

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

239



SUBMITTAL DATE:
February 11, 2015

FROM: Department of Public Health

SUBJECT: Ratify Subrecipient Agreement #754-5320-71209-15 between the California Family Health Council, Inc. and the County of Riverside Department of Public Health Family Planning Program to provide family planning services. All Districts. [\$358,050] 100% Federal funding.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify Subrecipient Agreement #754-5320-71209-15 between the California Family Health Council, Inc. (CFHC) and the County of Riverside Department of Public Health Family Planning Program in the amount of \$358,050 for the period of performance of January 1, 2015 through December 31, 2015; and
2. Authorize the Chairperson of the Board to sign three (3) original copies of said Agreement on behalf of the County; and
3. Authorize the Purchasing Agent to sign subsequent amendments that do not change the substantive terms of the agreement nor exceed the amount approved.

BACKGROUND:

Summary

(Continued on Page 2)

Susan D. Harrington

Susan D. Harrington, Director
Department of Public Health

TG:cw

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 179,025	\$ 179,025	\$ 358,050	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: 100% Federal Funded				Budget Adjustment: No	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
BY: GREGORY P. PRIAMOS
DATE: 2/19/15

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 3/18/2014 3-28

District: All

Agenda Number:

3-22

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: California Family Health Council, Inc. (CFHC) and the Department of Public Health,
Family Planning Program**

DATE: February 11, 2015

PAGE: 2 of 2

BACKGROUND:

Summary

The California Family Health Council, Inc. (CFHC) is contracted by the Federal Government to administer Title X Family Planning funds in California. The County of Riverside, Department of Public Health's Family Planning Program has received an award in the amount of \$358,050 for basic contraceptive services and teen pregnancy prevention outreach programs. The Family Planning Program provides reproductive health education to the community through collaborations with the Family Care Centers, the Women, Infants and Children (WIC) Program, schools and other community partners.

In compliance with Section 1008 of the Public Health Services Act, 42 CFR 59.5 (a) (5) and Federal Register / Vol. 65 No. 128, the Family Planning Program services do not promote or provide abortion as a method of family planning.

Impact on Citizens and Businesses

The Family Planning program is designed to improve the health status of the community by providing reproductive health services to both males and females, with a special focus on reducing the number of teen pregnancies. Program staff offer education on birth control methods, the identification and treatment of sexually transmitted infections and screening for cancers, including testicular cancer. Teen education topics also include other health issues faced by teens. The program refers clients to the Family Care Centers for reproductive health exams and contraceptive services.

SUPPLEMENTAL:

Additional Fiscal Information

Funds will be distributed as follows for the County Fiscal Year:

FY14/15 – for the period of January 1, 2015 to June 30, 2015	\$179,025
FY15/16 – for the period of July 1, 2015 to December 31, 2015	\$179,025
Total award for the contract period:	<u>\$358,050</u>

Contract History and Price Reasonableness

The Family Planning Program has received Title X funding from CFHC for more than 20 years. Funding is made available through a competitive bid process every three years. Existing grantees who successfully meet Title X program requirements are eligible to renew funding annually, until the next competitive bid cycle.

**SUBRECIPIENT AGREEMENT
AGREEMENT NUMBER 754-5320-71209-15**

This Subrecipient Agreement, also known as the Delegate Agency Agreement (“the Agreement”) is hereby entered into by and between the California Family Health Council, Inc. (“CFHC”), and **County of Riverside Department of Public Health** (“Subrecipient”) (individually “the Party” and collectively “the Parties”), to set forth the objectives, understandings, and agreements between the Parties in connection with the subaward of Title X grant funds as described herein.

WHEREAS, CFHC has received a grant (the “Grant”) pursuant to Title X of the Public Health Services Act (“PHS”), CFDA #93.217, for the purpose of providing comprehensive sexual and reproductive health services, including family planning services; and

WHEREAS, CFHC is authorized by the U.S. Department of Health and Human Services (“DHHS”), Office of Population Affairs (“OPA”), and desires to execute an agreement with Subrecipient to support the provision of Title X services to residents of Subrecipient’s geographic area; and

WHEREAS, Subrecipient is appropriately licensed and qualified and desires to enter into this Agreement with CFHC and agrees to deliver the services described herein in accordance with the terms and conditions set forth below;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained and intending to be legally bound hereby, CFHC and Subrecipient agree as follows:

ARTICLE I: TYPE OF AGREEMENT

This Agreement is a subaward of federal funds awarded by CFHC to Subrecipient. It is a cost-reimbursement agreement that will pay Subrecipient for allowable costs as provided for in the applicable cost principles issued by the Office of Management and Budget (“OMB”): 2 C.F.R. part 230, “Cost Principles for Non-Profit Organizations” (formerly OMB Circular A-122), 2 C.F.R. part 225, “Cost Principles for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87), and 2 C.F.R. part 220, “Cost Principles for Educational Institutions” (formerly OMB Circular A-21).

ARTICLE II: SCOPE OF WORK

A. Scope of Services.

1. Subrecipient shall, in a manner satisfactory to CFHC, make available to all individuals the services provided under the Title X program (“Clients”), including comprehensive sexual and reproductive services, except for abortion, and such other services as are reflected in the Scope of Work, attached hereto and incorporated by reference herein as

due dates as set forth in Attachment C: Subrecipient Reporting Requirements, attached hereto and incorporated by reference herein.

3. If Subrecipient has an approved DHHS negotiated indirect cost rate, Subrecipient may use such rate only after it has provided current documentation of the approved rate to CFHC. If Subrecipient uses a non-approved indirect cost rate, Subrecipient will be limited to the lesser of its indirect cost rate or 21.2% of total direct costs less capital equipment, subcontracts, and patient care.

D. Non-Federal Share.

Pursuant to 42 C.F.R. § 59.7, Subrecipient must provide non-federal matching share in the amount of not less than ten percent (10%) of the Title X Award ("Matching Requirement").

E. Cost Allowability.

1. Subrecipient expressly understands and agrees that the allowability of costs shall be determined in accordance with 2 C.F.R. parts 230, 225, or 220, as applicable. Subrecipient is liable for payment of any costs incurred by Subrecipient under this Agreement that may be disallowed by CFHC, DHHS, or other appropriate federal officials. As such, Subrecipient shall be obliged to remit to CFHC any funded amounts which were paid pursuant to this Article III and used to cover disallowed costs. If Subrecipient fails to remit such amounts within thirty (30) days, CFHC may offset such amount against future funding obligations by CFHC or take any other action available to it under law to reclaim such amount.

2. CFHC agrees that, in the event that DHHS disallows any cost incurred by Subrecipient under this Agreement, CFHC will, at Subrecipient's request and subject to CFHC's determination that the appeal will not be frivolous and will not be contrary to the best interests of CFHC, pursue appropriate administrative appeals to DHHS, provided Subrecipient agrees to pay all costs associated with the appeal and will promptly pay into an escrow account such amount as CFHC deems appropriate to cover the disallowed costs and appeal costs, including attorney's fees and interest penalties. Subrecipient agrees to cooperate fully with CFHC in providing documentation and other supporting material relevant to such a determination. If applicable, payment of questioned costs may be withheld by CFHC until the questions are resolved; however, CFHC shall issue payment of all otherwise properly documented and allowable costs not in question in accordance with Article III, Section F of this Agreement.

F. Payment.

1. Subrecipient shall furnish CFHC with reports of its costs by the 25th of the month following the end of each calendar quarter. If the 25th falls on a weekend or holiday, then the report will be due on the next business day.

2. Subrecipient shall cooperate with and, as reasonably requested, assist CFHC in the development and preparation of those portions of the Federal Financial Report ("FFR"), as well as other required reports, which pertain to Subrecipient's activities under this Agreement. Such reports shall be prepared according to the timeframes established by CFHC and shall be reviewed and revised in accordance with the directives of CFHC. Such reports shall be approved, signed and submitted to DHHS, or the appropriate authorities, by CFHC.

3. Notwithstanding Article III, in the event that Subrecipient fails to deliver the required reports at the appropriate times, or otherwise comply with the terms of this Agreement, it is agreed that CFHC may, upon reasonable notice, suspend reimbursements to Subrecipient until such reports are delivered to and approved by CFHC or Subrecipient fully complies with the terms of this Agreement.

B. Record Keeping and Access.

1. Subrecipient shall maintain financial records, supporting documents, statistical records, and all other books, documents, papers or other records pertinent to this Agreement for a period of three (3) years from the date of CFHC's submission of the annual financial report covering the funds awarded hereunder, or for such other period as may be specifically required by 45 C.F.R. § 74.53 or 45 C.F.R. § 92.42, as applicable. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, Subrecipient agrees to maintain the records until the end of the three (3) year period or until the audit, litigation, or other action is completed, whichever is later. Client medical records must be retained in accordance with state and federal regulations. Records for real property and equipment acquired with Title X funds shall be retained for three (3) years after final disposition.

2. Subrecipient shall make available to CFHC, DHHS, the Comptroller General, or any of their duly authorized representatives, upon appropriate notice, such books, records, reports, documents, and papers that are pertinent to the award for audit, examination, excerpt, transcription, and copy purposes, for as long as such records, reports, books, documents, and papers are retained. This right also includes timely and reasonable access to Subrecipient's facility and to Subrecipient's personnel for the purpose of interview and discussion related to such documents. Subrecipient shall, upon request, transfer certain records to the custody of CFHC or DHHS.

C. Monitoring/Oversight/Assessment.

1. Subrecipient agrees to permit CFHC and/or DHHS to evaluate, through inspection or other means, the quality, appropriateness, and timeliness of services delivered under this Agreement and to assess Subrecipient's compliance with applicable legal and programmatic requirements. If CFHC identifies and notifies Subrecipient of any instances of Subrecipient non-compliance with the terms of this Agreement, or otherwise in the operation of Subrecipient's Program, CFHC shall notify Subrecipient of such deficiencies, and may ask for a corrective

ARTICLE VIII: CENTRALIZED DATA SYSTEM

A. CFHC's Data System.

CFHC maintains a Centralized Data System ("CDS") to collect and securely store data regarding services provided to Title X Clients at clinic sites throughout California. CFHC shall maintain the CDS, monitor the quality of agency data submission, develop action plans ("CDS Action Plans"), provide data management services, and provide ongoing CDS-related support to Subrecipients.

B. Subrecipient Responsibilities for CDS.

Subrecipient is responsible for:

1. Completion of all steps in any CDS Action Plan within a mutually agreed timeframe tailored to the Subrecipient's capabilities and resources. The CDS Action Plan may require the modification of Subrecipient's registration forms, data entry screens, and or billing instruments. The CDS Action Plan may also require modifications to the Subrecipient's payment management system ("PMS") or electronic health records ("EHR") system to identify client visit records ("CVR") of eligible Title X clients and export files in CDS-compatible formats, as well as completing Software Release Forms to enable CDS staff to work directly with agency software vendors, as applicable;
2. Submission by the 25th of the month of CVR export files, including error corrections;
3. Notification within thirty (30) days to CFHC if the CDS audit report is inconsistent with the export file;
4. Notification within thirty (30) days to CFHC of the addition, deletion, or modification of any data codes included in the agency's submission;
5. Notification to CFHC of clinic site closure(s) or changes in key personnel in accordance with Article II, Section B of this Agreement.
6. Manual updates of Semi-Annual Progress Report tables with any aggregate data not submitted through CDS.

ARTICLE IX: OWNERSHIP OF PROPERTY ACQUIRED UNDER THIS AGREEMENT

A. Equipment and Supplies.

1. Subrecipient's purchase, use and disposition of property, equipment and supplies

Either Party may terminate this Agreement for any reason by giving the other party at least thirty (30) days' written notice, unless otherwise required herein.

C. Termination by CFHC.

1. CFHC may, by giving written notice to Subrecipient specifying the effective date, terminate this Agreement, in whole or in part, for cause. The term "cause" for termination shall include, but not be limited to:

- a. Failure in any material respect, for any reason, of Subrecipient to fulfill, in a timely and proper manner, its obligations under the Agreement, including non-compliance with the approved Family Planning Services and applicable laws, regulations, policies and procedures, including reporting requirements, provided that Subrecipient shall have thirty (30) days to correct such failure (which period may be extended in the sole discretion of CFHC) after receiving notice of the failure thereof from CFHC;
- b. Submission by Subrecipient to CFHC of reports that are incorrect or incomplete in any material respect, provided that Subrecipient shall have fifteen (15) days to correct such submission (which period may be extended in the sole discretion of CFHC) after receiving notice of the defect therein from CFHC;
- c. Improper use of Title X-obligated funds, or CFHC's reasonable belief that the Title X Award paid hereunder has been or will be misappropriated, or used for the purpose of providing abortions, in which case this Agreement shall terminate immediately;
- d. Suspension or termination of the Grant under which this Agreement is made, or a portion thereof;
- e. The occurrence of, or criminal indictment for, any act or omission by Subrecipient that is reasonably determined by CFHC to be materially detrimental to the reputation, operation or activities of CFHC;
- f. The loss of required insurance by Subrecipient;
- g. The loss or suspension of any license or other authorization to do business that is necessary for Subrecipient to perform services under this Agreement;
- h. The omission or commission of any act or conduct for which a license or authorization is necessary for Subrecipient to perform its duties under this Agreement may be revoked or suspended (regardless of whether such suspension or revocation actually occurs);

be disposed of and Subrecipient shall be entitled to compensation for any unreimbursed expenses necessarily incurred in satisfactory performance of this contract. Notwithstanding the above, Subrecipient shall not be relieved of liability to CFHC for damages sustained by CFHC by virtue of any breach of this Agreement by Subrecipient, and CFHC may withhold any reimbursement to Subrecipient for the purpose of offset until such time as the exact amount of damages due CFHC from Subrecipient is agreed upon or otherwise determined.

3. CFHC, by the rules and regulations set by its funding source, reserves the right to determine ownership of any and all equipment purchased by Subrecipient during the course of this Agreement. Ownership will be determined after Subrecipient has submitted an Equipment Inventory in accordance with Article IX of this Agreement.

ARTICLE XI: RELATIONSHIP; INDEMNIFICATION

A. Relationship of Parties.

1. During the term of this Agreement, CFHC and Subrecipient shall remain separate and independent entities. None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create any relationship between or among the Parties other than that of independent entities. Except as otherwise provided, neither of the Parties shall be construed to be the agent, partner, co-venturer, employee or representative of the other Party.

2. Subrecipient is an independent contractor and, therefore, is not covered by, or entitled to, any insurance (including Worker's Compensation coverage for Subrecipient's employees) or other benefits maintained by CFHC for its officers, agents, or employees.

B. Indemnification.

1. Subrecipient hereby agrees to indemnify, defend and hold harmless CFHC, its affiliates, officers, directors, employees and agents against any and all liability, loss, damages or expenses that CFHC, its affiliates, officers, directors, employees or agents may hereinafter sustain, incur or be required to pay (including court costs and attorney fees) arising from the acts or omissions of Subrecipient, its officers, employees, agents or representatives in connection with the performance of or failure to perform its obligations under this Agreement, except to the extent caused by or resulting from the negligence or willful misconduct of CFHC.

2. CFHC hereby agrees to indemnify, defend and hold harmless Subrecipient, its affiliates, officers, directors, employees and agents against any and all liability, loss, damage or expense that Subrecipient, its affiliates, officers, directors, employees or agents may hereinafter sustain, incur or be required to pay (including court costs and attorneys' fees) arising from the acts or omissions of CFHC, its officers, employees, agents or representatives in connection with the performance or failure to perform its obligations under this Agreement, except to the extent caused by or resulting from the negligence or willful misconduct of Subrecipient.

3. Within ten (10) days after execution of this Agreement, Subrecipient will provide CFHC with certificates of insurance for the above required coverages. Subrecipient shall promptly provide CFHC with written notice of any ineligibility determination, suspension, revocation or other action or change relevant to the insurance requirements set forth above. Subrecipient may provide all or a portion of the required coverage through programs of self-insurance as allowed by California law.

ARTICLE XIV: CONFIDENTIALITY

In accordance with prevailing federal and state of California confidentiality statutes, regulations, customs and usage, canons, or code of professional ethics, the Parties (and their employees, agents, and contractors) shall not disclose, except to each other, any proprietary information, professional secrets or other information, records, data and data elements (including, but not limited to, protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) collected and maintained in the course of carrying out responsibilities under this Agreement, unless either Party receives prior written authorization to do so from the other Party or as authorized or required by law; provided that, nothing contained herein shall be construed to prohibit CFHC or DHHS from obtaining, reviewing, and auditing any information, record, data, and data elements to which it is lawfully entitled. All confidential obligations contained herein (including those pertaining to information transmitted orally) shall survive termination of this Agreement.

ARTICLE XV: CONFLICT OF INTEREST

A. Written Conflict of Interest Policy.

Subrecipient shall maintain a written conflict of interest policy that includes provisions to ensure that no employee, officer, or agent shall participate in the administration of the Title X Award if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, consultant, or member of Subrecipient's Board of Directors uses his/her position for purposes that are, or give the appearance of being, motivated by the possibility of private gain for himself, herself, or others, such as those with whom they have family, business, or personal ties.

B. Subrecipient Employees.

Subrecipient shall ensure that no employee shall be paid as a staff member and a consultant.

c. Anti-Lobbying (Section 503) –

i. “No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislations before the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

ii. No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by any agency or office of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

iii. The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

d. Gun Control (Section 218) – “None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.”

8. Reporting of Total Compensation of Executives

a. *Applicability and what to report.* Unless you are exempt as provided in Article XVI., subsection 8.c, you shall report the names and total compensation of each of your five most highly compensated executives for the preceding fiscal year if –

i. In the preceding fiscal year you received-

1. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act , as defined at 2 CFR 170.320 (and subawards); and

4. To make positive efforts to utilize small businesses, minority-owned firms and women's business enterprises in connection with any subcontracted work performed hereunder, whenever possible.

C. Compliance with State and Local Laws.

Subrecipient shall comply with all applicable laws, ordinances, and codes of the state of California and local governments in the performance of the Agreement, including all licensing standards and all applicable professional standards.

ARTICLE XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS

A. Certifications.

Subrecipient hereby certifies:

1. That neither it, nor any of its principal employees, has been debarred, excluded or suspended from participation in Medicare, Medicaid or in federally-funded contracts, in accordance with Executive Order 12549 and Executive Order 12689, entitled "Debarment and Suspension," and any applicable implementing regulations;
2. That it has not and will not use federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1342, and that it will disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal contract, grant, or other award;
3. That its employees providing Title X Family Planning Services shall not be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest, and that it will comply with all federal anti-trafficking laws, including the Trafficking Victims Protection Act of 2000 (Pub. L. 106-586), as amended, and 22 U.S.C. § 7104;
4. That it will encourage family participation in the decision of minors to seek Family Planning Services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;
5. That no Title X Award funds shall be used to perform abortions or to supplant any funds used to perform abortions;
6. That if Subrecipient also provides abortions, it has implemented CFHC's policy and procedure ("Separation Policy"), which is attached hereto as Attachment D to keep all funds provided under the Title X Award wholly separate and apart from any funds used to provide

B. Third Party Beneficiaries. This Agreement was created by the Parties solely for their benefit and is not intended to confer upon any person or entity other than the Parties any rights or remedies hereunder.

C. Assignment. The rights, obligations and responsibilities established herein shall not be assigned, subcontracted, or transferred by either Party without the express prior written consent of the other Party.

D. Entire Agreement. This Agreement represents the complete understanding of the Parties with regard to the subject matter. This Agreement supersedes any other agreements or understandings between the Parties, whether oral or written, relating to the subject matter of this Agreement. No such other agreements or understandings may be enforced by either Party or employed for interpretation purposes in any dispute involving this Agreement.

E. Amendments. Any amendment to this Agreement shall be in writing and signed by both Parties. Except for the specific provision of this Agreement which thereby may be amended, this Agreement shall remain in full force and effect after such amendment.

F. Headings and Construction. All headings contained in this Agreement are for reference purposes only and are not intended to affect in any way the meaning or interpretation of this Agreement.

G. Waiver. Performance of any obligation required of a party hereunder may be waived only by a written waiver signed by the other party, which waiver shall be effective only with respect to the specific obligations described therein. The waiver of a breach of any provision shall not operate or be construed as a waiver of any subsequent breach.

IN WITNESS WHEREOF, the Parties have executed this Agreement:

California Family Health Council, Inc

By: _____

Print: Brenda Flores

Title: Vice President of Finance &
Benefits Administration

Date: _____

County of Riverside Department of Public Health

By: _____

Print:

Title: Chairman, Board of Supervisors

Date: _____

Federal Tax ID # _____

Nine Digit DUNS # _____

ATTEST: Kecia Harper-Ihem, Clerk

By: _____

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis DATE: 9/18/18
NEAL R. KIPNIS

- Evidence of contracts with insurance and systems for third party billings as well as the ability to facilitate the enrollment of clients into insurance and Medicaid optimally onsite; and to report on numbers assisted and enrolled;
- Evidence of the ability to provide comprehensive primary care services onsite or demonstration of formal robust linkages with comprehensive primary care providers

Key Issues: In addition to program priorities, the following key issues have implications for Title X services projects, and should be considered in developing the project plan;

- Incorporation of the 2014 Title X Program Guidelines throughout the proposed service area as demonstrated by written clinical protocols that are in accordance with Title X Requirements and QFP.
- Efficiency and effectiveness in program management and operations;
- Patient access to a broad range of contraceptive options, including long acting reversible contraceptives (LARC), other pharmaceuticals, and laboratory tests;
- Establishment and use of performance measures to regularly perform quality assurance and quality improvement activities;
- Establishment of linkages and partnerships with comprehensive primary care providers, HIV care and treatment providers, and mental health, drug and alcohol treatment providers;
- Incorporation of the National HIV/AIDS Strategy (NHAS) and CDCs "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings;"
- Efficient and streamlined electronic data collection (such as for the Family Planning Annual Report (FPAR), reporting and analysis for internal use in monitoring performance, program efficiency, and staff productivity in order to improve the quality and delivery of family planning services; and
- Incorporation of research outcomes and evidence-based approaches that focus on family planning service delivery.

Specifically, the Subrecipient shall provide the services and items set forth herein:

<p>1.H</p>	<p>Maintain a Continuous Quality Improvement (CQI) System that will, through medical records review at each site and inclusive of all providers, determine if all essential elements of reproductive health care, medical and appropriate education and counseling services are being provided at all Title X sites. CFHC Performance Measure.</p>	<p>Medical Director Family Planning Director Program Manager Clinical Services Director Assistant Medical Director</p>	<p>Minutes of the Continuous Quality Improvement (CQI) medical team maintained. CQI is reviewed at program evaluations and desk audits.</p>
<p>1.I</p>	<p>Provide family planning data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement.</p>	<p>Family Planning Director Program Manager Epidemiologist</p>	<p>Centralized Data System (CDS) data submitted per the contract and/or agency action plan.</p>

Objective 2:		Provide family planning education and medical services to high-risk, hard-to-reach populations by December 31, 2015, as evidenced by completion of activity 2.A.		
Number	Activity	# of Clients	Job Title	Evaluation
2. A	Provide family planning education and medical services to the following number of individuals in high-risk, hard-to-reach populations. A <u>minimum of four</u> of the following categories must be indicated:		Program Manager Program Coordinator	As documented in Semi-Annual Progress Report (SPR) and reviewed at program evaluations.
	Homeless Individuals	200		
	Substance-Using/Abusing Individuals	500		
	Individuals with Disabilities	200		
	Individuals with Limited English Proficiency (LEP)	1300		
	Migrant Workers	100		
	Males	1000		
	Adolescents (17 & under)	1500		
	TOTAL Clients Served	4800		
Note for Objective 2.A:				
1. You must enter #'s into at least four(4) identified categories.				
2. Individuals may be entered into multiple populations.				
3. # of males will be prepopulated from objective 1.C.				
4. Must be able to collect valid data for all selected special populations.				

Financial Management Goal and Objectives			
Financial Management Goal:	Improve and maintain the Agency's financial systems to ensure contract compliance.		
Objective 1:	Agency will maintain a Family Planning Program that is in financial compliance with the contract requirements and Title X Guidelines, as evidenced by completion of activities 1.A through 1.E.		
Number	Activity	Job Title	Evaluation
1.A	Develop a line item budget by site for the period of January 1, 2015 to December 31, 2015 and submit modifications as necessary during designated periods.	Family Planning Director Program Manager Administrative Services Coordinator	Line item budget by site and necessary modifications submitted.
1.B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR) and include the following: budgetary control procedures, accounting systems and reports, purchasing, inventory control, property management, charges, billing and collection procedures.	Family Planning Director Program Manager Administrative Services Coordinator	Financial management systems maintained in compliance and reviewed at program evaluations.
1.C	Develop and properly implement a sliding fee scale on an annual basis to reflect the current federal poverty guidelines.	Clinical Services Director	Sliding fee scale developed, implemented and reviewed at program evaluations.
1.D	Complete all financial reporting requirements as detailed by the contract.	Family Planning Director Program Manager Administrative Services Coordinator Fiscal Manager	All financial reports submitted on time as required.
1.E	Develop a general ledger report (GLR).	Fiscal Manager	All financial reports submitted on time as required and reviewed quarterly.

Agency Number: 754
 Agency Name: County of Riverside Department of Public Health

Community Education and Outreach Partnering Plan for Family Planning

Total number of general outreach activities(Section I):	2,000
Total Number of partnering activities(Section II):	2,000
Total number of mass marketing activities (Section III):	2,000
Total Number of individuals reached in Community and Education Outreach Partnering Plan:	6,000

Section 1: General Outreach

of individuals reached 2000

Type of Agency/Outreach Venue	Population Reached	Type of Educ./Presetation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group	<input checked="" type="checkbox"/> Homeless individuals	<input checked="" type="checkbox"/> Abstinence	<input checked="" type="checkbox"/> Sign-in sheets maintained and compared to projected numbers
<input checked="" type="checkbox"/> Middle or High School			
<input checked="" type="checkbox"/> Community College or University	<input checked="" type="checkbox"/> Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	Pre and post tests to assess changes in knowledge
<input checked="" type="checkbox"/> Faith-based organization			
<input checked="" type="checkbox"/> Social Service Agency	<input checked="" type="checkbox"/> Individuals with disabilities	<input checked="" type="checkbox"/> Family planning and contraceptive methods	<input checked="" type="checkbox"/> Post Presentation participant evaluations
<input checked="" type="checkbox"/> WIC Center			
<input checked="" type="checkbox"/> Migrant Camp or Services Organization	<input checked="" type="checkbox"/> Individuals with limited English proficiency	<input checked="" type="checkbox"/> Life Skills	Assessment of number of people who visit clinic as a result of outreach
<input checked="" type="checkbox"/> Detention/Incarceration Center			
Job Training Center/Program		<input checked="" type="checkbox"/> Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
Parenting Program	<input checked="" type="checkbox"/> migrant workers		
Business or Workplace		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
<input checked="" type="checkbox"/> Homeless Shelter			
<input checked="" type="checkbox"/> Substance Abuse Treatment /Recovery Center	<input checked="" type="checkbox"/> males	<input checked="" type="checkbox"/> Reproductive Life Plan (RLP)	
<input checked="" type="checkbox"/> Women's Shelters			
Other (Specify)	<input checked="" type="checkbox"/> adolescents	Other (Specify)	

Mass Marketing		Method of Evaluating Success
<input checked="" type="checkbox"/> Health Fairs	Print Media	<input checked="" type="checkbox"/> Distribution of Educational Materials
Street Outreach	<input checked="" type="checkbox"/> Internet Websites	Sign in Sheets
Concerts	<input checked="" type="checkbox"/> TwitterCommunity Events	<input checked="" type="checkbox"/> Estimated Audiences
<input checked="" type="checkbox"/> Radio	Twitter	
TV	<input checked="" type="checkbox"/> Facebook	

Site Number: 1369						
Site Name & Address: Hemet Family Care Center 880 N. State Street , Hemet CA 92543 Riverside						
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Days	Family Planning Clinic Hours Office Hours	Projected Users in 2014	NPI Number
92543,92554,92545,92548,92582,92583,92596,	<input type="checkbox"/> Rual <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: Tue: Wed: Thu: Fri: Sat: Sun:	07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm Close Close	1070	1114031051

Site Number: 1370						
Site Name & Address: Palm Springs Family Care Center 1515 N. Sunrise Way , Palm Springs CA 92262 Riverside						
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Days	Family Planning Clinic Hours Office Hours	Projected Users in 2014	NPI Number
92258,92262,92264,92282	<input type="checkbox"/> Rual <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: Tue: Wed: Thu: Fri: Sat: Sun:	07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm Close Close	1200	1386758225

Site Number: 1623						
Site Name & Address: Banning Family Care Center 3055 West Ramsey , Banning CA 92220 Riverside						
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Days	Family Planning Clinic Hours Office Hours	Projected Users in 2014	NPI Number
92230,92202,92233,92549	<input type="checkbox"/> Rual <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: Tue: Wed: Thu: Fri: Sat: Sun:	07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm 07:30 am - 05:00 pm Close Close	1000	1346353679

Site Number: 9202
Site Name & Address: County of Riverside Department of Public Health 4065 Circle Dr. P.O. Box 7600, Riverside CA 92513 Riverside

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Office Hours	Projected Users in 2014	NPI Number
92503	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input type="checkbox"/> Medical <input type="checkbox"/> Community Education <input type="checkbox"/> Health Education (in House) <input checked="" type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 07:30 am - 05:00 pm Tue: 07:30 am - 05:00 pm Wed: 07:30 am - 05:00 pm Thu: 07:30 am - 05:00 pm Fri: 07:30 am - 05:00 pm Sat: Close Sun: Close	0	0

Site Number: 9204
Site Name & Address: Rubidoux Family Care Center 5256 Mission Blvd. , Riverside CA 92509 Riverside

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Office Hours	Projected Users in 2014	NPI Number
92509,92501,91752	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 07:30 am - 05:00 pm Tue: 07:30 am - 05:00 pm Wed: 07:30 am - 05:00 pm Thu: 07:30 am - 05:00 pm Fri: 07:30 am - 05:00 pm Sat: Close Sun: Close	900	1356455299

All Sites Budget	
From 1/1/2015 To 12/31/2015	
Agency Name:	County of Riverside Department of Public Health
Agency Number:	754
Site Name:	Riverside Neighborhood Health Center
Site Number:	1365
Budget Category	Allocated From CFHC
Salaries and Wages	
Primary Care Physicians	0
Mid-Level Practitioners	0
Other Health Personnel	7,736
Laboratory Staff	0
Administration Staff	0
Total for Salaries and Wages	7,736
Fringe Benefits	
Fringe Benefits	3,396
Fringe Benefits Adjustments	0
Total for Fringe Benefits	3,396
Patient Care	
Clinical Services	0
Laboratory Services	0
Total for Patient Care	0
Equipment	
Equipment	0
Total for Equipment	0
Other Costs	
Consultants	0
Medical Supplies	0
Office Supplies	0
Duplication & Printing	0
Health & Educational Supplies	0
Utilities & Communication	0
Travel Expense	0
Lease/Rental Expense	0
Other Expense	0
Approved Indirect Cost	0
Total for Other Costs	0
Total CFHC Site Allocation	11,132

All Sites Budget			
From 1/1/2015 To 12/31/2015			
Agency Name:	County of Riverside Department of Public Health	Agency Number:	754
Site Name:	Indio Family Care Center	Site Number:	1366
Budget Category		Allocated From CFHC	
Salaries and Wages			
Primary Care Physicians		0	
Mid-Level Practitioners		0	
Other Health Personnel		6,310	
Laboratory Staff		0	
Administration Staff		0	
Total for Salaries and Wages		6,310	
Fringe Benefits			
Fringe Benefits		2,770	
Fringe Benefits Adjustments		0	
Total for Fringe Benefits		2,770	
Patient Care			
Clinical Services		0	
Laboratory Services		0	
Total for Patient Care		0	
Equipment			
Equipment		0	
Total for Equipment		0	
Other Costs			
Consultants		0	
Medical Supplies		0	
Office Supplies		0	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
Total for Other Costs		0	
Total CFHC Site Allocation		9,080	

All Sites Budget

From 1/1/2015 To 12/31/2015

Agency Name:	County of Riverside Department of Public Health	Agency Number:	754
Site Name:	Palm Springs Family Care Center	Site Number:	1370
Budget Category		Allocated From CFHC	
Salaries and Wages			
Primary Care Physicians		0	
Mid-Level Practitioners		0	
Other Health Personnel		7,165	
Laboratory Staff		0	
Administration Staff		0	
Total for Salaries and Wages		7,165	
Fringe Benefits			
Fringe Benefits		3,145	
Fringe Benefits Adjustments		0	
Total for Fringe Benefits		3,145	
Patient Care			
Clinical Services		0	
Laboratory Services		0	
Total for Patient Care		0	
Equipment			
Equipment		0	
Total for Equipment		0	
Other Costs			
Consultants		0	
Medical Supplies		0	
Office Supplies		0	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
Total for Other Costs		0	
Total CFHC Site Allocation		10,310	

All Sites Budget			
From 1/1/2015 To 12/31/2015			
Agency Name:	County of Riverside Department of Public Health	Agency Number:	754
Site Name:	Banning Family Care Center	Site Number:	1623
Budget Category		Allocated From CFHC	
Salaries and Wages			
Primary Care Physicians		0	
Mid-Level Practitioners		0	
Other Health Personnel		5,366	
Laboratory Staff		0	
Administration Staff		0	
Total for Salaries and Wages		5,366	
Fringe Benefits			
Fringe Benefits		2,356	
Fringe Benefits Adjustments		0	
Total for Fringe Benefits		2,356	
Patient Care			
Clinical Services		0	
Laboratory Services		0	
Total for Patient Care		0	
Equipment			
Equipment		0	
Total for Equipment		0	
Other Costs			
Consultants		0	
Medical Supplies		0	
Office Supplies		0	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
Total for Other Costs		0	
Total CFHC Site Allocation		7,722	

All Sites Budget			
From 1/1/2015 To 12/31/2015			
Agency Name:	County of Riverside Department of Public Health	Agency Number:	754
Site Name:	Perris Family Care Center	Site Number:	1993
Budget Category		Allocated From CFHC	
Salaries and Wages			
Primary Care Physicians		0	
Mid-Level Practitioners		0	
Other Health Personnel		6,309	
Laboratory Staff		0	
Administration Staff		0	
Total for Salaries and Wages		6,309	
Fringe Benefits			
Fringe Benefits		2,770	
Fringe Benefits Adjustments		0	
Total for Fringe Benefits		2,770	
Patient Care			
Clinical Services		0	
Laboratory Services		0	
Total for Patient Care		0	
Equipment			
Equipment		0	
Total for Equipment		0	
Other Costs			
Consultants		0	
Medical Supplies		0	
Office Supplies		0	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
Total for Other Costs		0	
Total CFHC Site Allocation		9,079	

All Sites Budget

From 1/1/2015 To 12/31/2015

Agency Name:	County of Riverside Department of Public Health	Agency Number:	754
Site Name:	Rubidoux Family Care Center	Site Number:	9204
Budget Category		Allocated From CFHC	
Salaries and Wages			
Primary Care Physicians		0	
Mid-Level Practitioners		0	
Other Health Personnel		5,633	
Laboratory Staff		0	
Administration Staff		0	
Total for Salaries and Wages		5,633	
Fringe Benefits			
Fringe Benefits		2,473	
Fringe Benefits Adjustments		0	
Total for Fringe Benefits		2,473	
Patient Care			
Clinical Services		0	
Laboratory Services		0	
Total for Patient Care		0	
Equipment			
Equipment		0	
Total for Equipment		0	
Other Costs			
Consultants		0	
Medical Supplies		0	
Office Supplies		0	
Duplication & Printing		0	
Health & Educational Supplies		0	
Utilities & Communication		0	
Travel Expense		0	
Lease/Rental Expense		0	
Other Expense		0	
Approved Indirect Cost		0	
Total for Other Costs		0	
Total CFHC Site Allocation		8,106	

Cost Allocation Methodology Policy Statement

1. Please enter the following for your Cost Allocation:

- i. Current calculation figures on how each line item budget was determined (Methodology provided will be tested against your application budget).
- ii. Current Indirect Cost calculation and rate; Copy of approved indirect cost rate agreement must be submitted if available.

County of Riverside Department of Public Health clinics provide Family Planning services to approximately 28% of its clients. Title X funds are used to support community outreach, partnering activities and program administration. The majority of clients are covered by Family PACT. Clients who do not qualify for Family PACT may be covered under Title X based on the sliding fee scale. The funds are cost distributed to each clinic site based on the staff activities recorded on the productivity logs. All staff has time sheets delineating the hours worked each day. The staff also keeps productivity logs accounting for the time and number of clients seen at each location and program.

PERSONNEL SERVICES/SALARIES AND WAGES

The majority of Title X funds are allocated for salaries and benefits to support 7.9 FTEs that perform community outreach, partnering activities and administration duties. The Full Time Equivalent is based on a 40 hour work week and is used for salaries and benefits. Any salary and fringe benefits costs that are not covered by Title X are covered by the County or other grant sources.

- Assistant Nurse Manager (1 FTE) supervises outreach and partnering activities, is also responsible for meeting grant objectives.
- Licensed Vocational Nurse (3 FTE) provides education at WIC sites, Teen Clinics, homeless and women shelters; participates in outreach activities and health fairs.
- Health Education Assistant (2 FTE) provides education in middle schools, high schools, Teen Clinics; participates in outreach activities and health fairs.
- Office Assistant (1 FTE) provides clerical support to Family Planning team. Enters statistical data for education, outreach and trainings.
- Registered nurse (0.2 FTE- Per Diem) The Per Diem Registered Nurse will provide in-kind support to Title X program activities at the Hemet and Lake Elsinore Teen Clinics each week. Her salary will come from County general funds.

OTHER COSTS/OPERATING

Any operating costs that are not covered by Title X are covered by the County or other grant sources.

- Medical supplies-covers the cost of condoms for outreach activities, WIC sites, homeless shelters and parolees for the purpose of STD and pregnancy prevention (\$1.08 per bag of one dozen condoms X 10,133 clients/bags=\$10,944). All other medical supplies for Family Planning Clinics will be covered under applicant and other.
- Office supplies-covers Family Planning personnel for basic offices supplies including but not limited to pens, pencils, paper, toner, etc. (average monthly cost fiscal year to date is \$315.00=\$3,786)
- Printing-covers the cost of flyers, brochures, client evaluations, etc. for education, outreach and partnering activities, health fairs and clients seen at the 10 clinics (average monthly cost fiscal year to date is \$301.00=\$3,616)
- Health and education supplies-is allocated for client incentives; Teen Clinics, video, dvd's and pamphlets (average monthly cost fiscal year to date is \$292.00=\$3,500.00)
- Communications-Includes cell phones for field staff, desk phones and computer lines (average\$68.13/person/month=\$5,723 per year).
- Travel-covers the cost of attending Title X business meeting, other training and conferences and mileage to education sites.
- The Title X Business meeting-\$630 is the cost of sending (2) essential staff, which includes: Hotel, Ground transportation, meals and other travel related expenses.
- Travel/Mileage-\$6,020 covers private and county car mileage to outreach and education sites and the 10 County Family

FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:

The Contractor shall submit the following required reports in compliance with the dates and conditions specified below. CFHC will provide instruction when procedures for the proper completion if these reports change.

<u>REPORT TITLE</u>	<u>FREQUENCY OF SUBMISSION</u>	<u>DUE DATE</u>
Family Planning Services Semi-Annual Progress Report (by County) Submitted electronically at www.cfhc.org	Semi-Annually	25th of the month following the period reported for the data that is not submitted monthly. For January, February, March, April, May and June <u>DUE: July 25</u> For July, August, September, October, November and December <u>DUE: January 25, 2016</u>
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only) Submitted electronically at www.cfhc.org	Quarterly	25th of the month following the period reported For January, February and March <u>DUE: April 25</u> For April, May and June <u>DUE: July 25</u> For July, August and September <u>DUE: October 25</u> For October, November and December <u>DUE: January 25, 2016</u>
Equipment Inventory Submitted to the Finance Division	Annually	45 days following the close of the Contract period <u>DUE: February 15, 2016</u>
Annual External Audit and A-133 Audit if applicable Submitted to the Finance Division	Annually	30 day after completion of audit(s) or nine months after the end of the audit period
Family Planning Sliding Fee Scale	Annually	<u>Due April 30</u>
Centralized Data System (CDS) submission Submitted electronically at www.cfhc.org	Monthly	25th of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by CFHC or its funding source	Specified Date	Specified Date
Corrective Action Plan (if performance measures not met)	Annually	August 30, 2015
Performance Measures Corrective Action Plan (if applicable)	Annually	December 31, 2015

**CALIFORNIA FAMILY HEALTH COUNCIL
SEPARATION OF FAMILY PLANNING AND ABORTION SERVICES POLICY**

Process to Initiate Abortion Services

If a new Delegate Agency provides abortion services, or if an existing Delegate Agency initiates abortion services, the following must be done:

- A. Six weeks prior to adding abortion services, the Delegate Agency will notify CFHC in writing of its intent to implement abortion services.
- B. The separation of funds between Title X family planning service and abortion service must be reflected in the budget to show separation of staff time, equipment, supplies and medications.
- C. CFHC will conduct an onsite review of the proposed abortion services health center prior to the agency's provision of such services. The review will include:
 1. Verification of financial separation of Title X family planning services funding and abortion service funding, to include funding for common costs that are properly allocated.
 2. Verification of the ability to separate and distinguish between Title X family planning services and non-Title X abortion related services within the health center.
 3. Verification that abortion information is not presented as a method of family planning during Title X family planning client education.
- D. CFHC will summarize any findings and recommendations in a letter that will be sent to the Delegate Agency. A timeline for correction of any findings will be established with the Delegate Agency and a follow-up review will be scheduled prior to the implementation of abortion services, if necessary.