

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



**ITEM: 3.44
(ID # 27666)**

MEETING DATE:
Tuesday, December 09, 2025

FROM : RUHS-PUBLIC HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Professional Service Agreement with Riverside County Superintendent of Schools (RCSS) for school-based violence prevention services for students for the Period of Performance of June 1, 2025, through November 30, 2025. All Districts. [Aggregate Amount: \$150,000; up to 15,000 in additional compensation - 100% Federal]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Professional Service Agreement with Riverside County Superintendent of Schools (RCSS) for school-based violence prevention services for students in the aggregate amount of \$150,000 for the period of performance of June 1, 2025, through November 30, 2025; and
2. Authorize the Chair of the Board to sign the Agreement on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel to: a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate amount of the Agreement.
4. Direct the Purchasing Agent to issue Purchase Orders for goods and/or services related to this Professional Service Agreement.

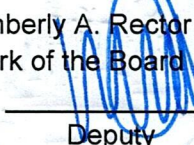
ACTION:Policy


Kim Saruwatari, Director of Public Health 11/18/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: December 9, 2025
xc: RUHS-PH

Kimberly A. Rector
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	\$150,000	\$0	\$150,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Federal			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Public Health (RUHS – PH) has received funding from the Centers for Disease Control (CDC) to partner with schools to prevent and respond to sexual violence. Riverside County Superintendent of Schools (RCSS) will conduct stakeholder engagement with relevant stakeholders, including but not limited to school staff, students, parents, to inform strategies to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students. RCSS will identify and develop practices to respond to these incidents, including but not limited to reporting procedures, communication guides and a crisis support referral process. RCSS will also develop a prevention curriculum for students, parents and/or staff. These activities will be developed for RCSS Alternative Education/Community schools.

Impact on Residents and Businesses

The main beneficiaries of this project will be residents, county organizations, community organizations, youth and families. Riverside County Superintendent of Schools (RCSS) Alternative Education serves students who have been expelled from their school district across 6 community schools (Riverside, Perris, San Jacinto, Murrieta, Palm Springs, Indio, and Blythe). To support the mental health and social-emotional needs of these students, RCSS has Behavioral Health Therapists both License Marriage Family Therapists (LMFT) and License Clinical Social Worker (LCSW), who provide direct services to students and families. A partnership with RCSS is essential for RUHS-PH's violence prevention program, which has identified the need for school-based violence prevention programming. The organization is positioned to effectively work with schools across the county. RCSS has in-depth knowledge of school district needs and long-standing relationships with all K-12 school districts in Riverside County, as they provide educational, financial, legislative, and leadership services and support countywide.

Additional Fiscal Information

The services are 100% grant funded and will be reimbursed by the CDC's Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems funding. There is no impact on County general funds.

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Contract History and Price Reasonableness

Riverside County Ordinance 459, Section 7, Category II, subsection e, allows for the award of contracts with any federal, state, or local government agency without bidding due to the nature of collaboration and partnership of beneficial programs with government entities. RUHS-PH is requesting to authorize the Agreement with RCSS for the services. RUHS-PH will be reimbursed by CDC for the services that are provided by RCSS.

ATTACHMENTS:

- ATTACHMENT A.** Professional Service Agreement with Riverside County Superintendent of Schools
- ATTACHMENT B.** Notice of Award No. 5 NE11OE000021-03-00 from the Center for Disease Control
- ATTACHMENT C.** CDC Workplan A2.BP3


Stacy Orton, Assistant Director of Purchasing

11/21/2025


Douglas Ordonez Jr.

12/3/2025


Gregg Gu, Chief of Deputy County Counsel

11/26/2025

PROFESSIONAL SERVICE AGREEMENT

for

SCHOOL-BASED VIOLENCE PREVENTION SERVICES

between

COUNTY OF RIVERSIDE

and

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS



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This Agreement is entered into by and between RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS, a political subdivision of the state of California (herein referred to as "RCSS"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System - Public Health, (herein referred to as "COUNTY" or "RUHS-PH").

The parties acknowledge and agree that the COUNTY began providing the Service to RCSS on June 1, 2025, and were accepted without a written services agreement. All actions taken by both the COUNTY and RCSS prior to the date hereof are hereby confirmed and ratified by way of execution of this Agreement.

1. Description of Services

1.1 RCSS shall provide all services as outlined and specified in Exhibit A, Scope of Service, at the prices stated in Exhibit B, budget, to the Agreement.

1.2 RCSS represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. RCSS shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 RCSS affirms that it is fully apprised of all of the work to be performed under this Agreement; and the RCSS agrees it can properly perform this work at the prices stated in Exhibit B. RCSS is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of RCSS's performance under this Agreement does not operate as a release of RCSS's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be in effect as of June 1, 2025, and continues in effect through November 30, 2025, unless terminated earlier. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

2.2 Notwithstanding the date of the parties' execution of this Agreement, each party represents that any and all prior actions taken by it as of the Effective Date in the performance of its obligations herein are in compliance with the terms and conditions of this Agreement and hereby confirmed and ratified.

3. Compensation

3.1 The COUNTY shall pay RCSS for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to RCSS shall not exceed the aggregate amount of One Hundred Fifty Thousand dollars (\$150,000) including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of RCSS expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement (If applicable). COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the agreement, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 RCSS shall be paid only in accordance with an invoice submitted to COUNTY by RCSS within thirty (30) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Both parties will make every effort to meet the deadlines of the submission. Payment shall be made to RCSS only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. For this Agreement, send invoices to either:

Riverside University Health System - Public

Health Fiscal - Accounts Payable

PO BOX 7849

Riverside, California

92513 or

RIVCOPH-AP@ruhealth.org

- a) Each invoice shall contain a minimum of the following information: organization name; Purchase Order number (to be provided to RCSS by COUNTY when

available); invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses of ordering department/branch; Agreement number HSARC-25-084; grant number (HS100208); quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total

- b) RCSS shall provide adequate supporting cost documentation, including source documentation as appropriate, (i.e., receipts, logs, time sheets, payroll records, etc.) as requested by the COUNTY.
- c) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify RCSS in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the RCSS for additional payment related to this Agreement shall be made in writing by the RCSS within 30 days of when the RCSS has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the RCSS. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, they may authorize additional payment to the RCSS pursuant to the claim. Nothing in this section shall excuse the RCSS from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the RCSS stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for RCSS default, if RCSS refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, RCSS shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for RCSS performance up to the date of termination in accordance with this Agreement.

5.5 RCSS rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by RCSS; or in the event of RCSS unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, RCSS shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, RCSS cannot be debarred from the System for Award Management (SAM). RCSS must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (sam.gov) (Executive Order 12549, 7 CFR Part 3017, and 45 CFR Part 76). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive

and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

RCSS agrees that all materials, reports or products in any form, including electronic, created by RCSS for which RCSS has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. RCSS agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 RCSS covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with RCSS performance under this Agreement. RCSS further covenants that no person or subcontractor having any such interest shall be employed or retained by RCSS under this Agreement. RCSS agrees to inform the COUNTY of all RCSS interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 RCSS shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the RCSS is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 RCSS or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. RCSS shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine RCSS's conformity with the terms of this Agreement. If any services performed or products provided by RCSS are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require RCSS to perform the services or provide the products in conformance with the terms of the

Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require RCSS immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to RCSS any costs incurred by the COUNTY because of the RCSS failure to perform.

8.2 RCSS shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate RCSS's performance under this Agreement at any time, upon reasonable notice to the RCSS.

9. Independent Contractor/Employment Eligibility

9.1 RCSS is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the RCSS (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and RCSS shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that RCSS in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 RCSS warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement ("Covered Individuals") meet the citizenship or alien status requirement set forth in federal statutes and regulations. RCSS shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be

hereafter amended. RCSS shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 RCSS shall screen prospective Covered Individuals prior to hire or engagement. RCSS shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. RCSS shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless RCSS has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to RCSS immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. RCSS shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 RCSS acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If RCSS becomes aware that a Covered Individual has become an Ineligible Person, RCSS shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 RCSS shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the RCSS with any other party for furnishing any of the work or

services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the RCSS and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not

successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. RCSS shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

RCSS shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. RCSS warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Non-Discrimination

RCSS shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing

Act (Cal. Gov. Code § 12900 et. seq), the Federal Civil Rights Act of 1964, Pub. L. No. 88-352, 78 Stat. 241, the Americans with Disabilities Act of 1990, 42 U.S.C. §1210 et seq., and all other applicable laws or regulations.

14. Records and Documents

RCSS shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the RCSS's costs related to this Agreement. All such books, documents and records shall be maintained by RCSS for at least five years following termination of this Agreement and be available for audit by the COUNTY. RCSS shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

15. Confidentiality

15.1 RCSS shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

15.2 RCSS shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. RCSS shall not use such information for any purpose other than carrying out RCSS's obligations under this Agreement. RCSS shall promptly transmit to the COUNTY all third party requests for disclosure of such information. RCSS shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

16. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

17. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

RIVERSIDE UNIVERSITY HEALTH SYSTEM -
PUBLIC HEALTH
4065 COUNTY CIRCLE DR., STE. 403
92503 RIVERSIDE, CA 92501
ATTN: CONTRACTS UNIT
ph-contracts@ruhealth.org

CONTRACTOR

RIVERSIDE COUNTY SUPERINTENDENT
OF SCHOOLS
3939 THIRTEENTH ST.,
RIVERSIDE, CA
ATTN: CONTRACTS & PURCHASING

18. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

19. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The RCSS agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the RCSS to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the RCSS to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If RCSS has any questions concerning this reporting requirement, please call (916) 657-0529. RCSS should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State

Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

20. Hold Harmless/Indemnification

20.1 Each party shall indemnify and hold harmless the other party, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of the indemnifying party, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. Indemnifying party shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services by indemnifying party.

20.2 With respect to any action or claim subject to indemnification herein, indemnifying party shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of Indemnitees; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes indemnifying party's indemnification to Indemnitees as set forth herein.

20.3 Indemnifying party's obligation hereunder shall be satisfied when Indemnifying party has provided to Indemnitees the appropriate form of dismissal relieving Indemnitees from any liability for the action or claim involved.

20.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe indemnifying party's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

21. Insurance

21.1 Without limiting or diminishing the RCSS obligation to indemnify or hold the COUNTY harmless, RCSS shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts,

Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the RCSS has employees as defined by the State of California, the RCSS shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. The policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident.

B. Commercial General Liability:

Commercial General Liability insurance coverage, covers claims which may arise from or out of RCSS performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then RCSS shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. Professional Liability:

RCSS shall maintain Professional Liability Insurance, if applicable providing coverage for the RCSS's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If RCSS's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and RCSS shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that RCSS has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

E. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A:VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager.

2) If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

3) The RCSS must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, RCSS's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. RCSS shall cause RCSS insurance carrier(s) to furnish the County of Riverside with 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the County Risk Manager, with reasonable justification provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. RCSS shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of

Insurance.

- 4) It is understood and agreed to by the parties hereto that the RCSS's insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self- insured programs shall not be construed as contributory.
- 5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the RCSS has become inadequate.
- 6) RCSS shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- 7) The insurance requirements contained in this Agreement may be met with a program(s) of self- insurance acceptable to the COUNTY.
- 8) RCSS agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

22. General

22.1 RCSS shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

22.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

22.3 In the event the RCSS receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the RCSS shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the RCSS.

22.4 RCSS shall not provide partial delivery or shipment of services or products unless

specifically stated in the Agreement.

22.5 RCSS shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The RCSS warrants that it has good title to all materials or products used by RCSS or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

22.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

22.7 The COUNTY agrees to cooperate with the RCSS in the RCSS performance under this Agreement, including, if stated in the Agreement, providing the RCSS with reasonable facilities and timely access to COUNTY data, information, and personnel.

22.8 RCSS shall comply with all applicable Federal, State and local laws and regulations. RCSS will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the RCSS shall comply with the more restrictive law or regulation.

22.9 RCSS shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

22.10 RCSS shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

22.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

22.12 This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this

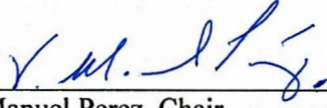
Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (h) of § 1633.2 of the California Civil Code.


22.13 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the state of California, on behalf of its RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS, a political subdivision of the state of California

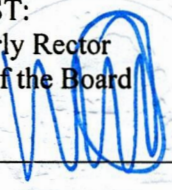
By: 
V. Manuel Perez, Chair
Board of Supervisors

By: 
Nereida Gutierrez
Assistant Superintendent of
Division of Student Programs and Services

Dated: DEC 09 2025

Dated: 11/04/2025

ATTEST:
Kimberly Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: Esen Sainz
Esen Sainz
Deputy County Counsel

EXHIBIT A
SCOPE OF SERVICE
Violence Prevention School Activities

1. SUMMARY

Riverside University Health System - Public Health (RUHS - PH) has received funding from the Centers for Disease Control (CDC) to develop school-based practices and programs to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students. These activities will be developed for Riverside County Superintendent of Schools (RCSS) Alternative Education schools.

2. RCSS RESPONSIBILITIES

RCSS shall complete the following activities:

2.1 RCSS shall be responsible for conducting stakeholder engagement with RCSS Community/Alternative Education schools to inform strategies to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students.

2.2 RCSS shall develop school-based practices for RCSS Community/Alternative Education schools to respond to incidents of dating violence, sexual assault, stalking, and/or sex trafficking of students.

2.3 RCSS shall develop prevention curriculum on topics related to emotions, healthy relationships, dating violence, sexual assault, stalking, and sex trafficking (target audience students and/or staff, parents).

2.4 RCSS shall meet regularly with key PH staff to monitor project progress.

3. RUHS-PH RESPONSIBILITIES

RUHS-PH shall complete the following activities:

3.1 RUHS-PH shall provide technical assistance to RCSS by meeting with RCSS monthly and providing feedback on project deliverables.

**EXHIBIT B
PAYMENT PROVISIONS**

RCSS shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Service.

1. MAXIMUM AMOUNTS

The maximum aggregate amount paid to RCSS for each activity shall not exceed the following:

Project	Amount
I. Personnel	\$141,325
2. Supplies	\$8,675
Grand Total	\$150,000

2. BUDGET BREAKDOWN

2.1 Personnel Year 1 (June 1, 2025, through November 30, 2025)

Name/Position	Role	Amount (Year 1)
Behavioral Health Therapist (1; Val Verde Regional Learning Center)	Development of curriculum, training (i.e., staff, parent, student), and student programs. Managing clinical care, case management, implementing trauma informed care, and crisis counseling.	\$28,265
Behavioral Health Therapist (2; Arlington Regional Learning Center)	Development of curriculum, training (i.e., staff, parent, student), and student programs. Managing clinical care, case management, implementing trauma informed care, and crisis counseling.	\$28,265
Behavioral Health Therapist (3; Betty Gibbet Regional Learning Center)	Development of curriculum, training (i.e., staff, parent, student), and student programs. Managing clinical care, case management, implementing trauma informed care, and crisis counseling.	\$28,265
Behavioral Health Therapist (4; David Long Regional Learning Center)	Development of curriculum, training (i.e., staff, parent, student), and student programs. Managing clinical care, case management, implementing trauma informed care, and crisis counseling.	\$28,265

Behavioral Health Therapist (5; Don F. Kenny Regional Learning Center, Palm Springs Community School & Blythe Community School)	Development of curriculum, training (i.e., staff, parent, student), and student programs. Managing clinical care, case management, implementing trauma informed care, and crisis counseling.	\$28,265
Total		\$141,325.00

2.3 Supply Items Year 1 (June 1, 2025, through November 30,2025)

Supply Items	Amount
Office Supplies	\$1,200
Activity Supplies	\$7,476
Total	\$8,675

3. METHOD, TIME, AND CONDITIONS OF PAYMENT

RCSS shall be paid the actual amount of each approved monthly invoice. All payment claims shall be submitted to COUNTY as described in Section 3, Compensation, of the Agreement.



Recipient Information

1. Recipient Name

COUNTY OF RIVERSIDE
4065 County Circle Dr
Riverside, CA 92503-3410

2. Congressional District of Recipient

41

3. Payment System Identifier (ID)

1956000930B8

4. Employer Identification Number (EIN)

956000930

5. Data Universal Numbering System (DUNS)

117023953

6. Recipient's Unique Entity Identifier (UEI)

YXSZFGDUQUJ5

7. Project Director or Principal Investigator

Mrs. Julisa Alvizo-Silva
Project Director
jalvizo@ruhealth.org
9513587171

8. Authorized Official

Mrs. Yadira Rom
YRomo@ruhealth.org
951-358-5996

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Jo-Anne Saunders
Grants Management Specialist
srq1@cdc.gov
4044985235

10. Program Official Contact Information

Padideh Asgari
Program Officer
ume3@cdc.gov
111-111-1111

Federal Award Information

11. Award Number

5 NE11OE000021-03-00

12. Unique Federal Award Identification Number (FAIN)

NE11OE000021

13. Statutory Authority

317(K)(2) OF PHSA 42USC 247B(K)(2)

14. Federal Award Project Title

Strengthening Riverside County Public Health Infrastructure, Workforce, and Systems

15. Assistance Listing Number

93.967

16. Assistance Listing Program Title

CDC's Collaboration with Academia to Strengthen Public Health

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	12/01/2024	- End Date	11/30/2025
20. Total Amount of Federal Funds Obligated by this Action			\$1,820,207.00
20a. Direct Cost Amount			\$1,533,594.77
20b. Indirect Cost Amount			\$286,612.23
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$1,820,207.00
26. Period of Performance Start Date	12/01/2022	- End Date	11/30/2027
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$26,244,774.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mrs. Erica Stewart
Team Lead, Grants Management Officer

30. Remarks



Recipient Information
Recipient Name COUNTY OF RIVERSIDE 4065 County Circle Dr Riverside, CA 92503-3410
Congressional District of Recipient 41
Payment Account Number and Type 1956000930B8
Employer Identification Number (EIN) Data 956000930
Universal Numbering System (DUNS) 117023953
Recipient's Unique Entity Identifier (UEI) YXSZFGDUQUJ5
31. Assistance Type Project Grant
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$466,627.20
b. Fringe Benefits	\$222,836.64
c. Total Personnel Costs	\$689,463.84
d. Equipment	\$172,351.42
e. Supplies	\$212,149.11
f. Travel	\$38,630.40
g. Construction	\$0.00
h. Other	\$6,000.00
i. Contractual	\$415,000.00
j. TOTAL DIRECT COSTS	\$1,533,594.77
k. INDIRECT COSTS	\$286,612.23
l. TOTAL APPROVED BUDGET	\$1,820,207.00
m. Federal Share	\$1,820,207.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-9390JXA	23NE11OE000021A2	OE	410U	93.967	\$0.00	75-2224-0943
3-9390LIZ	23NE11OE000021A1C6	OE	410U	93.967	\$0.00	75-X-0140
4-9390LFF	23NE11OE000021A2	OE	410U	93.967	\$0.00	75-2324-0943
5-9390MR5	23NE11OE000021A2	OE	410U	93.967	\$1,820,207.00	75-2425-0943



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 5 NE11OE000021-03-00

FAIN# NE11OE000021

Federal Award Date: 11/19/2024

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

AWARD ATTACHMENTS

COUNTY OF RIVERSIDE

5 NE11OE000021-03-00

1. Terms and Conditions

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number OE22-2203, entitled Strengthening U.S. Public Health Infrastructure, Workforce and Data Systems, and application dated August 1, 2024, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NOA).

Total Approved Funding is included in Summary Federal Award Financial Information on page 1 of the NOA. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

NOFO Component	Amount
Strategy A2	\$ 1,820,207.00

Financial Assistance Mechanism: Grant

Technical Review: Within 5 days of this Notice of Award's (NOA) issue date, the Technical Review will be accessible to the recipient in GrantSolutions Grant Notes. Contact the assigned Program Officer indicated in the NOA with any questions regarding this document or any follow up requirements and timelines set forth therein.

Key Personnel: In accordance with 45 CFR Part 75.308, CDC recipients must obtain prior approval from CDC for (1) change in the project director/principal investigator, authorized organizational representative, business official or financial director, or other key persons specified in the NOFO, application or award document; and (2) the disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

Expanded Authority: The recipient is permitted the following expanded authority in the administration of the award.

- Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of carried over unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

Program Income: Any program income generated under this grant or cooperative agreement

will be used in accordance with the Addition alternative.

Addition alternative: Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

FUNDING RESTRICTIONS AND LIMITATIONS

Because recipients receive substantial assistance from CDC through other programs, recipients of this funding are required to coordinate with and leverage, but not duplicate, the related activities and other funding opportunities.

Indirect Costs:

Indirect costs are approved based on the negotiated indirect cost rate agreement dated April 23, 2024, which calculates indirect costs as follows, a Provisional is approved at a rate of 33% of the base, which includes, calculated based on salaries, wages, and fringe benefits. The effective dates of this indirect cost rate are from April 23, 2024 to April 23, 2025.

Missing Contractual– The contract(s) listed below are **not** approved and the recipient may not begin the contract until itemized budget and justification are provided via GrantSolutions as a Notification of a Contractor and GMO approval is provided via Notice of Award.

Contractor 1: Wellness Initiative

Contractor 2: Violence Prevention Evaluator/Name

Contractor 3: Violence Prevention Trainer

Contractor 4: Loma Linda University

Contractor 5: Guest Speaker

REPORTING REQUIREMENTS

Performance Progress and Monitoring: Performance information collection initiated under this grant/cooperative agreement has been approved by the Office of Management and Budget under **OMB Number 0920-1132, “Performance Progress and Monitoring Report”** The components of the PPMR are available for download at: <https://www.cdc.gov/grants/already-have-grant/Reporting.html>.

PAYMENT INFORMATION

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the “P Account”. Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified beginning on the bottom of Page 2 of the Notice of Award must be known in order to draw down funds.

OE22-2203 BP3 Progress Report: Riverside Department of Public Health, County of

Strategy Name: Strategy A2: Foundational Capabilities

Activity Name: The clinical PHN Lead will conduct health related in-services for CHWs

Description: The clinical PHN Lead will conduct quarterly health related in-services regarding common health topics encountered by CHW's with the intent to support the growth and knowledge of CHW's

Activity Focus: Accountability/Performance Management/Agency Accreditation

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name:	Note-050550
Strengths	Conducting pre- and post-assessments to determine value/impact of trainings on CHWs.
Weaknesses	Need to provide more detail on the type and frequency of pre-post survey. What type of information are you hoping to ask and how often are you collecting post-surveys? What is the frequency of trainings?
Recommendations	Can milestone 1 and 2 (sign-in sheets/attendance and pre-post survey) be combined into 1 milestone? Please seek TA to support generating pre-post surveys for milestone 2. Please reconsider "Achieve by Date" for creating sign-in sheets for CHWs. The creation of sign-in sheets should be relatively quick, and you can then indicate that they will be used on an ongoing basis through this period of performance (by Nov 30, 2025) and beyond.
Comments	What is the value of reporting sign-in sheets as a Criteria of Completion? Are you intending to showcase attendance alone, separate from the pre-post surveys?
Recipient Response	Trainings will be provided quarterly, once every four-months. Pre- and post-surveys will be conducted for each training. The purpose is to know the level of the CHWs understanding of the subject matter prior to training as well as to measure the effectiveness of training. The post-survey will enable us to know whether the training was effective. This will also help to identify areas that require improvement (i.e.: training materials, guides, and presentation methods, etc.). The value in reporting sign-in sheets is to document which

	staff attended training sessions.
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Milestone: Conduct quarterly in-service for CHWs to increase skills and knowledge of scope of work.

Responsible Party: MCAH Branch Chief, Public Health Nurse and PHN Clinical Lead

Criteria for Completion: Sign-in sheets indicating CHW participation. In-service agenda.

Contracts/Subawards:

Achieve-by Date: 12/31/2024

Milestone Progress:

Milestone Notes/Updates:

Milestone: Show increased knowledge in CHWs regarding health-related topics.

Responsible Party: MCAH Branch Chief, Public Health Nurse and PHN Clinical Lead

Criteria for Completion: Conduct pre and post in-service surveys to show areas of growth in knowledge.

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name: The clinical PHN Lead will serve as a liaison in supporting CHW efforts

Description: The clinical PHN Lead will be a bridge in supporting CHW's efforts with accessing CHW services by ensuring non-duplication of services and ensuring

patients/clients are enrolled in CHW services when a patient/client is not eligible for other programs/services.

Activity Focus: Accountability/Performance Management/Agency Accreditation

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name:	Note-050551
Strengths	Ensuring duplication of services are avoided and generating a standard SOW for CHWs.
Weaknesses	Please indicate how often routine audits will be implemented throughout BP3?
Recommendations	Are summary reports of conversations with leadership re elements to include in CHWs SOW sufficient or will be there a different product, e.g. an SOP for assessing CHW's SOW on a continuous basis perhaps helpful? Please consider long-term CQI efforts for the larger CHW program.
Comments	n/a
Recipient Response	Audits of CHW documentation in Epic (electronic health record) are done weekly. The clinical lead will be responsible for selecting random cases to review for accuracy and timeliness in documenting. This will be an ongoing activity through BP3. Regular audits of all Plan of Care reports will be conducted by the clinical lead. Plan of Care are required after 12 CHW encounters for each client.

Milestone: Clinical lead with meet with PH management teams to provide CHW scope of work, needs and issues.

Responsible Party: MCAH Branch Chief, Public Health Nurse and PHN Clinical Lead

Criteria for Completion: Summary report of topics discussed with PH management.

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Monitor CHW caseload to ensure non-duplication of CHW services.

Responsible Party: MCAH Branch Chief, Public Health Nurse and PHN Clinical Lead

Criteria for Completion: Performs routine audits of CHW documentation in Electronic Health Record (EHR) - Epic.

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name: Create resource kit for CHW clients/patients

Description: Create a resource kit to be distributed to clients/patients.

Helping to organize medical information such as important numbers, medication lists, insurance details, etc. by keeping vital information in one (portable) place.

Activity Focus: Accountability/Performance Management/Agency Accreditation

Other Activity Focus:

Collaborations:

Expected Outcomes: Accelerated prevention, preparedness, and response to emerging public health threats

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name: Note-050552

Strengths Designing, creating and distributing resource kits to clients/patients to support organization of medical information and resources, e.g. list of medications etc.

	in a portable place.
Weaknesses	n/a
Recommendations	n/a
Comments	Is designing the resource kit done in-house? Are you anticipating distributing 4000 kits throughout BP3 as you have indicated in your budget narrative? If so, then Criteria of Completion should be x number of kits distributed to clients/patients.
Recipient Response	Designing the resource kits will be done in-house. Once designed, we will set out to purchase supplies to compile the kits. At this time, it is unknown how many kits we will be able to create. This information will be known once all kit components are complete and assembled. At that point we can cost out the price for it to determine how many kits we can create with the allocated budget.

Milestone: Design kit components that will meet the needs of our clients/patients.

Responsible Party: Workforce Development Director and team

Criteria for Completion: Research types of specific resource information and inserts for supply kit, and supplies needed to create the resource kits.

Contracts/Subawards:

Achieve-by Date: 03/31/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Create components for resource kit including purchasing supplies and commissioning printing of research components.

Responsible Party: Workforce Development Director and team

Criteria for Completion: Printed and assembled kits are complete.

Contracts/Subawards:

Achieve-by Date: 07/31/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone:	Distribute resource kits to clients/patients throughout RUHS CHW programs.
Responsible Party:	Workforce Development Director and team
Criteria for Completion:	CHWs will distribute kits to clients/patients as needed. Distribution of kits will be documented in Epic Electronic Health Record.

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name:	Extend contracts/hire 10 CHWs for a period of 6 months
Description:	Extend/hire 10 CHW temporary (TAP) staff. This time will provide CHW the ability to build their capacity for providing services to clients/patients. Upon building their skills and knowledge, they will be able to work independently to their scope of work.
Activity Focus:	Accountability/Performance Management/Agency Accreditation
Other Activity Focus:	
Collaborations:	
Expected Outcomes:	Improved health department quality, accountability, and performance based on standards and measures
Expected Community Impact:	
Successes:	
Challenges:	
Support for Recipients:	

TR Note Name: Note-050553

Strengths	This activity focused on hiring 10 CHW temporary (TAP) staff to build capacity for providing services to clients/patients. Upon building their skills and knowledge, they will be able to work independently to their scope of work.
Weaknesses	n/a
Recommendations	Please reconsider "Achieve by Date" for the first milestone, i.e. when are you expecting to have all 10 CHWs onboarded and trained?
Comments	This is a continued activity.
Recipient Response	

Milestone: 10 CHWs will onboard and complete a job shadowing experience in order learn about the different RUHS-PH program offerings.

Responsible Party: Workforce Development Director and team

Criteria for Completion: Staff is hired. Complete onboarding including job shadowing throughout PH branches, community health centers and medical centers.

Contracts/Subawards:

Achieve-by Date: 03/31/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: CHW is able to document daily encounters in Epic Electronic Health Record (EHR).

Responsible Party: Workforce Development Director and team

Criteria for Completion: CHWs are documenting 15 encounters per day in Epic EHR.

Contracts/Subawards:

Achieve-by Date: 06/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone:	CHW will gain proficiency in the C3 (Community, Capacity and Communication) core competencies.
Responsible Party:	Workforce Development Director and team
Criteria for Completion:	Successfully train CHWs on C3 project, as evidenced by training agenda. CHWs to acknowledge having received training.

Contracts/Subawards:

Achieve-by Date: 09/30/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name:	Develop school-based practices and programs.
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Description: Develop school-based practices and programs for Riverside County Alternative Education schools to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students.

Activity Focus: Community Partnership

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name:	Note-050554
Strengths	This activity focuses on developing and implementing school-based policies, practices, and programs at two (2) school sites in Riverside County to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students.
Weaknesses	n/a

Recommendations	Please expand on Milestone 2 "Criteria of Completion" > Student Evaluations. What are you hoping to evaluate? Please reconsider "Achieve by Date". Can milestones 1,2 and 4 be completed before Nov 30?
Comments	This is a continued activity from BP2.
Recipient Response	

Milestone:	Develop school-based practices and programs to respond to incidents of dating violence, sexual assault, stalking, and/or sex trafficking of students.
Responsible Party:	RCOE, RARCC (Riverside Area Rape Crisis Center)
Criteria for Completion:	Reporting procedure, Communication guide, and crisis support referral process
Contracts/Subawards:	RCOE
Achieve-by Date:	09/30/2025
Milestone Progress:	
Milestone Notes/Updates:	

Milestone:	Develop prevention curriculum on topics related to emotions, healthy relationships, dating violence, sexual assault, stalking, and sex trafficking (target audience students and/or staff, parents).
Responsible Party:	RCOE, RUHS-PH, RARCC
Criteria for Completion:	Finalized curriculum for Alternative Education schools.
Contracts/Subawards:	RCOE, RUHS-PH, RARCC
Achieve-by Date:	11/30/2025
Milestone Progress:	
Milestone Notes/Updates:	

Milestone:	Conduct stakeholder engagement with schools to inform strategies to prevent and respond to dating violence, sexual assault, stalking, and/or sex trafficking of students.
Responsible Party:	RCOE
Criteria for Completion:	Agenda, overview of feedback (surveys, notes, etc.)
Contracts/Subawards:	RCOE
Achieve-by Date:	06/30/2025
Milestone Progress:	
Milestone Notes/Updates:	

Activity Name:	Employee engagement and wellness initiative
Description:	Prioritize employee wellness and work/life balance through activities that encourage staff to become aware of their nutrition, physical activity, and self-care. Additionally, emphasizing communication and collaboration will improve staff retention rates and will improve overall health outcomes for staff.
Activity Focus:	Equity in Organizational Competencies
Other Activity Focus:	
Collaborations:	
Expected Outcomes:	Stronger Public Health Foundational Capabilities
Expected Community Impact:	
Successes:	As of 1.15.25 - RUHS-PH has existing staff with demonstrated skills and experience in workplace wellness interventions, program planning, and evaluation. RUHS-PH and the County of Riverside have previous experience working on workplace wellness initiatives which can provide insight into identifying qualified consultants.
Challenges:	As of 1.15.25 - The tight Project timeline requires the Project team to adopt an agile project management approach based on iterative cycles learning, implementing and reflecting. With a limited timeframe, the procurement process to secure the consultant will need to be expedited while maintaining a process the ensure retaining a quality consultant.
Support for Recipients:	

TR Note Name:	Note-050555
Strengths	This activity focuses on identifying and prioritizing employee wellness and work/life balance through activities that encourage staff to become aware of

	their nutrition, physical activity, and self-care. Additionally, this activity focuses on foundational capabilities that will encourage staff communication and collaboration to improve staff retention rates and engagement.
Weaknesses	n/a
Recommendations	Please provide additional justification for purchase of equipment, e.g. camera? Is this something that can also be used for general events, speaker series etc. as well to produce newsletters, internal communication resources etc. on an ongoing basis? Please elaborate "Achieve by Date" for milestone 1. Is this to hire the TAP or conduct the surveys or both? Is hiring a TAP by Jan 1, 2025 feasible when BP3 starts on 12/1? How will employees identify needed equipment? Will this be asked through the surveys? The "Criteria for Completion" for the Speaker could be number of engagements or speaker "series" on multiple topics such diversity etc. completed.
Comments	n/a
Recipient Response	In addition to using the camera for taking headshots of staff, the camera will be used to take pictures at events (i.e., workshops, outreach, tabling, etc.). Pictures can be used to create flyers, newsletters, and other collateral materials. The Program Coordinator (TAP) that is hired for health and wellness will undertake the tasks of 1) surveying staff on what types of programs would be beneficial for staff, 2) once surveyed the Coordinator can work to create and implement the programs, and 3) purchase equipment, based on the survey results, that can help staff to participate in programs (i.e., fitness tracker, tracking software, etc.) . The goal of this milestone is to increase staff participation in health/wellness activities, thereby increase retention rates due to job satisfaction.

Milestone: Hire a temporary (TAP) Program Coordinator to will identify staff priorities for health and wellness activities. Once priorities are established, the Program Coordinator will create equitable wellness and engagement programs for staff to participate in. These activities will incentivize staff retention and will help improve the wellbeing of RUHS-PH staff. We will track staff participation in wellness and engagement activities.

Responsible Party: Workforce Development Director; IPS Branch Chief; Nutrition Services Branch Chief

Criteria for Completion: Survey staff to identify priorities. Create and implement employee wellness and engagement plan. Purchase equipment, identified from survey on priorities, required for implementation. Purchase gift cards to be used as incentives to increase staff participation.

Contracts/Subawards:

Achieve-by Date: 03/01/2025

Milestone Progress: 0%

Milestone Notes/Updates: As of 1.15.2025 - The Injury Prevention Services (IPS) Branch Chief and the Nutrition and Health Promotion (NHP) Branch Chief have identified a team of four potential RUHS-PH (Riverside University Health System-Public Health) key members for this project. The projected project leader is a Program Coordinator in the RUHS-PH NHP Branch. She holds a degree in kinesiology and a Masters in Public health with experience functioning as an employee wellness ambassador and physical activity facilitator. Other potential RUHS-PH team members (one Program Coordinator and two Public Health Program Directors) in the NHP Branch of RUHS-PH that will provide the team with: a) employee wellness communications experience; b) content knowledge and experience in the implementation of nutrition and physical activity promotion initiatives; and c) insight into tracking staff engagement.

Milestone:	Customize an employee wellness and engagement program designed for RUHS-PH staff.
Responsible Party:	Workforce Development Director and team
Criteria for Completion:	Consultant to customize and work with internal RUHS-PH staff on implementing a wellness program that meets the needs of staff, based on survey results.
Contracts/Subawards:	Consultant TBD
Achieve-by Date:	09/30/2025
Milestone Progress:	0%
Milestone Notes/Updates:	As of 1.15.25 - The Workforce Development Director, the Injury Prevention Services (IPS) Branch Chief and the Nutrition and Health Promotion (NHP) Branch Chief have discussed what type of procurement process would be appropriate to secure a quality consultant in a time efficient way. By the end of February 2025, the Project Team will work the RUHS-PH Procurement team to distribute inquiries to potential consultants to assess their interest/capacity to contribute to the Project.

Milestone:	Hire a qualified employee engagement speaker with an emphasis on diversity to present and provide resources at the annual RUHS-PH all staff training.
Responsible Party:	Workforce Development Director and team; IPS Branch Chief
Criteria for Completion:	Speaker bio; agenda; sign-in sheet; One-day speaking event emphasizing diversity and inclusion.

Contracts/Subawards: Consultant TBD

Achieve-by Date: 05/31/2025

Milestone Progress: 0%

Milestone Notes/Updates: The Annual RUHS-PH all staff training occurs in May each year. Our Injury Prevention Services Branch Chief is currently researching topics for the all staff meeting. Once the topic has been determined, we will proceed with researching hiring the guest speaker.

Milestone: Provide RUHS-PH staff with an opportunity to take and use headshots for personal/professional purposes. A guidance document will be created to share with staff who are taking headshots including subjects such as what type of attire to wear, best colors, how to look confident and professional, etc..

Responsible Party: Workforce Development Director and team

Criteria for Completion: Purchase equipment such as camera, backdrop, and lighting; guidance document; list of staff who have completed headshots.

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Create individual workspaces that will encourage collaboration between staff by purchasing and installing fully equipped, modular privacy booths. The majority of staff do not have access to private offices. Having access to privacy booths will create opportunities for private, collaborative meetings with other staff and guests thereby enhancing communications.

Responsible Party: Workforce Development Director and team

Criteria for Completion: Purchase fully equipped, modular privacy booths to be used throughout RUHS-PH programs.

Contracts/Subawards: GM Furniture. Note: The County uses GM Furniture as a preferred vendor. We used them for A2/BP2 activity. Quotes are still pending. Once quotes are submitted, we will submit a grant note with the final cost estimates.

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Provide a cohesive space where RUHS-PH staff can gather and collaborate during breaks. This will directly impact staff satisfaction, their well-being, and eventually staff retention will improve.

Responsible Party: Workforce Development Director and team

Criteria for Completion: Purchase fully equipped, modular furniture with installed charging stations for two staff rooms.

Contracts/Subawards: GM Furniture. Note: The County uses GM Furniture as a preferred vendor. We used them for A2/BP2 activity. Quotes are still pending. Once quotes are submitted, we will submit a grant note with the final cost estimates.

Achieve-by Date: 08/31/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name: Support coalition building partnerships

Description: Support coalition building partnerships to address root causes of violence

Activity Focus: Community Partnership

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name: Note-050560

Strengths This activity is in support of building partnerships to address root causes of violence, providing trainings and technical support to outside organizations with the implementation of trauma-informed practices.

Weaknesses	n/a
Recommendations	Please expand upon the "Criteria for Completion". Will you be tracking number of trainings conducted, or number of TAs provided, etc. Meeting agendas and training sign-in sheets might not be the best measure for tracking the impact.
Comments	This is a continued activity from A2 BP2.
Recipient Response	

Milestone: Implement trainings for violence prevention for public health staff and/or community partners to transition to implementation of violence prevention activities.

Responsible Party: Violence Prevention Program Director, HEA, Consultants

Criteria for Completion: Track number of trainings conducted with supporting documentation (i.e., flyers, agendas, sign-in-sheets, etc.)

Contracts/Subawards: Consultant TBD

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Offer technical support to public facing organizations to transition to implementation of trauma informed practices.

Responsible Party: Violence Prevention Program Director, HEA, Consultants

Criteria for Completion: Track number of TAs provided with supporting documentation (i.e., flyers, agendas, sign-in-sheets, etc.)

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Offer technical support to local collaboratives to implement strategies to address root causes of violence.

Responsible Party: Violence Prevention Program Director, HEA, Consultants

Criteria for Completion: Track number of TAs provided with supporting documentation (i.e., flyers, agendas, sign-in-sheets, etc.)

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates:

Activity Name: Evaluate violence prevention implementation plan

Description: Evaluate violence prevention plan to assess implementation of the program and effectiveness of goals and objectives.

Activity Focus: Community Partnership

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name: Note-050561	
Strengths	This activity is focused on the assessment of the violence prevention plan and its implementation. The focus will be on conducting community engagement activities on violence prevention and tracking progress in terms of reach and effectiveness.
Weaknesses	n/a

Recommendations	Please expand upon the "Criteria for Completion" on milestone 1. Will you be tracking number of engagement activities? Agendas and sign-in sheets might not be the best measure for tracking the impact.
Comments	n/a
Recipient Response	

Milestone:	Conduct community engagement activities on violence prevention to continue gathering input from partners and to present the RUHS-PH violence prevention plan.
Responsible Party:	Violence Prevention Program Director, HEA, Consultants
Criteria for Completion:	Track number of engagement activities with supporting documentation (i.e., flyers, agendas, sign-in-sheets, etc.)
Contracts/Subawards:	Your Social Marketer, Health Management Associates, Boules Consulting
Achieve-by Date:	11/30/2025
Milestone Progress:	
Milestone Notes/Updates:	

Milestone:	Track progress of implementation of violence prevention plan, with annual updates to the plan
Responsible Party:	Violence Prevention Program Director, HEA, Consultants
Criteria for Completion:	Updated implementation plan
Contracts/Subawards:	Your Social Marketer, Health Management Associates, Boules Consulting
Achieve-by Date:	11/30/2025
Milestone Progress:	
Milestone Notes/Updates:	

Activity Name: Enhance Electronic Health Records (EHR) documentation system

Description: RUHS currently uses Epic to support documentation in the Electronic Health Record (EHR) for patients/clients. The EHR system improves all aspects of patient/client care including effectiveness, patient-centeredness, communication, timeliness, efficiency and equity. The EHR system gives Community Health Workers (CHWs) access to the Whole Person Health Score (WPHS) which is used by RUHS facilities to measure social determinants of health. Enhancements to the current Epic system, with a CHW focus, will improve overall health outcomes for patients/clients.

Activity Focus: Accountability/Performance Management/Agency Accreditation

Other Activity Focus:

Collaborations:

Expected Outcomes: Improved public health outcomes

Expected Community Impact:

Successes:

Challenges:

Support for Recipients:

TR Note Name: Note-050562	
Strengths	This activity focuses on identifying potential enhancement capabilities for RUHS Epic/Electronic Health Record (EHR) system for patients/clients. The EHR system gives Community Health Workers (CHWs) access to the Whole Person Health Score (WPHS) which is used by RUHS facilities to measure social determinants of health. Enhancements to the current Epic system will allow better tracking, communication and bidirectional referrals between different health care agencies to be built with the ultimate goal to showcase the value of CHW work.
Weaknesses	n/a
Recommendations	RE milestone 2: Are you indirectly assessing "improved reimbursement rates for CHW services"? This, I believe, will be rather an outcome of the Epic enhancements. A measurable component would rather be a functioning option that allows bidirectional referrals to/from CBOs as you have listed which would give you the count of total referrals as well as status of referrals perhaps or other metrics that the clinical team needs. If this resonates, then please rephrase the "improved reimbursement" as a potential long-term outcome or remove from "Criteria of Completion".
Comments	n/a
Recipient Response	

Milestone: Conduct initial discovery for opportunities to enhance/optimize Epic Electronic Health Record system used by Community Health Workers.

Responsible Party: Workforce Development Director, CHW Operations Director, RUHS IT

Criteria for Completion: Document that prioritizes optimization opportunities.

Contracts/Subawards:

Achieve-by Date: 03/31/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Research optimization opportunities to include smart-phrases, referral work queues, bi-directional communication between RUHS-PH, managed care plans, and community-based organizations, etc..

Responsible Party: Workforce Development Director, CHW Operations Director, RUHS IT

Criteria for Completion: Send/receive CHW referrals to/from community-based organizations. Ability to send/receive referrals and documentation to Manage Care Plans using bi-directional feeds for timely notifications and approvals.

Contracts/Subawards:

Achieve-by Date: 06/30/2025

Milestone Progress:

Milestone Notes/Updates:

Milestone: Deploy Epic optimization/enhancements to improve CHW documentation in order to improve patient/client health outcomes.

Responsible Party: Workforce Development Director, CHW Operations Director, RUHS IT

Criteria for Completion: Customized optimizations; guidance documents

Contracts/Subawards:

Achieve-by Date: 11/30/2025

Milestone Progress:

Milestone Notes/Updates: