

## **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 “virtual” hands-on practical experience in the health information technology field to students in Yonkers Public Schools, specifically the Gorton High School P-Tech Program. The hospital staff and employees will provide a “virtual” on-site student support relating to the field of Health Information Technology. *\*Please note due to the COVID-19 pandemic, all of the above will be held virtually through Microsoft Teams / Zoom Meetings. There will be no in-person or on site trainings provided until further notice.*

### **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 3 of this program will involve one 9<sup>th</sup> grade cohort, one 10<sup>th</sup> grade cohort and one 11<sup>th</sup> grade cohort.

- For the 10<sup>th</sup> grade and 11<sup>th</sup> grade cohort (Program 1), SJRH will provide (3) 1 hour virtual sessions outlining Case Studies to further educate students on Billing and Coding, Clinical Informatics and/or Physical Therapy. This will provide a total of 3 hours/student in the third year.
- For the 9<sup>th</sup> grade and 10<sup>th</sup> grade cohort (Program 2), St. John’s Riverside Hospital (SJRH) will provide (2) one hour educational experiences via Microsoft Teams / Zoom for up to sixty students plus staff who are working on this project in the following areas: HIPPA Training and Billing & Coding. In addition, during Year 3, 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.

### **3. WHO IS SERVED?**

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

Students will be given a virtual 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),
- Brenda Hartley, Director of Health Information Services (development and delivery of the 1 hour virtual educational experience focusing on patient Confidentiality and HIPPA.
- Shari Rosenberg, Manager of Patient Navigation (general coordination with Gorton Faculty and other duties, as needed)

- Patricia Wright, Director of Staff Relations: (background checks, student identification, coordinate orientation services with faculty and students). *\*Please note, due to the fact that there will be no in-person orientation services, Ms. Wright's efforts will be considered in-kind for Y3.*
- Robert Smiley, Senior Revenue Cycle Analyst: 1 hour virtual introduction to HIT/ Billing and Coding and 1 hour of a virtual case study.
- Michael Dougherty, Director of Clinical Informatics: 1 hour case study focusing on clinical informatics.
- Senen Bernardo, Director of Physical Therapy: 1 hour case study focusing on physical therapy.

**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

[Lcicciu@riversidhealth.org](mailto:Lcicciu@riversidhealth.org)

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 "virtual" 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 3 as no students are allowed on the premises of St. John's Riverside Hospital. However a roster of students who will be participating in the "virtual" Y3 of the P-TECH program will be provided to Patricia Wright, Director of Staff Relations.

**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.