<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1&lt;br&gt;Have a written breastfeeding policy that is routinely communicated to all health care staff</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
<tr>
<td>Objective 1.1&lt;br&gt;Promote effective communication policy changes to nursing staff</td>
<td>1.1a. Breastfeeding Taskforce will meet every other month to reduce barriers to breastfeeding</td>
<td>Terry Bretscher and Susan Miller to discuss breastfeeding updates, Katrina Brown will facilitate the meetings</td>
<td>May 24, 2012&lt;br&gt;July 26, 2012&lt;br&gt;September 27, 2012&lt;br&gt;November 29, 2012&lt;br&gt;January 31, 2013&lt;br&gt;February 28, 2013&lt;br&gt;March 28, 2013&lt;br&gt;April 18, 2013&lt;br&gt;May 23, 2013&lt;br&gt;June 27, 2013&lt;br&gt;July 25, 2013&lt;br&gt;August 22, 2013&lt;br&gt;September 26, 2013&lt;br&gt;October 24, 2013&lt;br&gt;November 21, 2013&lt;br&gt;December 19, 2013</td>
<td>Submit meeting updates as completed</td>
</tr>
<tr>
<td></td>
<td>1.1b. Update revised breastfeeding policies on hospital computer system that reflect Baby Friendly initiatives, revising per Baby Friendly</td>
<td>Lisa Vigoa, Administrative Assistant and Jeanie Badertscher, Clinical Nurse</td>
<td>April 30, 2012 to June 30, 2012</td>
<td>Submit copy of revised breastfeeding policies June 30, 2012</td>
</tr>
</tbody>
</table>
## EXHIBIT A – SCOPE OF WORK

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
<tr>
<td>consultants will provide the hands on 16 hour on the floor training to all 30 new CLEs so they may be utilized more efficiently</td>
<td>training days for each CLE</td>
<td>times available.</td>
<td>Submit names upon course completion</td>
<td></td>
</tr>
</tbody>
</table>

| Objective 2.1 | 1. Katrina Brown and Terry Bretscher to evaluate PDMAI | June 1, 2010; ongoing | Raw data will be submitted; bi-annually |

| 2c. Physician training | Hellen Rodriguez, MD, Perinatologist to implement physician training | May 31, 2012 | Submit list of physicians trained June 29, 2012 |

| 2d. Evaluate nurse competencies regarding Baby Friendly breastfeeding policies and initiatives by implementing a new method for evaluation 2d1. Once competencies are determined, assign a staff nurse to assist in evaluating nurses for competencies and provide training as needed to ensure competencies are met. | Jeanie Badertscher and Terry Bretscher to implement a method to evaluate Baby Friendly breastfeeding nurse competencies Karen Kokuga to evaluate all staff nurses for competencies with regard to Baby Friendly and breastfeeding policies | October 1, 2012 to October 31, 2012 | Submit competency evaluation methodology; November 30, 2012 |

| 2.1a. Review QI Data, assess Breastfeeding Data Collection Tool and | | | |

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| | | | |</p>
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<thead>
<tr>
<th>Objectives</th>
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<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>
| Objective 4  
Institute skin to skin with all stable mother baby units              | website, patients can ask non emergent advice and view resource list                  | Barto to work together on breastfeeding link on PVHMC website                   |                                    | http://www.pvhmc.org/asp/Site/HealthServices/NewWomensServices/COMPLETE |
| 4a. Baby assessments will be done with stable mother/baby units while mother is skin to skin to avoid separation of mother and baby | 1. Terry Bretschere, Lori Dominick Nurse Educator, and Jeannie Badertscher, Clinical Nurse Specialist to work together to continue skin to skin on all mother baby units | May 29, 2009, ongoing                                                          |                                    | Quarterly data reports to reflect skin to skin data; |
| 4b. Institute the 'Golden Hour' (skin to skin)                            | Tami Barto, Susan Miller and Terry Bretschere to design webpage regarding 'Golden Hour' | July 31, 2012                                                                 |                                    | Submit website address regarding 'Golden Hour' once developed |
| • Described in brochure given to patients                                  | Tami Barto, Susan Miller and Terry Bretschere to develop signage and give a copy to Katrina Brown | January 31, 2012                                                               |                                    | Submit copy of 'Golden Hour' door hangers; June 31, 2012 COMPLETE |
| • Taught in prenatal classes                                               |                                                                                       |                                                                                |                                    |                                                   |
| • Inform doctor's staff at luncheon                                        |                                                                                       |                                                                                |                                    |                                                   |
| • Describe on website                                                      |                                                                                       |                                                                                |                                    |                                                   |
| 4c. Develop 'Golden Hour' door hangers                                    |                                                                                       |                                                                                |                                    |                                                   |
| Objective 5  
Show mothers how to breastfeed and to maintain lactation even if they should be separated from their infants |                                                                                       |                                                                                |                                    |                                                   |
## EXHIBIT A – SCOPE OF WORK

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Terry to update Jodi Previch at quarterly meetings on progress</td>
<td>as completed; COMPLETE</td>
<td></td>
</tr>
<tr>
<td>7b. Eliminate routine use of pacifiers (may use during painful procedure if mother does not wish to breastfeed or requests pacifier) Will not endorse supplementation with artificial nipples/pacifiers or artificial milk</td>
<td>2. Terry Bretscher to write pacifier policy memo and communicate with nursing staff in communication book, submit copy of memo to Katrina Brown</td>
<td>July 31, 2012</td>
<td>Submit pacifier policy memo; July 31, 2012</td>
<td></td>
</tr>
<tr>
<td>7c. Ban the formula companies giveaway bags and provide bags from the hospital with breastfeeding information</td>
<td>1. Susan Miller to develop giveaway bags with breastfeeding information inside; inform Jodi Previch of progress at quarterly meetings</td>
<td>July 1, 2011</td>
<td>Submit sample giveaway bag; COMPLETE</td>
<td></td>
</tr>
<tr>
<td>7d. Ban the formula</td>
<td>1. Susan Miller and DeeAnn Gibbs, Director to work on purchasing formula for non-breastfed mothers</td>
<td>December 31, 2012</td>
<td>Submit memo on not purchasing formula; January 15, 2013 COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Objective 8 Foster the establishment of breastfeeding support and refer mothers to them on discharge from the facility</td>
<td>8a. All patients are referred to the Lactation Center for any lactation concerns</td>
<td>Ongoing</td>
<td>Submit copy of Lactation Center information flyer, July 31, 2011; COMPLETE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8b. During the weekly &quot;Mommy and Me&quot; class, a lactation consultant visits class for follow up with new mothers</td>
<td>2. Terry Bretscher and her team of Lactation Consultants visit class and help patients and/or refer them to the resources they need</td>
<td>Ongoing</td>
<td>Submit number in attendance; ongoing</td>
</tr>
</tbody>
</table>
### Budget Summary

**Agency:** Pomona Valley Hospital Medical Center  
**Project Name:** Road to Baby Friendly  
**Agreement Period:** July 1, 2013 to December 31, 2013

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>97,241</td>
<td>207,797</td>
<td>305,038</td>
</tr>
<tr>
<td>Contracted Svcs (Excluding Evaluation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Printing/Copying</td>
<td>0</td>
<td>34,410</td>
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<tr>
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<td>Telephone</td>
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<td>Postage</td>
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<tr>
<td>Supplies</td>
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<tr>
<td>Employee Mileage and Travel</td>
<td>0</td>
<td>539</td>
<td>539</td>
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<tr>
<td>Training Expenses</td>
<td>66,087</td>
<td>70,540</td>
<td>136,627</td>
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<tr>
<td>Evaluation</td>
<td>0</td>
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<tr>
<td>Other Expenses (Excluding Evaluation)</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
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<tr>
<td>*Indirect Costs</td>
<td>4,526</td>
<td>500</td>
<td>5,026</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$170,354</strong></td>
<td><strong>$314,075</strong></td>
<td><strong>$484,429</strong></td>
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</tbody>
</table>

*Indirect Costs MAY NOT exceed 10% of Personnel cost, excluding Fringe Benefits. Additional supporting documents may be requested.
## Personnel

**Agency:** Pomona Valley Hospital Medical Center

**Project Name:** Road to Baby Friendly

**Agreement Period:** 7/1/12-12/31/13

### Annual First 5 LA Funds Project Personnel Budget

<table>
<thead>
<tr>
<th>Title/Name(s)</th>
<th>FT/PT</th>
<th>Gross Monthly Salary</th>
<th>% of Time on First 5 LA Project</th>
<th>Months to be Employed</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Personnel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Manager/Project Manager, Susan Miller, RN</td>
<td>FT</td>
<td>11,804</td>
<td>20%</td>
<td>18</td>
<td>0</td>
<td>42,495</td>
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<tr>
<td>Lactation Supervisor/Project Consultant, Terry Bretscher, RN</td>
<td>FT</td>
<td>9,553</td>
<td>40%</td>
<td>18</td>
<td>0</td>
<td>62,569</td>
<td>62,569</td>
</tr>
<tr>
<td>Project Assistant/Data Entry, Katrina Brown</td>
<td>PT</td>
<td>3,526</td>
<td>100%</td>
<td>6</td>
<td>21,156</td>
<td>0</td>
<td>21,156</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,362</td>
<td>50%</td>
<td>12</td>
<td>0</td>
<td>20,172</td>
<td>20,172</td>
</tr>
<tr>
<td>Lactation Consultant/Nurse Competency Trainer, Karen Kokuga, RN</td>
<td>FT</td>
<td>8,525</td>
<td>50%</td>
<td>6</td>
<td>25,575</td>
<td>25,575</td>
<td>51,332</td>
</tr>
<tr>
<td>Project Assistant/FIG MP Customer Relation Liason Jodi Previch</td>
<td>PT</td>
<td>2,385</td>
<td>30%</td>
<td>12</td>
<td>8,683</td>
<td>0</td>
<td>8,683</td>
</tr>
<tr>
<td>Staff Nurse Clin II, Megan Jara, RN</td>
<td>FT</td>
<td>8,525</td>
<td>10%</td>
<td>12</td>
<td>0</td>
<td>10,230</td>
<td>10,230</td>
</tr>
<tr>
<td>Staff Nurse Kelly Tolleason, RN</td>
<td>FT</td>
<td>6,327</td>
<td>10%</td>
<td>12</td>
<td>0</td>
<td>7,592</td>
<td>7,592</td>
</tr>
<tr>
<td>OR/Triage Manager Jo Dutton, RN</td>
<td>FT</td>
<td>10,731</td>
<td>5%</td>
<td>12</td>
<td>0</td>
<td>6,439</td>
<td>6,439</td>
</tr>
<tr>
<td>CNS NICU, Diane Mendoza</td>
<td>FT</td>
<td>10,731</td>
<td>5%</td>
<td>12</td>
<td>0</td>
<td>6,439</td>
<td>6,439</td>
</tr>
</tbody>
</table>

**Total Direct Salaries**

|                     |       |                     | 75,586                          | 161,521               | 237,107          |

**Fringe Benefits:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Personnel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>7.65%</td>
<td>5,782</td>
<td>0</td>
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</tr>
<tr>
<td>SUI</td>
<td>0.00%</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health</td>
<td>20.00%</td>
<td>15,117</td>
<td>32,304</td>
<td>47,421</td>
</tr>
<tr>
<td>WC</td>
<td>0.00%</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1.00%</td>
<td>756</td>
<td>1,615</td>
<td>2,371</td>
</tr>
</tbody>
</table>

**Total Fringe Benefits:** 28.65% 21,555.39 46,275.77 67,931.16

**Total Personnel Cost:** $97,241 $207,797 $305,038

---

**NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED**

Indirect Costs may not exceed 10% of Personnel cost, excluding Fringe Benefits.

USE ADDITIONAL SHEETS IF NECESSARY

---

**Fringe Benefits must be broken down by categories.**
### Contracted Services

**Agency:** Pomona Valley Hospital Medical Center  
**Project Name:** Road to Baby Friendly  
**Agreement Period:** 7/1/12-12/31/13

<table>
<thead>
<tr>
<th>Contracted/Consultant Services</th>
<th>Rate of Pay and Formula Used for Determining Amount</th>
<th>First 5 LA Funds</th>
<th>Total Matching Funds</th>
<th>Total Contracted Svcs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing to delcare</td>
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</table>

**Total Contracted Services:** $0 $0 $0

*DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED*  
*USE ADDITIONAL SHEETS IF NECESSARY*
## Equipment

**Agency:** Pomona Valley Hospital Medical Center  
**Project Name:** Road to Baby Friendly  
**Agreement Period:** 1, 2013 to December 31, 201

<table>
<thead>
<tr>
<th>Equipment description of item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Equipment Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
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</tbody>
</table>

**Total Equipment:** $0 $0 $0 $0 $0

*DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED*

*USE ADDITIONAL SHEETS IF NECESSARY*
## Printing/Copying

<table>
<thead>
<tr>
<th>Printing/Copying include description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Printing Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Baby in English and Spanish</td>
<td>9000</td>
<td>1.00</td>
<td>9,000</td>
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<td>9,000</td>
<td>9,000</td>
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<tr>
<td>How to Care for Your Baby Cards</td>
<td>2500</td>
<td>0.10</td>
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<td>0</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Benefits of Breastfeeding Cards</td>
<td>2500</td>
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<td>250</td>
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<tr>
<td>Lactation Center Hours cards</td>
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<td>Books for class</td>
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<tr>
<td>Crib cards</td>
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<td>0.06</td>
<td>540</td>
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<td>Breastfeeding Patient Guides</td>
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<td>Flyers for Office Staff Luncheons</td>
<td>300</td>
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Total Printing/Copying: $34,410

DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
USE ADDITIONAL SHEETS IF NECESSARY
### Sections 5 & 6

**Space & Telephone**

**Agency:** Pomona Valley Hospital Medical Center

**Project Name:** Road to Baby Friendly

**Agreement Period:** 7/1/12-12/31/13

#### Space include description, cost per square foot

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<thead>
<tr>
<th>Space description</th>
<th>Footage/Quantity</th>
<th>Unit Cost</th>
<th>Number of Months</th>
<th>Total Space Cost</th>
<th>First 5 LA Funds</th>
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<tr>
<td>Classroom at offsite PVHC Claremont</td>
<td>1,384.00</td>
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**Total Space:** $289 $0 $289 $289

#### Telephone include # of lines and cost per line

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<th>Number of Months</th>
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<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
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**Total Telephone:** $0 $0 $0 $0

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**DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED.**

**USE ADDITIONAL SHEETS IF NECESSARY.**
# Postage & Supplies

### Agency: Pomona Valley Hospital Medical Center

### Project Name: Road to Baby Friendly

### Agreement Period: 7/1/12-12/31/13

<table>
<thead>
<tr>
<th>Postage include description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Number of Months</th>
<th>Total Postage Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
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**Total Postage:** $0  $0  $0  $0  $0

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<th>Supplies include description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Number of Months</th>
<th>Total Supplies Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
</tr>
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</tbody>
</table>

**Total Supplies:** $0  $0  $0  $0  $0

---

**NOTES:**
- DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
- USE ADDITIONAL SHEETS IF NECESSARY
## Employee Mileage/Travel & Training Expenses

**Agency:** Pomona Valley Hospital Medical Center

**Project Name:** Road to Baby Friendly

**Agreement Period:** 7/1/12-12/31/13

<table>
<thead>
<tr>
<th>Employee Mileage/Travel include description</th>
<th>Mileage Quantity</th>
<th>Unit Cost per Mile</th>
<th>Total Mileage/Travel Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
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<tbody>
<tr>
<td>networking meetings</td>
<td>500</td>
<td>0.55</td>
<td>275</td>
<td>0</td>
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<tr>
<td>meet with First 5</td>
<td>180</td>
<td>0.55</td>
<td>99</td>
<td>99</td>
<td>99</td>
<td>99</td>
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<tr>
<td>Visits to MD Offices, Clinics, and Community</td>
<td>300</td>
<td>0.55</td>
<td>165</td>
<td>0</td>
<td>165</td>
<td>165</td>
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</tr>
<tr>
<td>Total Employee Mileage/Travel:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$539</td>
<td>$539</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Expenses include description, # of people</th>
<th>Quantity</th>
<th>Unit Cost Per Training</th>
<th>Total Training Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued and hands on education for new Lactation Educators 16hrsx30CLEs</td>
<td>120</td>
<td>52.00</td>
<td>24,960</td>
<td>24,960</td>
<td>0</td>
<td>24,960</td>
</tr>
<tr>
<td>Lactation Consultant hours to train Lactation Educators 16hrsx30CLEs</td>
<td>640</td>
<td>54.50</td>
<td>26,160</td>
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<tr>
<td>Lactation Educator Training for 4 additional nurses</td>
<td>800</td>
<td>47.30</td>
<td>37,840</td>
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<tr>
<td>LC visits to educate physician office staff</td>
<td>9</td>
<td>895.00</td>
<td>8,055</td>
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<tr>
<td>Staff Training (40x16 hrs)</td>
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<td>47.30</td>
<td>37,840</td>
<td>37,840</td>
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<tr>
<td>Staff Training (200x4 hrs)</td>
<td>9</td>
<td>895.00</td>
<td>8,055</td>
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<tr>
<td>Lactation Educator Training for 9 nurses</td>
<td>9</td>
<td>895.00</td>
<td>8,055</td>
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<td>Total Training Expenses:</td>
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<td>$136,627</td>
<td>$66,087</td>
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*DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED
USE ADDITIONAL SHEETS IF NECESSARY*
### Evaluation

**Agency:** Pomona Valley Hospital Medical Center  
**Project Name:** Road to Baby Friendly  
**Agreement Period:** 7/1/12-12/31/13

<table>
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<th>Evaluation Contracted Services</th>
<th>Quantity</th>
<th>Rate of Pay</th>
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<th>First 5 LA Funds</th>
<th>Matching Funds</th>
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</tbody>
</table>

**DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED**  
**USE ADDITIONAL SHEETS IF NECESSARY**
### Other Expenses & Indirect Cost

**Agency:** Pomona Valley Hospital Medical Center  
**Project Name:** Road to Baby Friendly  
**Agreement Period:** 7/1/12-12/31/13

<table>
<thead>
<tr>
<th>Other Expenses include description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Other Cost</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Going Home Bags</td>
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<tr>
<td>Baby Friendly Site Visit (travel/lodging)</td>
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<td>1,250.00</td>
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**Total Other Expenses:** $10,000  
**Total Cost:** $10,000

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<tr>
<th>*Indirect Cost include general purpose for this cost</th>
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<th>First 5 LA Funds</th>
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<tbody>
<tr>
<td>General administrative overhead</td>
<td>4,000</td>
<td>4,526</td>
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<td>5,026</td>
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**Total Indirect Cost:** $4,000  
**Total Cost:** $5,026

---

**DO NOT FORGET TO ADJUST First 5 LA Funds IF MATCHING FUNDS ARE INCLUDED**  
**USE ADDITIONAL SHEETS IF NECESSARY**