



**THE UNIVERSITY OF SOUTH FLORIDA  
Board of Trustees for University of South Florida  
SPONSORED RESEARCH  
3702 Spectrum Blvd, Suite 165  
Tampa, Florida 33612-9445  
(813) 974-2897**

**REQUEST FOR SUBAGREEMENT MODIFICATION/AMENDMENT**

**Subagreement No: 6101-1045-08B (previously 6101-1045-07B) Modification No: 8**

**Contractor Name: Gulfcoast North Area Health Education Center**

**TYPE OF MODIFICATION/AMENDMENT**

<input checked="" type="checkbox"/> Extension of performance period	<input checked="" type="checkbox"/> Revised scope of work
<input checked="" type="checkbox"/> Additional funding	<input type="checkbox"/> Reduction in funding
<input type="checkbox"/> Change in budget categories	<input type="checkbox"/> Other:

**DESCRIPTION OF ACTION(S) TAKEN**

- 1. Additional funding in the amount of \$991,789 in accordance with the attached**
- 2. Change in Scope of Work in accordance with the attached documentation**
- 3. Change period of performance to end on June 30, 2025**

**University Project Director Review  
& Signature: Charles Lodwood**

**ACCEPTANCE AND AGREEMENT**

**The above referenced modification(s)/amendment(s), is hereby incorporated into the subject subagreement.**

**For Contractor:**

**For The University of South Florida  
Board of Trustees:**

**(Signature Authorized Official)**

**(Signature Authorized Official)**

**Stephanie Rios**

**Director**

**Sponsored Research**

Provider Name:

Annual Contract Period Budget Information

Budget Start Date: Budget End Date: Budget Amount:

A. DIRECT PROGRAM COST

A.1: SALARIES: This CT PROIE Q O . TO

Last Name	Employee Annual Salary	Employment Status Allocated to Contract	Amount Allocated to Contract
-----------	------------------------	---	------------------------------

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--



## ATTACHMENT I

### A Services to be Provided

#### 1 General Description

- a **General Statement:** This contract provides tobacco cessation related services using a population based public health approach to TFF's AHEC Cessation Program activities and initiatives.
- b **Authority:** Article X, Section 27, Florida Constitution, section 381.84, Florida Statutes and Ch 200 111, §3 at 466 Laws of Fla

#### 2 Definitions of Terms:

- a **Area Health Education Center (AHEC) Program Offices:** The offices within each of the five university-based state approved medical schools which administers the Tobacco Free Florida AHEC Cessation Program
- b **AHEC Tobacco Treatment Specialist (TIS) Training:** A training developed by Florida State University that meets the national standards and core competencies established by the Association for the Treatment of Tobacco Use and Dependence to achieve a TIS credential
- c **Approved Cessation Curriculums:** Direct cessation courses offered by the Area Health Education Centers that are approved by the Bureau of Tobacco Free Florida including but not limited to single-session (Tools To Quit), multi-session (Quit Smoking Now) and behavioral health (Journeys) curriculums.
- d **Attendee:** An individual each time he or she attends at least one session of a direct cessation course
- e **Behavioral Health Site:** Any public or private site whose primary function is to provide mental health and/or substance abuse treatment through in patient, out patient, intensive out patient, residential, partial hospitalization and/or counseling services.
- f **Bureau of Tobacco Free Florida (BIEFF):** A bureau within the Department that is responsible for the administration and management of the TFF program
- g **BIEFF Media Hub:** An internet location where the BIEFF post media templates, logos, etc., for use by Tobacco Free Florida's community grantees and the AHECs to promote contracted services. The BIEFF Media Hub is located at <https://mediatffhub.wpengine.com/>
- h **Catchment Area:** The AHEC designated counties assigned to GNAHEC as its service area including the counties of Citrus, Hernando, Hillsborough, Pasco, and Pinellas.
- i **Direct Cessation:** An option for Tobacco Free Florida's cessation services conducted in person or virtually using Approved Cessation Curriculums in On Demand Courses or within an individual or group environment for tobacco users.



- u** **Quit Smoking NOW (QSN):** is a multi-week cessation course that provides participants with the knowledge, behavioral techniques and support necessary to quit using tobacco in a group setting. Participants are provided with up to 4 weeks of FDA approved NRT medications.
  
- v** **Referral:** The transmission of a tobacco user's information with their permission to a tobacco cessation program from a referral source also known as a direct referral. The information is transferred to the cessation program via fax, mail, automated form or electronically. It is not considered a referral if the referral source makes a recommendation or provides recruitment materials to a tobacco user but does not submit the tobacco user's information in accordance with this definition. A referral source is a community agency or a licensed healthcare provider which is an institution (e.g., hospital, clinic, dental office) or an individual.

- dd Tobacco Free Florida (TFF): A comprehensive effort to reduce tobacco use in the state of Florida. TFF is administered through the Department's BIEF and is funded by money stipulated by Article X, Section 20 Florida Constitution**
- ee Tobacco Free Florida AHEC Cessation Tracker (TFFACT) Data System. The Department's client relationship management, and surveillance system**
- ff Tools To Quit (TTQ) is a one-time two hour session that provides individuals with**



**exceptions, including those with state certification documentation in writing to the USF AHEC Program Office, Contract Manager and QAD by July 30th of each contract year. If the individual does not pass the AHEC TIS training or CTIS exam on the first attempt, the individual will be responsible for any cost associated with any additional training or examination**

- c) Schedule business hours for tobacco related classes and corresponding telephone support based on the participant's needs, such as early morning evening and may include weekends. Provide the USF AHEC Program Office written documentation of the business hours for all locations providing direct cessation, by July 30th of each contract year. Notify the USF AHEC Program Office of any changes to hours of operation within five business days.**
- d) Schedule staff work hours to ensure adequate office and phone coverage for the services provided under this contract**
- e) Schedule and ensure that tobacco cessation staff at GNAHEC are working on all Department business days, including USF scheduled holiday breaks.**
- f) Educate tobacco users, health care professionals, and the public about TFF Quit Your Way Program**
- g) Provide the name and contact information for an emergency contact to the USF AHEC Program Office by August 1st of each contract year. Ensure the emergency contact is available during USF holidays that are different than state holidays. Notify the USF AHEC Program Office of any changes to the emergency contact within five business days of the change.**
- h) Ensure that telephone calls are forwarded to the Department approved telephone answering vendor during non business hours when GNAHEC is not available to answer the telephone.**
- i) Ensure that voicemail is not used during business hours for telephones that receive incoming calls from potential direct cessation participants.**

**Monitor each new facilitator a minimum of twice during his or her first full year period of providing services under this contract**

- b) Prepare a written report, using the Department's facilitator monitoring form, containing quality improvement suggestions and provide it to the facilitator no later than five business days after the**

- c) Coordinate with Behavioral Health Sites to schedule sequential courses.**
- d) Ensure that all pre-registered and walk-in clients complete the registration paperwork including mailing address, phone number and email address.**
- e) Ensure that existing registrants are only enrolled in one course at a time in TFFACT.**
- f) Ensure behavioral health participants in a Journeys course do not attend more than 24 behavior health direct cessation sessions within a fiscal year.**
- g) Ensure Attendees sign the attendance form and initial each session for in-person classes. Ensure a new attendance form is used for each cycle of the curriculum (Session A). Ensure an electronic log of Attendees is kept for virtual classes.**
- h) Enter registration and class attendance documentation in TFFACT within five business days after each session ends.**
- i) Ensure NRT is only distributed to Attendees who set a quit date within 7 days of attending class. Subsequent distributions of NRT may be given to Attendees who are actively quitting or attempting to quit and are attending sessions. Record NRT disbursements in the Quarterly Activity Report.**
- j) Ensure Behavioral Health facilitators complete a Tobacco Treatment Specialist Training and the FSU AHEC Journeys facilitator training before conducting a Journeys course.**
- k) Participate in the FSU quality assurance project including the development of goals and objectives, education through Community of Practice, implementation of fidelity studies and other monitoring activities pertaining to the behavior. U on active, imple°**



- (3) **Ensure that walk in participant registration data is entered into TFFACT within five business days from the date of class.**
- m) **Provide virtual or telehealth classes as follows:**
- (1) **Use Approved Cessation Curriculums under the following conditions:**
    - a) **When Individuals are unable to travel to a group in person class.**
    - b) **When there is a pandemic or epidemic, an outbreak that affects a community or a large geographic area, and when there are stay at home orders to prevent the spread of disease and death**
    - c) **To provide cessation support during catastrophic events in nature such as severe storms, hurricanes, tornados and floods.**
    - d) **To provide cessation services through telehealth in coordination with health systems and providers.**
  - (2) **Maintain an attendance log Enter in TFFACT within five business days after the class. Submit log to Contact Manager with the quarterly report**
- n) **Provide NRT, if medically appropriate, to individuals age 18 and older and who are registered and attending direct cessation courses as follows:**
- (1) **Distribute a maximum of 2 weeks of NRT in unopened boxes.**
  - (2) **Ensure all general population direct cessation courses and behavioral health course locations that allow NRT distribute single and combination NRT when a participant meets the requirements stated herein**
  - (3) **Offer single NRT to Attendees who smoke eight or less cigarettes daily, or the equivalent smokeless tobacco Offer combination NRT to Attendees who smoke nine or more cigarettes daily or the equivalent smokeless tobacco as follows:**
    - (a) **Single session course Attendees may receive two weeks of single or combination NRT during a course. An additional two weeks of NRT can be provided via rth**

- (b) Multi-session course Attendees may receive a maximum of four weeks of single or combination NRT during a course.**
- (c) Behavioral Health Course Attendees may receive a maximum of six weeks of single or combination NRT during a course with at least two weeks between distributions. This equates to 12 distributions at a maximum of 24 weeks of NRT per fiscal year for each individual.**
- (4) Document and track NRT movement and distribution from purchase through to distribution to the Attendee. Input the**

- 7) Conduct health care student training using the currently approved tobacco dependence and treatment curriculum. Provide training to a minimum of 20 health care students each quarter of the contract. Provide tobacco control training to a minimum of 425 health care students each year of contract. For in person training session collect and maintain sign in sheets that reflects the student's information as required by the Family Educational Rights and Privacy Act. For on line training sessions, collect and maintain participant rosters documenting participations. Submit copies of the sign in sheets and rosters with the Quarterly Activity Report**
- 8) Conduct systems change activities within health care delivery systems, behavioral health sites and social service organizations. Identify a total of at least six systems change targets for GNAHEC; included within those targets must be two behavioral health sites. GNAHEC is responsible for ensuring one system change site within the catchment area is a Social Service Organization. Ensure system change sites are identified no later than September 30 each year and included in the first quarter report, that consists of the following**
- a) Continue the systems change strategies for health care delivery systems, behavioral health sites and social service organization as directed by the Department. Track the systems change activities in the Quarterly Activity Report. Use the following system change strategies:**
- (1) Advocate, educate, and conduct activities that result in adopting of tobacco free campus policies, the implementation of tobacco user identification system and the provider referral reminder system into the health care delivery systems operating procedures, behavioral health sites operating procedures and the social service organization operating procedures**
  - (2) Promote GNAHEC intervention by training health care providers, health care students, clinical staff, behavioral health site staff and social service organization staff on tobacco dependence treatment, motivational interviewing and the Ask Advise Refer system**
  - (3) Act as a resource for clinicians, patients and behavioral health and social service organizations staff by providing ready access to all TFF's cessation services and self help materials using the approved Health Care Provider Referral Form, as well as information on effective tobacco cessation medications, and assessing the delivery of direct cessation services at health care delivery systems.**
- b) Complete the Systems Change Research Template in TFFACT and the Health Care Systems Change Work Plan for all selected health care systems change entities, behavioral health sites, and social service organizations.**
- (1) Work with Target sites to have them complete an annual assessment of system**

dsitl Q













**Expense report/invoice must include current and cumulative expenditures and be**

**D Special Provisions**

- 1. Contract Renewal This contract may be renewed on a yearly basis for no more than three years beyond the initial contract or for the term of the original contract, whichever is longer and under the same terms and conditions as the original contract. Renewals**

- 4** **CDC Best Practices:** The Florida Constitution requires that the Department and GNAHEC must conform to the Center for Disease Control's Best Practices for Comprehensive Tobacco Control Programs, as amended in 2014, to be used as the statutorily mandated guiding document.
- 5** **Tobacco Staff Compliance:** Ensure that work for any tobacco related product company is not performed by staff during the term of this contract and ensure that any subcontractors under this contract also do not perform work for any tobacco related product company while under subcontract. Attestations of staff and subcontractor compliance with this requirement must be provided upon request by the Department.
- 6** **Standard Contract:** (between the University of South Florida and the Department), Section I, Paragraph D, Monitoring is deleted in its entirety and replaced with the following:

**Monitoring by the Department:** To permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of GNAHEC, which are relevant.

**States. GNAHEC grants the state of Florida an irrevocable, nonexclusive, and royalty free license to use all intellectual property developed under this contract for the complete lifetime of the intellectual property rights.**

- c. If this contract is paid for with federal funds, GNAHEC will grant the awarding federal agency an irrevocable, nonexclusive, and royalty free license to use all**





