

**CONTRACTUAL DENTAL SERVICES AGREEMENT  
AVANCE- SAN ANTONIO HEAD START**

**PROJECT NO.:**

**STATE OF TEXAS**           §  
  §  
**COUNTY OF BEXAR**       §

This AGREEMENT is hereby made and entered into by and between the City of San Antonio (hereinafter referred to as "City") acting by and through the San Antonio Metropolitan Health District (hereinafter referred to as SAMHD), pursuant to Ordinance No. \_\_\_\_\_ passed and approved on \_\_\_\_\_ and AVANCE-San Antonio, Inc. (hereinafter referred to as "AVANCE"), acting by and through its designated representative, Rebecca C. Cervantez, Executive Director, both of which may be referred to collectively as "Parties" or singularly as "Party."

**I. STATEMENT OF PURPOSE**

- 1.1. AVANCE is a non-profit community agency formed to provide parenting education and family support to parents with children under the age of 4 in San Antonio and Bexar County. The Board of Directors of the corporation is composed of residents of the community, and the Executive Director is selected to administer the services and programs of AVANCE.
- 1.2 AVANCE provides services as a direct grantee of the Head Start Program operated in partnership with the Harlandale ISD. Head Start is a federally-funded program whereby AVANCE provides education, child development, nutrition and social services, health and disability assessment and parent support on a full-time basis. These programs are designed to serve children ages 3 to 4 years whose parents income meets Federal Poverty Income Guidelines.
- 1.3 SAMHD will provide oral health assessments and preventive care; including fluoride varnish applications, for children enrolled in the AVANCE-San Antonio Head Start program ("enrollee(s)"). These assessments required by federal guidelines for the Head Start program, will be provided on-site in each AVANCE-San Antonio Head Start Center by a SAMHD dentist. Furthermore, these activities are necessary to ensure that all children enrolled in the program gain access to quality dental care, and that those identified with unmet dental needs are referred to an appropriate dental provider for comprehensive treatment. SAMHD will collaborate with AVANCE-San Antonio Head Start to ensure that children enrolled in the program receive oral health assessments, recommended preventive services and designated follow-up care.

**COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS**

- 2.1 SAMHD and AVANCE agree to comply with all federal and state laws regarding nondiscrimination in the execution of this agreement. In accordance therewith, City and

AVANCE shall ensure that no person is denied benefits hereunder on the basis of race, color, national origin, religion, gender, age, handicap or political affiliation.

- 2.2 SAMHD understands that funds provided to it pursuant to this AGREEMENT are funds which have been made available to AVANCE by the federal government under the Head Start Act; SAMHD assures and certifies that it will comply with all Head Start Program requirements, with all regulations promulgated thereunder as codified at Title 45 of the Code of Federal Regulations, and with any and all applicable amendments or revisions to said Head Start Act or regulations.
- 2.3 AVANCE shall observe and comply with all city, state and federal laws, regulations, ordinances, and codes affecting SAMHD's operations pursuant to the AGREEMENT.

### **III. MAINTENANCE OF EFFORT**

- 3.1 SAMHD agrees that the funds and resources provided to it under the terms of this AGREEMENT shall in no way be substituted for funds and resources provided from other sources, nor shall such funds and resources in any way serve to reduce the funds, resources, services, or other benefits which would have been available to, or provided through, SAMHD had this AGREEMENT not been executed.

### **IV. PERFORMANCE BY SAMHD**

SAMHD agrees:

- 4.1 Within the first 90 days of enrollment, dentists from SAMHD will travel to each AVANCE Head Start center to complete an initial oral health assessment for each participating child with parental consent for participation. As appropriate, SAMHD dentists may prescribe fluoride varnish for participants, which will be applied by SAMHD dental staff and/or dental students and dental hygiene students from the UT Health Science Center Dental School under the supervision of Metro Health dental staff.
- 4.2 To complete the Evaluation and Fluoride Varnish Form, attached hereto and incorporated herein for all purposes as Attachment I, for each participating child.
- 4.3 To document individual assessment results and record all preventive services provided by SAMHD.
- 4.4 To determine a recommended plan of action for each child based on current oral health status, history of disease, input from parents and caregivers, and access to dental insurance.
- 4.5 To provide written referral and/or correspondence to the enrollee's parent explaining findings of the dental assessment. This document of the child's oral health status, along with contact information for the SAMHD dental staff, will be given to the appropriate Head Start staff to be forwarded to parents/care givers.

- 4.6 To provide individual case management services for children with urgent dental needs and children who are uninsured or underinsured for required dental services. SAMHD will serve as a resource for AVANCE Head Start staff and families to help them navigate the dental health care system.
- 4.7 To perform all screening, intake and eligibility functions for the SAMHD's Texas Department of State Health Services (DSHS) Title V Child Dental Health Services Grant program for Head Start children who are not eligible for dental services through Medicaid or CHIP and to enroll families that qualify for services.
- 4.8 To coordinate required documentation, facilitate the referral, and assist with scheduling an initial appointment with the University of Texas Health Science Center dental clinics and affiliated sites for comprehensive dental treatment for Head Start children who are eligible for Title V Child Dental Health Services.
- 4.9 To perform all billing and reporting functions for children eligible for Title V Child Dental Health Services and ensure all copayments for covered services are waived in accordance with SAMHD Policies and Procedures.
- 4.10 To utilize available funding to support additional costs related to treatment including, but not limited to, facility fees and physician fees not covered by Title V Child Dental Health Services funding. In the event a Head Start child must be treated in a hospital setting, additional services will be coordinated through the University of Texas Health Science Center at San Antonio Dental School, Department of Pediatric Dentistry (UT Health Science Center Dental School) in designated University-approved sites. Additional costs incurred by the UT Health Science Center may be included in reimbursement for services.
- 4.11 To provide ongoing training and technical assistance for the AVANCE Head Start teachers, staff and other oral health stakeholders. SAMHD oral health consultants will provide annual in-service training including development and production of training manuals for AVANCE Head Start staff.
- 4.12 To comply with any and all other conditions, covenants, provisions and/or requirements contained herein requiring performance by SAMHD.
- 4.13 To collaborate with the UT Health Science Center Dental School and AVANCE Head Start program staff for the purposes of providing service learning opportunities in Head Start including but not limited to dental students, dental hygiene students and dental public health residents.
- 4.14 SAMHD will make best efforts to provide each participating enrollee with a minimum of two (2) fluoride varnish applications during the Head Start program year and will reassess the oral health status of participating children identified with untreated decay documented during the initial oral health assessment.
- 4.15 SAMHD shall seek and obtain prior approval from AVANCE before making any material revisions to SAMHD oral health services that conflict or violate: (i) the Terms of the Grant, and (ii) the terms of this agreement.

- 4.16 SAMHD shall make time and resources available to support: (i) participation by SAMHD staff in meetings with AVANCE Head Start staff for community assessment, self-assessment, strategic planning, development of training and technical assistance plan, communication and program development activities; (ii) participation in technical assistance trainings and service enhancements developed by City and the Head Start training and technical assistance service provider, as well as other Head Start trainings that may be developed by relevant federal or state agencies; and (iii) an appropriate level of attendance of SAMHD program management team at national, regional and/or State Head Start conferences/trainings.

## **V. PERFORMANCE BY AVANCE**

AVANCE agrees:

- 5.1 To encourage enrollee participation in the oral health prevention program and to utilize resources made available through the SAMHD Head Start Oral Health Prevention Program.
- 5.2 To perform basic administrative functions regarding enrollees, including but not limited to, providing monthly reports on follow-up of referrals and allowing regular audits of dental charts as determined to be necessary by SAMHD program staff to verify that follow-up care was completed.
- 5.3 To defer to the SAMHD dentist for determination of the appropriate timeframe for follow-up as indicated in the referral information.
- 5.4 To ensure that each child presents for care with written documentation of parental consent or refusal at the time of on-site services. AVANCE agrees and understands that SAMHD shall have the right to refuse to provide services or treatment to any child that does not have acceptable written documentation of parental consent.
- 5.5 To obtain from each enrollee's parent or legal guardian pertinent medical history for SAMHD use and reference at the time of assessment or other dental services, including record of any current medical conditions for which the child is being followed, and a record of any medications the child is currently taking prior to the time services are rendered by SAMHD.
- 5.6 To provide Medicaid, CHIP or other third-party insurance information on enrollees to SAMHD for the purpose of coordination of care and case management, and to make every effort to encourage enrollment of potentially eligible children to third-party funding programs. For children who are not enrolled in Medicaid, CHIP, or other third-party insurance, AVANCE will provide social security numbers for identification purposes.
- 5.7 To assist uninsured or underinsured families in completing Title V Child Dental Health services grant funding eligibility documentation required for coverage through the SAMHD Title V treatment program offered through the UT Health Science Center Dental School.

- 5.8 To certify that all costs herein provided for reimbursement to the SAMHD are allowable costs under the grant guidelines.
- 5.9 To pay for expenses incurred by SAMHD, within 30 calendar days of receiving a valid and approved Request for Payment, in accordance with the provisions contained in Article V of the Agreement between the parties.
- 5.10 To designate a staff member to coordinate appointments with SAMHD staff and notify SAMHD staff at least 48 hours in advance of any cancellations or changes in scheduling.
- 5.11 To provide adequate staff to ensure there is at least one Head Start staff person per screening station to supervise children during the delivery of dental services. For the safety of the children, the clinic will stop services until adequate supervision is provided.
- 5.12 To prepare the clinical area for services prior to the arrival of the dental team.

## **VI. TERM**

- 6.1 This contract shall commence on February 1, 2016, and shall terminate January 31, 2017, unless extension or earlier termination shall occur pursuant to the terms of this contract. This Agreement may be renewed by mutual consent of the parties for up to two (2) successive, one (1) year terms (each, a "Renewal Term"). Any renewals shall be in writing, and signed by the parties. The City Manager, her designee, or the Director of the SAMHD shall have the authority to execute renewals on behalf of the City without further City Council action.

## **VII. BILLING AND PAYMENT**

- 7.1 AVANCE agrees that it will pay SAMHD a total amount not to exceed THIRTY ONE THOUSAND DOLLARS AND NO/100THS (\$31,000.00) over the term of the contract for completing objectives and activities listed in Article II of this document.
- 7.2 SAMHD will bill AVANCE on a monthly basis for services provided, to include those services provided directly by SAMHD, and any allowable costs or expenses from contractors or partners (including, but not limited to, the University of Texas Health Science Center San Antonio Dental School).
- 7.3 AVANCE shall remain liable for the payment of services rendered under this agreement until all such payments are made and received by SAMHD. AVANCE's liability is not reduced or diminished by any amount by a third party's failure to pay for services rendered hereunder.
- 7.4 The Oral Health Project Budget for AVANCE-San Antonio Head Start Program Services (Attachment II Project Budget) is comprised of the Federal and Non-Federal Share. Should SAMHD fail to raise all of the Non-Federal Share funds (20% of the total Program Budget, or \$6,200.00) it is required to raise for the operation of its Program, AVANCE reserves the right to

limit its reimbursements to SAMHD proportionately. To meet the requirements of this Agreement, all claimed non-Federal Share must meet the requirements of 45 C.F.R. § 74.23 *et seq.* or § 92.24, as applicable.

## VIII. AMENDMENTS

- 8.1 Amendments or modifications to this agreement may be initiated by either party hereto provided a ten (10) day written notice is given to the other party. No amendment, modification or alteration of the terms of this agreement shall be binding unless same be in writing, dated subsequent to the date hereof and duly executed and mutually agreed to by the parties to this agreement.

## IX. ACCESS TO RECORDS

- 9.1 Subject to federal, state and local laws, AVANCE, City or any duly authorized representative of each shall have access to any records, data or other information directly related to or generated as a result of the services provided hereunder for the purpose of conducting audits or examination.

## X. INDEMNITY

- 10.1 **AVANCE covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to AVANCE's activities under this Agreement, including any acts or omissions of AVANCE, any agent, officer, director, representative, employee, consultant or subcontractor of AVANCE, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT AVANCE AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**
- 10.2 The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. AVANCE shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or AVANCE known to AVANCE related to or arising out of AVANCE's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at AVANCE's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving AVANCE of any of its obligations under this paragraph.

- 10.3 Defense Counsel - City shall have the right to select or to approve defense counsel to be retained by AVANCE in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. AVANCE shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If AVANCE fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and AVANCE shall be liable for all costs incurred by City. City shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.
- 10.4 Employee Litigation – In any and all claims against any party indemnified hereunder by any employee of AVANCE, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for AVANCE or any subcontractor under worker's compensation or other employee benefit acts.

## **XI. RELATIONSHIP OF THE PARTIES**

- 11.1 City and AVANCE mutually agree that AVANCE acts in the capacity as an independent contractor and that nothing contained herein shall be construed by either party hereto or by any third party as creating the relationship of principal and agent, partners, joint venture or any other similar such relationship between the parties hereto.
- 11.2 City and AVANCE understand and agree that neither party to this agreement has authority to bind the other or to hold out to third parties that it has the authority to bind the other.

## **XII. TERMINATION**

- 12.1 City and AVANCE understand and mutually agree that this agreement may be terminated by either party upon giving thirty (30) days' written notice, by certified mail, to the other party. Notice is said to be given when the written notice is received by the other party. The parties agree that the failure to secure adequate funding by AVANCE to meet the obligations set out within this agreement shall be grounds for immediate termination of this agreement by the City.
- 12.2 Termination of this agreement for any cause shall be without prejudice to any obligations or liabilities of either party accrued prior to such termination.

## **XIII. AVANCE INSURANCE**

- 13.1 A) Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the San Antonio Metropolitan Health District, which shall be clearly labeled "*Head Start Dental Services*" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance.



The certificate(s) must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Risk Manager and the San Antonio Metropolitan Health District. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Contractor’s financial integrity is of interest to the City; therefore, subject to Contractor’s right to maintain reasonable deductibles in such amounts as are approved by the City, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Contractor’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Broad form Commercial General Liability Insurance to include coverage for the following: <ul style="list-style-type: none"> <li>a. Premises/Operations</li> <li>b. Independent Contractors</li> <li>c. Products/Completed Operations</li> <li>d. Personal Injury</li> <li>e. Contractual Liability</li> <li>f. Damage to property rented by you</li> </ul>	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage  f. \$100,000

D) Contractor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same insurance coverages required of Contractor herein, and provide a certificate of insurance and endorsement that names the Contractor and the CITY as additional insureds. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City’s Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City’s Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all endorsements thereto and may require the deletion, revision, or modification of particular policy terms,

conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Contractor shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Contractor shall pay any costs incurred resulting from said changes.

City of San Antonio  
Attn: San Antonio Metropolitan Health District  
P.O. Box 839966  
San Antonio, Texas 78283-3966

F) Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

L) Contractor and any Subcontractors are responsible for all damage to their own equipment and/or property.

#### **XIV. CITY INSURANCE**

14.1 City maintains a medical errors and omission policy for medical malpractice claims along with a self-insurance fund for general liability and worker's compensation claims and causes of actions to meet the statutory obligations of the City.

#### **XV. ACCESS TO RECORDS**

15.1 Subject to federal, state and local laws, AVANCE, City or any duly authorized representative of each shall have access to any records, data or other information directly related to or generated as a result of the services provided hereunder for the purpose of conducting audits or examination.

#### **XVI. RETENTION OF RECORDS**

16.1 City agrees to maintain financial records of or concerning the services provided hereunder for a period of three (3) years from the date of termination of this agreement.

16.2 City agrees to maintain health records on AVANCE enrollees served hereunder until said person's twenty-first birthday.

#### **XVII. CONFIDENTIAL INFORMATION**

17.1 Both parties agree to maintain confidentiality of client records in accordance with all City, State, and Federal laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA). City and AVANCE will enter into a business associate agreement concerning transfer of client medical record information which is attached hereto and incorporated herein for all purposes as Attachment III.

17.2 AVANCE shall establish a method to secure the confidentiality of records and other information relating to clients in accordance with the applicable Federal and State laws, regulations, and rules. This provision shall not be construed as limiting the CITY's right of access to recipient case records or other information relating to clients served under this AGREEMENT.

## **XVIII. SUBSTANTIAL INTEREST**

- 18.1 AVANCE acknowledges that it is informed that Texas law prohibits contracts between City and any local public official such as a City officer or employee, and that the prohibition extends to any officer or employee of City boards and commissions and to contracts involving a business entity in which the official has a substantial interest, as defined by Texas law, if it is reasonably foreseeable that an action on the matter would confer an economic benefit on the business entity.
- 18.2 AVANCE certifies, and this agreement is made in reliance thereon, that neither it, its individual officers, employees or agents, nor any person having a substantial interest in this agreement is an officer or employee of the CITY or any of its agencies, boards or commissions.

## **XIX. NOTICES**

- 19.1 For purposes of this agreement, all official communications and notices between the parties shall be deemed sufficient if in writing, mailed, certified mail, postage prepaid, to the addresses set forth below:

### CITY

City of San Antonio  
San Antonio Metropolitan Health District  
332 W. Commerce, Suite 307  
San Antonio, Texas 78205

and City of San Antonio  
City Clerk  
P.O. Box 839966  
San Antonio, Texas 78283-3966

### AVANCE-San Antonio, Inc.

AVANCE- San Antonio, Inc.  
Attention: Rebecca C. Cervantez, Executive Director  
118 N. Medina St., Suite 300  
San Antonio, Texas 78207-3048

## **XX. FULL AGREEMENT**

- 20.1 This agreement constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind the parties hereto unless same be in writing, dated subsequent to the date hereof and duly executed by the parties.

**XXI. AUTHORITY**

21.1 The signers of this agreement, by placing their signature below, represent and warrant that they have full authority to execute this agreement on behalf of the respective party each represents.

**XXII. SEVERABILITY**

22.1 In case any one or more of the provisions contained this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. The parties further agree that in lieu of each clause or provision of this agreement that is invalid, illegal, or unenforceable, there be added as a part of the agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

**XXIII. CAPTIONS**

23.1 The captions contained in this agreement are for convenience of reference only, and in no way limit or enlarge the terms or conditions of this agreement.

IN WITNESS OF WHICH THIS AGREEMENT HAS BEEN EXECUTED ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016 to be effective \_\_\_\_\_, 2016.

CITY OF SAN ANTONIO

AVANCE- SAN ANTONIO, INC.

\_\_\_\_\_  
Vincent R. Nathan, Ph.D., M.P.H.  
Interim Director of Health

\_\_\_\_\_  
Rebecca C. Cervantez  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha G. Sepeda  
Acting City Attorney



# DENTAL EVALUATION AND FLUORIDE VARNISH FORM

## SECTION 1: TO BE COMPLETED DURING ENROLLMENT

### General Information

Child Name: \_\_\_\_\_ Child ID: \_\_\_\_\_ Head Start Center: \_\_\_\_\_  
 PA/FSW: Name: \_\_\_\_\_ PA/FSW Phone No.: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female Teacher Name/Classroom No.: \_\_\_\_\_  
 Child's Race/Ethnicity: Hispanic Non Hispanic/White Black/African American Multi Racial Asian American Indian/Alaska Native Native Hawaiian/Pacific Islander Other, specify: \_\_\_\_\_

### Dental History

Does your child have dental insurance? Yes No If yes, name of insurance: \_\_\_\_\_  
 Check the appropriate box if your child has: CHIP Medicaid If yes, please list card no.: \_\_\_\_\_  
 Date of last dental visit: \_\_\_\_\_ Name of dentist/dental home/clinic: \_\_\_\_\_  
 How often does your child visit the dentist? Every 3-4 months Every 6-12 months Not Regularly Never  
 Has your child ever had a cavity? Yes No  
 List any problems with your child's teeth, gums, or mouth: \_\_\_\_\_

### Health History

Has your child ever had any serious health problems? Yes No If yes, please explain: \_\_\_\_\_

Does your child have any allergies to food or medications? Yes No If yes, please list: \_\_\_\_\_

### Consent for Participation

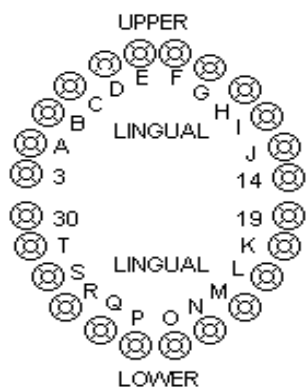
The information in this consent form is given so that you will be informed about the dental services your child will receive through the Head Start Oral Health Prevention Program. Services offered through the program do not take place of dental services provided through your private dentist or community clinic. San Antonio Metropolitan Health District (SAMHD) will assist families in identifying a dental home if necessary.

Yes. I give permission for my child to take part in the Head Start Oral Health Prevention Program, which includes a limited oral evaluation and a fluoride varnish application twice throughout the school year. I understand that a dentist from the City of San Antonio Metropolitan Health District (SAMHD) will perform a limited oral evaluation and provide me a dental referral of my child's dental status. Under the supervision of the dentist, I give permission for my child to receive an application of fluoride varnish **free of charge** provided by SAMHD. Fluoride varnish is a simple, painless dental treatment that has been proven to be effective in preventing tooth decay in children. I have been notified that my child's health information will be kept confidential and that I may review the SAMHD HIPAA policy by visiting <http://www.sanantonio.gov/Portals/0/Files/Health/About/HIPAA.pdf> website or may request a copy by calling 210. 207. 8841.

No. I do not want my child to take part in the Head Start Oral Health Prevention Program.

Parent/Guardian Signature \_\_\_\_\_ Phone No. \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 2: EVALUATION AND TREATMENT RECORD | THIS SECTION IS COMPLETED BY SAMHD



✓	Services Provided	Code	Date of Service	Provider Initials
	Limited Oral Evaluation			
	Fluoride Varnish			
	Fluoride Varnish			

FINDINGS OF INITIAL EXAM	ORAL HEALTH SUMMARY
<input type="checkbox"/> EARLY CHILDHOOD CARIES <input type="checkbox"/> CARIES EXPERIENCE Treated or Untreated decay <input type="checkbox"/> CLASS ONE: Urgent – Needs attention immediately <input type="checkbox"/> CLASS TWO: Needs attention soon <input type="checkbox"/> CLASS THREE: No obvious signs of dental disease	<input type="checkbox"/> COMPLETE •No treatment needed •Child has dental home <input type="checkbox"/> NOT COMPLETE •Treatment needed •Needs dental home

I certify that I have completed the services listed above

Dentist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: FINDINGS OF FOLLOW-UP DENTAL ASSESSMENT | THIS SECTION COMPLETED BY SAMHD

### FINDINGS OF FOLLOW UP DENTAL ASSESSMENT

- Treatment appears to be completed
- Treatment appears to be in progress
- No signs that treatment has been initiated

CURRENT ORAL HEALTH STATUS: Class I Class II Class III

Progress Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dentist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HIPAA BUSINESS ASSOCIATE AGREEMENT**

**This HIPAA Business Associate Agreement** is entered into by and between the City of San Antonio (“Covered Entity”), and AVANCE San Antonio, Inc., a Business Associate (“BA”).

WHEREAS, Covered Entity and BA may need to use, disclose and/or make available certain information pursuant to the terms of a Professional Services Agreement, some of which may constitute Protected Health Information (“PHI”); and

WHEREAS, Covered Entity and BA intend to protect the privacy and provide for the security of PHI disclosed to each other pursuant to the Service Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”) and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws; and

WHEREAS, the purpose of this Agreement is to satisfy certain standards and requirements of HIPAA and the HIPAA Regulations, including, but not limited to, Title 45, Section 164.504(e) of the Code of Federal Regulations (“C.F.R.”), as the same may be amended from time to time;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

A. **Definitions.** For the purposes of this Agreement, the following terms have the meanings ascribed to them:

(1) “Disclosure” with respect to PHI, shall mean the release, transfer, provision of access to or divulging in any other manner of PHI outside the entity holding the PHI.

(2) “Individual” shall have the same meaning as the term "Individual" in 45 C.F.R. 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. 164.502(g).

(3) “Parties” shall mean Covered Entity and BA.

(4) "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and Part 164, subparts A and E.

(5) “Protected Health Information” or “PHI” shall have the same meaning as the term "protected health information" in 45 C.F.R. 164.501, limited to the information created or received by BA from or on behalf of Covered Entity.

(6) "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.501.

(7) "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

(8) “PHI Breach” shall mean an acquisition, access, use, or disclosure of PHI in a manner not permitted by the Privacy Rules and such action compromises the security or privacy of the PHI.

**B. BA Obligations and Activities.** BA agrees that it shall:

(1) Not use or disclose the PHI other than as permitted or required by this Agreement or as Required by Law;

(2) Establish and maintain appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect, consistent with the services provided under this Agreement, the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of covered entity;

(3) Mitigate, to the extent practicable, any harmful effect that is known to BA of a use or disclosure of PHI by BA in violation of the requirements of this Agreement;

(4) Report to Covered Entity any use or disclosure of PHI of which BA is aware or becomes aware that is not provided for or allowed by this Agreement as well as any security incident that BA becomes aware of;

(5) Ensure that any of its agents or subcontractors with which BA does business and to whom it provides PHI received from, created or received by BA on behalf of Covered Entity are aware of and agree to the same restrictions and conditions that apply through this Agreement to BA with respect to such information, and further agree to implement reasonable and appropriate administrative, physical and technical safeguards to protect such information;

(6) Provide access, at the request of Covered Entity, and in a reasonable time and manner as agreed by the Parties, to PHI in a Designated Record Set to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements 45 C.F.R. §164.524;

(7) Make any amendment(s) to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. 164.526 at the request of the Covered Entity or an Individual, and in a reasonable time and manner agreed to by the Parties;

(8) Make available to the Covered Entity or to the Secretary of the U.S. Department of Health and Human Services all internal practices, books and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the BA on behalf of the Covered Entity, for purposes of the Secretary of the U.S. Department of Health and Human Services in determining Covered Entity’s compliance with the Privacy Rule;

(9) Document such disclosures of PHI, and information related to such disclosures, as would be required for Covered Entity to respond to a request from an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528;

(10) Provide Covered Entity or an Individual, in a reasonable time and manner as agreed to by the Parties, information collected in accordance with Section B(9) of this



Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528.

(11) Will immediately, and in no event later than 14 days of discovery, notify Covered Entity of any breach of PHI and will coordinate with Covered Entity to identify, record, investigate, and report to an affected individual and US Department of Health and Human Services, as required, any covered PHI breach.

C. **Permitted Uses and Disclosures by BA**

(1) Except as otherwise limited in this Agreement, BA may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Service Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.

(2) Except as otherwise limited in this Agreement, BA may disclose PHI for the proper management and administration of the BA, provided that disclosures are Required By Law, or BA obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the BA of any instances of which it is aware in which the confidentiality of the information has been breached.

(3) Except as otherwise limited in this Agreement, BA may use PHI to provide Data Aggregation Services to Covered Entity as permitted by 45 C.F.R. 164.504(e)(2)(i)(B).

(4) BA may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 C.F.R. 502(j)(1).

D. **Obligations of Covered Entity**. Covered Entity shall inform BA of its privacy practices and restrictions as follows. Covered Entity shall:

(1) notify BA of any limitations in its notice of privacy practices in accordance with 45 C.F.R. 164.520, to the extent that such limitation may affect BA's use or disclosure of PHI;

(2) notify BA of any changes in, or revocation of, permission by any Individual to use or disclose PHI, to the extent that such changes may affect BA's use or disclosure of PHI;

(3) notify BA of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. 164.522 to the extent that such changes may affect BA's use or disclosure of PHI.

(4) coordinate with BA regarding any PHI breach and make timely notification to affected individuals within 60 days of discovery.

E. **Permissible Requests by Covered Entity.**

Covered Entity shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity, except that the Business Associate may use or disclose PHI for data aggregation or management and administrative activities of the BA.

F. **Term and Termination.**

(1) The term of this Agreement shall commence on the date on which it is fully executed or contract start date of February 1, 2016, whichever is later. This Agreement shall terminate when all PHI encompassed by this Agreement is destroyed or returned to Covered Entity or, if it is infeasible to return or destroy the PHI, protections are extended to such information in accordance with the termination provisions in this Section.

(2) Termination for Cause. Upon Covered Entity's knowledge of a material breach by BA, Covered Entity shall either (a) provide an opportunity for BA to cure the breach in accordance with the terms of the Service Contract or, if the BA does not cure the breach or end the violation within the time for cure specified in the Service Contract, end the violation and terminate this Agreement and the Contract; or (b) immediately terminate this Agreement and the Service Contract if BA has breached a material term of this Agreement and cure is not possible. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary of the U.S. Department of Health and Human Services.

(3) Effect of Termination.

(a) Except as provided below in paragraph (b) of this Section F(3), upon termination of this Agreement for any reason, BA shall return or destroy all PHI received from the Covered Entity, or created or received by BA on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of BA or its subcontractors or agents. BA shall not retain any copies of PHI.

(b) In the event that BA determines that returning or destroying PHI is infeasible, BA shall provide to Covered Entity written notification of the condition that makes the return or destruction of PHI infeasible. Upon BA's conveyance of such written notification, BA shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make its return or destruction infeasible, for so long as BA maintains such PHI.

(4) Notwithstanding any other provision under this Agreement, the Parties agree that the Service Contract may be terminated by either Party without penalty should the other Party violate a material obligation under this Agreement.

G. **Amendment to Comply with Law.** The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and HIPAA.

- H. **Survival.** The respective rights and obligations of the BA under Sections B, C(2) and (4), and F(3) shall survive the termination of this Agreement.
- I. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit Covered Entity to comply with the Privacy Rule.
- J. **Regulatory References.** A reference in this Agreement to a section in the Privacy Rule means the section as in effect or amended.
- K. **No Third Party Beneficiaries.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer upon any person other than Covered Entity, BA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- L. **INDEMNIFICATION. BA WILL INDEMNIFY, DEFEND AND HOLD COVERED ENTITY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS HARMLESS, FROM AND AGAINST ANY AND ALL LOSSES, LIABILITIES, DAMAGES, COSTS AND EXPENSES ARISING OUT OF OR RELATED TO ANY THIRD-PARTY CLAIM BASED UPON ANY BREACH OF THIS AGREEMENT BY BA IN ACCORDANCE WITH THE INDEMNITY PROVISIONS IN THE SERVICE AGREEMENTS, WHICH ARE HEREBY INCORPORATED BY REFERENCE FOR ALL PURPOSES.**
- M. **Reimbursement.** BA will reimburse Covered Entity for reasonable costs incurred responding to a PHI breach by BA or any of BA's subcontractors.
- N. **Waiver.** No provision of this Agreement or any breach thereof shall be deemed waived unless such waiver is in writing and signed by the party claimed to have waived such provision or breach. No waiver of a breach shall constitute a waiver of or excuse any different or subsequent breach.
- O. **Assignment.** Neither party may assign (whether by operation or law or otherwise) any of its rights or delegate or subcontract any of its obligations under this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, Covered Entity shall have the right to assign its rights and obligations hereunder to any entity that is an affiliate or successor of Covered Entity, without the prior approval of Business Associate.
- P. **Entire Agreement.** This Agreement constitutes the complete agreement between Business Associate and Covered Entity relating to the matters specified in this Agreement, and supersedes all prior representations or agreements, whether oral or written, with respect to such matters. In the event of any conflict between the terms of this Agreement and the terms of the Service Contracts or any such later agreement(s), the terms of this Agreement shall control unless the terms of such Service Contract comply with the Privacy Standards and the Security Standards. No oral modification or waiver of any of the provisions of this Agreement shall be binding on either party. This Agreement is for the benefit of, and shall be binding upon the parties, their affiliates and respective successors and assigns. No third party shall be considered a third-party beneficiary under this Agreement, nor shall any third party have any rights as a result of this Agreement.

Q. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas.

**EXECUTED** to be effective February 1, 2016, as signed by the parties' representatives below.

**COVERED ENTITY**  
**By City of San Antonio**

**BUSINESS ASSOCIATE:**  
**AVANCE- San Antonio, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Vincent R. Nathan, Ph.D., M.P.H.  
Interim Health Director  
San Antonio Metropolitan Health District

Print Name: Rebecca C. Cervantez  
Print Title: Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney