

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: Montgomery Township COUNTY: Somerset

RECIPIENT: Princeton COUNTY: Mercer

**BRIEF DESCRIPTION OF SERVICE:**

To provide Health Education services for Princeton Health Department as needed to meet the requirements of Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-3.2

EFFECTIVE DATE: January 1, 2015

EXPIRATION DATE: December 31, 2015

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.



DEPARTMENT OF HEALTH, ENVIRONMENT,  
AND VITAL STATISTICS

Stephanie D. Carey, Health Officer

Montgomery Township Municipal Building  
2261 Route 206, Belle Mead, New Jersey 08502-0001

Phone: (908) 359-8211 Fax: (908) 281-3268

E-Mail: [scarey@twp.montgomery.nj.us](mailto:scarey@twp.montgomery.nj.us)

**Letter of Agreement:  
Shared Health Education Services  
between  
Montgomery Township Health Department  
and Princeton Health Department**

Montgomery Township Health Department proposes to provide Health Education Services to the Princeton Health Department as described herein:

**A. SUMMARY OF SERVICES TO BE PROVIDED**

Under direction of the Montgomery Township Health Officer, a professional, master's level health educator qualified per N.J.A.C. 8:52-4.2, will provide Health Education services for Princeton Health Department as needed to meet the requirements of Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-3.2

**HEALTH EDUCATION PROGRAM ACTIVITIES:**

1. Montgomery Township Health Department will assure that programs and services provided to Princeton address the NJ Practice Standards. Topics may include:
  - a. Alcohol or Drug Abuse prevention,
  - b. Smoking Prevention and Cessation,
  - c. Nutrition,
  - d. Injury Control,
  - e. Physical Fitness and Exercise
  - f. Chronic Disease Prevention and Management;
  - g. Infectious Disease Prevention
  - h. Environmental Health
  - i. Other priorities based on Community Needs Assessment and/or Health Officer input.

The Health Educator will prepare a **proposed scope of work** with the Health Officer to assure billable hours are allocated according to that agency's identified community needs.

2. The Health Educator will coordinate with community partners (hospital, public and private agencies, voluntary organizations, and community groups) to provide health promotion programs and services in the Princeton Health Department's service area.



12/18/2014

3. The Health Educator will establish and maintain partnerships within the community to ensure a strong collaborative network (with public and private agencies, voluntary organizations, and community groups) and identify shared roles and resources.
4. Policy Guidance: The Health Educator will assist in messaging about public health policy, and work to assure the integration of public health promotion programs, policies, and services into existing community events and meetings.
5. Quality Improvement: the Health Educator will develop measurable outcome/impact standards and performance evaluation tools for programs and services, and conduct on-going evaluation including community response to programs, program outcomes, and additional program needs.

#### REPORTING

The Health Educator will provide quarterly detailed activity/progress reports, including itemized reports of service time rendered. A year-end report consisting of statistics for the Local Health Report will also be completed.

#### B. DATE OF PERIOD OF SERVICE

January 1, 2015 through December 31, 2015

#### C. PAYMENT SCHEDULE

##### FEES

196.1 hours at \$51.00 per hour

**\$10,000.00**

##### SPECIAL MATERIALS FEES

Upon request of the Princeton Health Officer, the Health Educator will order specialized educational materials or promotional items, which will be invoiced on a pass-through, actual cost basis.

#### INCLUSIONS

All travel expenses and durable equipment costs are included in the project rate. Cross-jurisdictional program development costs will be pro-rated among the participating Shared Services partners. Additional services may be obtained at a rate of \$51 per hour by letter of agreement.

#### TERMS OF PAYMENT

Payment for services will be made to Montgomery Township Health Department on a quarterly basis, with invoices issued January 10, April 10, July 10, and October 10.

#### D. TERMINATION

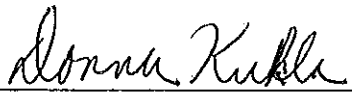
The estimated completion date of services provided is December 31, 2015. Either party may terminate the agreement before completion of the services 60 days after receipt of written notice by Certified Mail, Return Receipt Requested. Payment will be made only for services performed prior to the effective date of termination.

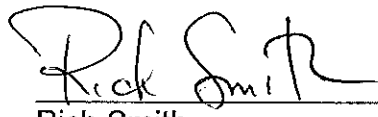
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**E. AMENDMENTS**

Changes in the scope of services to be provided or the contract period as described herein may be amended by mutual agreement of both parties in writing.

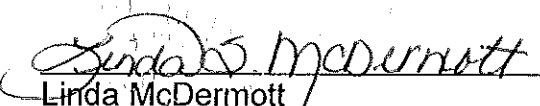
FOR MONTGOMERY TOWNSHIP

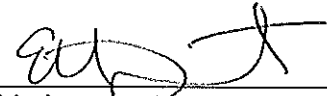
  
\_\_\_\_\_  
Donna Kukla  
Clerk

  
\_\_\_\_\_  
Rich Smith  
Mayor

Date: 12/18/14

FOR PRINCETON

  
\_\_\_\_\_  
Linda McDermott  
Clerk

  
\_\_\_\_\_  
Liz Lempert  
Mayor

Date: 2/17/15

## Scope of Work - Health Education Services, 2015

Montgomery Township's Health Educator will provide Health Education services to Princeton Health Department as described below, as modified by mutual agreement. Total Contract hours: 195 for 1/1/2015 through 12/31/2015 for a total of \$10,000.

**Stanford Chronic Disease Self-Management Program 20 hours**

*A six-week evidence-based program for 15 community residents diagnosed with a chronic disease, presented at a Branchburg venue. Materials, recruiting and physician outreach provided in-kind under the NACCHO grant. Please provide a list of local physicians you would like contacted.*

**Representation on the Regional Chronic Disease Coalition (shared expense) 4 hours**

*Health Educator will attend meetings, provide email summary and recommendations for follow-up.*

**Healthy Kidz Day Care Program (Hand washing focus) 25 hours**

*Present the Healthy Kidz Program at 4 day care centers, including briefing for staff, and information packet for parents. Focus will be on physical activity.*

**Drug Prevention Program 6 hours**

*Coordinate and market a segment of "The 15 Minute Child Break", or similar drug prevention presentation to target middle school parents.*

**Press Releases (6) on current Public Health topics 12 hours**

*Winter –Norovirus Spring – Rabies Awareness, Food Safety \*\*SUBJECT TO CHANGE\*\*\**

*Summer – Sun Safety & Skin Care Fall – Flu Immunization*

**Monthly/Quarterly progress reports to share with your governing body 6 hours**

**Community outreach at fairs/back to school nights (Communiversity, Truckfest, Princeton University Staff Day, Princeton Flu Clinic) 16 hours**

**Prepare LHR for your governing body 12 Hours**

**Infection control /Blood Borne Pathogens for First Responders 10 Hours**

**Other Staff Trainings 10 Hours**

**Assist in preparing health educational material (e.g. brochures, flyers, etc.) for Princeton Health Department Office and for distribution: 75 Hours**