



**CALIFORNIA AREA INDIAN HEALTH SERVICE  
Child Passenger Protection Project  
Scope of Work  
2024**

- 1) The contractor shall establish a comprehensive child passenger protection program for Native American/Alaskan Native clients only.
- 2) The contractor shall utilize IHS provided child passenger protection project funding for the exclusive purpose of purchasing child passenger safety seats.
- 3) The **overall average** cost of the seats purchased using IHS child passenger protection project funds is **not to exceed \$65**. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next child passenger safety seat project application).*
- 4) The contractor shall endeavor to **purchase and distribute 75% of the car seats awarded** by October 1, 2024. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next child passenger safety seat project application).*
- 5) The contractor shall initiate a referral process to ensure that all expectant females and adults caring for children under 8 years of age and/or less than 4' 9" tall are provided with education about the preventive value of child passenger safety seats and seat availability.
- 6) The contractor shall distribute all child passenger safety seats purchased with IHS child passenger protection project funds either at no cost or for a modest fee. **If a fee is charged, the California Area Indian Health Service Guidelines for Device Sales (attached) must be followed.**
- 7) The contractor shall instruct all child passenger safety seat recipients on the proper installation and use of the seat.
- 8) The contractor shall endeavor to have a National Highway and Traffic Safety Administration (NHTSA) certified child passenger safety technician oversee the day to day operations of the child passenger safety seat distribution project.
- 9) The contractor shall secure signed statements of understanding from recipients of the child passenger safety seats. These signed statements shall serve as documentation of seat distribution, education provided and release of liability.

- 10) The contractor shall provide the California Area IHS with a list of recipients as part of the annual injury prevention project reporting form supporting documentation due at the end of the funding cycle.
- 11) The contractor shall evaluate the effectiveness of the child passenger safety seat distribution project by employing recognized evaluation methods such as observational surveys, knowledge/skills/abilities quizzes or interviews. A summary of the evaluation used for the project must be included as part of the annual injury project reporting form supporting documentation due at the end of the funding cycle. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next child passenger safety seat project application).*
- 12) The contractor shall ensure that all children under 8 years of age and/or less than 4'9" tall shall be protected by placement in a child passenger safety seat while being transported by employees of the contractor.
- 13) The contractor shall advocate for the passage of tribal codes/ordinances requiring the use of child passenger safety seats and seat belts to the tribal council.
- 14) The contractor shall submit a completed injury prevention project reporting form and all associated supporting documentation to the California Area IHS injury prevention specialist. **THIS REPORT IS DUE BY NOVEMBER 1, 2024.**



**CALIFORNIA AREA INDIAN HEALTH SERVICE  
Smoke Detector Project  
Scope of Work  
2024**

- 1) The contractor shall establish a smoke detector distribution program for Native American/ Alaskan Native clients only.
- 2) The contractor shall utilize IHS provided smoke detector project funding for the exclusive purpose of purchasing smoke detectors.
- 3) The **overall average** cost of the smoke detectors purchased using IHS smoke detector project funds is **not to exceed \$15**. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next smoke detector project application).*
- 4) The contractor shall endeavor to **purchase and distribute 75% of the smoke detectors awarded** by October 1, 2024. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next smoke detector project application).*
- 5) The contractor shall distribute all smoke detectors purchased with IHS smoke detector distribution project funds either at no cost or for a modest fee. **If a fee is charged, the California Area Indian Health Service Guidelines for Device Sales (attached) must be followed.**
- 6) The contractor shall instruct smoke detector recipients on the proper installation and maintenance of the smoke detector.
- 7) The contractor shall ensure recipients of smoke detectors are provided with education about the home fire safety and the importance of having and practicing a home fire escape plan.
- 8) The contractor shall endeavor to partner with their local tribal housing authority, fire department, facility maintenance department or other entity to ensure smoke detectors distributed as part of their project are installed at the time of distribution.
- 9) The contractor shall secure signed statements of understanding from recipients of the smoke detectors. These signed statements shall serve as documentation of the smoke detector distribution, fire safety education provided and release of liability.

- 10) The contractor shall provide the California Area IHS with a list of recipients as part of the annual injury prevention project reporting form supporting documentation due at the end of the funding cycle.
- 11) The contractor **shall evaluate the effectiveness of the smoke detector distribution project** by employing recognized evaluation methods such as follow up home surveys, before/after smoke detector evaluation or key informant interviews. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next smoke detector project application).*
- 12) The contractor shall **provide a summary of the evaluation used for the project** as part of the annual injury prevention reporting form supporting documentation due at the end of the funding cycle. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next smoke detector project application).*
- 13) The contractor shall submit a completed injury prevention project reporting form and all associated supporting documentation to the California Area IHS injury prevention specialist. **THIS REPORT IS DUE BY NOVEMBER 1, 2024.**



**CALIFORNIA AREA INDIAN HEALTH SERVICE**  
**Bicycle Helmet Project**  
**Scope of Work**  
**2024**

- 1) The contractor shall establish a bicycle helmet distribution program for Native American/ Alaskan Native clients only.
- 2) The contractor shall utilize IHS provided bicycle helmet distribution project funding for the exclusive purpose of purchasing bicycle helmets.
- 3) The **overall average** cost of the bicycle helmets purchased using IHS bicycle helmet distribution project funds is **not to exceed \$15**. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next bike helmet project application).*
- 4) The contractor shall endeavor to **purchase and distribute 75% of the bicycle helmets awarded** by October 1, 2024. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next bike helmet project application).*
- 5) The contractor shall distribute all bicycle helmets purchased with IHS bicycle helmet distribution project funds either at no cost or for a modest fee. **If a fee is charged, the California Area Indian Health Service Guidelines for Device Sales (attached) must be followed.**
- 6) The contractor shall instruct bicycle helmet recipients on the proper fit, care and replacement of the bicycle helmet.
- 7) The contractor shall ensure recipients of bicycle helmets are provided with education about the fit, safe use and the importance of bicycle helmet use in preventing head injuries.
- 8) The contractor shall secure signed statements of understanding from recipients of the bicycle helmets. These signed statements shall serve as documentation of the bicycle helmet distribution, education provided and release of liability.
- 9) The contractor shall provide the California Area IHS with a list of recipients as part of the annual injury prevention project reporting form supporting documentation due at the end of the funding cycle.

- 10) The contractor **shall evaluate the effectiveness of the bicycle helmet distribution project** by employing recognized evaluation methods such as bicycle helmet observational surveys, knowledge/skills/abilities quizzes or key informant interviews. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next bike helmet project application).*
- 11) The contractor **shall provide a summary of the evaluation used for the project** as part of the annual injury prevention project reporting form supporting documentation due at the end of the funding cycle. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next bike helmet project application).*
- 12) The contractor shall submit a completed injury prevention project reporting form and all associated supporting documentation to the California Area IHS injury prevention specialist. **THIS REPORT IS DUE BY NOVEMBER 1, 2024.**



**CALIFORNIA AREA INDIAN HEALTH SERVICE**  
**Special Injury Prevention Project**  
**Scope of Work**  
**2024**

- 1) The contractor shall establish a special injury prevention training or equipment distribution project that serves Native American/Alaskan Native clients only.
  
- 2) **Equipment Distribution Injury Prevention Special Projects:**
  - a The contractor shall endeavor to **distribute 75% of all injury prevention equipment provided by the California Area IHS as part of a special injury prevention project within 1 calendar year of the receipt of the equipment.** *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next special injury prevention project application).*
  - b Injury prevention equipment provided by the California Area IHS as part of a special injury prevention project shall be distributed at no cost. **No fee may be charged for any equipment provided as part of a California Area IHS injury prevention special project.**
  - c The contractor shall instruct all injury prevention equipment recipients on the proper use and care of the equipment provided as part of a California Area IHS injury prevention special project.
  - d The contractor shall secure signed statements of understanding from recipients of the injury equipment provided as part of a California Area IHS injury prevention special project. These signed statements shall serve as documentation of distribution, education provided and release of liability.
  - e The contractor shall provide the California Area IHS with a list of recipients as part of the annual injury prevention project reporting form supporting documentation due at the end of the funding cycle.
  
- 3) **Capacity Building/Training Injury Prevention Special Projects:**
  - a The contractor shall schedule and complete the training or other capacity building activity awarded by the California Area IHS within 1 calendar year of the award notice.
  - b The contractor shall provide documentation demonstrating the completion of the training or other capacity building activity as part of the supporting documentation

that accompanies the annual project report form due at the end of the funding cycle. Such documentation may include course sign in sheets, certificates of completion, credential certificates and/or training evaluation surveys.

- 4) The **contractor shall evaluate the effectiveness of the California Area injury prevention special project by employing recognized evaluation methods such as observational surveys, knowledge/skills/abilities quizzes, key informant interviews and/or training evaluation questionnaires.** A summary of the evaluation used for the project must be included as part of the annual injury project reporting form supporting documentation due at the end of the funding cycle. *Programs that fail to adhere to this guideline will be subject to decreased monetary assistance (e.g. a negative funding factor may be applied to the next special injury prevention project application).*
- 5) The contractor shall submit a completed injury prevention project reporting form and all associated supporting documentation to the California Area IHS injury prevention specialist **within 1 calendar year of the date on the injury prevention special project award letter.**





## CALIFORNIA AREA INDIAN HEALTH SERVICE INJURY PREVENTION PROGRAM

### 2024 Guidelines for Device Sales

Indian health programs ARE NOT required to resell injury prevention equipment (e.g. child passenger safety seats, smoke detectors, bicycle helmets) received from or purchased via funds received through the California Area IHS Injury Prevention Program.

Any program desiring to charge a modest fee for injury prevention equipment acquired from or purchased using California Area IHS Injury Prevention Program funds must adhere to the following guidelines:

- 1) Indian health programs desiring to resell injury prevention equipment must formally adopt a written policy for such sales.
- 2) The policy must stipulate who shall be required to pay for equipment and at what cost. It must specify if flat rates or a sliding scale will be used to levy these charges.
- 3) Special accounts must be established to track collections generated from the sale of injury prevention equipment. These accounts must differentiate between collections generated from the sale of child passenger safety seats, bicycle helmets or smoke detectors.
- 4) Funds generated from the sale of injury prevention equipment must only be used to purchase the same type of equipment (e.g. funding derived from the sale of child passenger safety seats must only be used to purchase additional child passenger safety seats, funding derived from the sale of bicycle helmets must only be used for the purchase of additional bicycle helmets, and funding derived from the sale of smoke detectors must only be used for the purchase of additional smoke detectors).
- 5) Activity associated with the sale of injury prevention equipment must be reported on the California Area IHS injury prevention injury prevention project reporting form due at the end of the funding cycle.
- 6) Failure to abide by these guidelines will result in decreased monetary assistance (e.g. a **NEGATIVE FUNDING FACTOR MAY BE APPLIED** to the next injury prevention project application).