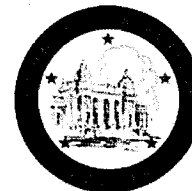


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.22
(ID # 10651)

MEETING DATE:

Tuesday, August 27, 2019

FROM: RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment 01 of Subrecipient Agreement Number 754-5320-71209-19-20 between Essential Access Health and Riverside County Department of Public Health to provide Family Planning Services for the Period of Performance of April 1, 2019 through March 31, 2020; All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment 01 of Subrecipient Agreement Number 754-5320-71209-19-20 (First Amendment) between Essential Access Health and Riverside County Department of Public Health to provide family planning services for the period of performance of April 1, 2019 through March 31, 2020;
2. Authorize the Chairperson of the Board of Supervisors to execute the First Amendment on behalf of the County; and
3. Authorize the Director of Public Health, or designee, to take all steps necessary to implement the First Amendment including, but not limited to, signing all certifications, assurances, reports, or other related documents required by Essential Access Health, subject to County Counsel approval.

ACTION:Policy, A-30


Kim Saruwatari, Director of Public Health 8/6/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel 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: August 27, 2019
xc: RUHS-Public Health

Kecia R. Harper
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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2019/2020	

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.

The attached First Amendment adds the approved Scope of Work, Budget and Cost Allocation Methodology Statement to the Subrecipient Agreement Number 754-5320-71209-19-20 (Agreement). A proposed budget, which is identical to the approved budget, was submitted as Attachment B in the Agreement approved by the Board on June 11, 2019, in Minute Order 3.16. Staff recommend approval of the First Amendment. County Counsel has reviewed the First Amendment and has approved it as to form.

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 incidents 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 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

The First Amendment does not offer additional funding.

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

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 June 11, 2019, Minute Order 3.16, the Board approved the Agreement with Essential Access Health for the period of April 1, 2019 to March 31, 2020 in the amount of \$300,000. This First Amendment adds the attachments that were not available at the time the Agreement was submitted for Board approval.

ATTACHMENT:

- Amendment Number 01 to Subrecipient Agreement 754-5320-71209-19-20


Brianna Lantajo, Management Analyst

8/16/2019


Gregory V. Priamos, Director County Counsel

8/14/2019

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
NUMBER 754-5320-71209-19-20
AMENDMENT NUMBER 01

The 2019-2020 Subrecipient Agreement for 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 following shall replace Article II: SCOPE OF WORK, Section A. Scope of Services, Subsection 1, in its entirety:
 1. Subrecipient shall, in a manner satisfactory to Essential Access, make available to all individuals in the State of California the services provided under the Title X program ("Clients"), including comprehensive family planning and related preventive health services, except for abortion, and such other services as are reflected in the Scope of Work, attached hereto and incorporated by reference herein as Attachment A ("Family Planning Services and Related Preventive Health Services"). The Attachment A: Scope of Work is based on services to be provided over a one-year budget period of April 1, 2019 through March 31, 2020, but may be adjusted on a pro rata basis to reflect the actual funding that Essential Access receives from DHHS, which may cover budget periods of less than one year.
2. The following shall replace Article III: FINANCIAL PROVISIONS, Section C, Subsection 1, in its entirety:
 1. The approved annual budget plan and cost allocation methodology statement is attached hereto and incorporated by reference herein as Attachment B: Approved Budget and Cost Allocation Methodology Statement.
3. The following exhibits are added to the Master Contract which by this reference are made a part of this agreement:
 - A. Attachment A: Additional pages to the Scope of Work.
 - B. Attachment B: Approved Budget and Cost Allocation Methodology Statement.
4. All other terms and provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment:

Essential Access Health

County of Riverside Department of Public Health

By: Brenda Flores
Print: Brenda Flores
Title: Vice President of Finance + Benefits

By: Kevin Jeffries
Print: **KEVIN JEFFRIES**
Title: **CHAIRMAN, BOARD OF SUPERVISORS**

Date: 9-10-2019

Date: AUG 27 2019

FORM APPROVED COUNTY COUNSEL
BY: Amrit P. Dhillon * 8/13/2019
DATE

ATTEST:
KECIA R. HARPER, Clerk
By: [Signature]
DEPUTY

AUG 27 2019 3.22

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, 2020, 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 Director of Nurses	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 Director of Nurses	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.
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Clinical Goal

Clinical Goal:	Provide comprehensive family planning 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 individuals by March 31, 2020, 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.	7900	Clinic QI Nurse Manager Program manager Admission/collection Clerk Program Licensed Vocational Nurse Director of Nursing	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. Essential Access Health Performance Measure.	6900	Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Program Manager Program Licensed Vocational Nurses Director of Nursing	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. Essential Access Health Performance Measure.	1000	Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Program Manager Program Licensed Vocational Nurses Director of Nursing	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.		Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Director of Nursing	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.

Statement of Work (SOW)

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 Director of Nursing	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.		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. Essential Access Health Performance Measure.		Clinical Medical Director Assoc. Clinical Medical Directors Mid Level Providers Clinic Licensed Vocational Nurses Clinic Medical Assistant Director of Nursing	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 Director of Nursing	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 Director of Nursing	Protocols and referral policies maintained. Reviewed during agency visits.

Statement of Work (SOW)

Objective 2: Provide family planning education and medical services to high-risk, hard-to-reach populations by March 31, 2020, 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 Director of Nursing	As documented in Semi-Annual Progress Report (SPR) and reviewed at program evaluations.
	Homeless Individuals	150		
	Substance-Using/Abusing Individuals	200		
	Individuals with Disabilities	100		
	Migrant Workers	200		
	Individuals with Limited English Proficiency (LEP)	2000		
	Males	1000		
	Adolescents (17 & under)	700		
	TOTAL Clients Served	4350		

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, 2020.

Objective 1: Provide preconception/inter-conception care and reproductive life planning/family planning services to Title X comprehensive exam patients through March 31, 2020 as evidenced by completion of activity 1.A through 1.C.

Number	Activity	# of Clients	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 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 Director of Nursing	Document reproductive life plan counseling in client charts through 3/31/2020.

Statement of Work (SOW)

1. 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 Director of Nursing	Verified through chart review conducted during agency visits.
1. C	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 Director of Nursing	Verified through chart review conducted during agency visits.

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, 2020, 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 Director of Nursing	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 Director of Nursing	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 Director of Nursing	Protocols maintained and staff updates reviewed annually. Chart audits performed at program evaluations.

Statement of Work (SOW)

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 Director of Nursing	Protocols maintained and reviewed. Chart audits performed at program evaluations.
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Community Education Goal

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 clients by March 31, 2020, as evidenced by completion of activities 1.A through 1.G.

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).	4400	Program Manager Licensed Vocational Nurse Director of Nursing	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).	2000	Program Manager Licensed Vocational Nurse Director of Nursing	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).	1400	Program Manager. Licensed Vocational Nurse Director of Nursing	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).	1000	Program Manager Licensed Vocational Nurse Director of Nursing	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.		Program Manager Licensed Vocational Nurse Director of Nursing	Advisory Committee meeting minutes and materials review maintained and reviewed at program evaluation.
1. F	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 Director of Nursing	As documented in the Semi-Annual Progress Report (SPR) and verified at program evaluations.

Statement of Work (SOW)

1. G	Meaningful collaboration with documented partners to demonstrate a seamless continuum of care for clients.		Program Director Program Manager Director of Nursing	As documented in the Semi-Annual Progress Report (SPR) with sample data verified via chart audits at program evaluations.
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Financial Management Goal

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	# 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 Director of Nursing	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 Director of Nursing	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 Director of Nursing	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 Director of Nursing	All financial reports submitted on time as required.
1. E	Develop a general ledger report (GLR).		Fiscal Manager Principle Account Director of Nursing	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): 1,400

Total number of mass marketing activities (Section III): 1,000

Total Number of individuals reached in Community and Education Outreach Partnering Plan: 4,400

Section 1: General Outreach

of individuals reached: 2000

Type of Outreach Venue	Population Reached	Type of Educ./Presentation	Method of Evaluating Success
<input checked="" type="checkbox"/> Community Group Middle or High School	<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"/> Community College or University Faith-based organization	<input checked="" type="checkbox"/> Substance using individuals	<input checked="" type="checkbox"/> STDs/HIV	<input checked="" type="checkbox"/> Pre and post tests to assess changes in knowledge
<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		<input checked="" type="checkbox"/> Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
Parenting Program	<input checked="" type="checkbox"/> Migrant workers		
Business or Workplace		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
<input checked="" type="checkbox"/> Homeless Shelter			
<input checked="" type="checkbox"/> Substance Abuse Treatment /Recovery Center	<input checked="" type="checkbox"/> Males	<input checked="" type="checkbox"/> Reproductive Life Plan (RLP)	
Women's Shelters			
Other (Specify)	<input checked="" type="checkbox"/> Adolescents	Other (Specify)	

Section 2: Partnering Plan Name: WIC

of individuals reached: 1000

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	<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> WIC Center			
Migrant Camp or Services Organization	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
Detention/Incarceration Center			
Job Training Center/Program		<input checked="" type="checkbox"/> Services provided/making appointments	<input checked="" type="checkbox"/> Regular meetings with outreach venue organization to discuss progress and challenges
Parenting Program	<input checked="" type="checkbox"/> Migrant workers		
Business or Workplace		<input checked="" type="checkbox"/> Flu Vaccination	Other(specify)
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)	<input checked="" type="checkbox"/> Adolescents	Other (Specify)	

Section 2: Partnering Plan Name: parolees

of individuals reached: 400

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	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	<input checked="" type="checkbox"/> Life Skills	Assessment of number of people who visit clinic as a result of outreach
<input checked="" type="checkbox"/> Detention/Incarceration Center			
Job Training Center/Program		<input checked="" type="checkbox"/> Services provided/making appointments	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)	<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
<input checked="" type="checkbox"/> Street Outreach	<input checked="" type="checkbox"/> Internet Websites	Sign in Sheets
Concerts	<input checked="" type="checkbox"/> Community Events	<input checked="" type="checkbox"/> Estimated Audiences
Radio	Twitter	
TV	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 2019	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	500	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 2019	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 2019	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	700	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 2019	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	700	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 2019	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	600	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 2019	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	700	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	Projected Users in 2019	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	Projected Users in 2019	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	900	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 in 2019	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	1100	1396859179	

Site Number: 9204						
Site Name & Address: Rubidoux Family Care Center 5256 Mission Blvd. , Riverside CA 92509 Riverside						
Zip Codes of Area Served	Type of Area Served	Services Offered	Family Planning Clinic Hours Office Hours	Projected Users in 2019	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	600	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 Hours Office Hours	Projected Users in 2019	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: 4/1/2019 Ending Date: 3/31/2020			
Budget Category	Total Amount Required	Source of Funds	
		Applicant and Other	Title X Allocation
Personnel Service			
Physician	1,070,995	1,070,995	0
Mid-Level Practitioners	364,564	364,564	0
Other Health Personnel	262,538	131,268	131,270
Ancillary Personnel	1,001,949	1,001,949	0
Administration Staff	121,605	107,605	14,000
Fringe Benefits	1,405,182	1,332,838	72,344
Fringe Benefits Adjustments	0	0	0
Total Personnel Service	4,226,833	4,009,219	217,614
Patient Care			
Clinical Services	0	0	0
Laboratory Services	394,445	394,445	0
Total Patient Care	394,445	394,445	0
Equipment			
Equipment	0	0	0
Total Equipment	0	0	0
Other Costs			
Consultant	0	0	0
Medical Supplies	656,440	648,690	7,750
Office Supplies	87,130	84,130	3,000
Duplication & Printing	6,787	3,167	3,620
Health Education Supplies	7,112	1,612	5,500
Utilities & Communication	30,531	28,031	2,500
Travel Expense	23,138	17,525	5,613
Lease/Rental Expense	494,907	494,907	0
Other Expense	525,044	525,044	0
Approved Indirect Cost	1,073,730	1,019,327	54,403
Total Other Costs	2,904,819	2,822,433	82,386
Total Budget	7,526,097	7,226,097	300,000
Approved Title X Allocation			300,000

Family Planning Services	
Summary of Applicant and Other	
Agency Number: 754	
Agency Name: County of Riverside Department of Public Health	
Revenue Category	Total Amount
Applicant Funds	
General Funds (Agency Fund)	0
Donations (Cash or In-kind)	0
General Funds - Enterprise Funds	3,417,352
Total for Applicant Funds	3,417,352
Family PACT Fee	
Family PACT Fee For Service	2,296,447
Total for Family PACT Fee	2,296,447
Medi-CAL	
Medi-CAL	878,728
Total for Medi-CAL	878,728
Other Federal Grants	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	541,666
Total for Other Federal Grants	541,666
State Government Grants	
None	0
Total for State Government Grants	0
Local Government Grants	
None	0
Total for Local Government Grants	0
Private Grants	
None	0
Total for Private Grants	0
Third Party Payers	
Patient Fees	77,313
Private Health Insurance	14,591
Total for Third Party Payers	91,904
Total Applicant and Other Sources of Revenue	7,226,097

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.

The County of Riverside, Department of Public Health (doing business as Riverside University Health System-Public Health) and the RUHS Community Health Centers provide Family Planning services to approximately 20% of its clients. Title X funds are used to support community outreach, collaborating 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.

- 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 \$1.78 per bag of condoms X 4,350 clients/bag = \$7,750). 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, or \$3000 for 12 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 \$301.67/month or \$3,620 for 12 months)
- Health and education supplies-is allocated for client incentives, Teen Clinics, educational DVDs, and pamphlets (average monthly cost is expected to be \$375 or \$4,500 for 12 months); an additional \$1,000 is earmarked for expenses used for planning the annual provider education event, for a total cost of \$5,500.
- Communications - Includes cell phones for the Assistant Nurse Manager, two LVNs, desk phones for 5 FTEs, and WiFi hot spots (average \$208.33/month = \$2,500).
- 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. Of the budgeted amount, \$100 is for transportation to the Title X Business Meeting, \$1,000 is for the Women's Health Update Conference/Training and \$4,513 to cover the cost of mileage (approximately \$375.08/month). Total travel costs is \$5,613.
- Approved Indirect cost- The Indirect Cost is 25% of salaries and benefits, and is rounded to the nearest dollar (25% of \$217,614 = \$54,403). This is the indirect cost rate currently approved for Riverside County by the California Department of Public Health for July 1, 2018 through June 30, 2019.

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

N/A

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

TAB No

MAB No