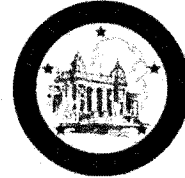


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.35
(ID # 5788)

MEETING DATE:

Tuesday, December 12, 2017

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH: Ratify and Approve Amendment Number 01 of Subrecipient Agreement Number 754-5320-71209-17-18 with Essential Access Health to provide family planning services for the period of performance of April 1, 2017 through March 31, 2018. All Districts [\$179,025 - 98 % Federal and 2 % RUHS-PH]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to Agreement # 754-5320-71209-17-18 between Essential Access Health and the County of Riverside, Department of Public Health, Family Planning Program to increase the amount by \$179,025 to a total of \$358,050 and to extend the agreement by six (6) months to cover the period April 1, 2017 to March 31, 2018 and authorize the Chairman to sign the Amendment on behalf of the County; and
2. Authorize the Director of Public Health or designee, as approved by County Counsel, to sign subsequent amendments that only make ministerial changes to the agreement.


ACTION: Policy


Kim Saruwatari, Director of Public Health 11/30/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Perez and Ashley
Nays: None
Absent: Washington
Date: December 12, 2017
xc: RUHS-Public Health

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$179,025	\$ 0	\$358,050	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$0	\$ 0
SOURCE OF FUNDS: 98% Federal and 2 % RUHS-PH			Budget Adjustment: No	
			For Fiscal Year: 17/18	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Essential Access Health is contracted by the Federal Government to administer Title X Family Planning funds in California. As a current Title X subrecipient, Public Health's Family Planning Program receives an annual award to provide basic contraceptive services and teen pregnancy prevention outreach programs. The Family Planning Program provides reproductive health education to the community through collaborations with the RUHS – Care Clinics, the Women, Infants and Children (WIC) Program, schools and several other community partners.

On May 23, 2017 (Agenda Item 3.41), the Board approved funding in the amount of \$179,025 to cover the period of April 1, 2017 through September 30, 2017. This amendment increases the award by an additional \$179,025 to the annual award amount of \$358,050 and extends the term by six (6) months to cover the Federal fiscal year period of April 1, 2017 to March 31, 2018.

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 nor provide abortion as a method of family planning.

Impact on Residents 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 and incidence of sexually transmitted infections among teens. 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.

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

SUPPLEMENTAL:

Additional Fiscal Information

The term of the agreement follows an April through March federal fiscal year. Therefore, a portion of the funding (\$89,512.50) fell within fourth quarter of the 2016-2017 fiscal year. The remaining balance of the total funding is distributed as follows. No budget adjustments are required.

Previously approved:

FY16/17 – for the period of April 1, 2017 to June 30, 2017	\$ 89,512.50
FY17/18 – for the period of July 1, 2017 to September 30, 2017	\$ 89,512.50

For this amendment:


FY17/18 – for the period of October 1, 2017 to March 31, 2018	\$ 179,025.00
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Total for contract term:	<u>\$ 358,050.00</u>
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Contract History and Price Reasonableness

The Family Planning Program has received Title X funding from Essential Access Health 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. The Family Planning Program just successfully completed the 2017 competitive bid process to receive this year's award.


Melissa Noone, Associate Management Analyst 12/5/2017


Gregory V. Priaplos, Director County Counsel 12/1/2017

SUBRECIPIENT AGREEMENT
AGREEMENT NUMBER 754-5320-71209-17-18
AMENDMENT NUMBER 01

The 2017-2018 Subrecipient Agreement for the services provided under the Title X Program between the Essential Access Health ("Essential Access") and **County of Riverside Department of Public Health ("Subrecipient")** is hereby amended as follows:

1. The total amount payable by Essential Access is increased by **\$179,025**.
2. The term of the agreement is extended for a six (6) month period.
3. The following shall replace Article III: FINANCIAL PROVISIONS, Section A. Amount of Award, Subsection 1 in its entirety

A. Amount of Award.

1. In consideration of the services to be delivered by Subrecipient as described in Article II herein, Essential Access shall pay Subrecipient a total amount not to exceed **\$358,050** (the "Title X Award") during the term of this Agreement, provided that funds are available for this purpose under the Grant and Subrecipient is in compliance with all terms and conditions of this Agreement. Subrecipient is only entitled to receive reimbursement for its actual, allowable costs and is not entitled to any payments over and above its actual, allowable cost of operating the Title X program provided for herein.

4. The following shall replace Article V: Term, in its entirety
This agreement shall be in effect from April 1, 2017 through March 31, 2018, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement.
5. The following exhibits are added to the Master Contract which by this reference are made a part of this agreement:
 - A. Attachment B-1: Revised Approved Budget and Cost Allocation Methodology Policy Statement.
 - B. Attachment C-1: Revised Family Planning Services Reporting Requirements.
6. All other terms and provisions of the agreement shall remain in full force and effect. The effective date of this amendment is September 30, 2017.

IN WITNESS WHEREOF, the Parties have executed this Amendment:

Essential Access Health

By: Brenda Flores
 Print: Brenda Flores
 Title: Vice President of Finance + Benefits Administration
 Date: 1-3-2018

County of Riverside Department of Public Health

By: John Tavaglione
 Print: JOHN TAVAGLIONE
 Title: CHAIRMAN, BOARD OF SUPERVISORS
 Date: DEC 12 2017

By: Kecia Harper-Ihem
 Print: KECIA HARPER-IHEM, Clerk
 Title: DEPUTY CLERK
 Date: DEC 12 2017

FORM APPROVED COUNTY COUNSEL
 BY: Synthia M. Gunzel
 DATE: 11-20-17
 SYNTHIA M. GUNZEL

Family Planning Services			
Budget Summary			
Agency Name: County of Riverside Department of Public Health		Agency Number: 754	
Budget Period: Start Date: 4/1/2017 Ending Date: 3/31/2018			
Budget Category	Total Amount Required	Source of Funds	
		Applicant and Other	Title X Allocation
Personnel Service			
Physician	1,116,405	1,116,405	0
Mid-Level Practitioners	461,700	461,700	0
Other Health Personnel	380,785	198,042	182,743
Ancillary Personnel	892,532	892,532	0
Administration Staff	120,757	106,757	14,000
Fringe Benefits	1,225,727	1,144,590	81,137
Fringe Benefits Adjustments	0	0	0
Total Personnel Service	4,197,906	3,920,026	277,880
Patient Care			
Clinical Services	0	0	0
Laboratory Services	100,710	100,710	0
Total Patient Care	100,710	100,710	0
Equipment			
Equipment	0	0	0
Total Equipment	0	0	0
Other Costs			
Consultant	0	0	0
Medical Supplies	292,072	281,128	10,944
Office Supplies	88,348	84,558	3,790
Duplication & Printing	15,070	11,450	3,620
Health Education Supplies	18,616	13,116	5,500
Utilities & Communication	262,629	256,982	5,647
Travel Expense	39,168	31,018	8,150
Lease/Rental Expense	128,888	128,888	0
Other Expense	378,202	378,202	0
Approved Indirect Cost	585,847	543,328	42,519
Total Other Costs	1,808,840	1,728,670	80,170
Total Budget	6,107,456	5,749,406	358,050
Approved Title X Allocation			358,050

Family Planning Services	
Summary of Applicant and Other	
Agency Number: 754	
Agency Name: County of Riverside Department of Public Health	
Revenue Category	Total Amount
Applicant Funds	
General Funds (Agency Fund)	0
Donations (Cash or In-kind)	0
General Fund	1,245,288
Total for Applicant Funds	1,245,288
Family PACT Fee	
Family PACT Fee For Service	2,858,530
Total for Family PACT Fee	2,858,530
Medi-CAL	
Medi-CAL	1,046,550
Total for Medi-CAL	1,046,550
Other Federal Grants	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	541,666
Total for Other Federal Grants	541,666
State Government Grants	
None	0
Total for State Government Grants	0
Local Government Grants	
None	0
Total for Local Government Grants	0
Private Grants	
None	0
Total for Private Grants	0
Third Party Payers	
Patient Fees	41,570
Private Health Insurance	15,802
Total for Third Party Payers	57,372
Total Applicant and Other Sources of Revenue	5,749,406

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 also known as Riverside University Health System-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 and Medi-cal. 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 data base and logs. All staff has time sheets delineating the hours worked each day. The staff also keeps productivity logs and data base 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 6 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 (4 FTE) provides education at WIC sites, Teen Clinics, middle schools, high schools, homeless and women shelters; 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.

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 10,134 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 \$316.00=\$3,790)
- 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 \$302.00=\$3,620)
- 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); provider education event (\$2,000).
- Communications-Includes cell phones for field staff, desk phones and computer lines (average\$78.43/person/month=\$5,647 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-\$100 is the cost of sending (2) essential staff, which includes: Ground transportation, meals and other travel related expenses.
- Travel/Mileage-\$6,218 covers private and county car mileage to outreach and education sites and the 10 County Family Planning clinics (average monthly cost fiscal year to date is \$858.00=\$10,296 annually).
- Training/Conference-\$1,832 covers cost of webinar trainings, Women's Conference and Contraceptive Technology course: includes hotel, ground transportation, meals, registration and other travel related expenses.
- Approved Indirect cost- The Indirect Cost for the first 6 months was calculated as 7% of salaries and benefits (7% of \$149,719 = approximately \$10,480). It was increased for the final 6 months to 25% of salaries and benefits (25% of \$128,160 = approximately \$32,039 [rounded down]) to align with the approved indirect cost rate for County of Riverside Department of Public Health. The total indirect cost for the year will be \$10,480 + \$32,039 = \$42,519

2. Please Describe and justify any out-of-state travel

N/A

3.Does your agency provide abortions at any of your sites?

TAB No

MAB No

FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:

The Contractor shall submit the following required reports in compliance with the dates and conditions specified below. Essential Access 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 https://extranetportal.essentialaccess.org	Semi-Annually	25th of the month following the period reported for the data that is not submitted monthly. For January, February, March (from previous funding period), April, May and June <u>DUE: July 25, 2017</u> For July, August, September, October, November and December <u>DUE: January 25, 2018</u>
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only) Submitted electronically at https://extranetportal.essentialaccess.org	Quarterly	25th of the month following the period reported For April, May and June <u>DUE: July 25, 2017</u> For July, August and September <u>DUE: October 25, 2017</u> For October, November and December <u>DUE: January 25, 2018</u> For January, February and March <u>DUE: April 25, 2018</u>
Annual External Audit and A-133 Audit if applicable Submitted to the Finance Division	Annually	30 days after completion of audit but no later than nine months after the end of the accounting period under audit
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 Creation (if performance measures not met)	Annually	August 31, 2017
Corrective Action Plan Completion (if performance measures not met)	Annually	December 31, 2017