

Memorandum

To: County Judge Veronica Escobar, Commissioner Anna Perez,
Commissioner Sergio Lewis, Commissioner Willie Gandara Jr., and
Commissioner Daniel Haggerty

From: Rosemary Neill, Director, Family & Community Services Department

Date: 12/15/2011

Re: **Consent Agenda Item** for December 19, 2011, Commissioner's Court
Meeting

Action Item

Approve and authorize the County Judge to execute a Project Grant Amendment (KK-11-626) in the amount of \$68,813 with the Texas Department of Transportation (TxDOT) for FY 2012 Supplemental Regionally Coordinated Transportation Planning Funds to conduct an in-depth study of dialysis treatment related transportation issues in El Paso County.

Fiscal Impact

No County funds will be required.

Background Information

The County currently serves as the Lead Agency for regional transportation coordination planning and through its FY 2012 TxDOT Coordination Grant had already begun the process to prepare a dialysis transportation coordination plan. However, initial findings indicate that the issue is of much greater magnitude and complexity than anticipated. Upon approval of this item the County will proceed with contracting with the University of Texas at El Paso, Center for Interdisciplinary Health Research and Evaluation (CIHRE) to examine a range of issues associated with dialysis treatment and transportation. The study will combine demographic analysis, clinical staff and patient interviews and a review of relevant literature to identify and analyze a broad range of issues associated with dialysis treatment

scheduling, clinic selection, transportation, ancillary care and related concerns.

The dialysis treatment regime is extremely fatiguing and often leaves patients unable to operate an automobile or use a fixed-route bus and the explosion of growth in dialysis treatment in the county is quickly outstripping regional transportation resources. Careful transportation coordination planning is necessary to identify additional resources and redeploy existing resources to ensure that persons dependent on public transportation continue to have access to this life-saving treatment. Bob Geyer, El Paso County Transportation Manager, will manage this Project for the County. Attached is a copy of the Project Grant Agreement (KK-11-626) and a copy of the Legal Review Form from the County Attorney's Office.

PGA: SECTION 5304 FEDERAL- PLANNING
TRANSIT PROVIDER: **County of El Paso**
FTA GRANT #: **TX-80-0019**
CFDA #: **20.515**
TXDOT PROJECT #: **REG 1201 (24) 19**
PROJECT GRANT AGREEMENT #: PENDING
MASTER GRANT AGREEMENT #: **512XXF7050**
FEDERAL TRANSIT ADMINISTRATION
NOT RESEARCH AND DEVELOPMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

**FEDERAL PLANNING
FISCAL YEAR FY 2012
PROJECT GRANT AGREEMENT**

THIS PROJECT GRANT AGREEMENT (PGA) is made by and between the State of Texas, acting through the Texas Department of Transportation, called the "State," and **County of El Paso**, called the "Transit Provider."

WITNESSETH

WHEREAS, 49 United States Code Section 5304, Planning, provides that eligible recipients may receive federal funds for public transportation planning; and

WHEREAS, Texas Transportation Code Chapter 455 authorizes the State to assist the Transit Provider in procuring aid for the purpose of establishing and maintaining public and mass transportation projects and to administer funds appropriated for public transportation under Texas Transportation Code Chapter 456; and

WHEREAS, the U.S. Secretary of Transportation approved the State's request for funding; and

WHEREAS, the Governor of the State of Texas has designated Texas Department of Transportation to receive federal funds under the Section 5304 grant program; and

WHEREAS, the Transit Provider submitted a Fiscal Year FY 2012 Grant Application, Part I (GA Part I) (if applicable) for state financial assistance, and the Texas Transportation Commission approved the application by Minute Order Number XXXXX; and

WHEREAS, the Transit Provider must execute a GA Part I (if applicable) and a Fiscal Year Grant Application, Part II (GA Part II) each fiscal year grant period for consideration for new state and federal grants; and

WHEREAS, a Master Grant Agreement (MGA) between the Transit Provider and the State has been adopted and states the general terms and conditions for grant projects developed through this PGA;

NOW THEREFORE, the State and the Transit Provider agree as follows:

County of El Paso

State Project # pending

AGREEMENT

ARTICLE 1. GRANT TIME PERIOD

This PGA becomes effective when fully executed by both parties or on **January 1, 2012**, whichever is later. This PGA shall remain in effect until **August 31, 2012**, unless terminated or otherwise modified in an Amendment. This PGA will not be considered fully executed until both parties have executed a MGA, and the Transit Provider has submitted the GA Part I (if applicable) and the GA Part II (federal funds only) to the State. The time period of this PGA cannot be extended past the MGA, without exception. Any cost incurred before or after the contract period shall be ineligible for reimbursement.

ARTICLE 2. PROJECT DESCRIPTION

- A.** The Transit Provider shall complete the public transportation project described in the GA Part I, the Attachment A - Approved Project Description, and the Attachment B – Project Budget. Attachments A and B are attached to and made a part of this agreement. The Transit Provider shall complete the project in accordance with all of the documents associated with the MGA and with all applicable federal and state laws and regulations.
- B.** If applicable, the Transit Provider shall begin competitive procurement procedures by issuing an invitation for bids or a request for proposals no later than sixty (60) days after the effective date of this grant agreement for the purchase of the approved line items referenced in Attachment A. No later than sixty (60) days after the issuance of public notification, the Transit Provider shall publicly open all bids or privately review proposals. The Transit Provider shall enter into a binding agreement with a supplier no later than thirty (30) days after the opening of an acceptable bid or proposal. The Transit Provider shall notify the department in writing when it is necessary to exceed these deadlines.

ARTICLE 3. COMPENSATION

The maximum amount payable under this PGA without modification is **\$ 68,813** provided that expenditures are made in accordance with the amounts and for the purposes authorized in the GA Part I, the Attachment A, and the Attachment B.

The original and one copy of the invoice are to be submitted to the following address:

Texas Department of Transportation
Attn: Ms. Armida Sagaribay
Public Transportation Coordinator
13301 Gateway West
El Paso, TX 79928

ARTICLE 4. AMENDMENTS

Except as noted in the MGA, changes in the scope, objectives, cost, or duration of the project authorized in this agreement shall be enacted by written amendment approved by the parties before additional work may be performed or additional costs incurred. Any amendment must be executed by both parties within the grant period specified in Article 1, Grant Time Period.

ARTICLE 5. INCORPORATION OF MGA PROVISIONS

This PGA incorporates all of the governing provisions of the MGA in effect on the date of final execution of this PGA, unless an exception has been made in this agreement.

ARTICLE 6. SIGNATORY WARRANTY

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

THIS AGREEMENT IS EXECUTED by the State and the Transit Provider in duplicate.
THE TRANSIT PROVIDER

Signature

Typed, Printed, or Stamped Name

Title

Date

THE STATE OF TEXAS

Signature

Armida Sagaribay

Typed, Printed, or Stamped Name

Public Transportation Coordinator

Title

Date

List of Attachments

A - Approved Project Description

B - Project Budget

C - Estimated Payment Schedule

ATTACHMENT A
APPROVED PROJECT DESCRIPTION AND WORKPLAN - FY 2012

Each deliverable shall include agendas and minutes (or summary notes) of Dialysis Workgroup and/or Steering and Stakeholders Committee meetings' discussion of respective deliverables. All deliverables shall be approved by the Public Transportation Division prior to reimbursement.

Key stakeholders who shall play a prominent, on-going role throughout this Dialysis Transportation Study include: El Paso County, University of Texas Interdisciplinary Health Research and Evaluation (CIHRE), El Paso Diabetes Association, End Stage Renal Disease Network of Texas, Sun Metro, BSA Project Amistad, Viba Transportation, Sun City Cab, Aging and Disability Resource Center, Volar, Center for Independent Living, Area Agency on Aging Services Commission, Dialysis Clinics, and West Texas Opportunities, Inc.

Overall Goal: Improve the efficiency and cost effectiveness of existing transit resources and identify additional revenue sources to support the growth of End Stage Renal Disease (ESRD) patients to and from dialysis clinics.

Goal 1: Document process of how patient needs, including transportation, are fully considered in the decision regarding the selection of a physician clinic for dialysis treatment		
Activity	Milestone/Deliverable	Responsible Individual & Agency Affiliation
Objective 1.1: Document how patients are informed about the need for dialysis treatment and the choices they have in the process		
Activity 1.1.1: Prepare script for interviews with private clinicians (Physicians, Nephrologists, Nurses) and patients about how patients are informed and offered choices of providers	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — (CIHRE)
Activity 1.1.2: Interview private clinicians and patients about how patients are informed and offered choices of providers	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.1.3: Comparative analysis of findings from interviews with physicians and patients	Analysis completed/ Report comparing data. Decision process summary flow diagram	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.1.4: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 1.2: Document how the medically indicated needs of the dialysis patient prior to & after dialysis treatment are taken into consideration in the referral process		
Activity 1.2.1: Conduct literature review of needs of patients (fasting, hydration, rest, movement, cognitive/decision making, etc.) before and after dialysis.	Literature search conducted / List of needs developed	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.2.2: Prepare script for interviews with physicians, nephrologists, Nurses, dialysis clinic staff about medical needs of patients	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.2.3: Conduct Interview with private clinicians (Physicians, Nephrologists, PA's) to confirm literature review findings	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.2.4: Comparative analysis of findings from literature search interviews with physicians and patients	Analysis completed/ Report comparing information obtained.	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 1.2.5: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County

Goal 2: Determine the dialysis clinic selection process and the factors and responsible parties influencing selection		
Objective 2.1: Document the factors that determine dialysis clinic selection		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 2.1.1: Conduct a literature review of the factors that determine dialysis clinic selection, including Medicare and Medicaid requirements	Literature review conducted / List of factors developed	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.1.2: Prepare script for interviews with physicians, nephrologists, PA's, nurses and patients about dialysis clinic selection	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.1.3: Interview private physicians, nephrologists, PA's, nurses and patients about dialysis clinic selection	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.1.4: Comparative analysis of findings from interviews with physicians and patients	Analysis completed/ Comparison report & flow chart showing selection process	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.1.5: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 2.2: Outline the medical, legal, ethical, practical, language, cost, insurance or other issues impacting physician and patient selection		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 2.2.1: Conduct a literature review of medical, legal, ethical, practical, language, cost, insurance or other issues impacting physician and patient selection of dialysis clinic	Literature review conducted / List of needs developed	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.2.2: Prepare script for interviews w/physicians, nephrologists, PA's, nurses, dialysis providers on medical, legal, ethical, practical, language, cost, insurance or other issues impacting physician & patient selection of dialysis clinic	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.2.3: Conduct interviews with private physicians, nephrologists, PA's, nurses and dialysis providers about dialysis clinic selection	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.2.4: Comparative analysis of findings from interviews with clinicians and dialysis clinic providers	Analysis completed/ Comparison report	Ferreira-Pinto — CIHRE
Activity 2.2.5: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 2.3: Determine the current actual role of the patient in dialysis clinic selection		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 2.3.1: Prepare script for focus groups with patients about their actual role in dialysis clinic selection	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.3.2: Conduct focus group with patients where practical	Focus group Conducted/ Foc. group transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.3.3: Comparative analysis of findings from interviews with	Analysis completed/	Ruiz / Solis / Ferreira-Pinto/

patients clinicians and dialysis clinic providers and focus group	Comparison report	Gonzalez — CIHRE
Activity 2.3.4: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 2.4: Determine the extent to which physical access (transportation) to dialysis clinics is factored into treatment location referrals		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 2.4.1: Prepare script for interviews with physicians, nephrologists, PA's, nurses, dialysis providers about how transportation needs to dialysis clinics is factored into treatment location referrals	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.4.2: Conduct Interview private physicians, nephrologists, PA's, nurses and dialysis providers about how transportation needs to dialysis clinics is factored into treatment location referrals	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.4.3: Prepare script for focus groups w/patients on how transport. needs to dialysis clinics are factored into treatment location referrals	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.4.4: Conduct focus group with patients where practical	Focus group Conducted/ Foc. group transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 2.4.5: Conduct a comparative analysis of findings from interviews with clinicians and dialysis clinic providers and patients	Analysis completed/ Comparison report	Ferreira-Pinto — CIHRE
Activity 2.4.6: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County

GOAL 3: Document the existing transportation services for dialysis patients in the six counties—including to and from dialysis centers in counties Culberson, El Paso, Hudspeth, Jeff Davis, Presidio		
Objective 3.1: Profile the actual door-to-door dialysis treatment experience (that is, what happens, what a patient is responsible for doing, what transportation provider does, what an attendant does) with particular attention to condition of patient after treatment		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 3.1.1: Prepare script for interviews with dialysis clinic personnel about transportation issues to and from treatment including emergency services upon end of treatment and release responsibilities, etc.	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.1.2: Prepare script for interviews with the transportation provider personnel (supervisors/coordinators, dispatchers and drivers) about transportation issues to and from dialysis clinics, including emergency services after patient is transported to and from clinic	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.1.3: Conduct interviews w/dialysis clinic personnel, transport. provider personnel (supervisors, coordinators, dispatchers, drivers) & dialysis patients on all transp. related issues to & from dialysis clinics.	Interviews conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.1.4: Prepare script for focus groups with patients about all transportation related issues to trips to and from dialysis clinic	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.1.5: Conduct focus group with patients where practical	Focus group Conducted/ Foc. group transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE

Activity 3.1.6: Comparative analysis of findings from interviews with dialysis clinic personnel, transportation provider personnel (supervisors/ coordinators, dispatchers and drivers) and focus groups with patients.	Analysis completed/ Comparison write-up of transportation issue to and from dialysis clinics	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.1.7: Discuss with Rural Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 3.2: Calculate the typical time span of the complete-to-door dialysis treatment experience, including time of the day scheduled for dialysis, and wait times at clinic before treatment is initiated, and after treatment is completed.		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 3.2.1: Prepare script for focus groups with patients about typical time span of the complete-to-door dialysis treatment experience (including delays, inconvenient times, and other experiences)	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.2.2: Conduct focus group with patients about typical time span of the complete-to-door dialysis treatment experience	Focus group Conducted/ Foc. group transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.2.3: Prepare script for in-depth interviews with selected patients to better clarify issues with issues raised during focus groups such as delays, inconvenient times, and other experiences	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.2.4: Conduct Interviews with patients about typical time span of the complete-to-door dialysis treatment experience	Interviews conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 3.2.5: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County

GOAL 4: Examine how patient transportation issues affect the prevention of End Stage Renal Disease (ESRD) and after ESRD diagnosis how it affects disease progression		
Objective 4.1: Determine the extent to which transportation or mobility barriers impact access to medical care that could have prevented or forestalled dialysis (i.e., estimated % of patients that could have prevented need for dialysis through better access to medical services)		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 4.1.1: Conduct a literature review of the preventive actions related to transportation that patients and physicians could take to prevent the onset of end stage renal disease (ESRD) and need for dialysis	Literature search conducted /Diagram depicting all actual actions and long -term behavior changes that would help prevent the onset of ESRD	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.1.2: Prepare script for interviews with physicians, nephrologists, PA's about how to prevent the onset of end stage renal disease (ESRD) and need for dialysis	Script completed/ Script	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.1.3: Interview private clinicians (Physicians, Nephrologists, PA's) to confirm literature review findings	Interviews conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.1.4: Access clinical documentation and possible- Medicaid and Medicare records about transportation related barriers to access to medical visits and regular test for Diabetes, Cholesterol, High blood pressure and Albumin in urine	Documentation retrieved / Report on transportation issues with testing and regular medical visits	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE

Activity 4.1.5: Comparative analysis of findings from literature review, interviews with physicians, nephrologists, PA's and medical records	Analysis completed/ Comparison report on transportation issues related to prevention of ESRD onset	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.1.6: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 4.2: Determine the extent to which transportation or mobility barriers impact access to dialysis treatment that could have prevented intensive dialysis, hospital admissions or other medical services (i.e., % of dialysis patients that do not attend prescribed dialysis seating's wait transportation reasons)		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 4.2.1: Conduct a literature review of the preventive actions related to transportation that that could have prevented or forestalled need for more intensive dialysis, hospital admissions or other medical services	Literature search conducted /Diagram depicting all actual actions and long -term behavior changes that would help prevent complications with dialysis	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.2.2: Prepare script for interviews with physicians, nephrologists, PA's about how to take preventive actions related to transportation that could have prevented or forestalled need for more intensive dialysis, hospital admissions or other medical services	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.2.3: Conduct interview private clinicians (Physicians, Nephrologists, PA's) to confirm literature review findings	Interview Conducted/ Interview transcription, analysis & report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.2.4 Access Clinical Documentation and possible- Medicaid and Medicare records about transportation related barriers to access to dialysis visits and adherence to dialysis regimen and medications	Documentation retrieved / Report on transportation issues with adherence to treatment	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.2.5: Comparative analysis of findings from literature review interviews with physicians, nephrologists, PA's and medical records	Analysis completed/ Comparison report transportation issues related to barriers to access to dialysis visits and adherence to dialysis regimen and medications	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 4.2.6: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County

Goal 5: Recommend streamlined procedures to make transportation services to dialysis centers more efficient and cost effective		
Objective 5.1: Profile each of the dialysis clinics in the region by location, services provided, days/hours of operation, appointment procedure, insurance accepted, and ownership. —including dialysis clinics in other counties serving Brewster, Culberson, Hudspeth, Jeff Davis, and Presidio.		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 5.1.1: Develop a comprehensive list of all dialysis clinics serving dialysis patients from the counties of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, and Presidio.	Develop list containing all official information about each clinic from Texas DSHS and The ESRD network of Texas/ Dialysis facilities catalog and GIS map	Ruiz / Solis / Ferreira-Pinto/ Gonzalez /UTEP GIS expert — CIHRE

Activity 5.1.2: Visit all dialysis clinics serving dialysis patients from the counties of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, and Presidio. Collect data about the clinic capacity, hours of operation, address and zip code of patients, duration of dialysis, and any information pertinent to transportation of patients to and from dialysis. Investigate Internet web page description, pamphlets, advertisements, etc..	Update information in each clinic and correct discrepancies/ Updated Dialysis facilities catalog and GIS map showing the distance travelled from patients homes and dialysis clinics	Ruiz / Solis / Ferreira-Pinto/ Gonzalez/ UTEP GIS expert — CIHRE
Activity 5.1.3: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 5.2: Estimate the current and projected number of dialysis patients and dialysis clinic capacity in the region		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 5.2.1: From Clinic records, and all official information about each clinic from Texas DSHS and The ESRD network of Texas collect data on the number of new dialysis cases, the rate of growth in cases in the last 10 years.	Assemble all data related to the number of new dialysis cases and the rate of growth in cases/ Graph the growth in new cases in the last 10 years	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 5.2.2: From official records Texas DSHS records collect data on the growth rate of Diabetes and HBP in the six counties number of new dialysis cases, the rate of growth in cases in the last 10 years.	Assemble all data related to the growth rate of Diabetes and HBP in the six counties/ Graph the growth rate in the last 10 years.	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 5.2.3: Plot the growth rate in the last 10 years of new dialysis cases to depict trends that will inform projections for transportation needs in the near future	Calculate and plot the trend in new dialysis cases to project transportation needs in the near future./ Graphs of the trend and future transportation needs	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 5.2.4: Compare the rate of growth of ESRD and the growth rate of Diabetes and HBP to see the predictive value of the interaction, and if there is a lag time between onset of Diabetes and HBP and the onset of ESRD, to help project transportation needs in the near future	Calculate and plot the comparison of the rate of growth of ESRD and the growth rate of Diabetes and HBP / Graphs of the trend, lag times and transportation needs and tentative project transportation needs in the near future	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 5.2.5: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables	Geyer / Schwab -- El Paso County

Goal 6: Prepare documentation showing how the research was conducted and evaluated and provide recommendations on how to improve effectiveness and additional revenue sources of dialysis transportation services		
Objective 6.1: Prepare and deliver periodic presentations to the Far West Texas/El Paso Regional Transportation Coordination Steering/Stakeholder		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 6.1.1: Continuously compile data collected during activities necessary to complete the five preceding project goals	Data is compiled in an accessible way/ Database of activities necessary to complete project goals	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.1.2: Prepare monthly internal reports for CIHRE informed by a database of activities to be used in the project evaluation	Internal report compiled from database/ Electronic report produced	Ruiz / Solis / Ferreira-Pinto/ Gonzalez

		— CIHRE
Activity 6.1.3: Prepare written brief reports and a presentations to the Far West Texas/El Paso Regional Transportation Coordination Steering/Stakeholder Committees	Report and presentation assembled and delivered/ Written report and PowerPoint presentation	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.1.4: Discuss with Dialysis Workgroup, Stakeholder Committee and other key stakeholders (see above description of key stakeholders)	Agendas and minutes (or summary notes) of Dialysis Workgroup and Stakeholder Committee meetings documenting the committees' discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 6.2: Identify sources of new revenues to help contribute to the reduction in dialysis costs to the State of Texas Department of Transportation		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 6.2.1: Using the various databases developed to collect data and the extensive directory of contacts with financing agencies the local, state and federal level, develop strategic guidelines for the West Texas/El Paso Regional Transportation Coordination Steering/Stakeholder Committees	Databases and directory compiled / Strategic guidelines produced	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.2.2: Conduct internet searches to identify resources that can be accessed to finance dialysis transportation	Internet based data compiled/ Directory of contacts	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.2.3: Prepare a manual listing all the sources that can be tapped for revenues West Texas/El Paso Regional Transportation Coordination Steering/Stakeholder Committees	Data assembled/ Contact manual	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.2.4: Discuss with Dialysis Workgroup and other key stakeholders (see above description of key stakeholders)	Agendas and minutes (or summary notes) of Stakeholder Committee meetings documenting the committees' discussion of activities & deliverables	Geyer / Schwab -- El Paso County
Objective 6.3: Prepare final report describing the research and evaluation process and recommendations to improve efficiency and cost effectiveness of transportation of dialysis patients and the possible sources of new revenues		
Activity	Milestone/Deliverable	Responsible Individual Agency Affiliation
Activity 6.3.1: Using all data collected, prepare a final report describing the project, its results and recommendations to improve efficiency and cost effectiveness of the transportation of dialysis patients and the possible sources of new revenues	Compilation of data and write-up completed/ Final Report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez — CIHRE
Activity 6.3.2: Prepare an evaluation report using monthly reports and process evaluation reports	Compilation of evaluation data and write-up completed/Final Evaluation Report	Ruiz / Solis / Ferreira-Pinto/ Gonzalez— CIHRE
Activity 6.3.3: Prepare a final financial report	Compilation of financial data and write-up completed/ Final financial Report	CHS FAO and ORSP — CIHRE
Activity 6.3.4: Discuss with Dialysis Workgroup, Stakeholder Committee and other key stakeholders (see above description of key stakeholders)	Agendas and minutes (or summary notes) of Dialysis Workgroup and Stakeholder Committee meetings documenting the committees' discussion of activities & deliverables	Geyer / Schwab -- El Paso County

**ATTACHMENT B
BUDGET WORKSHEET FOR FISCAL YEAR 2012**

DESCRIPTION	UNITS	RATE	COST
PERSONNEL (list all personnel to be reimbursed with planning funds)			
Total personnel			
FRINGE			
Total fringe			
EQUIPMENT			
Total equipment			
SUPPLIES			
Total supplies			
TRAVEL			
Total Travel			
CONTRACTUAL (U.T. El Paso)			
Personnel			
Joao B. Ferreira-Pinto – Prin. Reshr.	8mos. @ 10%		\$ 7,575
Armando Gonzales	4.5 mos @ 25%		6,044
Thenral Mangadu	1.0sums@25%		1,320
2 Grad Students	7.5 mos@50%		11,460
2 Undergraduate Students	19hrs/wk		9,913
Total Contract Personnel			\$36,312
Fringe Benefits			
	Per employee		
Total Fringe Benefits			\$9,663
Travel			
Regional mileage	1000 miles @ .50		500
	2 room/PD @ 136		272
Total Travel			\$772
Supplies			
	Expendable supls.		600
Total Supplies			\$600
Other			
Publication costs	Report production		300
Consultants	MD. 85hr@65/hr		5,525
	GIS 100hr@24/hr		2,400
Interview transcription	49 @ \$100		4,900
Interview & Focus grp. Incentives	45 @\$25,48@\$20		2,085
Total Other			\$15,210
Subtotal Contractual			\$62,557
Indirect (U.T. El Paso)	10% of direct		6,256
Total Contractual			\$68,813
INDIRECT(itemize costs)			
Total indirect			
TOTAL			\$68,813

ATTACHMENT C
PROJECTED COST / PAYMENT SCHEDULE - FISCAL YEAR 2012

This projected cost / payment schedule is based on the receipt of approved deliverables and correct invoices for reimbursable expenses judged to be acceptable by the Public Transportation Division public transportation coordinator managing this project grant agreement.

DELIVERABLE	ESTIMATED COST
Set of Deliverables #1 (Goal 1, Objective 1.1 & 1.2)	
<ol style="list-style-type: none"> 1. Interview script and protocol for Goal 1, Objective 1.1 2. Interview transcription, analysis & report for Goal 1, Obj. 1.1 3. Report comparing data; ESRD diagnosis process diagram for Goal 1, Obj. 1.1 4. List of articles reviewed and list of patient needs identified in the review for Goal 1, Obj. 1.2 5. Interview script and protocol for Goal 1, Obj. 1.2 6. Interview transcription, analysis & report for Goal 1, Obj. 1.2 7. Report comparing information obtained for Goal 1, Obj. 1.2 8. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities and deliverables 	\$ 9,175.07
Set of Deliverables #2 (Goal 2, Objective 2.1 & 2.2)	
<ol style="list-style-type: none"> 1. List of articles reviewed and list of factors that determine dialysis clinic selection, including Medicare and Medicaid requirements 2. Interview script and protocol for Goal 2, Objective 2.1 3. Interview transcription, analysis & report for Goal 2, Obj. 2.1 4. Report on comparative analysis of literature, physician, patient, transportation provider and clinic interviews for Goal 2, Obj. 2.1 5. List of articles reviewed and list of needs identified in literature review 6. Interview script and protocol for Goal 2, Objective 2.2 7. Interview transcription, analysis & report for Goal 2, Obj. 2.2 8. Report on comparative analysis of literature, physician, patient, transportation provider and clinic interviews for Goal 2, Obj. 2.2 9. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables 	\$ 9,175.07
Set of Deliverables #3 (Goal 2, Obj. 2.3 & 2.4)	
<ol style="list-style-type: none"> 1. Focus group script completed for Goal 2, Obj. 2.3 2. Focus group transcription, analysis and report for Goal 2, Obj. 2.2 3. Report on comparative analysis of findings from interviews with patients, clinicians, and dialysis clinic providers and focus groups for Goal 2, Obj. 2.3 1. Script completed for interviews for Goal 2, Obj. 2.4 2. Interview transcription, analysis and report for Goal 2, Obj. 2.4 3. Focus group script completed for Goal 2, Obj. 2.4 4. Focus group transcription, analysis and report for Goal 2, Obj. 2.4 5. Report on comparative analysis of findings from interviews with clinicians and dialysis clinic providers and patients for Goal 2, Obj. 2.4 6. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables 	\$ 9,175.07

Set of Deliverables #4 (Goal 3, Obj. 3.1 & 3.2)	
<ol style="list-style-type: none"> 1. Script completed for interviews with dialysis clinic personnel for Goal 3, Obj. 3.1 2. Script completed for interviews with transportation provider personnel for Goal 3, Obj. 3.1 3. Interview transcription, analysis and report for Goal 3, Obj. 3.1 4. Focus group script completed for Goal 3, Obj. 3.1 5. Focus group transcription, analysis and report for Goal 3, Obj. 3.1 6. Report on comparative analysis of findings from interviews with dialysis clinic personnel, transportation provider personnel and focus groups with patients for Goal 3, Obj. 3.1 7. Focus group script completed for Goal 3, Obj. 3.2 8. Focus group transcription, analysis and report for Goal 3, Obj. 3.2 9. Script completed for in-depth interviews with patients for Goal 3, Obj. 3.2 10. Interview transcription, analysis and report for Goal 3, Obj. 3.2 11. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables 	\$ 9,175.07
Set of Deliverables #5 (Goal 4, Obj. 4.1 & 4.2)	
<ol style="list-style-type: none"> 1. List of articles reviewed and a diagram depicting all actual actions and long-term behavior changes that would help prevent the onset of ESRD, for Goal 4, Obj. 4.1 2. Script completed for interviews for Goal 4, Obj. 4.1 3. Interview scripts, transcriptions, analyses and reports for Goal 4, Obj. 4.1 4. Report on transportation issues with adherence to treatment 5. Comparison report on transportation issues related to barriers to access to dialysis visits and adherence to dialysis regimen and medications 6. List of articles reviewed and a diagram depicting all actual actions and long-term behavior changes that would help prevent complications with diabetes, for Goal 4, Obj. 4.2 7. Interview transcription, analysis and report for Goal 4, Obj. 4.1 8. Report on transportation issues with testing and regular medical visits 9. Comparison report on transportation issues related to prevention of ESRD onset 10. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables 	\$ 9,175.07
Set of Deliverables #6 (Goal 5, Obj. 5.1 & 5.2)	
<ol style="list-style-type: none"> 1. List containing all official information about each clinic from Texas Department of State Health Services and the ESRD network of Texas/Dialysis facilities catalog and GIS map, for Goal 5, Obj. 5.1 2. Updated dialysis facilities catalog and GIS map showing the distance travelled from patients homes and dialysis clinics 3. Graph showing the growth in new dialysis cases in the last 10 years, for Goal 5, Obj. 5.2 4. Graph showing the growth rate of dialysis cases in the last 10 years 5. Graphs showing the trend and future transportation needs of individuals needing dialysis services 6. Graphs showing trends, lag times, transportation needs and tentative projection of transportation needs in the near future 7. Agendas & minutes (or summary notes) of Dialysis Workgroup meetings documenting the workgroup's discussion of activities & deliverables 	\$ 9,175.07

Set of Deliverables #7 (Goal 6, Obj. 6.1, 6.2 & 6.3)	
<ol style="list-style-type: none"> 1. Database of activities necessary; to complete project goals, for Goal 6, Obj. 6.1 2. Eight electronic monthly reports 3. Report and Power Point presentation on how research for this project was conducted and evaluated, including recommendations 4. Strategic guidelines, for Goal 6, Obj. 6.2 5. Directory of contacts who can be accessed to finance dialysis transportation 6. Manual listing all the sources that can be tapped for revenues 7. Final Report describing the research and evaluation process and recommendations to improve efficiency and cost effectiveness of the transportation of dialysis patients and the possible sources of new revenues 8. Final Evaluation Report, for Goal 6, Obj. 6.3 9. Final Financial Report, for Goal 6, Obj. 6.3 10. Agendas & minutes (or summary notes) of Workgroup, Steering and Stakeholder Committee meetings documenting the committees' discussion of activities & deliverables 	\$ 13,762.58
Total	\$ 68,813.00