

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE OF THE SERVICE?

(Describe in detail any services to be provided or materials to be purchased)

To provide a hands-on practical experience in the health information technology field to students in Yonkers Public Schools, specifically the Gorton High School P-Tech Program. *Please note that due to COVID 19, the following services may all have to be given “virtually” depending on NYS guidelines. The curriculum below is based on the current NYS guidelines as of May 2021.* The hospital staff and employees will provide a on-site student support relating to the field of Health Information Technology. All demonstrations are set to be scheduled at Gorton Highschool.

2. AMOUNT OF SERVICE

(Set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule “B”)

Year 4 of this program will involve one 9th grade cohort, one 10th grade cohort, one 11th grade cohort, and one 12th grade cohort.

- For the 9th grade, 10th grade and 11th grade cohort (Program 1), SJRH will provide a 1-hour demonstration in HIPPA training as well as a “virtual” hospital tour.
- For the 9th grade, 10th grade, 11th grade, and 12th grade (Program 2), St. John’s Riverside Hospital (SJRH) will provide (4) one hour in-person educational experiences for up to sixty students plus staff who are working on this project in the following areas: Health Information Technology.
- For the 10th, 11th, and 12th grade students, St. John’s Riverside Hospital (SJRH) will provide (3) 90-minute presentations on first aide and other miscellaneous nursing education demonstrations. In addition, during Year 4, appropriate staff will provide up to six hours of committee work and/or consultation on further curriculum development, with a specific emphasis on addressing confidentiality issues when incorporating students into the P-Tech program and health care environments.
- For the 12th grade students, job shadowing with the HIT department at SJRH may be incorporated. *Please note as of 5/11/2021, this is pending due to the status of visitors in the hospital.*

3. WHO IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

Students will be given an educational experience and staff will receive curriculum support services.

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

For Year 3 of the project St. John’s Riverside Hospital’s staff will provide the services. Staff will include:

- Laura Cicciu-Negron MPA, MFA. (future budgetary and curriculum development as well as general supervision in conjunction with a work-based learning coordination from Gorton High School),
- Shari Rosenberg, Manager of Patient Navigation (general coordination with Gorton Faculty and other duties, as needed)

- Iris Perez, Manager of Clinical Coding (development and delivery of Program #1: HIPPA Training.
- Michael Dougherty, Director of Clinical Informatics: development of Program #2: Introduction to HIT.
- Nicole Black, Clinical Nurse Specialist, development of Program #2: Introduction to HIT.
- Maureen Clarke, Nursing Educator, development of Program #3: First Aid and other miscellaneous nursing education demonstrations (i.e. blood pressure, CPR, etc)

4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.

No.

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

A summary of the education activity (activities) shall be developed in conjunction with a faculty member from the high school and shall be provided to the faculty one-week prior to the event. A one-page summary of the event(s) shall be provided to the faculty within 30-days after the event.

6. HOW WILL THE QUALITY BE JUDGED?

(Set forth the method which will be used to evaluate contractor's performance)

Hospital staff shall provide the district with a report of the work that has been accomplished with the students. Hospital staff shall coordinate with the faculty to develop a short evaluation to be completed by the students and staff and the end of each educational session. This information shall be shared with the faculty and used for future planning of events.

7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

SJRH CONTACT

Laura G. Cicciu-Negron, MPA, MFA

Grants Manager

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914-964-7899

CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION

St. John's Riverside Hospital

967 North Broadway

Yonkers, NY 10701

CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER

13-1740126

CONTRACTOR'S STATUS (e.g., corporation, individual, unincorporated, etc. and where)
501(c)3, Not for Profit Corporation

8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?

These services are delivered in relation to a Memorandum of Understanding. St. John's Year 3 responsibilities include:

- Working with Gorton faculty to create an up to date skills map for the industry/sector that identifies essential job requirements;
- Collaborating with the K-12 and higher education partner to identify the post-secondary two year degree that will ensure students meet industry expectations and validate the proposed scope and sequence of learning for the current and future years of the program;
- Provide workplace visits and speakers for participating students;
- Collaborate with K-12 and higher education staff to align technical skills and workplace competencies with curriculum, course offerings, and other resources; and
- Provide staff to work on the initiative, including a liaison who has the authority to coordinate with the school on SJRH's behalf.
- Work with Gorton staff to develop curriculum for subsequent years of the program including the potential for mentors and internships on-site at the hospital.

9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

Due to the current COVID 19 Pandemic, there will be no background checks required in Year 4 as no students are allowed on the premises of St. John's Riverside Hospital as of 5/11/2021.

10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.

All student data is required by the hospital to allow the students to participate in the educational activities on-site at the hospital. Student names will be shared among the staff working directly on the program, as outlined in Item 4, above. Information needed to evaluate the effectiveness of the educational forums will be obtained from the students, de-identified, and shared with Gorton faculty working on the project.