively impacting a student's academic record or progress; and
- Any action affecting the campus environment, including harassment and intimidation.

**Third Party Use of University Facilities for Covered Activities:**

The use of Upstate facilities by vendors, licensees or permittees for commercial and non-commercial covered activities shall be accomplished pursuant to a revocable permit. Third parties, referred to collectively as "Permittees" (vendors, licenses, permittees,) given permission to use University facilities for Covered Activities must do so pursuant to the Model Revocable Permit for Covered Activities appended to this policy. (Exhibit A)

The following minimum terms shall be included in all such revocable permits:

1. A specific definition of the areas accessible to the Covered Activity.
2. A provision requiring insurance coverage in the types and amounts listed below, naming Upstate Medical University as an additional insured, and requiring that evidence of such insurance be provided within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of University facilities.
  - a. General Liability insurance two million dollars (\$2,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate;
  - b. New York State Workers' Compensation insurance during the term of the revocable permit for the benefit of permittee's employees required to be covered under the NYS Workers' Compensation Law.
  - c. For those instances in which Upstate believes that the activity is so long or substantial and that the obtaining of such insurance will not unduly preclude beneficial use of Upstate facilities, additional insurance in the form of: Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of Upstate facilities.
3. A representation and warranty from permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon Upstate facilities for purposes related to a Covered Activity, permittee has conducted within the ninety (90) day period preceding the use of University facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.
4. A representation and warranty from permittee that for all covered activities: (i) it shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements; and (ii) that the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.
5. A representation and warranty from permittee that any transportation it provides for participating minors to and from the Upstate campus shall conform to the American Camp Association's transportation standards.
6. A provision requiring written acknowledgement from permittee that it has received a copy of the University's Child Protection Policy and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the campus University Police Department. (Exhibit D)

The appropriate Responsible University Officer as described above should be contacted to oversee requests for third party use of University facilities.



**Mandatory Reporting and Prevention of Child Sexual Abuse:**

Any employee, student, or volunteer of Upstate Medical University who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on Upstate Medical University property or while off campus during official Upstate Medical University business or University-sponsored events shall report such conduct to the University Police Department at 464-4000. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, University Police Department shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees. Additionally, if the employee is a mandated reporter, they will report the information to the New York State central registry as is required by NYS Social Service Law, section 422.

**Education/Related Resources:**

V-04, Patient Visitation

UW J-01, Job Shadowing

UW V-07, Volunteers at Upstate Medical University

CAMP B-13, Minor Volunteers and Minor Paid Workers in Upstate Research Laboratories

**Form Name(s) and Number(s):**

**Originating Department:** Institutional Compliance & Ethics

**Contributing Department(s):** General Counsel

President's Office

Human Resources

University Police Department

Department of Pediatrics

**References/Evidence-Based References:**

**Related Laws and Policies:** SUNY Child Protection Policy

[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=762](http://www.suny.edu/sunypp/documents.cfm?doc_id=762)

Child Protection Policy Guidance Document <http://www.suny.edu/sunypp/docs/771.pdf>

Revocable Permit- Use of University Facilities for Covered Activities Under the State University of New York Child Protection Policy, Exhibit A-D

<https://www.suny.edu/sunypp/docs/767.docx>

New York State Social Services Law 422

<https://www.nysenate.gov/legislation/laws/SOS/422>