

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



ITEM  
3.25  
(ID # 8848)

**MEETING DATE:**

Tuesday, February 26, 2019

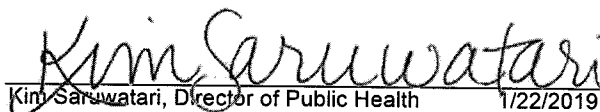
**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment Number 03 of Subrecipient Agreement Number 754-5320-71209-17-18 Awarded by Essential Access Health to County of Riverside Public Health to Provide Family Planning Services for the Period of Performance of September 1, 2018 through March 31, 2019. All Districts [\$170,000 – 100% Federal Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Amendment Number 03 of Subrecipient Agreement Number 754-5320-71209-17-18 (Amendment) awarded by Essential Access Health to provide family planning services for the period of September 1, 2018 through March 31, 2019 in the amount of \$170,000;
2. Authorize the Chairman of the Board of Supervisors to sign the Amendment on behalf of the County; and
3. Authorize the Director of Public Health, or designee, to take all steps necessary to implement the Amendment including but not limited to, signing all subsequent amendments that do not change the substantive terms of the agreement, and signing all certifications, assurances, reports, or other related documents required by Essential Access Health, subject to County Counsel approval.

**ACTION:Policy**


  
Kim Saruwatari, Director of Public Health 1/22/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: February 26, 2019  
xc: RUHS-Public Health

Kecia Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 170,000	\$ 0	\$ 170,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Federal Funds			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2018/19	

**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 collaborative partnerships with the Riverside University Health System (RUHS) – Community Health Centers, the Women, Infants and Children (WIC) Program, schools and several other community organizations.

After an initial five (5) month extension, the federal government is funding an additional seven (7) month extension to the FY17/18 contract with Essential Access Health for the period of September 1, 2018 to March 31, 2019. The increased funds awarded by this extension will allow program operations to continue until the new funding cycle begins on April 1, 2019.

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 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 – Community Health Centers for reproductive health exams and contraceptive services.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Funds will be distributed as follows:

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

FY18/19 – for the period of September 1, 2018 to March 31, 2019	\$ 170,000
Total for this extension term:	<u>\$ 170,000</u>

**Contract History**

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.

On May 23, 2017, in Minute Order 3.41, the Board approved the agreement with Essential Access Health for the period of April 1, 2017 to September 30, 2017 in the amount of \$179,025. The first amendment, approved on December 12, 2017, in Minute Order 3.35, increased the amount by \$179,025 and extended the agreement by six (6) months to cover the period April 1, 2017 to March 31, 2018. The second amendment, approved on July 31, 2018, in Minute Order 3.46, increased the amount by \$110,000 and extended the agreement by five (5) months to cover the period of April 1, 2018 to August 31, 2018.

**ATTACHMENTS:**

- Amendment Number 03 of Subrecipient Agreement Number 754-5320-71209-17-18

  
\_\_\_\_\_  
Melissa Noone, Associate Management Analyst

2/19/2019

  
\_\_\_\_\_  
Gregory V. Priaplos, Director County Counsel

2/11/2019

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

Thank you.

**SUBRECIPIENT AGREEMENT**  
**AGREEMENT NUMBER 754-5320-71209-17-18**  
**AMENDMENT NUMBER 03**

The 2017-2018 Subrecipient Agreement, its Amendment 01, and its Amendment 02, (collectively, the "Agreement") between the Essential Access Health ("Essential Access") and **County of Riverside Department of Public Health ("Subrecipient")** for the services provided under the Title X Program is hereby amended as follows:

1. The total amount payable by Essential Access is increased by **\$170,000** due to a new Notice of Award that Essential Access has received from the US Department of Health and Human Services Public Health Service on August 30, 2018 under grant number 1 FPHPA006324-01-00.
2. The term of the Agreement is extended for a seven (7) month period, from September 1, 2018 through March 31, 2019.
3. Article III: FINANCIAL PROVISIONS, Section A. Amount of Award, Subsection 1 is struck in its entirety and replaced with the following:

"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 **\$638,050** (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. Unspent funds from Amendment 02 cannot be carried over to this new funding. 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. Article III: FINANCIAL PROVISIONS, Section C. Budget, Subsection 2 is revised to include budget modifications by April 12, 2019, not October 15, 2017.
5. Article III: FINANCIAL PROVISIONS, Section F, Payment, Subsection 3 is struck in its entirety and replaced with the following:

"3. This Agreement is subject to the availability of federal grant funds to Essential Access. Essential Access shall promptly notify Subrecipient, in writing, of any modification, payments (including partial payments or reductions in payments), delays, cancellations, or relinquishment of said DHHS grant. The Title X Award may be reduced if DHHS reduces the Grant for any reason."

6. Article V: TERM is amended by replacing the old end date and substituting instead "March 31, 2019, or unless the Agreement is terminated or suspended at an earlier date in accordance with Article X of this Agreement."

FEB 26 2019

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7. Article IX, OWNERSHIP OF PROPERTY ACQUIRED UNDER THIS AGREEMENT, Section B, Copyrightable Material, Subsection (3) is struck in its entirety and replaced with:

“Prior approval is not required for publishing the results of an activity under a grant. Recipients also may assert copyright in scientific and technical articles based on data produced under the grant and transfer it to the publisher or others where necessary to effect journal publication or inclusion in proceedings associated with professional activities. Any such transfer is subject to the royalty-free, non-exclusive and irrevocable license to the Federal government and any agreement should note explicitly that the assignment is subject to the government license. Journal or other copyright practices are acceptable unless the copyright policy prevents the recipient from making copies for its own use (as provided in 45 CFR part 75). The recipient should account for royalties and other income earned from a copyrighted work as specified by HHS Operation Divisions. For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support using one of the following statements:

A. “This publication was made possible by Grant Number 1 FPHPA006324-01-00 from the U.S. Department of Health and Human Services Public Health Service.” or

B. “The project described was supported by Grant Number 1 FPHPA006324-01-00 from the U.S. Department of Health and Human Services Public Health Service.”

Recipients also must include a disclaimer stating the following:

“Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Population Affairs, U.S. Public Health Service or HHS.””

8. Article X, SUSPENSION AND TERMINATION, Section C, Termination by Essential Access, Subsection 1(d) is struck and replaced with, “Suspension, termination, or relinquishment of the Grant under which this Agreement is made, or a portion thereof;”
9. Article XVI: GOVERNING LAWS, Section A, Grant-Related Laws, Regulations, and Policies, Subsection 6 is amended to also include “The Consolidated Appropriations Act, 2018” in addition to the other appropriations provisions listed.
10. Article XVI: GOVERNING LAWS, Section A, Grant-Related Laws, Regulations, and Policies, Subsection 6 (b) Salary Limitation is amended to reflect that “effective January 7, 2018,” the Executive Level II of the Federal Executive Pay Scale is “\$189,600.” All other parts of this subsection remain the same.
11. Article XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS, Section A. Certifications is revised to include a new number 5.5 (in between numbers 5 and 6) that states:

“Subrecipient will comply with the 2018 Title X Program Priorities and Key Issues, as set forth in the Scope of Work, Attachment A-3, attached by reference to this Amendment and incorporated by reference herein and in the prime Subrecipient Agreement.”


12. ARTICLE XVII: CERTIFICATIONS AND ACKNOWLEDGEMENTS, Section B. Acknowledgements, number 1 shall have inserted “five.five (5.5)” between the words “five (5)” and “six (6)” to incorporate that violation of the new 2018 Title X Program Priorities and Key Issues will result in immediate termination of the Agreement.
13. The following attachments are incorporated by reference and are added to attachments A, A-2, B, B-1, B-2 and C, C-1, C-2 of the prime Subrecipient Agreement and prior Amendments 01 and 02 to the prime Subrecipient Agreement:
- A. Attachment A-3: Revised 2018-2019 Scope of Work
  - B. Attachment B-3: Revised 2018-2019 Approved Budget and Cost Allocation Methodology Policy Statement.
  - C. Attachment C-3: Revised 2018-2019 Family Planning Services Reporting Requirements.
14. All other terms and provisions of the agreement shall remain in full force and effect.  
The effective date of this amendment is September 1, 2018.


**IN WITNESS WHEREOF**, the Parties have executed this Amendment:


**Essential Access Health**

**County of Riverside Department of Public Health**

By: \_\_\_\_\_  
Print: Brenda Flores  
Title: Vice President of Finance + Benefits Administration  
Date: \_\_\_\_\_

By:   
Print: Kevin Jeffries  
Title: Chairman of the Board  
Date: FEB 26 2019

FORM APPROVED COUNTY COUNSEL  
BY:  DATE: 1/30/2019  
AMRIT P. DHILLON

ATTEST:  
KEC/A R. HARPER, Clerk  
By:   
DEPUTY

**Attachment A-3**

Subrecipient shall provide the services required under this Agreement, in accordance with the following Special Terms, Requirement and OPA Program Priorities and Key Issues for FY 2018:

**Special Terms**

1. In accepting this award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 42 CFR part 59 subpart A currently in effect or implemented during the period of the grant.
2. Notwithstanding any other provision of law, no provider under Title X of the Public Health Service Act shall be exempt from any State law requiring notification for the reporting of child abuse, child molestation, sexual abuse, rape, or incest.
3. In accepting this award, the grantee certifies 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.
4. In order to maintain an accurate record of current Title X service sites, grantees are expected to provide timely notice to the Office of Population Affairs (OPA), as well as to the appropriate HHS regional office, of any deletions, additions, or changes to the name, location, street address and email, and contact information for Title X grantees and service sites. This database will also be used to verify eligibility for 340b program registration and recertification. You must enter your changes to the Title X database within 30 days of the change at <https://www.opa-fpclinicdb.com/>. All changes will be reviewed and approved by the relevant HHS regional office prior to being posted on the OPA website. This does not replace the prior approval requirement under HHS grants policy for changes in project scope, including clinic closures.
5. In accepting this award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 42 CFR part 59 subpart A currently in effect or implemented during the period of the grant.

Notwithstanding any other provision of law, no provider under Title X of the Public Health Service Act shall be exempt from any State law requiring notification for the reporting of child abuse, child molestation, sexual abuse, rape, or incest.

In accepting this award, the grantee certifies 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.

In order to maintain an accurate record of current Title X service sites, grantees are expected to provide timely notice to the Office of Population Affairs (OPA), as well as to the appropriate HHS regional office, of any deletions, additions, or changes to the name, location, street address and email, and contact information for Title X grantees and service sites. This database will also be used to verify eligibility for 340b program registration and recertification. You must enter your changes to the Title X database within 30 days of the change at <https://www.opa-fpclinicdb.com/>. All changes will be reviewed and approved by the relevant HHS regional office prior to being posted on the OPA website. This does not replace

the prior approval requirement under HHS grants policy for changes in project scope, including clinic closures.

If you or your sub-recipient(s) enrolls in the 340B Program, you must comply with all 340B Program requirements. You may be subject to audit at any time regarding 340B Program compliance. 340B Program requirements are available at <http://www.hrsa.gov/opa/programrequirements/>

### **Program Priorities**

1. Assuring innovative high quality family planning and related health services that will improve the overall health of individuals, couples and families, with priority for services to those of low-income families, offering, at a minimum, core family planning services enumerated earlier in this Funding Announcement. Assuring that projects offer broad range of family planning and related health services that are tailored to the unique needs of the individual, that include natural family planning methods (also known as fertility awareness based methods) which ensure breadth and variety among family planning methods offered, infertility services, and services for adolescents; breast and cervical cancer screening and prevention of STDs as well as HIV prevention education, counseling, testing, and referrals;
2. Assuring activities that promote positive family relationships for the purpose of Increasing family participation in family planning and healthy decision-making; education and counseling that prioritize optimal health and life outcomes for every individual and couple; and other related health services, contextualizing Title X services within a model that promotes optimal health outcomes for the client;
3. Ensuring that all clients are provided services in a voluntary, client-centered and non-coercive manner in accordance with Title X regulations;
4. Promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services preferably in the same location, or through nearby referral providers, and increase incentive for those individuals in need of care choosing a Title X provider;
5. Assuring compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking;
6. Encouraging participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and providing counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;
7. Demonstrating that Title X activities are separate and clearly distinct from non-Title X activities, ensuring that abortion is not a method of family planning for this grant; and
8. Use of OPA performance metrics to regularly perform quality assurance and quality improvement activities.

### **Key Issues**

1. Efficiency and effectiveness in program management and operations;
2. Management and decision-making and accountability for outcomes;
3. Cooperation with community-based and faith-based organizations;
4. Meaningful collaboration with subrecipients and documented partners in



- order to demonstrate a seamless continuum of care for clients;
5. A meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships, to committed, safe, stable, healthy marriages, and the benefits of avoiding sexual risk or returning to a sexually risk-free status, especially (but not only) when communicating with adolescents;
  6. Activities for adolescents that do not normalize sexual risk behaviors, but instead clearly communicate the research informed benefits of delaying sex or returning to a sexually risk-free status;
  7. Emphasis on the voluntary nature of family planning services;
  8. Data collection (such as the Family Planning Annual Report (FPAR) for use in monitoring performance and improving family planning services.

You must comply, as applicable, with federal health care conscience protection statutes including 42 U.S.C. 300a-7, 42U.S.C. 238n, and appropriations act restrictions reflected in Consolidated Appropriations Act of 2017, Div. H, Title V, Sec. 507(d) (Departments of Labor, HHS, and Education, and Related Agencies Appropriations Act), Pub. L. No. 115-31 (May 5, 2017) (or similar language to the extent contained in applicable appropriations acts). The HHS Office for Civil Rights provides guidance for complying with federal health care conscience protection statutes.

<https://www.hhs.gov/civil-rights/for-individuals/conscience-protections/index.html>

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

## Statement of Work (SOW)

### Administrative Goal

**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 March 31, 2019, as evidenced by completion of activities 1.A through 1.K.

Number	Activity	# of Clients	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 Assistant 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, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking per OPA Program Requirements. Assure compliance with state laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence and human trafficking.		Medical Director Assistant Medical Director Family Planning Director Program Manager Clinical Service Director Director of Nurses	Meeting minutes maintained and reviewed at program evaluations and desk audits. Policies and procedures are maintained that reflect state law for mandatory reporting. Family planning staff participate in mandated reporting training on an annual basis; training is documented. Policies, procedures and training documentation are reviewed at program evaluations.
1. C	Demonstrate that Title X activities are separate and clearly distinct from non-Title X activities, ensuring that abortion is not a method of family planning for this grant. 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.		Medical Director Assistant Medical Director Family Planning Director Program Manager Clinical Service Director Director of Nurses	Policies and procedures are maintained that reflect separation of activities such that no Title X funds are used in programs where abortion is a method of family planning. Policies and procedures are reviewed at program evaluations.
1. D	Obtain annual systematic client feedback through client satisfaction surveys inclusive of all sites.		Family Planning Director Program Manager Epidemiologist	Client satisfaction surveys conducted, summarized and acted upon. Reviewed at program evaluations and desk audits.
1. E	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 agencies role in the community.		Family Planning Director Program Manager	Community needs assessment inclusive of the Family Planning Program maintained. CNA is reviewed at program evaluations.

**Statement of Work (SOW)**

1. F	The Title X Family Planning Program is implemented with input from individuals representative of served community and knowledgeable of community needs.		Clinical Medical Director Clinical Operations Director Family Planning Director Program Manager Assistant Clinical Medical Director Director of Nurses	Community participation meeting minutes reflect community representation and is reviewed at program evaluations and desk audits.
1. G	Maintain and update current clinical and client education protocols which include but are not limited to: family planning services, reproductive life planning, primary care services, 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 Assistant Clinical Medical Directors Director of Nurses	Protocols maintained and staff updates are reviewed at program evaluations and desk audits.
1. H	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 Assistant Clinical Medical Directors Director of Nurses	Protocols and referral policies maintained. Reviewed during program evaluations.
1. I	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 comprehensive family planning services 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 Assistant Medical Directors Family Planning Director Program Manager Director of Nurses Epidemiologist	Minutes of the Continuous Quality Improvement (CQI) medical team maintained. CQI is reviewed at program evaluations and desk audits.
1. J	Provide family planning data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement. Implement, monitor and improve OPA performance metrics and FPAR data collection to ensure continuous quality improvement.		Family Planning Director Program Manager Epidemiologist	Centralized Data System (CDS) data submitted per the contract and/or agency action plan. Data collection and tracking system are implemented with regular review from quality assurance team. FPAR data is submitted as required and OPA benchmarks are monitored. Data exports and quality assurance meeting minutes are reviewed at program evaluations.

### Statement of Work (SOW)

1. K	Ensure family planning program operates on a voluntary basis and services are provided in a non-coercive manner.		Medical Director Assistant Medical Directors Clinical Operation Director Family Planning Director Program Manager Director of Nurses	Policies and procedures are maintained that reflect the voluntary nature of the family planning program. Family planning staff participate in a voluntary participation/non-coercion training at least once per project period; training is documented. Policies, procedures and training documentation are reviewed at program evaluations.
<b>Clinical Goal</b>				
<b>Clinical Goal:</b>		Provide comprehensive family planning health services to Title X clients of reproductive age to plan and space their pregnancies.		
<b>Objective 1:</b>		Provide Family Planning education and medical services to individuals by March 31, 2019, as evidenced by completion of activities 1.A through 1.J.		
Number	Activity	# of Clients	Job Title	Evaluation
1. A	Document and report the poverty status of family planning clients.	6950	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 family planning methods, either on site or by referral for female clients. <b>Essential Access Health Performance Measure.</b>	5950	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 family planning methods, either on site or by referral for male clients. <b>Essential Access Health Performance Measure.</b>	1000	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. <b>Essential Access Health Performance Measure.</b>		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.		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.		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.

**Statement of Work (SOW)**

1.G	All clients with an abnormal finding on their Pap smear should be followed for further evaluation. <b>Essential Access Health Performance Measure.</b>		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 2015 CDC HIV guidelines. <b>Essential Access Health Performance Measure.</b>		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.I	Assure the family planning program offers, at a minimum, Core Family Planning services to include: sexual health assessment, reproductive life planning, infertility services, services for adolescents, a broad range of family planning methods (to include natural family planning and pregnancy testing/counseling), health screenings (to include STD, cancer, and preventive health screenings), health information/education/counseling, and testing/referral services as indicated.		Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Registered Nurses Clinic Licensed Vocational Nurses Director of Nurses Program Director Program Manager Program Licensed Vocational Nurses	As documented in the Semi-Annual Progress Report (SPR) or with sample data verified via chart audits at agency visits.
1.J	Promote provision of comprehensive primary care services to enable clients to receive both primary care and family planning services at the same location or through nearby referral providers.		Clinical Medical Director Assoc. Clinical Medical Director Mid Level Providers Director of Nurses Clinic Registered Nurses Clinic Vocational Nurses	Protocols and referral policies maintained. Reviewed during agency visits.
<b>Objective 2:</b>		Provide family planning education and medical services to high-risk, hard-to-reach populations by March 31, 2019, 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. In addition to Males, Adolescents, and Individuals with Limited English Proficiency (LEP), please select one or more <i>additional</i> high risk populations that will be served:		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	200		
	Substance-Using/Abusing Individuals	350		
	Individuals with Disabilities	200		
	Migrant Workers	200		
	<b>Individuals with Limited English Proficiency (LEP)</b>	1200		

### Statement of Work (SOW)

<b>Males</b>	1000		
<b>Adolescents (17 &amp; under)</b>	600		
<b>TOTAL Clients Served</b>	3750		

### Reproductive Life Plan

**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 March 31, 2019.

**Objective 1:** Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through March 31, 2019 as evidenced by completion of activity 1.A through 1.C.

Number	Activity	# of Clients	Job Title	Evaluation
<b>1. A</b>	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 family planning 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 Program manager Program License Vocational Nurses Assistant Medical Director	Document reproductive life plan counseling in client charts through 3/31/2019.
<b>1. B</b>	Assure activities that promote positive family relationships for the purpose of increasing family participation in family planning and healthy decision making.		Physicians physician Assistant Nurse Practitioner Registered Nurses Family Planning Director Program Manager Program License Vocational Nurses	Verified through chart review conducted during agency visits.
<b>1. C</b>	Provide education and counseling that prioritize optimal health and life outcomes for every individual and couple; contextualize Title X services within a model that promotes optimal health outcomes for clients.		Physicians Physician Assistant Registered Nurses Family Planning Director Program Coordinator Program License Vocational Nurses	Verified through chart review conducted during agency visits.

### Statement of Work (SOW)

#### Adolescent Services Goal

**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 March 31, 2019, as evidenced by completion of activities 1.A through 1.D.

Number	Activity	# of Clients	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 Program Manager Family Planning Staff	Documentation of counseling maintained in charts. Reviewed at program evaluations.
1. B	Encourage participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and provide counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.		Physicians Physician Assistant Nurse Practitioners Registered Nurses Licensed Vocational Nurse Program Manager Family Planning Staff	Protocols maintained and staff updates reviewed. Chart audits performed at program evaluations.
1. C	Report child and sexual abuse as required by state law.		Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants Assistant Medical Director Family Planning Staff	Protocols maintained and staff updates reviewed annually. Chart audits performed at program evaluations.
1. D	Communicate to adolescents the social science research and practical application of topics relating to: healthy relationships, delaying sexual debut, the benefits of avoiding sexual risk/returning to a sexually risk-free status. Activities for adolescents do not normalize sexual risk behaviors.		Physicians Physician Assistants Nurse Practitioners Registered Nurses Licensed Vocational Nurses Medical Assistants Assistant Medical Director Family Planning Staff	Protocols maintained and reviewed. Chart audits performed at program evaluations.

## Statement of Work (SOW)

### Community Education Goal

<b>Community Education Goal:</b>	Increase the community's knowledge and access to family planning services offered by the Agency.
<b>Objective 1:</b>	Conduct marketing, community outreach and education to potential Title X clients by March 31, 2019, as evidenced by completion of activities 1.A through 1.G.

Number	Activity	# of Clients	Job Title	Evaluation
<b>1. A</b>	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).	5000	Program Manager Licensed Vocational Nurse	Community Education and Outreach Plan maintained, updated, and reviewed at program evaluations and desk audits.
<b>1. B</b>	Provide general outreach to individuals as stated in the Community Education and Outreach Plan (Exhibit B, Section I).	2000	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
<b>1. C</b>	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).	2000	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
<b>1. D</b>	Conduct mass marketing activities as stated in the Community Education and Outreach Plan (Exhibit B, Section III).	1000	Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
<b>1. E</b>	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.		Program Manager Licensed Vocational Nurse	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.
<b>1. F</b>	Cooperation with community-based and faith-based organizations to serve to meet the unique needs of the local community.		Program Director Program Manager Licensed Vocational Nurse	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.
<b>1. G</b>	Meaningful collaboration with documented partners to demonstrate a seamless continuum of care for clients.		Program Director Program Manager	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.



## Statement of Work (SOW)

### Financial Management Goal

<b>Financial Management Goal:</b>		Improve and maintain the Agency's financial systems to ensure contract compliance.		
<b>Objective 1:</b>		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	# of Clients	Job Title	Evaluation
1. A	Develop a line item budget by site for the period of September 1, 2018 to March 31, 2019 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.

**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): 1,000**  
**Total Number of individuals reached in Community and Education Outreach Partnering Plan: 5,000**

**Section 1: General Outreach**

**# of individuals reached: 2000**

Type of 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: 1500

Type of Outreach Venue	Population Reached	Type of Educ./Presentation	Method of Evaluating Success
Community Group	Homeless individuals	<input checked="" type="checkbox"/> Abstinence	<input checked="" type="checkbox"/> Sign-in sheets maintained and compared to projected numbers
Middle or High School			
Community College or University	Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	Pre and post tests to assess changes in knowledge
Faith-based organization			
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			
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		<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	Migrant workers		
Business or Workplace		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
Homeless Shelter			
Substance Abuse Treatment /Recovery Center	<input checked="" type="checkbox"/> Males	<input checked="" type="checkbox"/> Reproductive Life Plan (RLP)	
Women's Shelters			
Other (Specify)	Adolescents	Other (Specify)	

**Section 2: Partnering Plan Name: Parolee**

# of individuals reached: 500

Type of Outreach Venue	Population Reached	Type of Educ./Presentation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group	<input checked="" type="checkbox"/> Homeless individuals	Abstinence	Sign-in sheets maintained and compared to projected numbers
Middle or High School			
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			
Social Service Agency	Individuals with disabilities	<input checked="" type="checkbox"/> 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
<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	Migrant workers		
Business or Workplace		Flu Vaccination	<input checked="" type="checkbox"/> Other(specify)
Homeless Shelter			Participant county maintained and compared to projected numbers
Substance Abuse Treatment /Recovery Center	<input checked="" type="checkbox"/> Males	<input checked="" type="checkbox"/> Reproductive Life Plan (RLP)	
Women's Shelters			
Other (Specify)	<input checked="" type="checkbox"/> Adolescents	Other (Specify)	

Mass Marketing	# of Individual Reached	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"/> Community Events	1000 <input checked="" type="checkbox"/> Estimated Audiences
<input checked="" type="checkbox"/> Radio	Twitter	
TV	<input checked="" type="checkbox"/> Facebook	

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 Office Hours	Projected Users in 2018	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: Close	550	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 Office Hours	Projected Users in 2018	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: Close	900	1023122967

Site Number: 1368

Site Name & Address: Corona Community Health Center 28133 S. Main St. , Corona CA 92882 Riverside

Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Office Hours	Projected Users in 2018	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: 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: Close Sun: Close	600	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 Office Hours	Projected Users in 2018	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: 7:30am - 5:30pm Tue: 7:30am - 5:30pm Wed: 7:30am - 5:30pm Thu: 7:30am - 5:30pm Fri: 7:30am - 5:30pm Sat: Close Sun: Close	500	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 Office Hours	Projected Users in 2018	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: 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: Close Sun: Close	500	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 Office Hours	Projected Users in 2018	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: Close Sun: Close	600	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 Office Hours	Projected Users in 2018	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: Close Sun: Close	600	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 Office Hours	Projected Users in 2018	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: Close Sun: Close	600	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 Office Hours	Projected Users in 2018	NPI Number
92530, 92532, 92595, 92562, 92563, 92591, 92592	<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: 7:30am - 5:00pm Sun: 7:30am - 5:00pm	1000	1396859179

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 Days	Family Planning Clinic Hours Office Hours	Projected Users in 2018	NPI Number
92503, 92505	<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: 7:30am - 5:00pm Tue: 7:30am - 5:00pm Wed: 7:30am - 5:00pm Thu: 7:30am - 5:00pm Fri: 8:00am - 5:00pm Sat: Close Sun: Close		0	0000000

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 Days	Family Planning Clinic Hours Office Hours	Projected Users in 2018	NPI Number
92509, 92501, 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: 7:30am - 5:00pm Sun: 7:30am - 5:00pm		500	1356455299

Site Number: 75401

Site Name & Address: Moreno Valley Community HC 23520 Cactus Ave., Moreno Valley CA 92553 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 2018	NPI Number
92551, 92553, 92555, 92557, 92554, 92556	<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: 8:00am - 5:00pm Tue: 8:00am - 5:00pm Wed: 8:00am - 5:00pm Thu: 8:00am - 5:00pm Fri: 8:00am - 5:00pm Sat: Close Sun: Close		600	1437642345



### Family Planning Services

#### Budget Summary

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

**Budget Period:** Start Date: 9/1/2018 Ending Date: 3/31/2019

Budget Category	Total Amount Required	Source of Funds	
		Applicant and Other	Title X Allocation
<b>Personnel Service</b>			
Physician	689,838	689,838	0
Mid-Level Practitioners	273,211	273,211	0
Other Health Personnel	145,938	71,151	74,787
Ancillary Personnel	535,089	535,089	0
Administration Staff	70,831	62,664	8,167
Fringe Benefits	778,911	741,233	37,678
Fringe Benefits Adjustments	0	0	0
<b>Total Personnel Service</b>	<b>2,493,818</b>	<b>2,373,186</b>	<b>120,632</b>
<b>Patient Care</b>			
Clinical Services	0	0	0
Laboratory Services	58,748	58,748	0
<b>Total Patient Care</b>	<b>58,748</b>	<b>58,748</b>	<b>0</b>
<b>Equipment</b>			
Equipment	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Costs</b>			
Consultant	0	0	0
Medical Supplies	169,533	163,991	5,542
Office Supplies	51,051	49,326	1,725
Duplication & Printing	10,157	6,679	3,478
Health Education Supplies	10,859	7,651	3,208
Utilities & Communication	150,635	149,906	729
Travel Expense	22,622	18,094	4,528
Lease/Rental Expense	75,185	75,185	0
Other Expense	220,618	220,618	0
Approved Indirect Cost	606,401	576,243	30,158
<b>Total Other Costs</b>	<b>1,317,061</b>	<b>1,267,693</b>	<b>49,368</b>
<b>Total Budget</b>	<b>3,869,627</b>	<b>3,699,627</b>	<b>170,000</b>
<b>Approved Title X Allocation</b>			<b>170,000</b>

<b>Family Planning Services</b>	
<b>Summary of Applicant and Other</b>	
<b>Agency Number:</b> 754	
<b>Agency Name:</b> County of Riverside Department of Public Health	
Revenue Category	Total Amount
<b>Applicant Funds</b>	
General Funds (Agency Fund)	0
Donations (Cash or In-kind)	0
Enterprise Fund	890,824
<b>Total for Applicant Funds</b>	<b>890,824</b>
<b>Family PACT Fee</b>	
Family PACT Fee For Service	1,667,476
<b>Total for Family PACT Fee</b>	<b>1,667,476</b>
<b>Medi-CAL</b>	
Medi-CAL	610,488
<b>Total for Medi-CAL</b>	<b>610,488</b>
<b>Other Federal Grants</b>	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	315,972
Bureau of Primary Health Care Supplemental Grant	160,417
<b>Total for Other Federal Grants</b>	<b>476,389</b>
<b>State Government Grants</b>	
None	0
<b>Total for State Government Grants</b>	<b>0</b>
<b>Local Government Grants</b>	
None	0
<b>Total for Local Government Grants</b>	<b>0</b>
<b>Private Grants</b>	
None	0
<b>Total for Private Grants</b>	<b>0</b>
<b>Third Party Payers</b>	
Patient Fees	45,049
Private Health Insurance	9,401
<b>Total for Third Party Payers</b>	<b>54,450</b>
<b>Total Applicant and Other Sources of Revenue</b>	<b>3,699,627</b>

**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 (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 1,679 clients/bag = \$5,542). 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 \$246.00, or \$1,725 for 7 months).
- Printing-covers the cost of printing flyers, brochures, client evaluations, teen clinic cards, etc. for education, outreach and partnering activities, health fairs and clients seen at the 11 community health clinics. Since the County no longer maintains an internal department for printing, costs in this area have increased. (The average expected monthly cost is \$496.86 or \$3,478.00 for 7 months)
- Health and education supplies-is allocated for client incentives, Teen Clinics, DVDs, and pamphlets (average monthly cost is expected to be \$333.00 or 2,331.00 for 7 months); an additional \$877.00 is earmarked for expenses used for planning the annual provider education event, for a total cost of \$3,208.
- 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 \$20.83/person/month = \$729 for 7 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. (\$58 for transportation to the Title X Business Meeting, \$583 for Women's Health Update Conference/Training and \$3,887 for mileage at \$555 per month for 7 months for a total of \$4,528.00)
- Approved Indirect cost- The Indirect Cost is 25% of salaries and benefits, and is rounded to the nearest dollar (25% of \$120,631.00 = \$30,157.75 rounded to \$30,158.00). This is the indirect cost rate currently approved for Riverside County by the California Department of Public Health for FY18/19.

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

None.

**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 <a href="https://extranetportal.essentialaccess.org">https://extranetportal.essentialaccess.org</a>	Semi-Annually	25th of the month following the period reported for the data that is not submitted monthly. For September, October November and December of 2018 combine with July and August and <b><u>DUE: January 25, 2019</u></b>  For January, February and March of 2019 to be combined with future funding period of April, May and June of 2019 and <b><u>DUE: July 25, 2019</u></b> <b>Instructions will be issued if this changes</b>
Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only)  Submitted electronically at <a href="https://extranetportal.essentialaccess.org">https://extranetportal.essentialaccess.org</a>		25th of the month following the period reported For September, October, November and December 2018 <b><u>DUE: January 25, 2019</u></b>  For January, February and March 2019 <b><u>DUE: April 25, 2019</u></b>
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 <a href="http://www.cfhc.org">www.cfhc.org</a>	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
Performance Measures Assessment and as needed, Corrective Action Plan Creation	Annually	To Be Determined
Corrective Action Plan Completion as required	Annually	To Be Determined