

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



ITEM
3.46
(ID # 7516)

MEETING DATE:
Tuesday, July 31, 2018

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment Number 02 to Subrecipient Agreement No. 754-5320-71209-17-18 with Essential Access Health to provide family planning services for the period of performance of April 1, 2018 through August 31, 2018. All Districts [\$110,000 – 100% Federal Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

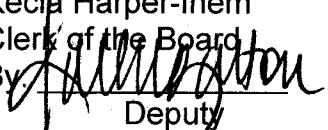
1. Ratify and approve Amendment Number 02 to Subrecipient Agreement No. 754-5320-71209-17-18 with Essential Access Health to increase the contract amount by \$110,000 for a total contract amount of \$468,050 and to extend the agreement by five (5) months to cover the period of April 1, 2018 to August 31, 2018; authorize the Chairman to sign the amendment on behalf of the County.

ACTION: Policy

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Perez
Nays: None
Absent: Ashley
Date: July 31, 2018
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	\$66,000	\$44,000	\$110,000	\$0
NET COUNTY COST	\$0	\$ 0	\$ 0	\$0
SOURCE OF FUNDS: 100% Federal Funds			Budget Adjustment: No	
			For Fiscal Year: 17/18-18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary (continued)

Essential Access Health is contracted by the Federal Government to administer Title X Family Planning funds in California. As a current Title X sub-recipient, Public Health's Family Planning Program receives an annual award to provide 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 Riverside University Health System - Care Clinics (RUHS-CC), the Women, Infants and Children (WIC) Program, schools and several other community partners.

The Family Planning Program was to begin the Fiscal Year (FY) 18/19 funding cycle April 1, 2018. However, the Federal government has funded a five-month extension to the FY17/18 contract with Essential Access Health for the period of April 1, 2018 to August 31, 2018. The funds awarded by this extension will allow program operations to continue until the new FY18/19 funding cycle begins on September 1, 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 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 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 RUHS-CC for reproductive health exams and contraceptive services.

SUPPLEMENTAL:

Additional Fiscal Information

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

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

FY17/18 – for the period of April 1, 2018 to June 30, 2018	\$66,000
FY18/19 – for the period of July 1, 2018 to August 31, 2018	<u>\$44,000</u>
Total for this extension term:	\$110,000

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 is currently in the first of the three year funding cycle.

ATTACHMENTS:

Attachment A: Amendment Number 02 to Subrecipient Agreement No. 754-5320-71209-17-18



Melissa Noone, Associate Management Analyst 7/24/2018

AUG 20 2018

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147

SUBRECIPIENT AGREEMENT
AGREEMENT NUMBER 754-5320-71209-17-18
AMENDMENT NUMBER 02

The 2017-2018 Subrecipient Agreement for the services provided under the Title X Program between 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 **\$110,000** for a designated extension of the program and agreement to August 31, 2018.
2. The following shall replace Article III: FINANCIAL PROVISIONS, Subsection A. Amount of Award, Subsection 1 in its entirety:
 - A. Amount of Award.
 1. In consideration of the services to be delivered by as described in Article II herein, Essential Access shall pay Subrecipient a total amount not to exceed **\$468,050** for the period April 1, 2017 to August 31, 2018 (the "Title X Awards") during the term of this Agreement that includes the five (5) month extension, provided that funds are available for this purpose under the Grant. 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.
3. The following shall replace Article V. TERM, in its entirety:

This Agreement shall be in effect from April 1, 2017 through August 31, 2018, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement.
4. The following exhibits are added to the Master Contract which by this reference are made a part of this agreement:
 - A. Attachment A-2: Scope of Work for the Extension Period
 - B. Attachment B-2: Approved Budget and Cost Allocation Methodology for the Extension Period
 - C. Attachment C-2: Reporting Requirements for the Extension Period
5. All other terms and provisions of the agreement shall remain in full force and effect. The effective date of this amendment is April 1, 2018.

IN WITNESS WHEREOF, the Parties have executed this Amendment:

Essential Access Health

By: Brenda Flores

Print: Brenda Flores

Title: Vice President of Finance & Administration

Date: 8/20/2018

County of Riverside Department of Public Health

By: Chuck Washington

Print: Chuck Washington

Title: Chairman of the Board

Date: JUL 31 2018

ATTEST: Kecia Harper-Ihem, Clerk

By: Kecia Harper-Ihem, Deputy

FORM APPROVED COUNTY COUNSEL

BY: Danielle D. Maland 7/19/18
DANIELLE D. MALAND DATE

JUL 31 2018 3.46

Scope of Work (SOW)

Administrative Goal and Objectives

Administrative Goal: Strengthen the overall quality of the Family Planning Program and its ability to meet the needs of the community.

Objective 1 Implement or maintain a review process of all agency functions, in order to ensure high quality Family Planning services and compliance with all Title X Guidelines by August 31, 2018, as evidenced by completion of activities 1.A through 1.I.

Number	Activity	Job Title	Evaluation
1.A	Ensure that administrative policies and procedures are in place to facilitate effective and efficient management and governance.	Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Asso. Clinical Medical Directors	Policies and procedures maintained and reviewed at program evaluations. Desk audits determined by Essential Access Health staff.
1.B	Review Family Planning Program policies and procedures on an annual basis. Policies and procedures must include training for clinical, program, and other designated staff on mandatory reporting of child abuse and human trafficking as per OPA Program Requirements. Providers of abortion services will provide Title X family planning services in accordance with the Essential Access Health Separation of Family Planning and Abortion Services Policy.	Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Asso. Clinical Medical Directors	Meeting minutes maintained and reviewed at program evaluations and desk audits.
1.C	Obtain annual systematic client feedback through client satisfaction surveys inclusive of all sites.	Family Planning Director Program Manager Clinical Medical Director	Client satisfaction surveys conducted, summarized and acted upon. Reviewed at program evaluations and desk audits.
1.D	Maintain and update a community needs assessment inclusive of the Family Planning Program on a periodic basis (at least once every 5 years) to define agency's role in the community.	Family Planning Director Program Manager Epidemiologist	Community needs assessment inclusive of the Family Planning Program maintained. CNA is reviewed at program evaluations.
1.E	The Title X Family Planning Program is implemented with input from individuals representative of served community and knowledgeable of community needs.	Family Planning Director Program Manager	Community participation meeting minutes reflect community representation and is reviewed at program evaluations and desk audits.
1.F	Maintain and update current clinical and client education protocols which include but are not limited to: reproductive health care and appropriate primary care, disability, domestic violence, emergency care, pregnancy counseling and testing, birth control methods, STI/HIV and flu vaccinations.	Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Asso. Clinical Medical Directors	Protocols maintained and staff updates are reviewed at program evaluations and desk audits.

1.G	Document procedures for the identification and referral of patients with the following problems: high blood pressure, HIV positive, domestic violence, and substance using/abusing.	Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Asso. Clinical Medical Directors	Protocols and referral policies maintained. Reviewed during program evaluations.
1.H	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. Essential Access Health Performance Measure.	Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Asso. Clinical Medical Directors	Minutes of the Continuous Quality Improvement (CQI) medical team maintained. CQI is reviewed at program evaluations and desk audits.
1.I	Provide family planning data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement.	Family Planning Director Program Manager Epidemiologist	Centralized Data System (CDS) data submitted per the contract and/or agency action plan.

Clinical Goal and Objectives

Clinical Goal: Provide comprehensive clinical reproductive health services to Title X clients of reproductive age to plan and space their pregnancies.

Objective 1: Provide Family Planning education and medical services to eligible individuals per the Federal Poverty Guidelines, by August 31, 2018, as evidenced by completion of activities 1.A through 1.H.

Number	Activity	# of Clients	Job Title	Evaluation
1. A	Document and report the poverty status of family planning clients.	4583	Clinic QI Nurse Manager Program manager Admission/collection Clerk Program Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. B	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for female clients. Essential Access Health Performance Measure.	4166	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Program Manager Program Licensed Vocational Nurses	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1. C	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral for male clients. Essential Access Health Performance Measure.	417	Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Program Manager Program Licensed Vocational Nurses	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.

1.D	Provide a Chlamydia test to at least 80% of women less than or equal to 25 years of age within a 12 month period. Essential Access Health Performance Measure.	0	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1.E	All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation.	0	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
1.F	The agency must attempt to notify all clients with positive STD/HIV tests within 72 hours of receiving lab results. Upon notification, counsel client regarding follow up and treatment.	0	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.G	All clients with an abnormal finding on their Pap smear should be followed for further evaluation. Essential Access Health Performance Measure.	0	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits and lab logs reviewed during program evaluations.
1.H	Incorporate routine opt-out HIV screening for all clients and testing for high risk clients in accordance with 2010 CDC HIV guidelines. Essential Access Health Performance Measure.	0	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.

Objective 2: Provide family planning education and medical services to high-risk, hard-to-reach populations by August 31, 2018, 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:	0	Family Planning Program Director Program Manager Program Licensed Vocational Nurses	As documented in Semi-Annual Progress Report (SPR) and reviewed at program evaluations.
	Homeless Individuals	83		
	Substance-Using/Abusing Individuals	208		
	Individuals with Disabilities	42		
	Individuals with Limited English Proficiency (LEP)	625		
	Migrant Workers	83		
	Males	417		
	Adolescents (17 & under)	625		
	TOTAL Clients Served	2083		

Adolescent Services Goal and Objectives				
Adolescent Services Goal:		Provide comprehensive clinical and counseling services to adolescents.		
Objective 1		Provide adolescent-specific counseling to all adolescent clients seeking Family Planning services by August 31, 2018, as evidenced by completion of activities 1.A through 1.D.		
Number	Activity	Job Title		Evaluation
1.A	Provide adolescents with information, support and counseling to delay the initiation of sexual activity as appropriate.	Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants		Documentation of counseling maintained in charts. Reviewed at program evaluations.
1.B	Provide counseling to minors on how to resist coercive attempts to engage in sexual activity.	Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants		Protocols maintained and staff updates reviewed. Chart audits performed at program evaluations.
1.C	Provide counseling/education regarding family involvement to all adolescents less than or equal to 17 years of age seeking reproductive health services whose family is not already aware that they are seeking reproductive services.	Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants		Protocols maintained and reviewed. Chart audits performed at program evaluations.
1.D	Report child and sexual abuse as required by state law.	Assistant Medical Director Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants		Protocols maintained and staff updates reviewed annually. Chart audits performed at program evaluations.
Community Education Goal and Objectives				
Community Education Goal:		Increase the community's knowledge and access to family planning services offered by the Agency.		
Objective 1:		Conduct marketing, community outreach and education to potential Title X eligible clients by August 31, 2018, as evidenced by completion of activities 1.A through 1.E.		
Number	Activity	# of Clients	Job Title	Evaluation
1. A	Maintain and implement a Community Education and Outreach Plan that increases community knowledge of reproductive health and family planning services to the community. Activities include: general outreach, partnership activities and mass marketing (Exhibit B).	9998	Program Manager Licensed Vocational Nurse	Community Education and Outreach Plan maintained, updated, and reviewed at program evaluations and desk audits.
1. B	Provide general outreach to individuals as stated in the Community Education and Outreach Plan (Exhibit B, Section I).	8332	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.

1. C	Provide education and outreach to individuals at partnership agencies as stated in the Community and Education and Outreach Plan (Data will be automatically populated from information entered in Exhibit B, Section II).	833	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. D	Conduct mass marketing activities as stated in the Community Education and Outreach Plan (Exhibit B, Section III).	833	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
1. E	An Advisory Committee of 5-9 members representative of the populations to be served will review and approve new educational materials developed and made available by the agency on an annual basis.	0	Program Manager Licensed Vocational Nurse	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.

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 April 1, 2018 to August 31, 2018 and submit modifications as necessary during designated periods.	Family Planning Director Program Manager Administrative Service Supervisor	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 Service Supervisor	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 Operations 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 Service Supervisor Family Planning Director Program Manager Administrative Service Supervisor	All financial reports submitted on time as required.
1.E	Develop a general ledger report (GLR).	Fiscal Manager Principle Account	All financial reports submitted on time as required and reviewed quarterly.

Reproductive Life Plan Goal and Objectives

Reproductive Life Plan: To assist family planning clients to take steps toward becoming fully healthy individuals by initiating reproductive life planning discussions and providing preconception / inter-conception care, when indicated, through August 31, 2018.

Objective 1 Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through August 31, 2018 as evidenced by completion of activity 1.A.

Number	Activity	Job Title	Evaluation
1.A	Obtain reproductive life plans on patients presenting for family planning services and provide pre-conception counseling to women planning pregnancy, open to pregnancy or using less effective contraceptive methods; in particular for women with chronic medical conditions that may affect pregnancy outcomes such as obesity, diabetes, hypertension and seizure disorders, and encourage use of folic acid.	Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants Assistant Medical Director	Document reproductive life plan counseling in client charts through 8/31/2018.

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):	8,332
Total Number of partnering activities(Section II):	833
Total number of mass marketing activities (Section III):	833
Total Number of individuals reached in Community and Education Outreach Partnering Plan:	9,998

Section 1: General Outreach

of individuals reached 8332

Type of Agency/Outreach Venue	Population Reached	Type of Educ./Presentation	Method of Evaluating Success
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
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	<input checked="" type="checkbox"/> Assessment of number of people who visit clinic as a result of outreach
<input checked="" type="checkbox"/> Detention/Incarceration Center			
Job Training Center/Program		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)	

Section 2: Partnering Plan Name: WIC

of individuals reached 625

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

Section 2: Partnering Plan Name: Parolee

of individuals reached 208

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

Mass Marketing	# of Individuals Reached	Method of Evaluation
X Health Fairs Street Outreach Concerts X Radio TV	Print Media X Internet Websites X TwitterCommunity Events Twitter X Facebook	X Distribution of Educational Materials Sign in Sheets X Estimated Audiences
	833	

List all approved Title X-funded family planning program service sites.

Site Number: 1365

Site Name & Address: Riverside Neighborhood Health Center 7140 Indiana Avenue , Riverside CA 92504 Riverside

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days Office Hours	Projected Users	NPI Number
92501, 92503, 92504, 92505, 92506, 92507, 92508	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 7:30am - 7:30pm Tue: 7:30am - 5:00pm Wed: 7:30am - 7:30pm Thu: 7:30am - 5:00pm Fri: 7:30am - 7:30pm Sat: 8:30am - 7:30pm Sun: Closed	279	1003920943

Site Number: 1366

Site Name & Address: Indio Family Care Center 47-923 Oasis Street , Indio CA 92201 Riverside

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days Office Hours	Projected Users	NPI Number
92201, 92236, 92254, 92274	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 7:30am - 7:30pm Tue: 7:30am - 5:00pm Wed: 7:30am - 7:30pm Thu: 7:30am - 5:00pm Fri: 7:30am - 7:30pm Sat: 8:30am - 7:30pm Sun: Closed	237	1023122967

Site Number: 1368						
Site Name & Address:		Corona Family Care Center 505 S. Buena Vista , Corona CA 92882 Riverside				
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days	Office Hours	Projected Users	NPI Number
92879, 92880, 92881, 92882, 92883, 92860	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" 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:	7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm Closed Closed	487	1205940145

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 Hours Days	Office Hours	Projected Users	NPI Number
92543, 92554, 92545, 92548, 92582, 92583, 92596	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" 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:	7:30am - 5:30pm 7:30am - 5:30pm 7:30am - 5:30pm 7:30am - 5:30pm 7:30am - 5:30pm Closed Closed	529	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 Hours Days	Office Hours	Projected Users	NPI Number
92258, 92262, 92264, 92282	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" 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:	7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm 7:30am - 5:00pm Closed Closed	487	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 Hours Days	Office Hours	Projected Users	NPI Number
92220, 92223, 92230, 92549	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 7:30am - 5:00pm Tue: 7:30am - 5:00pm Wed: 7:30am - 5:00pm Thu: 7:30am - 5:00pm Fri: 7:30am - 5:00pm Sat: Closed Sun: Closed		404	1346353679

Site Number: 1847						
Site Name & Address:		Jurupa Family Care Center 9415 Mission Blvd. , Riverside CA 92509 Riverside				
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days	Office Hours	Projected Users	NPI Number
92509, 91752	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 7:30am - 5:00pm Tue: 7:30am - 5:00pm Wed: 7:30am - 5:00pm Thu: 7:30am - 5:00pm Fri: 7:30am - 5:00pm Sat: Closed Sun: Closed		321	1871607713

Site Number: 1993						
Site Name & Address:		Perris Family Care Center 308 E. San Jacinto , Perris CA 92570 Riverside				
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Days	Office Hours	Projected Users	NPI Number
92567, 92579, 92571, 92584, 92585, 92586, 92587	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Community Education <input checked="" type="checkbox"/> Health Education (in House) <input type="checkbox"/> Admin office Only <input type="checkbox"/> Warehouse Only	Mon: 7:30am - 5:00pm Tue: 7:30am - 5:00pm Wed: 7:30am - 5:00pm Thu: 7:30am - 5:00pm Fri: 7:30am - 5:00pm Sat: Closed Sun: Closed		571	1194839035

Site Number: 1995						
Site Name & Address: Lake Elsinore Family Care Center 2499 East Lakeshore Drive , Lake Elsinore CA 92530 Riverside						
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours	Projected Users	NPI Number	
			Days Office Hours			
92530, 92532, 92595, 92562, 92563, 92591, 92592	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Medical	Mon: 7:30am - 5:00pm	862	1396859179	
	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Community Education	Tue: 7:30am - 5:00pm			
	<input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Health Education (in House)	Wed: 7:30am - 5:00pm			
		<input type="checkbox"/> Admin office Only	Thu: 7:30am - 5:00pm			
		<input type="checkbox"/> Warehouse Only	Fri: 7:30am - 5:00pm			
			Sat: 7:30am - 5:00pm			
			Sun: 7:30am - 5:00pm			

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	Projected Users	NPI Number	
			Days Office Hours			
92503, 92505	<input type="checkbox"/> Rural	<input type="checkbox"/> Medical	Mon: 7:30am - 5:00pm	0	0000000	
	<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Community Education	Tue: 7:30am - 5:00pm			
	<input type="checkbox"/> Suburban	<input type="checkbox"/> Health Education (in House)	Wed: 7:30am - 5:00pm			
		<input checked="" type="checkbox"/> Admin office Only	Thu: 7:30am - 5:00pm			
		<input type="checkbox"/> Warehouse Only	Fri: 8:00am - 5:00pm			
			Sat: Closed			
			Sun: Closed			

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	Projected Users	NPI Number	
			Days Office Hours			
92509, 92501, 91752	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Medical	Mon: 7:30am - 5:00pm	404	1356455299	
	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Community Education	Tue: 7:30am - 5:00pm			
	<input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Health Education (in House)	Wed: 7:30am - 5:00pm			
		<input type="checkbox"/> Admin office Only	Thu: 7:30am - 5:00pm			
		<input type="checkbox"/> Warehouse Only	Fri: 7:30am - 5:00pm			
			Sat: 7:30am - 5:00pm			
			Sun: 7:30am - 5:00pm			

B U D G E T

Attachment B-2

Project Title:	Family Planning Services 2017-2018 Extension
Contract Period:	April 1, 2018 - August 31, 2018
Delegate Agency Name:	County of Riverside, Dept of Public Health

EXPENSE

BUDGET CATEGORY	Total Budget (a+b)	Applicant and Other (a)	TITLE X (b)
<u>Personnel Services</u>			
Physicians	492,742	492,742	-
Mid-Level Practitioners	195,151	195,151	-
Other Health Personnel	104,241	55,283	48,958
Ancillary Personnel	382,207	382,207	-
Administrative Personnel	50,595	44,762	5,833
Total Salaries & Wages	1,224,936	1,170,145	54,791
Fringe Benefits	505,164	482,568	22,596
TOTAL PERSONNEL COST	1,730,100	1,652,713	77,387
<u>Patient Care</u>			
Clinical Services	-	-	-
Laboratory	41,963	41,963	-
TOTAL PATIENT CARE	41,963	41,963	-
<u>Other Costs</u>			
Consultants	-	-	-
Medical Supplies	121,095	117,137	3,958
Office/Computer Supplies	36,483	35,233	1,250
Duplication & Printing	6,279	4,771	1,508
Health Education and Outreach Supplies	7,757	5,465	2,292
Utilities & Communication (Telephone/Postage)	107,597	107,076	521
Travel, Conference/Training	16,661	12,924	3,737
Lease/Rental	53,703	53,703	-
Approved Indirect Cost (if applicable)	441,054	421,707	19,347
Other Expenses (Specify below):			
Other - Clinic Operations	157,584	157,584	-
	-		
	-		
	-		
TOTAL OTHER COSTS	948,213	915,600	32,613
TOTAL EXPENSES	2,720,276	2,610,276	110,000

REVENUE

	Total Budget	Applicant and Other	TITLE X
Title X Revenue	110,000		110,000
Applicant and Other Revenue: (Specify Below)			
Applicant Funds	733,560	733,560	
Family PACT	1,191,054	1,191,054	
Medi-CAL	436,063	436,063	
Bureau of Primary Health Care (330 Grant)	225,694	225,694	
State & Local Government	-	-	
Private Grants	-	-	
Patient Fees	17,321	17,321	
Private Insurance	6,584	6,584	
Other 3rd Party Payers: (specify or attach a separate list)	-	-	
TOTAL REVENUE	2,720,276	2,610,276	110,000

Title X Family Planning Services
Cost Allocation Methodology Policy Statement
County of Riverside Department of Public Health
Funding period: April 1, 2018 - August 31, 2018

1) In the text box below please enter the following for your Cost Allocation:
Current Calculation figures on how each line item budget was determined (Methodology provided will be tested against your application budget) and;
Current Indirect Cost calculation and rate (copy of approved indirect cost rate agreement must be submitted if available)

The common methods used include:

- a) The % of clients served based on client encounters (visits). This is not to be used for FTE allocation.
- b) Full Time Equivalent (FTE) is based on a 40 hour work week.
- c) Space allocation is based on square footage.

1. Please enter the following for your Cost Allocation (enter text for 1i & 1ii in box below):

- 1. Current calculation figures on how each line item budget was determined (methodology provided will be tested against your application budget).
- 2. 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 (doing business as Riverside University Health System-Public Health) clinics provide Family Planning services to approximately 20% 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 database and logs. All staff has time sheets delineating the hours worked each day. Staff also keep productivity logs and account for the time and number of clients seen at each location and program in the database.

PERSONNEL SERVICES/SALARIES AND WAGES

The majority of Title X funds are allocated for salaries and benefits to support 5 FTEs that perform community outreach, partnering activities and administrative 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, 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, foster care youth and parolees for the purpose of STD and pregnancy prevention (approximately \$3.30 per bag of condoms X 1,200

Title X Family Planning Services
Cost Allocation Methodology Policy Statement
County of Riverside Department of Public Health
Funding period: April 1, 2018 - August 31, 2018

clients/bag = \$3,958). 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, USB flash drives, etc. (average monthly cost fiscal year to date is \$250.00=\$1,250)

•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 \$301.60 or \$1,508.00)

•Health and education supplies-is allocated for client incentives, Teen Clinics, DVDs, and pamphlets (average monthly cost fiscal year to date is \$292.00=\$1,459.00); An additional \$833 is earmarked for expenses used for planning the annual provider education event.

•Communications - Includes cell phones for the Assistant Nurse Manager and a lead LVN, desk phones for 5 FTEs, and a shared WiFi hot spot (average \$20.84/person/month =\$521 for 5 months).

•Travel/Conference/Training - covers the cost of attending any scheduled training and conferences and mileage to education, outreach and Teen Clinic sites. Mileage includes personal and/or county car mileage. During the FY17/18 contract period, the actual mileage averaged \$733.99 per month. (\$317 for Conference/Training and \$3420 for mileage at \$684 per month = \$3,737.00)

•Approved Indirect cost- The Indirect Cost is 25% of salaries and benefits, and is rounded to the nearest dollar (25% of \$77,387.00 = \$19,347.00). This is the indirect cost rate currently approved for Riverside County by the California Department of Public Health for both FY17/18 and FY18/19.

2) Will there be any out-of-state travel charged to this budget? Yes No

If yes, describe and justify the cost.

3) Does your agency provide abortion services at any sites?

TAB Yes No MAB Yes No

If yes, provide a brief description of how your agency maintains segregation of complete funds between abortion services and family planning services.

Exhibit C-2

Reporting requirements for Title X Family Planning Services 2017-2018 Extension

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 Submitted electronically at https://extranetportal.essentialaccess.org/	Based on Federal Requirments due Semi-Annually on a Calendar Year basis	25 th of the month following the period reported for the data that is not submitted monthly. For January –June, 2018 <u>DUE: July 25, 2018</u> For July-August 2018 Data for this period will be combined with future contractual reporting requirements. Notification will be sent as applicable.
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only) Submitted electronically at https://extranetportal.essentialaccess.org/	One Report Quarterly and One Report Bi-monthly	25 th of the month following the period reported For April, May and June 2018 <u>DUE: July 25, 2018</u> For July and August 2018 <u>DUE: September 25, 2018</u>
Centralized Data System (CDS) submission Submitted electronically at https://extranetportal.essentialaccess.org/	Monthly	25 th of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by Essential Access Health or its funding source	Specified Date	Specified Date